





- 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)







- 2. 在導覽條搜尋
 - 1. 前往「保單服務」一欄
 - 2. 點選「管理付款」

🙆 QBE	Quotes Policy Servicing	Claims Product & Training Tools Settings
L L L L L L L L L L L L L L L L L L L	Create a Cover Note Create for elnsurance only Initiate a PayFast payment Settle premium online Find a policy/cover note Search for a policy or cover note Declare a marine shipment Create declarations	Manage my portfolio - Manage policies - Manage renewals - Manage payments

1

- 3. 檢閱**「我的保單」**
 - 1. 設定搜尋保單「起保日」
 - 2. 點擊「**搜尋**」

My Portfolio

Manage policies	Mar age renewals	Manage pay	yments					
Account number			Inception dat	e	 Expiry date 			2
E888888-CHAN TA	I MAN		From 01/04/2022	Ē	^{то} 03/03/2023	Ē	Advanced	Search



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。

					Bank Transfer 🏦 🛛 Refur	nd Commission 🔇 Contact finance 💻
Search Resul	ts		All Pending Completed	Se	arch	
POLICY NO.	CUSTOMER NAME	🌲 OPT-IN	STATUS CHANGE DATE	DAYS IN STATUS	ONLINE STATUS	FLINY STATUS
A0012345	CHAN TAI MAN	-	13/02/2023 22:49:46	20	Qnect Agent - Documents Not Sent	Actions
H0011111	LEE SIU MING	-	07/02/2023 18:04:28	26	Qnect Agent - Documents Not Sent	Resend travel SMS
E0033333	WONG TAI MING PETER	-	07/02/2023 17:58:18	26	Qnect Agent - Documents Not Sent	Actions v
E0066666	HO MEI MEI AMY	-	07/02/2023 17:50:03	26	Qnect Agent - Documents Not Sent	Actions v
T0088888	LI WAI WAI	-	07/02/2023 01:09:06	27	PayFast Agent - Payment Success	Actions 🗸
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。

				Bank Transfer 🏦 Refund	Commission S Contact finance
arch Result	s	All Pending Comple	eted	Search	
CY NO.	CUSTOMER NAME OPT-IN	STATUS CHANGE DATE	🔶 DAYS IN STATU	JS ONLINE STATUS 🔶 OFF	LINE STA ^T US 🔶
12345	CHAN TAI MAN	13/02/2023 #2:49:46	20	Qnect Agent - Documents Not Sent	Actions
	Bank transfer d	etails	R	efund commiss	sion details
	Please input your bank tr	ansfer details		Please input your banl	k transfer details
	View QBE Hong Kong bank a	account details	-	<u>View QBE Hong Kong ba</u>	<u>nk account details</u>
	Policy number	Verify	Polic	cy number)12345	Verify
	A0012343				
	Policyholder name		Polic	cyholder name ANITAI MANI	
	Amount		Amo	punt	
	1,000		200)	
	Bank transfer receip	ot upload		Bank transfer rec	eipt upload
	(only .jpg or .pdf files, up to	500kb file size)	(only .jpg or .pdf files, up	to 500kb file size)
	Add files +	\cdot		Add files	+
	Submit			Submi	t

- 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」

🙆 QBE	Quotes Policy Servicing Clain	ns Product & Traini
بن+ +.	Create a Cover Note Create for elnsurance only	
a	Initiate a PayFast payment Settle premium online	2
Ę.	Find a policy/cover note Search for a policy or cover note	
彘	Declare a marine shipment Create declarations	

- 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

000226 - JO	NVIN INSURANCE	UAT2	✓ Free 01	m /12/2022	01/02	2/2023		Advanced	Search
earch Result	ts			Al	Pending Compl	eted Search			ط Export
DLICY ÷ C	USTOMER NAME	PRODUCT TYPE	STATUS		÷ EXPIRY DATE	PREMIUM	TRANSACTION DATE	OUTSTANDING DAY(S)	
0028556 G	ARY LEE	Motor	In Force	31/01/2023	30/01/2024	\$3,819.16 💽	31/01/2023	1	Pay
0030386 A	.BC CAFE	SME Business Insurance	In Force	17/01/2023	16/01/2024	\$327.93 🔮	19/01/2023	13	Pay
0030370 C	ORP DEVELOPMENT	SME Business Insurance	In Force	13/01/2023	12/01/2024	\$1,032.15	13/01/2023	19	Pay
0006875 H	IIGH FASHION	SME Business Insurance	Awaiting Renewa	07/01/2023	06/01/2024	\$1,855.48	01/01/2023	-	No action required
0012575 D	eentd Chan	Home	I/nF6oce	01/01/2023	31/12/2023	\$993.60 💽	01/01/2023	31	Pay
ows per page:	10 🗸								Previous 1 Next



- 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

	Edit premium	×
	Outstanding premium details	
	New business HKD\$250.00	
	Endorsement HKD\$100.00	
1	Total Outstanding HKD\$350.00	1
	O By transaction	
	By total outstanding premium	
	Calculate 🕲 2	
	Cancel Confirm	
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	aqiT 🦚
	By transaction 按交易	您只能將繳付金額降
用於為	■輯特定交易(例如只對新業務給予傭金折扣) 	低至凈保費。如果金 額低於凈保費,錯誤 訊息將顯示允許的金
		各與:
	By transaction	Total outstanding premium

Endorsementpremium 100.00



- 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





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



pay by	Eloc	Payment	
	Select a	It Customer a Payment Link	
	н	Total Amount (D\$270.00	
	v	ISA 👥	
	Card holder name John Doe		
	Expiry date 12/23	cvv 123	
	Email documents t	o customer	

3. Payfast 付款完成

客戶和相關仲介人都會收到付款確認電郵。





Your Payment Receipt

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

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 hessite to contact your licensed insurance agent.

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。

僅限內部使用,切勿外傳。

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