

# NIB Travel Insurance

## How to process in INSIGHT

### **BIND COVER WITH NIB FIRST**

Quotes are generated and bound through the NIB Travel Broker Portal.

Website: <https://tpos.nibtravelinsurance.com.au/nib/NIBTravel?null>

NIB Travel Support team is contactable at:

1300 555 017

[travel-admin@nib.com.au](mailto:travel-admin@nib.com.au)

Your NIB BDM is Deb Evans who can be contacted for specific queries on 0488 500 370 or email [deb.evans@suresave.com.au](mailto:deb.evans@suresave.com.au)

### **LEISURE TRAVEL – ALWAYS PAID DIRECT TO NIB AND NOT VIA CBN**

**Payments:** Upon binding the policy via the NIB website, you will be required to take payment from your client to ensure cover is bound

**Note:** NIB pays 30% commission to CBN for each policy bound. This will be remitted to you by Accounts (less any applicable management fee) and will be included on your broker remittance received each Thursday.

**You may raise a nil premium policy on the system if you wish to record the policy in Insight.**

- 1.) Locate your client in Insight.
- 2.) From the **Policy Transaction** tab select **Add New Business**

The screenshot shows the top navigation bar of the Insight system. The 'Policy Transactions (1)' tab is highlighted in yellow. Other tabs include 'Claims (0)', 'Documents (2)', 'Tasks (2)', and 'More (2)'. A search box on the right contains the text 'Search within this client...' and a magnifying glass icon. Below the navigation bar, there is a dropdown menu for 'Show Latest Transactions' with a downward arrow. To the right of this dropdown are three buttons: 'Take Up', 'Add Quote', and 'Add New Business', with the latter highlighted in yellow.



- 3.) Fill out the details of the policy and click **Next**.

**Brief Description**

Required

**From Date**

3/07/2019

**To Date**

3/07/2020

**Interface**

Manual

**Import Policy**

No

**Class of Risk**

Travel

**Insurer**

NIB Travel Services Pty Limited

**Underwritten By**

**Policy Number**

**Co-insurance**

No

**Split Invoicing**

No

Exit

- 4.) Fill out the **Comments On New Business**, then select **Next**.

**Comments on New Business**

- 5.) Add in your **Policy Schedule** details received from NIB, then select **Next**.
- 6.) Within your **Policy Premiums** tab, ensure all premiums are showing as **NIL**. Then select **Next**.



**Transaction Premium**

Base Premium		<input type="text" value="0.00"/>	Broker Fee	<input type="checkbox"/> Override	<input type="text" value="0.00"/>
FSL	0.00 %	<input type="text" value="0.00"/>	Broker Fee GST		<input type="text" value="0.00"/>
Premium GST	10.00 %	<input type="text" value="0.00"/>	<b>Invoice Total</b>		<b>0.00</b>
Stamp Duty	0.00 %	<input type="text" value="0.00"/>	Commission	<input type="text" value="40.00 %"/>	<input type="text" value="0.00"/>
UW Fee		<input type="text" value="0.00"/>	Commission GST	10.00 %	<input type="text" value="0.00"/>
UW Fee GST		<input type="text" value="0.00"/>	Net Premium		<b>0.00</b>
Gross Premium		<b>0.00</b>			

7.) Select **Next**

8.) Check that the AR Commission % is correct and edit if required.

AR	Comm. %	Fee %	Fee	Fee GST	Comm.	Comm. GST	Income Total	Menu
Community Broker Network	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">Edit</a> <a href="#">Delete</a>
<b>AR Totals</b>			0.00	0.00	0.00	0.00	0.00	
<b>Invoice Amounts</b>			0.00	0.00	0.00	0.00	0.00	

9.) Within the Compliance page, enter the date of the FSG and PDS version #.

10.) Complete Transaction and post to accounts