


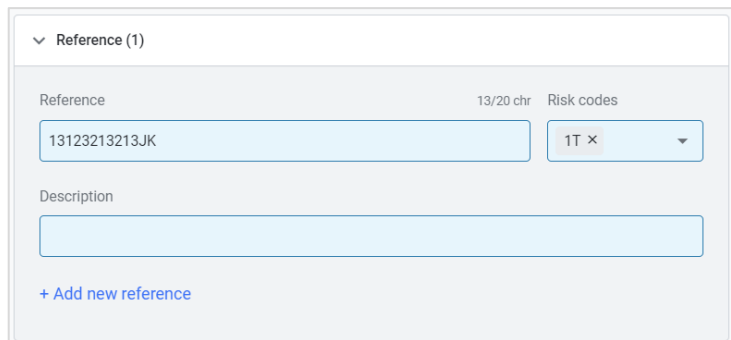
Note: You don't need to create an endorsement to change your Underwriter Reference, or the Risk Code(s) that you (as the Lloyd's or LIC Leader) have applied.

Changing the Underwriter Reference

Underwriters can change the Reference they have applied to a contract or section at any point. To do this:


1. On the Underwriter dashboard, use the Search or Filter options to find and select the required contract.
2. On the **Overview** tab, on the left of the screen select the required contract or section.
3. On the right of the screen, select the **Response** tab.

4. Scroll down to the **Proposed Stamps** area and select the chevron icon  to expand the stamp part.
5. Amend the **Reference** as required. The fields will change to blue to indicate that they have changed.

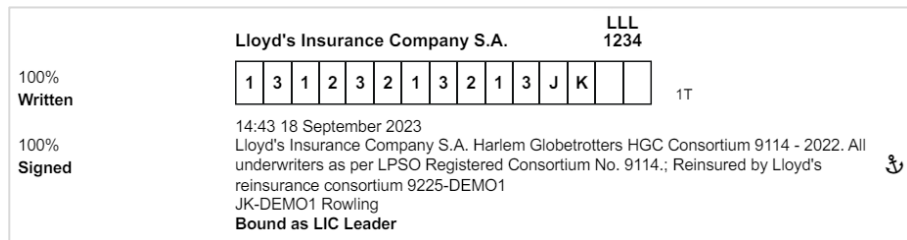


6. Scroll to the bottom of the screen - the response field will default to **Update**. Select **Save Response**.
7. On the **Select and send response** tab, select the checkbox for the response to be sent to the Broker:

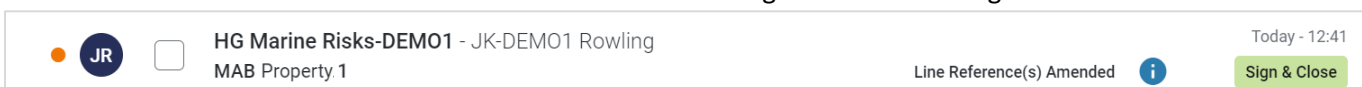


8. Select **Send response**.
9. On the screen that appears, read the text and select **Confirm**. The update will be sent to the Broker.
10. To generate the updated Firm Order document, on the **Select and send response** tab select the **Generate Firm Order Doc** icon .
11. In the **Generate Document** screen, select the required options and select **Download**.

12. In the **Signed Underwriters** section of the document, the Underwriter's updated reference will be shown:



The Broker will receive an email and a notification in PPL advising them of the changed reference:




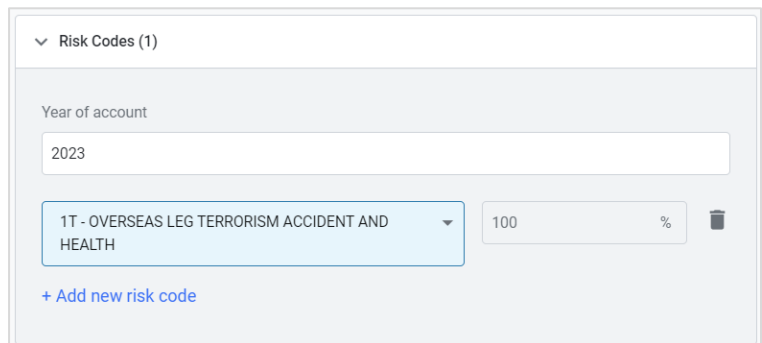
Changing the Risk Code

Lloyd’s or LIC Lead Underwriters can change the Risk Code(s) that they or the Broker have applied to a contract or section at any point. The process is very similar to changing the Underwriter Reference.

To do this:

1. On the Underwriter dashboard, use the Search or Filter options to find and select the required contract.
2. On the **Overview** tab, on the left of the screen select the required contract or section.
3. On the right of the screen, select the **Response** tab.

4. Scroll down to the **Proposed Stamps** area and select the chevron icon  to expand the stamp part.
5. Expand the Risk Codes area and amend the **Risk Code** as required. The field will change to blue to indicate that it has changed.



6. Select **+ Add new risk code** if required to add a further risk code and enter the percentages applying to each.
7. Scroll to the bottom of the screen - the response field will default to **Update**. Select **Save Response**.
8. On the **Select and send response** tab, select the checkbox for the response to be sent to the Broker:



9. Select **Send response**.
10. On the screen that appears, read the text and select **Confirm**. The update will be sent to the Broker.

The Broker will receive an email and a notification in PPL advising them of the changed Risk Codes:

