

Sr. No.	Requirement		Content
1	Evolv Support mail ID		evolv.supportIndia@lockton.com
2	Portal's Tagline/Brand Msg		Pre - Login Page
3	Carousel Msg(Slider Msg)		Pre - Login Page
4	Login Role name		IT Admin , Business Admin
5	Generic Mail Sender ID -		evolv.supportIndia@lockton.com
6	ID creation mail notification from Evolv portal & process to login	Sender ID	evolv.supportIndia@lockton.com
		Subject Line	User ID Created – OTP-Based Access to Evolv - (Lockton's Customer Portal)
		Receipient List	Client +
			<p>Dear XYZ,</p> <p>We are pleased to inform you that your User ID has been successfully created for access to Evolv (Lockton Customer Portal)</p> <p>Portal Details: Portal URL: {{PORTAL_URL}} Username: {{USERNAME}} Authentication Method: One-Time Password (OTP)</p> <p>For any access-related assistance, please contact <Support Email / Helpdesk>.</p> <p>Regards, Lockton India Insurance Brokers & Advisory Limited</p> <p>This is a system-generated email. Please do not reply.</p>
		Mailer Content	
		Sender ID	evolv.supportIndia@lockton.com
		Subject Line	Your One-Time Password (OTP) for Evolv - Lockton Customer Portal
		Receipient List	Client +

6	OTP Mailer		<p>Dear Customer,</p> <p>We received a request to log in to the Evolv Portal.</p> <p>Please use the following One-Time Password (OTP) to proceed with your login.</p> <p>OTP: {{OTP_CODE}}</p> <p>This OTP is valid for {{VALIDITY_MINUTES}} minutes and can be used only once.</p> <p>If you did not initiate this request, please ignore this email or contact our support team immediately.</p> <p>For security reasons, please do not share your OTP with anyone.</p> <p>Warm regards, Evolv Portal Team. LIBAL</p>
		Mailer Content	
		Sender ID	evolv.supportIndia@lockton.com
		Subject Line	Declaration Uploaded Successfully – Evolv Portal
		Receipient List	Client +

			<p>Dear Customer,</p> <p>We would like to inform you that your declaration has been successfully uploaded on the Evolv Portal.</p> <p>Declaration Details</p> <p>Uploaded on: {{UPLOAD_DATE}}</p> <p>Reference ID: {{REFERENCE_ID}}</p> <p>Status: Submitted / Under Review</p> <p>Our team will review the submitted declaration and update you in case any additional information or action is required from your end.</p> <p>You may log in to the Evolv Portal at any time to view the status or download a copy of the uploaded declaration.</p> <p>Warm Regards, Team Evolv Lockton India Insurance Broking and Advisory Private Limited</p>
	Declaration Upload 7 confirmation mailer to user	Mailer Content	
		Sender ID	evolv.supportIndia@lockton.com
		Subject Line	Claims Doument Uploaded Successfully – Evolv Porta
		Receipient List	Client +

Claims Doc Upload 8 confirmation mailer to user	Mailer Content	<p>Dear Customer,</p> <p>We would like to inform you that your claims document has been successfully uploaded on the Evolv Portal.</p> <p>Document Details</p> <p>Uploaded on: {{UPLOAD_DATE}}</p> <p>Reference ID: {{REFERENCE_ID}}</p> <p>Status: Submitted / Under Review</p> <p>Our team will review the submitted document and update you in case any additional information or action is required from your end.</p> <p>You may log in to the evolv Portal at any time to view the status of claims</p> <p>Warm Regards, Team Evolv Lockton India Insurance Broking and Advisory Private Limited</p>
		Sender ID
		Subject Line
		Receipient List

Dear Customer,

We would like to inform you that your claims document has been successfully uploaded on the Evolv Portal.

Document Details

Uploaded on: {{UPLOAD_DATE}}

Reference ID: {{REFERENCE_ID}}

Status: Submitted / Under Review

Our team will review the submitted document and update you in case any additional information or action is required from your end.

You may log in to the evolv Portal at any time to view the status of claims

Warm Regards,
Team Evolv
Lockton India Insurance Broking and Advisory Private Limited

Sender ID	evolv.supportIndia@lockton.com
Subject Line	We've received your request – Our Relationship Manager will call you shortly
Receipient List	RM's Email, Client Email ID

9	Renewal (RM call back mailer)	Mailer Content	<p>Dear {{Client_Name}}, Thank you for reaching out to us. We have received your request for a call back. Your Relationship Manager will get in touch with you shortly to assist you with your query. Request details: • Request ID: {{Request_ID}} • Date & Time of Request: {{Request_Date_Time}} If you need immediate assistance, you can reply to this email. We appreciate your trust in us and look forward to assisting you.</p> <p>Warm Regards, Team Evolv Lockton India Insurance Broking and Advisory Private Limited</p>
10	FAQ mailer to RM(Send us a Direct Mail)	Sender ID	evolv.supportIndia@lockton.com
		Subject Line	We've received your query – Our team is reviewing it
		Receipient List	RM's Email, Client Email ID
		Mailer Content	<p>Dear {{Client_Name}}, Thank you for reaching out to us. We have received your query/clarification request and our team is currently reviewing the details. We will get back to you shortly with the required information or assistance.</p> <p>Reference details: • Reference ID: {{Request_ID}} • Date & Time: {{Request_Date_Time}}</p> <p>If you have any additional information to share in the meantime, please feel free to reply to this email. We appreciate your patience and thank you for choosing {{Company_Name}}.</p> <p>Warm Regards, Team Evolv Lockton India Insurance Broking and Advisory Private Limited</p>
		Sender ID	evolv.supportIndia@lockton.com

11	TCOR Mailer TO RM (check your TCOR)	Subject Line	
		Receipient List	Client Email ID, RM's Email
		Mailer Content	