

Update contact details on AIA Hub

1. Update contact details on QuoteBuilder

Important: Please note that these are the details that will be displayed on your Quotes and the copies of your submitted applications get sent to here.

To update the phone number or email address on Quote Builder, go to Quote Builder, click on the post card symbol on the top right next to the version number as shown below:

AIAHUB PRE-ASSESSMENT	QUOTE BUILDER	QUOTES APPLICATIONS PIPELINE	Q 👬 🚇 RAVI PANDI
QUOTE BUILDER		New Quote Builder Rename	¥11.1.0

Update your contact details and click on Save.

Update My Details		
oputionity betand		
*Phone Number		
021123456		
*Email		
nz.practicesolutions@aia.com		
Select SAVE to save your changes OR Select to discard your unsaved changes.	t CANCEL	

To get your email address updated at our end for password reset requests and email communications from us, please contact: <u>nz.agencyservices@aia.com</u>



2. Add/Update Email Distribution List

To cc an email or a list of emails please follow the instructions below:

Click on your name on the top right corner and click on MY PROFILE

۹ 🖁	🔹 RAVI PANDI	
HOME		
MY PRO	DFILE	
EXPERI	EXPERIENCE WORKSPACES	
LOGOUT		

Click on Email Distribution List and add an email address and click on save. Click on Add Email if you want to add more email addresses. Click Save after entering the email addresses.

My Profile Settings Email Distribution List Underwriting Flow Settings My Information	Email Distribution List Cc Email Address Add Email
	Save