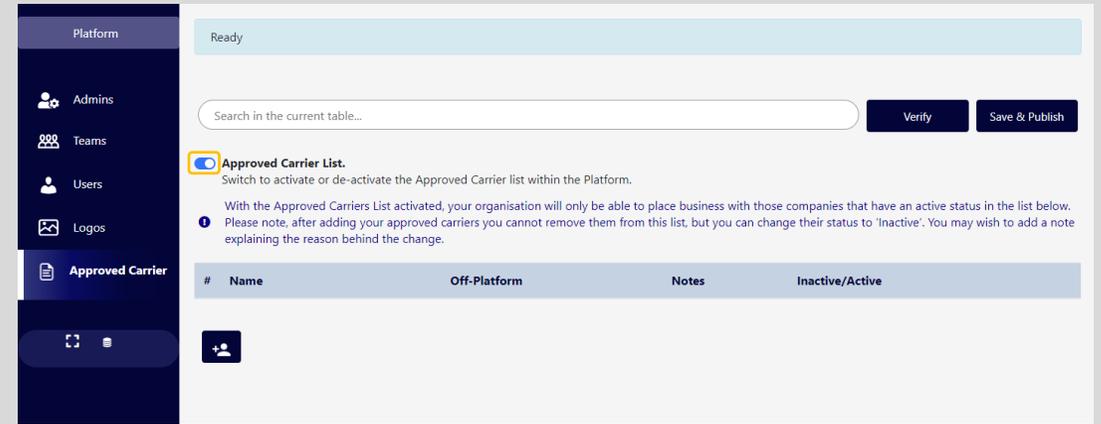


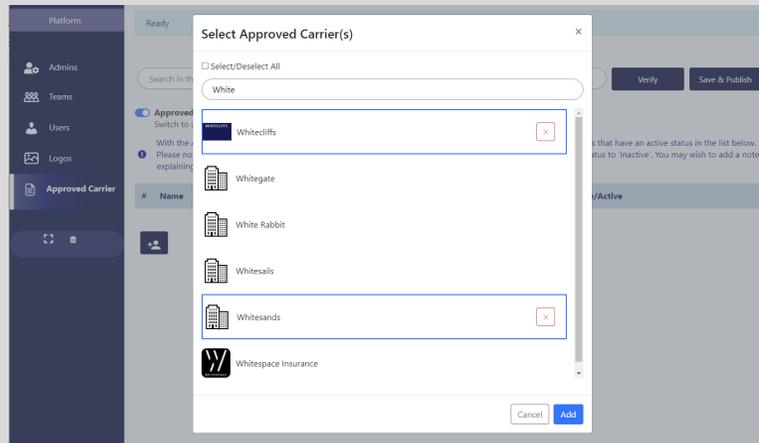
**Intro.** Broking administrators can designate Approved Carriers in the Admin portal. With the Approved Carriers list enabled, broking organisations can place business only with companies that have an active status in the list.

Carrier status in the Approved Carriers list can be toggled to active or inactive. The Approved Carriers list can also be enabled or disabled as a whole. Risks placed previously with non-approved carriers will be unaffected by the Approved Carriers functionality.

**1.** Access the Admin portal and navigate to the Approved Carriers tab. Switch on the toggle to enable the Approved Carriers list.



**2.** Select the 'Add new Carrier' button and search for carriers in the list. Select carriers and click 'Add' to add them to the Approved Carriers list.



**3.** Once you have added carriers to the list, click 'Save & Publish' to apply the changes. When showing contracts to carriers, Approved Carriers will appear at the top of the list. Other Carriers will not be selectable until approved.

