

# CYBER INSURANCE BROKER INFORMATION



## PORTAL WEBSITE

<https://brokerportal.atcis.com.au/>



## SIGN UP

If you have not been previously provided a password or you have not signed up for a login, please complete the details when you click "Sign Up".

## LOGGING IN

You will generally receive the login details via email within 12 hours except weekends or public holidays. Please check your junk folder before contacting ATC. Ensure you keep this somewhere safe and secure.

## FORGOT PASSWORD

If you have forgotten your password, you can click on the "Forgot Password" link. Complete the details and you should receive a new password via email within 12 hours except weekends or public holidays.

## USER PROFILE

Once you have logged in, on the top right-hand corner

of the homepage, you will see the Profile icon . You can edit your phone number, mobile, job title and password here.

## NEW QUOTES

There are three (3) areas where you can create a new quote.

1. Homepage – "Get a Quote";
2. By searching for a Client; or
3. On the Quote page/section itself.

Follow the step by step questions to complete the quote. If your quote triggers a referral, the indicative premium will no longer be applicable, and your quote will be reviewed by the underwriters.

If your quote triggers a declination, it will stop you from completing the quote. In which case, you can email your query to [cyber@atcis.com.au](mailto:cyber@atcis.com.au).

## EXISTING QUOTES

All quotes are valid for 30 days and will automatically be deleted once they have expired.

## BINDING A QUOTE

There are four (4) ways to bind a quote:

1. At the conclusion of the quoting process;
2. Homepage – "Bind Now"
3. By searching the Quote; or
4. By searching the Client.

Ensure you bind the quote before it is due to inception as the inception date of the policy cannot be backdated.

## POLICY DOCUMENTS

At the end of the quoting process, you can click on the link for you to download the quotation documentation.

If you bind immediately after quoting, the policy documents will automatically be sent to you via email.

If you have exited the quoting process, both quote and policy documents can be accessed by searching for the quote, policy or client.

Kindly note that all emails are directed to your provided email address and not the insured's.

## CERTIFICATE OF CURRENCY

After binding a policy, you can also generate a Certificate of Currency. You can access this by:

1. Homepage – "Certificate of Currency";
2. By searching the Policy; or
3. By searching the Client.

## AVAST INSTALLATION LINK

If you are required to install the Avast software, a registration installation link will also be emailed to you once the policy has been bound.

## FOR MORE INFORMATION

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