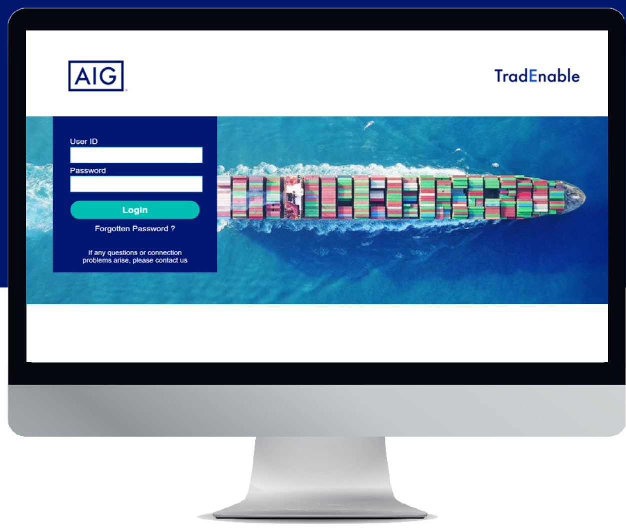
AIG QUICK REFERENCE GUIDE

TradEnable Portal
Portal Functionality



Overview

AIG's new TradEnable system allows Brokers and Policy Holders to administer and track policy activity via the **TradEnable portal**. Initial functionality includes the ability to add new Buyers/limits to an existing policy, update limits for an existing Buyer, and cancel existing limits.

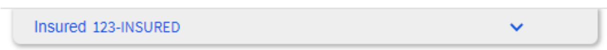
You can also use the Portal to create and mange other users from your organisation.

The Portal is divided into an **Insured Portal** and a **Broker Portal**.

Insured Portal

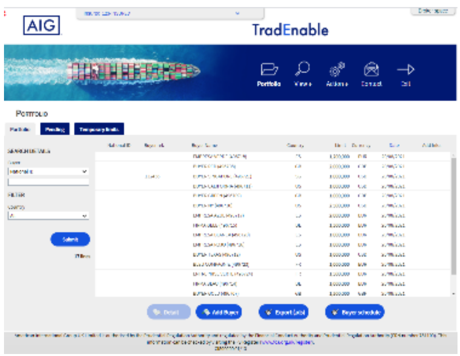
The Insured Portal is available to Brokers and Policy Holders.

When you log in as a Broker a dropdown menu at the top of the screen allows you to select the Policy Holder you wish to work with.



Policy Holder selection dropdown for Brokers

If you are a Policy Holder, the Portal will open onto the **Portfolio** page for your policy, or the default homepage you have set within your preferences (Profile Management).



Portfolio Page

From the Portfolio page, both Brokers and Policy Holders can perform the following tasks:

View Limits

The Portfolio page opens in grid form, detailing the limits of all the buyers for your policy. There is a filter section to the left which allows you to filter the list according to various criteria.

Add a Buyer/limit

Broker and Policy Holders can use the portal to add a buyer and subsequently request a limit. This functionality can be accessed from the **Add Buyer** Add Buyer button.

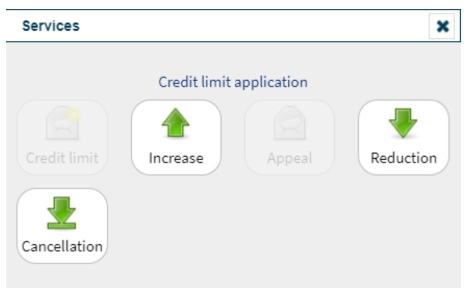
View historical detail of the policy

The Application History option can be accessed by hovering over the **View** button in the menu bar and clicking on **Application History** from the menu. This will list all types of requests (Credit Limit, Appeal, Increase, Reduction and cancellation) previously made for the policy. To return to the Portfolio, you can click on the **Portfolio** icon from the same menu.

Make a limit request for the selected existing buyer

If you click on a buyer, the **Detail** Detail button becomes activated. When you click on this button, you will see more information related to the selected buyer and use the **Services** Services button to request an increase, decrease or cancellation of that Buyer's limit.

For a previous restrictive limit granted, you can appeal the decision as well and eventually provide additional information to the Underwritter who will review your appeal request.



Services available for selected Buyer

View user documentation for the Portal

User Guides covering all aspects of the Portal functionality may be accessed by hovering over the **View** icon in the menu bar at the top of the page and clicking on **User Guide** from the menu.

Add Policy Holder users

Brokers and Policy Holders can add or modify Portal users by hovering over the **Action** button and clicking on **User Management** from the menu. Policy Holder users do not have access to the **Broker** space.

Manage your User profile

As a Policy Holder user, you can manage your own Portal user profile. Hovering over the **Action** button and clicking on **Profile Management** from the menu will allow you to change details of your user profile and change your password using the **Password** Password button. Once you have made changes to your profile, click on the **Submit** Submit button to save your changes.

Contact AIG via email

Clicking on the **Contact** button will open a new email in your default email application if you wish to contact AIG directly.

Exit the Portal

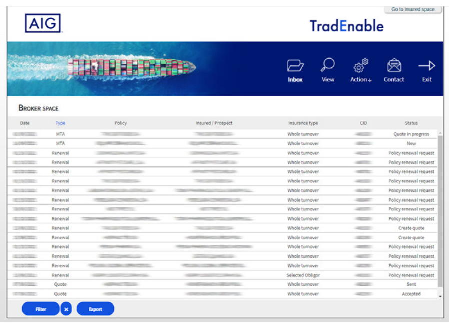
You can exit the Portal by clicking on the **Exit** button.

Broker Portal

Broker users have access to all the functionality in the **Insured** Portal.

Additionally, Broker users can access the **Broker space** by clicking on the Broker space button in the top right corner of the screen.

The landing screen of the Broker space displays the Inbox showing an overview of all pending transactions (New submissions, quotes, Mid Term Adjustments and renewal applications) and their status. By clicking on a transaction, you can see further details of the transaction and view any attached documents relating to that transaction.



Broker space Inbox

In addition, the following functionality is available to Broker users:

View Portfolio

The **View** button displays a list of all AIG policies, including Policy **Periods**, **Premiums**, and **Commissions**.

Add Broker users

Broker users can add or modify Portal users by hovering over the **Action** button and clicking on **Broker User Management** from the menu. Broker users can access all functionality in the **Broker** space and access and manage policy information for all Policy Holders they have brokered via the **Insured** space.

Manage your User profile

As a Broker user, you can manage your own Portal user profile. Hovering over the **Action** button and clicking on **Profile Management** from the menu will allow you to change details of your user profile and change your password using the **Password** Password button. Once you have made changes to your profile, click on the **Submit** Submit button to save your changes.

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