

Completing actual wage declaration transactions – Sunrise

Quick Reference Guide

Search in your Broker Management System

- ▼ Click 'find policy' and enter the policy number
- ▼ Change view to history and click search
- ▼ Select the Actual wages term applicable and click view
- ▼ Click modify risk details
- ▼ Amend the Attachment Date as the day before renewal date
- ▼ Click modify risk details

Search in VeroEdge

- ▼ Look for 'wages declaration transaction' heading
- ▼ Click the link to the ANZSIC/Wages page
- ▼ Add in the actual wages details

Actual wage documents

- ▼ Click the 'Policy Documents and Attachments' tab
- ▼ Click add and browse to your document to upload
- ▼ Enter the description and type of document
- ▼ Click upload and then validate

The screenshot shows the 'Policies' search results page. The search criteria include Client Id, Policy No (WCW009945721), and State. The search results table is as follows:

Client Id	Product Id	Start Date	State	Acc Exec	Currency
WAWORKERS	G3OWCT6	15 Dec 2017	New Business		AUD
WAWORKERS	WCW009945721	15 Dec 2018	Auto Closed		1,848.00
WAWORKERS	VEROTEST-8326-1-1	15 Dec 2017	Accepted Sunrise		1,848.00
WAWORKERS	G3OWCT6	15 Dec 2018	Renewal		AUD
WAWORKERS	WCW009945721	15 Dec 2019	Auto Closed		2,046.00
WAWORKERS	VEROTEST-8326-2-1	15 Dec 2018	Accepted Sunrise		2,046.00

The screenshot shows the 'Workers Compensation Policy Details' page. The 'Policy Documents and Attachments' tab is selected, showing a 'Wages declaration transaction' under the 'ANZSIC / Wages' section. The 'Policy Details' section includes the following information:

- Policy No: WCA007368824
- Quote Ref: IDP000000282
- Mode: Incomplete
- Stage: Alteration
- Status: Draft
- Term Start: 12/12/2017
- Term End: 12/12/2018
- Effective: 11/12/2018
- Gross Premium: Calculate

Completing actual wage declaration transactions – Vero Central Broker Portal

Quick Reference Guide

Search for the policy

- ▼ Click the search tab in the top right of the screen
- ▼ Select general search from the tabs
- ▼ Enter the policy number
- ▼ Click search
- ▼ Write down the term start date and ensure:
 - Product = Workers Compensation
 - Stage = Policy
 - Status = Issued

Search for the prior term

- ▼ Click structured search from the tabs
- ▼ Using the written down term start date enter:
 - term start from
 - term start to
- ▼ Ensure:
 - Product = Workers Compensation
 - Stage = Policy
 - Status = Issued
- ▼ Click search
- ▼ Click the correct result
- ▼ Click view policy

Add wage and ANZSIC information

- ▼ Start actual wages transaction to add the actual wages
 - Click modify
 - Add effective date = day before renewal date
 - Add expiry date = renewal date
 - Click validate
- ▼ Enter additional ANZSIC information

