#### E-BUSINESS QUICK GUIDE



# Premium Adjustment - BPK

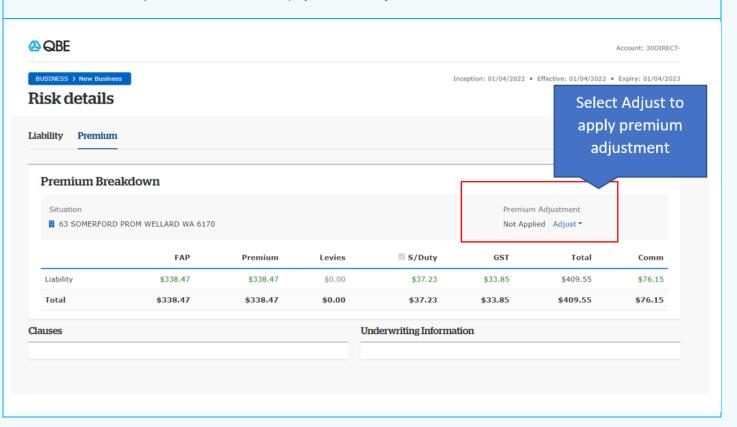
### Stage 1. Important Notes

Premium Adjustment is an option available to brokers when processing BPK Policies and allows the following:

- Provides some discounting authority on Sunrise
- Minimises time and costs associated with manual referral of small premium adjustments by allowing broker to adjust small amounts
- 3. Discount amount is flexible and not locked in at a set amount
- 4. You can adjust the premium at the risk level.
- 5. Limited to specific account
- 6. Limited to a specific percentage amount which is set by premium class
- 7. Is available on Quote and New Business Transactions

### Stage 2. Processing BPK New Business

- Create Quote or New Business Transaction via Sunrise
- Remember to select the nominated account that caters for the premium adjustment
- Enter the Risk details and proceed to the Risk Premium page
- The Premium Adjustment details with be displayed, select "Adjust" to amend



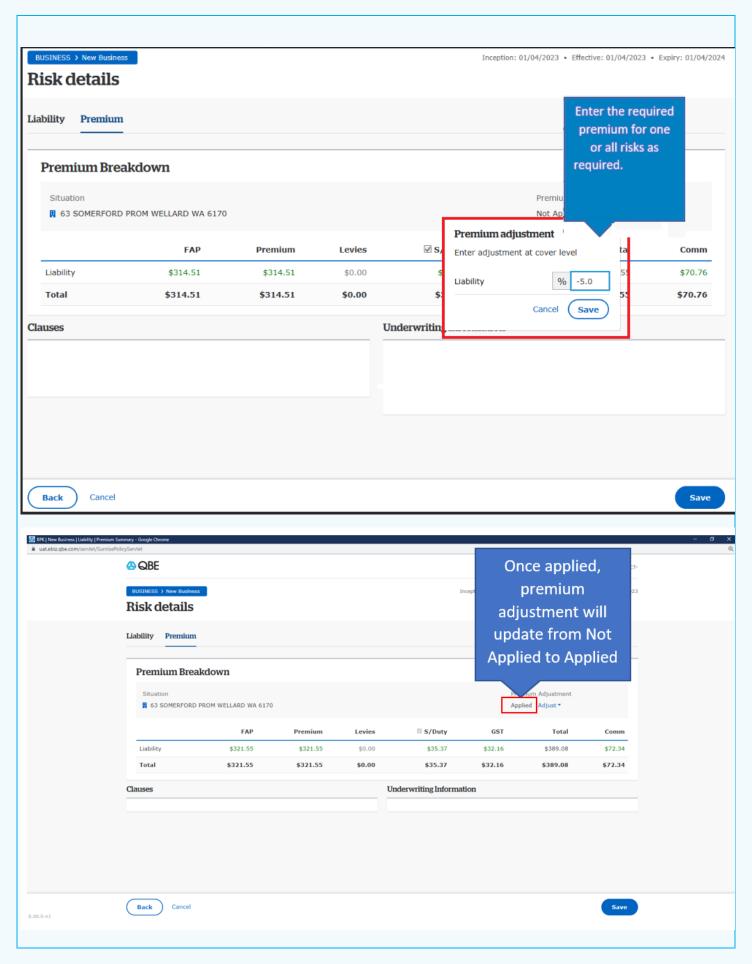
## Stage 3. Adjusting Premium

- You can now adjust premium
- Enter the required adjusted premium per risk
- Click Save and the premium will recalculate based upon the adjustment will be applied
- Once applied, Premium Adjustment will update from saying Not Applied to Applied

**NOTE:** You can choose to adjust premium by **reducing premium** on a particular risk. You can also choose whether to apply an adjusted premium to all the risks or just one risk.

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## Stage 4. Exceed Maximum Discount Limit

**NOTE**: Should you enter an amount that exceeds your allowable discount range, you will receive the below message. You must either adjust premium to an allowable range or refer to QBE

