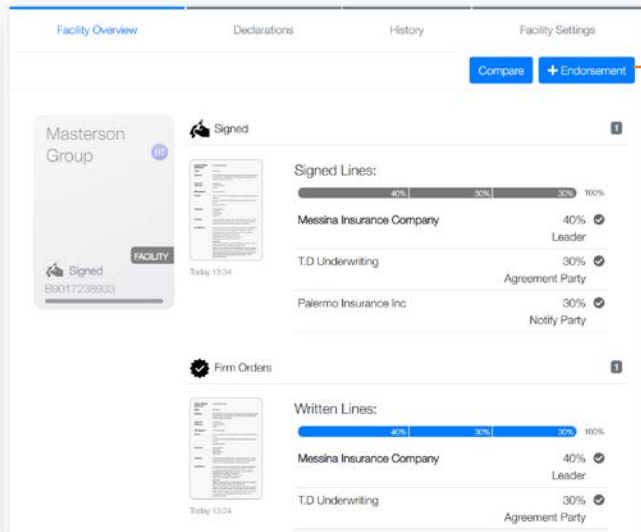


Numbering an Endorsement

1.



To create an endorsement, open a signed risk or a firm order with written lines and click the blue '+ Endorsement' button.

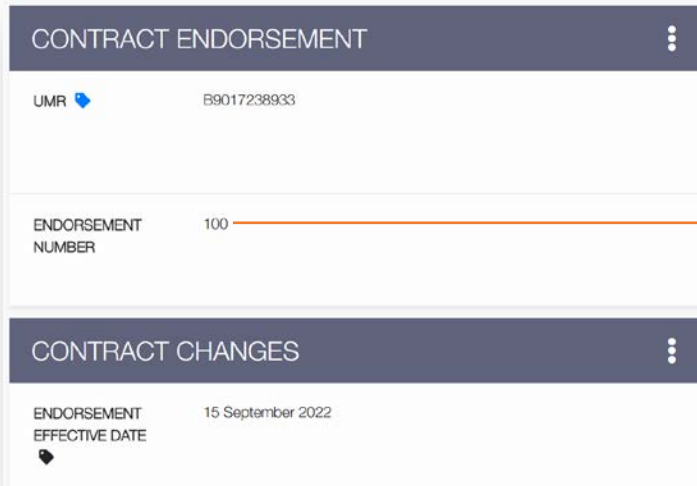
2.

The 'Create Endorsement' dialog box has a title bar with a close button. It contains a section for 'ENDORSEMENT NUMBER' with a text input field containing '100'. To the right of the input field, it says 'No previous numbers' and 'Max 3 digits'. Below the input field, it asks 'Are you sure you want to create an Endorsement?'. At the bottom right, there are 'Yes' and 'Cancel' buttons.

Enter a number for the new endorsement.

Existing endorsement numbers on the risk cannot be re-used, and the number **cannot be changed** later. Leading '0's are removed, so "001" is recorded as "1".

3.



The selected number is shown under its own contract heading within the endorsement

4.



Note there is no option to edit the text of the value assigned to the endorsement.