Make changes online to your regionally-traded Commercial business

A step-by-step guide for mid-term adjustments, renewals and lapses

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Dashbo	oard			LiveChat
Search for a policy Enter policy number here Recently Viewed	eferrals (34) Rer	newals (7)	Search	Avive Hi, welcome to Aviva Lice Otat: How can I help you today? Producer: hi
Policy type	Status	Policy number	Named insured	
Non-Motor	Scheduled	103711159CCI	NFT_AVIVA_25121251	
Motor	In Force	103 683 02 4CMI	NFT_AVIVA_06074923	
Motor	In Force	103698352CMI	NFT_AVIVA_06075940	1 🕒
Motor	In Force	103 685 963 CMI	NFT_AVIVA_06075443	





Our new tool on Aviva Broker is the latest of our investments in digital solutions. The self-serve tool allows you to make changes online to your regionally-traded Commercial business, including adding or removing a vehicle on Commercial Motor, and renewing or lapsing Motor and non-Motor policies.

This gives you control to make changes instantly, providing quicker service to your clients and freeing up your usual regional underwriter to better support you with more complex matters.

Here's how it works:



To access the tool, <u>log in</u> to Aviva Broker and you'll find the tool on the 'My Services' menu (that's the blue one at the top of the page) under 'Regionally traded business'.

If you don't currently have access to the tool, you'll need to log in to Aviva Broker and head to <u>My Account</u>. You can request access to 'Regionally-traded business' in the 'Systems Access' section.

Adding a vehicle

Need a hand? dicated underwriter:

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# AVIVA	8			on the ta	b on the right of th
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Enter policy number here Search		Add or Remove Vehicle(s) Something else			
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1. On your dashboard, search for a policy one from those recently viewed.	or select	2. Select 'Add or date – this car	remove vehic be any date f	le(s)' and t from today	he change onwards.
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'Find vehicle'.	•	Click 'Add a ve	hicle' to get s	tarted.	No suitable
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		The vehicles on this policy have been grouped based on the This is so we can accurately understand the risk for all the	te different features of both the vehicle and th vehicles to be covered.	te driver(s).	you want' butto
FORD FIESTA TITANIUM, Petrol		The group(s) below have already been set up for this polic choose that group.	y. Read through them and, if one meets your	needs,	get underwrite help.
Vehicle type : Private Car Date first registered : 1 Jan 2009		If you can't see a group that you think is correct for a new want?' button. Our Aviva underwriters will set up a new gr	vehicle, then please click the 'Don't see the gr oup for you.	oup you	
Net quite right?		The groups can be very similar so please check all the elen vehicle. Remember, the group you select will determine	ments of each group carefully before adding to cover provided for the vehicle.	his new	
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Removing a vehicle

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Renewing or lapsing a policy

You can also use the tool to renew a policy, provided it's renewing in the next 28 days and no changes are required.

Please note: You can only renew or lapse a policy if you've accessed it via the 'Renewals' tab as shown below. Renewals cannot be performed if the policy has been accessed via the search function.

VIVA						
ashboard			You'll eligible r	l only see renewals on	GW81584 (173567899CPO)	
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inter policy number here			Search			
cently Viewed Referral	s (0) Renewals (3)				Please check effocs for full terms, conditions and endorsements applying to this renewal. If you have any changes please contact your regional Avias Underwriter.	
Policy number	Named insured	Renewal date	Renewal premium (inc IPT)	Notes	Business description Address	
173567899CPO	J Smith	11 May 2022	£131,009.94		Property Ownership - Kestoential PO Box 33 Norwich NRI 3NH	
173567755CCI	K Smith	16 Apr 2022	£58.24		18	
173571239CCI	S Smith	24 Mar 2022	£158,041.64		Product Start date Pronerty Dwners 11 May 2022	
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Try out the tool on Aviva Broker today

Accessible at any time,* this new tool allows you to instantly complete policy amendments, while freeing up your underwriter to help you where their expertise is best served.

To find out more, and for how to request access, visit Aviva Broker today.

*The tool is available at any time on Aviva Broker. However, if your request is referred to the dedicated underwriting team, this will be picked up in usual working hours

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