

Commercial motor claims history report

Stage 1. Login to c.change and navigate to inquiry screen

- Login to c.Change
- Hover over Writenow and select 'find a policy'

The screenshot shows the c.ch@nge website interface. At the top, there is a navigation bar with links: home, writenow, claimwrite, writepay, tools and library, help, admin, quick inquiry, and go. The 'writenow' menu is expanded, showing options like transactions, find a policy, portfolio, premium pool, WCN Fax Forms, valuewrite, and bond letters. The 'find a policy' option is highlighted. Below the navigation, there is a 'welcome' message and a search area with dropdown menus for 'Intermediary' and 'Staff Member', and 'Submit' and 'Reset' buttons. There are also several 'view' links for various reports and activities.

Stage 2. Enter the policy number

- Key in policy number
- Select submit

The screenshot shows the 'Inquiry' screen on the c.ch@nge website. It features a 'Policy Search' section with an 'Effective Date' field (7/5/2020) and a checkbox for 'Only show policies in force as at the effective date'. Below this, there are several search criteria fields: 'Policy Number', 'Business / Surname', 'First Name Initial', 'Policy Type', 'Registration Number', 'License Number', and 'Source of Business Code'. The 'Policy Number' field is highlighted with a red circle. To the right, there is a 'Claim Search' section with a 'Search for' dropdown menu and radio button options for 'Claim Number', 'Insured Name', 'Insured Registration No.', 'Third Party Name', and 'Third Party Registration No.'. At the bottom, there is a 'Submit' button, which is also highlighted with a red circle, and a 'Reset' button. The page footer includes 'uat-n1'.

Stage 3. Navigate to claim options

- Select claim options
- Click on commercial motor claims history report

Policy Effective Date: 07/05/2020

Policy No.: [Redacted] **Status:** CURRENTLY IN FORCE

Insured: TEST ONLY **Inception Date:** 04/07/2019

Address: [Redacted] **Period:** 04/07/2019 to 04/07/2020

Postcode: 2000 **Insured ABN:** [Redacted] **Wording:** STANDARD

Policy Type: Motor Vehicle

Agent: [Redacted]

Sp Attn Flag: 00

Recent Claims

Claim No.	Risk	Policy Section	Description	Registration No.	Date of Loss	Amt Incurred	Status
0003	Business		TP HIT INSD IN THE REAR AND THE INSD HIT		05/03/2020	\$3,096.70	Active

Risks

Risk Type	Risk	Vehicle/Registration No/Type of Cover	Commenced	Terminated
Passenger &/or Trade Vehicle	0001		04/07/2019	
Commercial Motor Vehicle	0002		04/07/2019	
Passenger &/or Trade Vehicle	0003		04/07/2019	

Claim Options (Dropdown Menu):

- Claim Options
- Create Claim
- Commercial Motor Claims History Report** (highlighted)

Policy Options | Claim Options | Notify Me

Stage 4. Download report

- Report will download as a PDF documents listing all claims information
- You can choose print, save or email document

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QBE **TEST ONLY**

Period: 04-Jul-2019 to 04-Jul-2020

Data As At: 06-May-2020
Policy Number: [Redacted]

Claim Number	Occur Date	Date Reported	Reg	Driver	Accident Description	Excess	Recovered	Claims Paid	Balance O/S	Total Incurred	Status
Jul 2019 - Jul 2020											
41	05-03-20	06-03-20			TP AT FAULT - RECOVERY	0.00	0	33	3064	3097	A
Total No. Claims= 1						0.00	0	33	3064	3097	
Grand Total No. Claims= 1						0	0	33	3064	3097	