



**Insuring your success. In any event!**  
Get a tailored insurance quote call **01727 843 686**

Welcome to WorldWide Special Risks' online Event Insurance platform. Here you will be able to generate Event Insurance quotations, confirm cover and receive all of your documents, instantly.

The information below will provide you with a brief introduction to how the system works.

### **Registration**

To use the system you will need to be a registered broker with WorldWide Special Risks. Once you are registered you will receive a User Name and Password, providing access to the online system.

To use the system go online to [www.worldwidespecialrisks.co.uk/online/insurance-brokers](http://www.worldwidespecialrisks.co.uk/online/insurance-brokers)

You will need the User Name and Password from your Registration Email to login as an existing user.

### **Get a new quote**

Click on the Scheme Menu on the left to choose a proposal form.

The currently available schemes are;

- One-Off Event Insurance
- Firework Display Insurance

This will open the interactive proposal form, which you can complete to secure an instant quotation.

At the end of the proposal form, which you complete on behalf of your client, you will receive a quotation displayed online and confirmed by email.

On most occasions the quotation you receive will be instant and automated by the system. However, there are some circumstances, which may require referral to an offline underwriter. We will endeavour to ensure a swift response to this referral process. If your enquiry is urgent you can also contact us offline during office hours on 01727 843686.

Your quotation will be valid for a period defined in the quotation. At any time up to this point you may login and view the live quotation. You will receive an email confirming the Quote Reference to make it easier to track the quotation.

To find a quotation using the Quote Reference, simply type it into the Quote Reference Search box on the site. A list of Live Quotations is also available within the Manage Account section.



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### **Confirmation of Cover**

If you would like to confirm cover and accept the quotation simply click Buy Now on the quotation page.

If you are an Invoice broker then you can make payment via credit card at the time of order. The system will take your credit card details and process the payment. It will then display the Certificate of Insurance in .pdf format online, which you can print or download. A copy will also be sent to your email account.

For Statement Brokers the premium will be added to your next Statement.

### **Manage your account**

This section allows you to view existing live quotations, expired quotations and policies. You can access this information via the Manage Account option on the menu bar.

### **Help**

For any questions or advice on using the online system please contact us on 01727 843686 or email [online@wvsr.co.uk](mailto:online@wvsr.co.uk)