## **BROKER E-BUSINESS PROCESS GUIDE**



## SCTP – Adjust Premium Option

A drop-down box will appear se	elect Adjust Premium		
Conversations		🤤 Quote Lost   😹 Compare	All Account Ex
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🕞 🗾 Quote Request		7:54 AM Optio	ns▼ teresa.faranoi
Quote Response Quo	ted \$1,611.95 Quote # Q BPK.	7:55 AM	
Underwriter Account Gro	up Selections	00	Bind in Reply / Edit to Reply / Edit
Underwriter	Account Group Code	Account Group Desc	Adjust Premium
Krisnna DC migration Test	Standard	Standard	
2. Options – Alter Premium OR	Alter Commission Rate		
There are 2 options available to	adjust the premium		

Base Premium	1,332.19	Commission	353.02
FSL	0.00	Commission GST	35.31
GST	133.22		
Stamp Duty	146.54		
Underwriter Fee	0.00		
Underwriter Fee GST	0.00		
Total	1,611.95		
Nter Premium No			
Alter Commission Rate No			
Alter Commission Rate No			



age 3. Alter	Premium	
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- To Adjust premium, Select YES in the Alter Premium drop-down box.
- New fields will appear for you. You will be able to adjust the total premium required or enter a percentage
- To Adjust Total Premium, enter the full dollar amount required amount within the Enter the required total premium amount field > Click Send
- To Adjust premium by percentage, enter the percentage amount required to reduce premium within the Enter percentage field > Click Send

**NOTE:** If you are using the percentage option and are wanting to reduce the premium, you will need to enter the minus symbol in front of the number to reduce premium. By leaving the minus symbol out, you are then adding a loading to the premium

OR Enter percenta Alter Commiss	ired total premium amount age sion Rate No 💌	-15.	00 %
Onversations		I 👄	Quote Lost   😹 Compare All
Onversations QBE UAT Quote Request		I 🤤	Quote Lost    B Compare All 7:54 AM Options ♥
Conversations  QBE UAT  Quote Request  Quote Response	Quoted \$1,611.95 Quote # Q	.врк.	Quote Lost    B Compare All 7:54 AM Options ♥ 7:55 AM Options ♥
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Stage 4. Alter Commission				
<ul> <li>To Adjust Commission ra</li> <li>Enter new commission</li> </ul>	te, Select YES in rate required	the Alter Commission Rate drop dowr	ו box	
Alter Premium Alter Commission Rate	No 🗸 Yes 🗸	Enter Commission Rate	15.00 %	