

Efficiency

DESIGNED AND DEVELOPED BY THE KEY



Tutorial

Create Insurance



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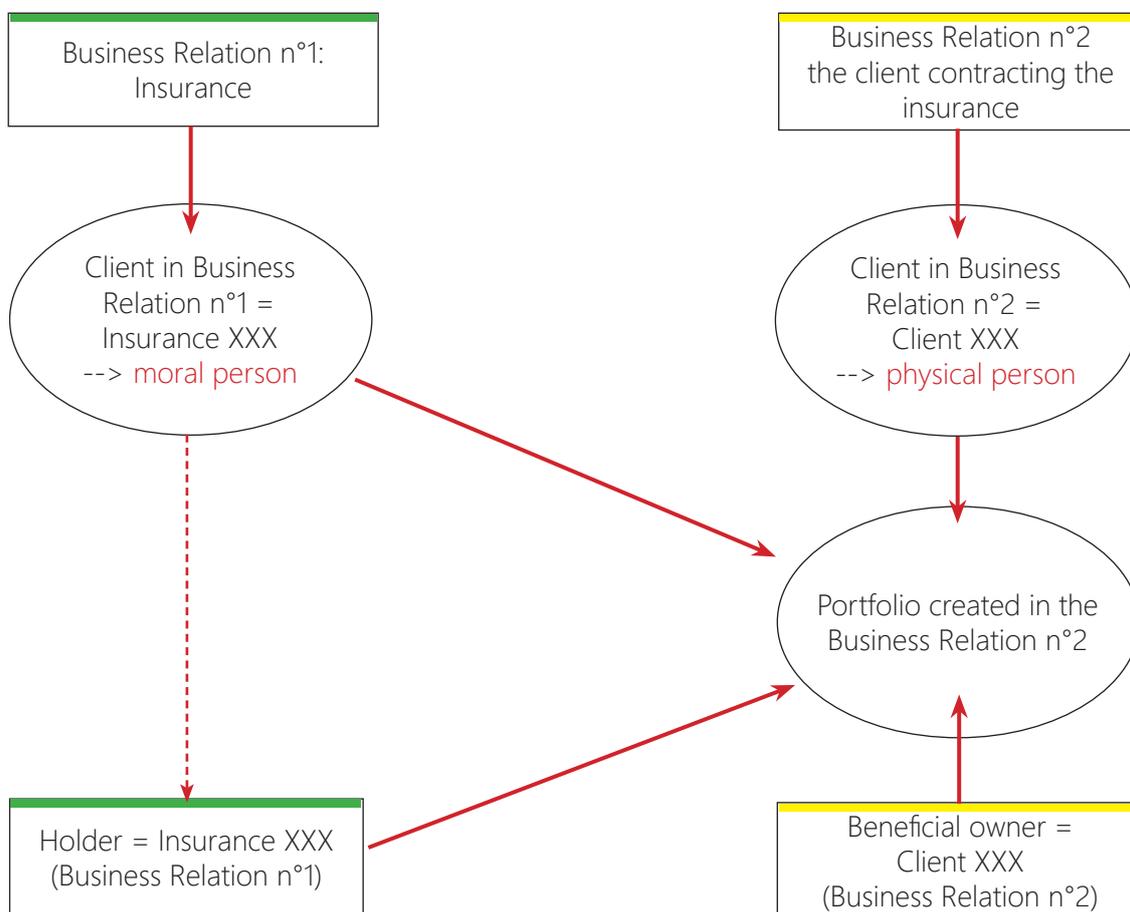
Create Insurance

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

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".

Creation of a new business relation ✕

Business relation name *	<input type="text" value="Insurance XXX_Test"/>
Comment	<input type="text"/>
Management group *	<input type="text" value="Clients Suisse"/>
Relationship manager *	<input type="text" value="user test"/>
Second relationship manager	<input type="text"/>
Assistant	<input type="text"/>
Status *	<input type="text" value="Active"/>

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.

Client creation wizard ✕

New client

1 Configuration — 2 Details — 3 Management

Is a physical person *	<input type="text" value="No"/>
Client type *	<input type="text" value="Nominative"/>
Typology *	<input type="text" value="Client"/>

Client creation wizard

New client

1 Configuration 2 Details 3 Management

Pseudo

Last name Insurance XXX

Judicial form of company * Insurance

Risk linked to structure No

Operational company * Yes

Nationality * Switzerland

Country of domiciliation * Switzerland

Incorporation date

Client reference currency * CHF

Previous Next

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".

- 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.

Category: Nominative Manager: user test Residence: Switzerland Typology: Client Activities:

Name: Insurance XXX Business relation: Insurance XXX_Test Nationality: Switzerland Client currency: CHF Email:

Person type: Entity (Insurance) Country of incorporation: Switzerland Phone:

Dashboard Client data Client assets Administration Compliance

KYC profile English Cancel

Client profile Risk profile Mgmt profile Financial profile Sic of wealth Sic of funds Banking relations Invest. profile FATCA profile Tax Profile

Business relation * Insurance XXX_Test

Client reference currency * CHF

Client manager * user test

Assistant

Fees manager

Client visible by other groups Yes

Status * Active

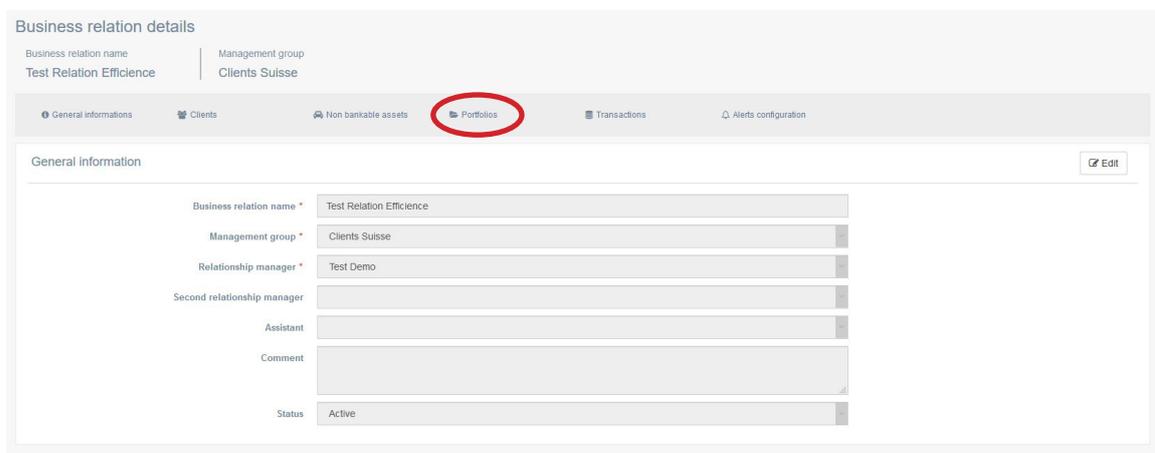
Save

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:

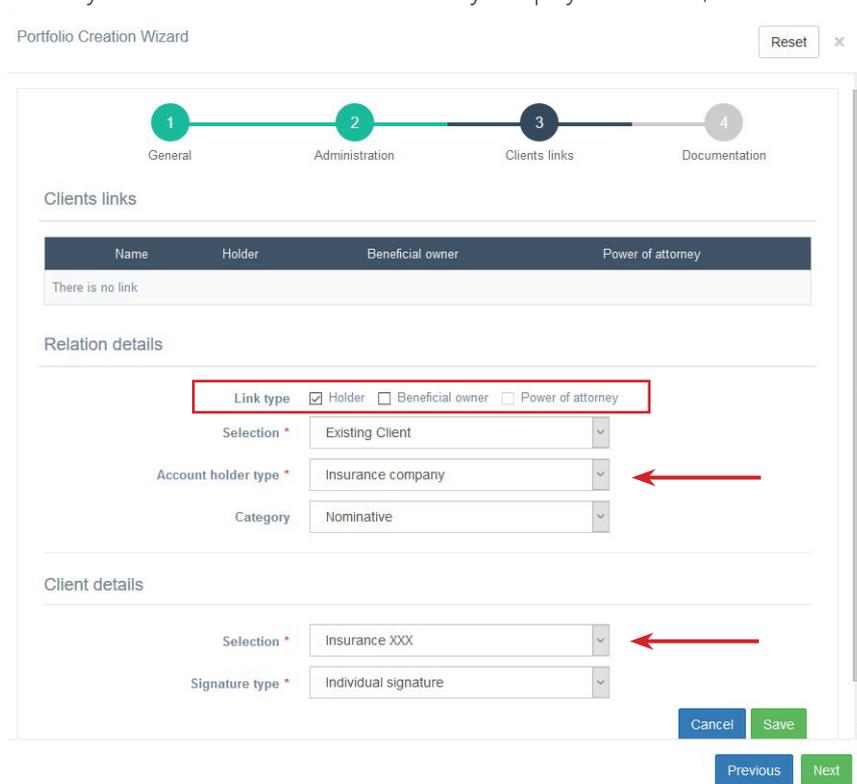
NB: if your client already exists in Efficiency, you don't have to create another one! Just go to step 4.

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.



Portfolio Creation Wizard Reset x

1 General 2 Administration 3 Clients links 4 Documentation

Clients links

Name	Holder	Beneficial owner	Power of attorney
Insurance XXX		-	-

Relation details

Link type Holder Beneficial owner Power of attorney

Selection * Existing Client

Account holder type * Physical person

Category Nominative

Client details

Selection * Test Client 1

Signature type * Individual signature

Cancel Save
Previous Next

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.

Business relation details

Business relation name: Test Relation Efficiency | Management group: Clients Suisse

General informations Clients Non bankable assets Portfolios Transactions Alerts configuration

Business relation clients list New

Pseudo	First name	Last name	Typology	Portfolio number
		Insurance XXX	Client	147.852.369(Account Holder)
		Société Test	Client	1234.5678.9012(Account Holder)
	Client 1 Test	Client 1	Client	1234.5678.9012(Account Holder), 1234.5678.9012(Beneficial Owner), 147.852.369(Beneficial Owner)