

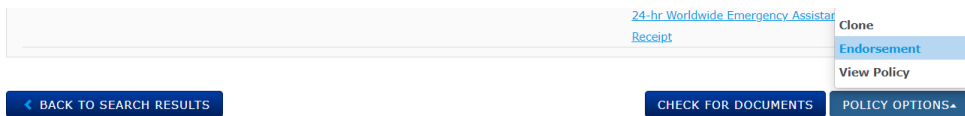
How to Make an Endorsement on Qnect? Travel Insurance



1 Find a Policy that you want to make endorsement.

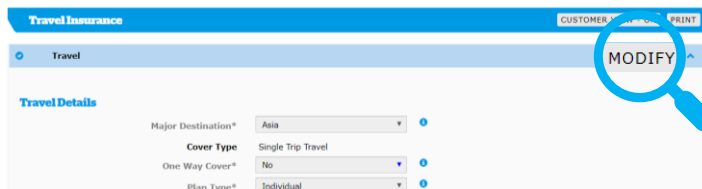


2 At the bottom of **Policy Header Page**, go to '**POLICY OPTIONS**' and then select '**Endorsement**'.



3 Make changes of **Effective Date** and select the **Reason of Endorsement**.
- If '**Modify Period of Insurance**' was selected as a reason of endorsement, click '**SUBMIT**' button will redirect you to modify the travel period. Please note the travel period can only be extended or moved forward.

4 Now, you can make coverage changes by clicking '**MODIFY**' button. If you want to modify period of insurance, click '**BACK**' button at the bottom of this page.



Remember to click '**MODIFY**' button to make changes.

5 After making changes, click '**CALCULATE PREMIUM**' to see updated premium.

Premium Breakdown:	Insurance Premium	Premium Due	Levy	Total Due
Optimum	\$570.00	\$34.00	\$0.02	\$34.02
Total	\$570.00	\$34.00	\$0.02	\$34.02

Total Premium **\$34.02** HKD

6 On the next page, **Customer Details** can be changed. At the bottom of this page, if

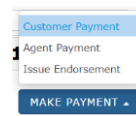
Premium: 0

Premium: Outstanding Premium

Select '**Issue Endorsement**'

Go to '**MAKE PAYMENT**' and then select '**Customer Payment**'. Payment link will be sent to customer via email.

ISSUE ENDORSEMENT



7 DONE! You can check the transaction records and documents from **Policy Header Page**.
Note: If 'Issue Endorsement' was selected on step 6, please click '**Documents**' and send policy documents via email to customer. If 'Customer Payment' was chosen, all policy documents will be sent to customer automatically.

