



VMIA Portal

How do I update an existing policy online?

vmia.vic.gov.au



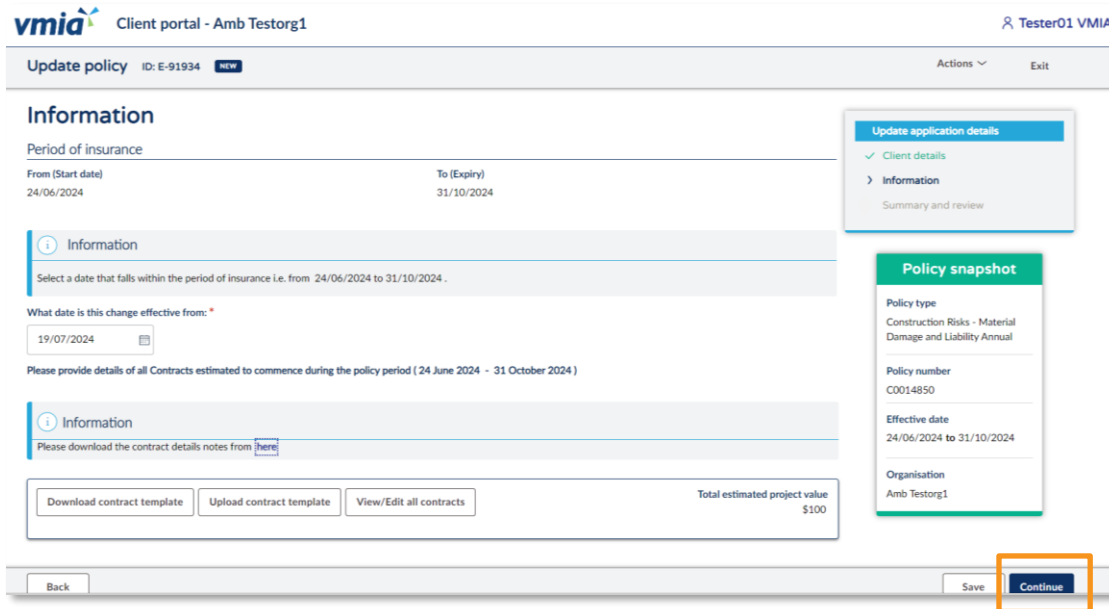
How do I update an existing policy online?

Step 1. Locate the tile of the policy you wish to update on the homepage (in the 'My policies' tab).

Step 2. Click 'More actions' and select 'Update policy'.

The screenshot shows the user interface for 'Amb Testorg1'. At the top, there is a 'Switch organisation' dropdown menu set to 'Amb Testorg1'. Below this, there are navigation tabs: 'My policies', 'My renewals', 'My claims', 'My Invoices', and 'Assessment'. The 'My policies' tab is highlighted with an orange box. Underneath the tabs, there is a 'Policy state' section with buttons for 'Current', 'Upcoming', and 'Previous'. The main content area displays a 'Business travel' policy tile. The tile includes the policy number 'C0016353' and the dates '01/08/2024 to 30/06/2025'. Below the dates are buttons for 'View details' and 'Download documents'. At the bottom of the tile, there is a 'More actions' dropdown menu, which is highlighted with an orange box. The dropdown menu is open, showing options: 'Update policy', 'Cancel policy', and 'Note Interested Party CoC'. The 'Update policy' option is highlighted with an orange box.

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vmia Client portal - Amb Testorg1 Tester01 VMIA

Update policy ID: E-91934 Actions Exit

Information

Period of insurance
From (Start date) 24/06/2024 To (Expiry) 31/10/2024

Update application details
 ✓ Client details
 > Information
 Summary and review

Policy snapshot

Policy type
Construction Risks - Material Damage and Liability Annual

Policy number
C0014850

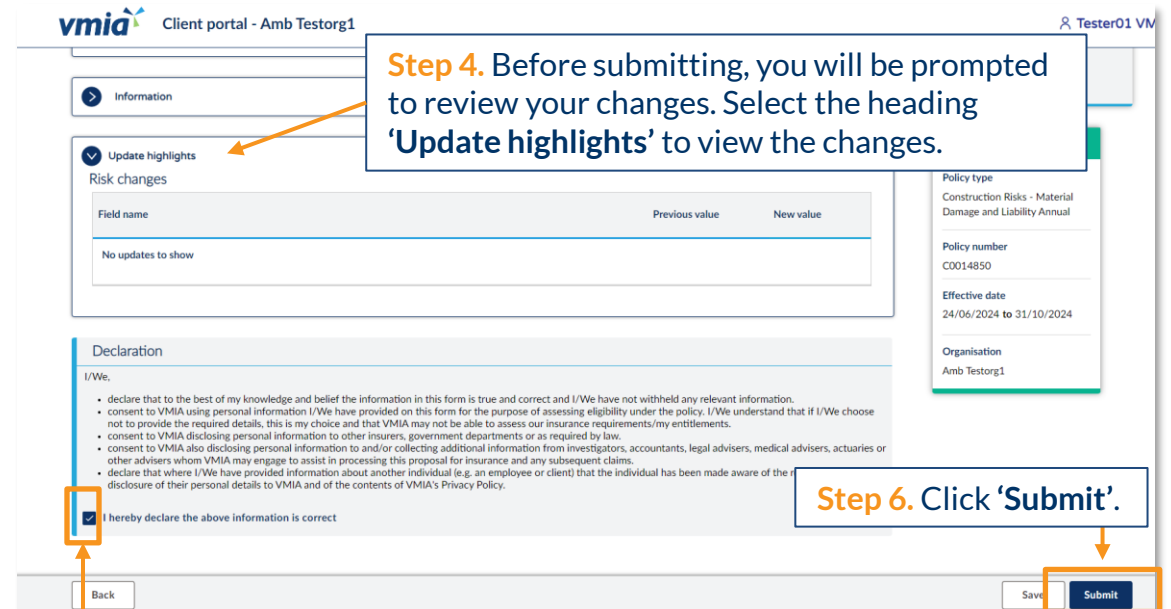
Effective date
24/06/2024 to 31/10/2024

Organisation
Amb Testorg1

Download contract template Upload contract template View/Edit all contracts Total estimated project value \$100

Back Save Continue

Step 3. Make the necessary changes to the policy, clicking '**Continue**' on the bottom right-hand side to progress through the screens.



vmia Client portal - Amb Testorg1 Tester01 VMIA

Information

Update highlights
 Risk changes

Field name	Previous value	New value
No updates to show		

Declaration

I/We,

- declare that to the best of my knowledge and belief the information in this form is true and correct and I/We have not withheld any relevant information.
- consent to VMIA using personal information I/We have provided on this form for the purpose of assessing eligibility under the policy. I/We understand that if I/We choose not to provide the required details, this is my choice and that VMIA may not be able to assess our insurance requirements/my entitlements.
- consent to VMIA disclosing personal information to other insurers, government departments or as required by law.
- consent to VMIA also disclosing personal information to and/or collecting additional information from investigators, accountants, legal advisers, medical advisers, actuaries or other advisers whom VMIA may engage to assist in processing this proposal for insurance and any subsequent claims.
- declare that where I/We have provided information about another individual (e.g. an employee or client) that the individual has been made aware of the disclosure of their personal details to VMIA and of the contents of VMIA's Privacy Policy.

I hereby declare the above information is correct

Policy type
Construction Risks - Material Damage and Liability Annual

Policy number
C0014850

Effective date
24/06/2024 to 31/10/2024

Organisation
Amb Testorg1

Back Save Submit

Step 4. Before submitting, you will be prompted to review your changes. Select the heading '**Update highlights**' to view the changes.

Step 6. Click '**Submit**'.

Step 5. When you are happy to proceed, read the declaration and select the checkbox to declare you understand..

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Dear Tester01 VMIA,

We are pleased to inform you that we have reviewed your application to update your Property Insurance. You can login to our portal to view your **quote**.

Kind regards,
VMIA

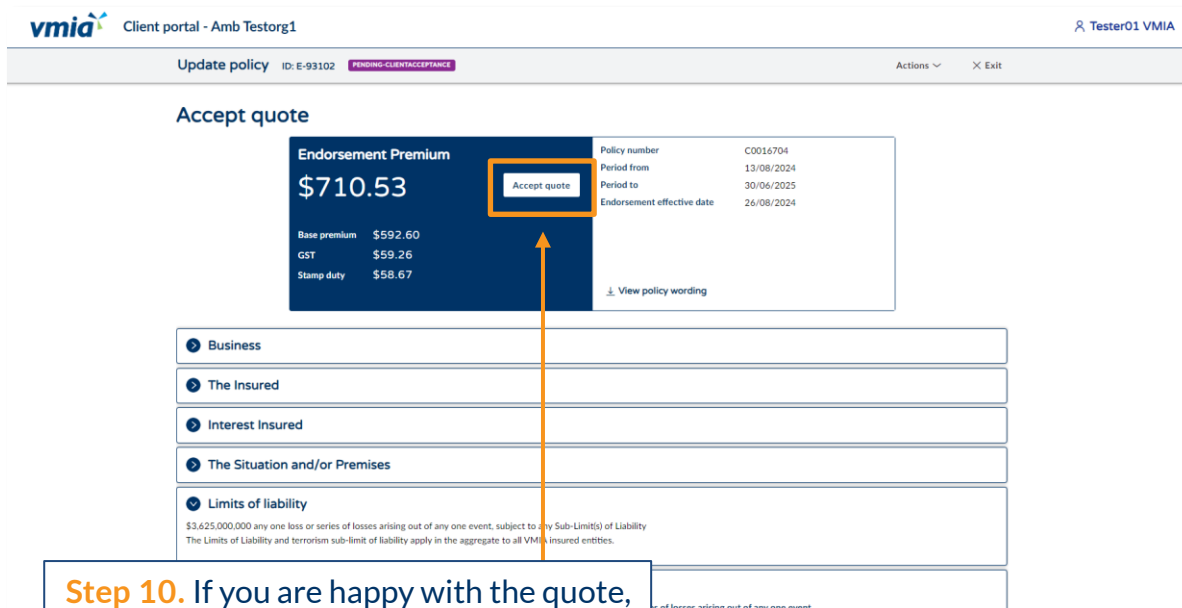
Step 7. If VMIA don't need to review the update request, your quote will be available immediately for your review. If VMIA need to review your policy updates, you'll receive an email from us when your new quote is ready for your review.

Step 8. From the portal homepage, scroll down to the 'My tasks' tab.

ID	Claim number	Product name	Category	Policy number
E-93102	--	Property	--	C0016704
FNCL-13312	--	Medical Indemnity	--	C07341
CBL-3340	--	Combined liability	--	--

Step 9. Click on the relevant Reference ID to access the quote.

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Client portal - Amb Testorg1

Update policy ID: E-93102 **PENDING-CLIENTACCEPTANCE** Actions X Exit

Accept quote

Endorsement Premium		Policy number	C0016704
\$710.53		Period from	13/08/2024
		Period to	30/06/2025
		Endorsement effective date	26/08/2024

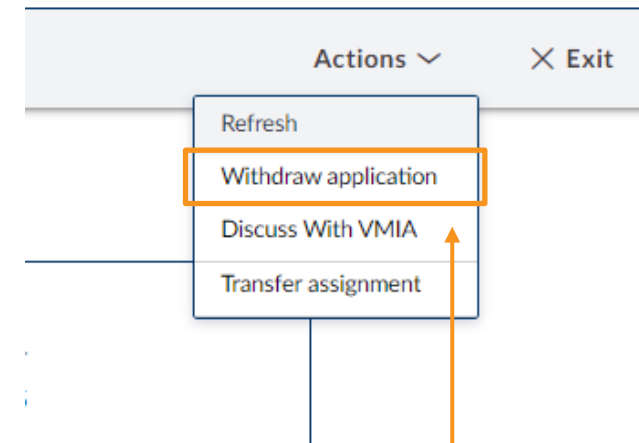
Base premium \$592.60
GST \$59.26
Stamp duty \$58.67

View policy wording

- Business
- The Insured
- Interest Insured
- The Situation and/or Premises
- Limits of liability

\$3,625,000,000 any one loss or series of losses arising out of any one event, subject to any Sub-Limit(s) of Liability. The Limits of Liability and terrorism sub-limit of liability apply in the aggregate to all VMIA insured entities.

Step 10. If you are happy with the quote, click **'Accept Quote'** and click **'Submit'**.



Actions X Exit

- Refresh
- Withdraw application**
- Discuss With VMIA
- Transfer assignment

If you don't want to proceed, click **'Actions'** and select **'Withdraw Application'** to withdraw your application.

Note: If you wish to discuss your quote further with VMIA, we recommend calling/emailing VMIA directly rather than selecting the option **'Discuss with VMIA'**. Your query will likely be resolved faster if you contact VMIA directly than if you arrange a time to discuss with VMIA via the portal.