PPL Next Gen Broker Configuration

PLACING PLATFORM LIMITED

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Introduction

The purpose of this document is to provide information and guidance to Broking firms on their configuration options (organisational set-up) in readiness for cutover to PPL Next Gen in February 2023.

PPL are enhancing the way an organisation can be configured on the PPL Next Gen platform, allowing brokers more flexibility. This document sets out options for you to consider.

NB. It should be noted that the decision you make prior to cutover will not preclude you from making changes in the future.

The topic areas explored in this document are as follows: -

- **Timelines & expectations**
    - Encrypted emails
- **Current set-up (v3)**
    - Downloading your existing configuration
- **Transforming your organisation's set-up**
- **New set-up (PPL Next Gen)**
    - Four-level hierarchy
    - Roles
- **Frequently Asked Questions**
- **Questions & feedback**
- **Appendix**

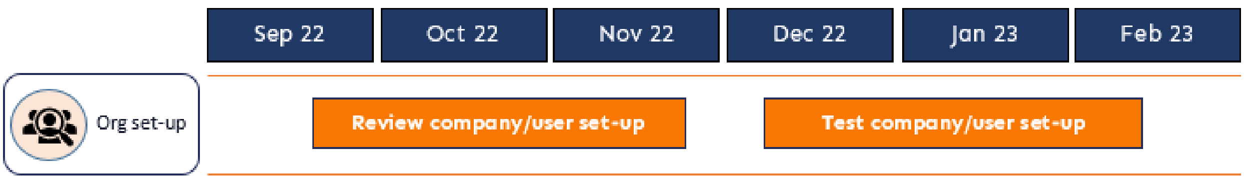
Timelines & expectations

PPL will be performing the initial transformation of your organisational structure into the format expected by the PPL Next Gen platform. This will be sent to you in October 2022.

It is from this initial transformation where you will need to –

- ✓ Review the Excel files for accuracy
- ✓ Understand the options available to you (outlined in this document)
- ✓ Make any changes (if required)
- ✓ Send back to PPL on, or before 28th October 2022.

Once any changes have been reviewed for accuracy and sent back to PPL, they will be uploaded to the PPL Next Gen prior to cutover in February 2023. *NB. If a response is not provided to PPL, it will be assumed that your company are happy with the organisational structure.*



Encrypted emails

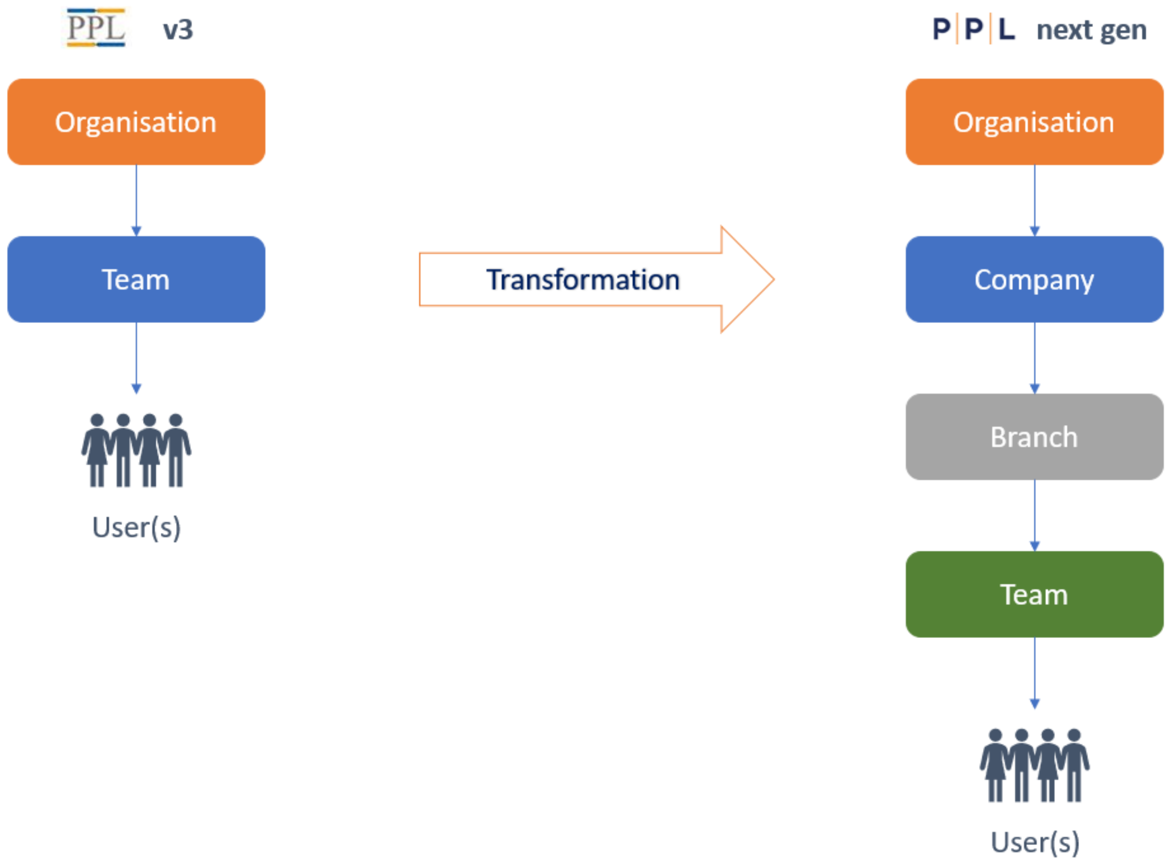
PPL Next Gen Broker Configuration

PPL will be sending your configuration files in Excel via encrypted email. If your organisation does not use Outlook and/or cannot open encrypted email, please contact us so we can password protect the Excel file and re-send.

PPL Next Gen Broker Configuration

Current set-up / hierarchy

In the current platform (v3), broker organisations are structured in a 2-tier hierarchy. PPL Next Gen is introducing a new four-tier hierarchy to allow for greater flexibility in how organisations can be set-up.



Downloading your existing configuration

If you are a Super User on v3, you can download your existing configuration from the report's menu. A quick guide is available here on our website.

NB. The concept of a 'Super User' Team does not exist in PPL Next Gen. If users need to access to PPL Next Gen for MI purposes, they need to be added to the relevant company/team.

To assist with your transformation, we have included your existing 'Super User' team in your PPL Next Gen configuration (Broker Hierarchy) Excel spreadsheet, so you know which users that currently had this permission in PPL v3.

Transforming your organisations set-up

Your organisation's PPL Next Gen configuration will be contained within the following files: -

- **Broker hierarchy.** This contains your organisational set-up.
- **Broker-Carrier Link.** This contains your carrier and stamp preferences.

The logic we have used is detailed in the Appendix of this document, and the main assumptions are as follows –

- **Organisation name.** This has been applied to your Organisation, Company, and Branch name. This reflects the 2-tier hierarchy which exists on PPL v3.

- **Roles.** *'Broker'* will now be *'Placing Broker'*, and *'Technician'* will now be *'Broker Admin without Markets.'*
- **Points of contact.** PPL will use the names we hold in our internal system of record.
- **Blank fields.** These will need to be populated, unless marked as optional.

PPL Next Gen set-up / hierarchy

The following section details how each level of the new four-level hierarchy is structured in PPL Next Gen, and the options it gives your organisation.

Organisation

This is the parent company e.g., Aon or Marsh.

- Whilst it is used for the Configuration set up and allow for MI Reporting from this level, it is only used for billing and reporting purposes and does not have functional impact and is not displayed anywhere on the platform or any documentation issued e.g., security pages, endorsements.
- You cannot reassign placements at this level
- Broker codes are set up at this level (linked at Team level – see below)

Company

This is the legal entity e.g., WTW UK or Gallagher Re. Stamps that you would like available are linked at Company level and for MI Reporting.

- You cannot reassign work (e.g. placement, firm order, endorsements) at company level
- You cannot see work from a different company under the same organisation
- When a Broker selects an underwriter, they will select them at Company level
- A user can be in more than one Company, with the same email address
- Brokers are linked to carriers at this level i.e., broker-carrier links
- Logos are set at this level. If you plan to have multiple companies, please supply us with a logo for each company.

Branch

This enables you to group your teams e.g., for Lockton this may be UK and Europe.

- You can reassign work at this level
- Branch does not show on the signing pages/documentation

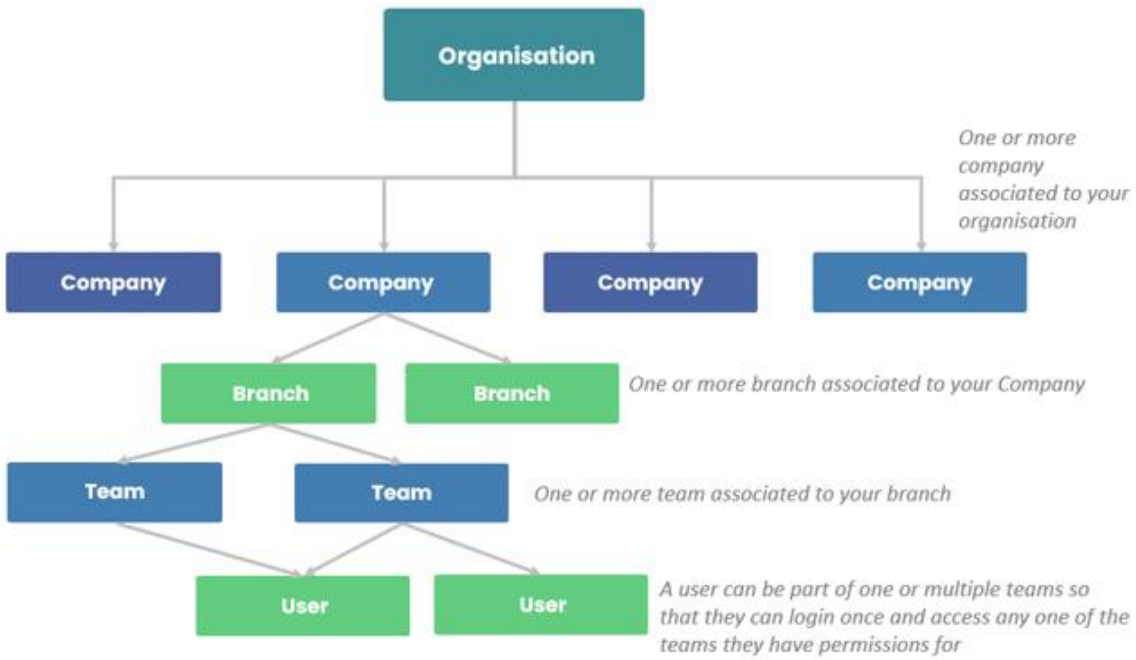
Team

This enables you to split out your teams and would normally be by class of business e.g., Marine or Casualty.

- You can reassign work at this level
- You use your Team 'drop down' to toggle between different Companies you belong to at Team level
- The team's name does not show on signing pages/documentation
- Users are linked to this level
- Broker codes are linked to this level

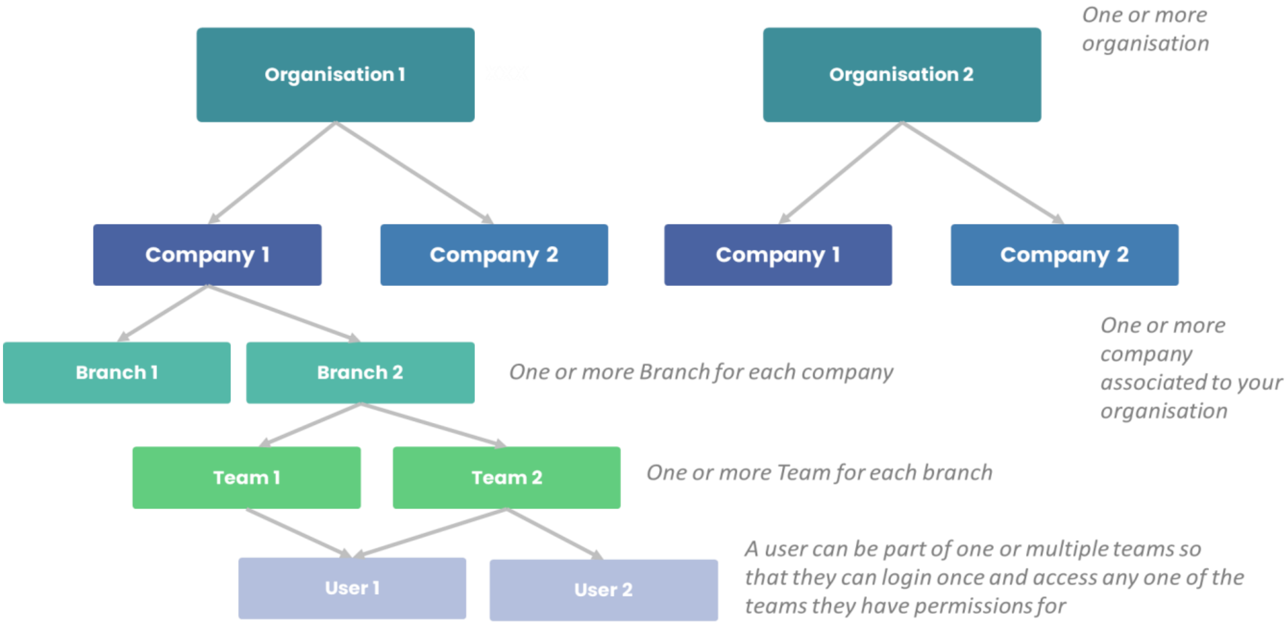
We believe the new four level hierarchy provides the opportunity for market firms to either merge or separate their top-level organisations, as displayed in options A & B below.

Option A – Single organisation



Option B – Multiple organisations

NB. If you choose to set up multiple organisations, users will need to have different email addresses.



Roles

The new roles are detailed in the following table.

Broker roles

	Placing broker			Broker admin	
Description	**Placing broker** (Team lead and approver)	**Placing broker**	**Placing broker** (Monitored)	**Broker admin** (With markets)	**Broker admin** (Without markets)
Setup placement	✓	✓	✓	✓	✓
Add markets	✓	✓	✓	✓	✗
Create a submission	✓	✓	✓	✓	✗
Send submission	✓	✓	✓	✗	✗
Select 2nd approver	Optional	Optional	Required	✗	✗
Approve other submissions	✓	✗	✗	✗	✗

We have mapped the existing roles in v3 to the new roles in PPL Next Gen as follows –

- Broker *will now be* Placing Broker
- Technician *will now be* Broker Admin without Markets

NB. Please take this mapping into consideration when reviewing your new organisational set-up, to ensure you assign the correct roles.

Archive Placement

If your organisation is planning on using the archive placement function, you will need to include any newly created teams and / or users performing this task in your new hierarchy. For more information on archive placement, please click here.

Frequently asked questions

Q: If I don't want to make any changes, do I need to send you the Excel file back?
A: No, you can simply send an email to support@pplnextgen.com confirming you are happy with the transformation.

Q: Do I need to mark-up any changes before sending back?
A: Please make any changes directly to the document. Please can you ensure the formatting, structure and terminology used remains the same as what is provided. Please do not use any abbreviation or shorthand.

If you feel your answer does not match the structure provided, please contact your Relationship Manager or support@pplnextgen.com

Q: How will the joiners & leavers process work between when I send back my changes and February cutover?
A: PPL will endeavour to ensure that all users are kept in sync, however we kindly request that you keep PPL informed of joiners, movers & leavers so all records are up to date.

Q: Can you send me an extract of the new file once it has been uploaded to PPL Next Gen?
A: Yes, we will be able to provide this from December 2022 onwards.

Q: Do I need to encrypt the email I send to PPL containing any changes?
A: Yes, it is recommended that you use encryption when sending your organisation's data to PPL.

Q: Why do you need to know if we're a member of a trade organisation?
A: This is for billing purposes and bears no impact on functionality or display within the platform.

Q: The Broker Hierarchy Excel refers to a Technical User. What is a Technical User?
A: This is new to PPL Next Gen. A technical user will not log into the platform, instead will use APIs to conduct business.

Q: What does a Point of Contact role allow a user to do on the platform?
A: These contacts are not used or displayed anywhere on the Next Gen platform by users. This is solely for the PPL Support Team to have quick access to the main contacts at each firm e.g., User/Stamp approvers.

Q: Will my connections to carriers persist on PPL Next Gen?
A: When you signed up to PPL, we asked whether we should connect you to all new stamp's setup on PPL without your prior approval or whether your prior approval is required. We have mapped your preference from PPL v3 into the Broker-Carrier Link Excel file, as follows:

- If your current preference is YES, then we have entered Y in column C in the Broker-Carrier Link Excel file, and you do not need to populate column D.
- If your current preference is NO then we have entered N in column C in the Broker-Carrier Link file, and populated columns D and G with your existing connections.

Q: I am not a Super User on PPL v3, so I cannot download my configuration extract.
A: If you are not a Super User for your organisation, please contact support@pplnextgen.com to arrange access.

Questions & feedback

If you have any questions or queries relating to this document, or any other enquiry relating to PPL, please contact your PPL Relationship Manager directly or email support@pplnextgen.com.

Appendix – Broker Hierarchy

The following table details how we have transformed your organisations configuration, using our version of your User Configuration Extract into the PPL Next Gen format.

Extract	Data Source	Source Data Sheet	Source Date Field	Target Data Field	Transformation	Old Value	New Value
Organisation	Ebix Weekly Org Report	UserConfiguration_Team per row	GroupId	Organisation Name	Remove duplicate values	N/A	N/A
	N/A	N/A	N/A	Effective From	Apply default value	N/A	“Go-live date”
Company	Ebix Weekly Org Report	UserConfiguration_Team per row	GroupId	Organisation Name	Remove duplicate values	N/A	N/A
			GroupId	Company Name	Remove duplicate values	N/A	N/A
	N/A		N/A	Effective From	Apply default value	N/A	“Go-live date”
	NextGen Mapping	Mapping data for Next Gen	PPL Members	Which Association?	Replace existing values with default values	“LIIBA Member” or “LIIBA Member Serviced Firms”	“LIIBA – London & International Insurance Brokers Association”
Branch	Ebix Weekly Org Report	UserConfiguration_Team per row	GroupId	Organisation Name	Remove duplicate values	N/A	N/A
			GroupId	Company Name	Remove duplicate values	N/A	N/A
			GroupId	Branch Name	Remove duplicate values	N/A	N/A
	N/A	N/A	N/A	Effective From	Apply default value	N/A	“Go-live date”
Team		UserConfiguration_Team per row	GroupId	Organisation Name	Remove duplicate values	N/A	N/A

Extract	Data Source	Source Data Sheet	Source Date Field	Target Data Field	Transformation	Old Value	New Value
	Ebix Weekly Org Report		GroupId	Company Name	Remove duplicate values	N/A	N/A
			GroupId	Branch Name	Remove duplicate values	N/A	N/A
			Departments	Team Name	Remove duplicate values	N/A	N/A
	N/A	N/A	N/A	Effective From	Apply default value	N/A	“Go-live date”
User	Ebix Weekly Org Report	UserConfiguration_Team per row	GroupId	Organisation Name	Remove duplicate values	N/A	N/A
			GroupId	Company Name	Remove duplicate values	N/A	N/A
			GroupId	Branch Name	Remove duplicate values	N/A	N/A
			Name	First Name and Last Name	Split forename and surname	N/A	N/A
			Departments	Linked Team Name	Remove duplicate values	N/A	N/A
			User Role	Role	Replace existing values with default values	“Broker” “Technician”	“Placing Broker” “Placing Broker without Markets”
	N/A	N/A	N/A	Is Technical User	Apply default value	N/A	“N”
Broker Codes	Ebix Weekly Org Report	UserConfiguration_Team per row	GroupId	Organisation Name	Remove duplicate values	N/A	N/A
			GroupId	Company Name	Remove duplicate values	N/A	N/A

Extract	Data Source	Source Data Sheet	Source Date Field	Target Data Field	Transformation	Old Value	New Value
			GroupId	Branch Name	Remove duplicate values	N/A	N/A
		Broker Organisation	Lloyds Codes	Broker Code	Append codes by matching Organisation Name	N/A	N/A
			Organisation Description	Linked Team Name		N/A	N/A