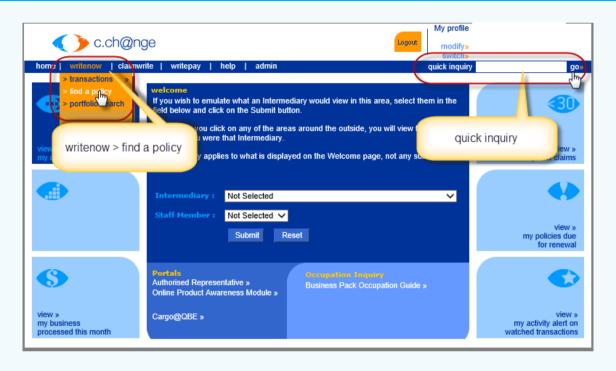


# c.Change - Certificate of Currency

# 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



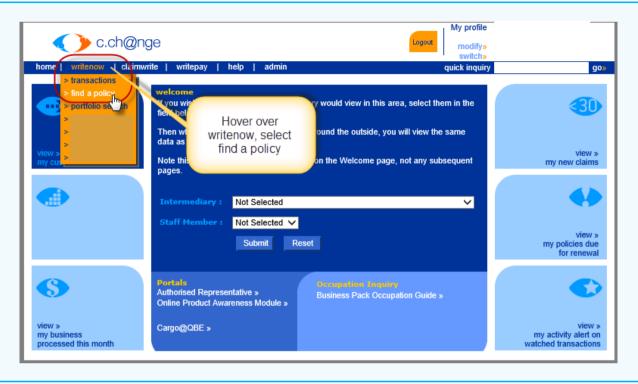
October 2020



# Stage 3. Writenow > find a policy search

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

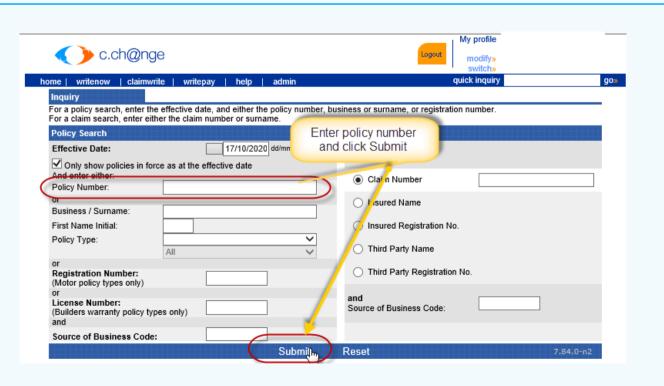
**NOTE**: For Sunrise Policies please drop the 1 in front of the policy number. The 1 indicates that the policy is connected to Sun rise and cannot be entered into c.Change



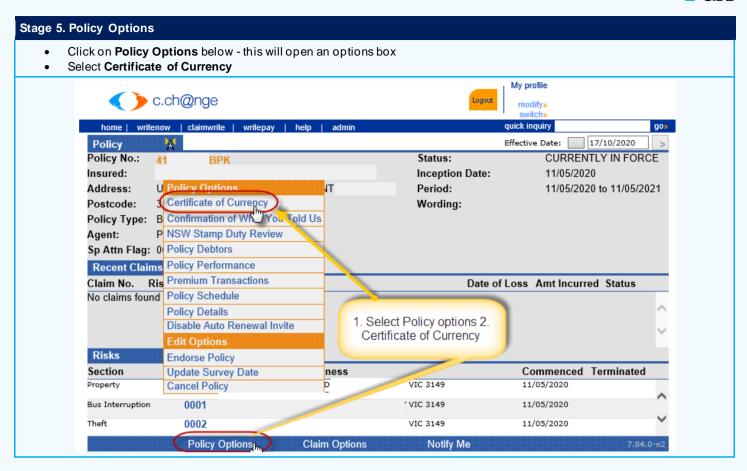
# Stage 4. Writenow > find a policy

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



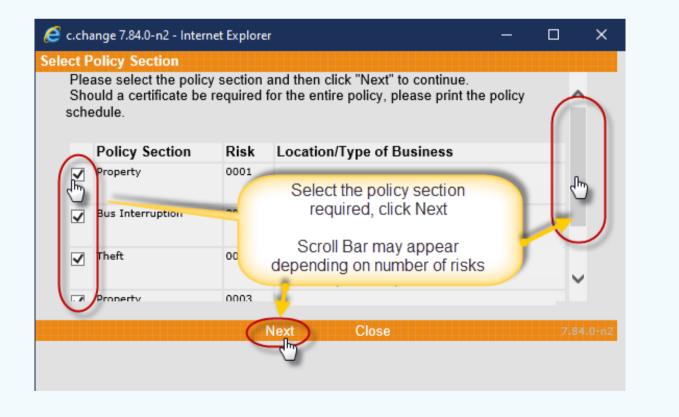




#### Stage 6. Select Policy Sections

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

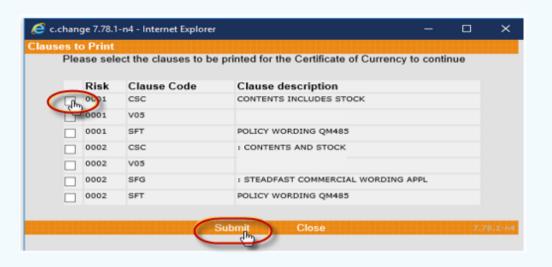
NOTE: Multiple locations - You are only able to select one location at a time





# 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

