E-BUSINESS QUICK GUIDE

Premium Flexibility / Adjustment - BPK

Stage 1. Important Notes

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

- 1. Provides some discounting authority on Sunrise limited by a discounting pool amount
- 2. Minimises time and costs associated with manual referral of small premium adjustments by allowing broker to adjust small amounts
- 3. More flexible than clause codes because the discount amount is not locked in at one level, e.g. 10%
- 4. Where Intermediary has discounted premium this amount will be deducted from the pool. Any loadings will add back to the pool
- 5. You can adjust the premium at bottom line policy level, or by premium class, up or down
- 6. Limited to specific account
- 7. Is available at Quote and New Business Transaction

Stage 2. Premium Pool Account Enquiry

- Logon to C.Change
- Select Writenow > Premium Pool

C.ch@n	ge	Logour My pr	ofile QBE Insurance Australia dify» tch»	
home writenory claimw	rite writepay help admin	quick in	go»	(
> find a policy > portfolio search > premium pooin	welcome If you wish to emulate what an Interme field below and click on the Submit but	diary would view in this area, select them in the ton.	•	
	Then when you click on any of the are data as if you were that Intermediary.	as around the outside, you will view the same		
my cut,	Note this only applies to what is displa pages.	yed on the Welcome page, not any subsequent	my new claims	
	Intermediary : Not Selected	~		
	Staff Member : Not Selected V		view »	
	Submit R	eset	my policies due for renewal	
6	Portals Authorised Representative » Online Product Awareness Module »	Occupation Inquiry Business Pack Occupation Guide »		
view » my business processed this month	Cargo@QBE »		view » my activity alert on watched transactions	

Stage 3. Premium Discount Pool Balance

- Select your account
- Your Account Balance will be displayed

C.ch@ng	е			Logout My profile modify» switch»	QBE Insurance Australia	1
home writenow claimwri Premium Discount P	te writepay help 'ool Balance	p admin		quick inquiry		go»
Effective Date: Account:	21/7/2020		_ <	Select Account		
Product Business Pack (BPK)	Init	tial Pool Total \$50000	Current Balance \$50000	Policy % 30.0%	Policy Amount \$0	
					Y	
			Close		7.81.1-n4	



Stage 4. Processing BPK New Business Create New Business Transaction via Sunrise ٠ Remember to select the nominated account that caters for the premium flexibility / adjustment Proceed through all the Risk details & Screens until you reach the final Premium page for the transaction • The option to adjust premium will be displayed, select "Click Here to Adjust Premium" field 🙆 QBE Account: BUSINESS > New Business Inception: 21/07/2020 • Effective: 21/07/2020 • Expiry: 21/07/2021 Policy & customer details Customer Policy History Premium Payment

S/Duty

\$181.24

\$103.76

\$285.00

GST

\$183.08

\$104.81

\$287.89

Total

\$2,195,11

\$1,256.69

\$0.00 -

Complete •

\$3,451.80

Comm

\$315.65

\$235.82

\$551.47

Next

Levies

\$427.88

\$427.88

\$0.00

	Stage	5. Adjusting	Premium
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Back

59

Property Liability

Grand Total

• You can now adjust premium

Policy Premium Breakdown

Premium Adjustment Click Here to Adjust Premium

Intermediary Fee (incl.GST)

Abandon Options -

- There are 2 options
 - 1. Altering each risk with a \$ value within your agreed parameters OR

Select "Click here to Adjust Premium"

FAP

\$1,402,91

\$1.048.12

\$2,451.03

NSW 2010

Premium

\$1,402,91

\$1.048.12

\$2,451.03

2. Altering the Total Adjusted premium at policy level

Risk level adjustment		
59 HIGH HOLBORN ST SURRY HILLS NS	W 2010 Premium	Adjusted Premium
Property	\$2195.11	\$ 2195.11
Liability	\$1256 Ju	\$ 1256.69
Intermediary Fee (inc. GST) Your can alter the premium at risk Level	0.0 \$3451.8	\$ 0.0\$ 3451.8
Alter premium at policy level Or enter adjusted premium at policy level (Maximum adjustment: \$0 or 30.0%)		\$ 0



- Enter the required adjusted premium per risk
 - Click Save

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

Premium adjustment		>
Risk level adjustment		
₿ 59 HIGH HOLBORN ST SURRY HILLS NSW	2010 Premium	Adjusted Premium
Property Enter Adjusted premium for	\$2195.11	\$ 2000
Liability one or all of the risks as required. Can be a loading or a discount	\$1256.69	\$ 1300
Intermediary Fee (inc. GST)	0.0	\$ 0.0
Total	\$3451.8	\$ 3451.8
Or enter adjusted premium at policy level (Maximum adjustment: \$0 or 30.0%)		\$
		Cancel Save

Stage 7. Option 2 – Adjusting Premium at Policy Level

- Enter the **Total Premium** required for the policy
- Click Save

NOTE: You can choose to adjust premium by increasing or reducing total premium

Premium adjustment		×
Risk level adjustment		
59 HIGH HOLBORN ST SURRY HILLS N	SW 2010 Premium	Adjusted Premium
Property	\$2195.11	\$ 219511
Liability	\$1256.69	\$ 1256.69
Intermediary Fee (inc. GST)	0.0	\$ 0.0
Total	\$3451.8	\$ 3451.8
Or enter adjusted premium at policy level (Maximum adjustment: \$0 or 30.0%)	Enter total premium required for the policy	\$ 3400.00 ×
		Cancel Save



Stage 8. 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

Premium adj Risk level adjustme	Plea	! se amend the follow	ving		×
59 HIGH HOLBOR	Policy total adjus	stment exceeds the maxin percentage.	num adjustment	ium	
Property					
Liability			Close	-	
Intermediary Fee (i)	
Total		\$3451.8	\$ 3451.8		
Or enter adjusted pren (Maximum adjustment: \$0 o	nium at policy leve	Should you exceed your maximum limit, you will receive the following message	\$ 1500)	
			(Cancel	Save