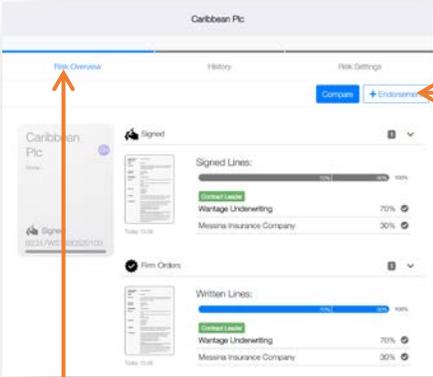
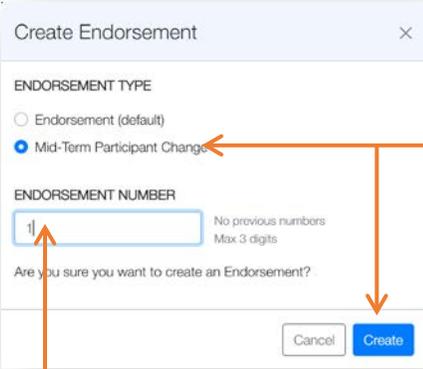


Changing Contract Participants Mid-Term (1 of 2)

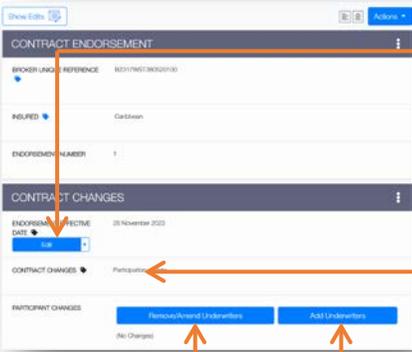
- 

1. Open the 'Risk Overview' page of a signed contract or written firm order

Click the '+Endorsement' button

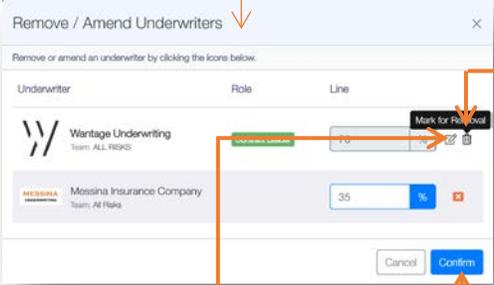
Note: Neither declarations nor verticalised contracts can accept changes to participants
- 

2. Modify the endorsement number if required

Select 'Mid-Term Participant Change' and then click 'Create'
- 

3. Click the buttons to remove/amend existing lines and/or add lines

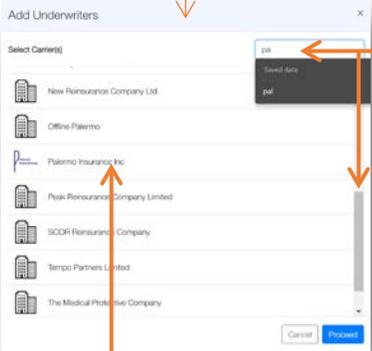
Edit the effective date to specify the date of the change

The 'Contract Changes' field cannot be left blank
- 

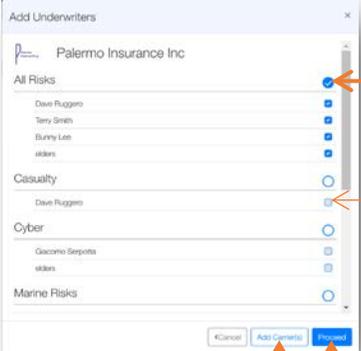
4. Click the trash icon to remove an underwriter

Click the pencil icon to increase or decrease an underwriter's line

Click 'Confirm' to continue

Note: To change leader, remove incumbent and add replacement as a new party to the contract
- 

5. Click on the underwriter's name to open their organisation details

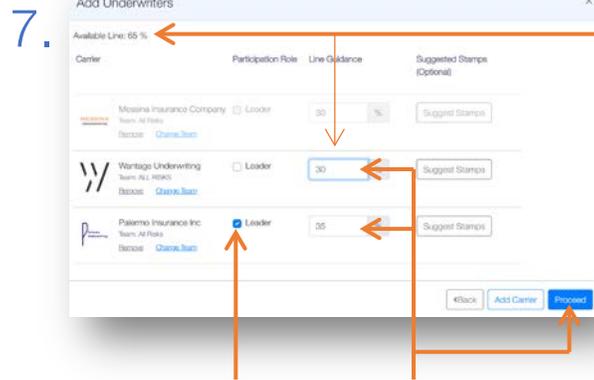
Scroll or type into the search box to display an underwriter to add to the contract
- 

6. Click 'Add Carriers' to add another organisation or 'Proceed' to assign lines

Click the box next to the underwriting team or individual underwriter to add to the contract

WARNING: A signed contract with all participants removed after a completed Mid-Term Participant Change cannot have new participants added.

Changing Contract Participants Mid-Term (2 of 2)

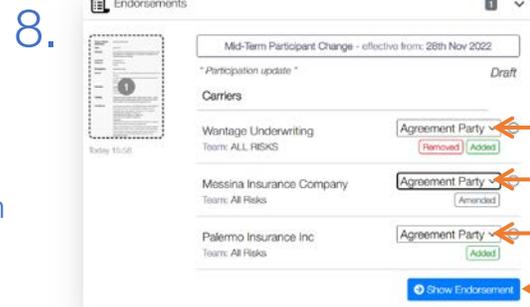


7.

Signed contracts display the percentage available for adding, which cannot be exceeded

Tick to select new leader as needed

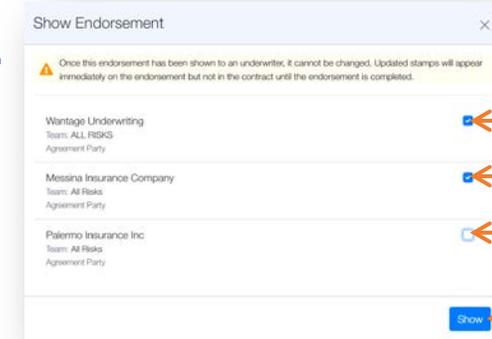
Edit line percentage for added participants and click 'Proceed'



8.

Ensure participation roles are specified for all parties, affected or not, and then click 'Show Endorsement'

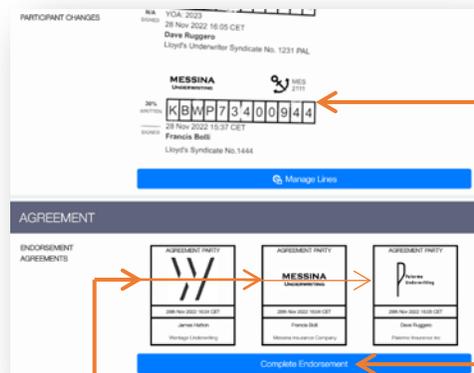
9.



Select the participants by ticking the boxes next to their names and then click 'Show'

Note: The endorsement cannot be completed until agreed by all participating underwriters

10.

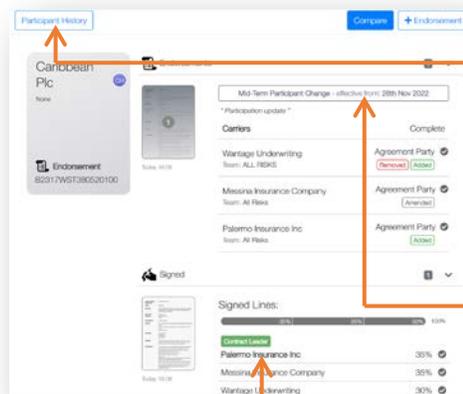


Added lines cannot bear conditions/subjectivities

When available, click 'Complete Endorsement' to finalise. If endorsing a firm order, complete endorsement before signing.

Underwriters' details are displayed as they accept the endorsement

11.

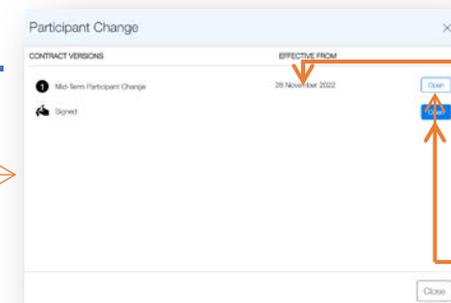


To view older contract versions, click 'Participant History'

Changes are applied on the effective date

The lines in the signed contract are updated when the endorsement becomes live

12.



Participant changes are recorded by effective date

Click 'Open' to view contract versions you participated in

Note: Older contract versions display the underwriters' lines that were current at that time

WARNING: A signed contract with all participants removed after a completed Mid-Term Participant Change cannot have new participants added.