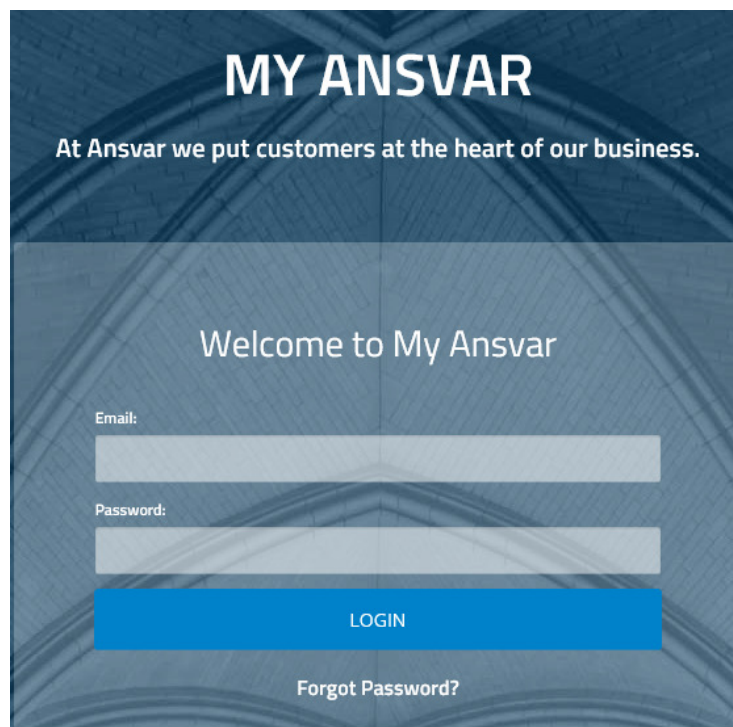
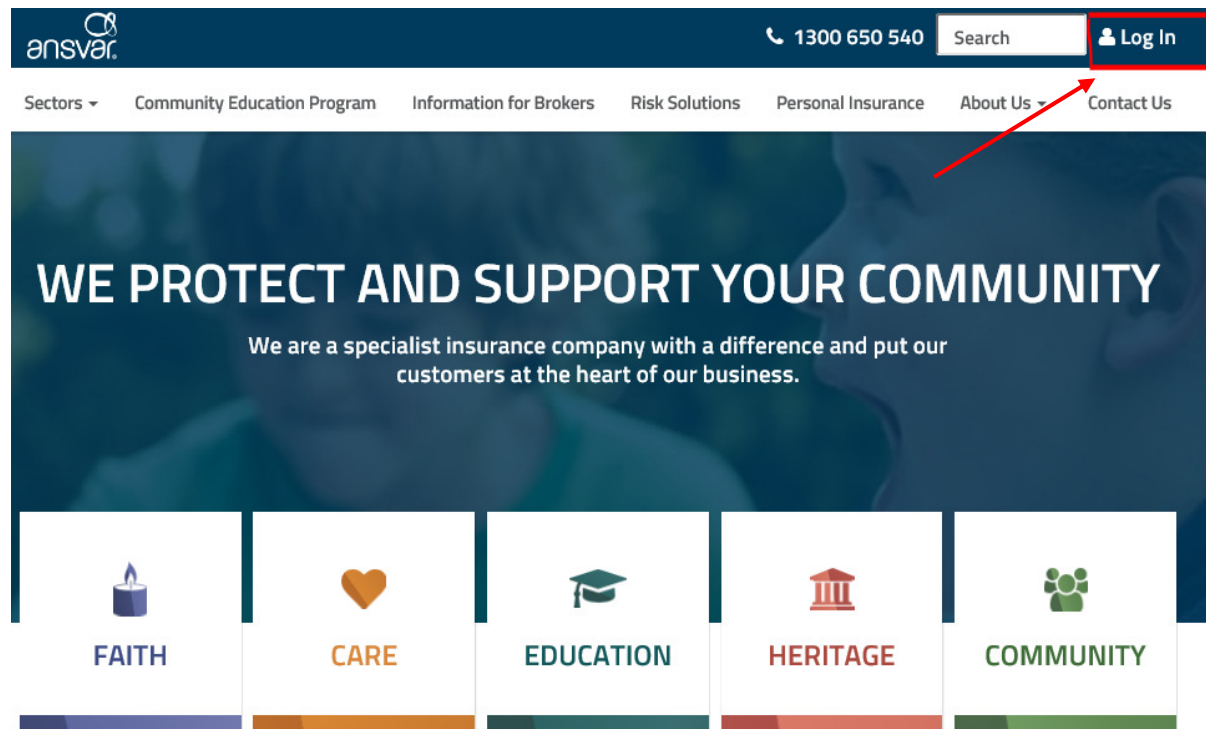


Module: Claims Experience Report

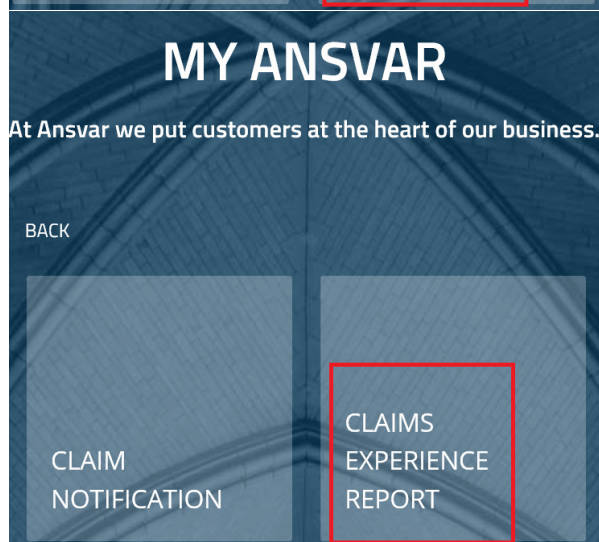
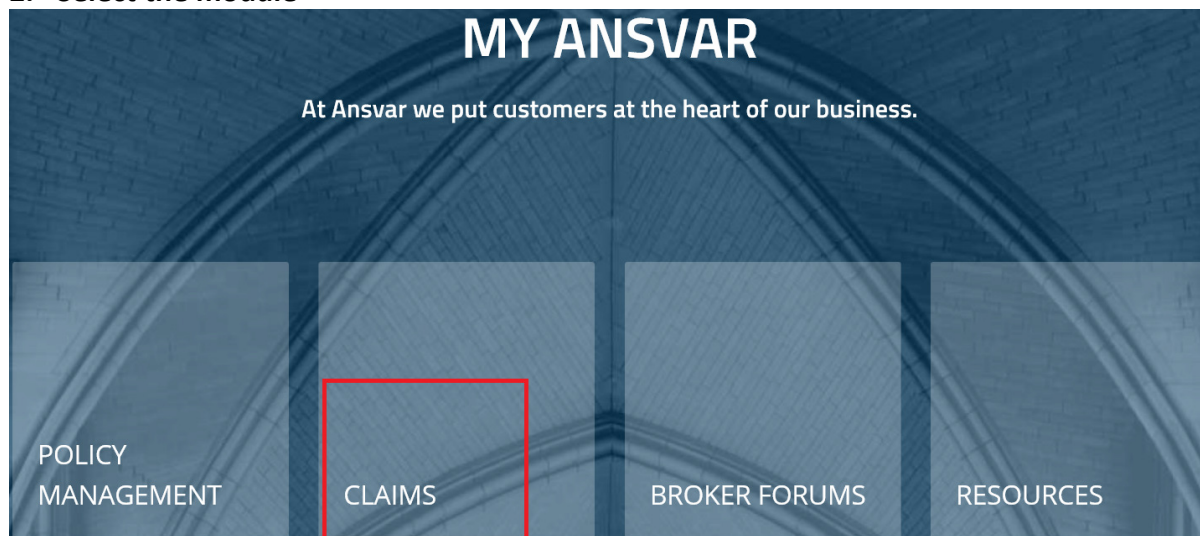
1. Log into the portal

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.

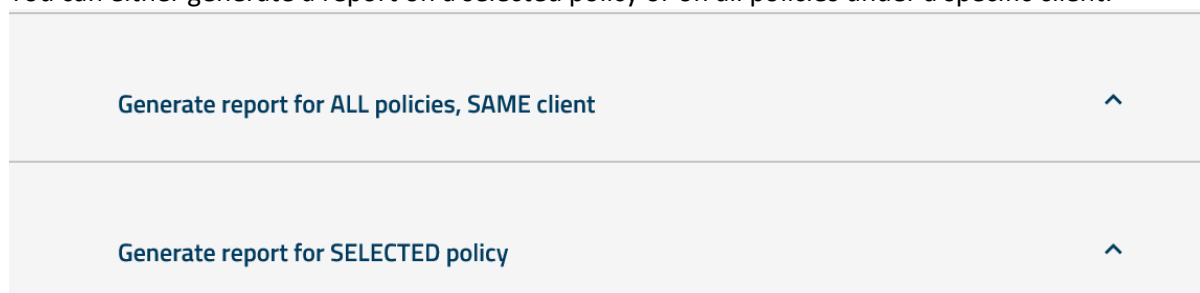


2. Select the module



3. Select the type of report

You can either generate a report on a selected policy or on all policies under a specific client.



If generating a report of all policies under the one client, you will be asked for the client name and a date range for the report. Both these fields are mandatory.

If the client name matches more than 1 client, you will be presented with a list of clients to choose from.

If generating a report on a specific policy, you will need to input the policy number and a date range for the report. Again, both fields are mandatory. If you are unsure of the policy number, you can

search for the policy by clicking “search for policy” and you will be presented with the options to search by client name and/or client address.

3a. Select the right policy

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



The screenshot shows a form with the following fields:

Policy Number:	██████████
Client Name:	██████████
Insured Name:	██████████
Address:	██████████ ROSEBUD 3939
Policy Term:	01 Jun 2017 to 01 Jun 2018

Below the fields is a link labeled [Expand all](#) and a blue button labeled **SELECT**.

Your selection will prepopulate the necessary information in the screens (section 3).

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