1. LOGGING ON

a. Click on the link provided to you which will open your Internet browser (Internet Explorer/Google Chrome).

b. You will be brought to the login page for the Online Proposal Form submission. Click on the **Click here to start** as indicated below.

c. Using the credentials provided in email, enter your User name, Password and click the **Login** button.

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The system will then prompt you to enter your contact details. You will only have to perform this once.

Upon subsequent logins, once you enter the **User name** and **Password**, you will be taken to Dashboard or to Question 1 directly.

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After you have provided your details, read the **Important Notice** and then Tick the **Check box** to indicate your have read and understood the Important Notice. Then click **Accept and continue** button.
2. COMPLETING THE PROPOSAL FORM

This is what the Proposal Form: Question 1 screen looks like.

For your convenience, the system automatically pre-fills the details from the previous year and allows you to make changes.

Once you have filled up the details, click on Save and Continue at the bottom of the page to navigate to next question.

There are 8 questions in total. Once you have filled in all the questions, the last page would be the Declaration page as shown below.

Preview the Proposal Form details and verify that the information has been reported accurately. Read the Authorisation section, Declaration section and ensure you have read and click the Personal Information Collection Statement link. Tick both Authorise, Declared and Read, Understood & Conented check boxes. Click on the Confirm and get mandatory Invoice which brings you to the invoice screen to confirm the total payment payable.

In the event if you are unable to complete the Proposal Form, you can login to the site anytime and continue to complete the Proposal Form using the Dashboard menu. Click on the highlighted Status Continue to Complete as shown below.
3. GENERATING INVOICE ONLINE

Upon confirming the Proposal Form, the Mandatory invoice in PDF format is generated with ‘Standard Base Excess’ and ‘Reduced Base Excess’ premium options automatically and email is triggered with the proposal form together as an attachment. The Mandatory summary screen is similar as shown below:

To purchase the Top-Up, navigate to Dashboard and click on the ‘Top-Up Purchase’ as shown below:

A default set of Limits appears for you to choose the preferred option by clicking on the ‘Checkout’ button as shown below.
3. GENERATING INVOICE ONLINE

Upon checking out the 'Top-Up' option, the Payment summary screen appears with Total payable Mandatory with 'Standard Base Excess' and Top-Up payment as shown below.

Tick to accept the terms and conditions so that you would be able to 'Submit to JLT' the payment details and proceed to make the necessary payment arrangements.

Navigate to Dashboard. In order to proceed with the payment arrangements, click on the Method of Payment as shown below.

Click on the Download Payment Instructions template which auto-populates the pre-filled information, complete the payment options (via Giro or Cheque) and submit to the respective parties (bank, JLT MBAR team (cheque payment)).