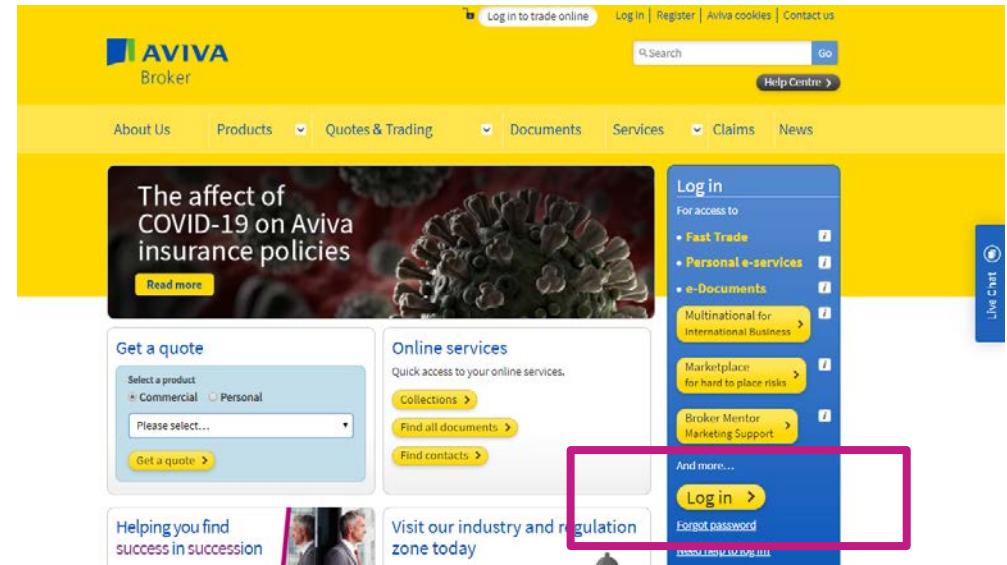




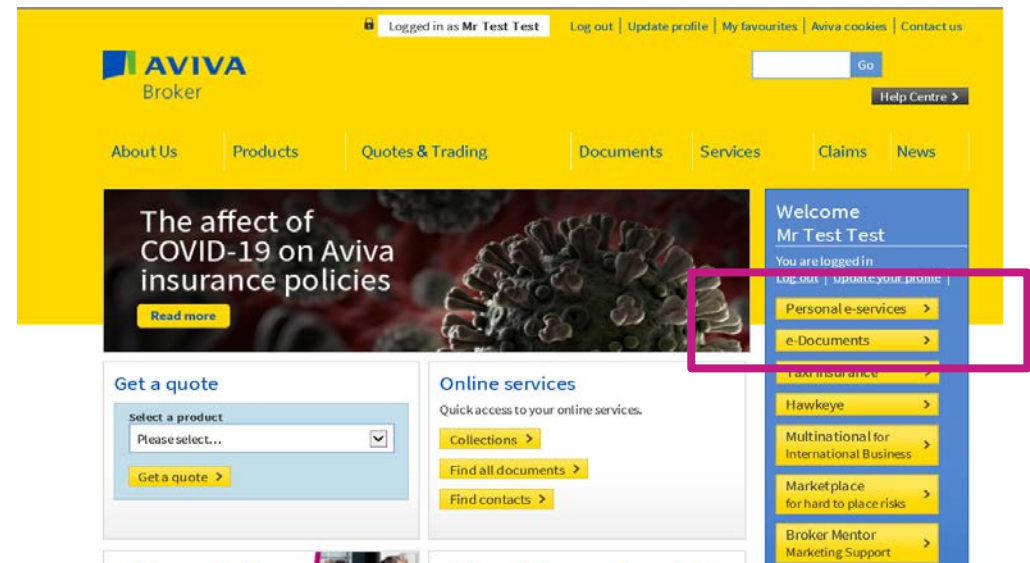
# Personal Lines eServices – new business

How do you make new business on our Personal Lines eServices?

1. Log into Aviva Broker.



2. Go to Personal eServices.





# Personal Lines eServices – new business

How do you make new business on our Personal Lines eServices?

3. Select new business.

The screenshot shows a vertical navigation menu on the left with a pink box highlighting the 'New Business' option. The main content area displays the AVIVA logo, the text 'Home Page Profile - AGENT', and a disclaimer: 'The data held on this system is only available to authorised users. Action including legal proceedings may be taken against you for: Any unauthorised access or unauthorised modifications to this system. Any misuse or unauthorised disclosure of the personal data held on this system. Any unauthorised copying of materials held on this system.' Below this is a 'Contacts' section with instructions on how to reach technical support.

4. Enter the policy number and hit search.

The screenshot shows the 'Policy/Application Index' search form. A pink box highlights the search fields: '\*Search Type:' (set to 'Policy'), 'Policy Number:', 'Last Name:', and the 'Search' button. Other fields include '\*Line of Business:', '\*Product:', 'Vehicle Registration:', 'Agreement Number:', 'First Name:', 'Company Name:', and 'Postcode:'. A 'Reset' button is also visible. Below the search form is a large empty box for results. At the bottom, there is a 'Transaction Date:' dropdown and buttons for 'Select' and 'Transaction History'.



# Personal Lines eServices – new business

How do you make new business on our Personal Lines eServices?

5. Select the current line (top) and input the effective date of the change into “Transaction Date”. Hit “Select”.

6. Select your product from the drop-down list. Your agency reference should be prefilled. Select “New Quote”.

AVIVA Policy/Application Index

Any field preceded by an asterisk (\*) is required.

\*Search Type: Policy [Select] \*Line of Business: [Select] \*Product: [Select]

Policy Number: [ ] Vehicle Registration: [ ] Agreement Number: [ ]

Last Name: [ ] First Name: [ ] Company Name: [ ] Postcode: [ ]

Search [ ] Reset [ ]

Product	Policyholder	Int. PH	Address	Effective Date	Expiration Date	Premium Amount	Transaction Date	Transaction Type	Vehicle
Policy No.	Date Of Birth	DOB							
Private Car,	Mr. Test Test,	01/01/1980	8, Surrey Street NORWICH NR7 0WF	20/03/2020	20/03/2021	1053.17	20/03/2020	New business	Toyota, CC T SPIRIT V

Transaction Date: [ ] Select [ ] Transaction History [ ]

AVIVA New Business Options

Standard Products

Product: [Select] Agency: 4P999 [ ]

New Quote [ ]

Quote Search [ ] Exit [ ]


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# Personal Lines eServices – new business

How do you make new business on our Personal Lines eServices?

5. Make sure your client meets the Assumptions and select “Accept”.

**Caveats**

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<b>Quote/Policy Number:</b>		<b>Agency Reference:</b>	4P999
<b>Product Name:</b>	Home Plus	<b>Customer Name:</b>	
<b>Inception/Transaction Date:</b>		<b>Joint Policyholder:</b>	

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Your Home does not have any previous damage or have any signs of damage by subsidence, heave or landslip.  
Your Home does not have any special exposure to damage by storm or flood.  
You or any person to be insured have:  
Never had a proposal for Insurance declined, renewal refused, cover terminated, increased premium required or special conditions imposed by any Insurer.  
Never been convicted of or cautioned for (or charged but not yet tried with) any criminal offence other than motoring offences.  
The sum(s) insured will represent the full replacement costs.  
You will maintain sum(s) insured at their full value.  
Your Home is not likely to be left unoccupied for more than 60 consecutive days in any one year.  
Any loss, damage, injury or liability in the last five years (whether insured or not) should be recorded.

[Save & Exit](#)

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6. You are now ready to add your clients details to obtain a quote.