

How to generate eWay Renewal Listing ?

What is eWay Renewal Listing?

Renewal Listing:

Lists all upcoming renewable eWay policies for the following 60 days

How to generate eWay Renewal Listing

AIG myAIG
Welcome Happy Tan
Modify Search
Logout
30-Sep-2021

[My Dashboard](#) | [Tools](#) | [Products](#) | [My Profile](#)

My Applications

- [AIG On The Go](#)
- [eWay](#)
- [SME](#)

Check Policy Status

Policy Number
Enter a Policy Number

AIG Highlight

Professional Indemnity Instant Quote Pads for four industries are accessible via myAIG portal.

Check Claim Status ▶

Check Marketing Status ▶

My Favorites

Events & Training

My Training | Training Schedule | Online

Date	Time	Name	Venue	Synopsis	Registration Status
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News & Announcements

- [AIG - USD Exchange Rate for August 2021](#)
- [PDPA Guidelines For Agents - May 2018](#)
- [Claims Hotline Guide \(revised\)](#)
- [AIG - USD Exchange Rate for July 2021](#)
- [AIG - USD Exchange Rate for June 2021.pdf](#)

1. Login to **myAIG Portal**.
2. Click on **eWay**.

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The screenshot shows a navigation menu with the following options:

- Auto (clock icon)
- Personal Accident (person falling icon)
- Home (house icon)
- Plus (grid icon)
- Motor Cycle (motorcycle icon)
- Private Motor Car (car icon)
- Commercial Motor Vehicle (van icon)
- Worklist (clipboard with checkmark icon)
- Query (magnifying glass icon)
- Create Endorsement (warning sign icon)
- Output (document with arrow icon)
- Reports (clipboard with pencil icon) - **highlighted with a red border**
- Convert Cover Note to Policy (double arrow icon)
- Query Campaign Balance (stack of coins icon)

3. Click on **Reports**.

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4. Select **Renewal Notice Summary** from the dropdown list and click **Search**.

The screenshot shows a web interface for generating reports. At the top left, there is a breadcrumb trail: "Reports | [Batch Reports](#)". At the top right, there is a link: "▶ [Landing Page](#) > Reports". Below this is a section titled "Reports Query". Inside this section, there is a label "Report Name" followed by a dropdown menu. The dropdown menu is open, showing several options: "Please Select", "Cancellation and Endorsements Notice Summary", "Cover Note Pending Policy Issuance Report", "Credit Limit Monitoring Report", and "Renewal Notice Summary". The "Renewal Notice Summary" option is highlighted with a red box. To the right of the dropdown menu is a blue button labeled "Search", which is also highlighted with a red box.

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5. Generate the Renewal Listing you required using the **fields**.

5.1 Select **Policy Expiry Date**

5.2 Specific the **From Date** and **To Date** range

The screenshot shows a web form titled "Reports" with the following fields and callouts:

- 5.1** points to the "Date Parameter" dropdown menu, which is currently set to "Policy Expiry Date".
- 5.2** points to the "From Date" text input field, which contains "01/09/2017".
- 5.3** points to the "To Date" text input field, which contains "30/09/2017".
- 5.4** points to the "Execution Style" dropdown menu, which is currently set to "synchronous".
- 5.5** points to the "Export File Format" dropdown menu, which is currently open and showing options: "Please Select", "PDF", "WORD", "EXCEL", "HTML", "TXT", "DBF", and "RPT".

Other visible fields include "Producer" (0500100000-DIRECT AGEN) and a "Submit" button.

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5. Generate the Renewal Listing you required using the **fields**.

5.3 Select your **Producer** code. Select "ALL" to generate the listing for all producer subcode assigned to a specific login ID.

The screenshot shows a web form titled "Reports" with the following fields and callouts:

- 5.1** Date Parameter: Policy Expiry Date (dropdown), To Date (calendar input showing 30/09/2017).
- 5.2** From Date (calendar input showing 01/09/2017), Producer (dropdown showing 0500100000-DIRECT AGEN).
- 5.3** Points to the Producer dropdown.
- 5.4** Execution Style: synchronous (dropdown).
- 5.5** Export File Format: A dropdown menu with options: Please Select, PDF, WORD, EXCEL, HTML, TXT, DBF, RPT.
- A blue **Submit** button is located at the bottom center.

5.4 Select **synchronous**

5.5 Select the **File Format** to open

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6. Click **Submit**.

Reports [Landing Page](#) > Reports

Reports

Date Parameter	Policy Expiry Date	From Date	01/09/2017
To Date	30/09/2017	Producer	0500100000-DIRECT AGEN
Execution Style:	synchronous	Export File Format:	EXCEL

Submit



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7. Renewal Listing has been generated.

Renewal Notice Summary								
Period: From 12/08/2018 to 18/08/2018*								
Policy No	Insured Name	HomeTel No	Reg No	Expiry Date	Premium	Total	Prev	Excess
		Office Tel No	Current NCD%	Current Plan	GST	Premium	Premium	
		Mobile Tel No	Renewal NCD%	Renewal Plan			(Before)	
PRODUCER CODE/NAME :		0500100000		DIRECT AGENCY				
1700401648	Tan Mary		SBB1234M	13/08/2018	1,570.31	1,680.23	1,639.82	Section 1: 600
				AutoPlus	109.92			Section 2: 0
		92222222	10	AutoPlus				Windscreen: 100
1700402009	Kurt Cobain		SGH1000R	15/08/2018	1,506.16	1,611.59	1,840.07	Section 1: 600
				AutoPlus	105.43			Section 2: 0
			10	AutoPlan				Windscreen: 100
1700402048	Kurt Cobain		SGH1000R	15/08/2018	1,532.99	1,640.29	1,876.68	Section 1: 600
				AutoPlus	107.30			Section 2: 0
			10	AutoPlan				Windscreen: 100

NOTE: Renewal listing will only show eWay policies expiring within the next 60 days.

