


# 如何於Qnect更新 客戶電郵地址

# Step 1

找出需要  
更新電郵地址的保單，  
於右面選項按  
“Endorsement”

## Policy Details

**Policy No. H0257315**  
Home (HPK)  
**Status**  In Force  
**Insured Period**  10/03/2025 to 09/03/2026

**Policy Options** 

- Endorsement**
- New Claim
- Manage Auto-renewal
- View Policy

Policy Details		
<b>Insured</b> LEE ON	<b>Address</b> OXFORD COURT, BLIK 1 ADMIRALTY	<b>Auto-renewal</b> ON

## Documents

Transaction Type (Expand/Collapse)	Effective Date	Document Type		
New Business Issue	10/03/2025	<ul style="list-style-type: none"><li><a href="#">Schedule - Client Copy</a></li><li><a href="#">Schedule - Intermediary Copy</a></li></ul>	 Email	 Download All 

## Claims

## Transaction History

## Risks

Claim No.	Date of Submission	Risk Type	Paid Amount	Total Incurred Amount	Status
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# Step 2

Modified Section選擇  
“Error Correction”

**Policy Details**

Policy No. H021  
Home (HPK)

Policy Details

Insured  
LEE ON

**Documents**

Transaction Type (Expand/Collapse)

New Business Issue

**Endorsement**

Effective Date  
21/03/2025

Modified Section  
Error Correction

Period

From  
10/03/2025

To  
09/03/2026

Submit

Policy Options

Renewal Status

Download All

Claims Transaction History Risks

Claim No.	Date of Submission	Risk Type	Paid Amount	Total Incurred Amount	Status
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# Step 3

於版面選擇“Next”  
到下一頁

Insurance Details > Risk Details > **Policy Review** > Customer Details

Effective Date: 21/03/2025 • Period 10/03/2025 to 09/03/2026

Account: • Endorse Policy: H0257315

## Home Insurance

CUSTOMER VIEW - OFF PRINT

### Review

Period of Insurance 10 March 2025 to 09 March 2026

Risk Address OXFORD COURT, BLIK 1, ADMIRALTY, HONG KONG

[Add Risk](#)

### Cover Sections

[Expand All](#) / [Collapse All](#)

	Annual Premium	Premium Due	Levy	Total Due	Commission
<a href="#">Home Package</a>	\$2,065.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Policy Total</b>	<b>\$2,065.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### Attachments

Applicable to

File Name/ Description

File

BROWSE

ATTACH

Applicable to

Date Attached

Description

File Name

Size in MB

ABANDON

ADD RISK

NEXT >

# Step 4

於Customer Details內的  
“Email Address”  
更新客戶電郵地址

Insurance Details > Risk Details > Policy Review > Customer Details

Effective Date: 21/03/2025 • Period 10/03/2025 to 09/03/2026

Account: C00000 • Endorse Policy: H0257315

## Home Insurance

PRINT

### Insured Address

GUIDE

Insured Address\* OXFORD COURT, BLIK 1, ADMIRALTY, HONG KONG

EDIT

CLEAR

Please click "Edit" to input Flat/Unit number, Floor Number and District

### Customer Details

Customer Type\* Personal

Name\* LEE ON

ID Number\* [REDACTED]

Gender [REDACTED]

Date of Birth [REDACTED]

Nationality HONG KONG

Mobile Number [REDACTED]

Email Address\* crystal.ho@qbe.com

Check the box if Customer Address is the same as Insured Address

Unit / Floor Number [REDACTED]

Building Number and Name [REDACTED]

Street Number and Name\* OXFORD COURT, BLIK 1

District ADMIRALTY

Country\* HONG KONG

ABANDON

BACK

REFER TO UNDERWRITER

ISSUE ENDORSEMENT

# Step 5

填妥後，請按  
“Issue Endorsement”

[Insurance Details](#) > [Risk Details](#) > [Policy Review](#) > **Customer Details**

Effective Date: 21/03/2025 • Period 10/03/2025 to 09/03/2026

Account: 0000000 • Endorse Policy: H0257315

## Home Insurance

PRINT

### Insured Address

GUIDE

Insured Address\* OXFORD COURT, BLIK 1, ADMIRALTY, HONG KONG

EDIT

CLEAR

Please click "Edit" to input Flat/Unit number, Floor Number and District

### Customer Details

Customer Type\* Personal

Name\* LEE ON

ID Number\*

Gender

Date of Birth

Nationality HONG KONG

Mobile Number

Email Address\* qbecrystalho@gmail.com

Check the box if Customer Address is the same as Insured Address

Unit / Floor Number

Building Number and Name

Street Number and Name\* OXFORD COURT, BLIK 1

District ADMIRALTY

Country\* HONG KONG

ABANDON

BACK


REFER TO UNDERWRITER

ISSUE ENDORSEMENT

# Step 6


系統會顯示  
批單( Endorsement )  
已經成功簽發

## Policy Details

**Policy No. H021**  
Home (HPK)Policy Options ▾

Policy Details

Insured	Address	Auto-renewal Status
LEE ON	OXFORD COURT, BLIK 1 ADMIRALTY	ON ▾

 **Endorsement** ✕

Endorsement has been successfully issued.

OK

### Documents ↻

Transaction Type (Expand/Collapse)	Effective Date	Document Type
Endorsement Issue	21/03/2025	<ul style="list-style-type: none"><li><a href="#">Schedule - Client Copy</a></li><li><a href="#">Schedule - Intermediary Copy</a></li></ul> <span data-bbox="2332 1266 2382 1303">✉</span>   <span data-bbox="2492 1266 2542 1303">↓</span> Download All ▾
New Business Issue	10/03/2025	<ul style="list-style-type: none"><li><a href="#">Schedule - Client Copy</a></li><li><a href="#">Schedule - Intermediary Copy</a></li></ul> <span data-bbox="2332 1397 2382 1435">✉</span>   <span data-bbox="2492 1397 2542 1435">↓</span> Download All ▾

# Step 7

可於右面選項選擇  
“View Policy”  
查閱保單資料更新

## Policy Details




**Policy No. H0257315**  
Home (HPK)  
**Status**  In Force  
**Insured Period**  10/03/2025 to 09/03/2026  
**Policy Options** 

Policy Details

Insured LEE ON	Address OXFORD COURT, BLIK 1 ADMIRALTY	Auto-renewal ON
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- Endorsement
- New Claim
- Manage Auto-renewal
- View Policy**

## Documents

Transaction Type (Expand/Collapse)	Effective Date	Document Type			
Endorsement Issue	21/03/2025	<ul style="list-style-type: none"><li><a href="#">Schedule - Client Copy</a></li><li><a href="#">Schedule - Intermediary Copy</a></li></ul>	 Email	 Download All	
New Business Issue	10/03/2025	<ul style="list-style-type: none"><li><a href="#">Schedule - Client Copy</a></li><li><a href="#">Schedule - Intermediary Copy</a></li></ul>	 Email	 Download All	

## Claims

## Transaction History

## Risks

Claim No.	Date of Submission	Risk Type	Paid Amount	Total Incurred Amount	Status
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# Step 8

“Customer Details” 內  
已看到客戶電郵地址  
已被成功更新

### Customer Details

Customer Type*	Personal
Name*	LEE ON
ID Number	S872306(2)
Gender	
Date of Birth	
Nationality	HONG KONG
Mobile Number	
Email Address*	qbecrystalho@gmail.com
Unit / Floor Number	
Building Number and Name	
Street Number and Name*	OXFORD COURT, BLIK 1
District	ADMIRALTY
Country*	HONG KONG

### Auto-renewal service

Auto-renewal status: **Not available**

- The auto-renewal function is only available to personal customers who make payment by credit card.
- Credit terms are not applicable for auto-renewal as a credit card is required for auto-payment.

ABANDON < BACK COMPLETE

電郵地址更新已完成！

如果你的保單頁面不是這個設定，請看下一頁。

如果您按“Endorsement”  
後的版面如右圖---->

請於紅色圈位置內填寫：  
“Customer email change to  
xxxxxxxxx@gmail.com”

之後按“Submit”

同事收到申請後，將會進行內部更新  
代理人可於5個工作天後查閱

### Endorsement Information

Effective Date

Effective Date  
26/03/2025

Please provide details of the changes you wish QBE to endorse

Relevant Information

File Upload

Only .jpg and .pdf files. 15MB max file size.


Add files +


Cancel Submit

如果您保單版面如右圖---->  
沒有“Endorsement”

請電郵至[crystal.ho@gbe.com](mailto:crystal.ho@gbe.com)  
並提供你需要更新的  
保單號碼及客戶電郵地址

## Policy Details

**Policy No.** [Redacted]  
**Residential Fire (HHH)**

**Status**  In Force  
**Period**  27/09/2024 to 26/09/2025







**Policy Options** 

- New Claim
- Manage Auto-renewal
- View Policy

**Policy Details**

Insured	Address	Auto-renewal
[Redacted]	[Redacted]	ON

## Documents

Transaction Type (Expand/Collapse)	Effective Date	Document Type		
Endorsement Issue	27/09/2024	<ul style="list-style-type: none"><li><a href="#">Premium Payment Confirmation</a></li><li><a href="#">Schedule - Client Copy</a></li></ul>	 Email	 Download All 
New Business Issue	27/09/2024	<ul style="list-style-type: none"><li><a href="#">Policy Wording</a></li><li><a href="#">Receipt - 01583288</a></li></ul>	 Email	 Download All 

## Claims

## Transaction History

## Risks

Claim No.	Date of Submission	Risk Type	Paid Amount	Total Incurred Amount	Status
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