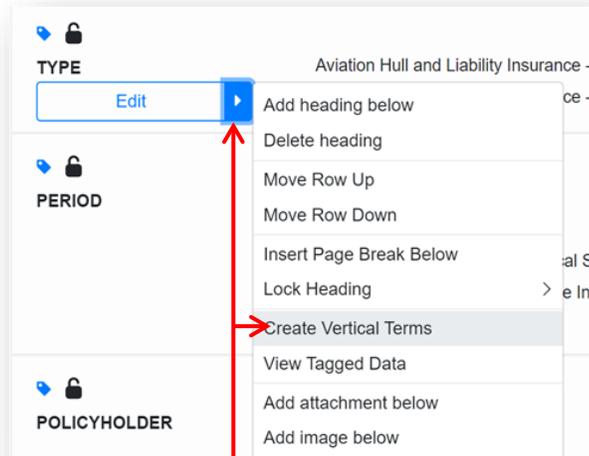


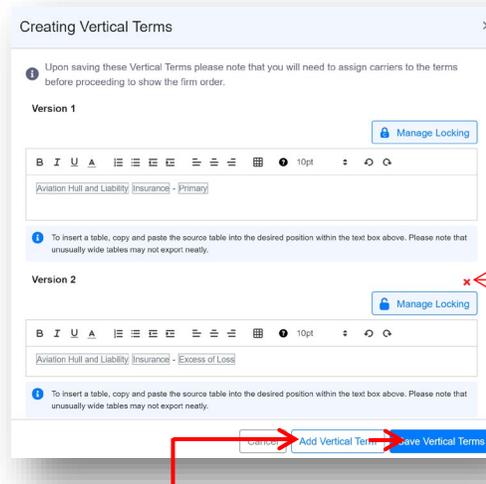
Creating and Showing Vertical Terms

1.



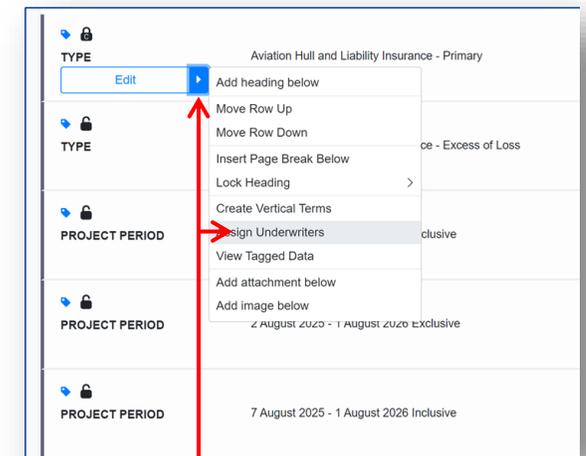
Open a **firm order** contract, click the blue arrow below the contract heading, and click 'Create Vertical Terms'.

2.



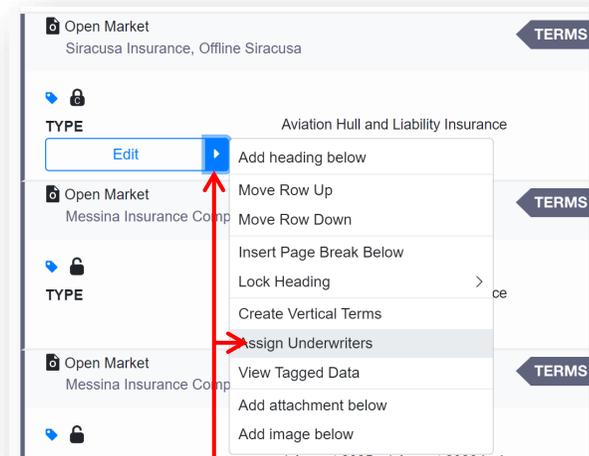
Click 'Add Vertical Term' to add copies of the heading, edit them to the required content, and click 'Save Vertical Terms'.

3.



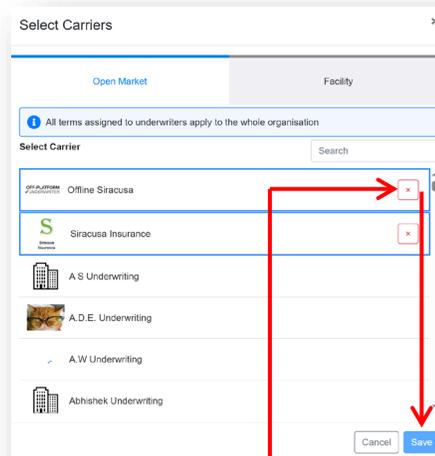
Click the blue arrow of each vertical term and click 'Assign Underwriters' to pick the (re)insurers to show that term to.

4.



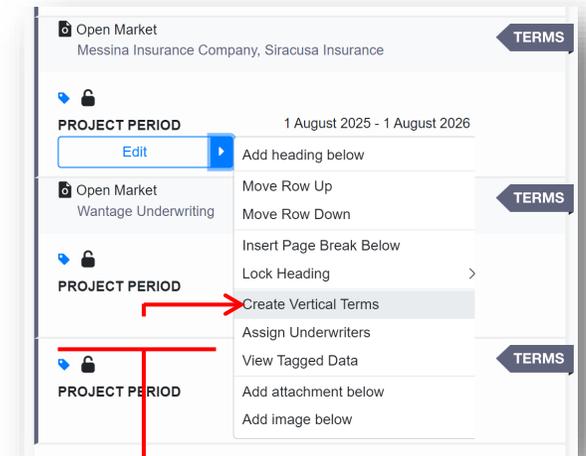
Vertical terms show a 'TERMS' label to all parties. The broker can see (re)insurers assigned to a term above its contract heading. To remove a recipient, click 'Assign Underwriters' again.

5.



Currently-assigned (re)insurers appear at the top of the list. Click the red 'x' by their name to remove them from the term, then click 'Save'.

6.



Terms with no recipients can be deleted. Click 'Create Vertical Terms' and then the red 'x' above the 'Manage Locking' button. When terms and recipients are correct, show the firm order as usual.