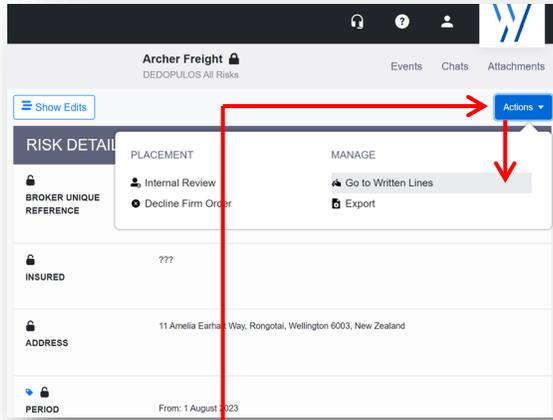


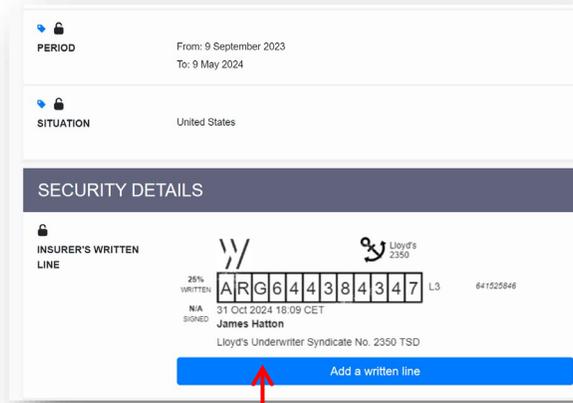
# Writing a Line on a Firm Order or Bindable Quote

1.



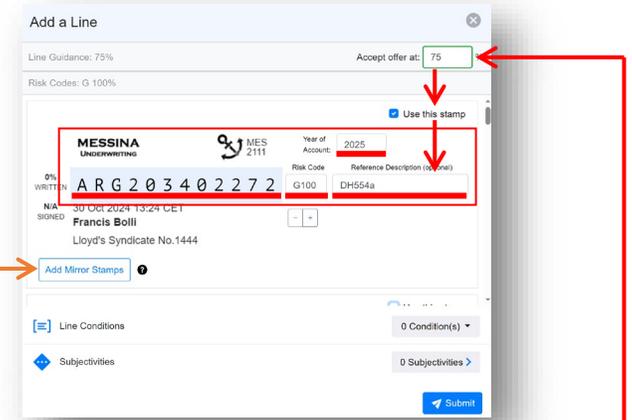
Open the firm order or Bindable Quote to put a line down on, click the blue 'Actions' button, and select 'Go to Written Lines'.

2.



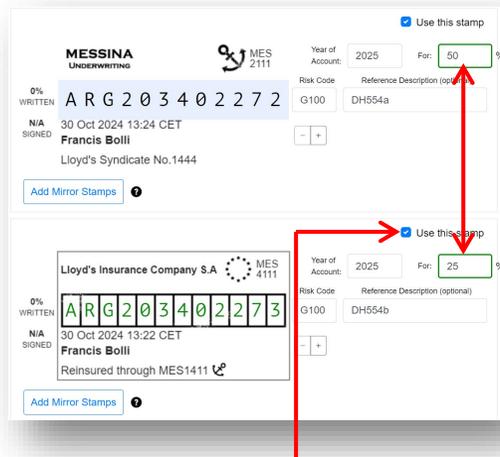
In the 'Written Lines' contract heading, click the blue 'Add a written line' bar. Depending on visibility settings chosen by the Broker, other underwriters' stamps may be visible above the bar if they have already written their own line.

3.



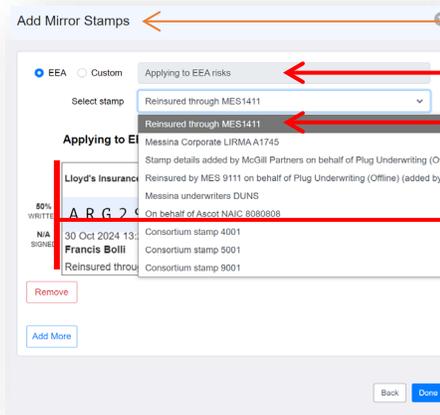
In the 'Add a Line' box, enter the line percentage. Then scroll the list of stamps to find the stamp to use, and tick the 'Use this stamp' box. Finally, fill in the stamp reference and other details.

4.



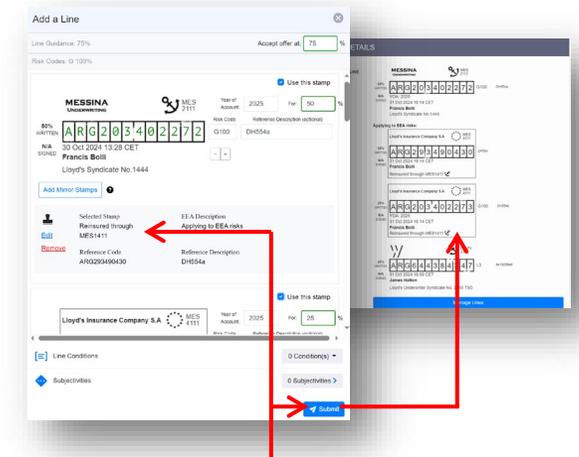
To set up a split stamp, scroll to the second stamp to use, and tick its 'Use this stamp' box. You will then be able to fill in the split percentages and details as before.

5.



To add a mirror stamp, click the 'Add Mirror Stamps' button. Select a stamp to use from the drop-down list, enter the description text in the 'Custom' box to change the default EEA description, then fill in the stamp details and click 'Done'.

6.



Mirror stamps display as a text block below the stamp being mirrored. When you are happy with the stamp, click 'Submit'. Your stamp is applied to the contract, and is visible to you, the broker, and possibly other underwriters depending on visibility settings.