

# BROOKLYN Broker Portal User Guide

## NEW QUOTATION

The following is a step-by-step procedure to obtain a new quotation using our Broker Portal:

- Go to '<http://www.brooklynunderwriting.com.au>' or visit our website
- Click on 'Online quotes' at the bottom of the page
- Login to the portal by using your 'username' and 'password'
- Click 'Get a Quote' under the relevant class of Insurance.
- Key-in the requested information and follow the steps until finish.
- Once the quote is completed, it will be shown under 'existing quotes/renewal' for retrieval.

*Note: If by any chance the keyed-in underwriting information is outside our standard terms, a referral will be triggered and an intimation will be directly sent to one of our Underwriters for further action).*

## QUOTATION AMENDMENT

The following is a step-by-step procedure to amend an existing quotation using our Broker Portal:

- Go to '<http://www.brooklynunderwriting.com.au>' or visit our website
- Click on 'Online quotes' at the bottom of the page
- Login to the portal by using your 'username' and 'password'
- Click 'Existing Quotes/Renewal' under the relevant class of Insurance.
- Locate the Insured
- Click on 'edit details'
- Make the relevant changes and follow the steps until finish.
- Once the quote is completed, it will be shown under 'existing quotes/renewal' for retrieval.

*Note: If by any chance the keyed-in underwriting information is outside our standard terms, a referral will be triggered and an intimation will be directly sent to one of our Underwriters for further action).*

## POLICY BINDING

- Login to the Broker Portal using your 'e-mail' and 'password'
- Locate the Insured name in 'Existing Quotes/Renewal'
- Tick the declaration
- Click bind

## PRINTING/RE-PRINTING OF POLICY DOCUMENTS

The Broker Portal can be used to Print / Re-print the following documents:

- Quotations
- Certificate of Currency (COC)
- Policy Schedule / Memorandum
- Policy Wordings

The convenient and easy way to print/re-print a Quotation, Certificate of Currency, Schedule and Policy Wordings at your convenience is to use our Broker Portal.

- Go to '<http://www.brooklynunderwriting.com.au>' or visit our website
- Click on 'Online quotes' at the bottom of the page
- Login to the portal by using your 'username' and 'password'
- Click 'Existing Quotes/Renewal' under the relevant class of Insurance.
- Print the required documents by clicking on the relevant 'pdf file'

