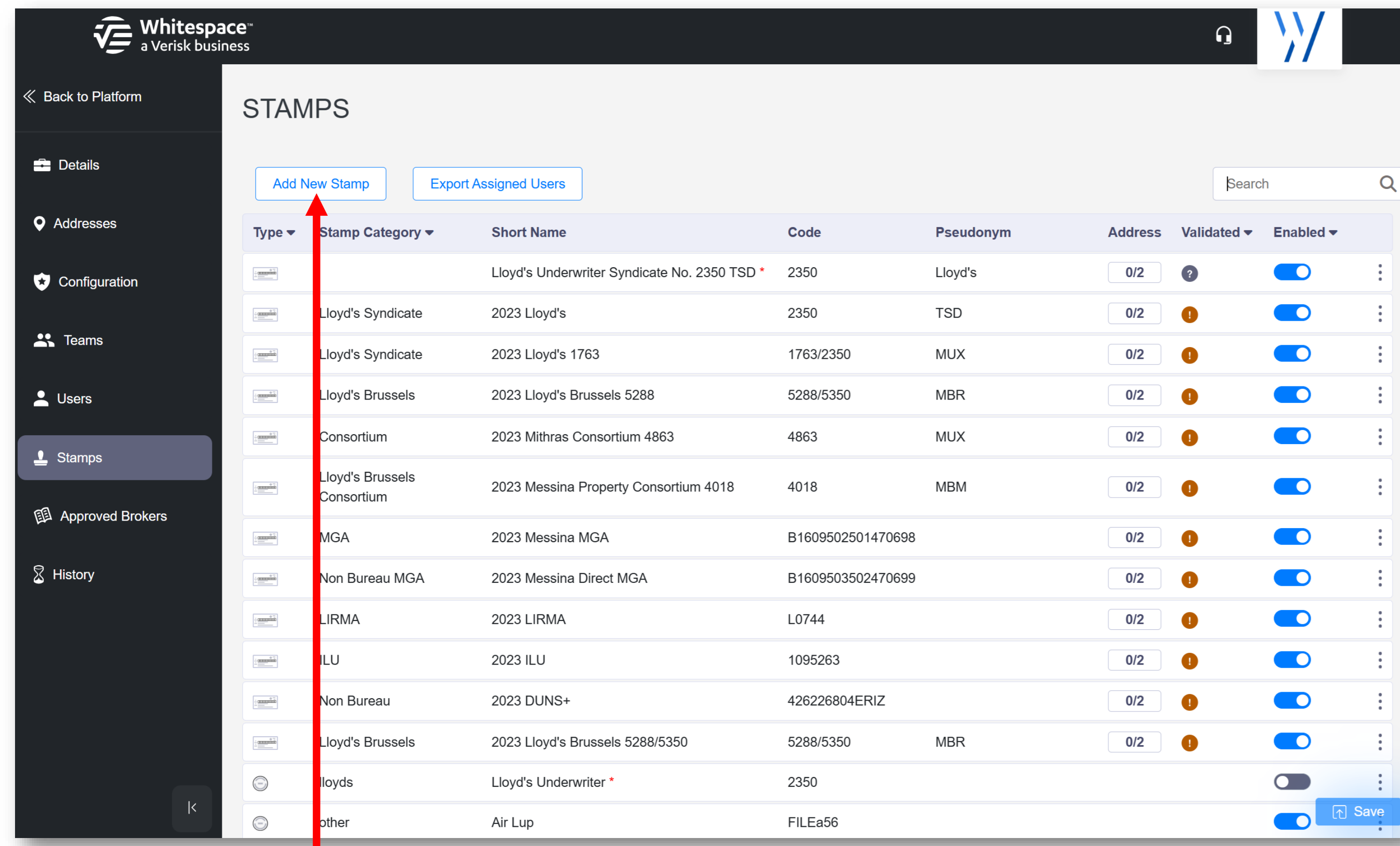


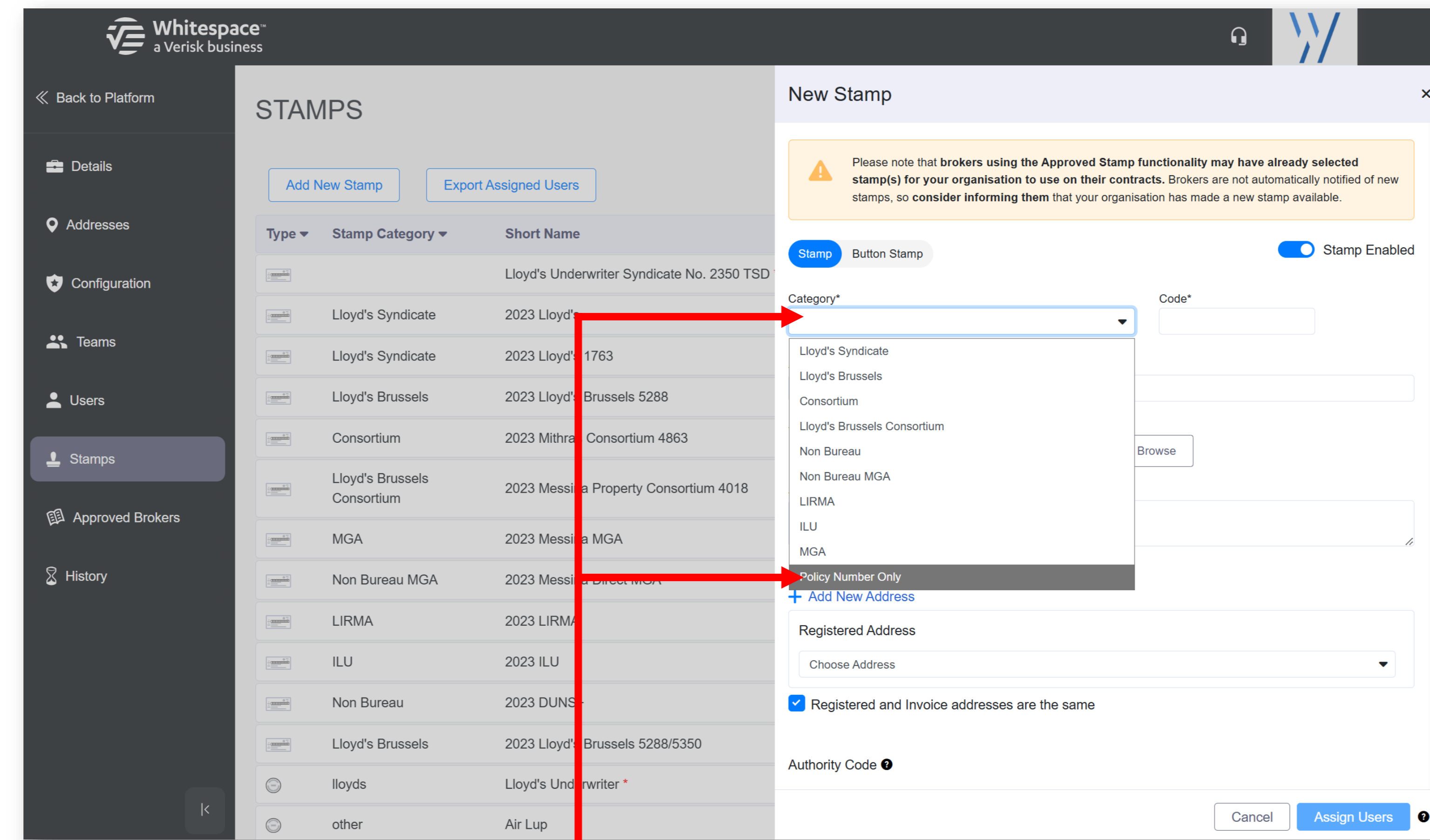
Binding a Contract Without Stamps

1.



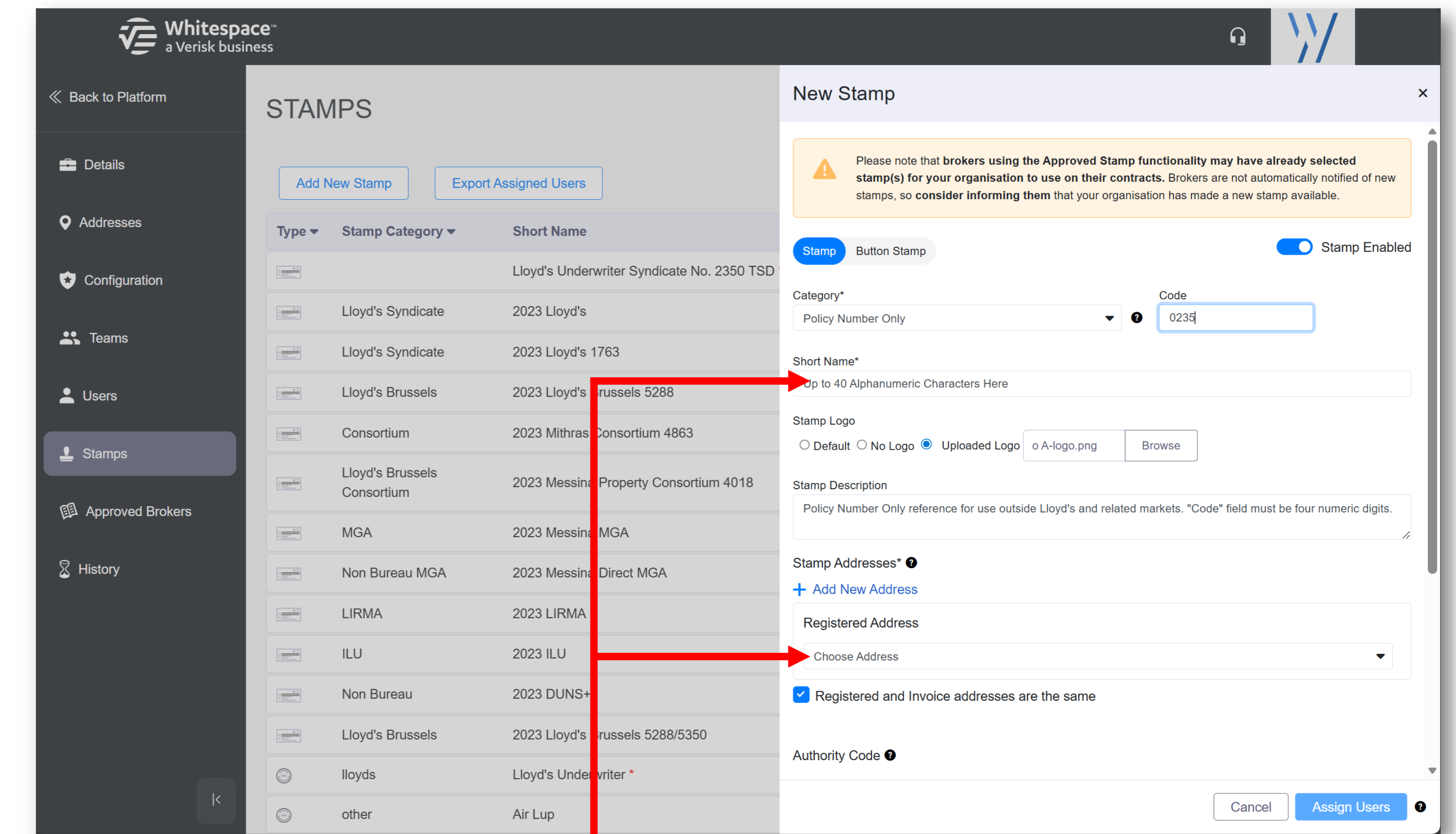
For markets which do not use Lloyd's-style stamps, such as the USA, you can create 'Policy Number Only' stamps which give a location to record the contract's policy number. Select 'Add New Stamp' from the 'Stamps' window in the 'Admin' portal.

2.



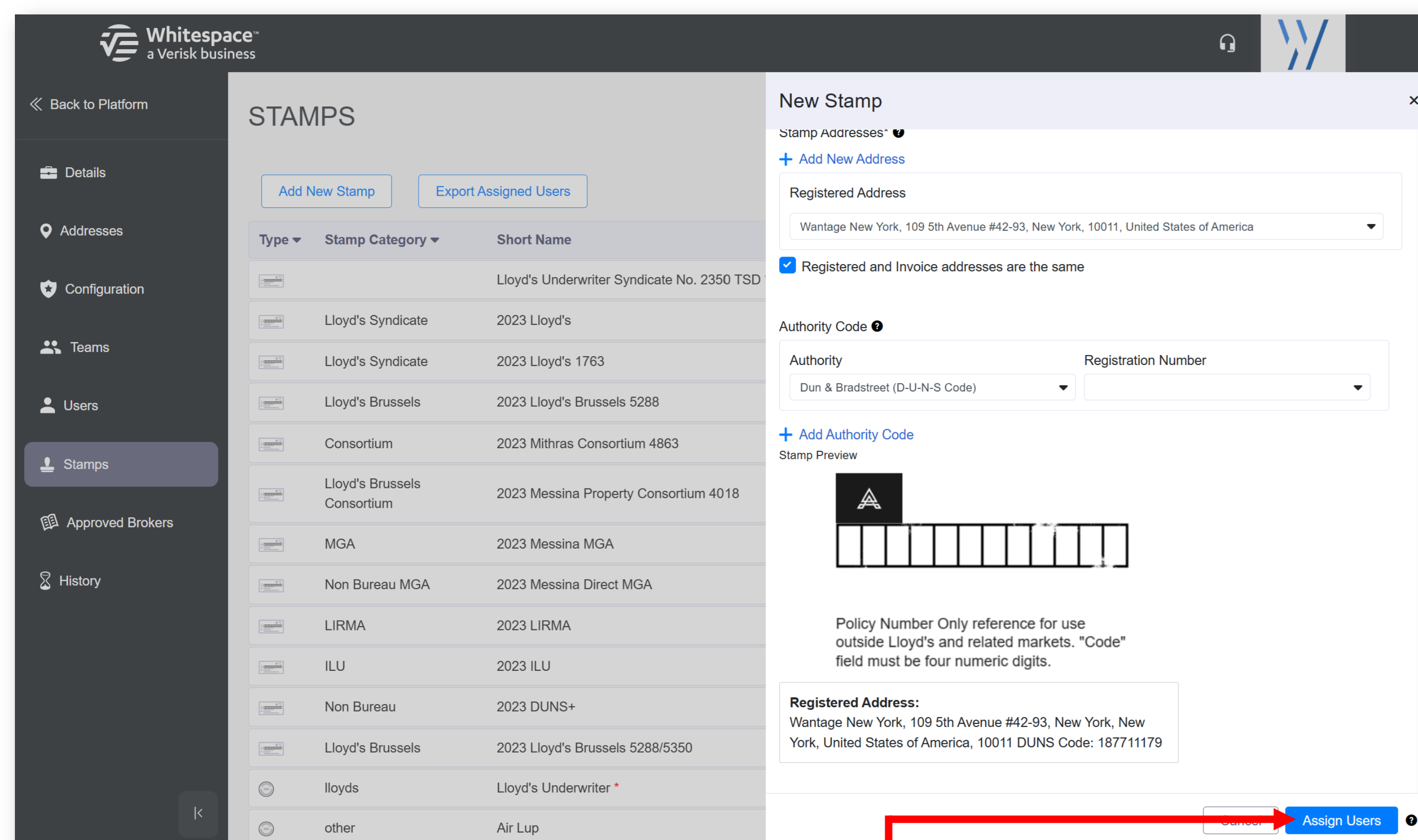
Click on the 'Category' drop-down menu in the 'New Stamp' window and select 'Policy Number Only'.

3.



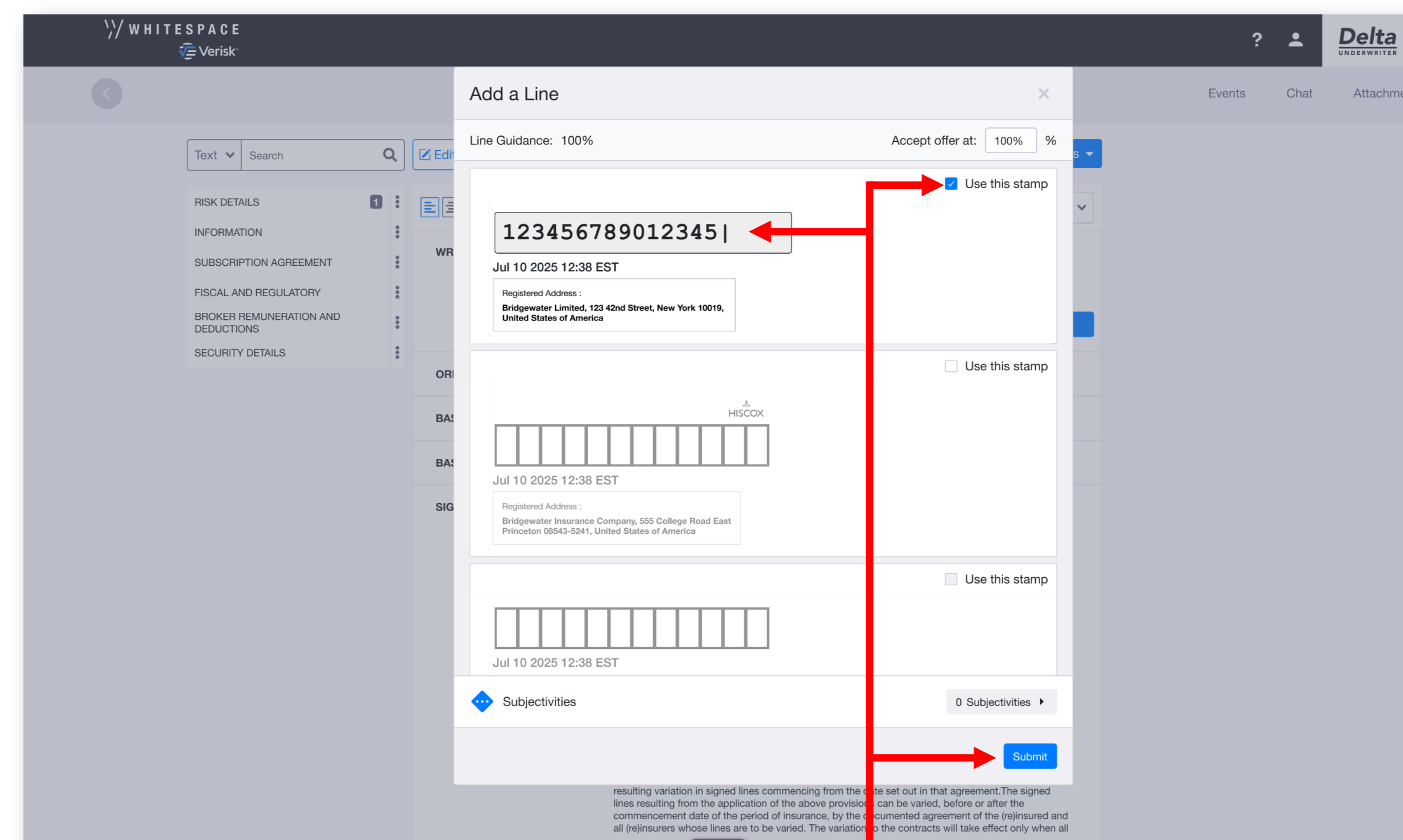
All stamps require a 'Short Name' to identify them in stamp selections. A registered business placement address is also required. You may also add a 4-digit 'Code', a company logo, a text description, and an invoice address.

4.



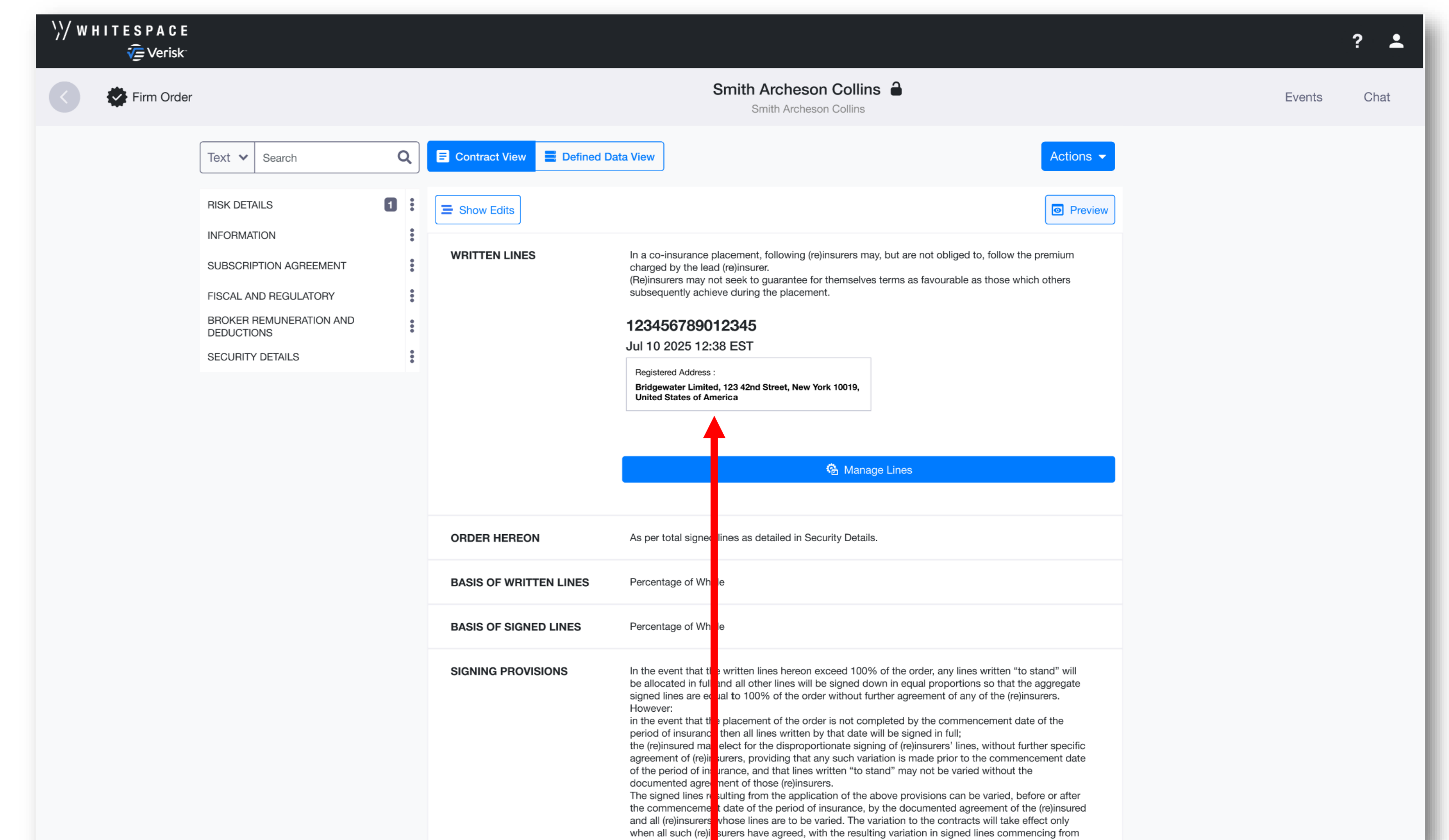
To add an authority code, click the 'Add Authority Code' button and select an authority and value from your organisation's list in the 'Details' panel. Click 'Assign Users' to progress. After completion, click 'Save' to finalise adding the stamp.

5.



When adding a line, verified 'Policy Number Only' stamps can be added any time the line guidance is 100%. Select 'Use this stamp,' type the policy number into the box, and click 'Submit'.

6.



The optional 'Code' and 'Invoice Address' fields are not displayed when the stamp is used to write a line. The 'Short Name' field is only ever visible when looking at the 'Stamps' window in the Admin Portal.