E-BUSINESS QUICK GUIDE



EDIT FAP – BPK Premium Adjustment

Stage 1. Create New Business transaction

NOTE: The Edit FAP – Premium Adjustment is only available via a New Business Transaction. You have been given this function as part of a Scheme together with Underwriting Guidelines.

- Via Sunrise, select to create a New Business transaction
- Select the risks you require & start working through the risk screens
- The option for Edit FAP will appear on the premium page for each of the individual risks

\land QBE							Account:		
BUSINESS > New Busines	55				Inception: 18/07/20:	20 • Effective: 18/07/2020	• Expiry: 18/07/2021		
Property / Business In	nterruption Accreditat	ion Premium							
Premium Brea	akdown								
Situation 28	VIC 3 The opt appear ea	ion for Edit FAP will on premium page for ch risk selected							
Property	Edit FAP *	\$896.90	\$0.00	S/Duty	GST	Total	\$201.80		
Total	\$896.90	\$896.90	\$0.00	\$98.65	\$89.69	\$1,085.24	\$201.80		
Clauses				Underwriting Information					
SFT - POLICY WOR	RDING QM485			Information					
				Please ensure you review clause wordings as they are part of the terms and conditions.					

Stage 2. Edit FAP

- To adjust premium, click on Edit FAP
- A pop up will open for you. Enter the desired amount within the field
- Click Save

NOTE: It is the Base premium only that is adjusted. Charges will automatically update

Classes Edit FAP Premium S/Duty 6ST Total Common Function Classes Stored	\land QBE						Account:
Property / Business Interruption Accreditation Premium	BUSINESS > New Business Risk details				Inception: 18/07/202	0 • Effective: 18/07/2020	• Expiry: 18/07/2021
Premium Breakdown Situation Cick on Edit FAP. Erter the desired amount Cick Save Property Property Full Annual Premium Sy8.65 \$89.69 \$1,085.24 \$201.80 Clauses VIC 3073 Cleck on Edit FAP. Friet the desired amount Cick Save Sy8.65 \$89.69 \$1,085.24 \$201.80 Clauses Underwriting Information Friet re Jourge You review dause wordings as they are part of the terms and	Property / Business Interruption	n Accreditation Premium					
Situation Image: Struction VIC 3073 Click on Edit FAP. Enter the desired amount Click Save Image: Struction Property Premium Enter adjustment at cover level Struction Struction Clauses Serve Cancel Save Underwriting Information SFT - POLICY WORDING QM Cancel Save Information	Premium Breakdowr	1					
Edit FAP Premium Levies Image: Synthmatrix Synthetaseaseaseaseaseaseaseaseaseaseaseaseasea	Situation	VIC 3073 Click on Edit FAP, Enter the desired amount Click Save					
Property Full Annual Premium \$98.65 \$89.69 \$1,085.24 \$201.80 Total Enter adjustment at cover level \$80.00 \$1,085.24 \$201.80 Clauses Property \$800.00 \$1000000000000000000000000000000000000		Edit FAP Premium	evies	☑ S/Duty	GST	Total	Comm
Total Enter adjustment at cover level \$98.65 \$89.69 \$1,085.24 \$201.80 Clauses Property \$800.00 Underwriting Information Information SFT - POLICY WORDING QM Cancel Save Information	Property	Full Annual Premium)	\$98.65	\$89.69	\$1,085.24	\$201.80
Clauses Property \$ 800.00 SFT - POLICY WORDING QM4 Cancel Save Information Please ensure you review clause wordings as they are part of the terms and Please ensure you review clause wordings as they are part of the terms and	Total	Enter adjustment at cover level)	\$98.65	\$89.69	\$1,085.24	\$201.80
SFT - POLICY WORDING QM4 Cancel Save Information Please ensure you review clause wordings as they are part of the terms and	Clauses	Property \$ 800.00]	Underwriting Inform	nation		
Please ensure you review clause wordings as they are part of the terms and	SFT - POLICY WORDING QM4	Cancel Save)	Information			
conditions.				Please ensure you re conditions.	eview clause wording	gs as they are part of th	e terms and
Back Cancel Save	Back Cancel						Save



Continue to complete the New Busin Remember to adjust the premium as At the final Premium page, you will Click Complete > Complete Trans	ness transac s you comple be able to se action to fina	tion by clic ete each ris ee the Tota alise New B	cking Ne sk al Adjust Business	kt to move ed Premiur	through n	thepolicy	
🙆 QBE							Account:
BUSINESS > New Business Policy & customer detai	ls	Click Next to continue	with the policy	Inceptio	n: 18/07/2020 •	Effective: 18/07/2020 •	Expiry: 18/07/2021
Customer Policy History Premiur	n Payment	pages.					
Policy Premium Breakdown	FAP	Premium	Levies	☑ S/Duty	GST	Total	☑ Comm
■ 28 VIC 3073							
Property	\$800.00	\$800.00	\$0.00	\$88.00	\$80.00	\$968.00	\$180.00
Liability	\$500.00	\$500.00	\$0.00	\$55.00	\$50.00	\$605.00	\$112.50
Intermediary Fee (incl.GST) Grand Total	\$1,300.00	\$1,300.00	\$0.00	\$143.00	\$130.00	Click Complete > Co to finalise Nev \$0.00 \rightarrow Refer to Underwr	w Business