

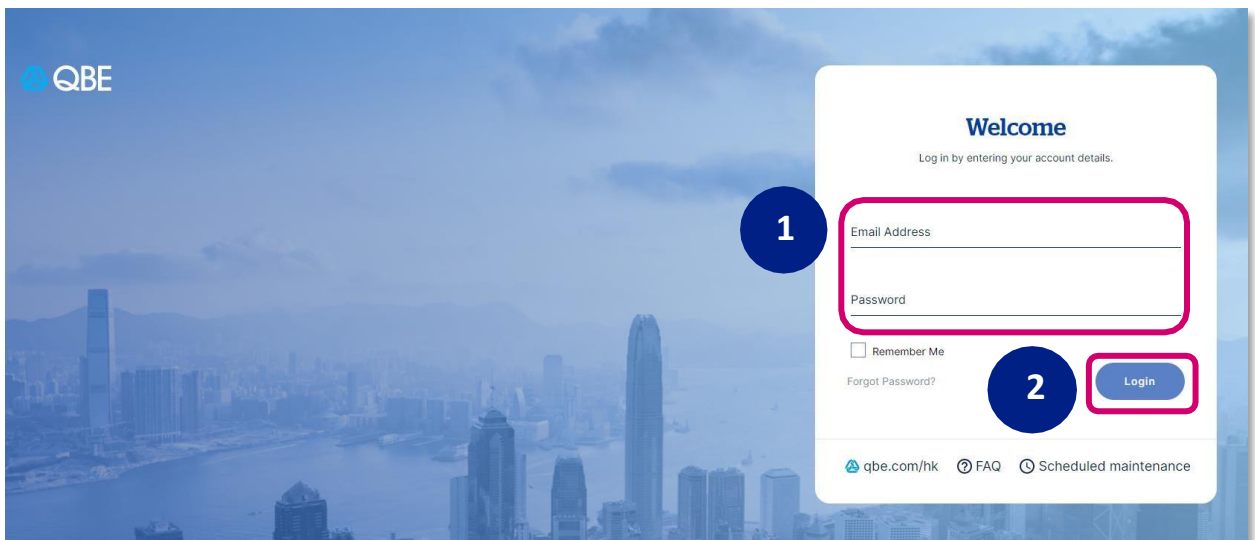
# Qnect

## 付款管理

## 步驟 1

### 前往保單管理

1. 前往: <https://qnect.qbe.com/hk/>
  1. 輸入「Email Address」(電郵地址)及「Password」(密碼)
  2. 點擊「Login」(登入)

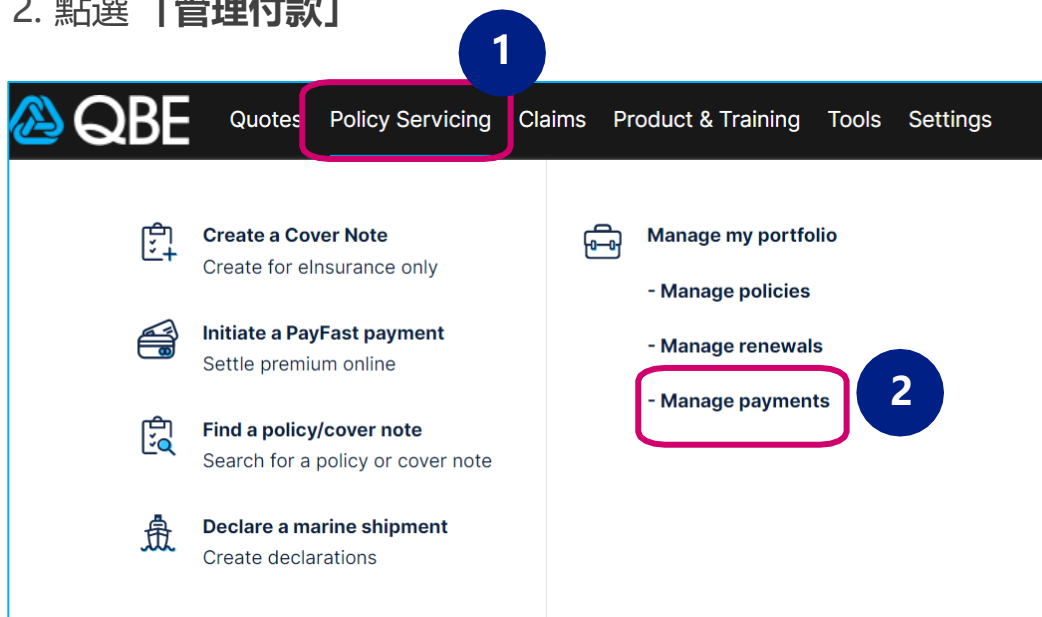


# 步驟2

## 付款管理

### 2. 在導覽條搜尋

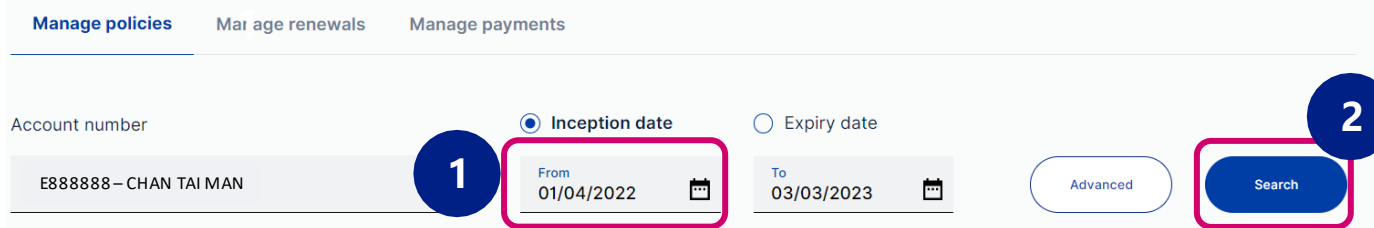
1. 前往「保單服務」一欄
2. 點選「管理付款」



### 3. 檢閱「我的保單」

1. 設定搜尋保單「起保日」
2. 點擊「搜尋」

## My Portfolio



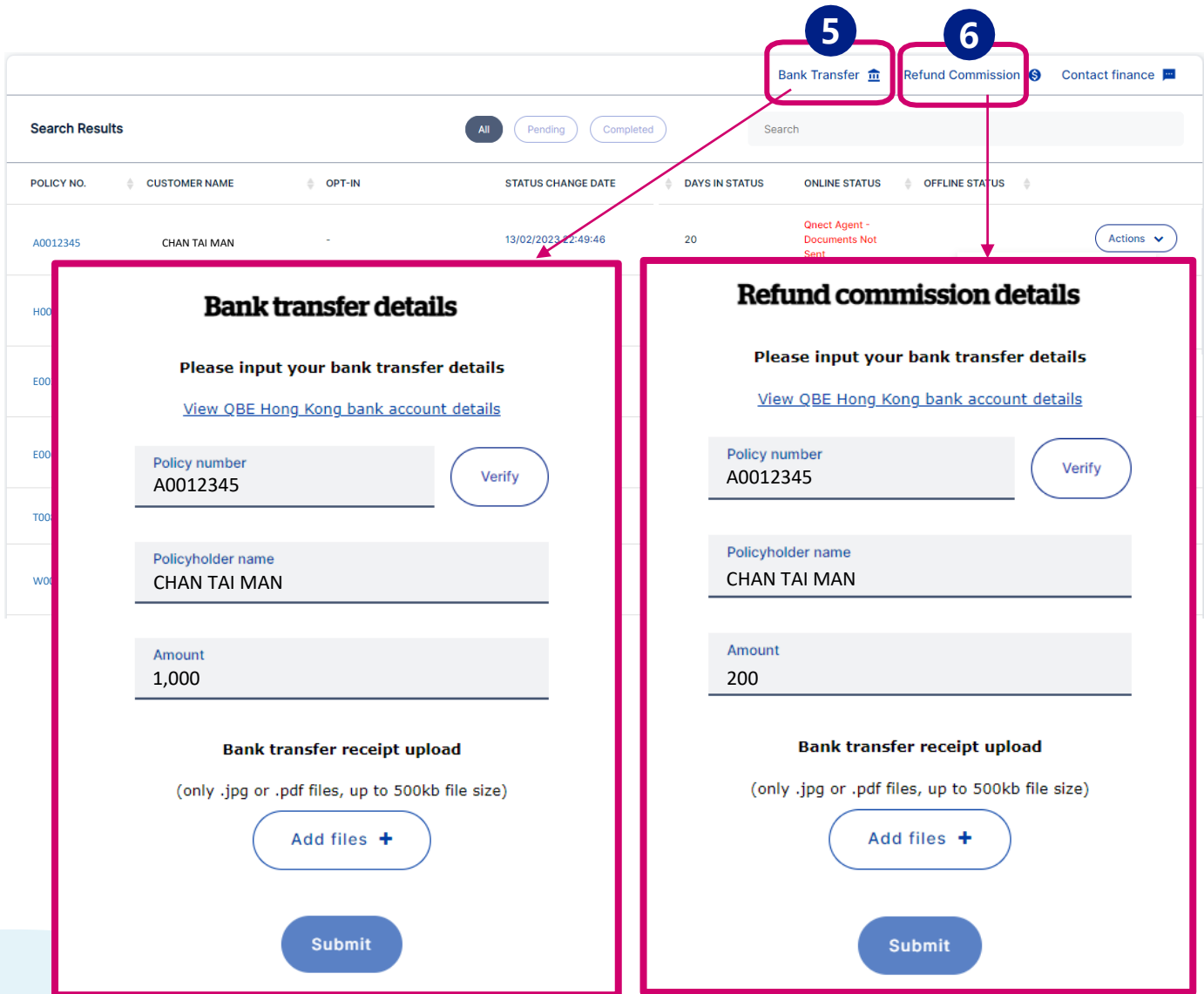
## 4. 檢閱「我的保單」

1. 按任何**關鍵字**搜索，例如客戶名稱、付款方式、付款狀態等。
2. 保單過期付款時長。
3. 您可從此處即時查看客戶的付款狀態。
4. 處理選項 - 您可選擇重新發送付款鏈結、發送付款確認、發送旅行短信 給予您的客戶。

Search Results						
POLICY NO.	CUSTOMER NAME	OPT-IN	STATUS CHANGE DATE	DAYS IN STATUS	ONLINE STATUS	ACTIONS
A0012345	CHAN TAI MAN	-	13/02/2023 22:49:46	20	Qnect Agent - Documents Not Sent	Resend payment confirmation Resend travel SMS
H0011111	LEE SIU MING	-	07/02/2023 18:04:28	26	Qnect Agent - Documents Not Sent	Resend payment confirmation Resend travel SMS
E0033333	WONG TAI MING PETER	-	07/02/2023 17:58:18	26	Qnect Agent - Documents Not Sent	Resend payment confirmation Resend travel SMS
E0066666	HO MEI MEI AMY	-	07/02/2023 17:50:03	26	Qnect Agent - Documents Not Sent	Resend payment confirmation Resend travel SMS
T0088888	LI WAI WAI	-	07/02/2023 01:09:06	27	PayFast Agent - Payment Success	Resend payment confirmation Resend travel SMS
W0099999	CHOW CHI MAN	-	07/02/2023 00:52:50	27	Qnect Agent - Documents Not Sent	Resend payment confirmation Resend documents

#### 4. 檢閱「我的保單」

5. 如客人使用銀行轉帳付款,您可以從此上載入數紙或轉帳頁面。
6. 如客人取消保單,但是佣金已發放至您的帳戶,您可以從此上載退回佣金入數紙或轉帳頁面。



**5** Bank Transfer

**6** Refund Commission

**Search Results**

POLICY NO.	CUSTOMER NAME	OPT-IN	STATUS CHANGE DATE	DAYS IN STATUS	ONLINE STATUS	OFFLINE STATUS
A0012345	CHAN TAI MAN	-	13/02/2023 22:49:46	20	Onect Agent - Documents Not Sent	

**Bank transfer details**

Please input your bank transfer details

[View QBE Hong Kong bank account details](#)

Policy number: A0012345

Policyholder name: CHAN TAI MAN

Amount: 1,000

**Bank transfer receipt upload**  
(only .jpg or .pdf files, up to 500kb file size)

**Refund commission details**

Please input your bank transfer details

[View QBE Hong Kong bank account details](#)

Policy number: A0012345

Policyholder name: CHAN TAI MAN

Amount: 200

**Bank transfer receipt upload**  
(only .jpg or .pdf files, up to 500kb file size)

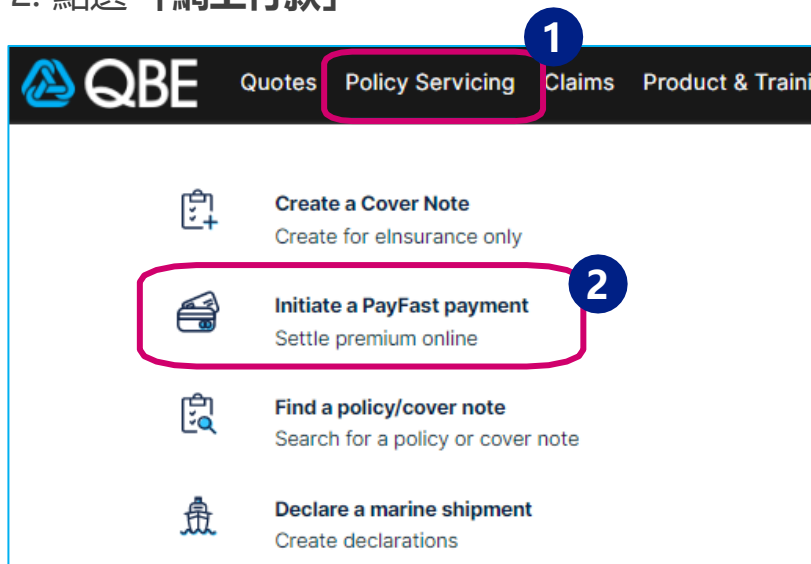
# 快捷付款Payfast



## 1. 開啟「Payfast」

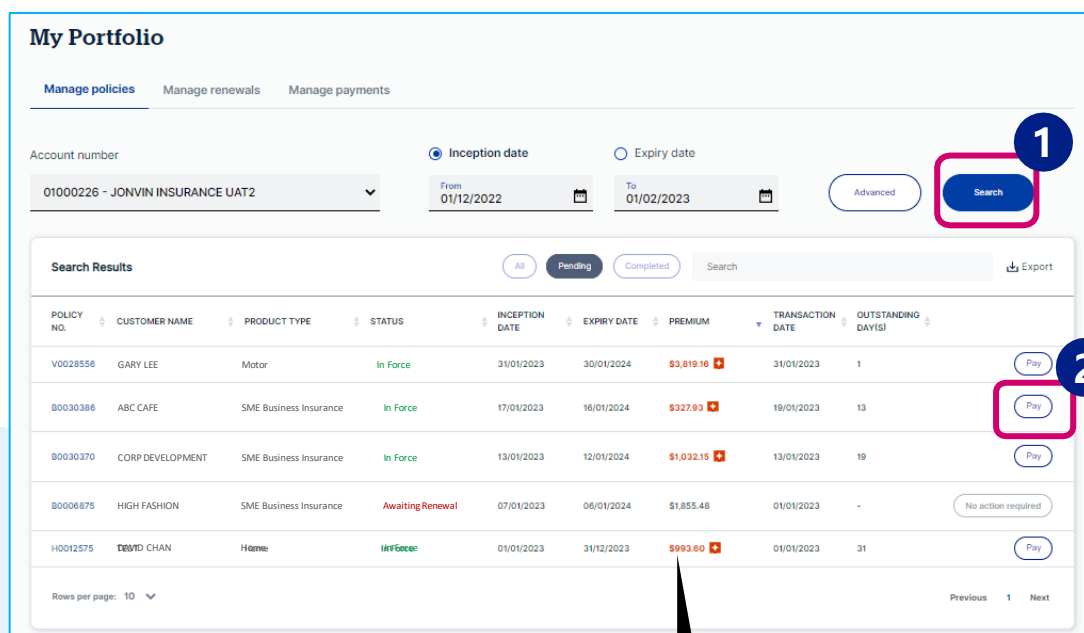
### 方法1. 在導覽條搜尋

1. 從功能表欄中按「保單服務」一欄
2. 點選「網上付款」



### 方法2. 在導覽條搜尋

1. 搜尋保單
2. 按「支付」打開PayFast 管理付款

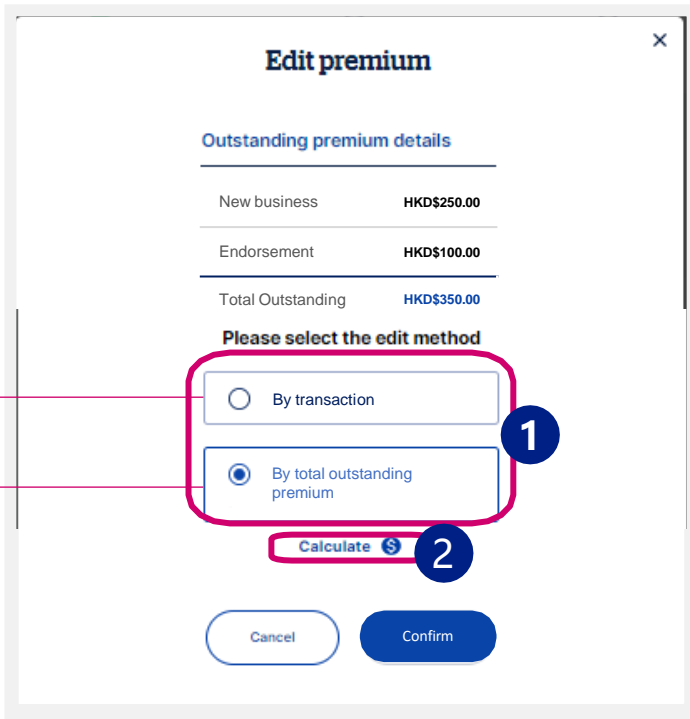


Tips

您可以輕鬆識別需要跟進的保單(未繳保費以紅色標記)

## 2. 編輯保費金額

1. 選擇編輯選項
2. 按「計算」查看總金額
3. 按「確認」以保存更改



By total outstanding premium 按未繳保費總額

用於編輯應付總保費

By total outstanding premium

Total outstanding premium  
350.00

By transaction 按交易

用於編輯特定交易（例如只對新業務給予傭金折扣）

By transaction

New business premium  
250.00

Endorsement premium  
100.00

### Tips

您只能將繳付金額降低至淨保費。如果金額低於淨保費，錯誤訊息將顯示允許的金額：

Total outstanding premium  
350.00

Please enter total outstanding premium between  
HKD\$230.00 and HKD\$350.00

# 快捷付款Payfast



## 3. Payfast 付款方式

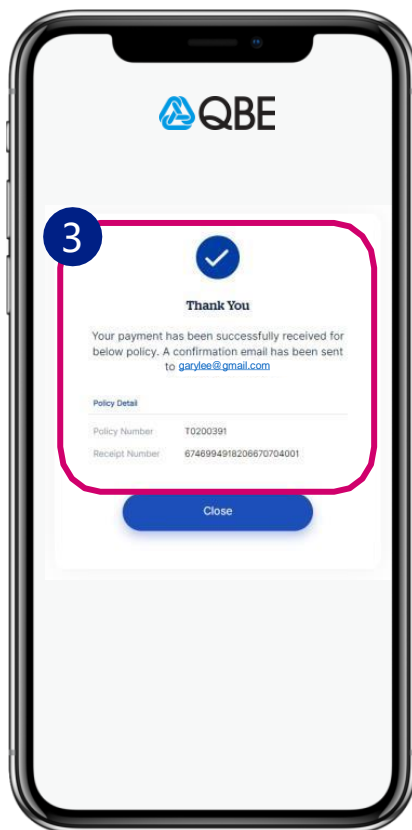
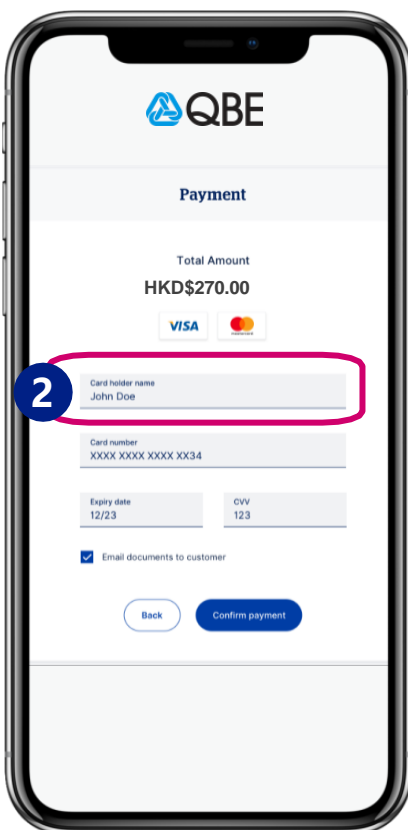
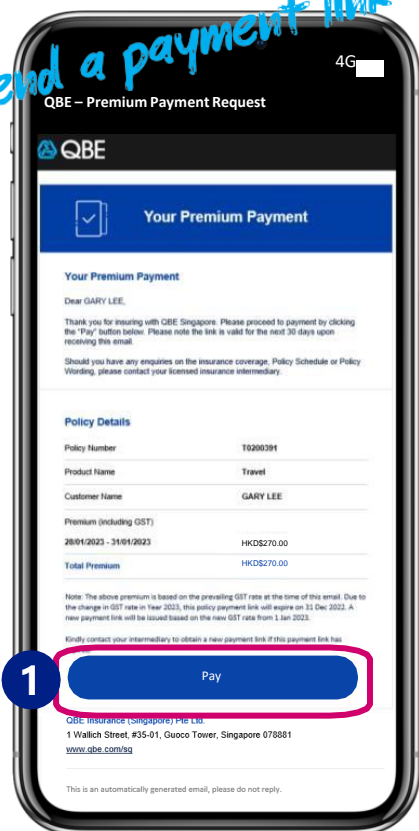
方法1. 發送付款連結至客戶

1. 客戶收到電子郵件並按「付款」
2. 客戶輸入信用卡資料進行付款
3. 客戶在成功付款後立即獲得確認



當您需要網上服務

Send a payment link



# 快捷付款Payfast



## 3. Payfast 付款方式

方法2. 客戶使用信用卡付款

1. 選擇使用信用卡付款
2. 輸入客戶信用卡資料進行付款
3. 客戶在成功付款後立即獲得確認



當您與客戶會面

*pay by credit card*

**Payment**

Select a payment method

1  Pay by Credit Card

Send Customer a Payment Link

Total Amount  
**HKD\$270.00**

VISA

2

Email documents to customer



# 快捷付款Payfast



## 3. Payfast 付款完成

客戶和相關仲介人都會收到付款確認電郵。

*Email to customer*



### Your Payment Receipt

Policy Details

Policy Number:	T0200391
Product Name:	Travel
Client Name:	GARY LEE
Premium Paid:	HKD\$270.00
Receipt Number:	674699-4918206-670704001

Dear Gary Lee,

Thank you for insuring with QBE Hong Kong. The above premium has been successfully received.

Should you have any enquiries on the insurance coverage, Policy Schedule, or Policy Wording, please do not hesitate to contact your licensed insurance agent.

*Email to intermediary*



### Payment Receipt

Policy Details

Policy Number:	T0200391
Product Name:	Travel
Client Name:	GARY LEE
Premium Paid:	HKD\$270.00
Receipt Number:	674699-4918206-670704001

Dear AGENT PRISCILLA CHAN,

The above premium has been successfully received.

If you have any enquiries, please contact your designated Relationship Manager.



## **昆士蘭保險（香港）感謝您的支持！**

如有任何查詢，請聯絡您的關係經理。