

## Find Documents

It's quick and simple to find your clients' documents on Fast Trade. Documents are instantly available on Fast Trade following any quote, policy, amendment, renewal or cancellation.

If you've recently viewed your client, click the Recent Clients box to navigate quickly to the policy details page. The Recent Clients area lets you see the last 10 clients you have viewed.

Otherwise begin 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 access the documents, scroll down.

You can either click to view and save each document.

Or you can email them to yourself.

Alternatively you can access these documents through e-Documents on Aviva Broker: documents should be available here within 5 minutes of processing a change.

To begin, go to the Aviva Broker homepage and select Documents in the navigation bar.

Then select e-Documents.

Once you've entered the policy number, the documents will be available to view and download.

If you have any questions, or are unable to find your client's documents speak to an underwriter via Live Chat or our helpline.

To learn more about Fast Trade, why not watch our other short videos on Aviva Broker.