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Tutorial

Create Insurance

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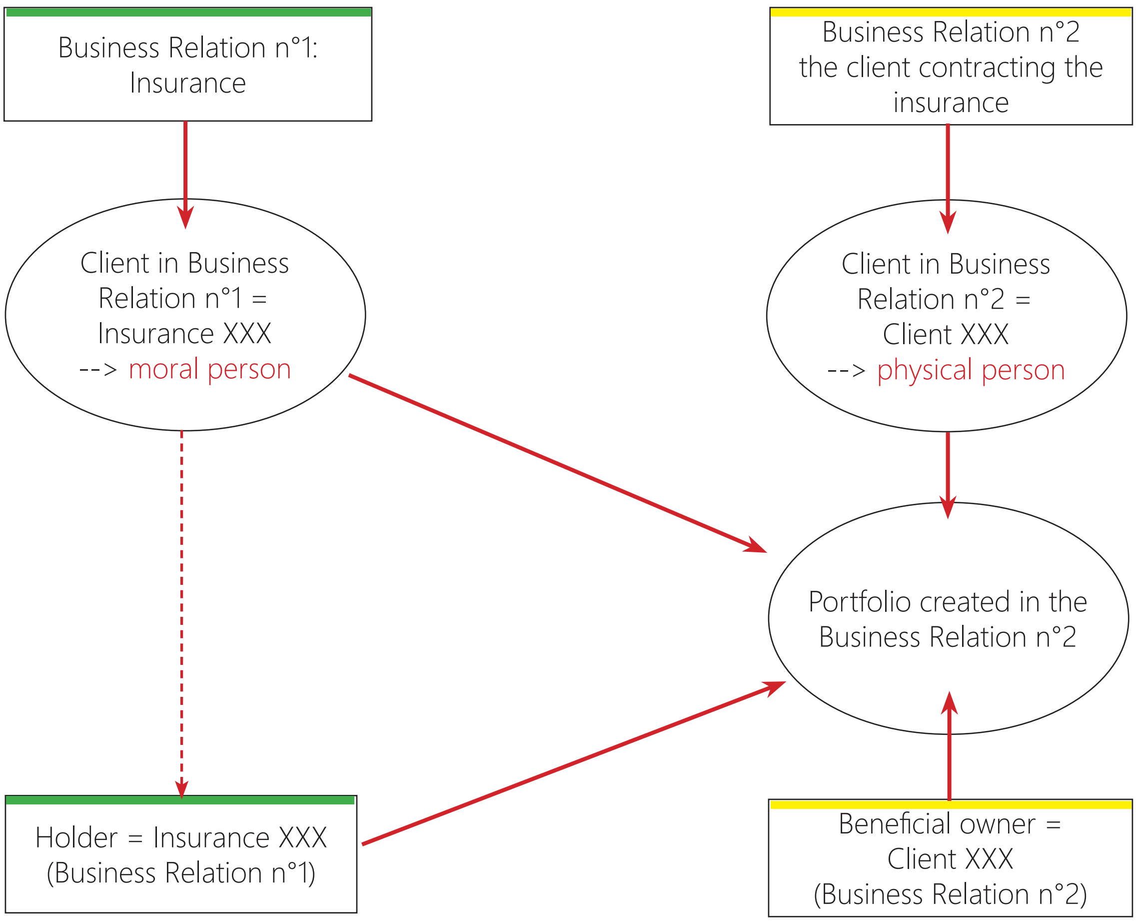
Create Insurance

This tutorial teaches you how to create insurance or life insurance in Efficience.

Insurance Creation - Overview:

1. Create a Business Relation, which your insurance will be in.
2. In the same business relation, you have just created, create a client (which will be the insurance).
3. When your "Insurance" client has been created, go back to its dashboard, click on "Client Data" and select "KYC profile".
4. In the "management profile", click on "Edit" at the top of the page, and select "Yes" in the field "Client visible by other groups". This button allows you to link clients from different business relations together.
5. When your physical client (the one who benefits the insurance) has been created, go to his business relation dashboard.
6. Create a portfolio (The particularity is that the beneficial owner is your physical client, and the holder is the insurance client.). The portfolio is always in the same business relation as the beneficial owner.

The particularity of creating an insurance profile is that you will have 2 business relations connected and linked to each other. The first business relation will be related to the insurance, and the second one to the client who benefits the insurance:

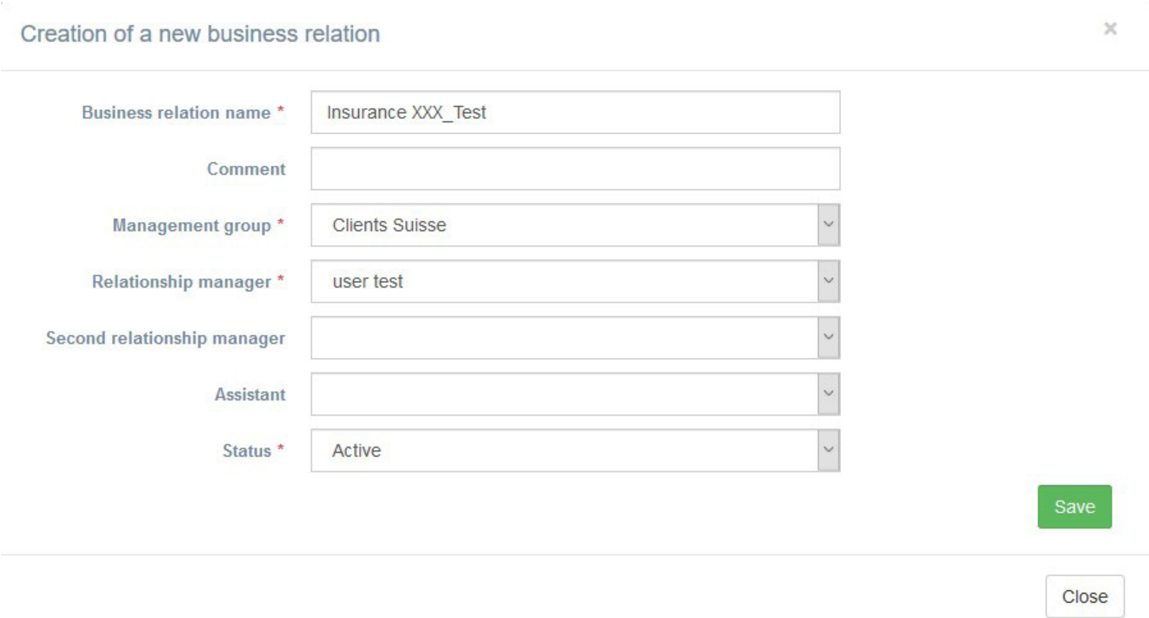


Insurance Creation - Details:

1. Create a Business Relation, which your insurance will be in.
    a. On the left menu, click on "Business Relation".
    b. Click either on "My Business Relations" or on "Search Business Relation".
    c. Click on the "New" button, which is on the top right of the list.
    d. Fill in the required fields of the form and click on "Save".

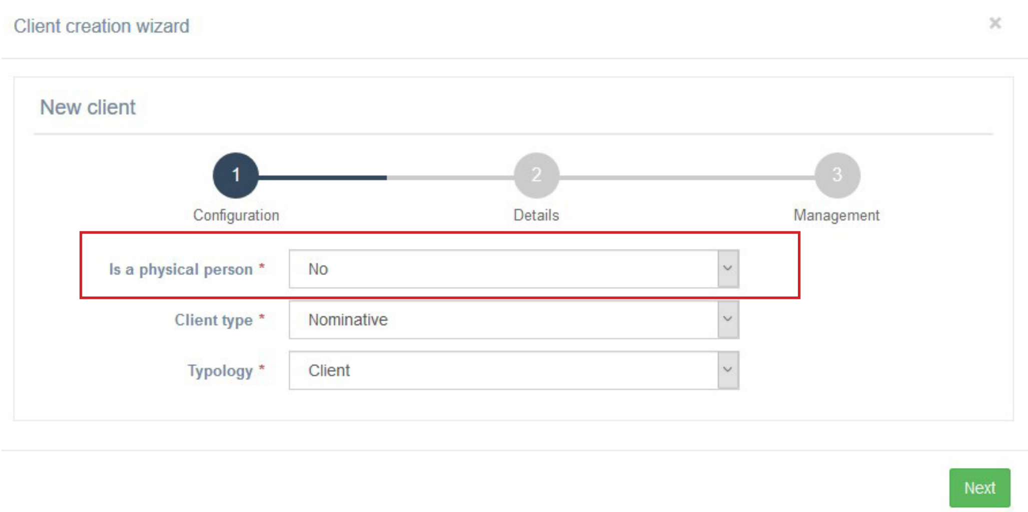
The new relation will now be visible on the list just below.

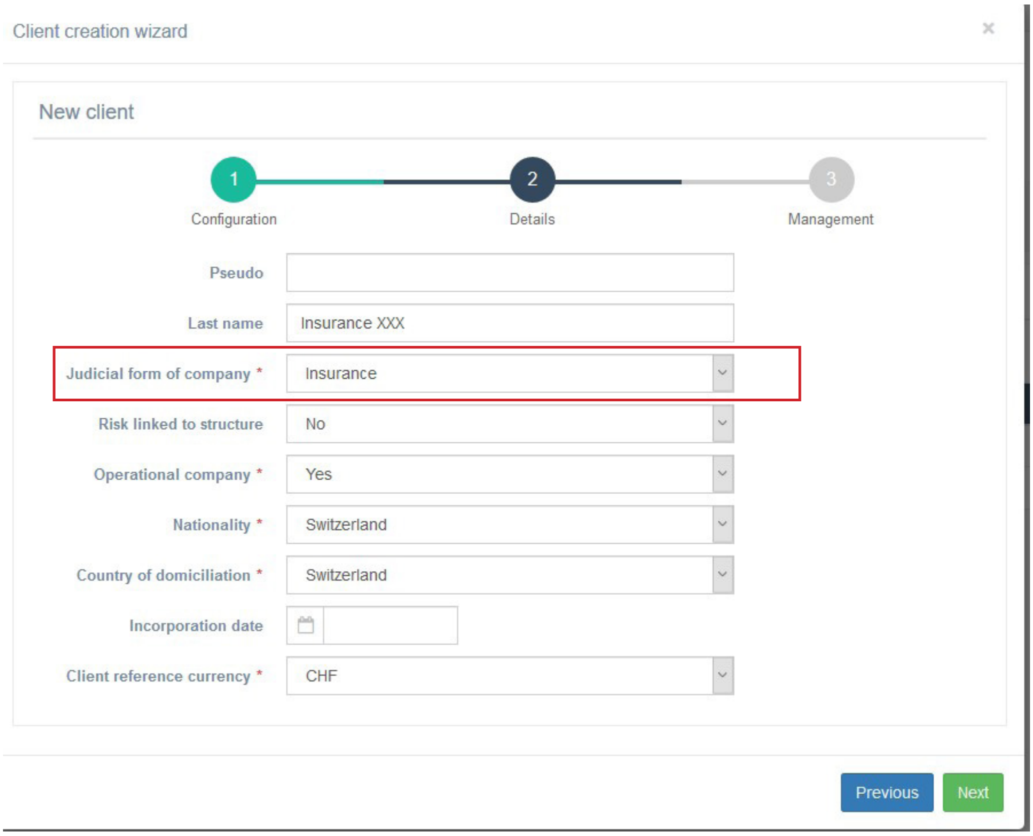
For more details on "how to create a Business Relation", please refer yourself to the tutorial "Create a Business Relation".



2. When the business relation is created, create a client (which will be the insurance)
    a. Open the business relation of the future client.
    b. Create the client master card.
    c. Fill in the form.

The client, which is here an insurance, is then a moral person.

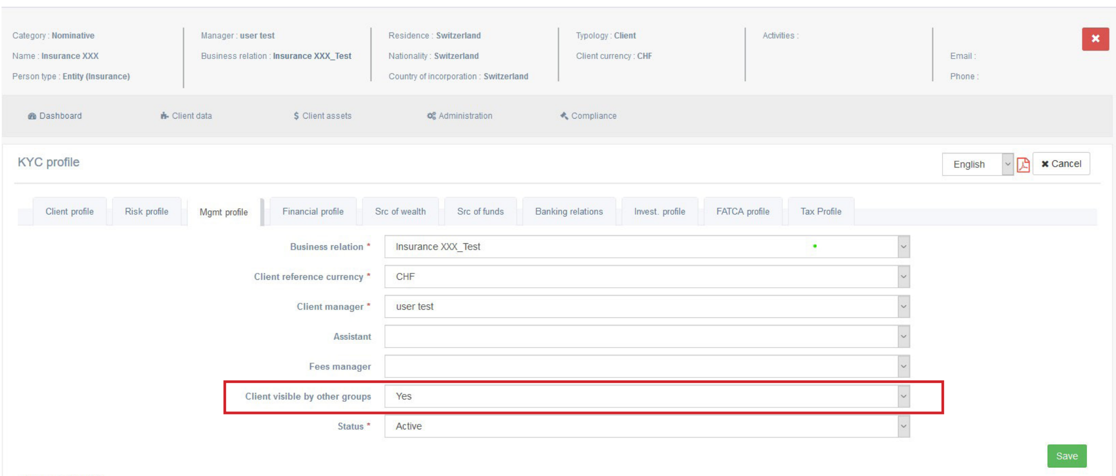




Do not forget to answer “No” to the question “Is the client a physical person” and to select “Insurance” in the juridical form of the company field.

For more details on “how to create a client”, please refer yourself to the tutorial “Create a client”.

3. When your “Insurance” client has been created, go back to its dashboard, click on “Client Data” and select “KYC profile”.
   In the “management profile”, click on “Edit” at the top of the page, and select “Yes” in the field “Client visible by other groups”. This button allows you to link clients from different business relations together.

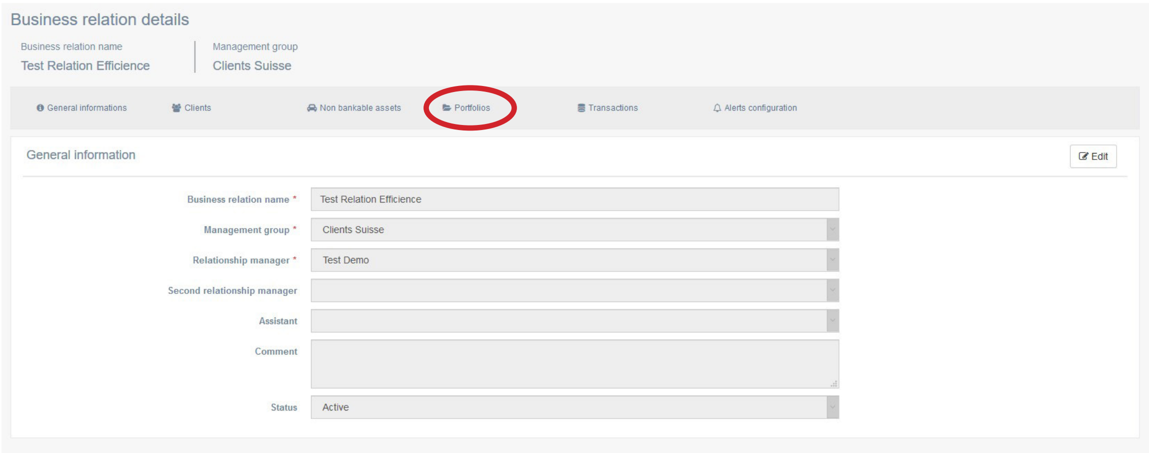


These two steps are the basis to create Insurance profile.

Then to create physical client who will benefit the insurance, you have to create a business relation for the client, and the physical client in this business relation. So please repeat step 1 and 2, but for your physical client:

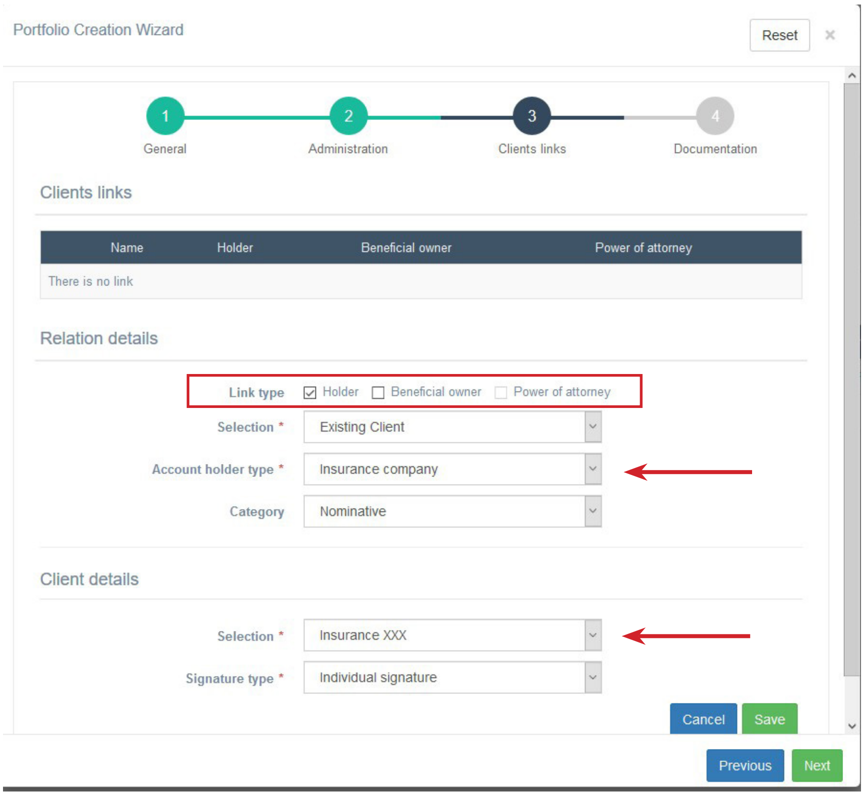
NB: if your client already exists in Efficience, you don't have to create another one! Just go to step 4.

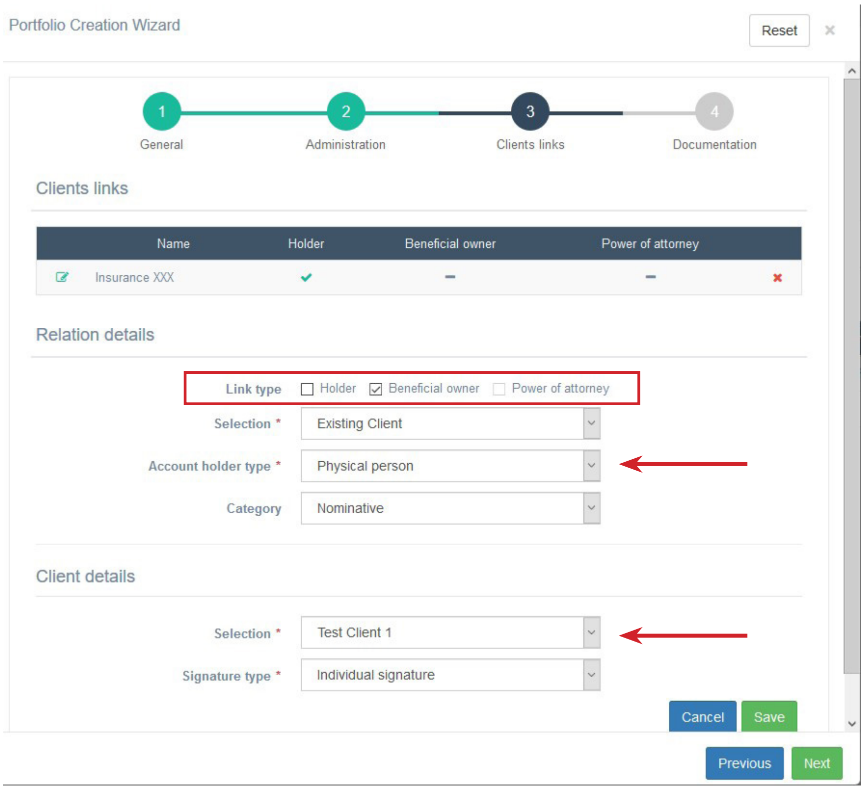
4. When your physical client (the one who benefits the insurance) has been created, go to his business relation dashboard.
5. Create a portfolio.
   a. In the business relation dashboard, click on Portfolio



   b. Click on "New".
   c. Fill in the form and link a client to the portfolio.
   d. Click on "Finish" to finalize the wizard. The portfolio is now visible in the portfolio list.

The particularity is that the beneficial owner is your physical client, and the holder is the insurance client.





As you can see, the beneficial owner is the physical client, and the holder is the insurance. Both are visible in the physical client dashboard. Indeed, the portfolio has been created in his business relation.

So, if you have other client who have subscribed to this insurance, you just have to repeat step 5 and 6 for the other clients.

When you are in the insurance client dashboard, you can see the portfolio which is linked to.