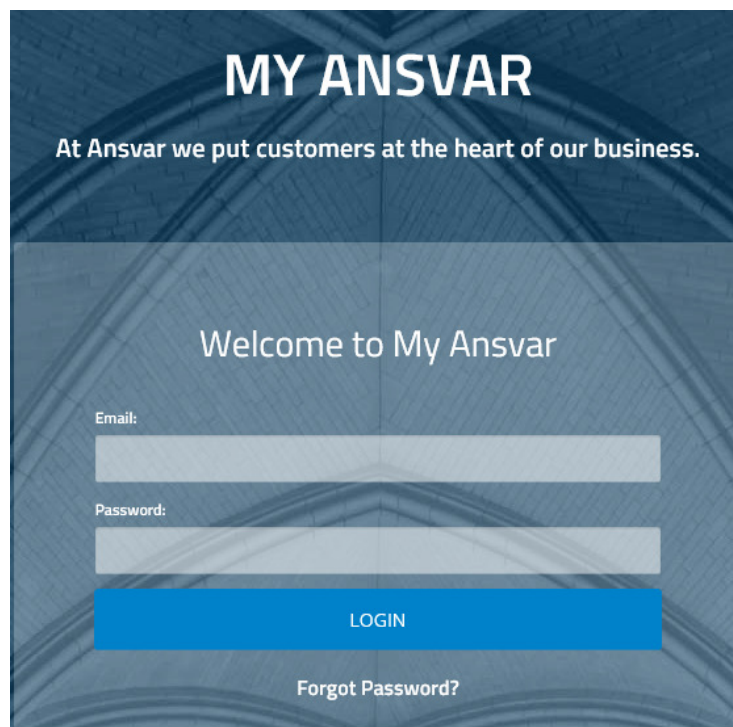
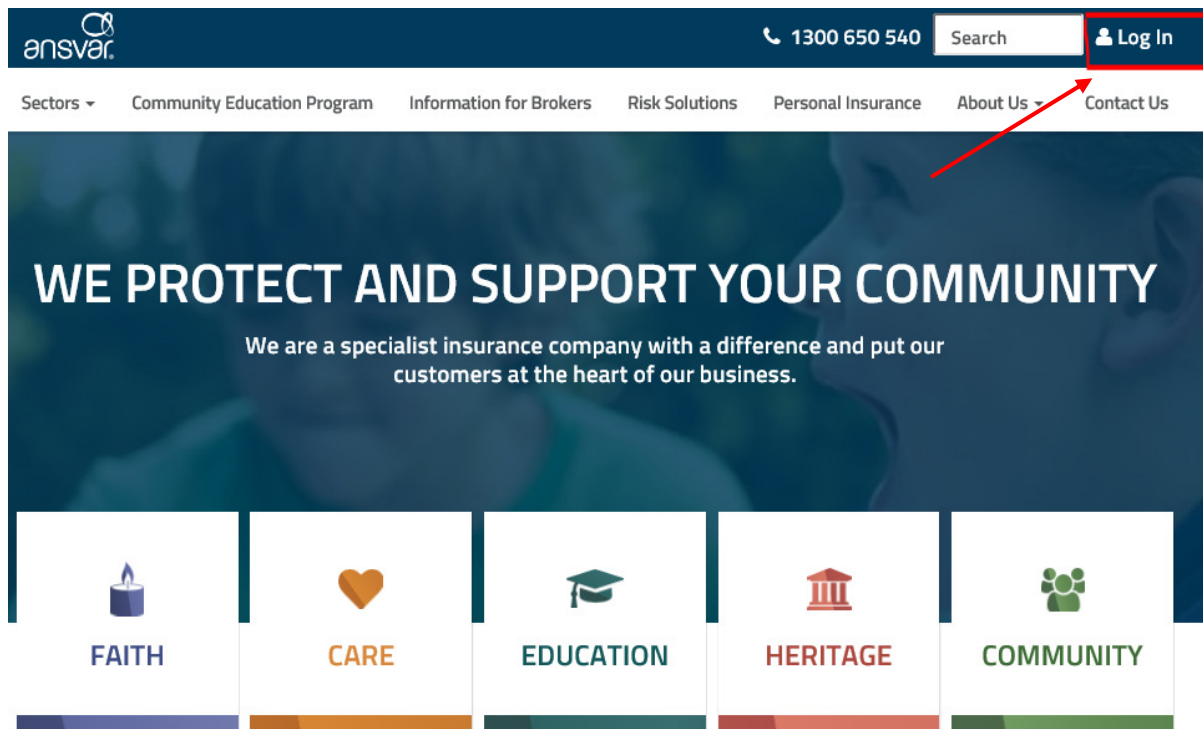


Module: Certificate of Currency

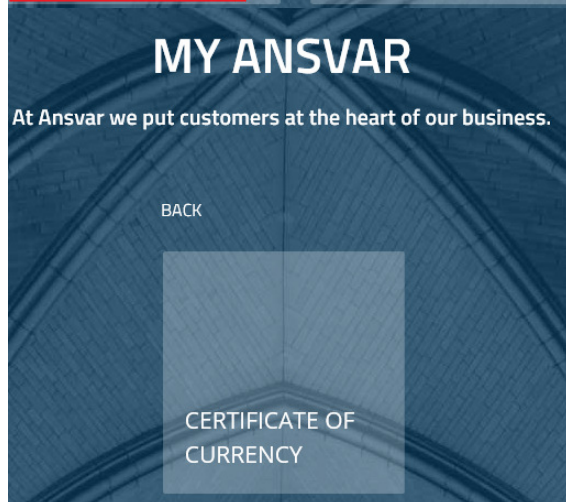
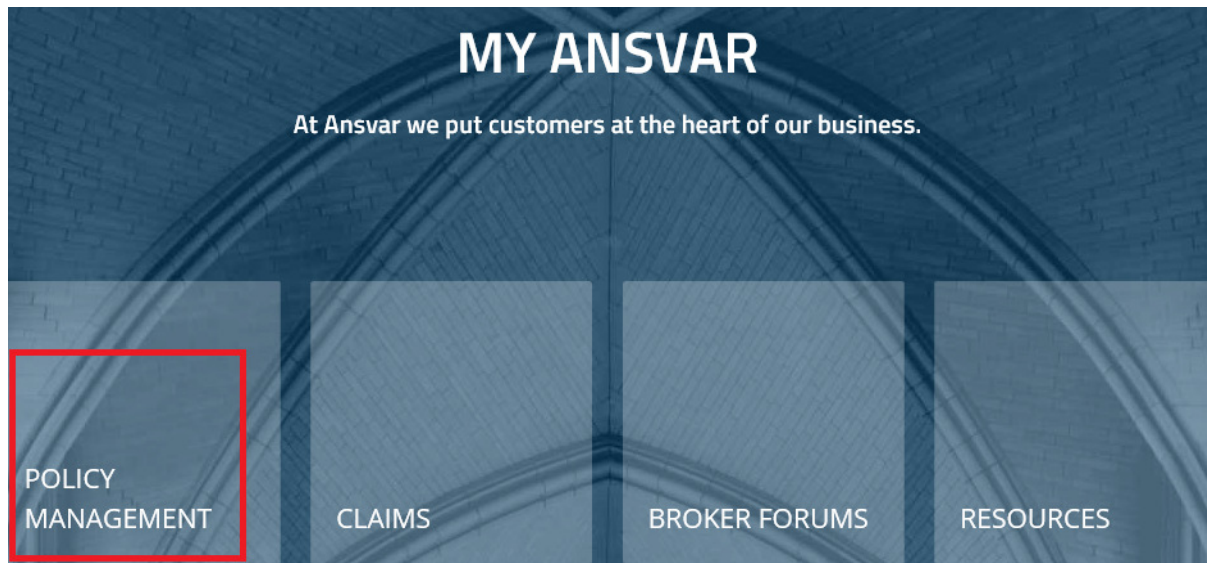
1. Log into the portal

To access the Broker Portal, go to Ansvär website – www.ansvar.com.au

Log in using the username and password provided to you by Ansvär.

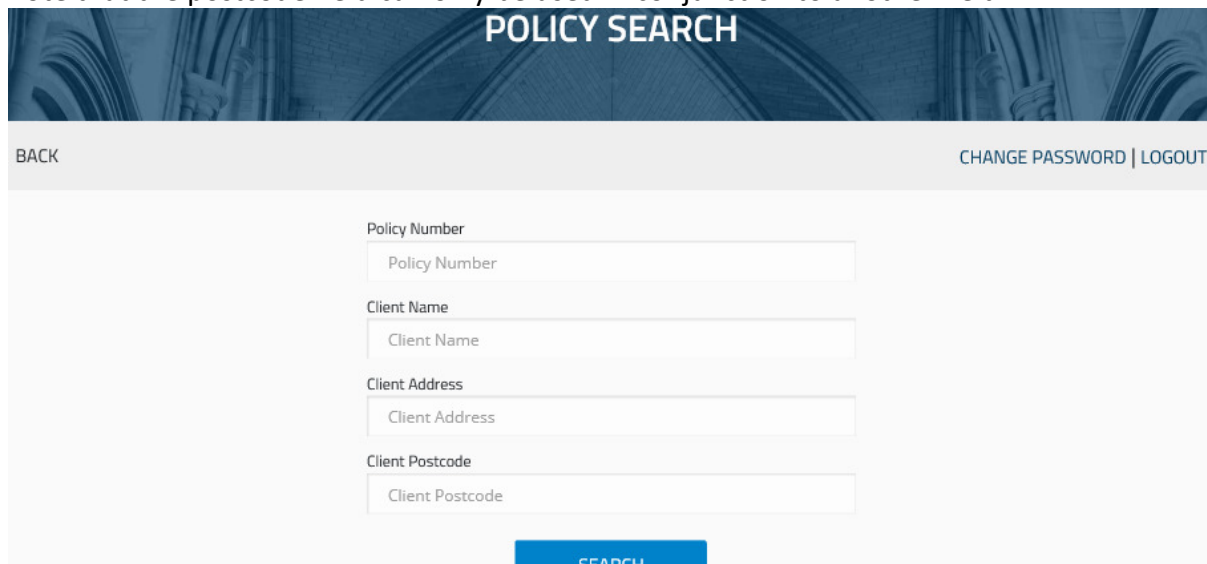


2. Select the module



3. Complete a policy search

Policy can be searched by entering the Policy Number, Client Name or Client Address. Please note that the postcode field can only be used in conjunction to another field.



The screenshot shows the 'POLICY SEARCH' form. At the top, it says 'POLICY SEARCH'. Below this, there are four input fields: 'Policy Number', 'Client Name', 'Client Address', and 'Client Postcode'. A 'SEARCH' button is located at the bottom center. In the top left corner, there is a 'BACK' link, and in the top right corner, there are links for 'CHANGE PASSWORD' and 'LOGOUT'.

4. Select the right policy

This screen is optional. If using a policy number in the above search, this screen will not appear.

Policy Number: [REDACTED]

Client Name: [REDACTED]

Insured Name: [REDACTED]

Address: [REDACTED] ROSEBUD 3939

Policy Term: 01 Jun 2017 to 01 Jun 2018

[Expand all](#)

SELECT

5. Select the level of detail on the Certificate of Currency (CoC)

CoCs can be generated on the entire policy or on particular risks by risk location.

Please note that based on your search on the previous page, the required fields under both options will be automatically updated, depending on your policy search.

Please also note that the Certificate of Currency can only be generated on current policies and existing risks only. If you want to amend a policy coverage, you will need to contact Ansvär directly.

Please note that Certificate of Currency can only be generated on current policies and existing risks only. If you would like to amend your coverage by adding or removing locations and/or risks, please contact us via insure@ansvar.com.au

Generate CoC for WHOLE policy ^

Select PARTICULAR risks ^

Once you click “submit’, the CoC will be delivered to the email address you used to log into the portal.