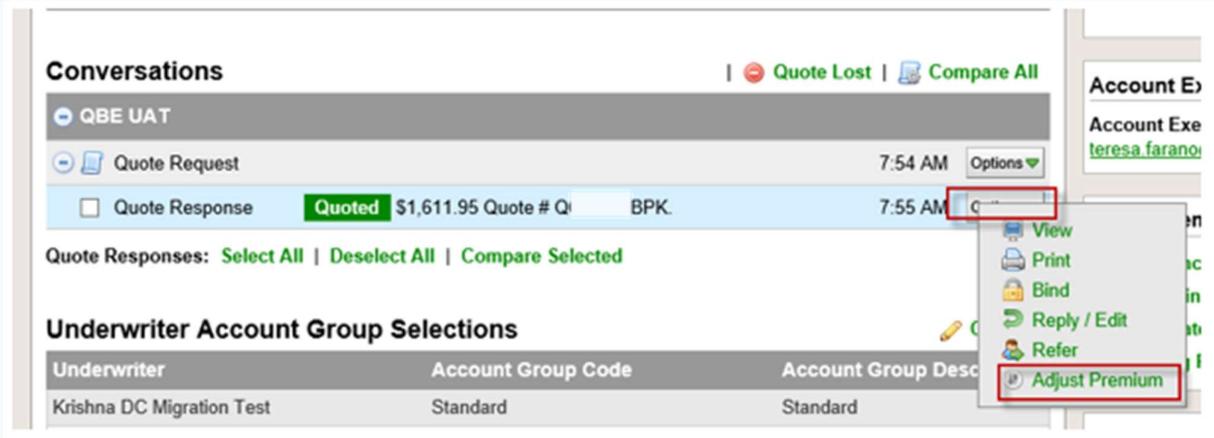


# SCTP – Adjust Premium Option

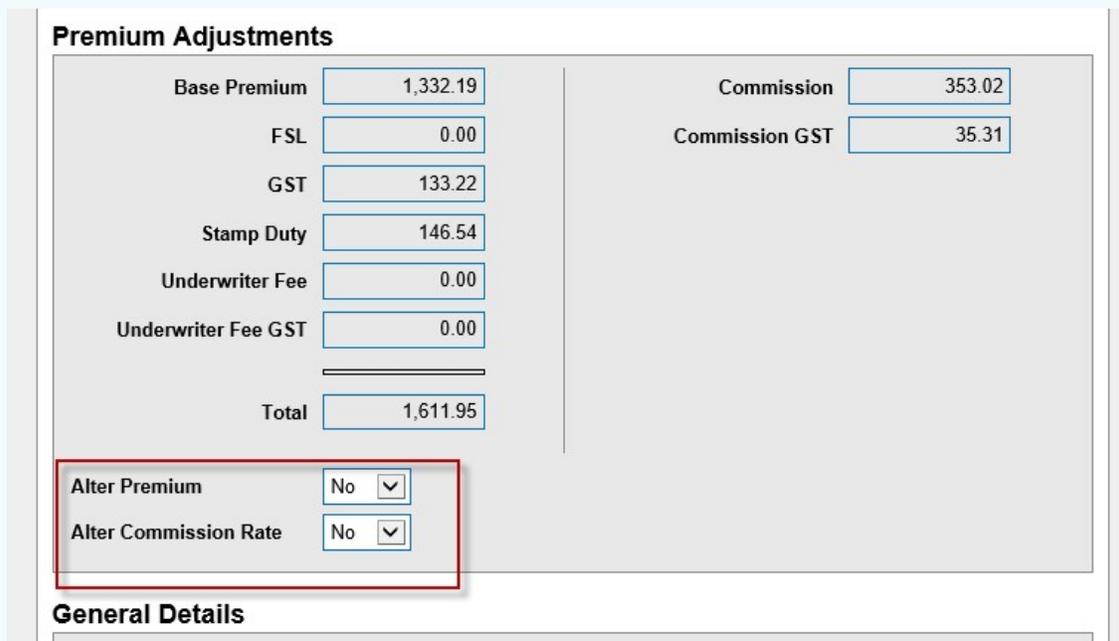
## Stage 1. SCTP – Adjust Premium

- To find the Adjustment premium option within SCTP, from the Quote Response, click **Options**
- A drop-down box will appear select **Adjust Premium**



## Stage 2. Options – Alter Premium OR Alter Commission Rate

- There are 2 options available to adjust the premium
  - Alter Premium
  - Alter Commission Rate



### Stage 3. Alter Premium

- 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

Alter Premium

Enter the required total premium amount

OR

Enter percentage

Alter Commission Rate

**Conversations** | Quote Lost | Compare All

| QBE UAT                  |                |                           |            |           |               |
|--------------------------|----------------|---------------------------|------------|-----------|---------------|
|                          | Quote Request  |                           |            |           | 7:54 AM       |
| <input type="checkbox"/> | Quote Response | <b>Quoted</b>             | \$1,611.95 | Quote # Q | BPK. 7:55 AM  |
|                          | Quote Request  | <b>Premium Adjustment</b> |            |           | 7:57 AM       |
| <input type="checkbox"/> | Quote Response | <b>Quoted</b>             | \$1,370.13 | Quote # Q | 5BPK. 7:58 AM |

Quote Responses: [Select All](#) | [Deselect All](#) | [Compare Selected](#)

### Stage 4. Alter Commission

- To Adjust Commission rate, Select YES in the **Alter Commission Rate** drop down box
- Enter **new commission rate** required

Alter Premium

Alter Commission Rate

Enter Commission Rate