

**Adding ERN (ELTO) detail
Via the Broker Portal
HOW TO GUIDE FOR BROKERS**

Instructions

V 1.0

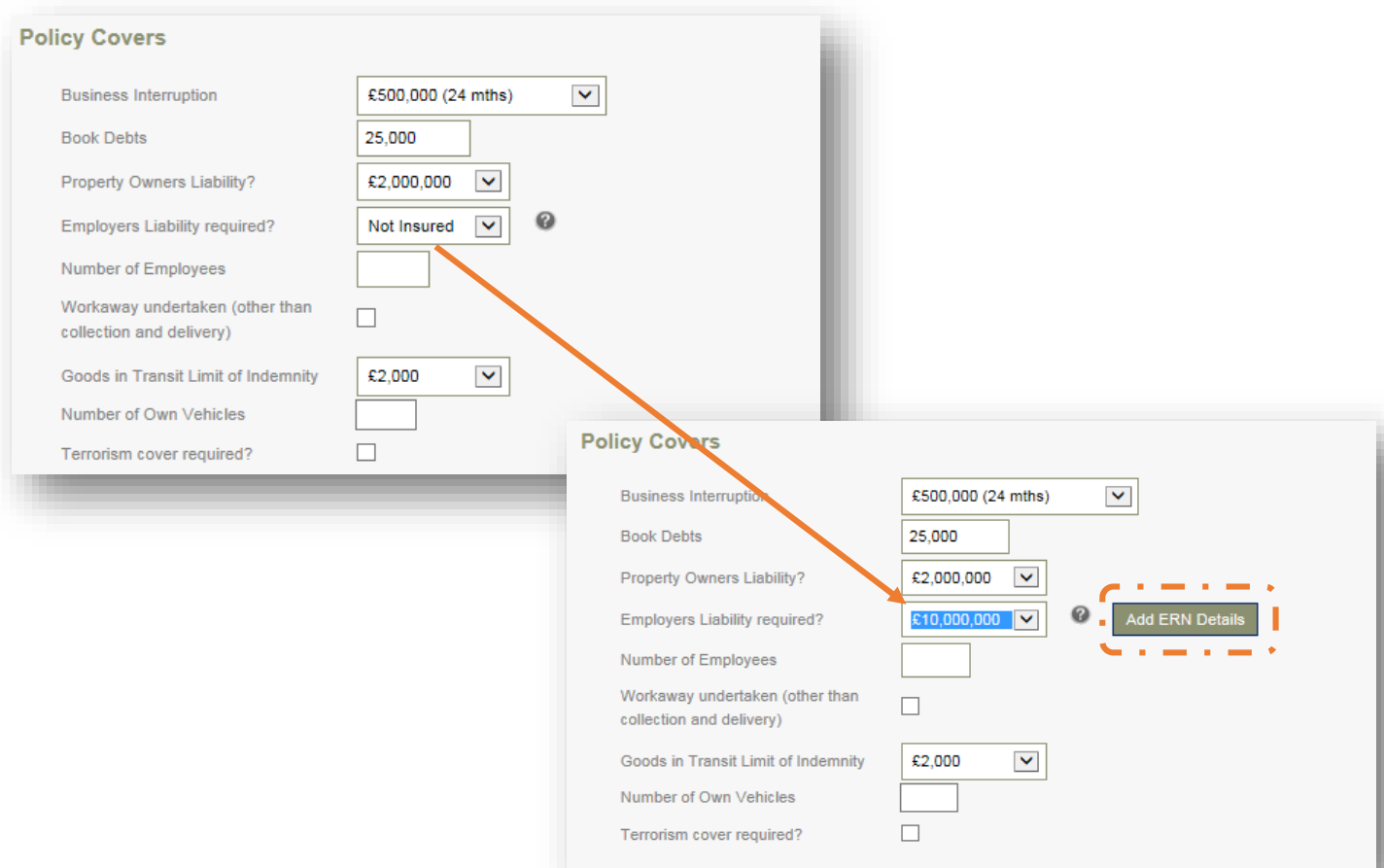
Adding ERN details via the Broker Portal

Help Sheet #1

Brokers whom log quotations and action policy records via the Broker Portal may now Add ERN details to a record when either quoting or renewing a policy.

A button 'Add ERN Details' will appear should the EL Section be active or requested on a policy. The broker is under a duty to obtain ERN details of their client. These may then be added against the policy record.

Where EL cover is selectable on a product a standard button will appear when EL is Insured/requested



Policy Covers

Business Interruption	£500,000 (24 mths) ▼
Book Debts	25,000
Property Owners Liability?	£2,000,000 ▼
Employers Liability required?	Not Insured ▼ ?
Number of Employees	<input type="text"/>
Workaway undertaken (other than collection and delivery)	<input type="checkbox"/>
Goods in Transit Limit of Indemnity	£2,000 ▼
Number of Own Vehicles	<input type="text"/>
Terrorism cover required?	<input type="checkbox"/>

Policy Covers

Business Interruption	£500,000 (24 mths) ▼
Book Debts	25,000
Property Owners Liability?	£2,000,000 ▼
Employers Liability required?	£10,000,000 ▼ ? Add ERN Details
Number of Employees	<input type="text"/>
Workaway undertaken (other than collection and delivery)	<input type="checkbox"/>
Goods in Transit Limit of Indemnity	£2,000 ▼
Number of Own Vehicles	<input type="text"/>
Terrorism cover required?	<input type="checkbox"/>

Click the Button to be taken to the ERN Input page

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On the ERN collection page you will see in the top grid any ERN already advised to us, which has been input against the policy record.

Employer Reference Details (ERN)

Employers Name	ERN Ref Number	ERN Exempt	
No Data			

ERN Details to be included against this Policy

Employer Name

Employer Reference Number (ERN)

ERN Exempt

Input the ERN details in the fields above and use the buttons below to save them to the Details table. Please contact TUL if you wish to remove reference to any ERN entered in the Details table above for this policy.

IMPORTANT: Correct ERN details must be supplied

To add an entry (should there be none registered, or more than one ERN is applicable) Enter the data into the fields (as the example shows below)

- Employers Name into the **Employers Name** field
- The ERN into the **Employer Reference Number (ERN)** field
- Amend the **ERN Exempt** answer should it be required to do so

Employer Reference Details (ERN)

Employers Name	ERN Ref Number	ERN Exempt	
No Data			

ERN Details to be included against this Policy

Employer Name

Employer Reference Number (ERN)

ERN Exempt

Input the ERN details in the fields above and use the buttons below to save them to the Details table. Please contact TUL if you wish to remove reference to any ERN entered in the Details table above for this policy.

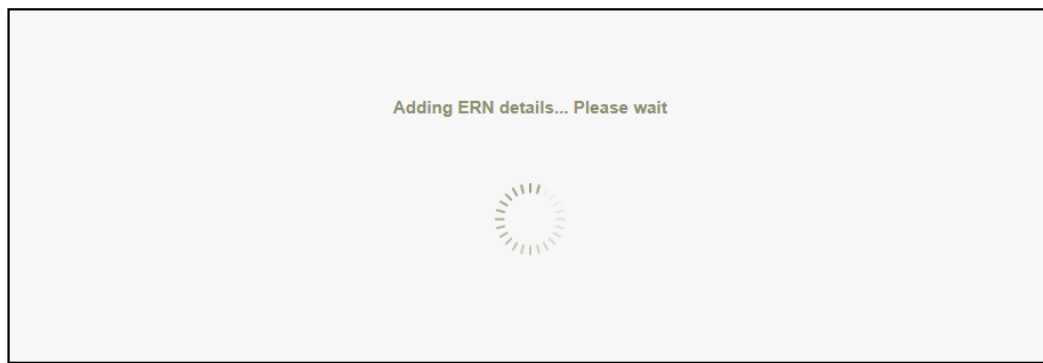
IMPORTANT: Correct ERN details must be supplied

Once filled in click the **'Save ERN details to the grid above'** button

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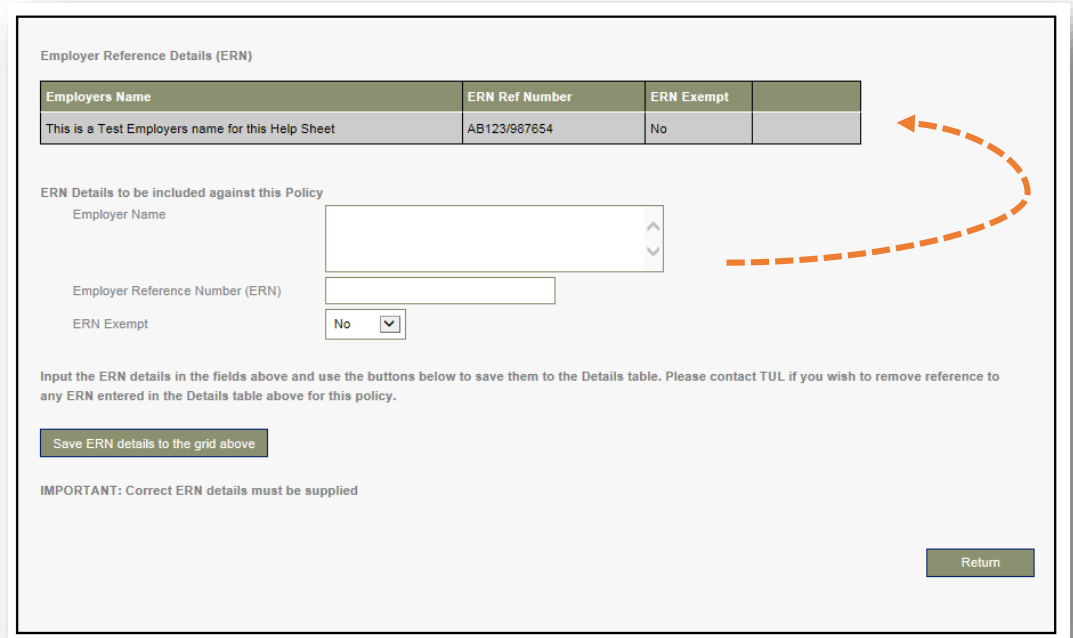
You will then see



And then, the data jumps from the field input boxes to the top grid.

Currently you are unable to amend or delete any ERN details (so ensure you input your clients details correctly and carefully)

The note on screen advised you to contact us should the details require amending



Employers Name	ERN Ref Number	ERN Exempt	
This is a Test Employers name for this Help Sheet	AB123/987654	No	

ERN Details to be included against this Policy

Employer Name

Employer Reference Number (ERN)

ERN Exempt No

Input the ERN details in the fields above and use the buttons below to save them to the Details table. Please contact TUL if you wish to remove reference to any ERN entered in the Details table above for this policy.

IMPORTANT: Correct ERN details must be supplied

If there are more than one ERN to be added to the policy then by entering more details in the fields and clicking the save...button would again add those details to the grid also

Once all the correct ERN details have been added, or are visible you may click the **'Return'** button to take you back to continue to process your risk.