

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



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

The screenshot shows the 'Policy Search' form on the c.ch@nge website. The form includes fields for 'Effective Date' (17/10/2020), 'Policy Number', 'Business / Surname', 'First Name Initial', 'Policy Type', 'Registration Number', 'License Number', and 'Source of Business Code'. A yellow callout box points to the 'Policy Number' field with the text 'Enter policy number and click Submit'. The 'Submit' button is highlighted with a red circle.

Stage 5. Policy Options

- Click on **Policy Options** below - this will open an options box
- Select **Certificate of Currency**

Policy Options

1. Select Policy options 2. Certificate of Currency

Policy No.	Risk	Date of Loss	Amt Incurred	Status
41	Property	VIC 3149	11/05/2020	
	Bus Interruption	VIC 3149	11/05/2020	
	Theft	VIC 3149	11/05/2020	

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

Select Policy Section

Please select the policy section and then click "Next" to continue.
Should a certificate be required for the entire policy, please print the policy schedule.

Policy Section	Risk	Location/Type of Business
<input checked="" type="checkbox"/> Property	0001	
<input checked="" type="checkbox"/> Bus Interruption	0002	
<input checked="" type="checkbox"/> Theft	0003	
<input type="checkbox"/> Property	0003	

Select the policy section required, click Next

Scroll Bar may appear depending on number of risks

Next Close

Stage 7. Select Clauses to Print

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

Risk	Clause Code	Clause description
<input checked="" type="checkbox"/> 0001	CSC	CONTENTS INCLUDES STOCK
<input type="checkbox"/> 0001	V05	
<input type="checkbox"/> 0001	SFT	POLICY WORDING QM485
<input type="checkbox"/> 0002	CSC	: CONTENTS AND STOCK
<input type="checkbox"/> 0002	V05	
<input type="checkbox"/> 0002	SFG	: STEADFAST COMMERCIAL WORDING APPL
<input type="checkbox"/> 0002	SFT	POLICY WORDING QM485

Submit **Close**

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 (Australia) Ltd
Head Office
Level 5, 2 Park Street
Sydney NSW 2000
ABN: 75 003 191 035
AFG Licence No: 239545

Issued By
QBE Insurance (Australia) Ltd

Period of Insurance
From 11/05/2020
To 11/05/2021 at 4pm

This certificate acknowledges that the policy referred to is in force for the period shown.
Details of the cover are listed below.

The Insured

ABN Number Not Provided

Cover Details

Location Risk Number 1

Business

Interested Party None Noted

Property Section

Particulars	Total Sum Insured	Excess
Buildings	Not Insured	
Contents	\$.	\$500

Reinstatement / extra cost conditions apply
Earthquake excess as per the policy wording

Business Interruption Section

Particulars	Total Sum Insured	Excess
Gross income	\$	\$500
Indemnity period 24 months		
Additional increased cost of working	\$	
Outstanding accounts receivable	\$	\$500
Claim preparation costs	\$	

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