# Including an intermediary fee with writepay

To include an intermediary fee in the premium:

- > Go to the Premium screen within Sunrise.
- > Click on the Edit button.
- Enter a dollar amount for the intermediary fee including GST, and click on the Save button.
- > The intermediary fee will now be included in the total premium.

F	Premium	Payment				
			<b>V</b>			
Р	Premium	FSL	S/Duty	GST	Total	Comm
0	\$410.20	\$90.24	\$49.54	\$50.04	\$600.02	\$92.29
0	\$53.00	\$0.00	\$5.24	\$5.30	\$63.54	\$11.92
					\$0.00	<u>edit</u>
						40

Note: An intermediary fee can only be entered during a Quote, New Business, or Renewal transaction.

## Setting up writepay: the payment screen

The premium instalment option can be set
up from the Sunrise / c.change Payment
screen.

- Select payment method.
  Options: Credit Card or Bank Account
- Select the payment period.
  Options: Annual or Monthly
- 8 Enter the deduction date.
- Complete the required Bank Account / Credit Card details.

Click on	Next to	continue.
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# Authorising premium instalment deductions

#### Method 1: Complete the DDR Online

- Click on the Complete DDR button. If you agree to authorise the payment, client on the I AGREE button.
- Provide the client with a copy of the Direct Debit Service Agreement.

# Method 2: Complete the Paper DDR Form

Click on Options, and then View Authorisation Form.

- Print out the Direct Debit Request (DDR) form for the client to complete.
- Print out the Direct Debit Service Agreement to hand to the client.

The client should return the form to the intermediary within 7 days.

Please forward you client's DDR form to your local QBE office

Policy	Customer	History	Premium	Payment			
Please choose Then enter the	the method of pay details of the acco	ment - either the ount for the metho	Client's Bank Acc od chosen.	ount; their Credit Car	rd; or from you	r Holding Account.	
Payment Met	hod: Custom	er Bank Account	- 0			Annual Premium	\$623.32
Payment Peri	od: Monthly	- 0				Annual Commission:	\$99.26
- Doduction Dat			<b>6</b>			First Instalment:	
Deduction Dat	ie.  20/10/2					Future Instalments:	
Client's Ba	nk Account		Clients Cro	edit Card	4		
Institution Ty	ype: Bank	•	Card Type:		•		
Account Nam	ne: Test		Account Na	me:			
Account Nun	nber: 123456		Card Numb	er:			
B.S.B.:	082 -	001	Expiry Date:		mmyyyyy		
Complete D	DR Direct	Debit Authorisa	tion Not Record	ed			
Bac	:k	Abandon	FSRA	Options		Next	5.8.0

Policy Cust	tomer History	Premium Payment
Please choose the meth Then enter the details o	nod of payment - either the C f the account for the method	Client's Bank Account; their Credit Card; or from your Holding Account. d chosen.
Payment Method:	Customer Bank Account	Annual Premium \$623.32
Payment Period:	Monthly -	Annual Commission: \$99.26
Deduction Date:	20/10/2006	First Instalment:
beddedon bace.		Future Instalments:
Client's Bank Acc	ount	Clients Credit Card
Institution Type:	Bank 💌	Card Type:
Account Name:	Test	Account Name:
Account Number:	123456	Card Number:
B.S.B.:	082 - 001	Expiry Date: Documents
Complete DDR	Direct Debit Authorisati	tion llot Recorded
compate bott		Confirmation of What Yo_/Told Us



## Instalment dishonours

In the event of a premium instalment dishonouring, QBE will issue within 24 hours a standard dishonour letter to your customer care of your office.

writepay | knowledge

> commission & fee settled

> statement of account

administration d below and click or

#### c.change reporting (managed by Marsh-Landmark Accounts Administrator

To view writepay reports and your Statement of Account:

- Log into c.change using your c.change user id and password.
- Select the required report from the writepay menu.
- > Select the account you wish to view.
- > Open the report by selecting the appropriate month.

## Staying informed by e-mail

To set up or edit an e-mail update:

- Log into c.change using your c.change user id and password.
- > From the writepay menu, select administration and then e-mail notification.
- Select the event you would like to be kept informed about.
- Click on the Edit button and enter the email address that is to receive the notification.
- Click on the Save button to save these changes.

Note: If you would like to enter several e-mail addresses simply separate these with a comma within the "Email addresses" box.

## Monthly commission settlement

#### WinBeat

- > To update WinBeat, go to the Sunrise top menu and select Sunrise Instalments and Reconciliation.
- > A login prompt will be displayed. Enter your c.change username and password to access the update.
- If a file is available, it will automatically download and update WinBeat to reflect Fee and Commission payment made to the intermediary's bank account.
- > To view a report of the Intermediary Fee and Commission payment settled, go to the Sunrise top menu, select Sunrise Instalments followed by Reports and finally Instalments Processed.

CBS

- To update CBS go to the Accounting main menu, select the Banking Menu then select Process QBE Direct Billed Banking.
- > Select the QBE Client Code.
- > Enter the reconciliation file's directory path and file name under Import File Name.
- > Select F7 to proceed.

**Note**: It is recommended that the program is initially run without update (Update Flag set as "N") to check for errors.

#### **Brokers Advantage**

- To update Brokers Advantage go to Broking & Claims on the main menu, select Data Entry and Automatic Settlements.
- > Use F3 to list the reconciliation files in the directory. Select the file and click on Accept and Save.
- Select Settlement Import Errors from the menu. Input today's date to check for errors.
- Select Settlements Completed from the menu. A report will display all the settlements completed.



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Account:

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Accounting Month

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