



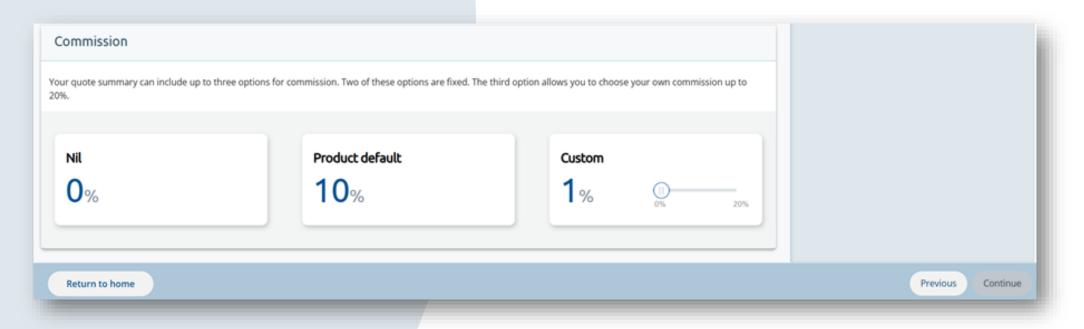
- Enter quote name
- Select agency number
- Select policy start date
- Enter Company Name / Companies House Number

For any quotes over £100k or 750 lives you will need to contact us on 0345 850 9447.

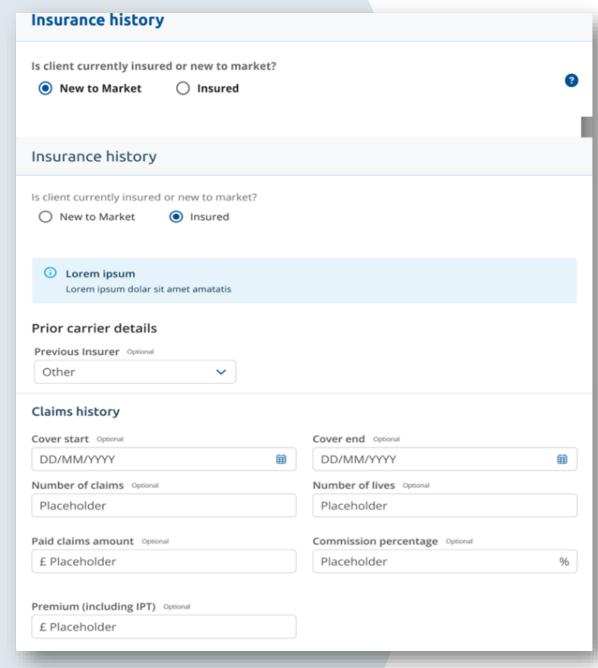




Select your commission, this can either be nil, our default 10% or you can apply a custom commission percentage up to 20%.



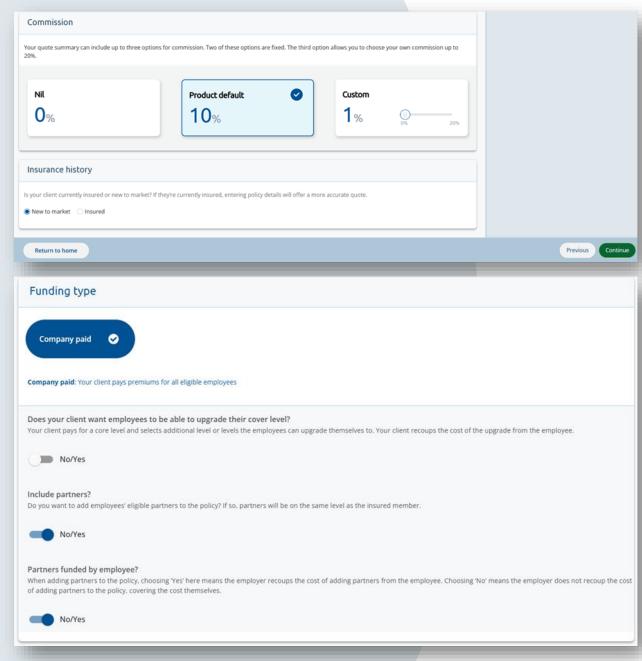








- Insurance History please click either new to market or insured. If you clicked insured, the below insurance history box will become available
- Please add the previous insurer and claims history information which is requested but not compulsory
- Please click continue







- Please select your clients funding type, whether they will allow employees to upgrade their coverage and if partners are eligible to be added to the policy
- Here you can also confirm the partners funding type

Available cover levels Level 1 Level 2 Level 3 Insured treatment benefits ~ Routine dental treatmen £125 £200 Worldwide accident and emergency dental treatment £250 £400 £600 £70 £125 Optical and hearing cover Chiropody and podiatry £50 £75 £100 Specialist consultations and diagnostics £200 £350 £500 £15 UK hospital stays (including parental stays) £15 £15 NHS and private prescriptions, vaccinations and GP referral letters Number of eligible employees 75

Step 5



Choose your cover levels

• On the cover selection screen, tick the level(s) of cover you want to offer. If you're offering more than one level, enter the number of eligible employees for each. You must tick all relevant cover levels, not just the one you're funding (e.g. If you fund level 2 with upgrades you must tick levels 2 and 3).

If you enabled upgrades in the previous step

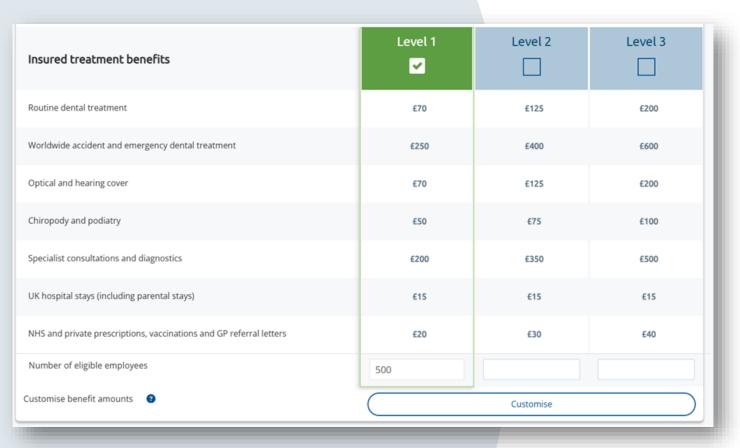
- You must tick all available cover levels, not just the one you're funding
- This includes the level you want to fund (highlighted in green).
- Ticking all levels ensures employees can choose to upgrade to any of the selected options

System behaviour

 The system will automatically treat the lowest selected level as the one you are funding. Higher levels will be available for employees to upgrade to, based on your selections

This requirement is due to a current system limitation. Our portal development team is aware of the issue and a fix is in progress.





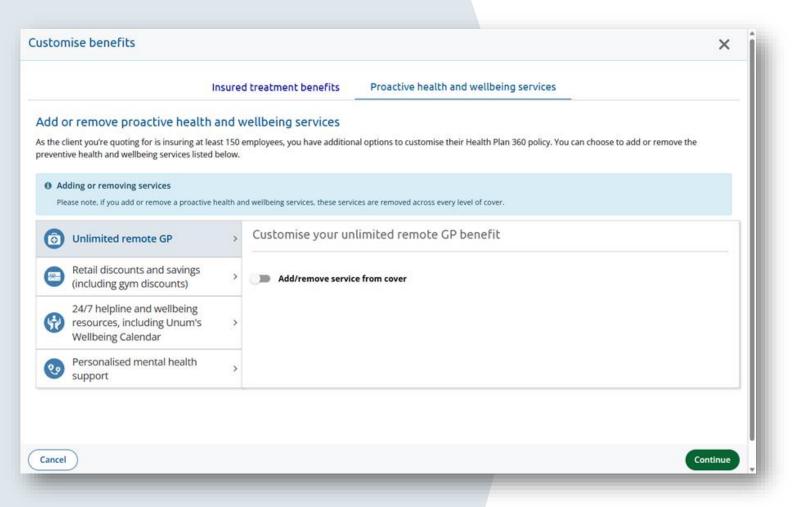


- You can customise your benefits by clicking customise
- Please note eligibility applies to customisation of the benefits:
 - 50-149: Amend benefit allowances
 - 150+: Add or remove benefits and amend benefit allowances



Customise benefits X Insured treatment benefits Proactive health and wellbeing services Adjust insured benefit values Cost per employee As the client you're quoting for is insuring at least 150 employees, you can customise their Health Plan 360 policy. Use the sliders below for each of the insured treatment benefits to increase or decrease the reimbursements £4.95 available for each benefit on each selected level. You can also turn selected benefits on or off. 10% Customise your routine dental treatment benefit Routine dental treatment Worldwide accident and Add/remove benefit from cover emergency dental treatment Removing routine dental treatment from the policy will also remove worldwide accident and emergency dental treatment. Optical and hearing cover £50 £90 Chiropody and podiatry Routine dental treatment Specialist consultations and £ 70 diagnostics UK hospital stays (including parental stays) Continue Cancel







Customise Benefits – Value Added Services.



Proactive health and wellbeing services

These proactive health and wellbeing services are also available via Health Plan 360 at no additional cost. They're designed to maintain employees' health to help reduce the risk of them falling ill and needing to pay for treatment. The limits apply to each insured adult on the policy.

Cancer screening assessment	Included
Healthcare navigator and second medical opinion	2 per year
Physiotherapy and complementary therapies	6 per year
Health assessment/MOT	1 per year
Nutritionist consultations	3 per year
Personalised mental health support	6 per year
Unlimited remote GP	Included
Retail savings and discounts (including gym discounts)	Included
24/7 helpline and wellbeing resources, including Unum's Wellbeing Calendar	Included

Please note, if you would prefer to make physiotherapy and complementary therapies a traditional benefit pot where claims are reimbursed call 0345 850 9447.

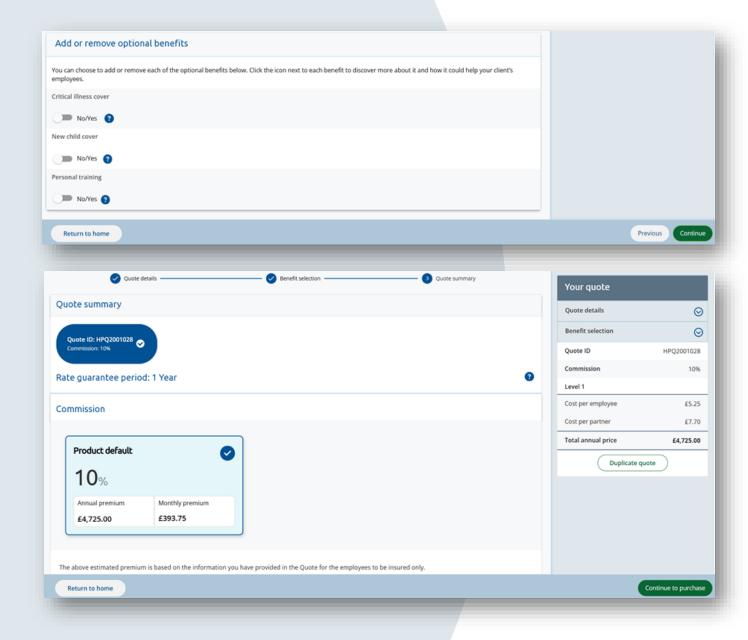
Step 8



Physiotherapy and complementary therapies & PMI Excess

– If you would like to add the traditional benefit pot where claims are reimbursed or PMI excess, please call our broker support team on: 0345 850 9447







- Add or remove optional benefits & click continue
- You will then be directed to your quote summary page which gives you your quote ID(s) and provides you with a copy of the key documents to download







- Your quote will be emailed but you also have the option to download your client's proposal (see screenshot)
- Once you have reviewed our proposal and the client is happy to proceed, please click continue to purchase

If you need any further help, fill out our quick enquiry form or give us a call on 0345 850 9447.

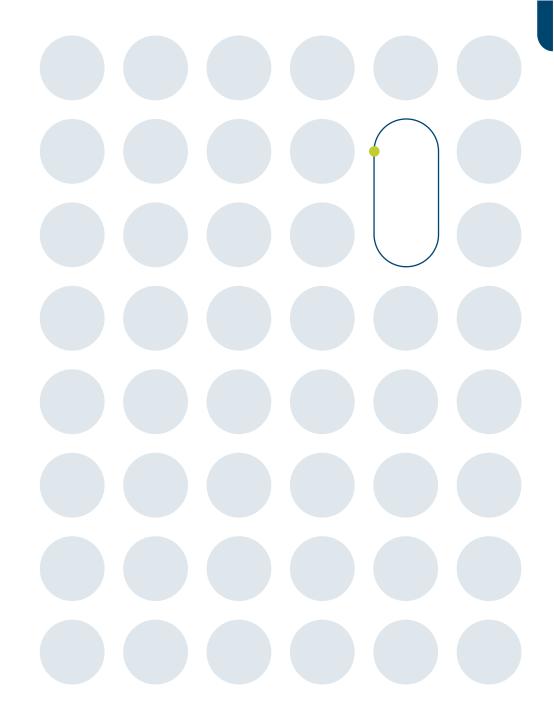




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