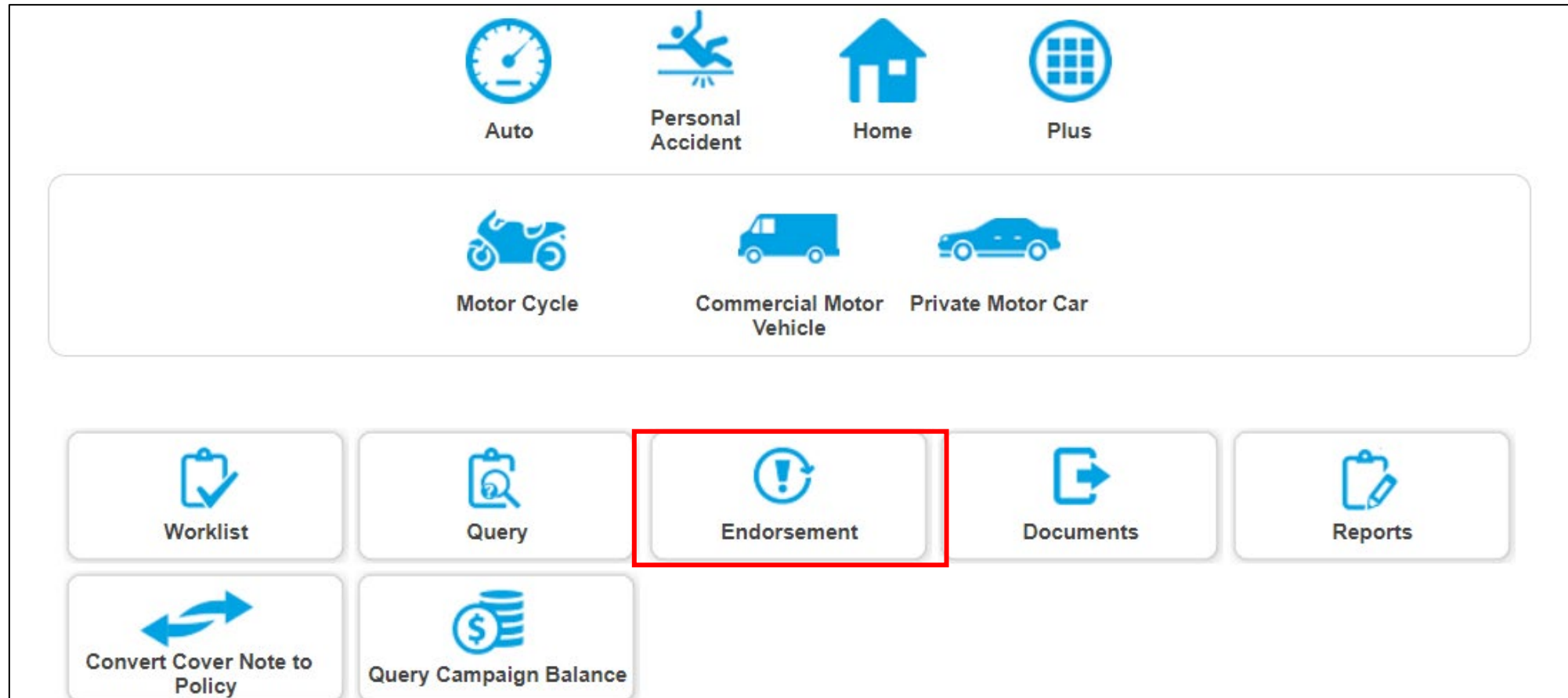


# **Common Endorsement**

**Auto – Period Of Insurance (POI) Extension**

# How to Create Endorsement (POI Extension)

1. Login to eWay.
2. Click **Endorsement**.



# How to Create Endorsement (POI Extension)

3. Producer may search for the policy that they want to create an endorsement for by using the fields enclosed in red.

Endorsement Policy Query

logged in as Beng-Choo Ang | System time: 27/03/2017 13:31 | Logout  
► Landing Page > Endorsement Policy Query

**Policy Query**

**Search Criteria**

Product

Policy Effective Date

Customer ID

Insured Type

Please Select

- Commercial Motor Vehicle
- Critical Illness
- A-La-Carte
- Packaged
- Public Housing
- Hospital Income
- Personal Accident
- Personal Solutions Plan
- Private Motor Car

Proposal Date

	Policy Number	Product	Customer Name	Customer ID	Policy Effective Date	Proposal Date
<input type="radio"/>	<a href="#">1700141398</a>	Commercial Motor Vehicle	SR Ve	20031980BC	24/03/2017	01/03/2017
<input type="radio"/>	<a href="#">1700115386</a>	Private Motor Car	liew sam	S7822020A	25/03/2017	25/03/2017
<input type="radio"/>	<a href="#">1700115359</a>	Private Motor Car	De Cheese Wolverine	S8365704I	25/03/2017	25/03/2017
<input type="radio"/>	<a href="#">1700115382</a>	Private Motor Car	LUM BRYAN	S5024041Z	25/03/2017	25/03/2017
<input type="radio"/>	<a href="#">1700115390</a>	Private Motor Car	Brigitte	S0013908D	25/03/2017	25/03/2017
<input type="radio"/>	<a href="#">1700115381</a>	Private Motor Car	Marley Bob	S5784890A	25/03/2017	25/03/2017
<input type="radio"/>	<a href="#">1700115364</a>	Private Motor Car	Barbie Zac	S8338154Z	25/03/2017	25/03/2017
<input type="radio"/>	<a href="#">1700115374</a>	Private Motor Car	Padilla Rustom	S8974591H	25/03/2017	25/03/2017
<input type="radio"/>	<a href="#">1700106475</a>	Private Motor Car	Rich Richie	GF123134	24/03/2017	24/03/2017
<input type="radio"/>	<a href="#">1700106459</a>	Commercial Motor Vehicle	SR Ve	20031980BC	17/03/2017	01/03/2017

(1 / 423) << first < prev 1 2 3 4 5 6 7 8 9 10 next > last >> 10 ▾

# How to Create Endorsement (POI Extension)

- 4. Enter Policy Number. Click Search.
- 5. Select the Policy Number and click **Create Endorsement**.

Endorsement Policy Query

Home Page > Endorsement Policy Query

Policy Query

Search Criteria

Product

Please Select

Policy Effective Date

DD/MM/YY

DD/MM/YY

Customer ID

Insured Type

Please Select

Search

Reset

Policy Number

7220001204

Customer Name

Proposal Date

DD/MM/YY

DD/MM/YY

	Policy Number	Product	Customer Name	Customer ID	Policy Effective Date	Proposal Date	Action
	<a href="#">7220001204</a>	Private Motor Car	MARY TAN	S9012345XA	23/02/2022	23/02/2022	

(1 / 1) << first < prev 1 next > last >>

10

Create Endorsement

Exit



# How to Create Endorsement (POI Extension)

- 6. Select POI Extension from the dropdown menu in Endorsement Type
- 7. Select the Endorsement Effective Date and click Submit

New Endorsement

Home Page > Endorsement Policy Query > New Endorsement

New Endorsement			
Policy Number	7220001204	Product	PMC
Policy Effective Date	23/02/2022	Policy Expired Date	22/02/2023
Endorsement Type*	<div>Please Select</div> <div><div>Please Select</div><div>Change Policyholder Info/Policy Delivery Info</div><div>POI Extension</div><div>POI Move</div></div>	Endorsement Effective Date*	<div>25/02/2022</div>

Submit

Exit

8. The POI Extension Page will appear



# How to Create Endorsement (POI Extension)

9. Select the appropriate Expiry Date and Reason of Change. Click Next.

POI Extension

New Expiry Date \*

22/02/2023

Reason for Change \*

Save

Exit

Reject

Next

## Points to Note:

- The **New Expiry Date** should be up to 6 months from the initial Expiry Date
- Producer must enter appropriate Reason for Change as this information will be seen by the UW in event of a referral

# How to Create Endorsement (POI Extension)

10. Verify all the details. Click **Bind**.

POI Extension

[Home Page](#) > [Work List](#) > Endorsement

1

2

3

4

Endorsement Quote

Endorsement Quote Details

Endorsement Quote Summary

Payment

[Document List](#)

Endorsement Information

Policy Number	7220001204	Policy Expiry Date	22/02/2023
Policy Effective Date	23/02/2022	Policy Proposal Date	23/02/2022
Policy Application Received Date	23/02/2022	Endorsement Effective Date	25/02/2022
Endorsement Type	POI Extension	Endorsement Proposal Date	25/02/2022
Endorsement Application received date	25/02/2022		

Premium Information

Additional Premium	SGD 29.85	Additional Taxes and Fees	SGD 2.09
Additional Total Premium	SGD 31.94		

Endorsement Contents

Policy expiry date is changed from 22/02/2023 to 01/03/2023;  
Subject otherwise to the Terms, Exclusion and Conditions of this Policy.

Back

Save

Exit

Reject

Send

Bind



# How to Create Endorsement (POI Extension)

11. Click **Confirm and Pay** on the next page.

Screenshot not in continuity

Amend

Save

Exit

Reject

Confirm and Pay

12. Select Payment Mode & Payment Location from the dropdown menu. Enter all required information and click Issue Endorsement

Payment

Need to PaySGD 31.94

Outstanding AmountSGD 0.00

Payment #1

Payment Mode \*Please Select

Payment Location \*CREDITTERMS-SP

Payment Date \*25/02/2022

Payment Amount \*31.94

Add New Payment

Amend

Save

Exit

Reject

Issue Endorsement

