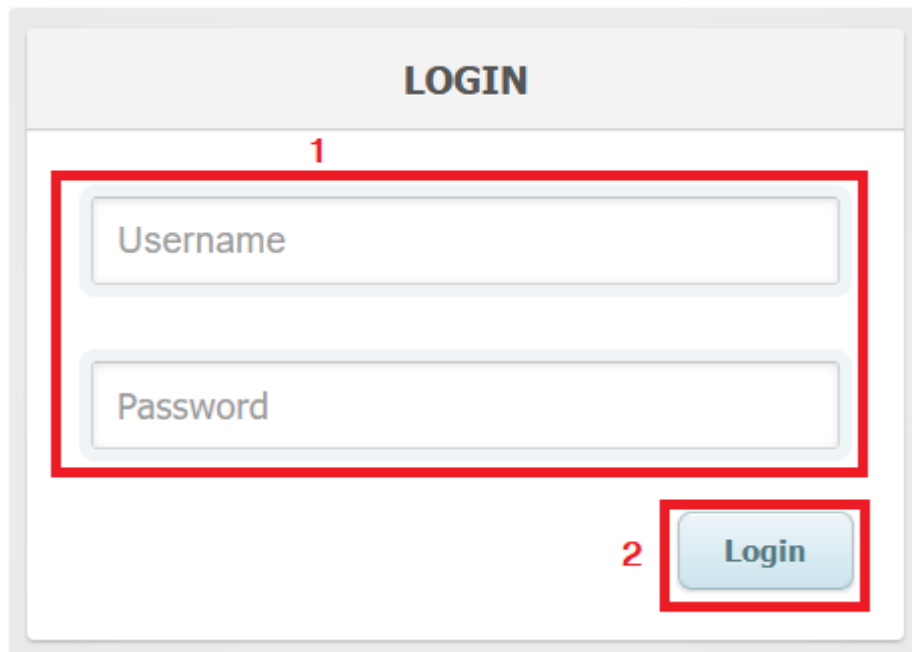


How to Update Policy Status

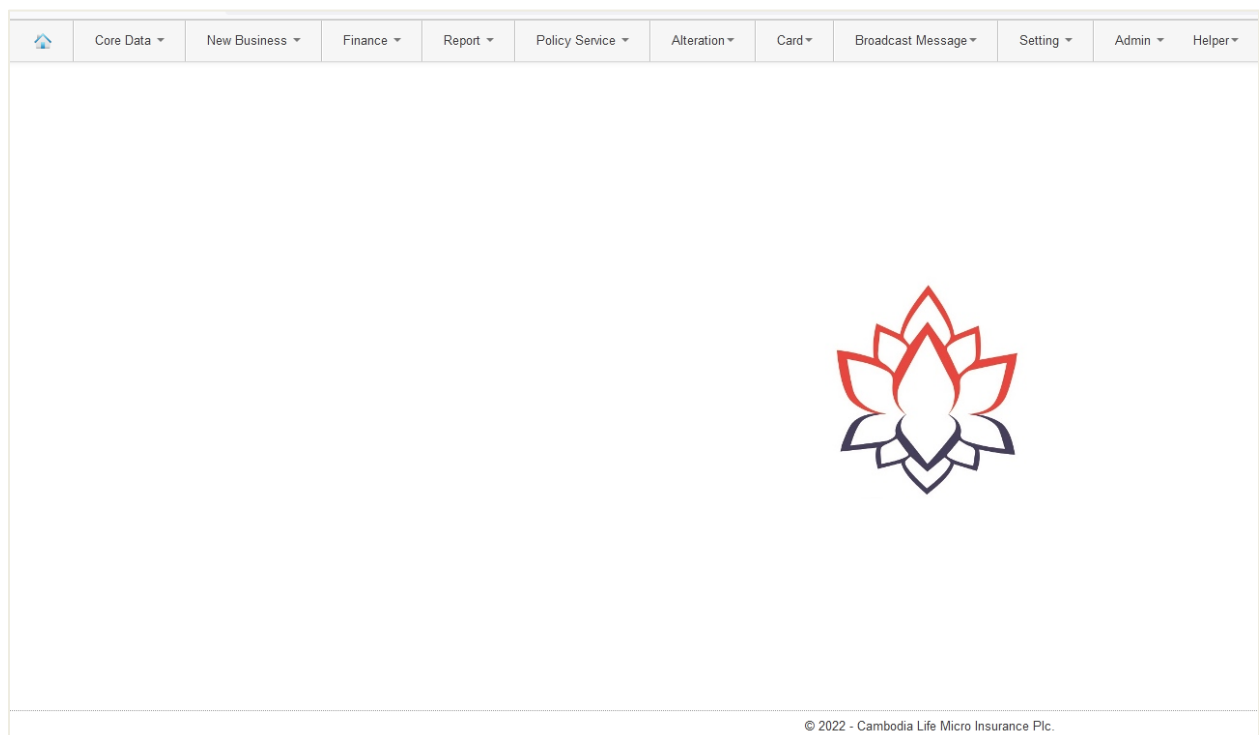
1. Login

Please Input **Username and Password** → Click **Login**



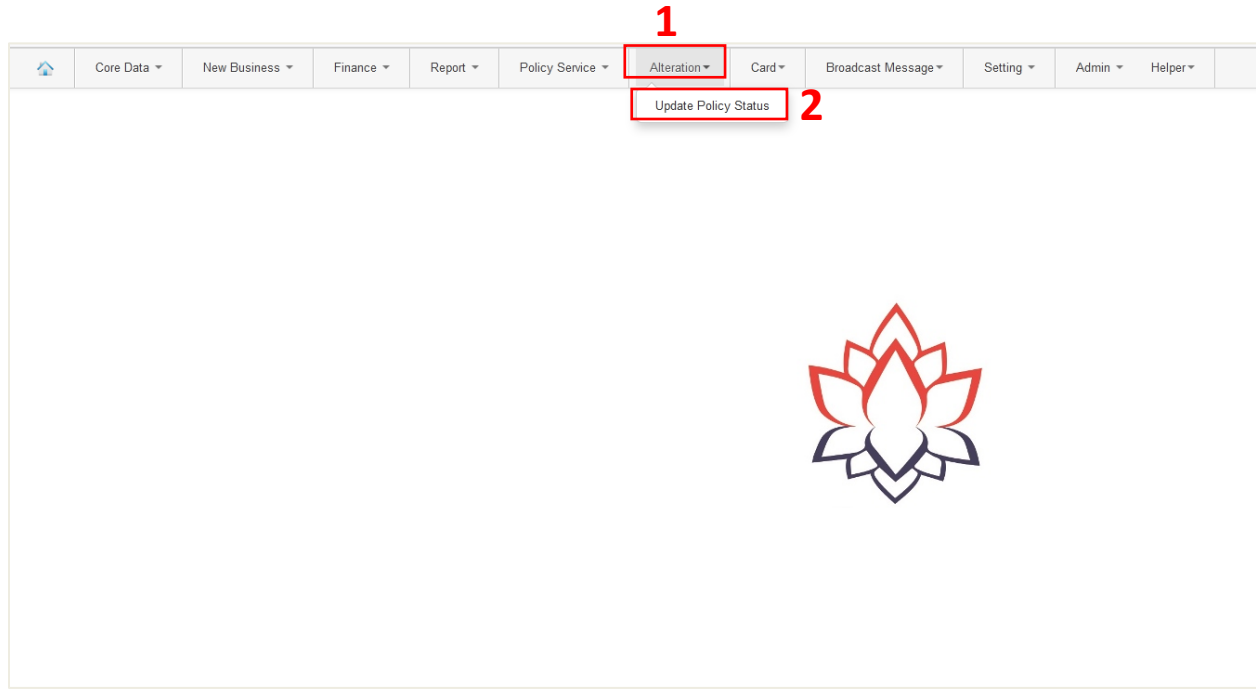
The login form is titled "LOGIN" in a grey header. Below the header, there are two input fields: "Username" and "Password". A red border highlights both input fields, with a red number "1" above it. Below the input fields, there is a blue "Login" button. A red box highlights the button, with a red number "2" to its left.

➤ Main Screen Display



2. Update status

Click **Alteration** → Click **Update Policy Status**



Update Policy Status Screen Display

Search Policy

Policy No *

Policy Information

| | | | |
|----------------|---|------------------------|---|
| Policy Number | <input type="text"/> | Application No | <input type="text"/> |
| Customer No | <input type="text"/> | Customer Name | <input type="text"/> |
| Issue Date | <input type="text"/> | Effective Date | <input type="text"/> |
| Current Status | <input type="text"/> | Policy Status Remark * | <input type="text"/> |
| New Status * | <input type="text" value="--Select--"/> | Policy Status Date * | <input type="text" value="DD/MM/YYYY"/> |

Search Policy to Update

Input **Policy No** → Click **Search**

Search Policy

1

2

Policy No

CERSO2100001

Search

Policy Information

| | | | |
|----------------|--------------|------------------------|------------------------------|
| Policy Number | CERSO2100001 | Application No | APP2100001 |
| Customer No | CUS-21000001 | Customer Name | លោក សុវណ្ណឌី / Leang Sovandy |
| Issue Date | 21/12/2021 | Effective Date | 21/12/2021 |
| Current Status | IF | Policy Status Remark * | |
| New Status * | ---Select--- | Policy Status Date * | 28/11/2022 |

Update

Update Policy

→ Please Input Require field

- Click **Select New status**
- **Policy Status Remark**
 - Can be blank if new status is “ IF ”
- **Policy Status Date**
 - **Format : DD/MM/YYYY**

→ Click **Update**

Search Policy

Policy No

CERSO2100001

Search

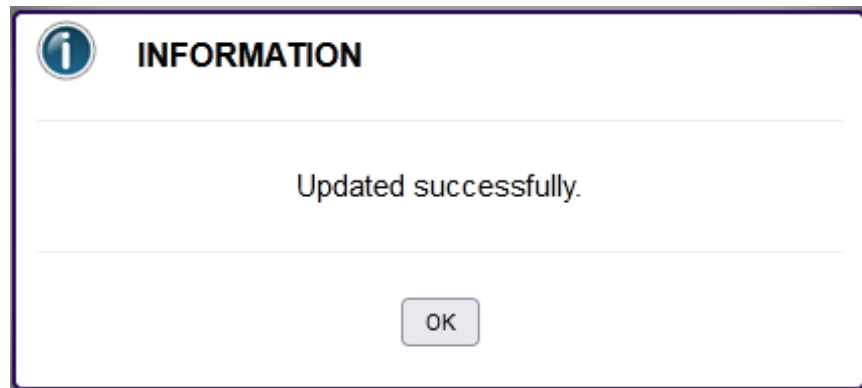
Policy Information

| | | | |
|----------------|---|----------------------|------------------------------|
| Policy Number | CERSO2100001 | Application No | APP2100001 |
| Customer No | CUS-21000001 | Customer Name | លោក សុវណ្ណឌី / Leang Sovandy |
| Issue Date | 21/12/2021 | Effective Date | 21/12/2021 |
| Current Status | IF | Policy Status Remark | |
| New Status * | <div> <div>---Select---</div> <div> <div>CANCEL</div> <div>INFORCE_STATUS</div> <div>SURRENDER_STATUS</div> <div>TERMINATE_STATUS</div> </div> </div> | Policy Status Date * | 28/11/2022 |

Update

➤ Notification Screen Display

- **Success**



- **Error and Invalid Input**

