

What type of business

The Webrater should be used for New Business only. If the risk is an existing DUAL Australia renewal, please do not use the Web Rater. Please contact DUAL for assistance with the renewal quotation.

Using the system

Contact DUAL Australia on **1300 769 772** to obtain your Login and Password.

Visit the DUAL Australia website at **www.dualaustralia.com.au** and click on the Web Rater link.

Enter your log in details (these are both case sensitive).

My IMS

This screen is an overview of all the Indications, Quotes and Policies you have created.

You can search for an existing record and either choose to amend by selecting the 'Edit' Button or create a new Indication by selecting 'New'.

NOTE: You must create an indication in order to obtain a new Quote or Policy.

Indications

- Select 'New' to begin an indication
- Fill in all required details.
- You will also be able to view a list of previously completed quotes for the Indication.
- If Management or Association Liability, make sure to select which coverage's are to be included.
- Select 'Show Premium' for the premium breakdown to be displayed.

NOTE: Select 'Save Indication' to continue further, this will save and store all data entered. If 'Cancel' is selected prior to Saving, a new indication will need to be created.

View Indication: View the details of the Indication in PDF format on screen.

Send Indication: Send a copy of the indication and Policy Wording to the previously entered email address.

Create Quote: Continue through to quote stage.

Cancel: Return to Indication list.

NOTE: If you choose to send the Indication PDF via email, a blank DUAL Web Rater Proposal form will also be sent. Forward this on to the insured for completion. A signed and dated DUAL Web Rater proposal form must be uploaded into the Web Rater upon Binding.

The Retro Date and Wording fields will pre-populate based on the selections already made

Broker will default.

Creating quote

- Fill in all required details.
- Click 'Show Details' to view a complete list of Automatic Extensions.
- The Answers to the Web Rater questions will determine final premium, deductibles and any further endorsements to apply. They may also determine whether the risk needs to be referred to DUAL or ultimately declined.
- Once questions are complete, click 'Show Premium' for final premium display.
- Select 'Save Quote' to continue further, once saved either View or Send the Quotation PDF.

NOTE: Selecting to Send the Quote PDF via email will once again send a copy of the DUAL proposal form however the form will be populated with the data you have entered. There is no need to have the client re-sign and date the system generated proposal form unless changes have been made from the original form.

Quote Detail

Quote Information

Indication No: I-PS/1026/10/B-7
 Quote No: Q-PI/0501/10/B-6
 Industry: Designers
 Current Insurer Expiry Date: [Date]
 Limit: 1,000,000
 Brokerage: 15 %
 Broker Fee: 0 \$
 Proposal Form Date: [Date]
 Retro Date: Unlimited
 Would the Insured like a Retro Date of Policy Inception for a 10% discount.
 Business Description: Architectural
 Additional Subjectivities: NON Binding Quotation / Policy. This quotation/policy has been bound in the DUAL Web Rater staging environment and is not a binding document.

Industry will default from previous selection

Limits previously selected will display here

Retro Date will default from previous screen.

Any Subjectivities that apply will be displayed here.

Bind Policy

- Enter the date which the policy is required to incept. This must not be earlier than today's date.
- Policy period may not be greater than 12 months.
- Select Preferred limit.
- Browse and 'Upload' the proposal form.
- Policy Binding Terms must be confirmed by ticking the check box.
- Select 'Save Policy'. This will 'Bind' the policy and allow documents to be viewed/sent.
- You may now View or Send the Policy PDF, or simply return to 'My IMS' by clicking 'Cancel'.

Policy Detail

Policy Information

Quote No: Q-PI/0501/10/B-6
 Policy Inception Date: 9/12/2011
 Policy Expiry Date: 8/12/2012
 Insured Postcode: [Dropdown menu]
 Selected Limit: [Dropdown menu]
 Brokerage: 15 %
 Proposal Form: [Browse...]
 Proposal Form Date: 18/09/2010

Policy Binding Terms

I confirm that I have attached the signed DUAL Web Rater generated proposal form with

Save Policy

Insured post code is needed to fulfill APRA requirements