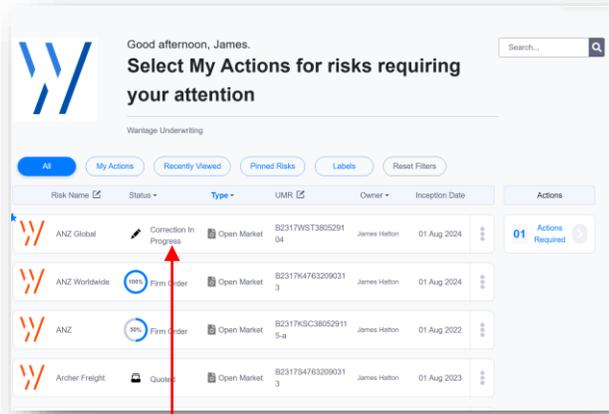


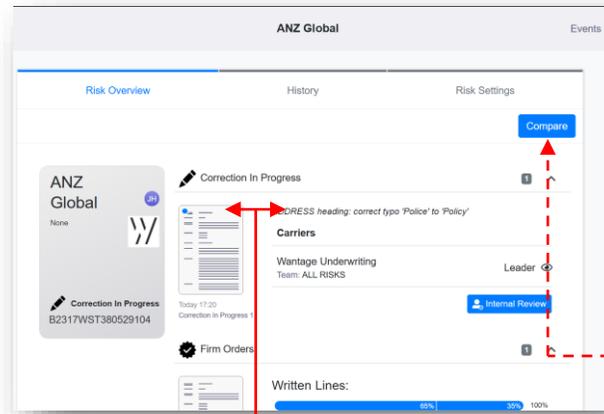
# Contract Corrections for Underwriters

1.



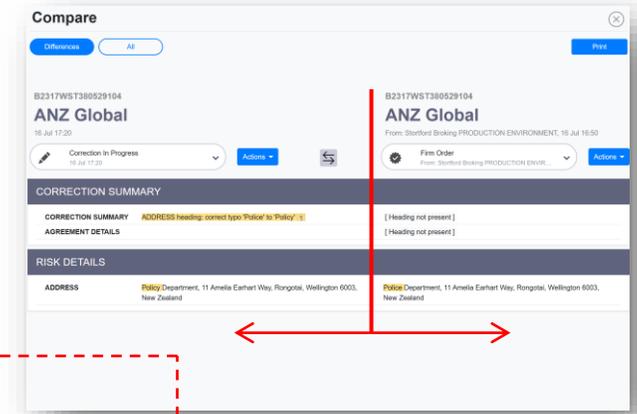
Brokers can issue correction documents fixing typos and non-substantive errors in written Firm Order and Signed contracts. These have the 'Correction in Progress' status.

2.



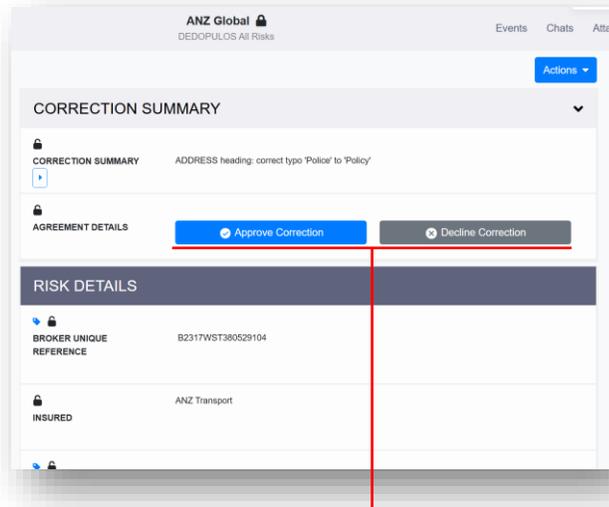
The contract overview panel clearly shows the correction document, subtitled with the broker's summary of changes as specified under the 'Correction Summary' contract heading.

3.



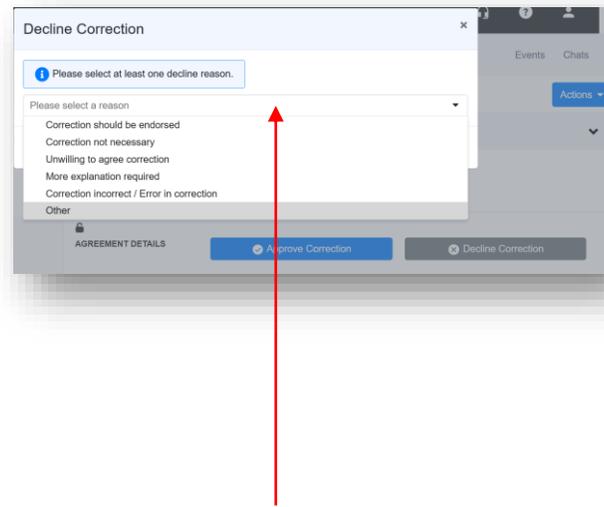
Use the 'Compare' button to open the correction and the current contract to see a side-by-side comparison of the changes between the two.

4.



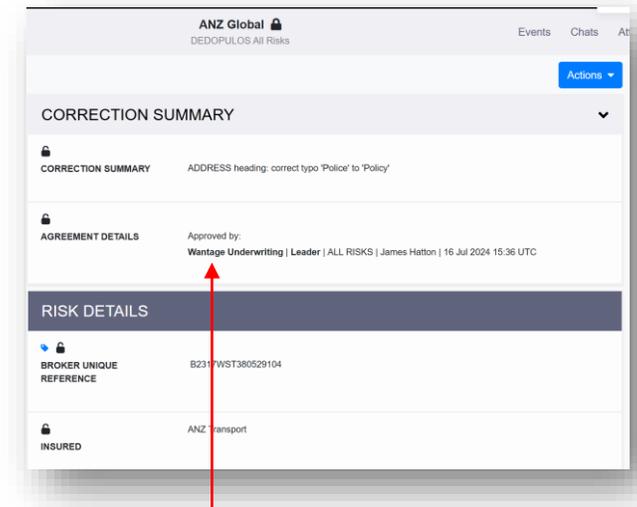
Once you have examined the changes in the correction, click on the correction document to open it. You may choose to approve or decline the correction.

5.



A reason must be provided when declining a correction. If any underwriter declines a contract correction, the broker has to revoke the correction.

6.



Approving the contract correction adds your personal details and the date to the correction document. When all underwriters have agreed, the broker can apply the correction. All changes are fully tracked in the contract's history tab and version history panel.