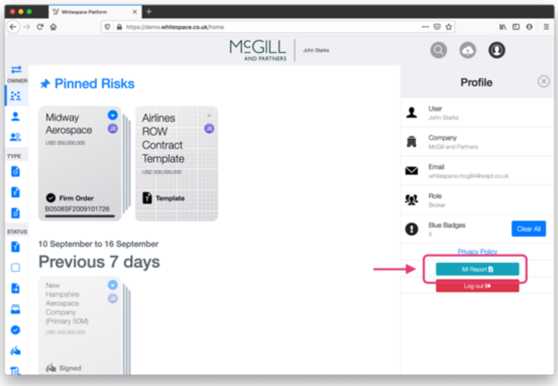
RENEWALS

A short guide regarding some of the points to consider when renewing a risk in the Whitespace Platform.

1. Download the MI Report



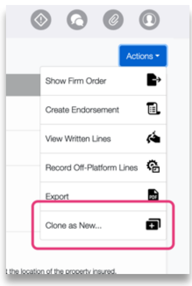
Obtaining the MI report for a list of upcoming renewals: your company or team will need to have a 'Reporting user' set up and they will need to be given access to the relevant team. This feature is restricted only to users with this role applied. Users who have this feature enabled will see the button to download the MI within the User Profile frame.

Once you have access to the MI report (spreadsheet) you will find a column titled 'Expiry Date'. This column will allow you to sort or filter for all of the risks which are soon to expire. Note: if a contract doesn't contain an expiry date or if it is written in a non-standard way, it will show up as blank in the report.

2. Cloning Risks

After you have identified a risk that requires renewing you may wish to:

a. Clone the expiring risk as a new 'Full Contract'.



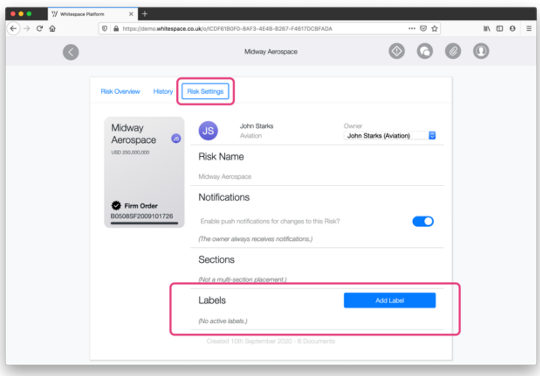
This is the quickest way to create a new contract based on the expiring risk. Simply navigate to the Firm Order or Signed version, click Actions and select 'Clone as New…'

You will be required to enter a new UMR and a new risk title, then once the newly cloned risk has been created you will need to update and edit the contract accordingly, e.g. Insured, Contract Start and End Dates, Settlement Due Dates etc.

b. Create a new Template based on the expiring risk.

Select this option if the contract you are cloning could in fact be used for many upcoming renewals. This will save you time if you have many contracts that are very similar.

3. Labels



Consider using the Labels feature. If you have a lot of risks that could be grouped together under a single label, you might find this feature useful.

After applying labels to your risks, you will find the label appears as a filter option on the main Inbox screen. By selecting the label there, you will see all of the risks with that label applied. You may want to consider using the account name of the risk, giving you a way to view all of the previous year's risks alongside the active risks for that account.