

UINSURE ADVISER PLATFORM

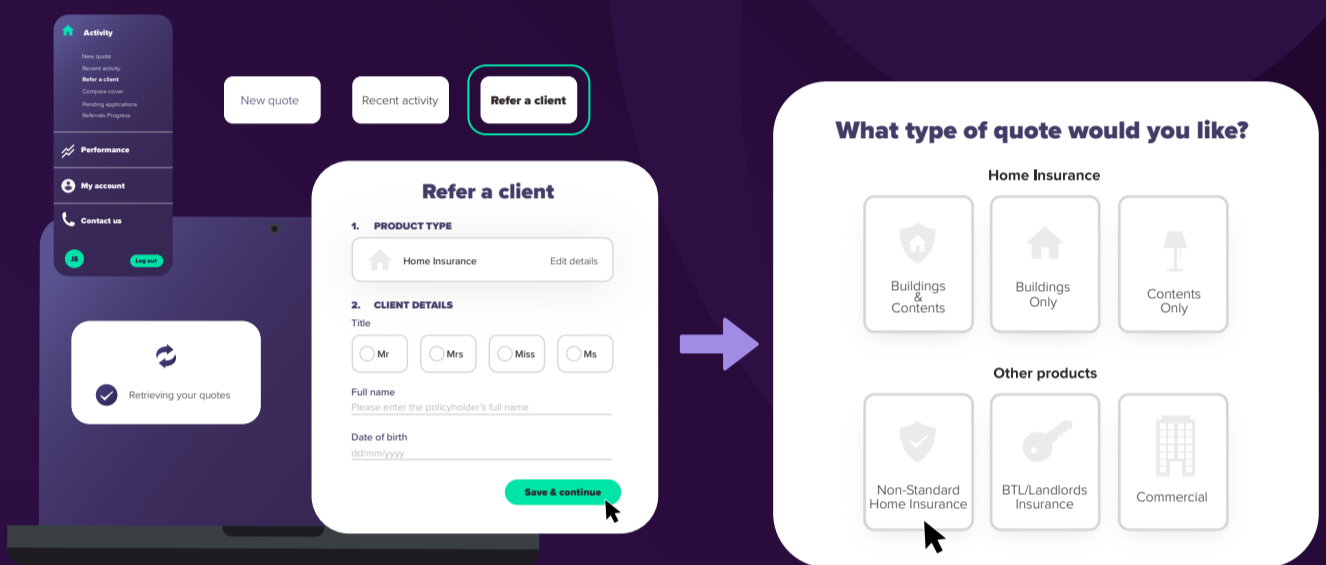
NON-STANDARD BUILDINGS & CONTENTS REFERRAL GUIDE

This guide explains how mortgage intermediaries can submit a Non-Standard Buildings and Contents (B&C) referral via the Uinsure Adviser Platform.

1. LOG IN TO THE UINSURE INTERMEDIARY WEBSITE
Log into the Uinsure Intermediary portal using your usual credentials.

2. GO TO “REFER A CLIENT”
Select the *"Refer a Client"* tab from the main navigation menu.

3. CHOOSE PRODUCT TYPE – NON-STANDARD
You will see several product types. Select *"Non-Standard"* to begin your referral process.
Click *"Save & Continue"* to move forward.



4. ENTER CLIENT DETAILS
Complete the Client Details section, including:

- Client Name
- Date of Birth

Click *"Save & Continue"* to move forward.

5. ENTER PERSON TO CONTACT INFORMATION
Provide details for the person Uinsure will contact:

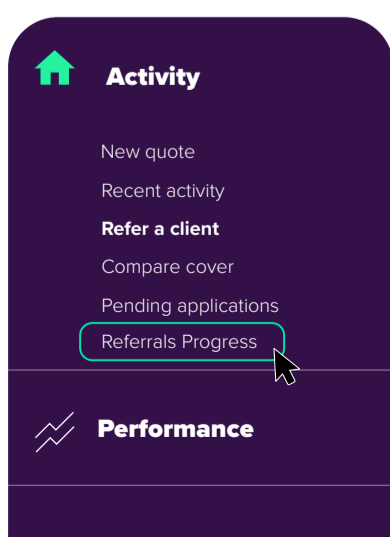
- Telephone Number
- Email Address

6. SELECT CALLBACK DATE AND TIME
Choose a callback date/time (ideally within the next 7 days) that suits the client.
Click *"Save & Continue"* to move forward.

7. PROVIDE QUOTE DETAILS
Complete the Quote Details section:

- Address to be insured
- Referral Type (select from dropdown)
- Any additional referral notes

8. SUBMIT THE REFERRAL
Click *"Send Referral"* to submit the client details to Uinsure’s referral team.
All updates can be seen via the *"Referrals Progress"* tab on the left-hand side of the website:



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