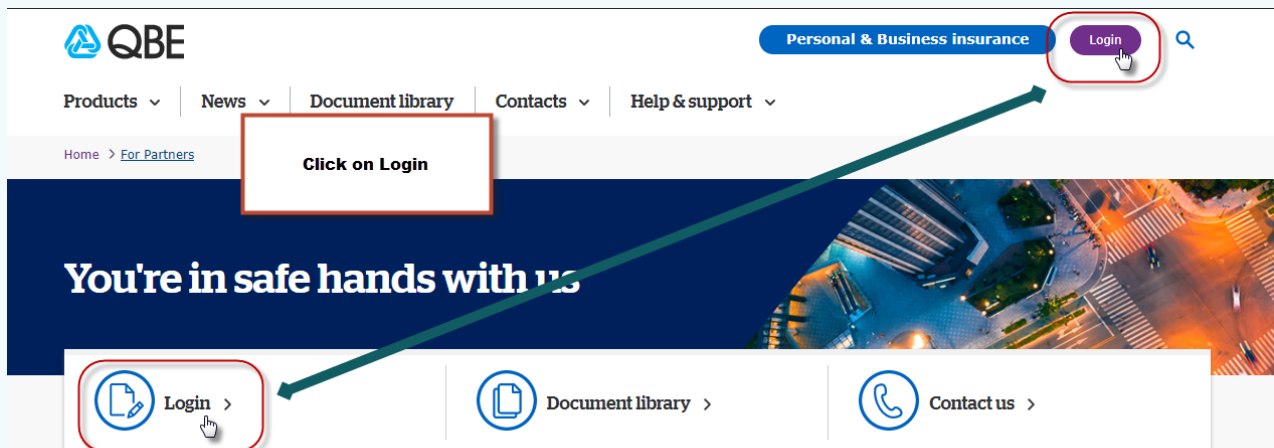


# Partner Portal Login

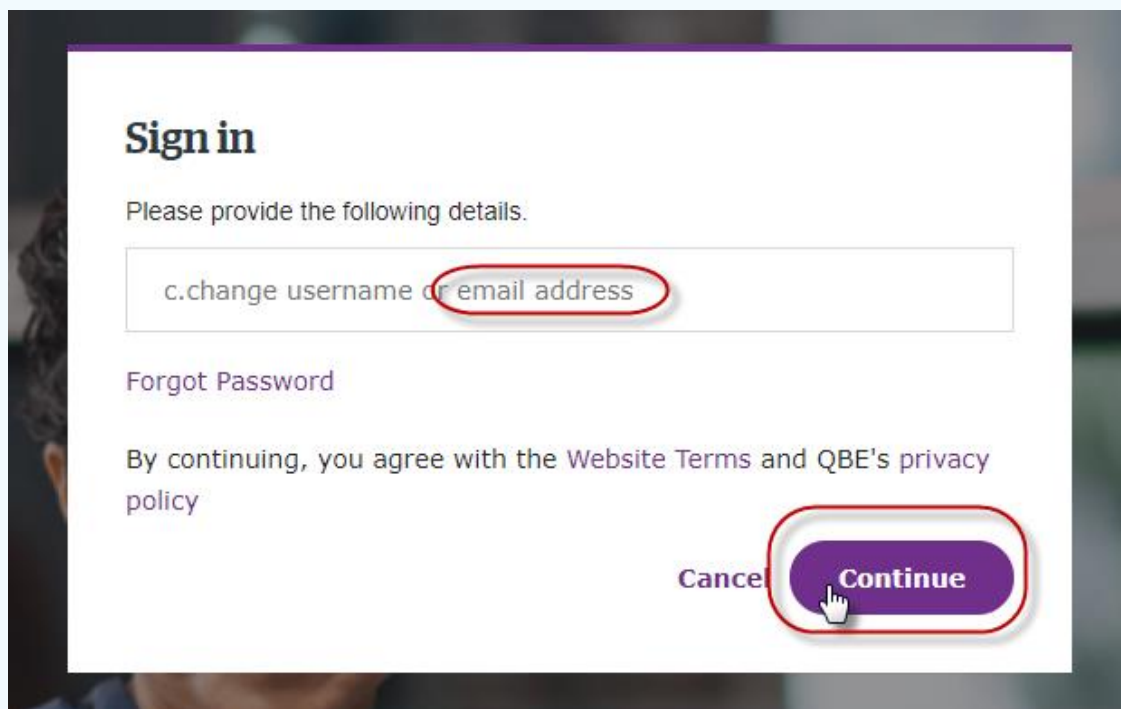
## Stage 1. QBE Website

- Using **Internet Explorer**, go to **[www.qbe.com/au/brokers](http://www.qbe.com/au/brokers)**
- Click **Login**



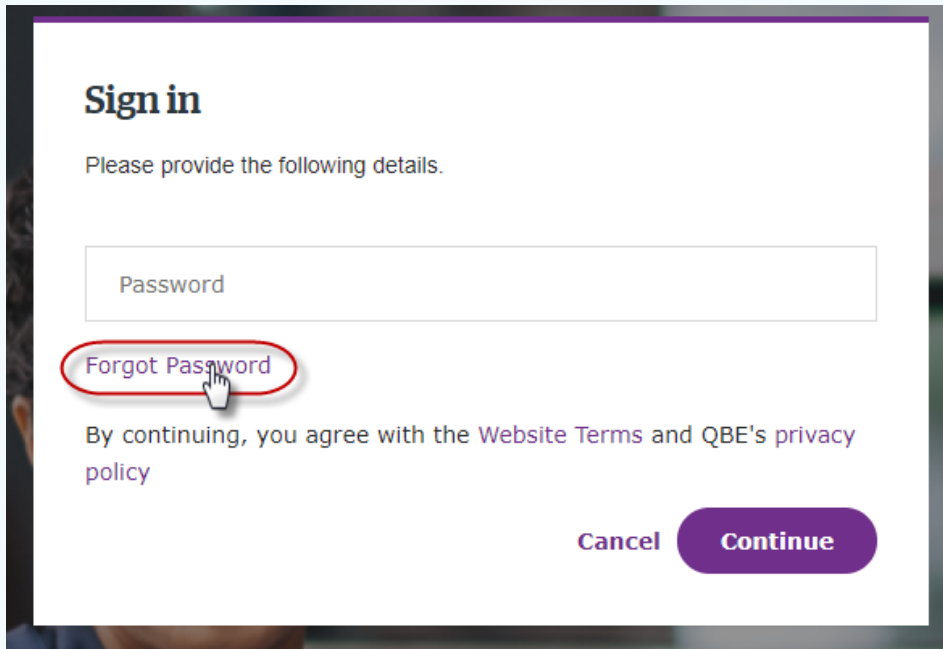
## Stage 2. Sign in

- Enter your **email address**
- Click **Continue**

A screenshot of the 'Sign in' form on the QBE website. The title 'Sign in' is at the top. Below it, the text 'Please provide the following details.' is followed by a text input field containing 'c.change username or email address'. The word 'or' is circled in red. Below the input field is a link for 'Forgot Password'. A paragraph states 'By continuing, you agree with the Website Terms and QBE's privacy policy'. At the bottom right, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red circle and a hand cursor icon.

### Stage 3. Password

- Click **Forgot Password**



**Sign in**

Please provide the following details.

Password

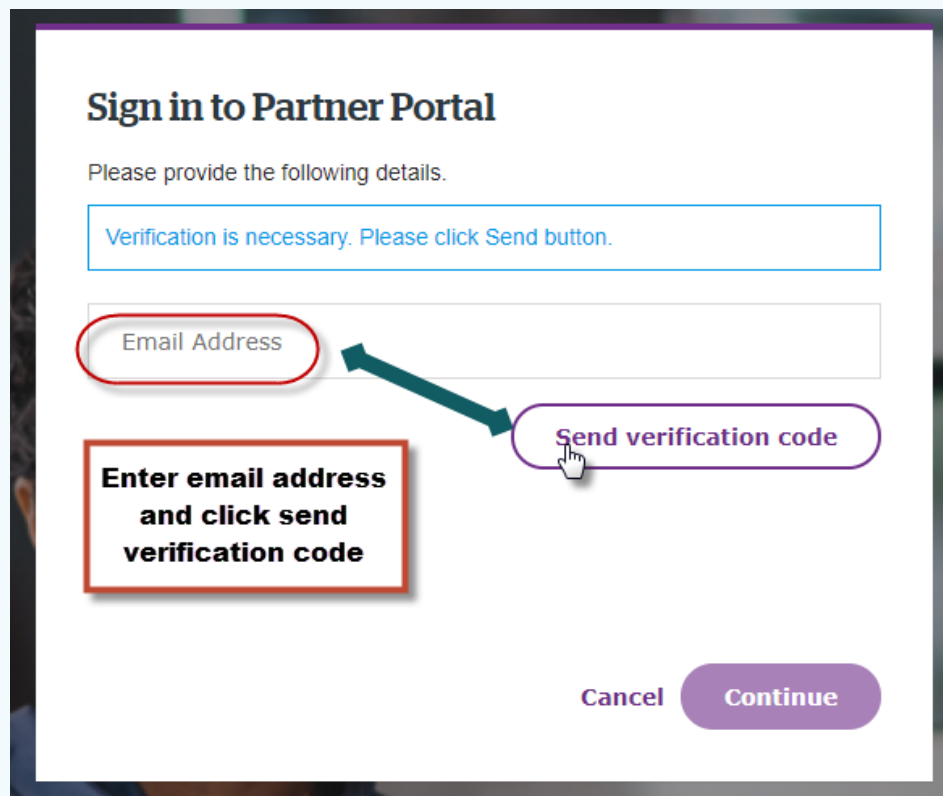
**Forgot Password**

By continuing, you agree with the [Website Terms](#) and QBE's [privacy policy](#)

Cancel Continue

### Stage 4. Send Verification Code

- Enter your **email address**
- Click **Send verification code**



**Sign in to Partner Portal**

Please provide the following details.

Verification is necessary. Please click Send button.

Email Address

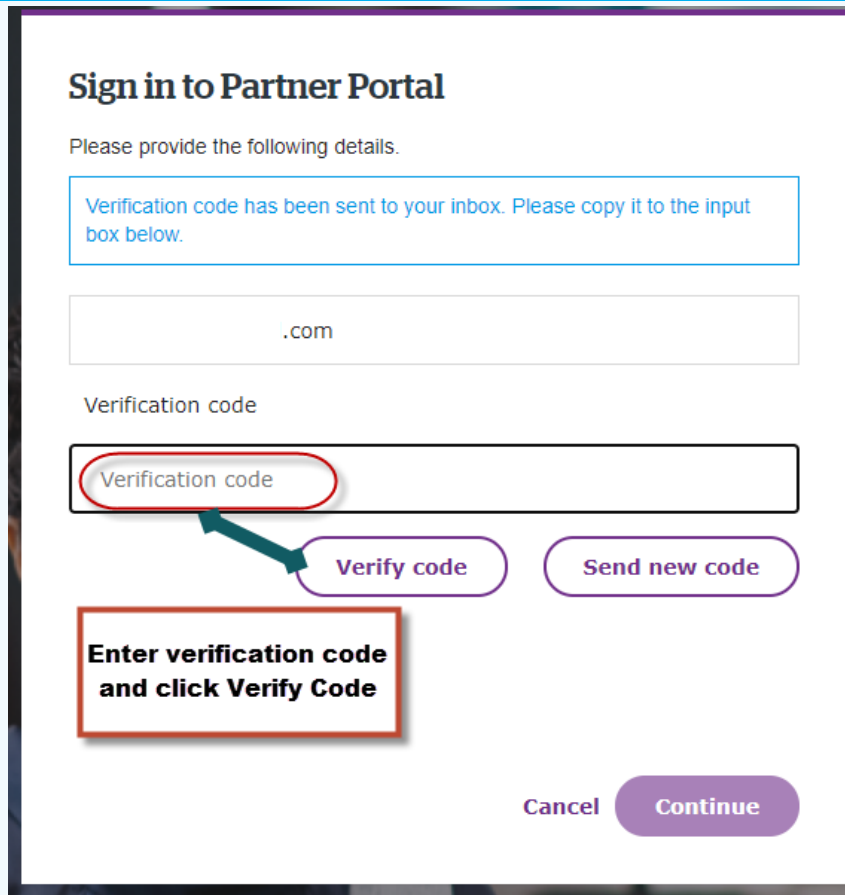
**Send verification code**

**Enter email address and click send verification code**

Cancel Continue

## Stage 5. Verification Code

- Go to your emails, you will receive an automated email with the verification code details.
- Enter the **Verification code** within the field
- Click **Verify Code**



**Sign in to Partner Portal**

Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

.com

Verification code

Verification code

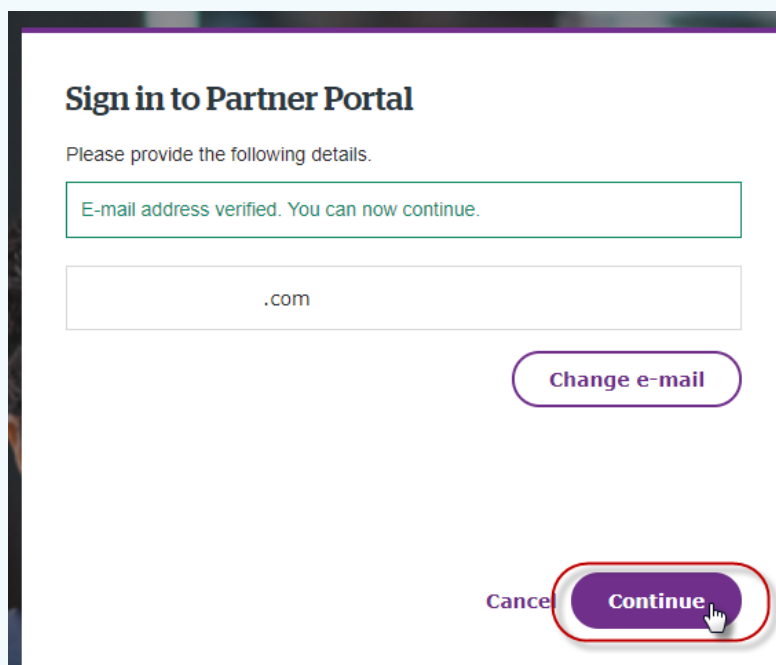
Verify code Send new code

**Enter verification code and click Verify Code**

Cancel Continue

## Stage 6. Email address Verified

- Once your email address has been verified, you will be required to enter your email address once again
- Click **continue**



**Sign in to Partner Portal**

Please provide the following details.

E-mail address verified. You can now continue.

.com

Change e-mail

Cancel Continue

## Stage 6. Create new password

- You will now be able to create a password for the Partner Portal login
- Enter **New Password**
- Then **Confirm New Password**
- Click **Continue**

**Note:** The password must contain 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & \* - \_ + [ ] { } | : ' , ? / " ( ) ; .

8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & \* - \_ + [ ] { } | : ' , ? / " ( ) ; .

## Stage 6. C.Change Link

- Click **c.change** to enter

