



QNECT B2B

User Guide | FWMI

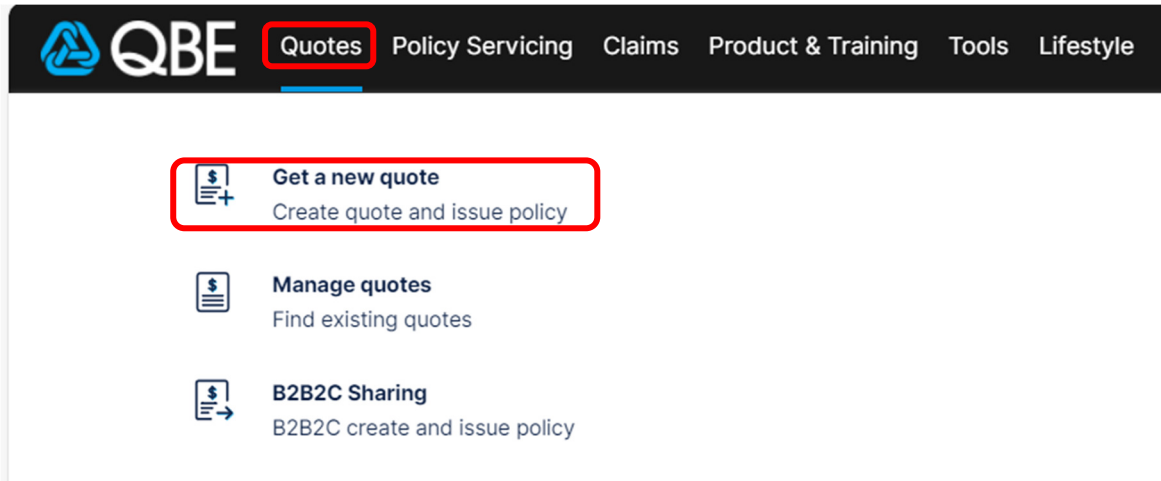
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Step 1: Select Product

After login to Qnect portal:

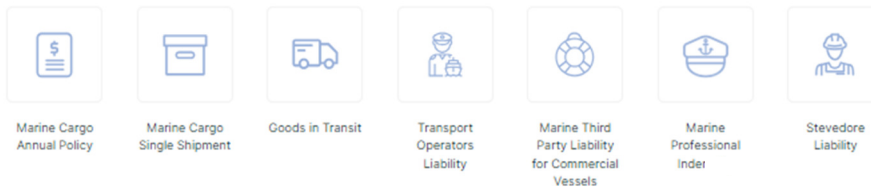
1. Go to [Quotes > Get a new quote] on the header toolbar
2. Select [Corporate & Speciality Insurance] tab
3. Scroll to [Employee Benefit] and select [Foreign Workers Medical]



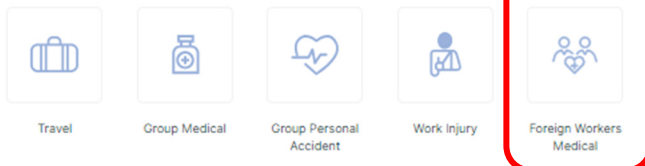
Create Quote

Personal Insurance SME Insurance **Corporate & Specialty Insurance**

MARINE



EMPLOYEE BENEFITS



Step 2: Fill in Account information and Quotation

Step 2a: Key in your Account Number

Account Information

Hi Terence Goh, this is your account

Account name / Account number

*Skip this if it is already pre-filled for you

Step 2b: Fill in the required information

Quotation

Tell us more about the insured

Name of the company
QBE Asia

UEN
19830105195W

Period of Insurance
20/09/2024 to 19/09/2025

Company address
Republic Drive 5 #01-19 Singapore 123456

Current insurer
None

Nature of business
Wholesale

Company email
test@test.com

Contact number (Office)
67654321

Contact number (Hand Phone)
91234567

Contact person
John Doe

Plan type *
Platinum

Number of workers to be insured

Age 50 and below 1	Age 51 and above 1
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Co insurance * Yes No

Outpatient plan * Yes No

Premium (SGD\$) **472.41**

Has there been a claim made by any of the insured members? * Yes No

Things to take note:

1. For Company address, please key in the postal code, click **[Edit]** and fill in additional information such as Unit Number if applicable. You have to key manually if the postal code does not return any results

Company address
68 ORCHARD ROAD, PLAZA SINGAPURA, S238839, SINGAPORE

Edit **Reset**

Address Details

Post Code	238839
Flat / Unit Number	
Floor Number	
Building Name	PLAZA SINGAPURA
Street Number	
Street Name	68 ORCHARD ROAD
State*	Singapore

2. No backdating of Period of Insurance
3. For Outpatient benefit, there is a minimum headcount of 5 required
4. If there are claims, do provide the details under the field. If the claim details exceed the field space, you may include it as an attachment and key in as 'refer to attached' instead

Has there been a claim made by any of the insured members?*

Yes No

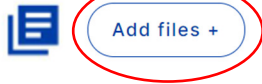
If yes, please provide details of the claims for the past 3 years

If yes, please provide details of the claims for the past 3 years is required

Step 2c: Attach relevant files

File upload

Member Listing Excel file ([download here](#)) or any other relevant supporting documents (such as claims records for the past 3 years). Underwriter may review the case and require more information, if required. Max size per file 15MB.



Declaration/Consent

I confirmed that the customer has read, understood and accepted the [Declarations](#), [Policy wording](#), [Product brochure](#) and [Privacy policy](#).

Next


Include these following files:

1. EMF insured workers (**Mandatory** if outpatient option is selected)
2. Claims History (**if any**)
3. Namelist of insured workers (**if any**)

*Check the declaration box to proceed

Step 3: Check if the details are correctly inputted

Foreign Workers Medical information



Period of insurance
20/09/2024 - 19/09/2025

Plan type
Platinum

Number of workers
Age 50 and below - 1
Age 51 and above - 1

Co insurance
No

Outpatient plan
No

Premium
SG\$472.41

Has there been a claim made by any of the insured members?
No

Uploaded documents
No document

Submit

*Please ensure that all details are accurate to your best knowledge before proceeding.

You may click on the **Pencil**  **Icon** if you wish to make any changes

***DO NOT** click on the back button if you wish to make any changes as any data keyed in previous will not be captured

*Click on the **“Submit”** Button once you are ready to proceed

Step 4: Policy Issue

Quotation Submitted

The quotation is now being processed. Please note that the below policy number will be created upon quotation approval.

Quotation Number [GQ-SG18TF2](#)

Policy Number **N0014809**

Check your previous quotation request.

*Please take note of the policy number generated – this is the **Actual** policy number

*Policy documents will be processed in **5 to 7** working days for non-peak period and **7 to 10** working days for peak periods

*Do keep a record of both quotation and policy number in case follow-up is required