

# Mid Term Adjustment

Amending policies on Fast Trade is quick and simple.

If you've recently accessed the client you wish to amend a policy for, click on the Recent Clients area to see the last 10 clients you have viewed. If not, start by selecting the Find Clients tab.

To find the client, you can either search by client name or postcode – once you've found the correct client click View to go to the policy details.

To make a change, select Amend at the bottom of the page.

Select the date you wish to make a change from and continue.

Move through the pages making any changes you need, then select Get a quote.

If a Mid Term Adjustment refers you to our underwriting team, they will make a decision within 30-60 minutes, and inform you via email.

You can select to amend the Mid Term Adjustment or, if you're happy with the amendment, scroll down and select to Confirm the policy. The change will then become live from your chosen date.

New documents will be instantly available from this page.

For any queries please speak to one of our online underwriters via Live Chat or by calling our helpline.

To find out more about how to use Fast Trade watch our other videos on Aviva Broker.