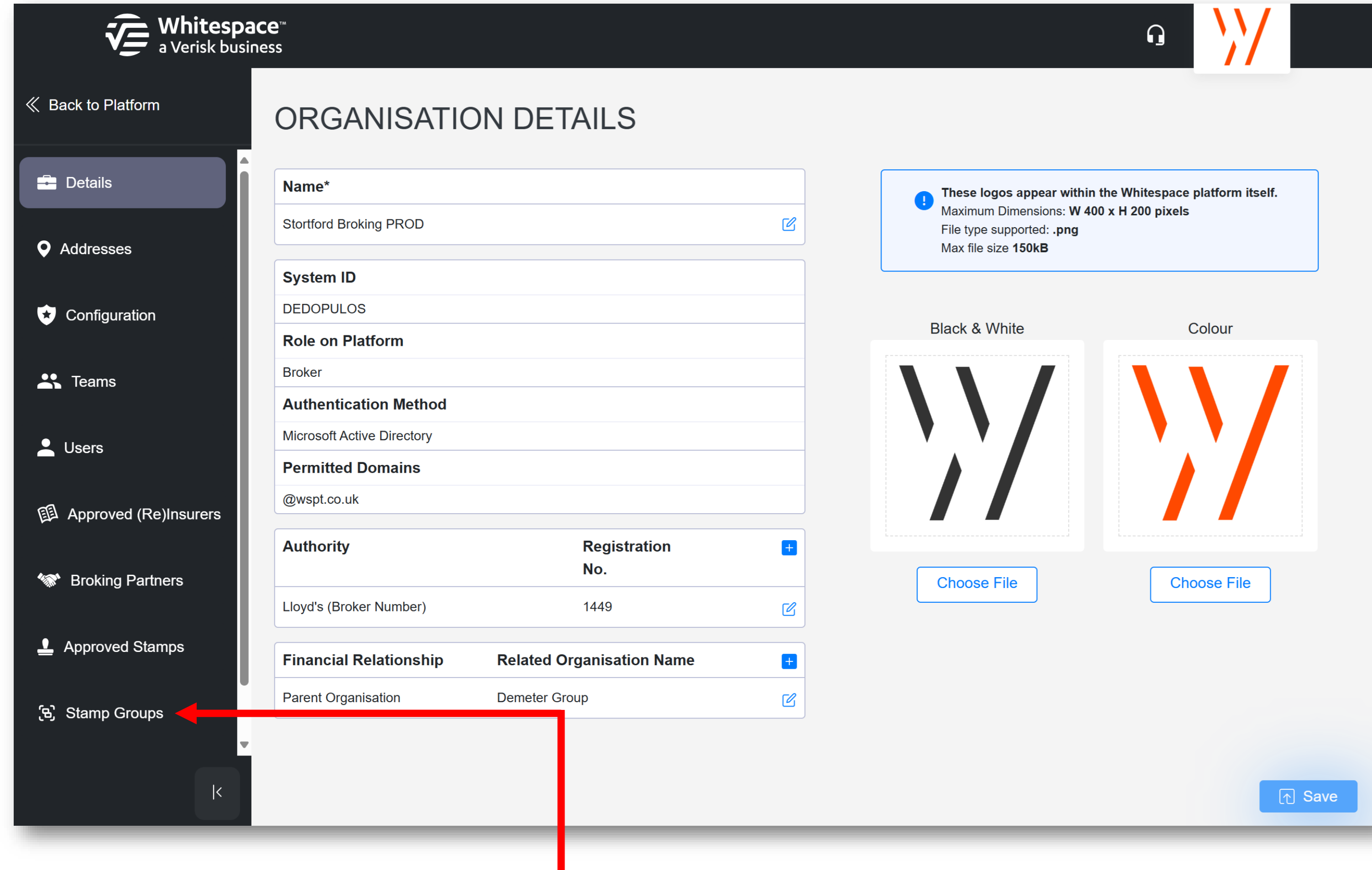


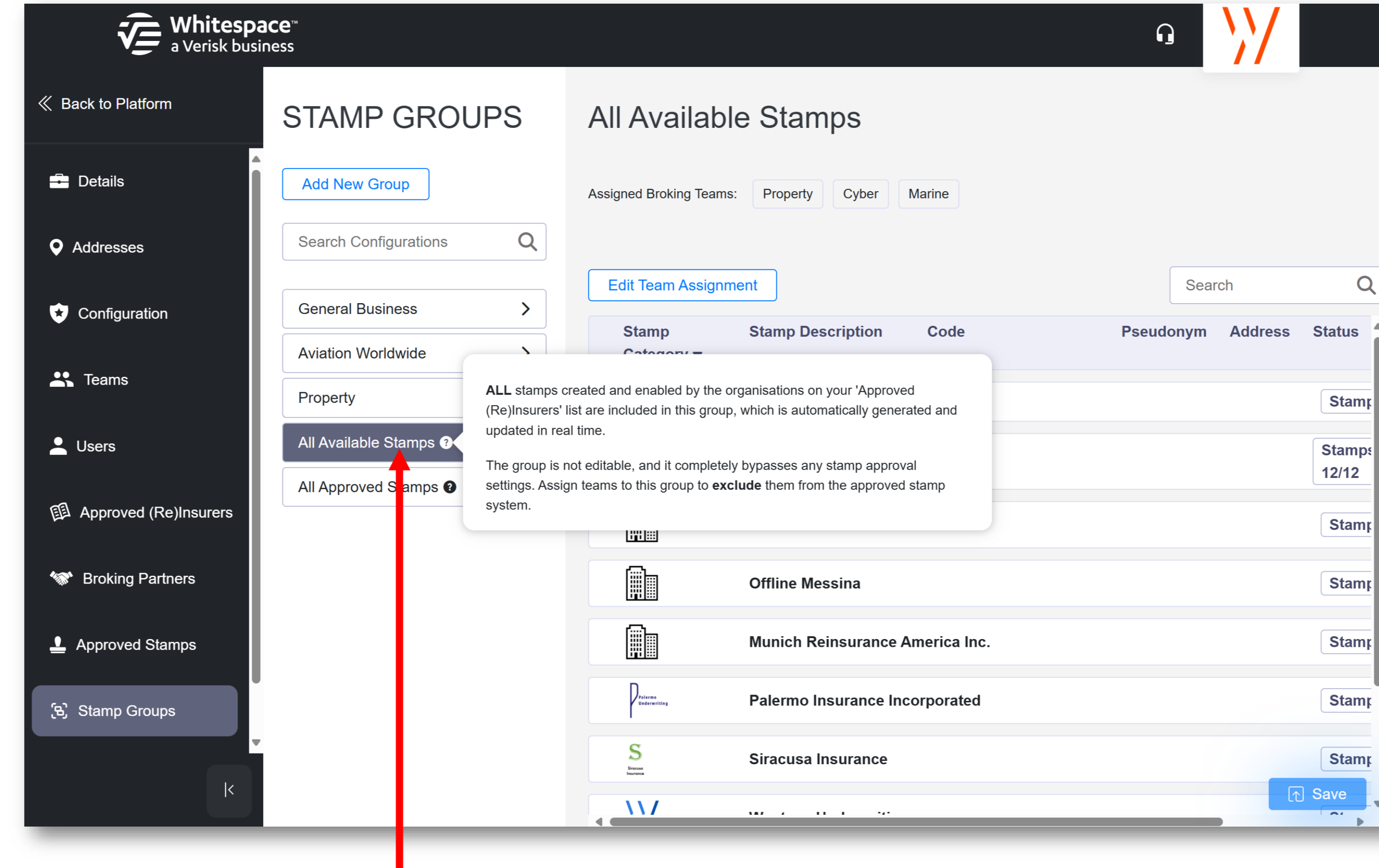
Bypassing Stamp Approval for a Broker Team

1.



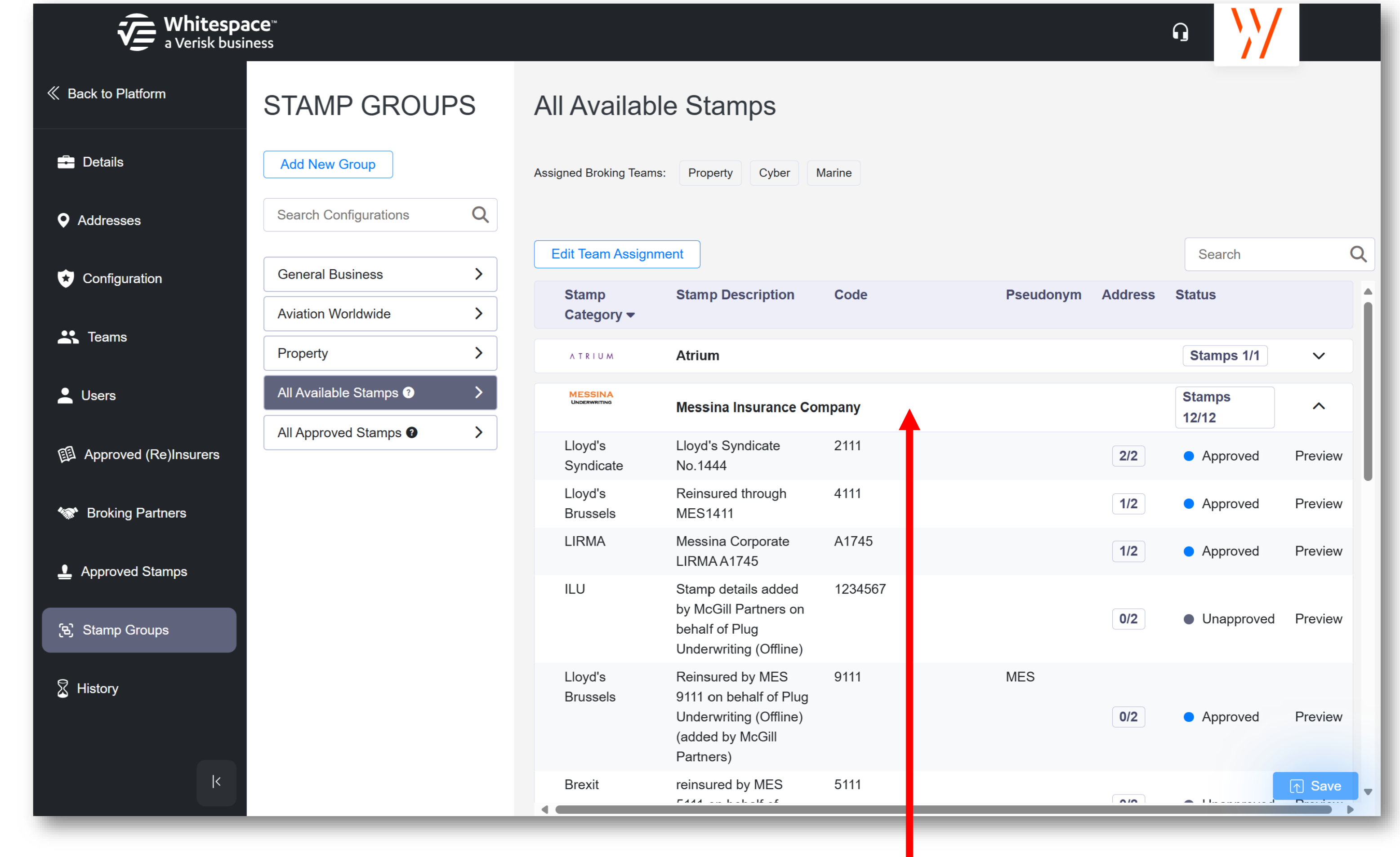
When 'Approved (Re)Insurers' is enabled, the 'Approved Stamps' system becomes active. To bypass the need to approve (re)insurers' stamps for one or more broker teams, click on the 'Stamp Groups' tab in the Admin Portal.

2.



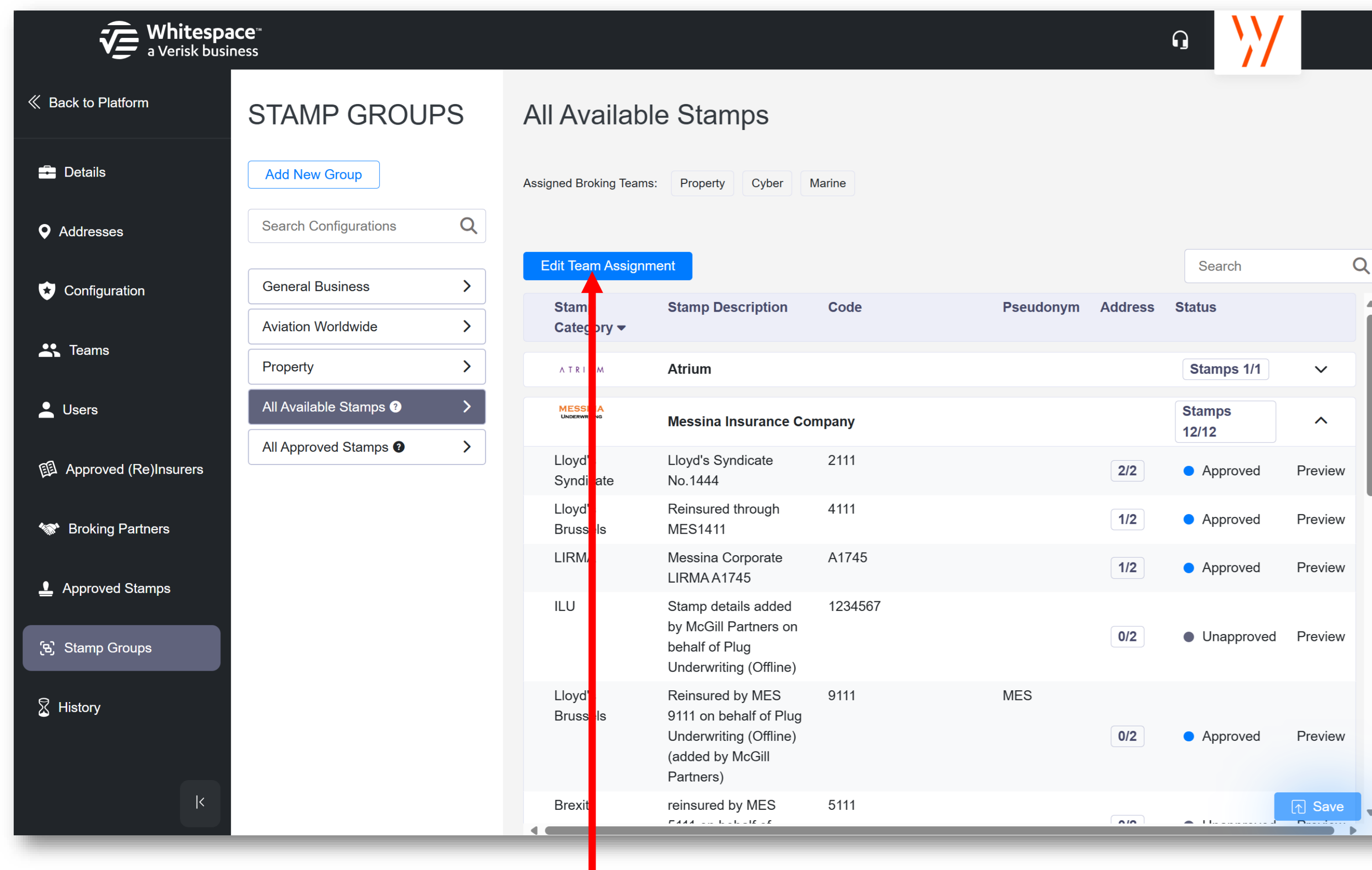
Click the 'All Available Stamps' button to open the list of all stamps made available by all of the (re)insurer's on your 'Approved (Re)Insurers' list.

3.



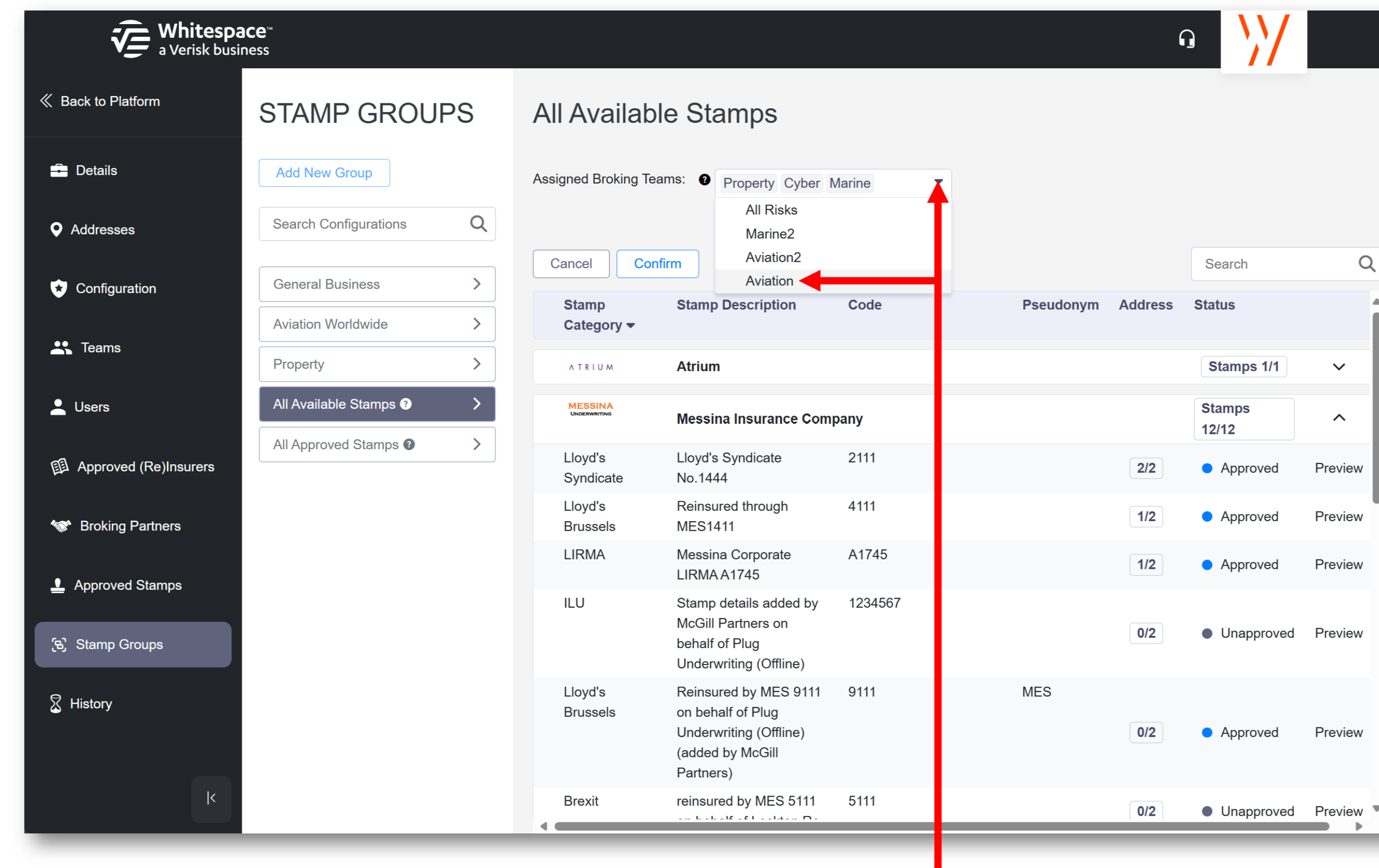
You may click on a (re)insurer's entry in the list to see the stamps they make available. This list is updated automatically by the system as (re)insurers add or withdraw stamps, and cannot be edited.

4.



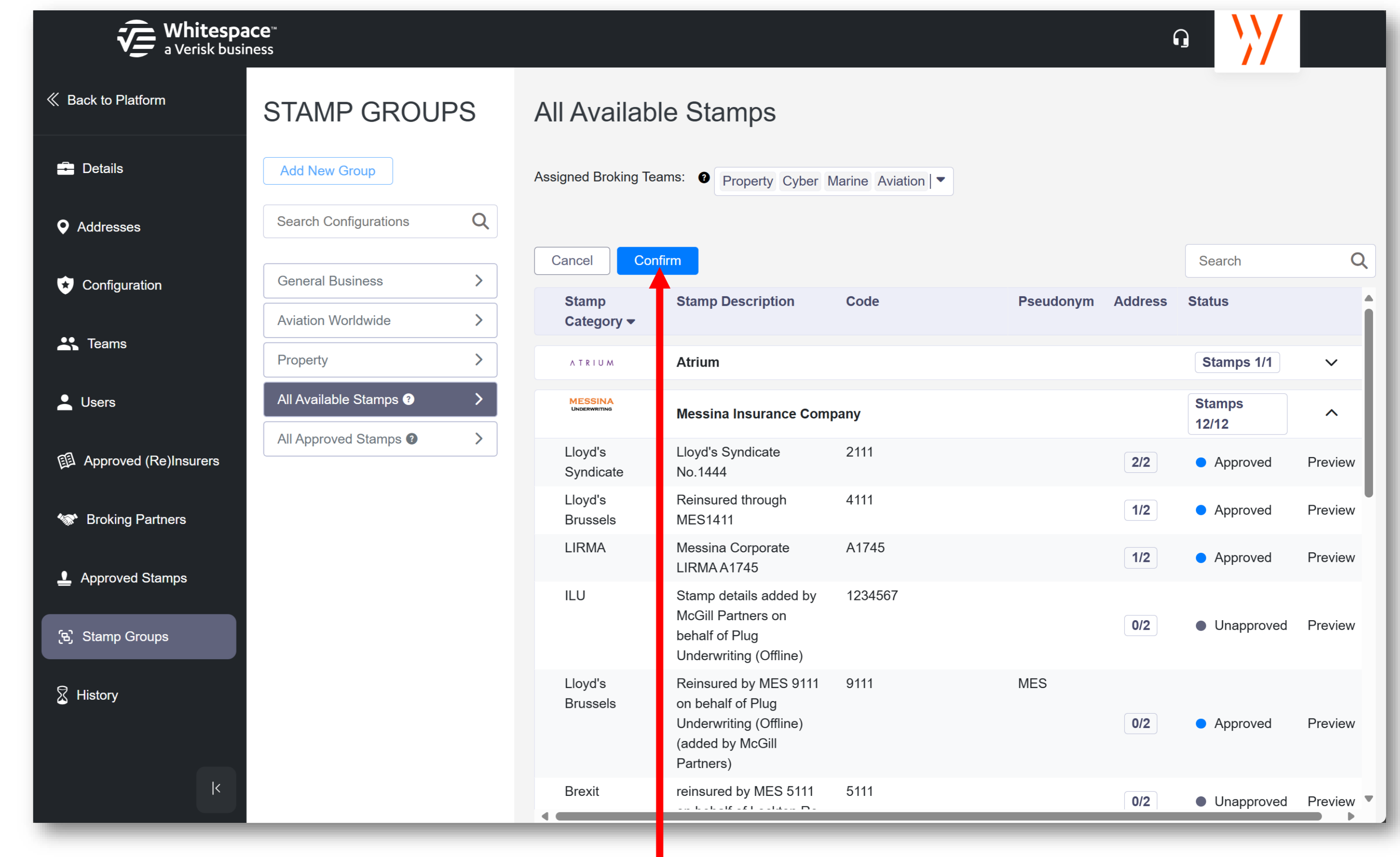
Underwriters doing business with teams assigned to the 'All Available Stamps' group are not restricted to approved stamps. To add a team to the group, click 'Edit Team Assignment'.

5.



Select the team/s to add to the group from the 'Assigned Broking Teams' drop-down list.

6.



Click 'Confirm' to proceed, and remember, as always, to click the blue 'Save' button in the bottom right corner of the Admin Portal screen to finalise the changes.