

Correcting the Stamp on an Unsigned Written Line

1.

Underwriter: Open the contract to correct and select 'Go to Written Lines' from the blue drop-down 'Actions' menu.

2.

To edit an unsigned stamp, click 'Manage Lines'. Please contact the broker if you need a signed line reverted. If warned that the contract is being endorsed, respond to the endorsement first.

3.

Click 'Update Stamp Information' to change the stamp, revise the reference/description, alter the risk code, add split lines, and/or add one or more mirror stamps.

4.

To revise a text field on the stamp, highlight the text and type the correct text into the field. You cannot alter the line's size, its conditions or subjectivities, or the validity of a quote. For these alterations, please ask the broker to propose a new line or to remove the existing line entirely and re-show.

5.

To apply a new stamp, click it on the left. You can add split lines and/or mirror stamps as usual. Click 'Submit' when finished.

6.

The Broker must approve the stamp change before it is completed, except in cases where only references, risk codes, or reference descriptions have been updated. Until approved, the changes are not applied to the contract, the stamp image does not change, and the stamp shows as pending an update in the Manage Lines dialogue box. All corrections are recorded in contract history.