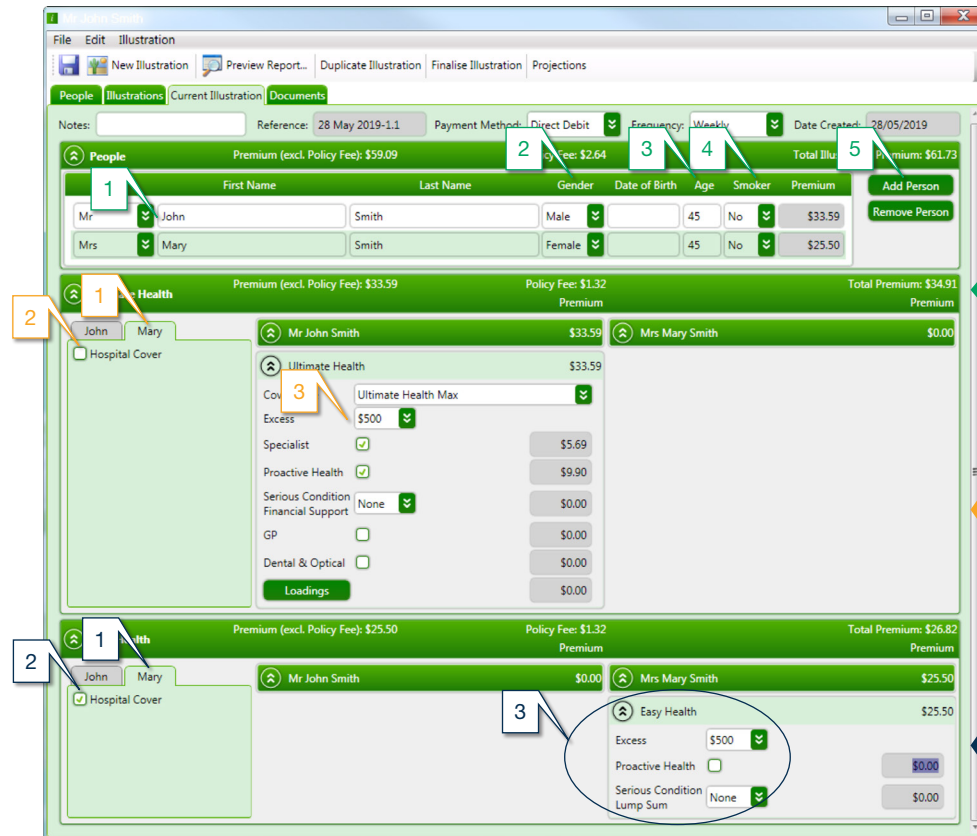


How do I create an illustration?

For a quick illustration, click on new at the bottom right corner of the home page screen and then click the **New Illustration** button in the menu bar at the top left. Then follow the simple steps below:



People

- 1 Name
- 2 Select Gender
- 3 Enter age
- 4 Select smoker status
- 5 Click to add another person (if appropriate)

Ultimate Health & Ultimate Health Max

- 1 Click on the tab of the person to be insured
 - 2 Select Hospital Cover
 - 3 Select excess and options
- Note: Repeat for additional lives (if appropriate)

Easy Health

- 1 Click on the tab of the person to be insured
 - 2 Select Hospital Cover
 - 3 Select excess and options
- Note: Repeat for additional lives (if appropriate)

Tips and tricks

- For a quick illustration, all you need to enter is age, gender and select the product.
- All sections and sub-sections can be collapsed and expanded as needed, using the buttons on the left hand side of the screen in the dark green bars.
- Names of all people are automatically populated throughout the illustration.
- All premiums are recalculated automatically as changes are made.
- Once an illustration has been created, it, and your earlier illustrations can be accessed via the **Illustrations** tab at top left.
- On the Illustrations page, use the buttons on the right hand side to create a **New** illustration, **Duplicate** the highlighted illustration (to make minor changes), **Delete** or **Preview Report** of the chosen illustration.
- Names can be entered in the **People** screen or the **Current Illustration** screen. In the People screen, to ensure your illustration report shows your preferred way of addressing your clients (when providing them with the report), type in your preferred salutation in the **Prepared For** field. You can then add other lives in the **Illustrations** screen.
- To create a different illustration for the same client(s) you can choose a finalised illustration and then **Duplicate** this using the grey toolbar at the top. Remember to give this new illustration a title in the **Notes** field to identify which illustration is which.

How do I save illustrations?

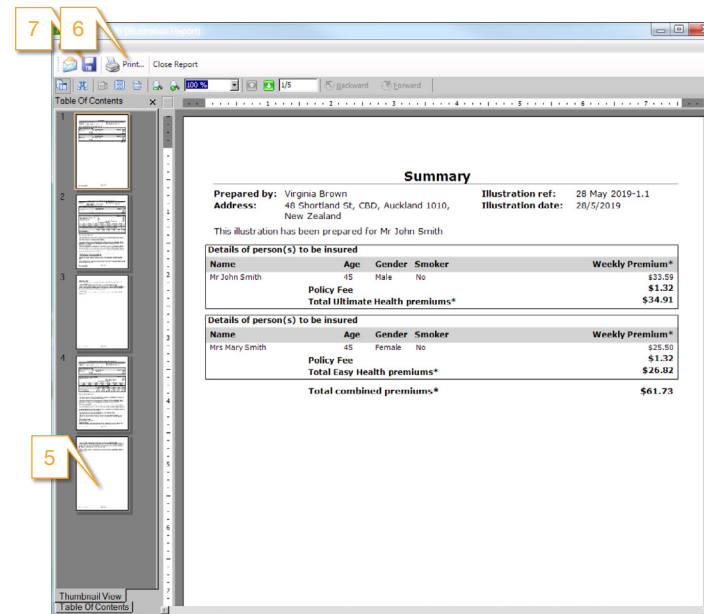
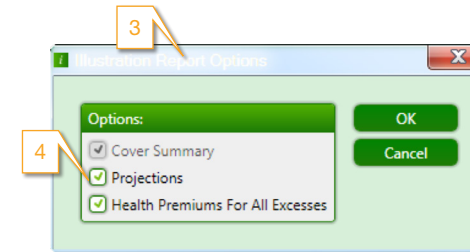
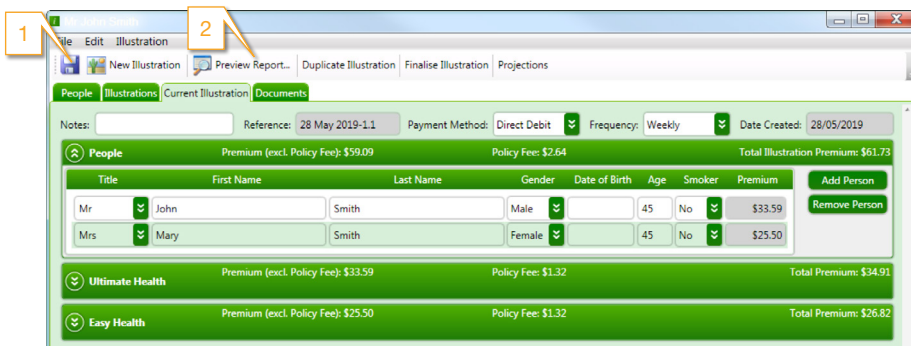
Click the **Save** icon **1** to save.

How do I preview and print illustrations?

- Before you can preview and print an illustration, each client's name and details need to be entered.
- Click the **Preview Report** icon **2** – this will take you to **Report Options** **3**
- Select the options **4** you wish to include in the report and click OK.
- To view a page on the Illustration Report, select the page by clicking on it **5**
- Click the **Print** icon **6** to print the required pages.

How do I upload illustrations to nibAPPLY?

- Click the **Preview Report** icon **2** – this will take you to **Report Options** **3**
- Select the options **4** you wish to include in the report and click OK.
- When the report is showing on the screen, click on the save icon **7** – this will take you to your documents, where you can save the attachment to later be uploaded in nibAPPLY.



Tips and tricks

- Your **Report Options** settings will be remembered from each previous occasion.
- When selecting the information to print, only the options applicable to the illustration will be shown.
- One Illustration Report is produced for all covers entered into an illustration.