

For quotations on larger fleets, we recognise that you will want to send your familiar format of presentation by e-mail for us to consider.

For single vehicle risks, the web-based system can be used to obtain a quote. Rates and terms will be returned to you by the Octane underwriters at which point you may, if you need to, proceed immediately to the new business process, using the quotation input to print the Statement of Fact, the schedule and the certificates or cover notes locally.

The Octane web-based system is accessed at <http://www.prestigeunderwriting.com/>. Prestige hosts our admin and claims processes on their Cover.Net system. A fronting screen will be presented asking for three fields to be entered.

You have been supplied with a Company Username, Staff Username and password. These are input at this stage.

Below the Prestige logo is a bar with options. Click "Clients". For an existing client select "Recall Customer" and find the case by the selection options.

For a new quotation select "Clients", "New Customer" and fill in the details.

- The "Country" field, by the way, asks you to choose between ROI (Republic of Ireland) and UK.
- If you supply a postcode and house number and "Get Address" the fields will auto-fill.

On the next page, look in the box called "New Business" in the top right hand corner. Ensure you are being offered the "Octane Non-Standard Motor Insurance" product, and then click "Go".

The next screen starts with "Proposers Details". Enter the date of birth. Field formats will be described where necessary, such as the dd/mm/yyyy format of this date of birth field. Tab through the other fields completing them where necessary. Under "Cover details" a drop down list will offer you, Private Car, Taxi, High Performance Cars and Commercial Vehicle, amongst others for you to select the product type.

If you say "Yes" to the questions about accidents or convictions on this screen, you will not be asked for details immediately, but the system will pick up the details slightly later in the process.

When you have clicked "Proceed", the next screen asks for the remainder of the base details like Class of Use and NCB. "Proceed" again takes you to screens where you can specify any additional drivers.

On the following screen any claim and conviction details will be picked up.

Next is the vehicle screen. Tab through the fields filling them in from the drop down lists. ABI codes are used for make and model where appropriate. Multiple vehicles can be entered as required.

One final screen asks the few remaining questions about previous insurance and when you select "Proceed" the case will be sent immediately to Octane underwriters to provide your quotation.

The quote will be returned to you electronically. To view the quote, return to the home page and click on "Task List". You will be able to see the net and gross rates, commission and IPT. Excesses and endorsements will be shown in the proposal form which you can view.

If you wish to go on cover for the case, select "Issue Cover" and follow the process to print the proposal, schedule, certificate or cover note.

If not, select the option to decline, or store the quote for the time being.