

c.Change - Certificate of Currency

Stage 1. Login to c.Change

- Log into c.Change
 - To search for a policy, there are 2 options available:
 - 1. quick inquiry
 - 2. Writenow > select find a policy.

NOTE: For Sunrise Policies please drop the 1 in front of the policy number. The 1 indicates that the policy is connected to Sun rise and cannot be entered into c.Change



Stage 2. Quick Inquiry Search

- Within the quick inquiry field, key in the policy number and click go
- Policy details will now appear





Stage 3. Writenow > find a policy search

- Hover over writenow
- Select find a policy
- A policy search page will appear for you

NOTE: For Sunrise Policies please drop the 1 in front of the policy number. The 1 indicates that the policy is connected to Sun rise and cannot be entered into c.Change

home writenow clain	nwrite writepay help admin	switch» quick inquiry	go»
> transactions > find a policy > portfolio set in >	welcome tyou wis fiel, bel Hover over Then we data as writenow, select	y would view in this area, select them in the ound the outside, you will view the same	30
view » my cus	Note this pages.	on the Welcome page, not any subsequent	view » my new claims
	Intermediary : Not Selected	~	
	Submit Res	et	view » my policies due for renewal
6	Portals Authorised Representative » Online Product Awareness Module »	Occupation Inquiry Business Pack Occupation Guide »	
view » my business processed this month	Cargo@QBE »		view » my activity alert on watched transactions

Stage 4. Writenow > find a policy

NOTE: This page can be used to search with an Insured name, if you do not have a policy number

- Key in the policy number and select Submit
- Policy details will now appear

C.ch@nge		Logest modify» switch»
home writenow claimwrite	writepay help admin	quick inquiry go
Inquiry		
For a policy search, enter the eff	ective date, and either the policy n	number, business or surname, or registration number.
Por a claim search, enter either	ne claim number or surname.	Enter policy number
Policy Search		and click Submit
Effective Date:	17/10/2020 dd/mm	and click Submit
Only show policies in force a	is at the effective date	
And enter either:		Clai n Number
Policy Number.		
Business / Surname:		
First Name Initial:		Insured Registration No.
Policy Type:		$\overline{\mathbf{v}}$
4	ll.	Third Party Name
or		C Third Darty Desightation No.
(Motor policy types only)		
or		and
License Number: (Builders warranty policy types	only)	Source of Business Code:
and	, , , , , , , , , , , , , , , , , , ,	4
		<u> </u>
Source of Business Code:		



Click on Policy C Select Certificate	<pre>ptions below - this will open of Currency</pre>	ı an options bo	x		
	c.ch@nge		Logout	My profile modify» switch»	
home writen	ow claimwrite writepay help	admin	(quick inquiry	go»
Policy	- <u>**</u>		6	Effective Date: 1	7/10/2020 >
Policy No.: /	41 BPK		Status: Inception Date:	CURRENT 11/05/2020	LY IN FORCE
Address:	Policy Options	т	Period:	11/05/2020) to 11/05/2021
Postcode:	Certificate of Currency		Wording:		
Policy Type: 1	B Confirmation of WN You Told U	Js			
Agent:	NSW Stamp Duty Review				
Sp Attn Flag: (Policy Debtors				
Recent Claim	S Policy Performance				
Claim No. Ri	s Premium Transactions		Date of I	oss Amt Incurre	d Status
Claim No. Ri No claims found	s Premium Transactions Policy Schedule		Date of I	Loss Amt Incurre	d Status
Claim No. Ri No claims found	Premium Transactions Policy Schedule Policy Details		Date of I	oss Amt Incurre	d Status
Claim No. Ri No claims found	s Premium Transactions Policy Schedule Policy Details Disable Auto Renewal Invite	1. Sele	Date of I ct Policy options 2.	Loss Amt Incurre	d Status
Claim No. Ri No claims found	Premium Transactions Policy Schedule Policy Details Disable Auto Renewal Invite Edit Options	1. Sele Certif	Date of I ct Policy options 2. icate of Currency	oss Amt Incurre	d Status
Claim No. Ri No claims found Risks	Premium Transactions Policy Schedule Policy Details Disable Auto Renewal Invite Edit Options Endorse Policy	1. Sele Certif	Date of I ct Policy options 2. icate of Currency	oss Amt Incurre	d Status
Claim No. Ri No claims found Risks Section	Premium Transactions Policy Schedule Policy Details Disable Auto Renewal Invite Edit Options Endorse Policy Update Survey Date	1. Sele Certif	Date of I ct Policy options 2. icate of Currency	Loss Amt Incurre	d Status
Claim No. Ri No claims found Risks Section Property	Premium Transactions Policy Schedule Policy Details Disable Auto Renewal Invite Edit Options Endorse Policy Update Survey Date Cancel Policy	1. Sele Certif	Date of I ct Policy options 2. icate of Currency VIC 3149	Commenced	d Status
Claim No. Ri No claims found Risks Section Property Bus Interruption	Premium Transactions Policy Schedule Policy Details Disable Auto Renewal Invite Edit Options Endorse Policy Update Survey Date Cancel Policy 0001	1. Sele Certif	Date of I ct Policy options 2. icate of Currency VIC 3149 ' VIC 3149	Commenced 11/05/2020	d Status
Claim No. Ri No claims found Risks Section Property Bus Interruption Theft	S Premium Transactions Policy Schedule Policy Details Disable Auto Renewal Invite Edit Options Endorse Policy Update Survey Date Cancel Policy 0001 0002	1. Sele Certif	Date of I ct Policy options 2. icate of Currency VIC 3149 VIC 3149 VIC 3149	Commenced 11/05/2020 11/05/2020 11/05/2020	d Status

Stage 6. Select Policy Sections

- •
- A pop up will appear Select the **Policy Section/s** required Then select **Next** •
- •

NOTE: Multiple locations - You are only able to select one location at a time

Please select the poli Should a certificate b schedule.	cy section e required	and then click "Next" to continue. for the entire policy, please print the p	olicy	C	7
Policy Section Property Bus Interruption Theft	Risk 0001	Location/Type of Business Select the policy section required, click Next Scroll Bar may appear depending on number of risks]	ł	
Property	0003	Next			



Stage 7. Select Clauses to Print

- Select any Clauses required to appear on the Certificate
- Then select Submit



Stage 8. Certificate of Currency Document

- The Certificate of Currency should now open for you as a PDF Document
- Click to Save document
- Click to Print document
- Click to PDF document. This function will allow you to automatically email the Certificate of Currency or Save the document as a PDF

Business Pack Insurance Certificate of Currency Policy Number 41 BPK		QBE Insurance (Australi Head (Level 5, 2 Park Sydney NSW ABN: 78 003 19 AFS Licence No: 23	a)Ltd Diffee 2000 035 95545 QBE	
Issued By QBE Insurance (Australia) Ltd This certificate acknowledges that the policy referre Details of the cover are listed below.	d to is in force for the p	period shown.	Period of Insurance From 11/05/2020 To 11/05/2021 at 4pm	
The Insured				
ABN Number Not Provided				
Cover Details				
Location Business Interested Party None Noted			Risk Number 1	
Property Section				
Particulars	Total Sum Insured	Excess		
Buildings Contents	Not Insured	\$500		
Reinstatement / extra cost conditions apply Earthquake excess as per the policy wording				
Business Interruption Section				
Business Interruption Section Particulars	Total Sum Insured	Excess		
Business Interruption Section Particulars Gross income Indemnity period 24 months	Total Sum Insured S	Excess \$500		
Business Interruption Section Particulars Gross income Indemnity period 24 months Additional increased cost of working Outstack in parameters experience in the parameters of	Total Sum Insured S S	Excess \$500		