

User Manual Ingosur Online Insurances

Ingosur BV offers the possibility to selected partners to request Car Insurance Policy on-line (internet). You can request an Insurance Policy with your webbrowser from your office or from a customer location and print it as a “green card” or International Motor Insurance Certificate. All requested Insurance Policies are invoiced monthly. Printing can be done on special green paper, which is supplied by Ingosur BV. The website is secured using a “SSL” digital certificate, same like online banking sites.

What do you need?

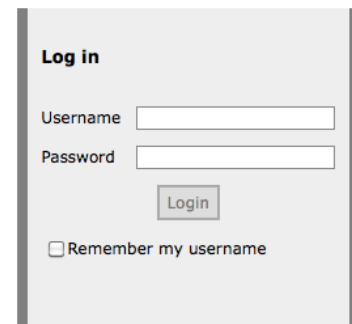
For on-line Insurance Policy requests you need:

- a PC with internet access
- an account from Ingosur BV with a loginname and password
- a modern webbrowser with “cookies” and “javascript” enabled (often standard)
- a program to read and print PDF-files, like Adobe Acrobat Reader.
(freely available from Adobe on <http://www.adobe.nl/products/acrobat/readstep2.html>)
- an A4-printer (black-on-white) with the possibility for seperate paper feed . Preferably a laser printer (to avoid ink stains)
- green A4 paper, supplied by Ingosur BV (this is paper with special anti-fraud protection)

How does it work?

First you need to login on the Ingosur BV website. On the Ingosur homepage (<http://www.ingosur.nl/>) you can select “Online Insurance”. There are different web-applications for different countries:

Netherlands	https://secure.ingosur.nl/online/
Belgium	https://secure.ingosur.be/online/
Germany	https://secure.ingosur.de/online/
Spain	https://secure.ingosur-ned.es/online/



Log in

Username

Password

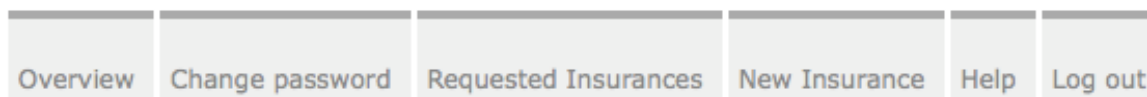
Remember my username

Log in with your Username and Password.

These are supplied by Ingosur BV in a separate letter or email.

After log in you will see a Welcome-page. On the upper menu bar you can select several functions.

The menu:



Use the menu item “Change Password” to change your password. We advise you to change the provided password directly into a new password, which you can better remember. You can change the password as many times as you like. There will usually be one account for each partner/company, so you need to share the account data with all persons accessing this application. Please contact Ingosur BV if you would like to have multiple accounts.

How to request a new insurance

Provide as much data fields as possible when filling in the new policy form.

Some fields are mandatory. When a registration number is provided, a “short” Chassis Code (last 4 numbers) would suffice. When no registration number is provided, the full 17-character Chassis Code needs to be supplied.

In the field “Category” you can choose for A (Car), B (Motorcycle), C (Lorry) and/or F (Trailer). For category F (Trailer) there are separate registration number/Chassis Code/ Brand fields available.

You can save the Name-Address details (together with the Country/Passport data) using an “alias” name. With the next request you can easily invoke the details again using the “alias” name. You can also change the data of an alias when saving the alias under the same alias-name. If you save an alias with an empty name, you can delete the alias from the alias list.

After completing the form, click the button “Check”. If there are any errors or ambiguities, you will see a notification how to fill in the concerning field with the correct data (format). When all fields are correct and the check-function was successful, you can click the button “Accept Policy”.

After accepting, you will see an Insurance Certificate page of this new policy. In this Insurance Certificate, the request-date is also printed. On this page you can print the Insurance Certificate on special green paper which will be the “green card” or International Motor Insurance Certificate.

An Insurance Certificate should only be printed once. If printing fails or when white paper was used during printing, you can print the Insurance Certificate again. Insurance Certificates can only be printed within 24 hours after request.

All requested Insurance Policies will be invoiced monthly. After you have accepted an new Insurance Policy form, you can NOT change or withdraw the Insurance Policy. Please contact Ingosur BV on telephone number +31- 70-363-3013 during office hours, when you need assistance.

You can view the list of accepted Insurance Policies using the menu item “Requested Insurances”. From this list you can click on the policy number of a certain Insurance Policy to view the Insurance Certificate and print it if needed.

List of Insurance policies						
Data/time [?]		Search	Valid	Paid	Number (Total: 21)	
Request	From	To	Registration number	All	All	50 Refresh
Nr.	Request date	Policy number	Start date	Object	Status	Paid
1	2010-05-14 21:18:35	NL/274/268478	2010-05-24	A / 12-12-12 / 3456	Valid	Open
2	2009-01-22 23:01:39	NL/274/268475	2009-01-22	A / 13-13-13 / 1232	Valid	Open
3	2008-12-29 14:21:17	NL/274/268474	2008-12-29	A/AB-CD-EF / 23213812392187312983, F	Valid	Open

When you are finished using the web-application, you can log-off using the menu item “Log out”. Please note that nobody else can login with the same account name, while any login session is still active.