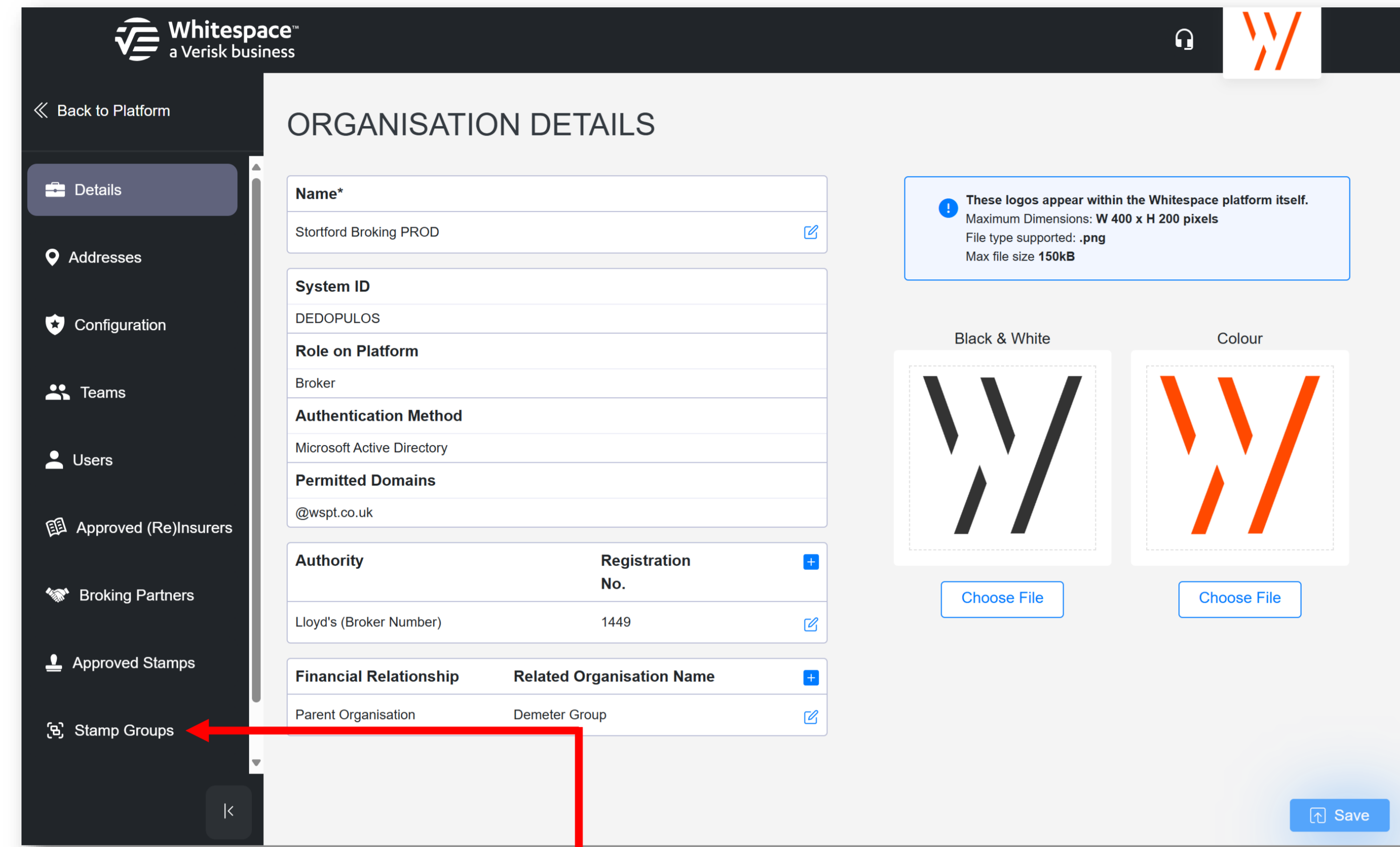


Bypassing Stamp Approval

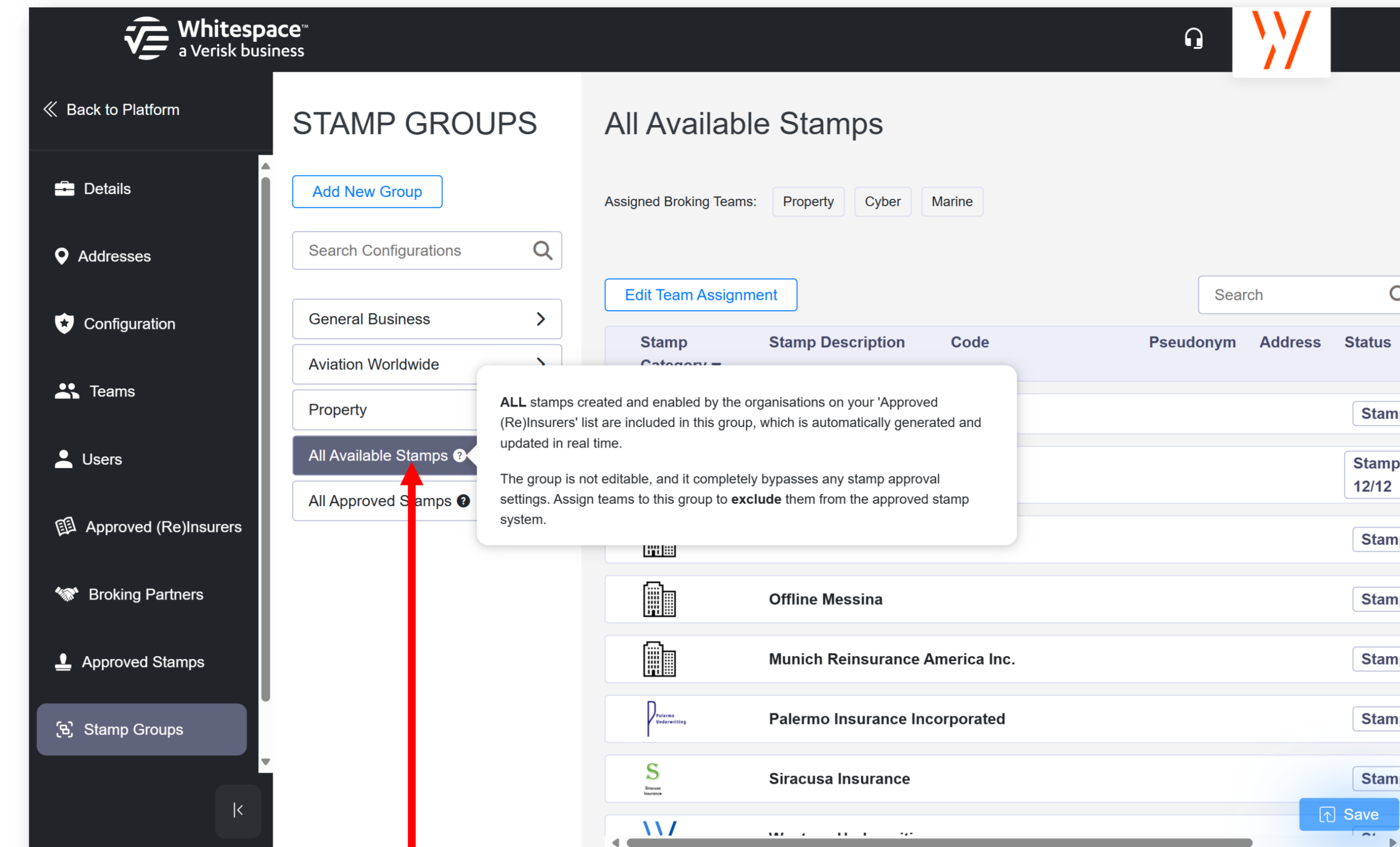
1.



'Approved Stamps' is on when 'Approved (Re)Insurers' is active.

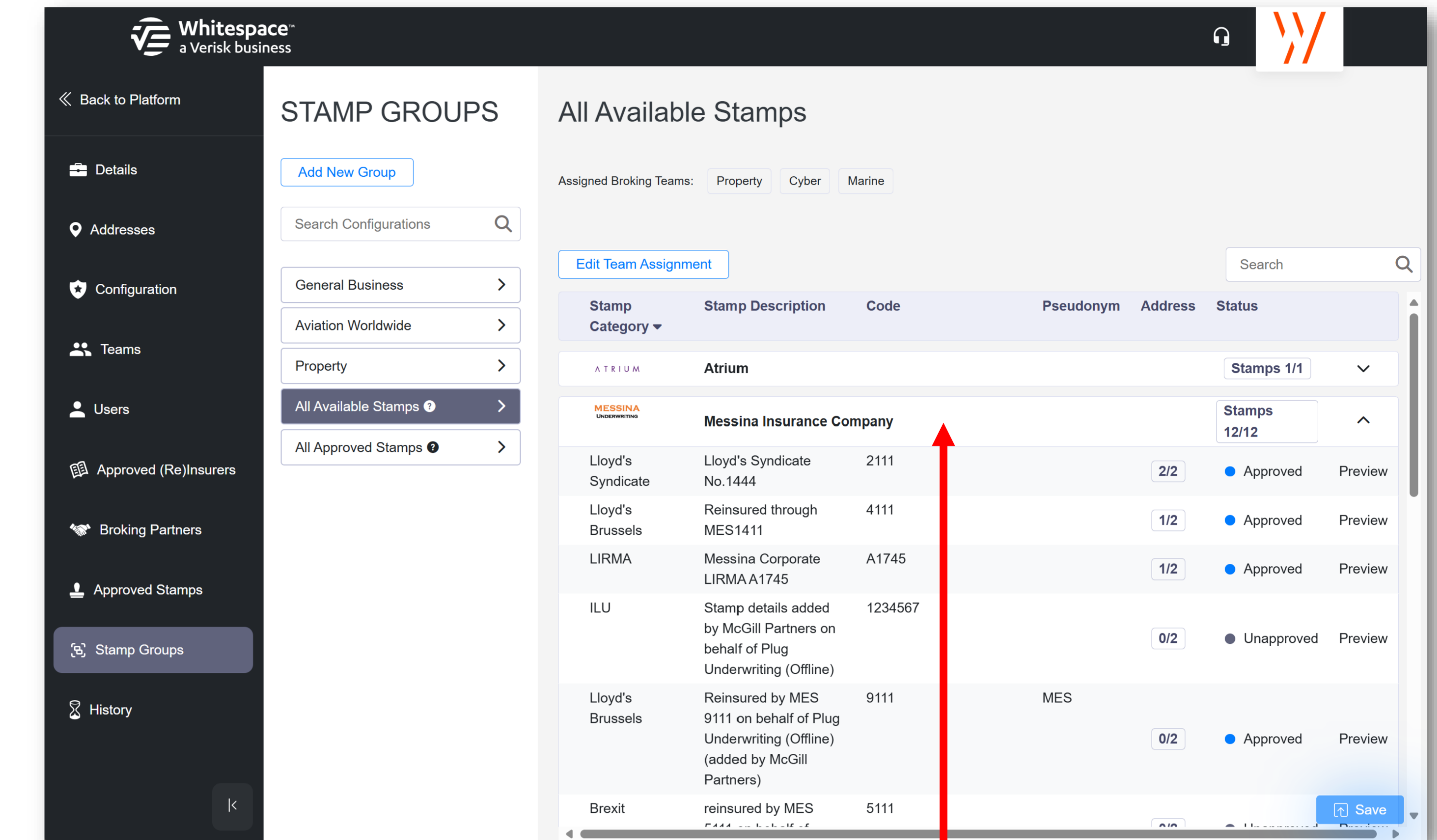
Click on the 'Stamp Groups' tab in the Admin Portal.

2.



Click on 'All Available Stamps' to open that group.

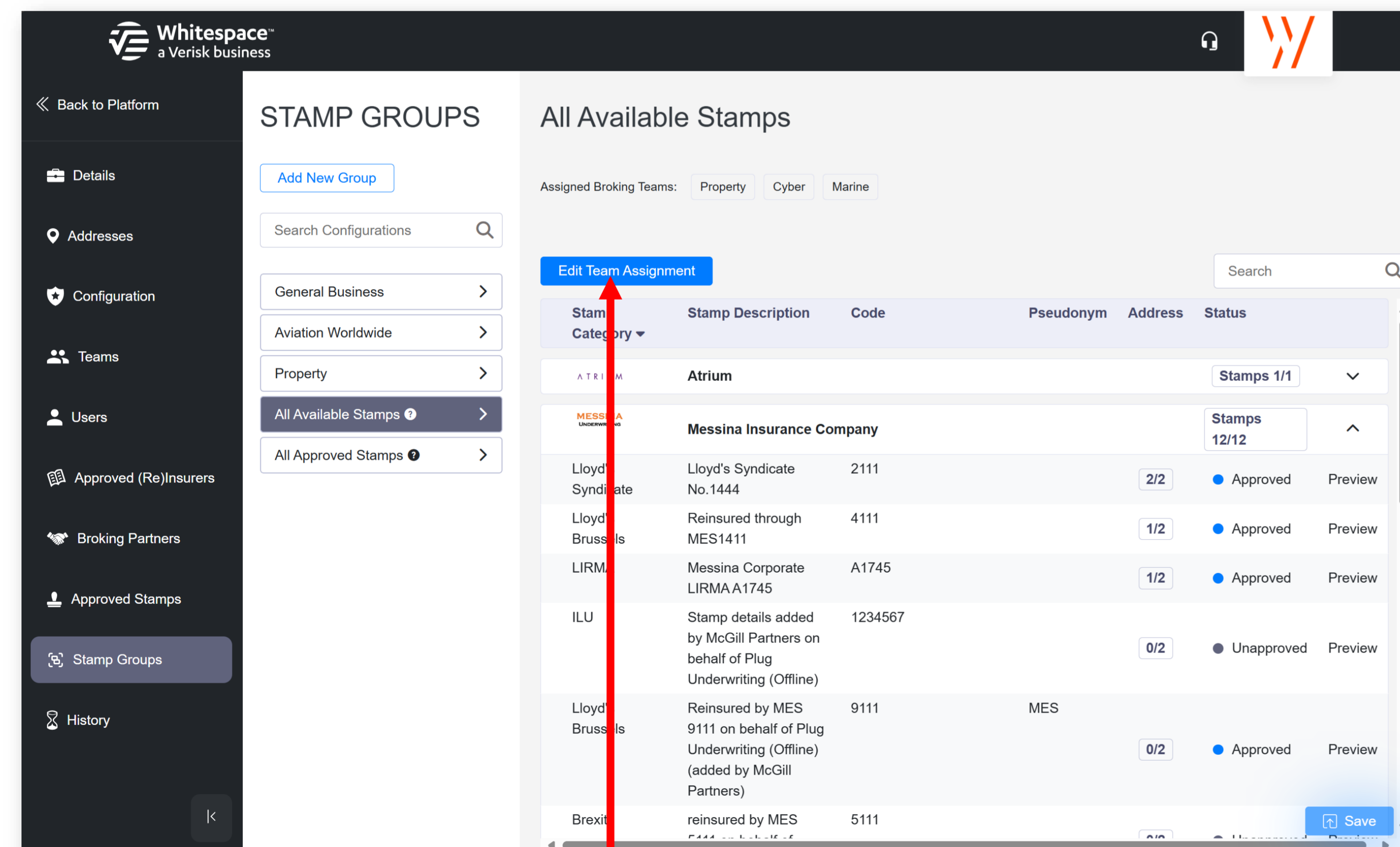
3.



The group is automatically updated, and cannot be edited.

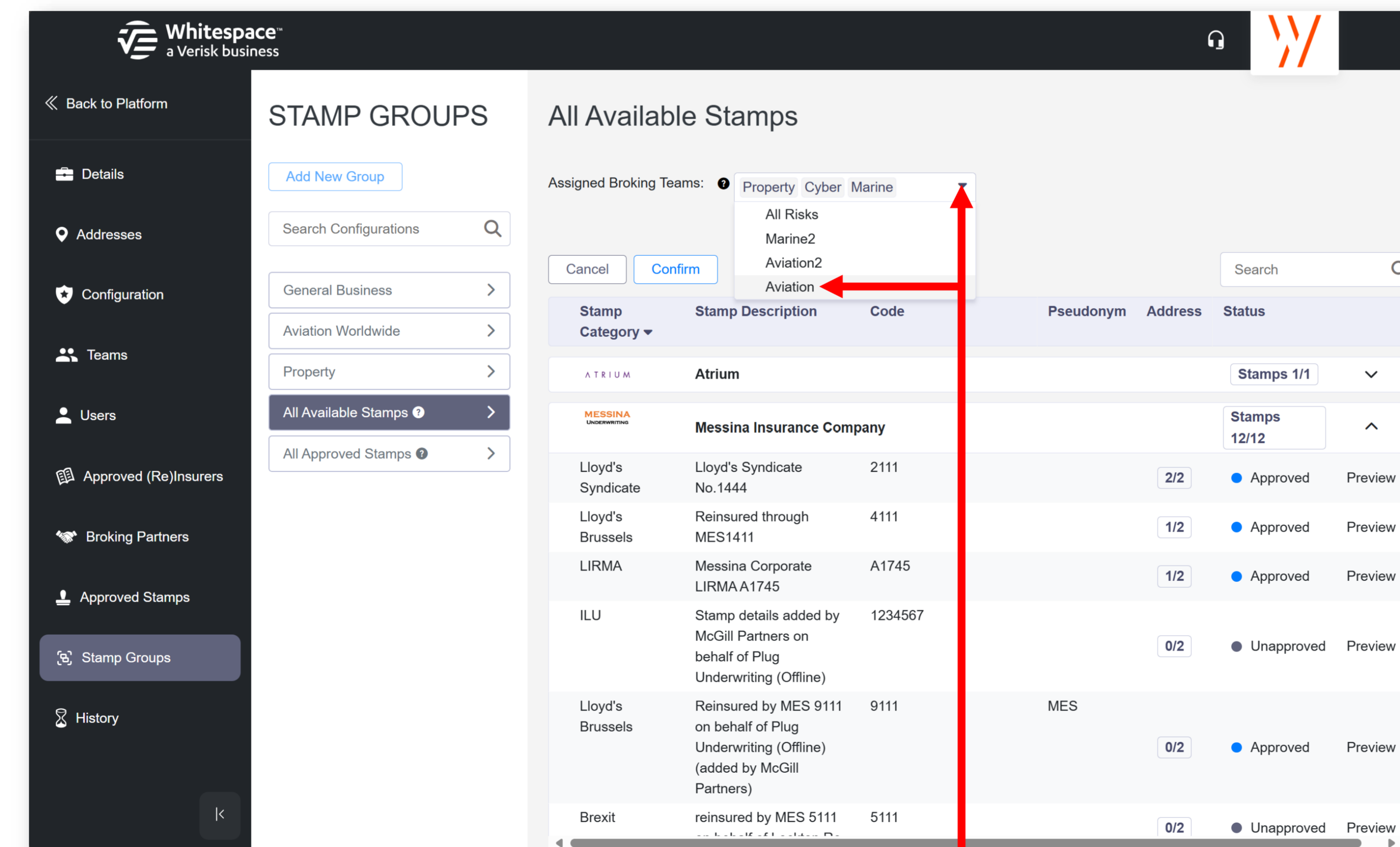
If a required (re)insurer is not listed, either add them to the 'Approved (Re)Insurers' list or disable 'Approved (Re)Insurers'.

4.



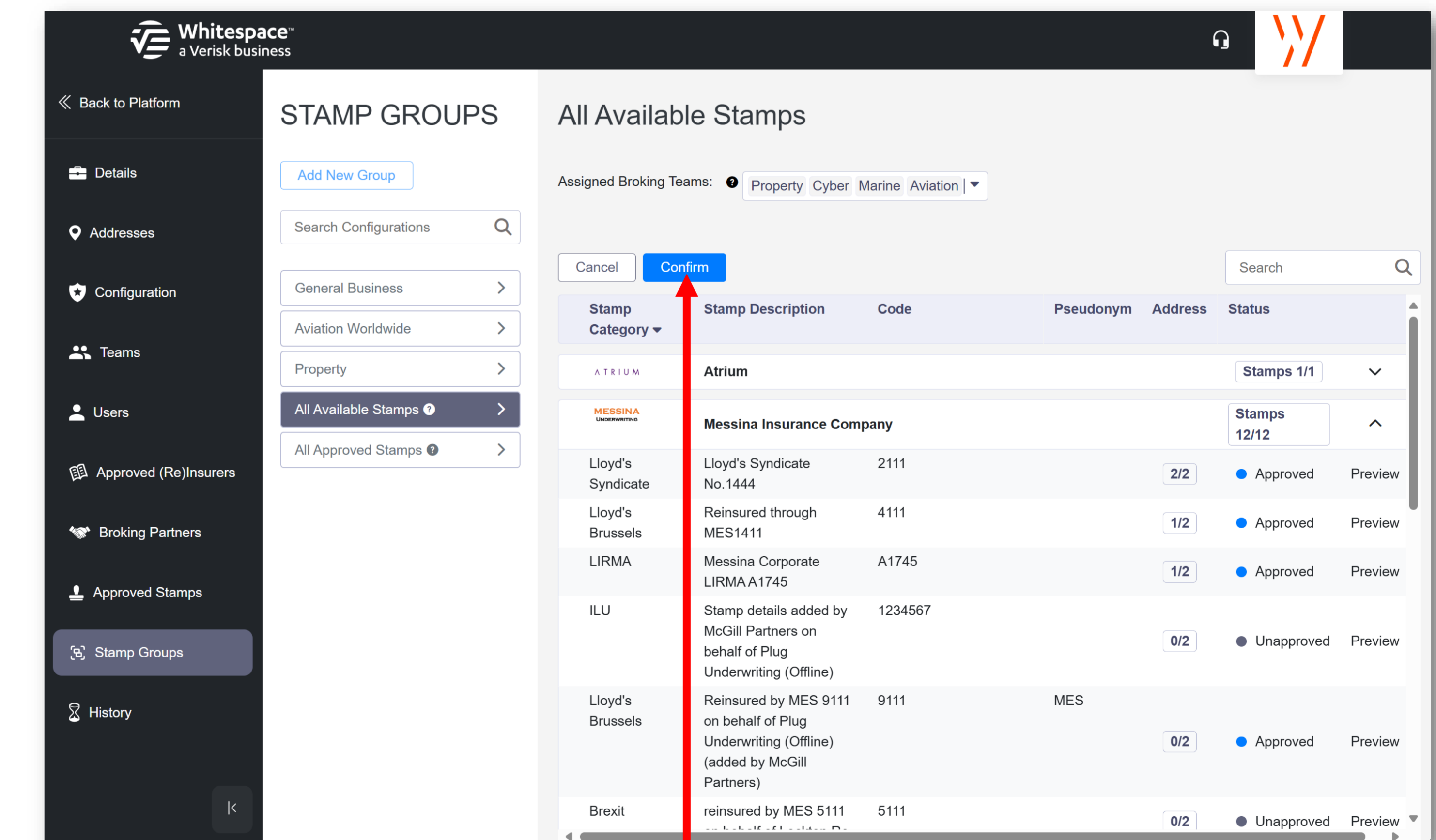
Click 'Edit Team Assignment'.

5.



Click team/s on the 'Assigned Broking Teams' drop-down list to assign the group to them. These teams now ignore stamp approval. You may add as many teams as necessary.

6.



Click 'Confirm' to proceed, and then the blue 'Save' button in the bottom right corner to finalise the changes.