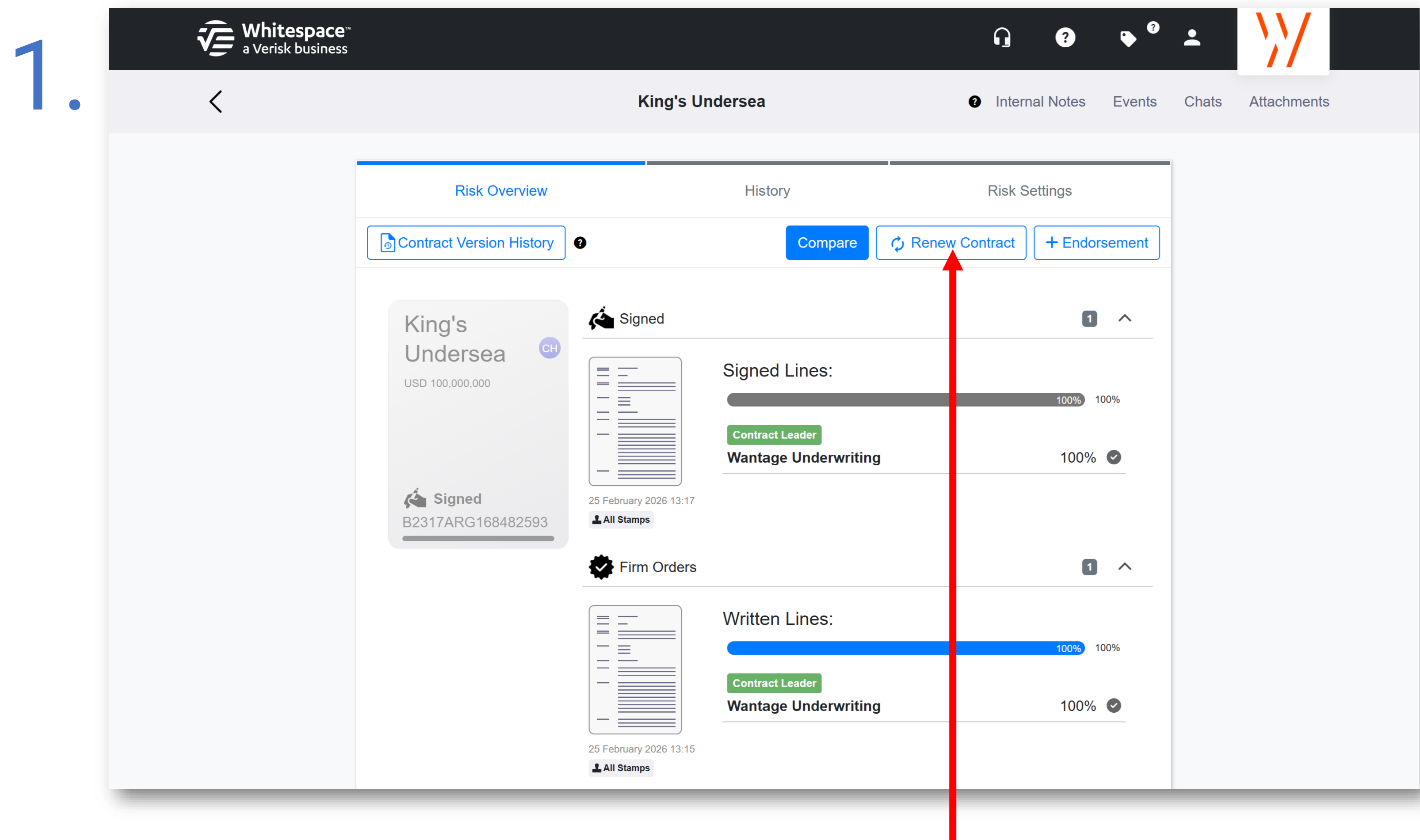
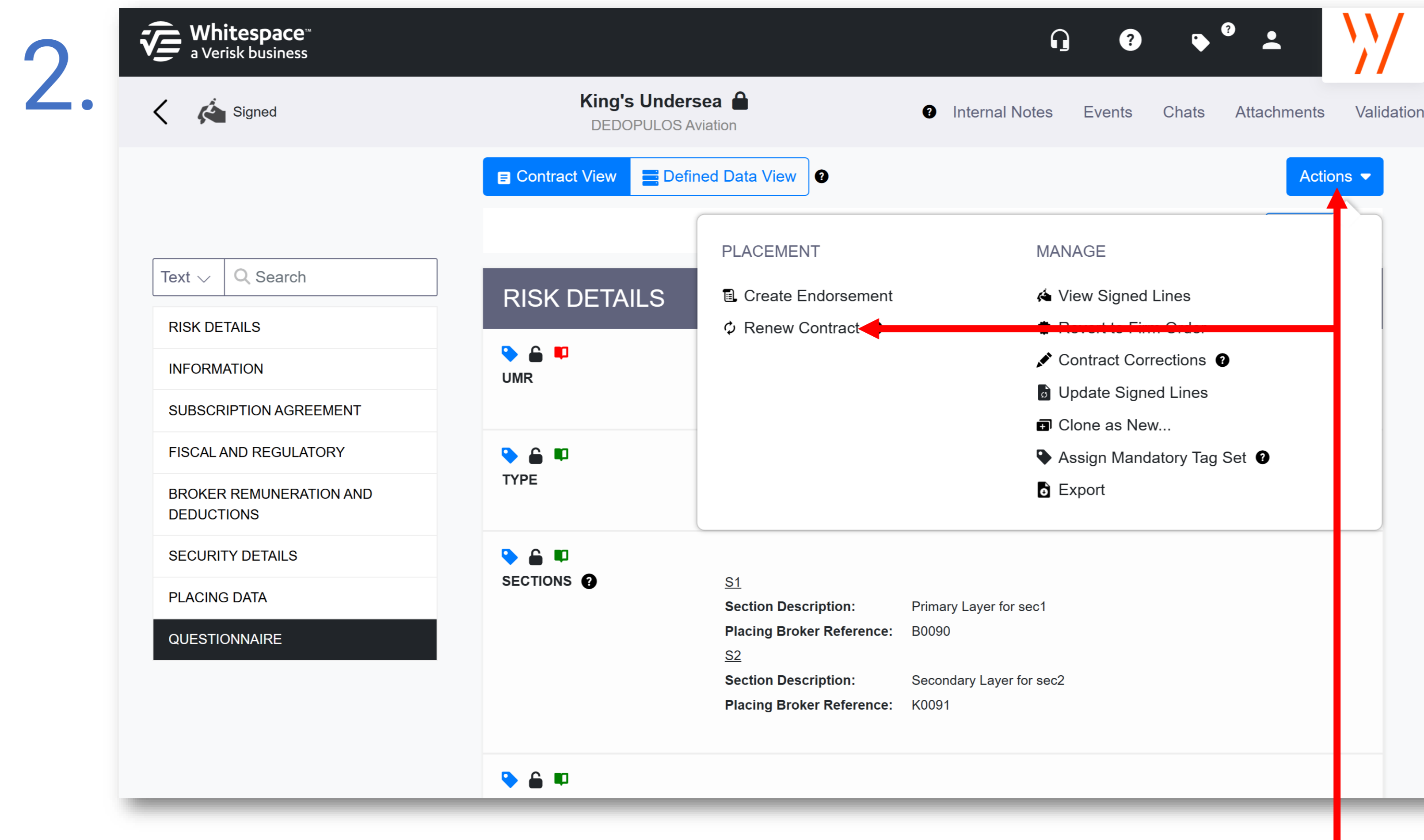


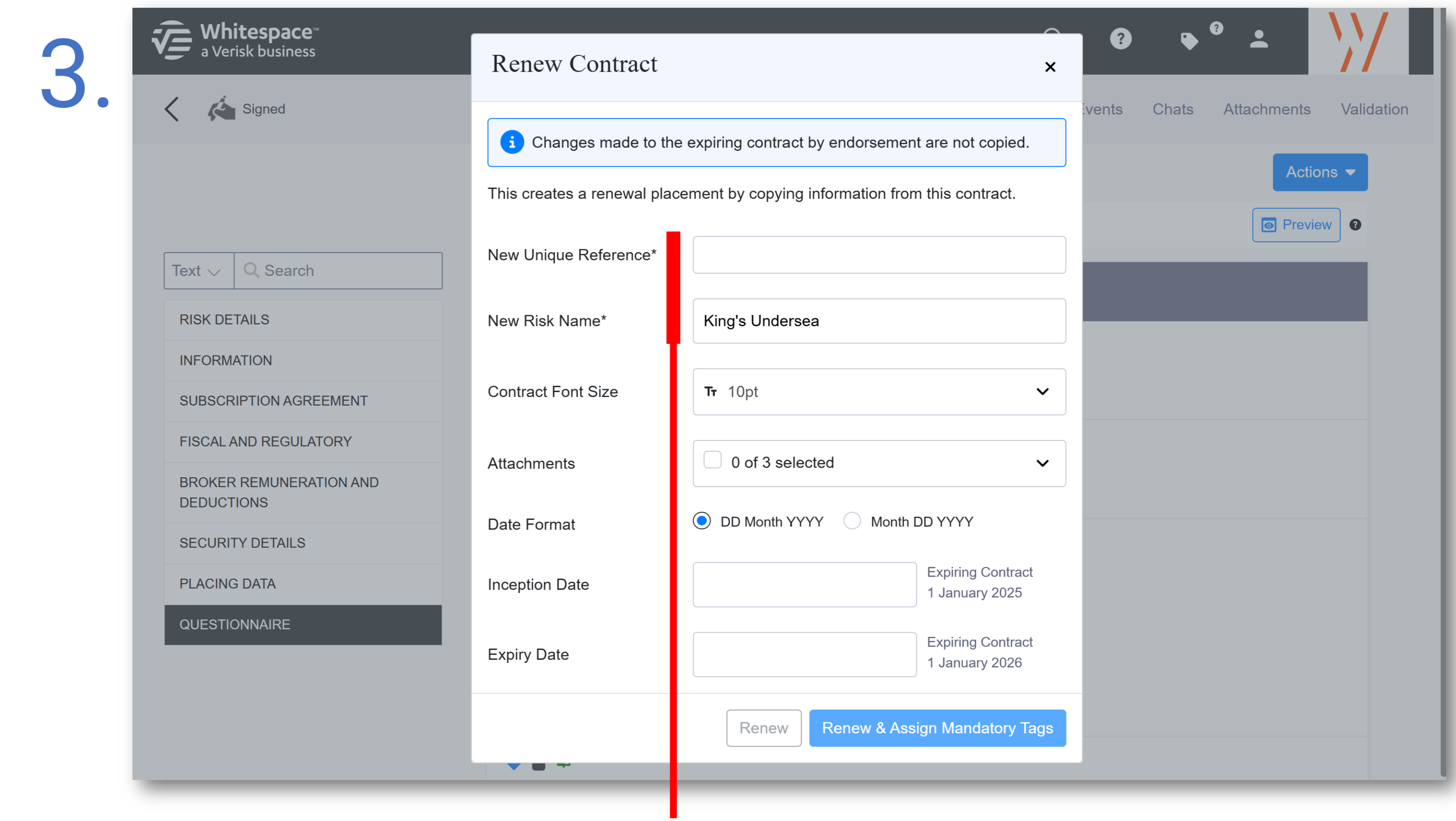
# 3.6 Renewing a Contract



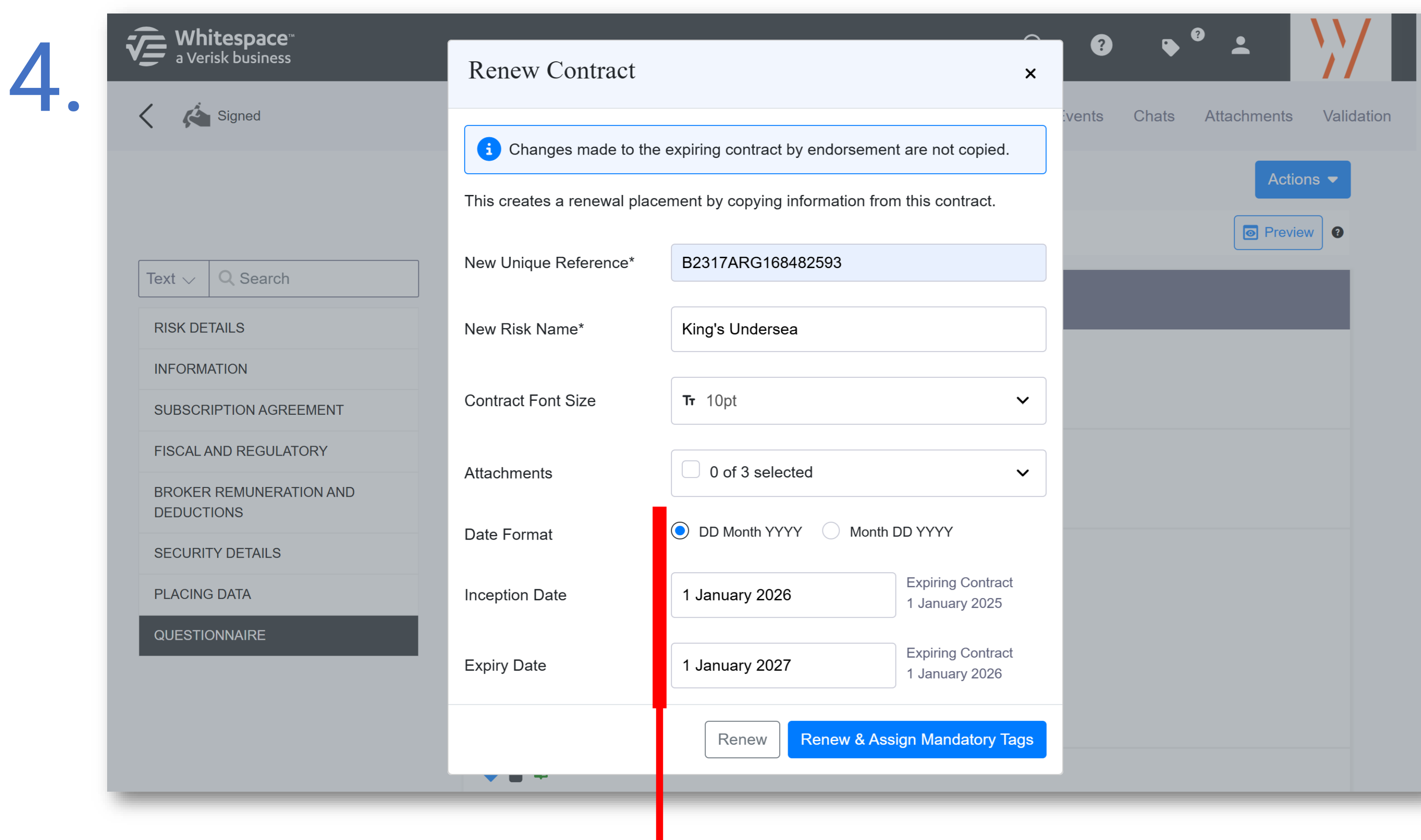
You can renew any **signed** contract as a draft in a new renewal contract record, duplicating the previous contract exactly except for certain items of updated information. To do so, click 'Renew Contract' on the Overview page.



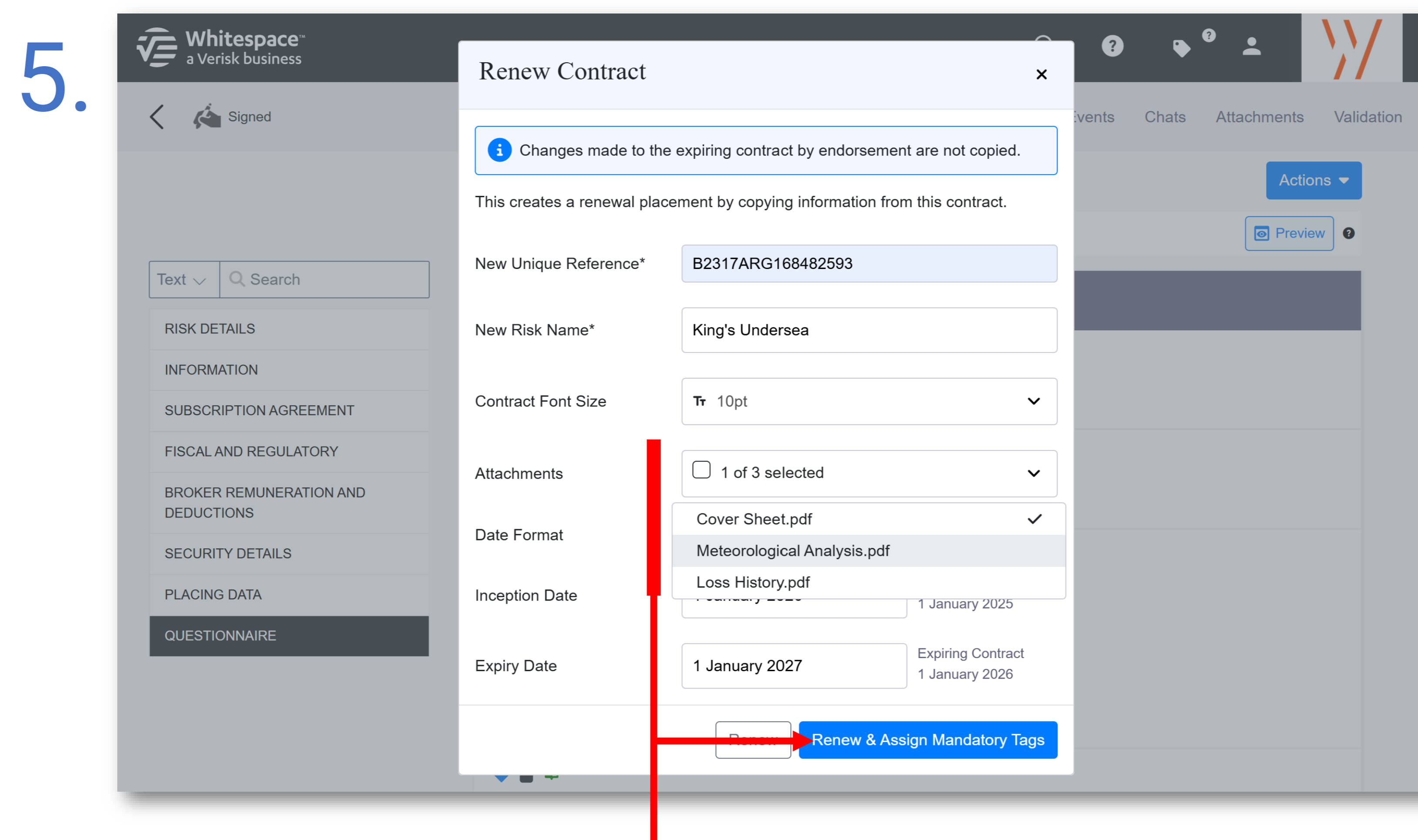
Alternately, open the signed contract, click the blue drop-down 'Actions' button, and select 'Renew Contract' from the 'PLACEMENT' list. Unlike a cloned contract, all the contracts in a chain of renewals are fully tracked and easy to switch between.



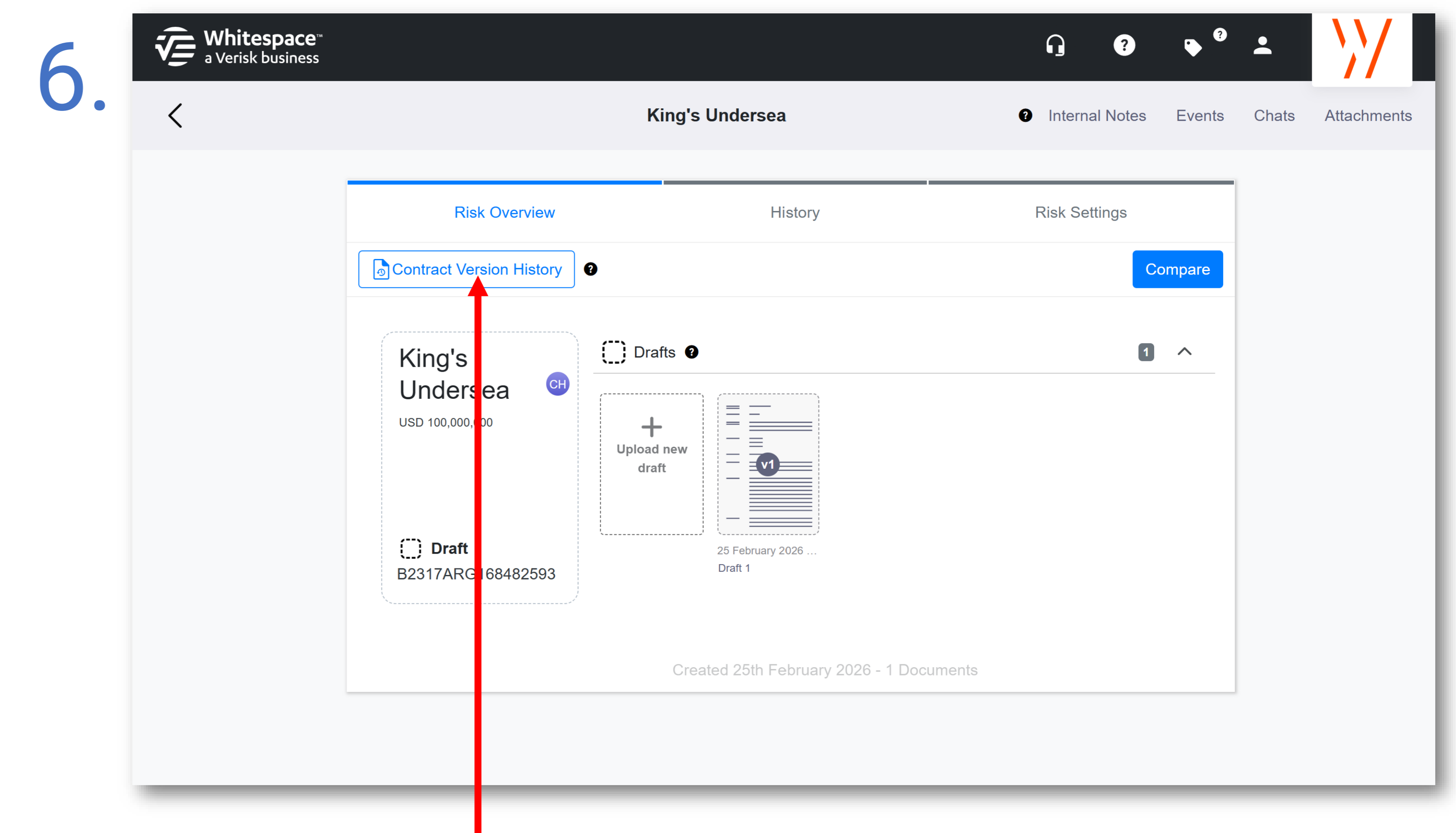
The 'Renew Contract' box prompts you to information which is carried through to the new renewal. The 'Unique Reference' and 'Name' fields are required. The 'Name' field is pre-filled from the renewed contract, but can be freely revised.



If the 'Inception Date' and 'Expiry Date' were tagged in the old contract, you may enter new dates for the renewal contract. If you do, the tagged data will be updated for you.



If the old contract had attachments, you can click on the 'Attachments' drop-down to select those to bring forward to the renewed version. Click 'Renew' to continue, optionally with tags.



At the current time, the list of underwriters who participated on the renewed contract is not carried through to the renewal. All contracts in the chain are readily available by clicking 'Contract Version History' in the 'Overview' screen.