



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:



Update your contact details and click on Save.

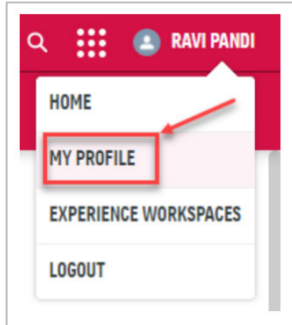
To get your email address updated at our end for password reset requests and email communications from us, please contact: nz.agencyservices@aia.com



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



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.

