



User Guide

***--- Motor Vehicle Insurance ---
(Old Catalogue Code Policy Renew)***

Version: May 2019

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A: Login Qnect

登入 Qnect

B: Policy Renew Same

保單續保(無需修改內容)

C: Policy Renew with Changes

保單續保(需要修改內容)

Part A

Login Qnect 登入 Qnect

A: Login Qnect 登入 Qnect



About
QBE

Products
we offer

Benefits of
working with us

Contact Us

DO MORE

The QBE Insurance platform has been designed to support your growth by allowing you more flexibility in how you do business and providing valuable analytical insights.

FOR MORE



Connect with QBE

QBE Insurance platform enables you to do business wherever you are. We give you the choice of connecting with us on the move via your mobile or tablet devices and from your office.



Get Started

Email Address

Password

☐ Remember my username

LOGIN

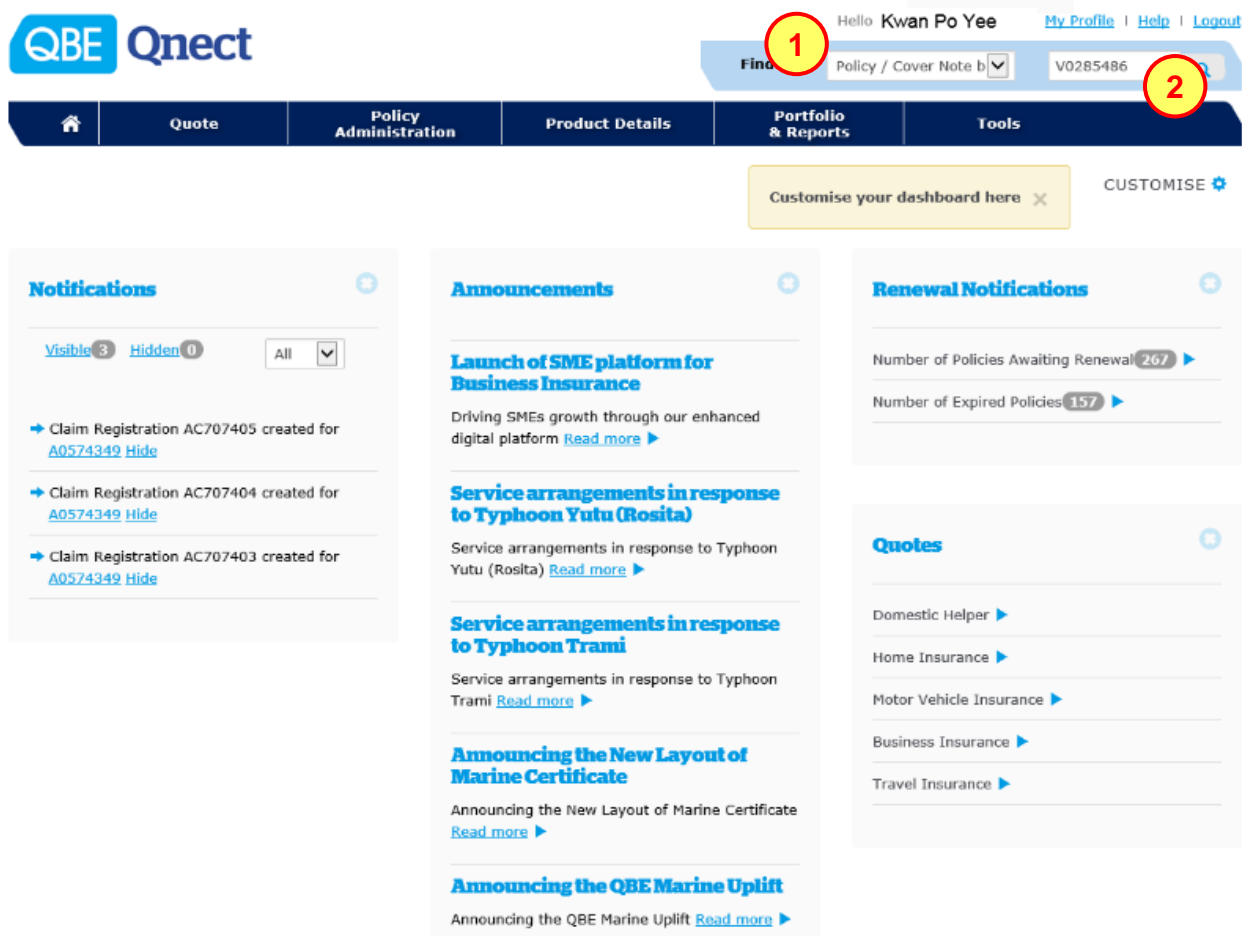
[Forgot Password?](#)

1. Login with **Email Address**
利用電郵地址登入
2. Key in **Password**
輸入密碼
3. Click 點擊 **LOGIN**
4. If you forget your password, please click **Forgot Password**
假如您忘記密碼，請點擊 **Forgot Password**

Part B

Policy Renew Same 保單續保(無需修改內容)

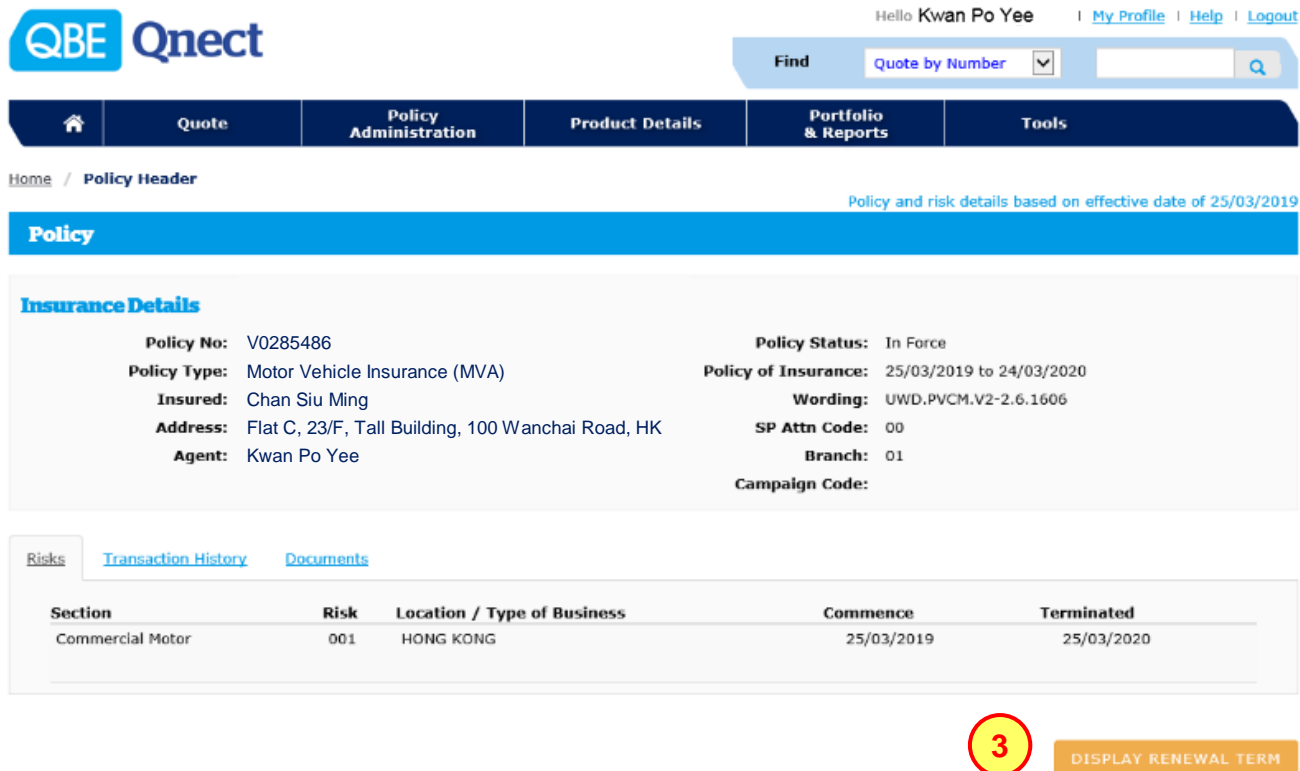
B: Policy Renew Same 保單續保(無需修改內容)



The screenshot shows the QBE Qnect dashboard. At the top, there's a header with the QBE logo and 'Qnect' text. To the right, it says 'Hello Kwan Po Yee' with links for 'My Profile', 'Help', and 'Logout'. Below this is a navigation bar with tabs: 'Quote', 'Policy Administration', 'Product Details', 'Portfolio & Reports', and 'Tools'. A 'Find' dropdown menu is open, showing 'Policy / Cover Note by Number' selected. A search input field with the value 'V0285486' is also visible. Below the navigation bar, there's a 'Customise your dashboard here' button and a 'CUSTOMISE' link. The main content area is divided into three columns: 'Notifications', 'Announcements', and 'Renewal Notifications'. The 'Notifications' column shows three claim registration notifications. The 'Announcements' column shows four announcements related to SME platform, typhoon response, and marine certificate. The 'Renewal Notifications' column shows the number of policies awaiting renewal (267) and the number of expired policies (157). On the right side, there's a 'Quotes' section with links for Domestic Helper, Home Insurance, Motor Vehicle Insurance, Business Insurance, and Travel Insurance.

1. Choose **Policy / Cover Note by Number** from **Find**
從 **Find** 中，選擇 **Policy / Cover Note by Number**
2. Input **Policy Number** and then click 
輸入 **Policy Number** 然後點擊 

B: Policy Renew Same 保單續保(無需修改內容)



QBE Qnect

Hello Kwan Po Yee | [My Profile](#) | [Help](#) | [Logout](#)

Find

[Home](#) / [Policy Header](#) Policy and risk details based on effective date of 25/03/2019

Policy

Insurance Details

Policy No: V0285486	Policy Status: In Force
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 25/03/2019 to 24/03/2020
Insured: Chan Siu Ming	Wording: UWD.PVCM.V2-2.6.1606
Address: Flat C, 23/F, Tall Building, 100 Wanchai Road, HK	SP Attn Code: 00
Agent: Kwan Po Yee	Branch: 01
	Campaign Code:

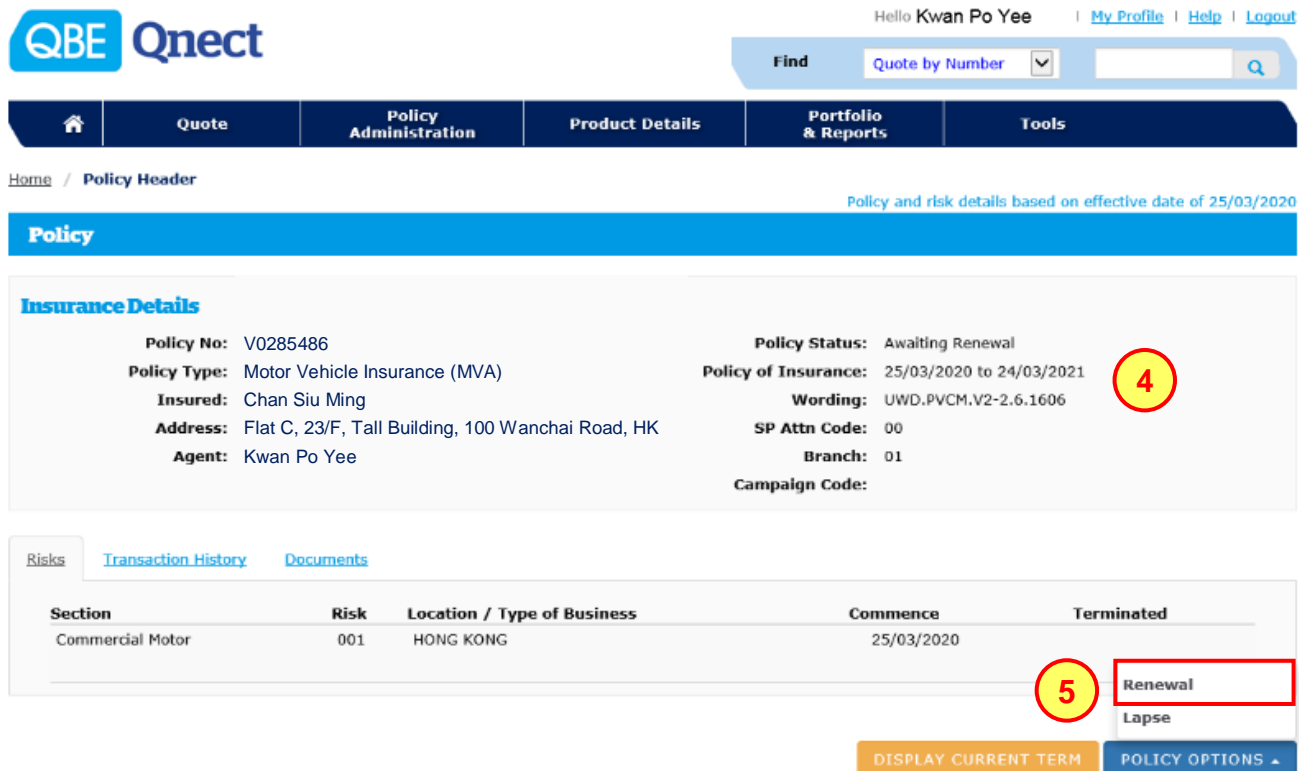
[Risks](#) [Transaction History](#) [Documents](#)

Section	Risk	Location / Type of Business	Commence	Terminated
Commercial Motor	001	HONG KONG	25/03/2019	25/03/2020

3 [DISPLAY RENEWAL TERM](#)

- Click **DISPLAY RENEWAL TERM** to show policy renewal details
點擊 **DISPLAY RENEWAL TERM** 去顯示保單續保資料

B: Policy Renew Same 保單續保(無需修改內容)



The screenshot displays the QBE Qnect web application. At the top, the user is logged in as 'Kwan Po Yee'. The navigation bar includes links for Home, Quote, Policy Administration, Product Details, Portfolio & Reports, and Tools. The main content area is titled 'Policy' and shows details for a Motor Vehicle Insurance (MVA) policy. The policy status is 'Awaiting Renewal'. A red circle with the number 4 highlights the 'Policy Status' field. Below the details, there is a table of risks. A red circle with the number 5 highlights the 'Renewal' button in the table's action column. The table has columns for Section, Risk, Location / Type of Business, Commence, and Terminated. The first row shows 'Commercial Motor' with risk '001' in 'HONG KONG' commencing on '25/03/2020'. To the right of the table, there are buttons for 'DISPLAY CURRENT TERM' and 'POLICY OPTIONS'.

Insurance Details

Policy No: V0285486	Policy Status: Awaiting Renewal
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 25/03/2020 to 24/03/2021
Insured: Chan Siu Ming	Wording: UWD.PVCM.V2-2.6.1606
Address: Flat C, 23/F, Tall Building, 100 Wanchai Road, HK	SP Attn Code: 00
Agent: Kwan Po Yee	Branch: 01
	Campaign Code:

Risks

Section	Risk	Location / Type of Business	Commence	Terminated
Commercial Motor	001	HONG KONG	25/03/2020	

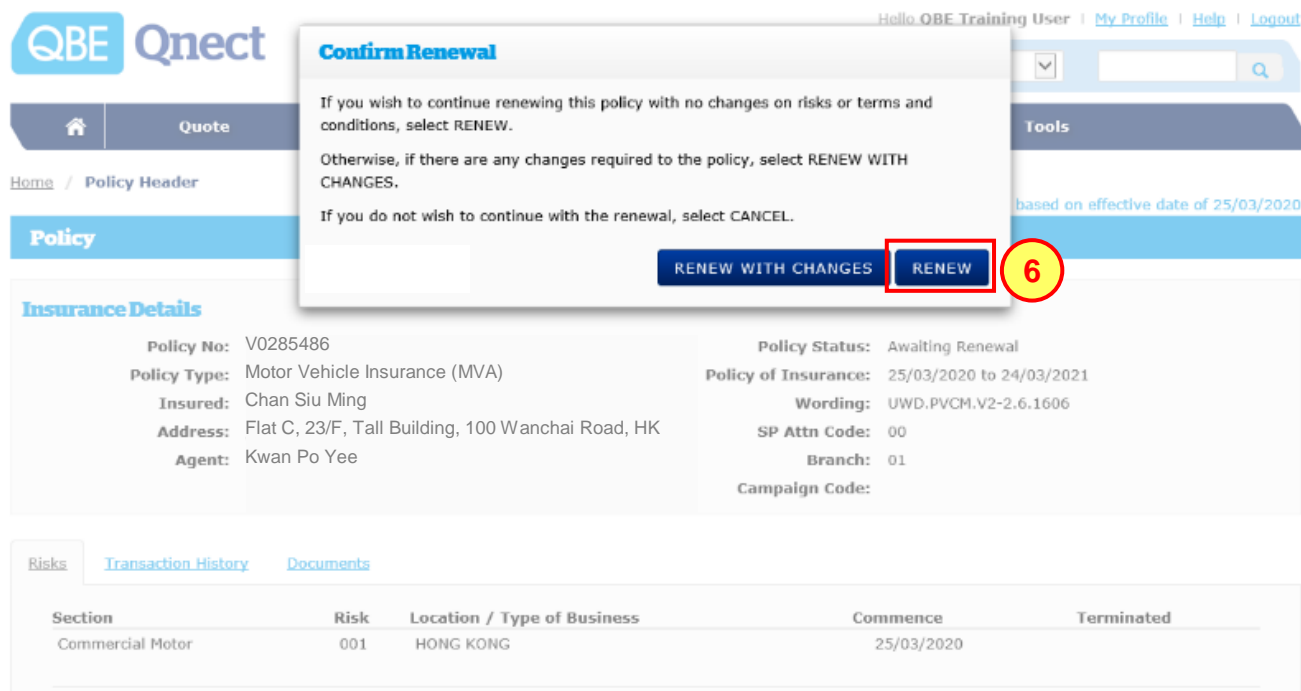
5 **Renewal**

4

POLICY OPTIONS

- Policy renewal details will be shown
將會顯示保單續保資料
- If you agree, click **POLICY OPTIONS** and then **Renewal**
如果您同意，先點擊 **POLICY OPTIONS**，然後再點擊 **Renewal**

B: Policy Renew Same 保單續保(無需修改內容)



Confirm Renewal

If you wish to continue renewing this policy with no changes on risks or terms and conditions, select RENEW.

Otherwise, if there are any changes required to the policy, select RENEW WITH CHANGES.

If you do not wish to continue with the renewal, select CANCEL.

RENEW WITH CHANGES **RENEW** **6**

Insurance Details

Policy No: V0285486	Policy Status: Awaiting Renewal
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 25/03/2020 to 24/03/2021
Insured: Chan Siu Ming	Wording: UWD.PVCM.V2-2.6.1606
Address: Flat C, 23/F, Tall Building, 100 Wanchai Road, HK	SP Attn Code: 00
Agent: Kwan Po Yee	Branch: 01
	Campaign Code:

Risks **Transaction History** **Documents**

Section	Risk	Location / Type of Business	Commence	Terminated
Commercial Motor	001	HONG KONG	25/03/2020	

- If no changes are required for the policy renewal, then click **RENEW**
如果保單續保無需要作出任何修改，請點擊 **RENEW**

B: Policy Renew Same 保單續保(無需修改內容)

QBE Qnect

Hello Kwan Po Yee | [My Profile](#) | [Help](#) | [Logout](#)

Find Quote by Number

Home / Policy Header

Policy and risk details based on effective date of 25/03/2020

Policy

Insurance Details

Policy No: V0285486
Policy Type: Motor Vehicle Insurance (MVA)
Insured: Chan Siu Ming
Address: Flat C, 23/F, Tall Building, 100 Wanchai Road, HK
Agent: Kwan Po Yee

Policy Status: In Force
Policy of Insurance: 25/03/2020 to 24/03/2021
Wording: UWD.PVCM.V2-2.6.1606
SP Attn Code: 00
Branch: 01
Campaign Code:

[Risks](#) [Transaction History](#) [Documents](#)

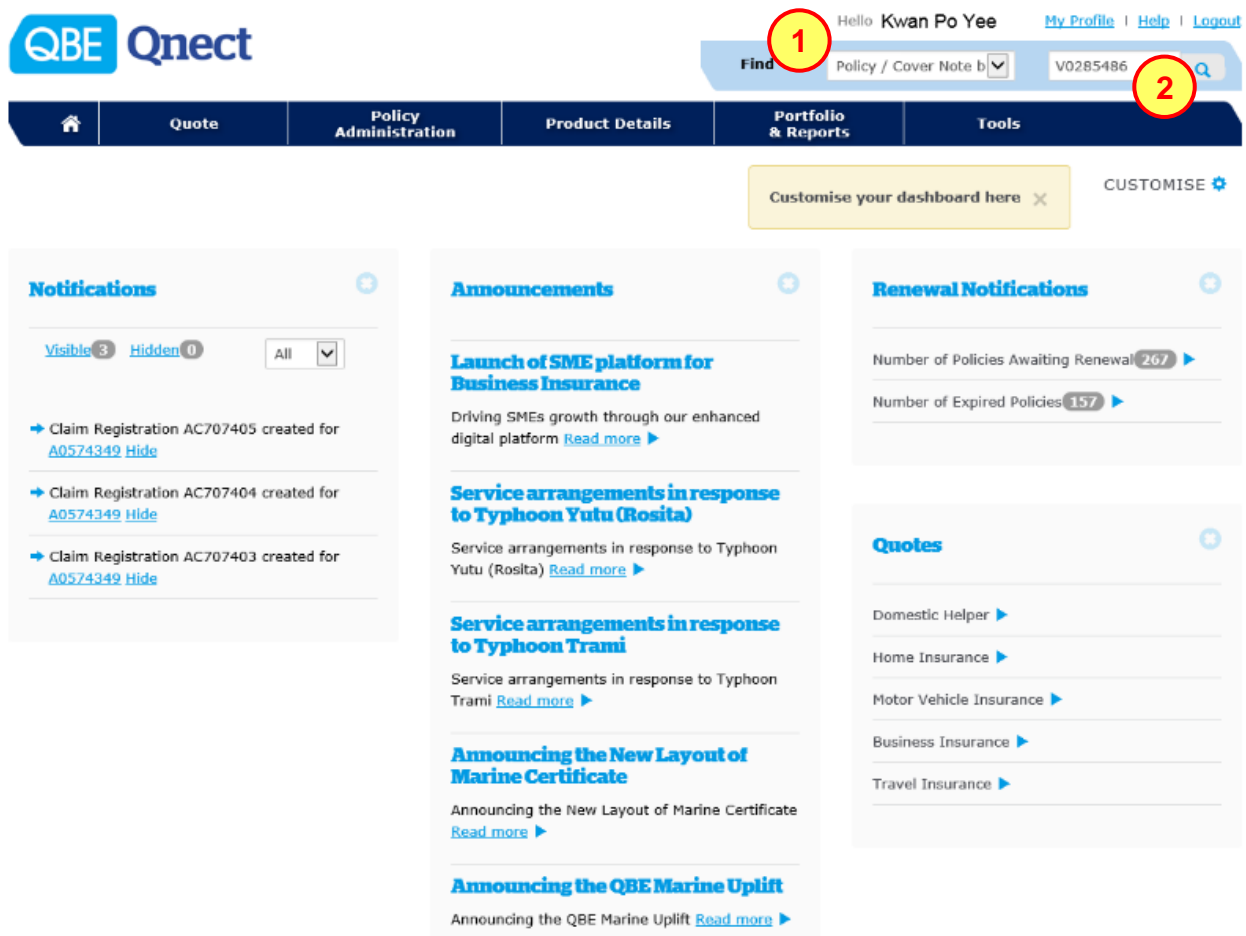
Transaction Type (expand / collapse)	Effective Date	Email	Document Type
Renewal Issue	25/03/2020		Motor Certificate (KAMMK555A) Schedule - Client Copy Schedule - Duplicate Schedule - Intermediary Copy Policy Wording Tax Invoice - Client Copy Tax Invoice - Intermediary Copy Renewal Notice

- Click **Documents** to get into the Documents folder
點擊 **Documents** 進入文件夾頁面
- Document Type** (Schedule / Policy Wording), click the document link to view the documents
Document Type (Schedule / Policy Wording) · 點擊文件名稱去檢閱文件
- CLICK TO SEND THE POLICY DOCUMENTS TO THE CUSTOMER
點擊 將保單文件以電郵發送給客戶

Part C

Policy Renew with Changes **保單續保(需要修改內容)**

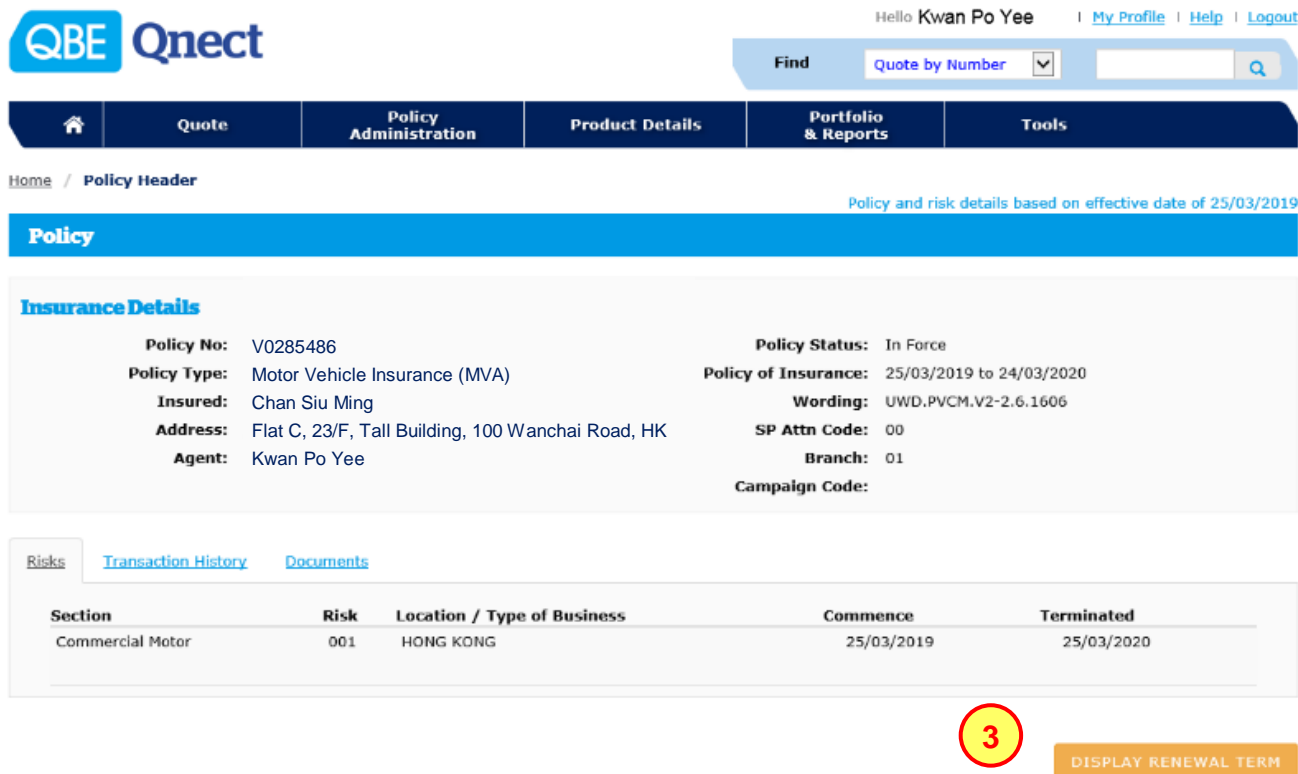
C: Policy Renew with Changes 保單續保(需要修改內容)



The screenshot shows the Qnect user interface. At the top, there is a navigation bar with the QBE logo and the Qnect name. To the right, it says 'Hello Kwan Po Yee' with links for 'My Profile', 'Help', and 'Logout'. Below this is a search bar with a 'Find' button (circled in red with a '1') and a dropdown menu for 'Policy / Cover Note by Number'. The search input field (circled in red with a '2') contains the text 'V0285486'. Below the search bar is a navigation menu with options: Home, Quote, Policy Administration, Product Details, Portfolio & Reports, and Tools. A 'Customise your dashboard here' button is also visible. The main content area is divided into three columns: 'Notifications' (showing claim registrations), 'Announcements' (showing various news items), and 'Renewal Notifications' (showing the number of policies awaiting renewal and expired policies). A 'Quotes' section is also visible on the right.

1. Choose **Policy / Cover Note by Number** from **Find**
從 **Find** 中，選擇 **Policy / Cover Note by Number**
2. Input **Policy Number** and then click 
輸入 **Policy Number** 然後點擊 

C: Policy Renew with Changes 保單續保(需要修改內容)



QBE Qnect

Hello Kwan Po Yee | [My Profile](#) | [Help](#) | [Logout](#)

Find [Quote by Number](#)

[Home](#) / [Policy Header](#) Policy and risk details based on effective date of 25/03/2019

Policy

Insurance Details

Policy No:	V0285486	Policy Status:	In Force
Policy Type:	Motor Vehicle Insurance (MVA)	Policy of Insurance:	25/03/2019 to 24/03/2020
Insured:	Chan Siu Ming	Wording:	UWD.PVCM.V2-2.6.1606
Address:	Flat C, 23/F, Tall Building, 100 Wanchai Road, HK	SP Attn Code:	00
Agent:	Kwan Po Yee	Branch:	01
		Campaign Code:	

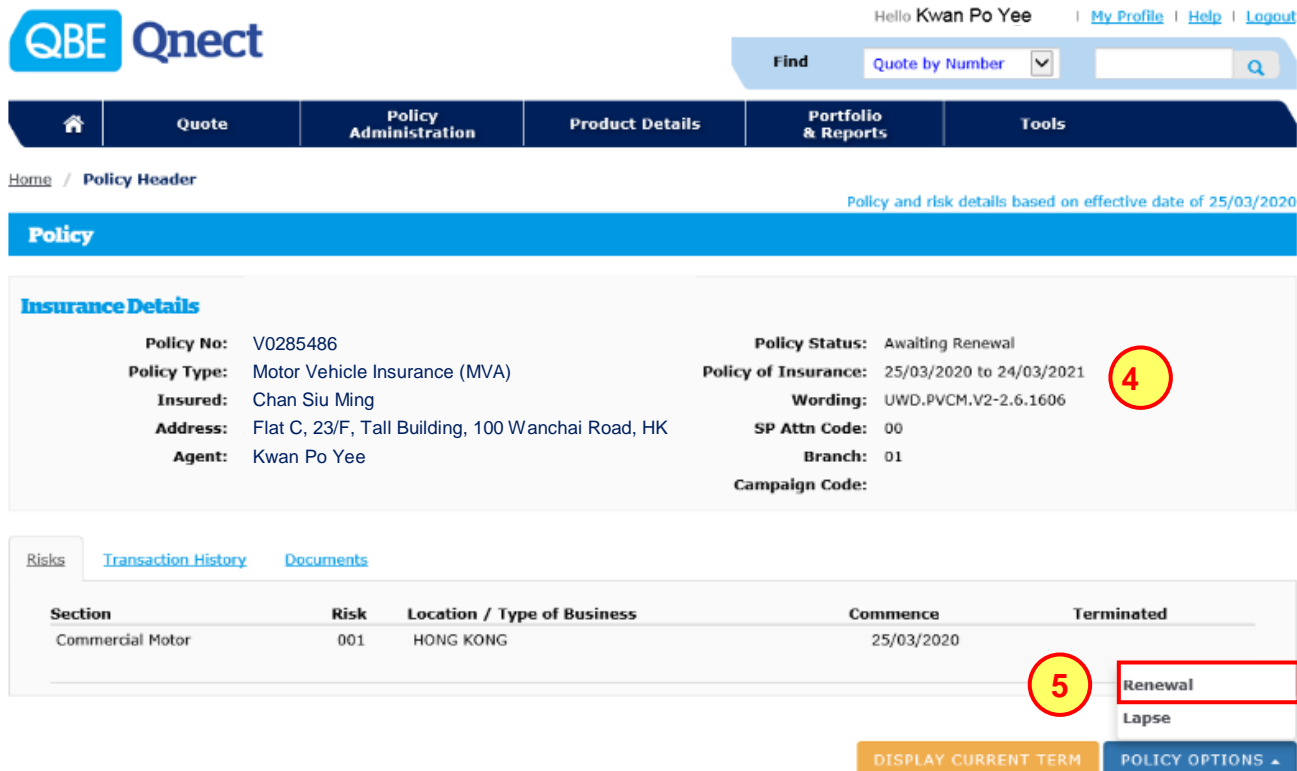
[Risks](#) [Transaction History](#) [Documents](#)

Section	Risk	Location / Type of Business	Commence	Terminated
Commercial Motor	001	HONG KONG	25/03/2019	25/03/2020

3 [DISPLAY RENEWAL TERM](#)

- Click **DISPLAY RENEWAL TERM**
點擊 **DISPLAY RENEWAL TERM** Click 點擊

C: Policy Renew with Changes 保單續保(需要修改內容)



QBE Qnect

Hello Kwan Po Yee | [My Profile](#) | [Help](#) | [Logout](#)

Find Quote by Number

[Home](#) / [Policy Header](#)

Policy and risk details based on effective date of 25/03/2020

Policy

Insurance Details

Policy No:	V0285486	Policy Status:	Awaiting Renewal
Policy Type:	Motor Vehicle Insurance (MVA)	Policy of Insurance:	25/03/2020 to 24/03/2021
Insured:	Chan Siu Ming	Wording:	UWD.PVCM.V2-2.6.1606
Address:	Flat C, 23/F, Tall Building, 100 Wanchai Road, HK	SP Attn Code:	00
Agent:	Kwan Po Yee	Branch:	01
		Campaign Code:	

[Risks](#) [Transaction History](#) [Documents](#)

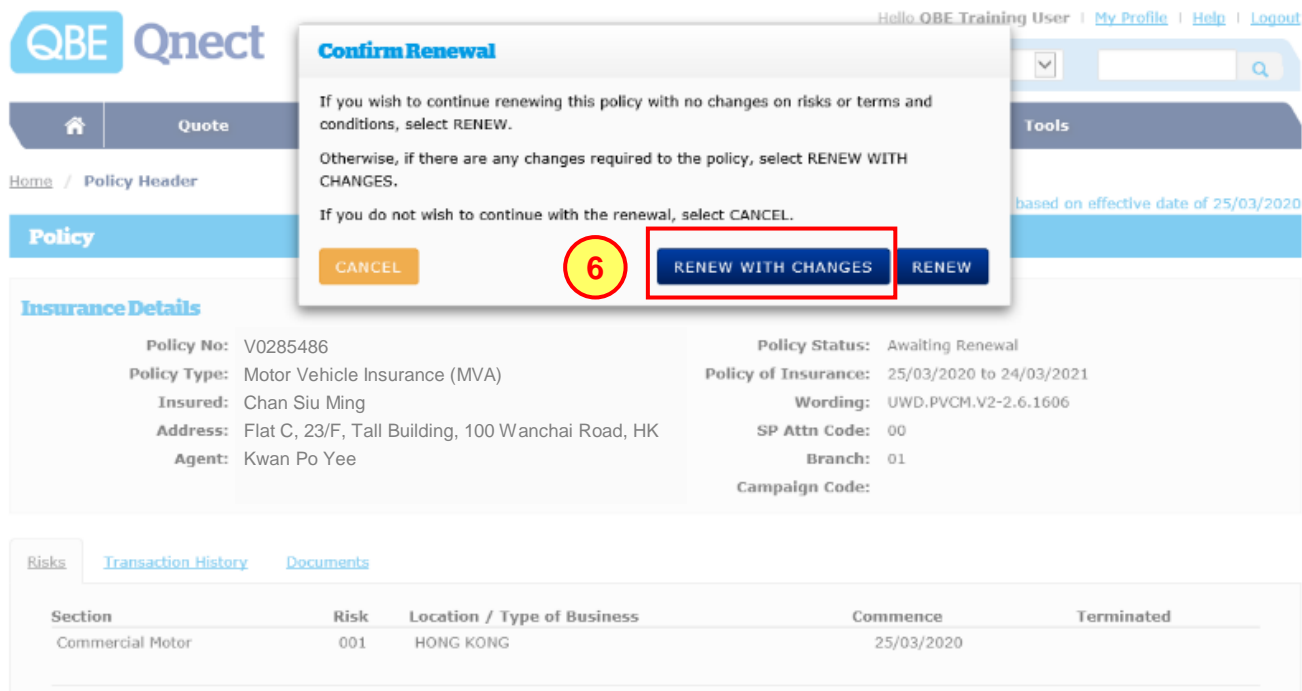
Section	Risk	Location / Type of Business	Commence	Terminated
Commercial Motor	001	HONG KONG	25/03/2020	

5 [Renewal](#)
[Lapse](#)

[DISPLAY CURRENT TERM](#) [POLICY OPTIONS](#)

- Policy renewal details will be shown
將會顯示保單續保資料
- If you agree, click **POLICY OPTIONS** and then **Renewal**
如果您同意，先點擊 **POLICY OPTIONS**，然後再點擊 **Renewal**

C: Policy Renew with Changes 保單續保(需要修改內容)



Confirm Renewal

If you wish to continue renewing this policy with no changes on risks or terms and conditions, select RENEW.

Otherwise, if there are any changes required to the policy, select RENEW WITH CHANGES.

If you do not wish to continue with the renewal, select CANCEL.

CANCEL **6** **RENEW WITH CHANGES** **RENEW**

Insurance Details

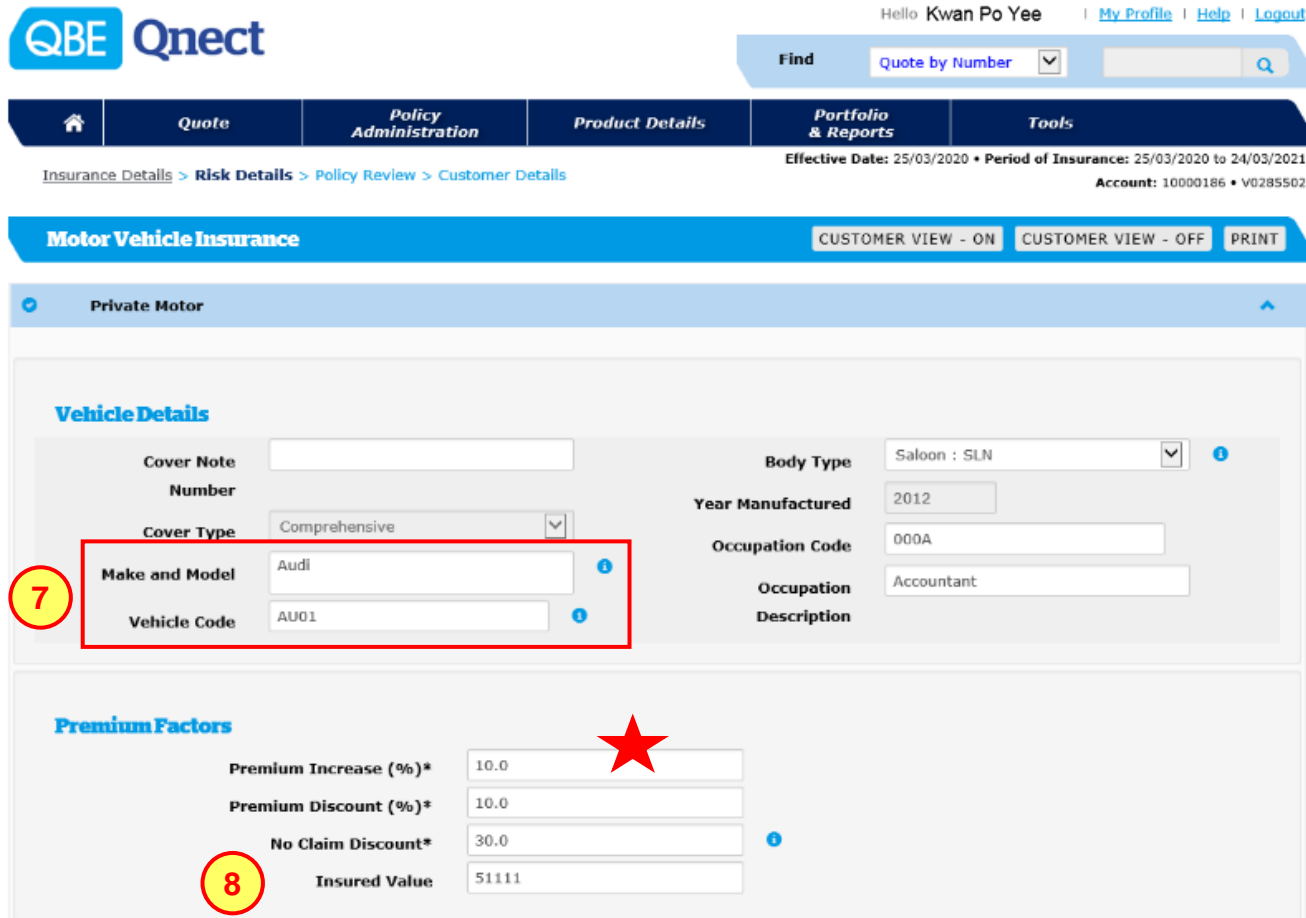
Policy No: V0285486	Policy Status: Awaiting Renewal
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 25/03/2020 to 24/03/2021
Insured: Chan Siu Ming	Wording: UWD.PVCM.V2-2.6.1606
Address: Flat C, 23/F, Tall Building, 100 Wanchai Road, HK	SP Attn Code: 00
Agent: Kwan Po Yee	Branch: 01
	Campaign Code:

Risks [Transaction History](#) [Documents](#)

Section	Risk	Location / Type of Business	Commence	Terminated
Commercial Motor	001	HONG KONG	25/03/2020	

- If changes are required for the policy renewal, please click **RENEW WITH CHANGES**
如果保單續保時需要作出任何修改，請點擊 **RENEW WITH CHANGES**

C: Policy Renew with Changes 保單續保(需要修改內容)



QBE Qnect

Hello Kwan Po Yee | [My Profile](#) | [Help](#) | [Logout](#)

Find [Quote by Number](#)

[Home](#) | [Quote](#) | [Policy Administration](#) | [Product Details](#) | [Portfolio & Reports](#) | [Tools](#)

[Insurance Details](#) > [Risk Details](#) > [Policy Review](#) > [Customer Details](#)

Effective Date: 25/03/2020 • Period of Insurance: 25/03/2020 to 24/03/2021
Account: 10000186 • V0285502

Motor Vehicle Insurance [CUSTOMER VIEW - ON](#) [CUSTOMER VIEW - OFF](#) [PRINT](#)

Private Motor

Vehicle Details

Cover Note Number

Cover Type

Body Type

Year Manufactured

Occupation Code

Occupation Description

7 Make and Model

Vehicle Code

Premium Factors

Premium Increase (%)*

Premium Discount (%)*

No Claim Discount*

8 Insured Value

7. You can change the **Make and Model** but then this renewal will trigger referral and subject to the approval of the Underwriter

您可更改 **Make and Model**，惟此保單續保便會被送至核保同事跟進及審批

Referral Messages Applicable to Intermediaries

Please review Risk/s based on the following referral reasons:

- Selected vehicle make and model N/A for this account

8. You can lower the **Insured Value** by not more than 25% or otherwise this renewal will trigger referral and subject to the approval of the Underwriter

您可減少 **Insured Value** 惟降幅不可多於 25%，否則此保單續保會被送至核保同事跟進及審批



If you want to make changes to the renewal policy, you should refer them to QBE and get the approval first
若您需要對保單續保作出修改，請先與 QBE 聯絡並得到其同意後方可進行該更改

C: Policy Renew with Changes 保單續保(需要修改內容)

Driver Details

SEARCH FOR EXISTING CUSTOMER

Full Name of Driver* CHAN SIU MING



Date of Birth (DD/MM/YYYY)* 15/02/1980

HKID / Passport No* G856958(7)

Gender Male

9

[Add](#) [Clear](#)

Driver Name	Date of Birth	HKID	
CHAN CHIU MING	18/03/1960	D951357(0)	
LAU KA KA	31/05/1972	G865426(8)	

Excess

Section 1		Section 2	
Accidental Damage Excess	300	Third Party Property Damage Excess	3,000
Theft Excess	3,000	Unnamed Driver Excess	3,000
Guangdong Province Accidental Damage Excess	3,000	Young Driver Excess	3,000
Guangdong Province Theft Excess	3,000	Inexperienced Driver Excess	3,000
Young Driver Excess	3,000		
Inexperienced Driver Excess	3,000		
Parking Excess	3,000		

10 [NEXT](#)

- You can add new **Named Driver** by updating the driver's details and then click **Add**
您可輸入新 **Named Driver** 的個人資料，然後點擊 **Add** 將他/她加入成為新的受保人
- Then, click **NEXT**
然後點擊 **NEXT**

C: Policy Renew with Changes 保單續保(需要修改內容)



Hello | Kwan Po Yee | [My Profile](#) | [Help](#) | [Logout](#)

Find



[Quote](#)

[Policy Administration](#)

[Product Details](#)

[Portfolio & Reports](#)

[Tools](#)

[Insurance Details](#) > [Risk Details](#) > [Policy Review](#) > [Customer Details](#)

Effective Date: 25/03/2020 • Period of Insurance: 25/03/2020 to 24/03/2021

Account: 10000186 • Renew Policy: V0285502

Motor Vehicle Insurance

[CUSTOMER VIEW - OFF](#) [PRINT](#)

Warning Messages

- Premium(s) automatically calculated

Review

Period of Insurance 25 March 2020 to 24 March 2021

Non-Situation Dependent Risks

Cover Sections

[Expand All](#) / [Collapse All](#)

	Annual Premium	Premium Due	Levy	Total Due	Commission
Private Car 2012 Audi	\$9,747.35	\$9,747.35	\$298.27	\$10,045.62	
Sub-Totals	\$9,747.35	\$9,747.35	\$298.27	\$10,045.62	

	Annual Premium	Premium Due	Levy	Total Due
Policy Total	\$9,747.35	\$9,747.35	\$298.27	\$10,045.62

Attachments

Applicable to

File Name/ Description

File

[BROWSE](#)

[ATTACH](#)

Applicable to	Date Attached	Description	File Name	Size in MB
Private Motor	25/03/2019	Driving License	Driving License - Chan Siu Ming.pdf	0.02

[NEXT](#)

- Select **Supporting Documents** and then input the file name or description
選擇 **Supporting Documents**，然後輸入文件名稱或內容的描述
- Use **Browse** to retrieve the required document and then click **ATTACH**
利用 **Browse** 去尋找所需的文件，然後點擊 **ATTACH** 去上載該文件

C: Policy Renew with Changes 保單續保(需要修改內容)

Customer Details

Customer Type*	Personal
<input type="checkbox"/> Check the box if Customer Details are the same as the Insured Driver details	
Name*	Chan Siu Ming
ID Number*	G856958(7)
Gender*	Male
Date of Birth*	15/02/1980
Nationality	HONG KONG
Home Telephone Number	
Business Telephone Number	
Mobile Number	
Fax Number	
Email Address	
Unit / Floor Number	Flat C 23/F
Building Number and Name	Tall Building
Street Number and Name*	100 Wanchai Road
District	Wan Chai
Country*	Hong Kong

Total Premium **10,045.62** HKD

13

ABANDON

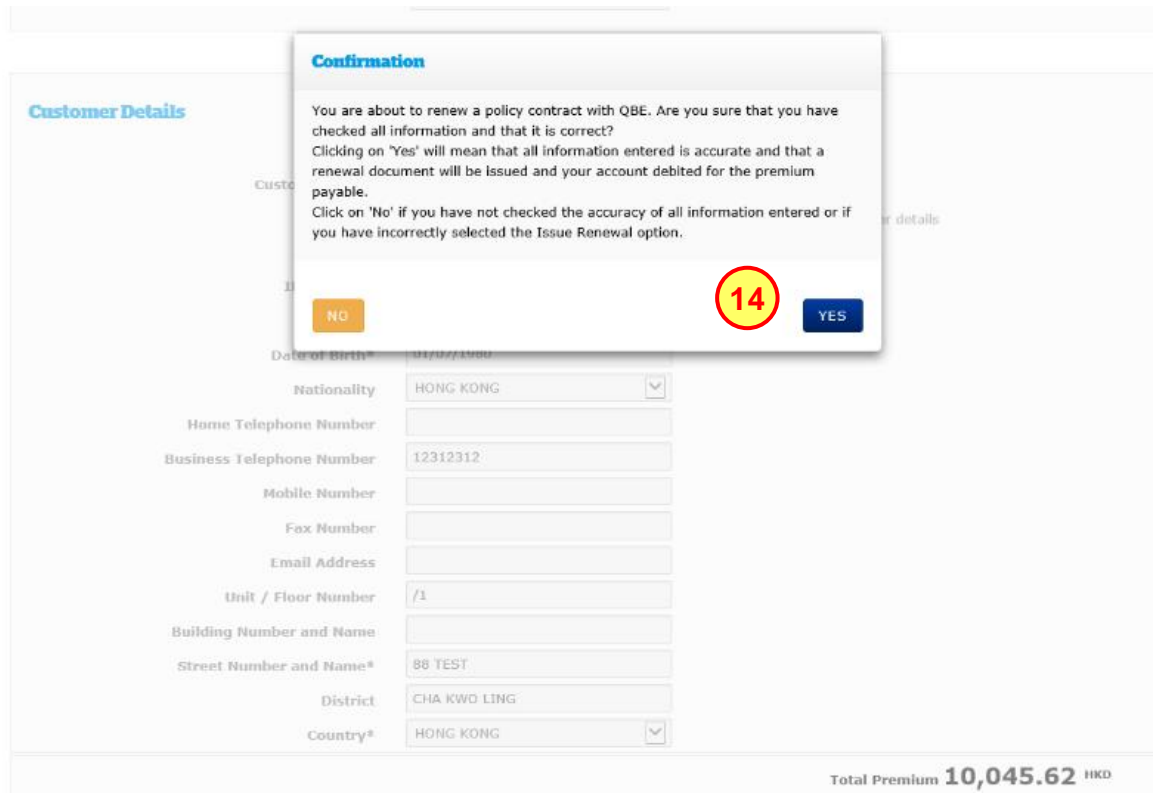
BACK

REFER TO UNDERWRITER

ISSUE RENEWAL

13. Click **ISSUE RENEWAL** to confirm the renewal
點擊 **ISSUE RENEWAL** 去確認保單續保

C: Policy Renew with Changes 保單續保(需要修改內容)



Confirmation

You are about to renew a policy contract with QBE. Are you sure that you have checked all information and that it is correct?
Clicking on 'Yes' will mean that all information entered is accurate and that a renewal document will be issued and your account debited for the premium payable.
Click on 'No' if you have not checked the accuracy of all information entered or if you have incorrectly selected the Issue Renewal option.

14

Customer Details

Date of Birth* 01/07/1980

Nationality HONG KONG

Home Telephone Number

Business Telephone Number 12312312

Mobile Number

Fax Number

Email Address

Unit / Floor Number /1

Building Number and Name

Street Number and Name* 88 TEST


District CHA KWO LING

Country* HONG KONG

Total Premium **10,045.62** HKD

- 14.** Click **YES** to issue the Renewal Policy (the premium will be debited from your account)
點擊 **YES** 去簽發續保保單 (保費將會於您的賬戶中記賬結算)

C: Policy Renew with Changes 保單續保(需要修改內容)



Hello Kwan Po Yee | [My Profile](#) | [Help](#) | [Logout](#)

Find

[Home](#) / [Policy Header](#)

Policy and risk details based on effective date of 25/03/2020

Policy

Insurance Details

Policy No: V0285486

Policy Type: Motor Vehicle Insurance (MVA)

Insured: Chan Siu Ming

Address: Flat C, 23/F, Tall Building, 100 Wanchai Road, HK

Agent: Kwan Po Yee

Policy Status: In Force

Policy of Insurance: 25/03/2020 to 24/03/2021

Wording: UWD.PVPC.V2-2.11.1606

SP Attn Code: 00

Branch: 01

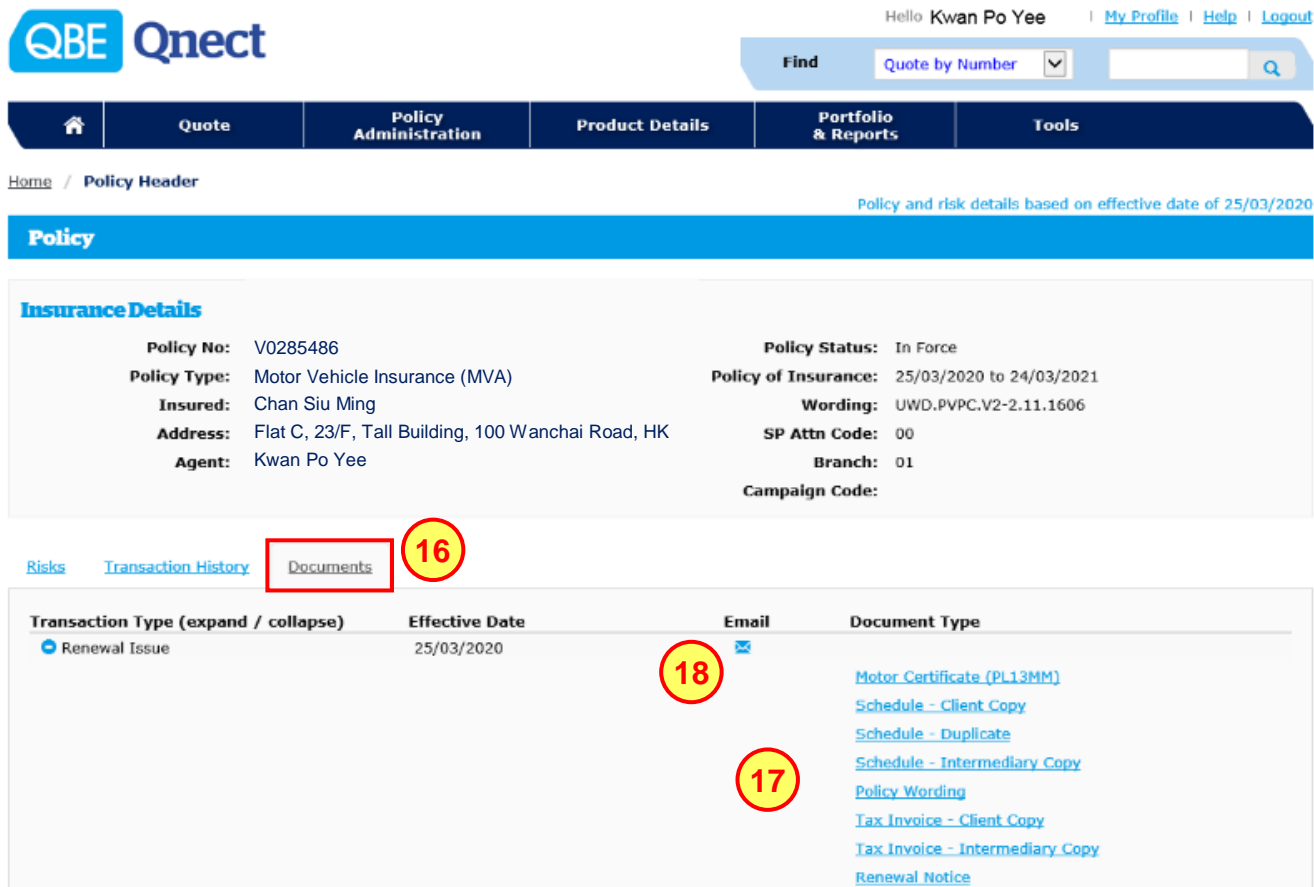
Campaign Code:

[Risks](#) | [Transaction History](#) | [Documents](#)

Section	Risk	Location / Type of Business	Commence	Terminated
Private Motor	001	HONG KONG	25/03/2020	

15. The **Policy Status** becomes **In Force**
Policy Status 已變成為 **In Force**

C: Policy Renew with Changes 保單續保(需要修改內容)



QBE Qnect

Hello Kwan Po Yee | [My Profile](#) | [Help](#) | [Logout](#)

Find [Quote by Number](#)


[Home](#) / [Policy Header](#) Policy and risk details based on effective date of 25/03/2020

Policy

Insurance Details

Policy No: V0285486	Policy Status: In Force
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Address: Flat C, 23/F, Tall Building, 100 Wanchai Road, HK	SP Attn Code: 00
Agent: Kwan Po Yee	Branch: 01
	Campaign Code:

[Risks](#) [Transaction History](#) **[Documents](#)**

Transaction Type (expand / collapse)	Effective Date	Email	Document Type
Renewal Issue	25/03/2020		Motor Certificate (PL13MM) Schedule - Client Copy Schedule - Duplicate Schedule - Intermediary Copy Policy Wording Tax Invoice - Client Copy Tax Invoice - Intermediary Copy Renewal Notice

- Click **Documents** to get into the Documents folder
點擊 **Documents** 進入文件夾頁面
- Document Type** (Schedule / Policy Wording), click the document link to view the documents
Document Type (Schedule / Policy Wording) · 點擊文件名稱去檢閱文件
- Click  to send the policy documents to the customer
點擊  將保單文件以電郵發送給客戶

---END---