Broker Xchange

User Request Form

QBE

Broker Details				
Name of broking house *('the Broker')*				
QBE underwriter				
Page		of		

QBE Broker Xchange							
Staff applying for access to QBE Broker Xchange		**Job function**			**Internal QBE use only**		
Name	Email	Claims broker	Placing broker	Both	User name	**Confirmed**	**Password issued**
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Note: it is the responsibility of the broking house to notify QBE of any changes to the list of authorised staff							

Internal QBE Use Only			
1.	Received Access Form with acceptable authorised signature: Yes ☐ No ☐		
2.	Authorised by QBE manager/underwriter		
	Signature	Date *(dd/mm/yyyy)*	
3.	User set up completed by (IT)		
	Signature	Date *(dd/mm/yyyy)*	