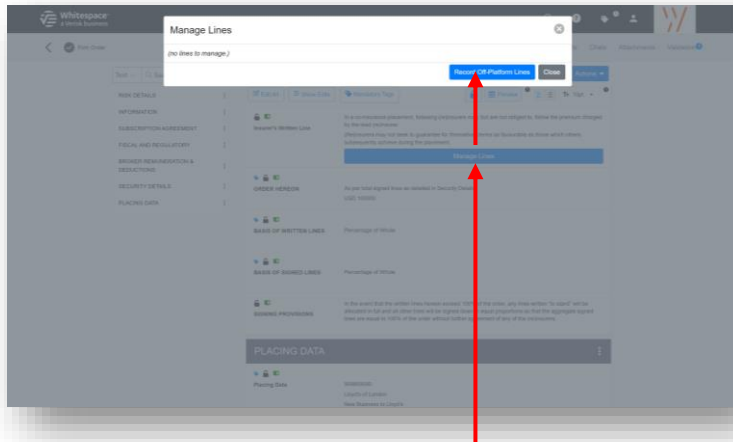


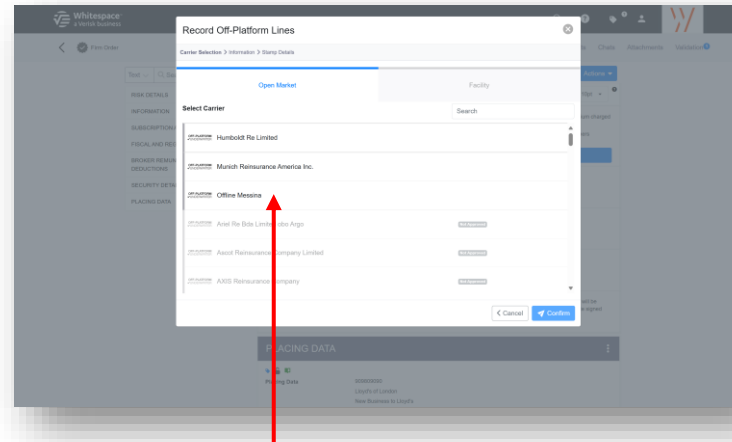
Creating New Off-Platform Stamps That Require a Short Name

1.



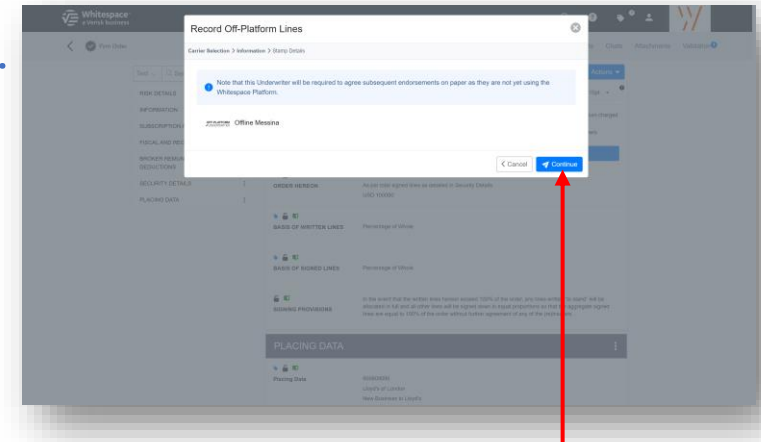
To create a new off-platform stamp, select 'Manage Lines' in a contract's Written Lines contract heading, and click 'Record Off-Platform Lines'.

2.



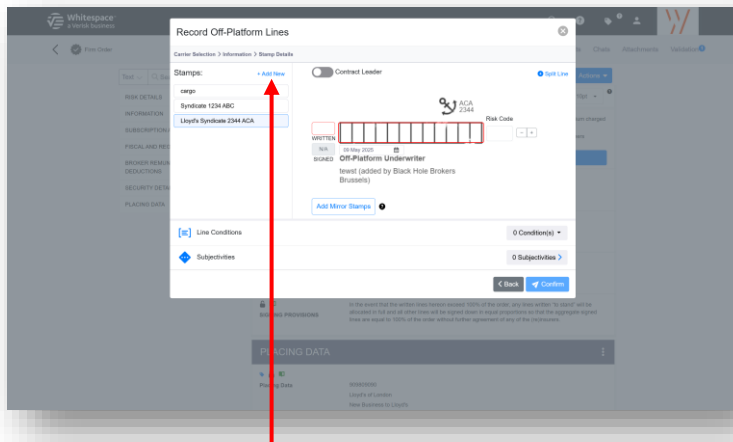
From the list of off-platform (re)insurers, click on the line for the (re)insurer to add the new stamp for.

3.



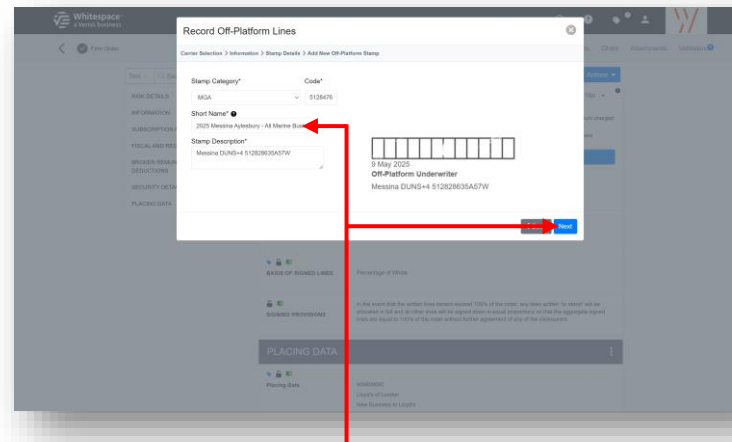
Click 'Continue' to acknowledge that off-platform stamps are a record of a deal made outside of Whitespace, rather than a binding contractual agreement in their own right.

4.



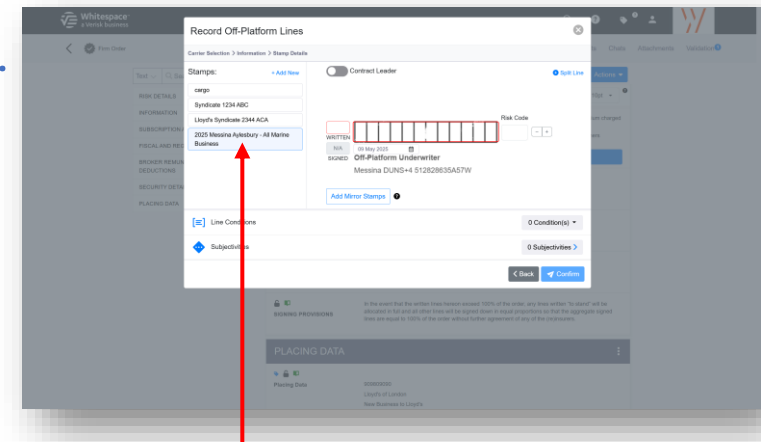
The list of existing off-platform stamps is visible in the 'Record Off-Platform Lines' box. To create a new one, click '+Add New'.

5.



You must enter a 'Short Name' for new stamps that use the categories **Non-Bureau**, **MGA**, and **Non-Bureau MGA**. This should be unique, and needs to clearly describe the stamp's purpose for other Whitespace brokers. Click 'Next' to create the stamp.

6.



The new stamp is ready for use and visible to all Whitespace users in the off-platform (re)insurer's 'Stamps' list, identified solely by its short name.