



User Guide

--- One Click Renew for Non-Qnect Products ---

Version: May 2019

One Click Renew is only apply for 19 Non-Qnect products as following:

One Click Renew 只適用於下列 19 項 Non-Qnect 的產品:

- 1. Motor Supersurance**
- 2. Commercial Motor Vehicle**
- 3. Motor Cycle Insurance**
- 4. Commercial Fire Insurance**
- 5. Domestic Fire**
- 6. House Owner and Householder Comprehensive Insurance (Building & Contents)**
- 7. In-style Home Protection**
- 8. Travelon Annual Travel Insurance**
- 9. Personal Accident Protector**
- 10. Office Protection Package**
- 11. Shop Protection Package**
- 12. Golfers**
- 13. Householders**
- 14. Individual PA (Group)**
- 15. Individual PA (Senior)**
- 16. Travel Annual**
- 17. Travel China**
- 18. Property All Risks Insurance**
- 19. Public Liability Insurance**

Please note that One Click Renew is not applicable in below scenarios

請注意 · One Click Renew 並不適用於下列情況

A policy 保單

- to be renewed with changes**
續保時需要更改續保資料
- is a back dated renewal**
是於現保單到期日之後才進行續保
- is insuring multiple risks and one of the risks has no premium**
承保的風險並不是每項都收取保費
- with claim submitted for the immediate past year**
於上一個年度有索償記錄

CONTENTS

A. Login Qnect

B. Motor Vehicle Insurance (MVA)

C. Commercial Fire (FFF)

D. Office Pack Insurance (OFF)

E. Houseowner and Householders Insurance (HHH)

A: Login Qnect 登入 Qnect



DO MORE

The QBE Insurance platform has been designed to support your growth by allowing you more flexibility in how you connect and providing valuable analytical insights.

LOGIN

FOR MORE



Connect with QBE

QBE Insurance platform enables you to do business wherever you are. We give you the choice of connecting with us on the move via your mobile or tablet devices and from your office.



Get Started

Email Address 1

Password

Remember my username

LOGIN 3

[Forgot Password?](#)



1. Login with **Email Address**
利用電郵地址登入
2. Key in **Password**
輸入密碼
3. Click 點擊 **LOGIN**
4. If you forget your password, please click **Forgot Password**
假如您忘記密碼，請點擊 **Forgot Password**

B: Motor Vehicle Insurance (MVA)

B: Motor Vehicle Insurance (MVA) (Renew Same)

1. Select **Policy by Number** from **Find** option
從 **Find** 中選擇 **Policy by Number** 保單號碼
2. Enter Renewal Policy Number
輸入需要續約的保單號碼
3. Click 點擊

Home / Policy Header

Policy and risk details based on effective date of 10/04/2018

Policy

Insurance Details

Policy No: V0274666	Policy Status: Awaiting Renewal
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 26/01/2018 to 25/01/2019
Insured: Chan Tai Man	Wording: UWD.PVCM.V2-2.6.1606
Address: Room 1532, Block C, Tall Building, 322 King's Road, Quarry Bay, Hong Kong	SP Attn Code: 00
Agent: Li Siu Fai	Branch: 01
	Campaign Code:

Risks [Transaction History](#) [Documents](#) [Claims](#)

Section	Risk	Location / Type of Business	Commence	Terminated
Private Motor	001	HONG KONG	26/01/2018	<div style="border: 1px solid red; padding: 2px;"> Renewal </div> <div style="border: 1px solid gray; padding: 2px;">Lapse</div> <div style="border: 1px solid gray; padding: 2px;">New Claim</div>

DISPLAY CURRENT TERM

POLICY OPTIONS

4. **Insurance Details** main page, policy status shows **“Awaiting Renewal”**
保險內容頁面 · 保單狀態顯示 **“Awaiting Renewal”**
5. Click 點擊
6. Select **Renewal**
選擇 **Renewal**

B: Motor Vehicle Insurance (MVA) (Renew Same)

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[Home](#) / [Policy Header](#) Policy and risk details based on effective date of 10/04/2018

Policy

Insurance Details

<p>Policy No: V0274666</p> <p>Policy Type: Motor Vehicle Insurance (MVA)</p> <p>Insured: Chan Tai Man</p> <p>Address: Room 1532, Block C, Tall Building, 322 King's Road, Quarry Bay, Hong Kong</p> <p>Agent: Li Siu Fai</p>	<p>Policy Status: In Force 8</p> <p>Policy of Insurance: 26/01/2018 to 25/01/2019</p> <p>Wording: UWD.PVCM.V2-2.6.1606</p> <p>SP Attn Code: 00</p> <p>Branch: 01</p> <p>Campaign Code:</p>
---	--

[Risks](#)
[Transaction History](#)
[Documents](#)
[Claims](#)

Transaction Type (expand / collapse)	Effective Date	Email	Document Type
<p>+ Renewal Issue</p>	26/01/2018	11	<ul style="list-style-type: none"> Motor Certificate (MAK11) Schedule - Client Copy Schedule - Duplicate Schedule - Intermediary Copy Policy Wording Tax Invoice - Client Copy Tax Invoice - Intermediary Copy
<p>New Business Issue</p>	26/01/2017		

CHECK FOR DOCUMENTS

POLICY OPTIONS

8. **Insurance Details** main page, policy status shows **"In Force"**
 保險內容頁面 · 保單狀態顯示 **"生效"**
9. Click **Documents** to get into the Documents folder
 點擊 **Documents** 進入文件夾頁面
10. **Document Type:** click on the document link (blue underline) to view the document
 文件類別: 點擊文件名稱去檢閱文件
11. Click **Email** to send the policy wording and quotation to the policy holder
 點擊 **Email** 將保單條款及報價單文件以電郵發送給保單持有人

B: Motor Vehicle Insurance (MVA) (Renew Same)

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Correspondence
V0274666MVA

From: Li Siu Fai Renewal Issue

12 **To***

Cc

Bcc

13 **Subject**

Text

14

Attachments

- Motor Certificate (MAK11)
- Schedule - Client Copy
- Schedule - Duplicate
- Schedule - Intermediary Copy
- Policy Wording
- Tax Invoice - Client Copy
- Tax Invoice - Intermediary Copy

Message Sent x

Your e-mail has been sent. **17**

16

12. To - You may enter the email address of the policy holder
 電郵地址 - 您可以輸入保單持有人電郵地址

13. Subject - You may enter your own subject
 郵件標題 - 您可以輸入自定的郵件標題

14. Text - You may enter your content
 郵件內容 - 可以輸入自定的內容

15. Attachments - You may check the box besides the document's name if you want to send it
 附件文件 - 您可以勾選對應的文件方格去發送該些文件

16. Click 點擊

17. A pop-up message will show that the email **has been sent and then click**

頁面會有顯示電子郵件已發送，然後點擊

B: Motor Vehicle Insurance (MVA) (Renew with Changes)

Confirm Renewal

If you wish to continue renewing this policy with no changes on risks or terms and conditions, select RENEW.

Otherwise, if there are any changes required to the policy, select RENEW WITH CHANGES.

If you do not wish to continue with the renewal, select CANCEL.

18 RENEW WITH CHANGES RENEW

Insurance Details

Policy No: V0274666	Policy Status: Awaiting Renewal
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 26/01/2018 to 25/01/2019
Insured: Chan Tai Man	Wording: UWD.PVCM.V2-2.6.1606
Address: Room 1532, Block C, Tall Building, 322 King's Road, Quarry Bay, Hong Kong	SP Attn Code: 00
Agent: Li Siu Fai	Branch: 01
	Campaign Code:

18. Click 點擊 RENEW WITH CHANGES

There will be a text box popping up where you can update the required changes for QBE handling.
你可以於資料框中輸入需要更改的資料，然後交給 QBE 處理。

Renewal Information

Please note that the policy selected cannot be renewed via Qnect. You can send a request to the QBE Underwriter to process this renewal on your behalf by providing information below.

Policy No:	Policy Status: Awaiting Renewal
Policy Type:	Period of Insurance:
Insured:	
Address:	

Please provide any information to assist the Underwriter with renewal of this policy.

CANCEL CLEAR WINDOW SUBMIT

C: Commercial Fire (FFF)

C: Commercial Fire (FFF) (Renew Same)



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Find Quote by Number Policy by Number

1. Select **Policy by Number** from **Find** option
從 **Find** 中選擇 **Policy by Number** 保單號碼
2. Enter Renewal Policy Number
輸入需要續約的保單號碼
3. Click 點擊



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Find Quote by Number

[Home](#) / [Policy Header](#)

Policy and risk details based on effective date of 10/04/2018

Policy

Insurance Details

Policy No: F0093920
Policy Type: Commercial Fire (FFF)
Insured: Chau Man Yin
Address: Room 1217, Block B, Global Building,
 223 Queen's Road, Hong Kong
Agent: Lee Mei Mei

Policy Status: Awaiting Renewal 4
Policy of Insurance: 04/12/2017 to 03/12/2018
Wording: UWD.PFIR.V1-1.7.1209
SP Attn Code: 00
Branch: 01

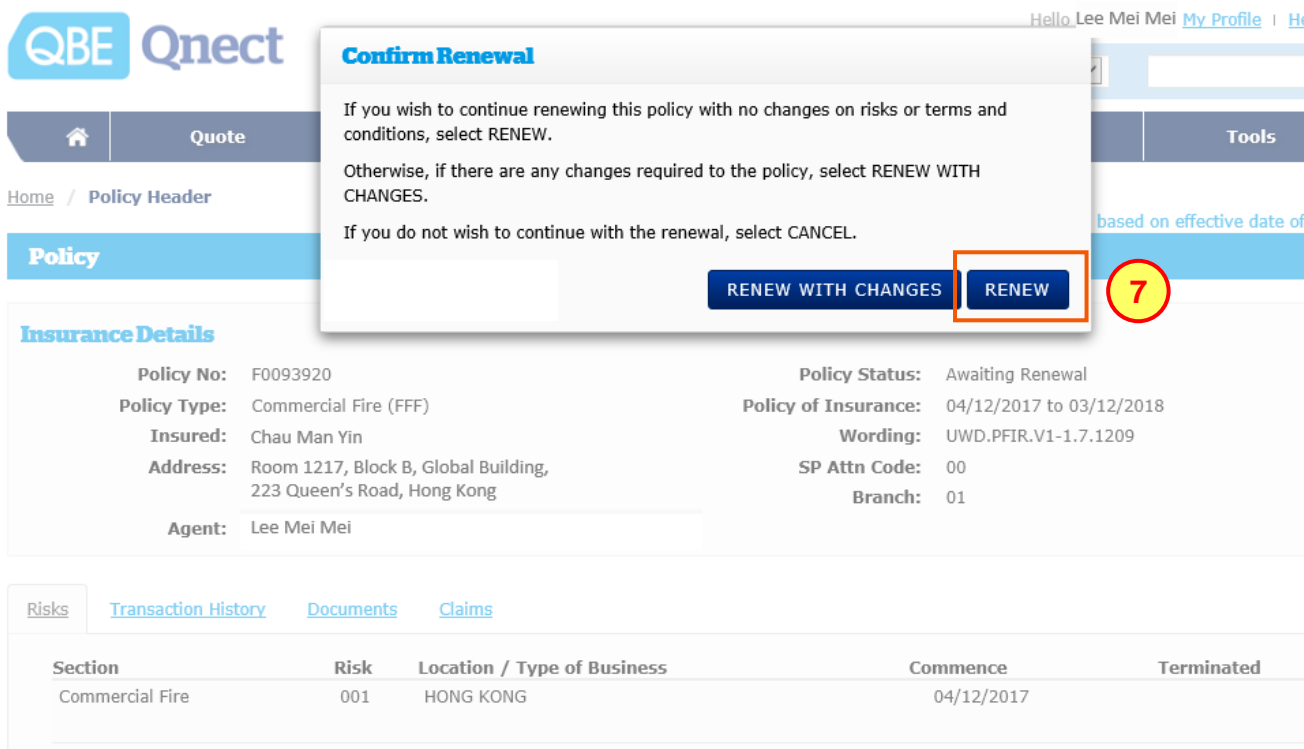
[Risks](#)
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Section	Risk	Location / Type of Business	Commence	Terminated
Commercial Fire	001	HONG KONG	04/12/2017	<div style="border: 1px solid black; padding: 2px;"> 6 Renewal Lapse New Claim </div>

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4. **Insurance Details** main page, policy status shows **“Awaiting Renewal”**
保險內容頁面 · 保單狀態顯示 **“Awaiting Renewal”**
5. Click 點擊
6. Select **Renewal**
選擇 **Renewal**

C: Commercial Fire (FFF) (Renew Same)



Confirm Renewal

If you wish to continue renewing this policy with no changes on risks or terms and conditions, select RENEW.

Otherwise, if there are any changes required to the policy, select RENEW WITH CHANGES.

If you do not wish to continue with the renewal, select CANCEL.

RENEW WITH CHANGES **RENEW** 7

Insurance Details

Policy No: F0093920	Policy Status: Awaiting Renewal
Policy Type: Commercial Fire (FFF)	Policy of Insurance: 04/12/2017 to 03/12/2018
Insured: Chau Man Yin	Wording: UWD.PFIR.V1-1.7.1209
Address: Room 1217, Block B, Global Building, 223 Queen's Road, Hong Kong	SP Attn Code: 00
Agent: Lee Mei Mei	Branch: 01

Risks [Transaction History](#) [Documents](#) [Claims](#)

Section	Risk	Location / Type of Business	Commence	Terminated
Commercial Fire	001	HONG KONG	04/12/2017	

7. Click 點擊 **RENEW**

If no changes to be made for the renewal policy

如果沒有任何資料需要改變

Or 或

Click 點擊 **RENEW WITH CHANGES**

If change of information is required upon renewal, please refer Step 18, Page 15

如果有任何資料需要改變，請參考第 15 頁，步驟 18

C: Commercial Fire (FFF) (Renew Same)

Qnect

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Home / Policy Header Policy and risk details based on effective date of 10/04/2018

Policy

Insurance Details

Policy No: F0093920

Policy Type: Commercial Fire (FFF)

Insured: Chau Man Yin

Address: Room 1217, Block B, Global Building, 223 Queen's Road, Hong Kong

Agent: Lee Mei Mei

Policy Status: In Force 8

Policy of Insurance: 04/12/2017 to 03/12/2018

Wording: UWD.PFIR.V1-1.7.1209

SP Attn Code: 00

Branch: 01

[Risks](#)
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Transaction Type (expand / collapse)	Effective Date	Email	Document Type
<div style="display: flex; align-items: center;"> + Renewal Issue </div>	04/12/2017	<div style="display: flex; align-items: center;"> 11 ✉ </div>	<div style="border-left: 1px solid red; padding-left: 5px; margin-left: 10px;"> <div style="display: flex; align-items: center; margin-bottom: 5px;"> 10 { </div> <ul style="list-style-type: none"> Policy Wording Schedule - Client Copy Schedule - Duplicate Schedule - Intermediary Copy Tax Invoice - Client Copy Tax Invoice - Intermediary Copy </div>

8. **Insurance Details** main page, policy status shows **“In Force”**
保險內容頁面 · 保單狀態顯示 “生效”
9. Click **Documents** to get into the Documents folder
點擊 Documents 進入文件夾頁面
10. **Document Type:** click on the document link (blue underline) to view the document
文件類別: 點擊文件名稱去檢閱文件
11. Click **Email** to send the policy wording and quotation to the policy holder
點擊 Email 將保單條款及報價單文件以電郵發送給保單持有人

C: Commercial Fire (FFF) (Renew Same)

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FindQ

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Correspondence
FO093920FFF

From: Lee Mei Mei Renewal Issue

12 **To***

Cc

Bcc

13 **Subject**

Text

14

Attachments

- Policy Wording
- Schedule - Client Copy
- Schedule - Duplicate
- Schedule - Intermediary Copy
- Tax Invoice - Client Copy
- Tax Invoice - Intermediary Copy

15

Message Sent

Your e-mail has been sent.

17

OK

SEND

16

12. To - You may enter the email address of the policy holder
 電郵地址 - 您可以輸入保單持有人電郵地址

13. Subject - System will default the Subject to be the name of the policy holder but you may enter your own subject
 郵件標題 - 系統會預設郵件標題為保單持有人的姓名，惟您可以輸入自定的郵件標題

14. Text - You may enter your content
 郵件內容 - 可以輸入自定的內容

15. Attachments - You may check the box besides the document's name if you want to send it
 附件文件 - 您可以勾選對應的文件方格去發送該些文件

16. Click 點擊 SEND

17. A pop-up message will show that the email has been sent and then click OK

頁面會有顯示電子郵件已發送，然後點擊 OK

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D: Office Pack Insurance (OFF)

D: Office Pack Insurance (OFF) (Renew Same)

1. Select **Policy by Number** from **Find** option
從 **Find** 中選擇 **Policy by Number** 保單號碼

2. Enter Renewal Policy Number
輸入需要續約的保單號碼

3. Click 點擊

Policy

Insurance Details

Policy No: B0073363	Policy Status: Awaiting Renewal
Policy Type: Office Pack Insurance (OFF)	Policy of Insurance: 19/01/2018 to 18/01/2019
Insured: Cheung Tai Wai David	Wording: UWD.POPP.V1-1.11.1512
Address: Room 3320, Block H, Short Building, 114 Sugar Street, Causeway Bay, Hong Kong	SP Attn Code: 00
Agent: Ip Yee Kit	Branch: 01

Risks Transaction History Documents Claims

Section	Risk	Location / Type of Business	Commence	Terminated
Sections 1 & 2	001	HONG KONG	19/01/2018	
	002	HONG KONG	19/01/2018	
Section 5	003	HONG KONG	19/01/2018	
Section 6	004	HONG KONG	19/01/2018	

DISPLAY CURRENT TERM POLICY OPTIONS ▾

Renewal
Lapse
New Claim

4. **Insurance Details** main page, policy status shows “Awaiting Renewal”
保險內容頁面 · 保單狀態顯示 “等待續約”
5. Click 點擊 POLICY OPTIONS ▾
6. Select **Renewal**
選擇 **Renewal**

D: Office Pack Insurance (OFF) (Renew Same)

Confirm Renewal

If you wish to continue renewing this policy with no changes on risks or terms and conditions, select RENEW.

Otherwise, if there are any changes required to the policy, select RENEW WITH CHANGES.

If you do not wish to continue with the renewal, select CANCEL.

RENEW WITH CHANGES | **RENEW** | CANCEL

7

Insurance Details

Policy No: B0073363 **Policy Status:** Awaiting Renewal
Policy Type: Office Pack Insurance (OFF) **Policy of Insurance:** 19/01/2018 to 18/01/2019
Insured: Cheung Tai Wai David **Wording:** UWD.POPP.V1-1.11.1512
Address: Room 3320, Block H, Short Building, 114 Sugar Street, Causeway Bay, Hong Kong **SP Attn Code:** 00
Agent: Ip Yee Kit **Branch:** 01

Section	Risk	Location / Type of Business	Commence	Terminated
Sections 1 & 2	001	HONG KONG	19/01/2018	
	002	HONG KONG	19/01/2018	
Section 5	003	HONG KONG	19/01/2018	
Section 6	004	HONG KONG	19/01/2018	

7. Click 點擊 **RENEW WITH CHANGES**
 If no changes to be made for the renewal policy
 如果沒有任何資料需要改變

Or 或

Click 點擊
 If change of information is required upon renewal, please refer Step 18, Page 21
 如果有任何資料需要改變，請參考第 21 頁，步驟 18

D: Office Pack Insurance (OFF) (Renew Same)

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Policy

Insurance Details

<p>Policy No: B0073363</p> <p>Policy Type: Office Pack Insurance (OFF)</p> <p>Insured: Cheung Tai Wai David</p> <p>Address: Room 3320, Block H, Short Building, 114 Sugar Street, Causeway Bay, Hong Kong</p> <p>Agent: Ip Yee Kit</p>	<p>Policy Status: In Force 8</p> <p>Policy of Insurance: 19/01/2018 to 18/01/2019</p> <p>Wording: UWD.POPP.V1-1.11.1512</p> <p>SP Attn Code: 00</p> <p>Branch: 01</p>
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Transaction Type (expand / collapse)	Effective Date	Email	Document Type
● Renewal Issue	19/01/2018	11	<div style="border-left: 1px solid #ccc; padding-left: 5px; margin-left: 10px;"> 10 <ul style="list-style-type: none"> Policy Wording Schedule - Client Copy Schedule - Duplicate Schedule - Intermediary Copy Tax Invoice - Client Copy Tax Invoice - Intermediary Copy </div>

8. **Insurance Details** main page, policy status shows **“In Force”**
 保險內容頁面 · 保單狀態顯示 **“生效”**
9. Click **Documents** to get into the Documents folder
 點擊 **Documents** 進入文件夾頁面
10. **Document Type:** click on the document link (blue underline) to view the document
 文件類別: 點擊文件名稱去檢閱文件
11. Click **Email** to send the policy wording and quotation to the policy holder
 點擊 **Email** 將保單條款及報價單文件以電郵發送給保單持有人

D: Office Pack Insurance (OFF) (Renew Same)



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- [Tools](#)

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Correspondence

B0073363OFF

From: Ip Yee Kit

Renewal Issue

12 To*

Cc

Bcc

13 Subject Customer Cheung Tai Wai David

Text

14

- Attachments
- Policy Wording
 - Schedule - Client Copy
 - Schedule - Duplicate
 - Schedule - Intermediary Copy
 - Tax Invoice - Client Copy
 - Tax Invoice - Intermediary Copy
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Message Sent

Your e-mail has been sent.

17

16

12. To - You may enter the email address of the policy holder
電郵地址 - 您可以輸入保單持有人電郵地址
13. Subject - System will default the Subject to be the name of the policy holder but you may enter your own subject
郵件標題 - 系統會預設郵件標題為保單持有人的姓名，惟您可以輸入自定的郵件標題
14. Text - You may enter your content
郵件內容 - 可以輸入自定的內容
15. Attachments - You may check the box besides the document's name if you want to send it
附件文件 - 您可以勾選對應的文件方格去發送該些文件
16. Click 點擊
17. A pop-up message will show that the email has been sent and then click
頁面會有顯示電子郵件已發送，然後點擊

D: Office Pack Insurance (OFF) (Renew with Changes)

Confirm Renewal

If you wish to continue renewing this policy with no changes on risks or terms and conditions, select RENEW.

Otherwise, if there are any changes required to the policy, select RENEW WITH CHANGES.

If you do not wish to continue with the renewal, select CANCEL.

Insurance Details

Policy No: B0073363	Policy Status: Awaiting Renewal
Policy Type: Office Pack Insurance (OFF)	Policy of Insurance: 19/01/2018 to 18/01/2019
Insured: Cheung Tai Wai David	Wording: UWD.POPP.V1-1.11.1512
Address: Room 3320, Block H, Short Building, 114 Sugar Street, Causeway Bay, Hong Kong	SP Attn Code: 00
Agent: Ip Yee Kit	Branch: 01

Section	Risk	Location / Type of Business	Commence	Terminated
Sections 1 & 2	001	HONG KONG	19/01/2018	
	002	HONG KONG	19/01/2018	
Section 5	003	HONG KONG	19/01/2018	
Section 6	004	HONG KONG	19/01/2018	

18. Click 點擊 **RENEW WITH CHANGES**

There will be a text box popping up where you can update the required changes for QBE handling. 你可以於資料框中輸入需要更改的資料，然後交給 QBE 處理。

Renewal Information

Please note that the policy selected cannot be renewed via Qnect. You can send a request to the QBE Underwriter to process this renewal on your behalf by providing information below.

Policy No:	Policy Status: Awaiting Renewal
Policy Type:	Period of Insurance:
Insured:	
Address:	

Please provide any information to assist the Underwriter with renewal of this policy.

CANCEL **CLEAR WINDOW** **SUBMIT**

E: Householders Insurance (HHH)

E: Householders Insurance (HHH) (Renew Same)

1. Select **Policy by Number** from **Find** option
從 **Find** 中選擇 **Policy by Number** 保單號碼
2. Enter Renewal Policy Number
輸入需要續約的保單號碼
3. Click 點擊

Home / Policy Header

Policy and risk details based on effective date of 10/04/2018

Policy

Insurance Details

Policy No: H0183853
Policy Type: Householders Insurance (HHH)
Insured: Au Yeung Wah
Address: Room 1735, Block A, Sliver Court,
 133 Middle Road, Tsim Sha Tsui, KLN
Agent: Ho Man Hin

Policy Status: Awaiting Renewal
Policy of Insurance: 08/12/2017 to 07/12/2018
Wording: UWD.PFIR.V1-1.7.1209
SP Attn Code: 00
Branch: 01

Risks [Transaction History](#) [Documents](#) [Claims](#)

Section	Risk	Location / Type of Business	Commence	Terminated
Domestic Fire	001	HONG KONG	08/12/2017	<div style="border: 1px solid red; padding: 2px;"> Renewal Lapse New Claim </div>

[DISPLAY CURRENT TERM](#) [POLICY OPTIONS ▾](#)

4. **Insurance Details** main page, policy status shows “**Awaiting Renewal**”
保險內容頁面 · 保單狀態顯示 “**等待續約**”
5. Click 點擊
6. Select **Renewal**
選擇 **Renewal**

E: Householders Insurance (HHH) (Renew Same)

Confirm Renewal

If you wish to continue renewing this policy with no changes on risks or terms and conditions, select RENEW.

Otherwise, if there are any changes required to the policy, select RENEW WITH CHANGES.

If you do not wish to continue with the renewal, select CANCEL.

CANCEL **RENEW WITH CHANGES** **RENEW** 7

Insurance Details

Policy No: H0183853 **Policy Status:** Awaiting Renewal
Policy Type: Householders Insurance (HHH) **Policy of Insurance:** 08/12/2017 to 07/12/2018
Insured: Au Yeung Wah **Wording:** UWD.PFIR.V1-1.7.1209
Address: Room 1735, Block A, Sliver Court, 133 Middle Road, Tsim Sha Tsui, KLN **SP Attn Code:** 00
Agent: Ho Man Hin **Branch:** 01

Risks [Transaction History](#) [Documents](#) [Claims](#)

Section	Risk	Location / Type of Business	Commence	Terminated
Domestic Fire	001	HONG KONG	08/12/2017	

7. Click 點擊 **RENEW**

If no changes to be made for the renewal policy
 如果沒有任何資料需要改變

Or 或

Click 點擊 **RENEW WITH CHANGES**

If change of information is required upon renewal, please refer Step 18, Page 27
 如果有任何資料需要改變，請參考第 27 頁，步驟 18

E: Householders Insurance (HHH) (Renew Same)

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Quote by Numb. ▼

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Home / Policy Header
Policy and risk details based on effective date of 10/04/2018

Policy

Insurance Details

<p>Policy No: H0183853</p> <p>Policy Type: Householders Insurance (HHH)</p> <p>Insured: Au Yeung Wah</p> <p>Address: Room 1735, Block A, Sliver Court, 133 Middle Road, Tsim Sha Tsui, KLN</p> <p>Agent: Ho Man Hin</p>	<p>Policy Status: In Force 8</p> <p>Policy of Insurance: 08/12/2017 to 07/12/2018</p> <p>Wording: UWD.PFIR.V1-1.7.1209</p> <p>SP Attn Code: 00</p> <p>Branch: 01</p>
--	---

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[Transaction History](#)
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[Claims](#)

Transaction Type (expand / collapse)	Effective Date	Email	Document Type
+ Renewal Issue	08/12/2017	11 ✉	<div style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 5px;"> 10 <ul style="list-style-type: none"> Policy Wording Schedule - Client Copy Schedule - Duplicate Schedule - Intermediary Copy Tax Invoice - Client Copy Tax Invoice - Intermediary Copy </div>

8. **Insurance Details** main page, policy status shows “**In Force**”
保險內容頁面 · 保單狀態顯示 “生效”
9. Click **Documents** to get into the Documents folder
點擊 Documents 進入文件夾頁面
10. **Document Type:** click on the document link (blue underline) to view the document
文件類別: 點擊文件名稱去檢閱文件
11. Click **Email** ✉ to send the policy wording and quotation to the policy holder
點擊 Email ✉ 將保單條款及報價單文件以電郵發送給保單持有人

E: Householders Insurance (HHH) (Renew Same)

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Correspondence
HO183853HHH

From: Ho Man Hin Renewal Issue

12 **To***

Cc

Bcc

13 **Subject**

Text

14

Attachments

- Policy Wording
- Schedule - Client Copy
- Schedule - Duplicate
- Schedule - Intermediary Copy
- Tax Invoice - Client Copy
- Tax Invoice - Intermediary Copy

15

Message Sent

Your e-mail has been sent.

17

OK

SEND

16

12. To - You may enter the email address of the policy holder
 電郵地址 - 您可以輸入保單持有人電郵地址

13. Subject - System will default the Subject to be the name of the policy holder but you may enter your own subject
 郵件標題 - 系統會預設郵件標題為保單持有人的姓名，惟您可以輸入自定的郵件標題

14. Text - You may enter your content
 郵件內容 - 可以輸入自定的內容

15. Attachments - You may check the box besides the document's name if you want to send it
 附件文件 - 您可以勾選對應的文件方格去發送該些文件

16. Click 點擊 SEND

17. A pop-up message will show that the email has been sent and then click OK
 頁面會有顯示電子郵件已發送，然後點擊 OK

E: Householders Insurance (HHH) (Renew with Changes)

Confirm Renewal

If you wish to continue renewing this policy with no changes on risks or terms and conditions, select RENEW.

Otherwise, if there are any changes required to the policy, select RENEW WITH CHANGES.

If you do not wish to continue with the renewal, select CANCEL.

CANCEL **18** **RENEW WITH CHANGES** **RENEW**

Insurance Details

Policy No: H0183853	Policy Status: Awaiting Renewal
Policy Type: Householders Insurance (HHH)	Policy of Insurance: 08/12/2017 to 07/12/2018
Insured: Au Yeung Wah	Wording: UWD.PFIR.V1-1.7.1209
Address: Room 1735, Block A, Sliver Court, 133 Middle Road, Tsim Sha Tsui, KLN	SP Attn Code: 00
Agent: Ho Man Hin	Branch: 01

18. Click 點擊 **RENEW WITH CHANGES**

There will be a text box popping up where you can update the required changes for QBE handling. 你可以於資料框中輸入需要更改的資料，然後交給 QBE 處理。

QBE Qnect

Find Quote by Number

Risk Details > Customer Details > Renewal Information

Please note that the policy selected cannot be renewed via Qnect. You can send a request to the QBE Underwriter to process this renewal on your behalf by providing information below.

Policy No:	Policy Status: Awaiting Renewal
Policy Type:	Period of Insurance:
Insured:	
Address:	

Please provide any information to assist the Underwriter with renewal of this policy.

CANCEL **CLEAR WINDOW** **SUBMIT**

---END---