

Download Forms

Broker Instruction Guide

Laserbeam

Overview

The Download function allows you to access ATC letters, Revision Forms & Cotton Yield Declarations for all your clients in one place. Individual policy forms can be downloaded, or you can download forms for **all** of your clients at once.

Step-by-Step Guide

- Enter Laserbeam and navigate to the Download Forms button on the left-hand display.

Broadacre Search

- Enter the following required fields:
 - **Product:** Broadacre
 - **Season:** Winter or Summer (defaults to Winter)
 - **Export Type:** ATC Letter or Revision Form
- Optional filters:
 - Revision Date
 - Downloaded / Not Downloaded status
- Select **Search** to return results.

Cotton Search

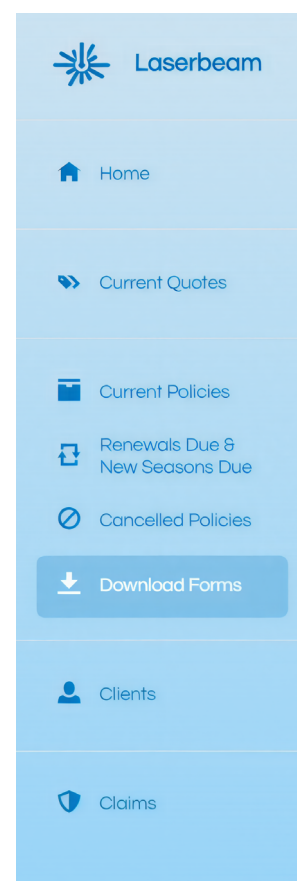
- Enter the following required fields:
 - **Product:** Cotton
 - **Export Type:** ATC Letter or Yield Declaration
- Select **Search** to return results.

Filtered Search

- To refine your search, you can filter by;
 - Brokerage Location
 - Broker Contact
 - Search by Policy Number
 - Search by Client Name

Downloading Forms

- Once results are displayed, click Download
- A ZIP file containing all selected documents will be saved to your downloads folder



Tips and Tricks

- Use the Tick box on the left to select or unselect individual policies
- Use the Tick box in the Blue header to deselect all, then manually select the required policies



ATC Letters Download Example

- | | |
|-----------------------|-----------------------------|
| 1. Select Product | Broadacre |
| 2. Select Season | Winter (Default) |
| 3. Select Export Type | Broadacre ATC Letter |
| 4. Search Filter | Show All (Default) |

Refined Search

- | | |
|--------------------|-----------------------------------|
| 5. Search Broker | Rural Affinity Test Broker |
| 6. Select Location | Sydney |
| 7. Select Contact | James Hooper |

Download Forms

Broadacre ▼	Winter ▼	Broadacre ATC L... ▼	Show all × ▼
Rural Affinity T... × ▼	Sydney ▼	James Hooper × ▼	
Select Policy... ▼	Select Client... ▼		

Download
Search

Revision Form Download Example

- | | |
|--------------------------|--|
| 1. Select Product | Broadacre |
| 2. Select Season | Winter (Default) |
| 3. Select Export Type | Broadacre Revision Form |
| 4. Search Filter by Date | (14/10/2026) & (28/10/2026) |

Refined Search

- | | |
|--------------------|-----------------------------------|
| 5. Search Broker | Rural Affinity Test Broker |
| 6. Select Location | Sydney |
| 7. Select Contact | James Hooper |

Download Forms

Broadacre ▼	Winter ▼	Broadacre Crop R... ▼	14/10/2026 ×
			28/10/2026 ×
Rural Affinity Test ... ▼	Sydney ▼	James Hooper × ▼	×
Select Policy... ▼	Select Client... ▼		

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Search

Please review all information before submitting to ensure it is correct.