QBE European Operations

SME

FastFlow Extranet

Super User Guide

Super Users are able to set up and manage user access to the FastFlow Extranet. This guide is intended as a brief overview of Super User functionality.

Guidance on how to obtain a quotation from the FastFlow Extranet is provided in a separate 'User Guide' booklet.

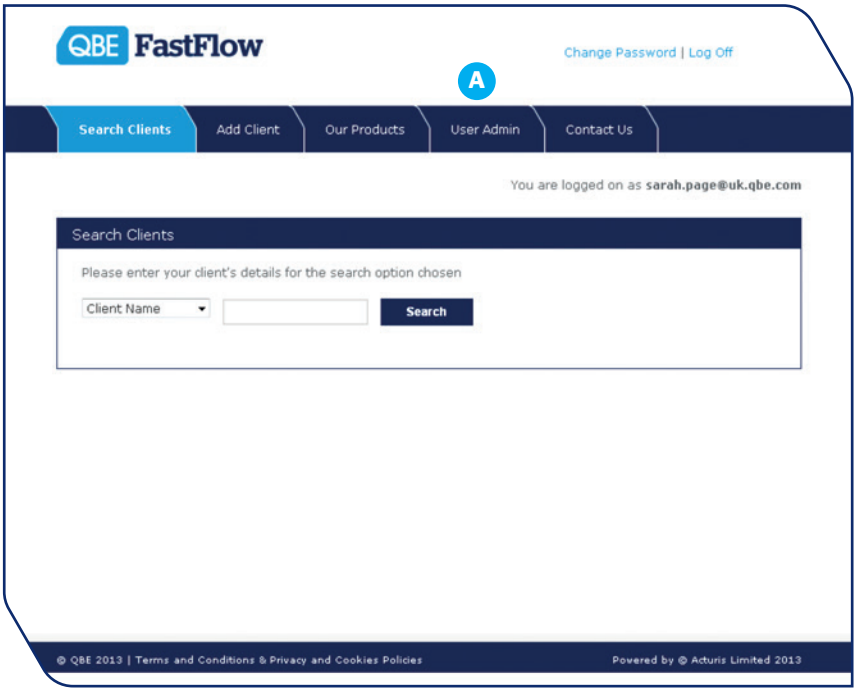
How to contact us

The FastFlow Extranet team can be contacted at:
SMEcommercial@uk.qbe.com

Freephone 0800 917 9369

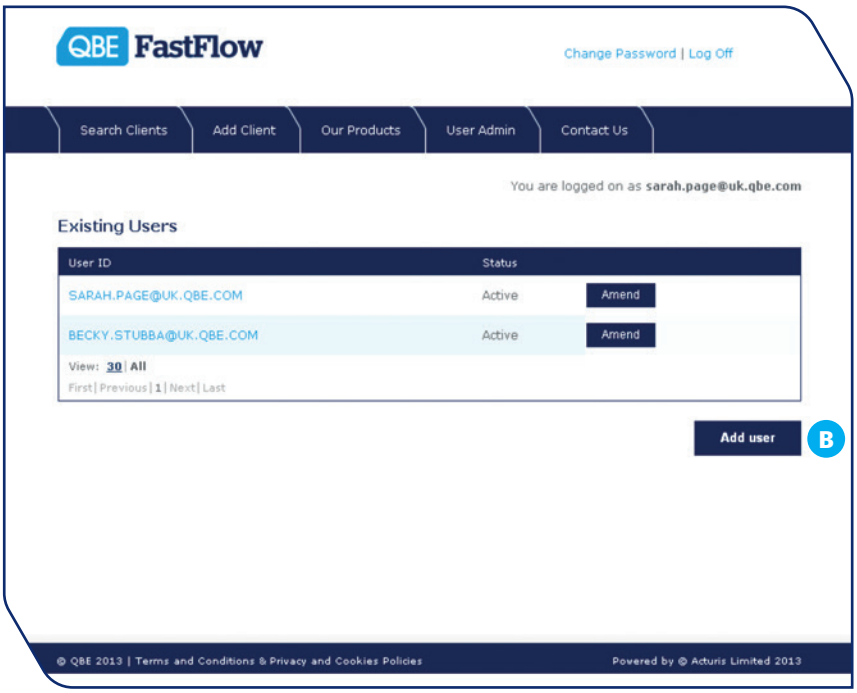
To find out more please visit:
QBEeurope.com/sme

Step 1



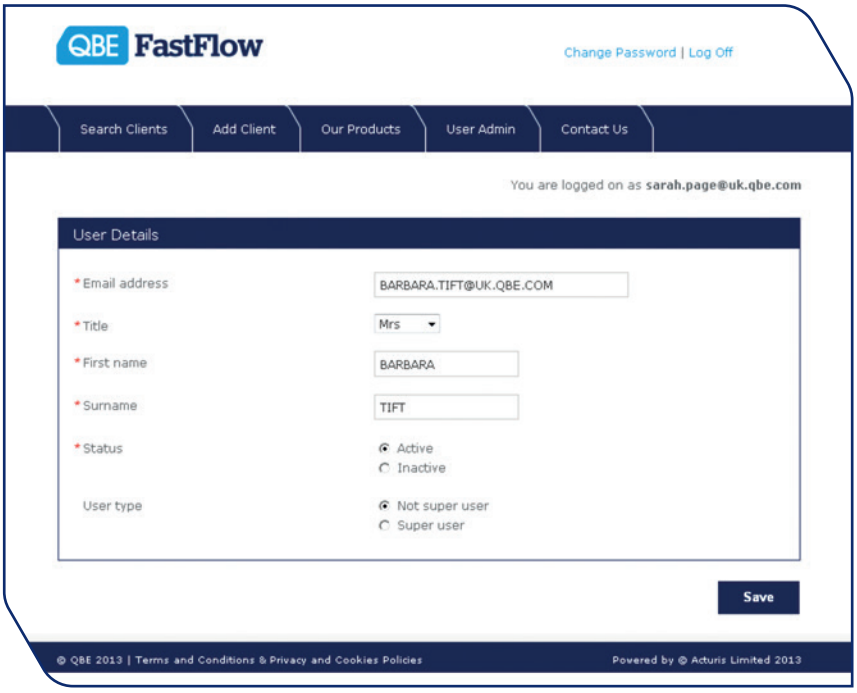
A If you have Super User access, you will see the 'User Admin' tab at the top of the page when you log in. This allows you to add, amend or delete users.

Step 2



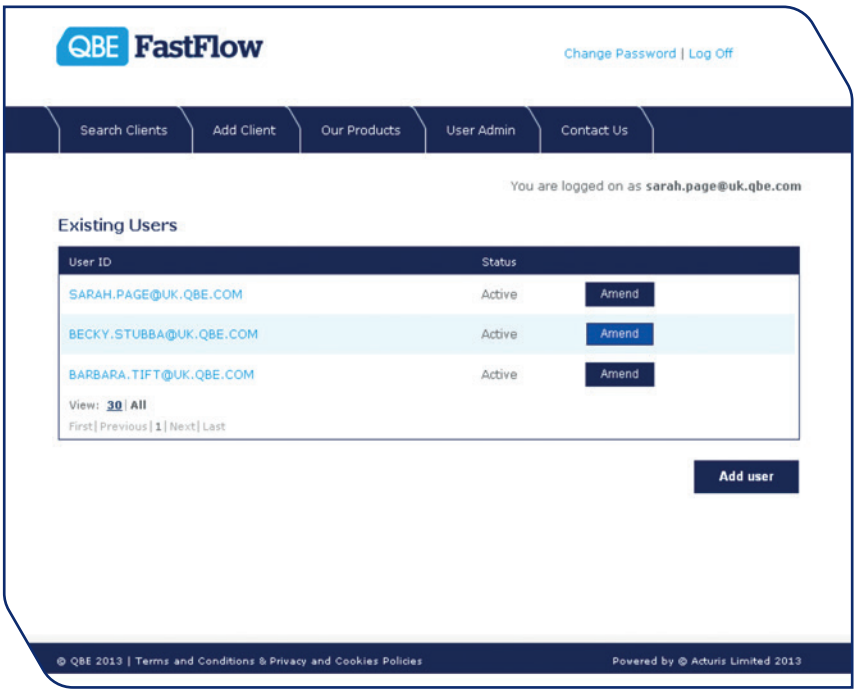
B To set up a new user, select 'Add user'. This takes you to a new page where you can enter the details of the user. The example shown indicates how to set up an active user and not a super user.

Step 3



Enter new user details.

Step 4



To amend an existing user's details, find the name in the list of existing users and select 'Amend' on the right-hand side.

To deactivate a user, select 'Amend' and set status to Inactive.

QBE European Operations

Plantation Place, 30 Fenchurch Street, London EC3M 3BD

tel +44 (0)20 7105 4000
www.QBEeurope.com

QBE European Operations is a trading name of QBE Insurance (Europe) Limited and QBE Underwriting Limited, both of which are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

6332/SMEFASTFLOW/SUPERUSERGUIDE/MAR2016

QBE