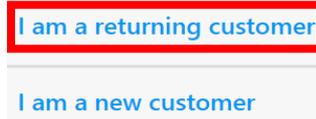


Step 1: Logging in.

Once you have opened the Webshop using the link provided, click on the 'Login' icon:

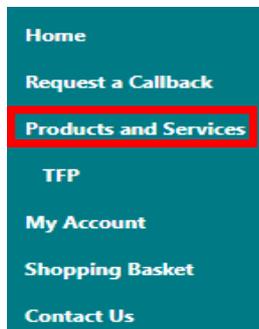


Next, click on 'I am a returning customer':



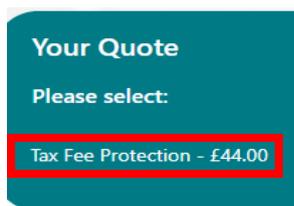
Proceed to type in your email address and password. Should you have forgotten your password, you can click the 'Forgot Password' icon to reset this.

Once in your account, click on 'Product and Services':

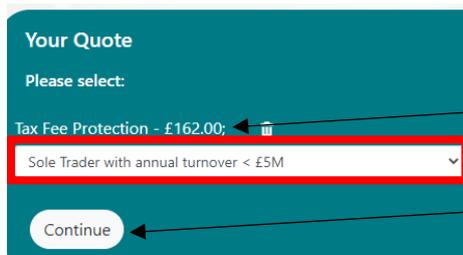


Step 2: Selecting your cover.

Once you are ready to select your cover, in the box headed 'Your Quote', click on the 'Tax Fee Protection' link:



Using the dropdown box, select your business rating:



Once selected, the price for your business rating will appear.

Once you have selected your correct rating, click 'Continue'.

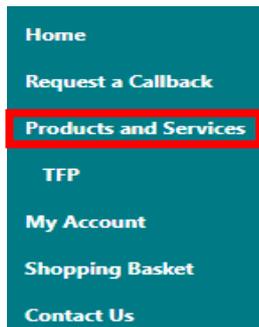
Step 3: Checking/Amending your product.

You can now see your 'Basket'. If you need to change your selection, you can click the recycling bin icon below 'Remove':



Product	Selected Option	Price	Remove
Tax Fee Protection	Ltd Co with annual turnover up to £5m	£203.00	

Then, select a new business rating by clicking the 'Products and Services' on the left of the page.



Step 4: Selecting a start date for cover.

Once you are happy that you have the correct product in your basket, click 'Next':



Next, input the date that the cover should start and enter the name as you wish to appear on the Policy Schedule:



Tax Fee Protection - Ltd Co with annual turnover up to £5m

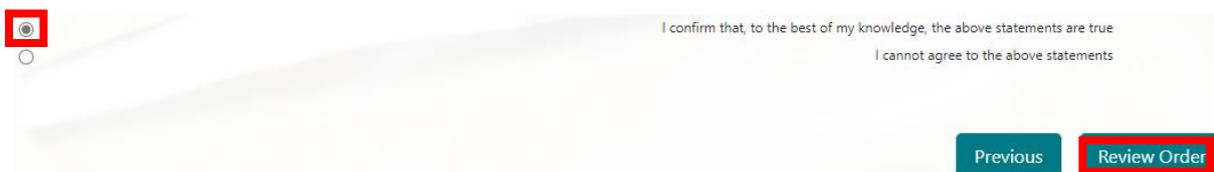
Start Date

01/05/2021

Please enter the name as you wish it to appear on your Policy Schedule;

John Smith Ltd

Following on from the above, there are statements which you need to read. If you are able to confirm that they are true, click the circle next to this option and then click 'Review Order':



I confirm that, to the best of my knowledge, the above statements are true

I cannot agree to the above statements

Previous Review Order

If you are unable to agree to any of the statements, click the circle next to this option and input details as to why you cannot agree to the statements and click 'Review Order':

The screenshot shows a confirmation screen. At the top left, there is a radio button with a red square highlight. To its right, the text reads: "I confirm that, to the best of my knowledge, the above statements are true" and "I cannot agree to the above statements". Below this is a large text input field with a light blue border and a placeholder text: "Please provide details of why you cannot agree with the above statements and someone will contact you to discuss your options". At the bottom right, there are two buttons: "Previous" and "Review Order", with the "Review Order" button highlighted with a red square.

Note: Please ensure that you include details or your application will not be sent for review.

Step 5: Confirming your order:

If you have agreed to the statements and clicked 'Review Order', you will see a breakdown of your order.

Next, check your order summary under the heading; 'Review Your Order'. Should you need to make changes, you can utilise the 'Back' button at the bottom of the page.

Once you are happy with your order, read the Terms and Conditions and as long as you agree to these, click agreement and then 'Continue':

The screenshot shows a "Terms and Conditions" confirmation screen. It has a heading "Terms and Conditions" followed by the text: "Please confirm you have read our terms and conditions and agree to the following:". Below this are three lines of text: "I/we confirm that I/we wish to subscribe and pay the amount due as shown above.", "I/we declare that, the contents of this application are true and that I/we have not misstated, omitted or suppressed any material fact or information.", and "I/we confirm that I/we have seen or been given the opportunity to see a copy of the Summary of Service.". At the bottom left, there are two buttons: "Back" and "Continue", with the "Continue" button highlighted with a red square. At the bottom right, there is a checked checkbox with a red square highlight, followed by the text: "I have read and agree with the Terms & Conditions".

Step 7: Payment for your order.

If you have agreed to the Statements in **Step 5: Selecting a start date for cover**, you will come to the summary of order and payment screen. Enter your credit/debit card details and click 'Pay':

The screenshot shows a single button with a teal background and a white border. The button contains a white padlock icon followed by the text "Pay". The button is highlighted with a red square.

You will then see a screen confirming your order along with your reference number. Underneath this, you can click on 'View Order and Documents' to retrieve your documents.

If you could not agree to the Statements in **Step 5: Selecting a start date for cover**, you will now see that you have a referred order:

Referred Orders - Pending

Order Number	Cost	action
77696	£162.00	

You will need to wait until someone has contacted you to discuss your reasons for not being able to agree with the statements. If after this discussion you are able to continue with your application, you can simply sign in to your account again by clicking on the 'Login' button on the homepage and progress the open order:

