## Completing actual wage declaration transactions – Sunrise

veroedge

**Quick Reference Guide** 

### Search in your Broker Management System

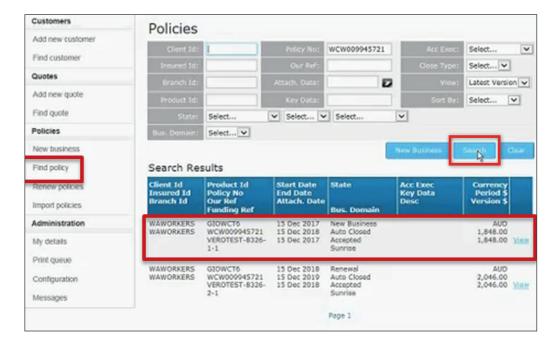
- ▼ Click 'find policy' and enter the policy number
- ▼ Change view to history and click search
- ▼ Select the Actual wages term applicable and click view
- ▼ Click modify risk details
- Amend the Attachment Date as the day before renewal date
- ▼ Click modify risk details

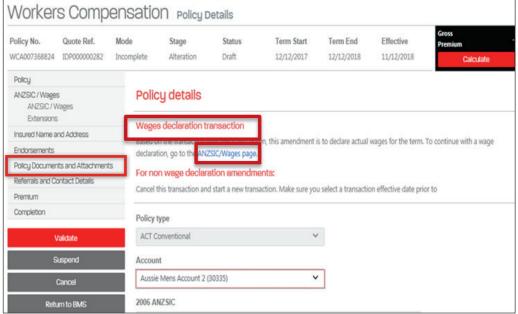
### Search in VeroEdge

- ▼ 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





# 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
- ▼ Fnsure:
  - 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

