

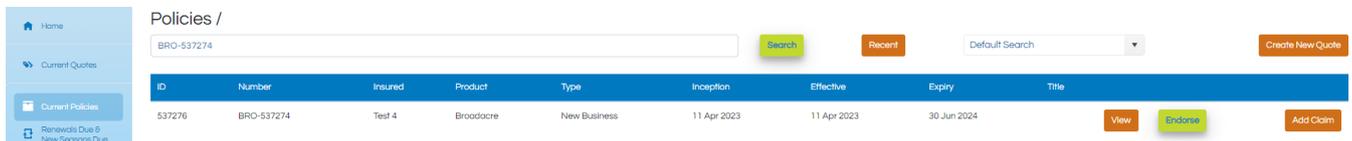
How to process Paddock Splits

Laserbeam

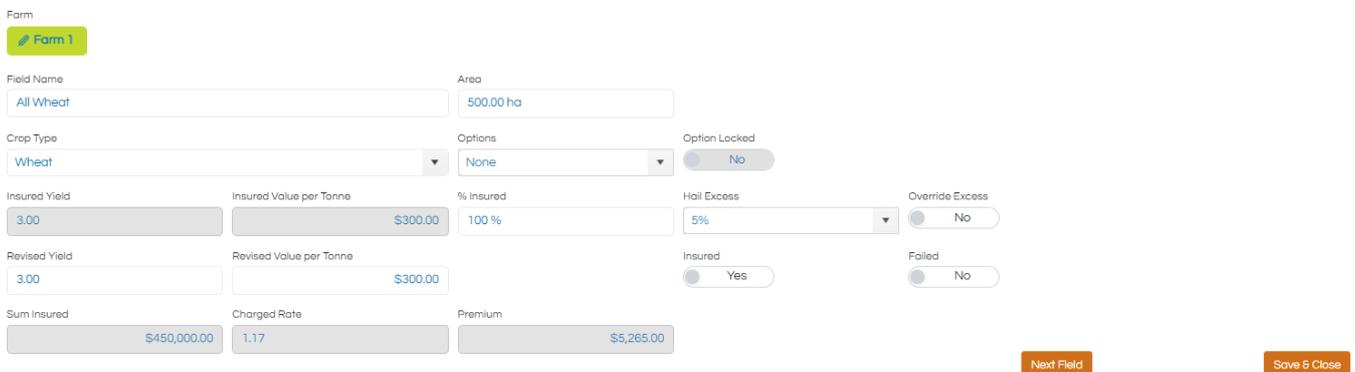
We understand when quoting, you may process terms using bulk information (e.g. using the total hectares for each crop type without paddock splits applied). We allow this however, paddock splits are required within 14 days of the Acceptance Date shown on your Schedule.

How to process paddock splits once the policy has been bound:

- Search policy number or client name from the **“Current Policies”** tab and click **“Endorse”**.



- Go to **“Fields & Crops”** and click **“edit”** on the relevant field.
- Type over aggregated area field by updating the field name and area.
- Then click **“Add another”** and continue adding fields for this crop type.
- Repeat per crop type, remembering to type over the initial aggregated field to avoid duplication.
- Once complete, hit **“Save & Close”** on the relevant field.



Submit Referrals:

All endorsements, including paddock splits, have to be referred to Rural Affinity for review.

- Go to **“Referral”** tab.
- Click edit upon the referral **“Due to the revisions made to the policy”** and add a note stating **“Endorsed to process paddock splits”**.
- Then click **“Save & Close”** upon the open window and submit referrals.

