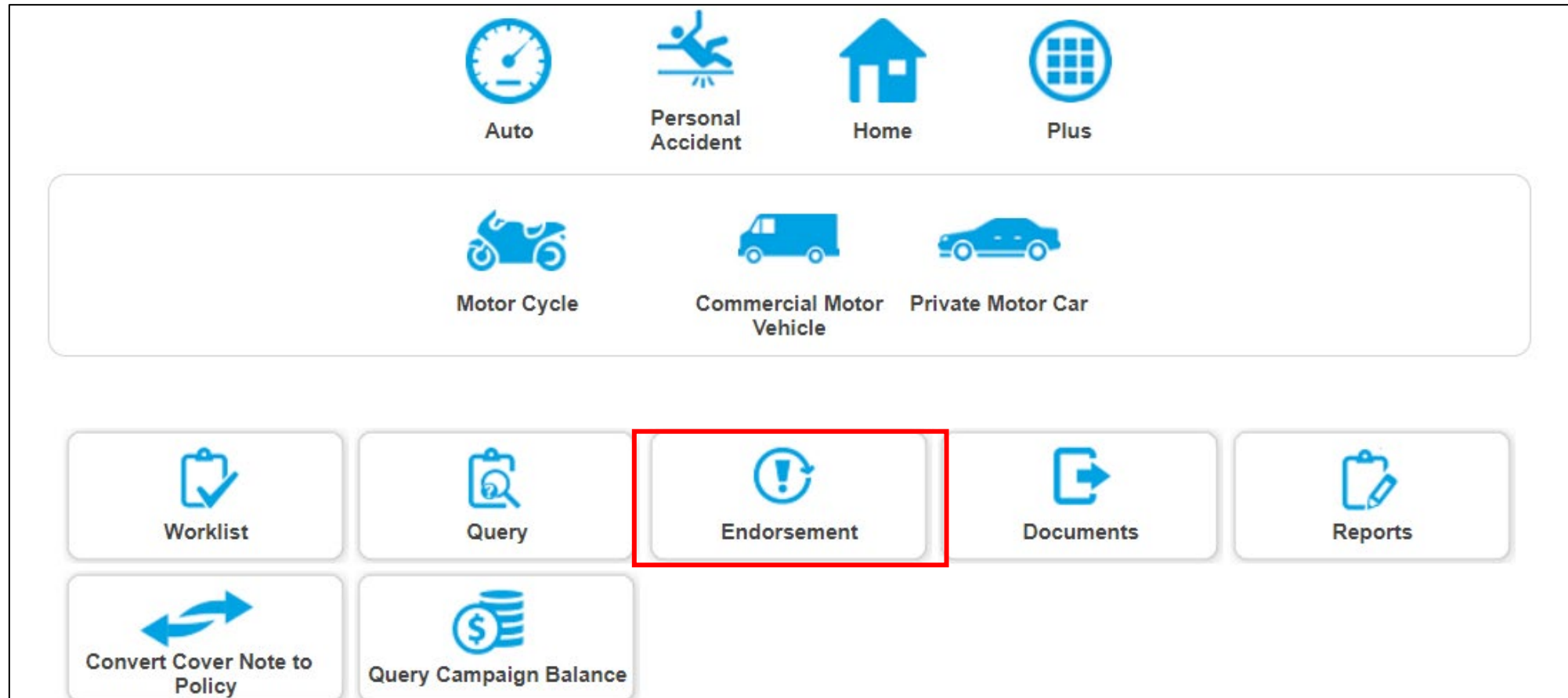# Common Endorsement

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.

How to Create Endorsement (POI Extension)

4. Enter Policy Number. Click Search.

5. Select the Policy Number and click **Create Endorsement**.

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

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

AIG

How to Create Endorsement (POI Extension)

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

POI Extension

1	2	3	4
Endorsement Quote	Endorsement Quote Details	Endorsement Quote Summary	Payment

Document List

Endorsement Information

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

AIG

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 Pay | SGD 31.94 | Outstanding Amount | SGD 0.00 |

Payment #1

Payment Mode *	Please Select ⌄	Payment Amount *	31.94
Payment Location *	CREDITTERMS-SP ⌄		
Payment Date *	25/02/2022 📅		

Add New Payment

| ◀ Amend | Save | Exit | | Reject | Issue Endorsement ▶ |