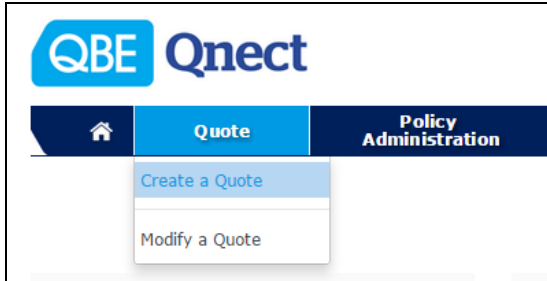


## Travel Quote Step-by-Step Guide

This step-by-step guide demonstrates how you can issue a Qnect Travel Quote.

### Step 1 - Click on "Quote", then "Create a Quote".



### Step 2 - Select "Travel Insurance", Key in Departure date and Return date then click "Create Quote".

**New Quote**

To obtain a new quote, choose a policy type, then click **Create Quote**.

Product Type*	Travel Insurance
Account Number*	19L02654
	SEARCH
Departure Date*	19/12/2014
Return Date*	20/12/2014
Duration (days)	2

**CREATE QUOTE**

### Step 3 –Select type of cover and Click "Next"

- Only Single trip Available currently

**Travel Insurance** PRINT

**Insurance Details**

Account	
Departure Date*	19/12/2014
Return Date*	20/12/2014

**Cover Sections**

☒ Single Trip Travel

**ABANDON** **NEXT**

Step 4 – Select “Destination” – (Worldwide/Asia Pacific), “Plan Type” – (Individual/Family) & “No. Of Persons”

Travel

Travel Details

Destination\*

Worldwide

Policy Type

Single Trip

Plan Type\*

Individual

Duration (days)

2

No. of Persons\*

1

KEY IN THE INSURED PERSON(S) INFORMATION AND CLICK ON “ADD”.

Insured Persons

(Not required unless proceeding to the next screen)

Surname / Given name\*

Max Lim

Date of Birth (DD/MM/YYYY)\*

12/12/1980

NRIC/FIN

S1234567A

Add

Clear

Surname/Given name

Date of Birth

ID Number

REPEAT THE INFORMATION INPUT UNTIL ALL PERSON(S) ARE ADDED. YOU SHOULD BE ABLE TO SEE THE FOLLOWING:

Insured Persons

(Not required unless proceeding to the next screen)

Surname / Given name\*

Date of Birth (DD/MM/YYYY)\*

NRIC/FIN

Add

Clear

Surname/Given name

Date of Birth

ID Number

Max Lim

12/12/1980

S1234567A

Select “Plan” (Super/Standard)

Select Plan

Plan\*

Super Cover

Standard Cover

CALCULATE PREMIUM

Step 5 – Click on, “Calculate Premium”

Premiums will be calculated and selected “Plan” will be highlighted for comparison with other “Plan”

Select Plan

Plan\*

Standard Cover

CALCULATE PREMIUM

Premium Breakdown:	Annual Premium	Premium Due	Levy	Total Due	Commission Rate	Commission Amount
Super Cover	\$64.80	\$64.80	\$0.00	\$64.80	35.0	\$22.68
Standard Cover	\$43.20	\$43.20	\$0.00	\$43.20	35.0	\$15.12

Total Premium

\$43.20SGD

After Premium Calculations Click on “NEXT”

Premium Breakdown:	Annual Premium	Premium Due	Levy	Total Due	Commission Rate	Commission Amount
Super Cover	\$64.80	\$64.80	\$0.00	\$64.80	35.0	\$22.68
Standard Cover	\$43.20	\$43.20	\$0.00	\$43.20	35.0	\$15.12

Total Premium

\$43.20SGD

ABANDON

BACK

NEXT

## Step 6 – Select “Customer Type” – (Personal/Corporate)

**Customer Details**

SEARCH FOR EXISTING CUSTOMER

**Customer Type\***

Personal

Corporate

Total Premium **\$43.20** SGD

## Enter “Customer Details”

**Customer Details**

SEARCH FOR EXISTING CUSTOMER

**Customer Type\***

Personal

**Name\***

Max Lim

**NRIC / FIN\***

S1234567A

**Title**

.

**Gender**

**Date of Birth (DD/MM/YYYY)\***

11/12/1980

**Nationality\***

SINGAPOREAN

**Mobile Number**

12345678

**Email Address\***

MaxLim@Email.com

**Client Address**

Type the postcode to initiate search...

CLEAR

CLEAR

Total Premium **\$43.20** SGD

## Enter “Client Address”

Search by POSTAL CODE and a drop down search will appear as the following:

**Client Address**

129122

129122: 43 FABER PARK FABER HILLS, S129122, SINGAPORE

NONE OF THE ABOVE - ENTER ADDRESS MANUALLY

CLEAR

Select correct address from the drop down search

**Client Address** 43 FABER PARK FABER HILLS, S129122, SINGAPORE

EDIT

CLEAR

CLEAR

Click On “EDIT” to edit address format

**Client Address** 43 FABER PARK FABER HILLS, S129122, SINGAPORE

EDIT

CLEAR

CLEAR

An “Address Details” pop up will appear for you to input the additional information

**Address Details**

Post Code

129122

Street Number and Name

43 FABER PARK

i

Floor / Unit No.

#01-23

i

Building Number and Name

FABER HILLS

i

Country

SINGAPORE

▼

CANCEL

SAVE

Click on “SAVE” upon completion

**Address Details**

Post Code

129122

Street Number and Name

43 FABER PARK

i

Floor / Unit No.

#01-23

i

Building Number and Name

FABER HILLS

i

Country

SINGAPORE

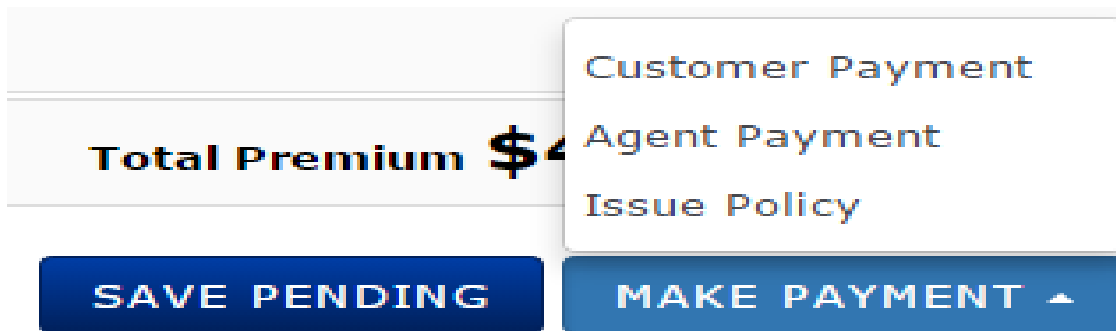
▼

CANCEL

SAVE

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## Step 7 – Select “Make Payment” for payment options



The screenshot displays a payment selection interface. At the top, there is a light gray header bar. Below it, a white box contains the text "Total Premium \$4". To the right of this box is a dropdown menu with three options: "Customer Payment", "Agent Payment", and "Issue Policy". Below the dropdown menu are two blue buttons: "SAVE PENDING" and "MAKE PAYMENT". The "MAKE PAYMENT" button has a small upward-pointing arrow next to it.

Select preferred payment method and carry on to payment

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1. Customer Payment Method – Sends a Payment link to customer’s email address prompting them to make payment themselves with their credit card and OTP
2. Agent Payment Method – Agent will make Payment with Agent’s own credit card and OTP
3. Issue Policy – ONLY via cash or cheque

Thereafter, the policy documents will be generated after online payments have been made.

The “Save Pending” Button is only to save details of Quote, **NO POLICY** is generated.