



# **QBE Multinational**

## **QGlobal+ Basic Navigation**

**Registration & Login (Internal, QBE user)**

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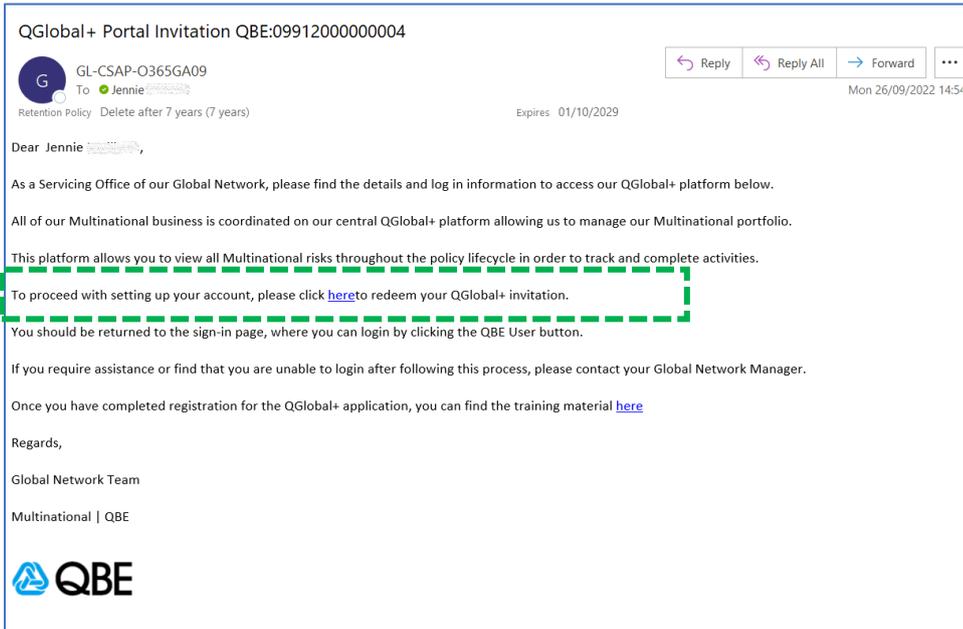
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# 1. REGISTER FOR QGLOBAL+

All users of QGlobal+ must sign-up for the first time to access the QGlobal+ portal. The registration process uses Multi-factor Authentication for security purposes, and requires users to provide two verification factors (email address and phone number) to gain access to QGlobal+.

1. You will receive an invitation email from [GL-CSAP-O365GA09@corp.qbe.com](mailto:GL-CSAP-O365GA09@corp.qbe.com) with the subject line "QGlobal+ Portal Invitation". If you cannot locate the email, be sure to also check your junk email folder.

Click on the link in the email to set up your QGlobal+ account:



2. Once you click the link, you will see the screen below. The invitation code should pre-populate. Click on the 'Register' option.



3. When the screen below displays, click on the 'QBE User' option.

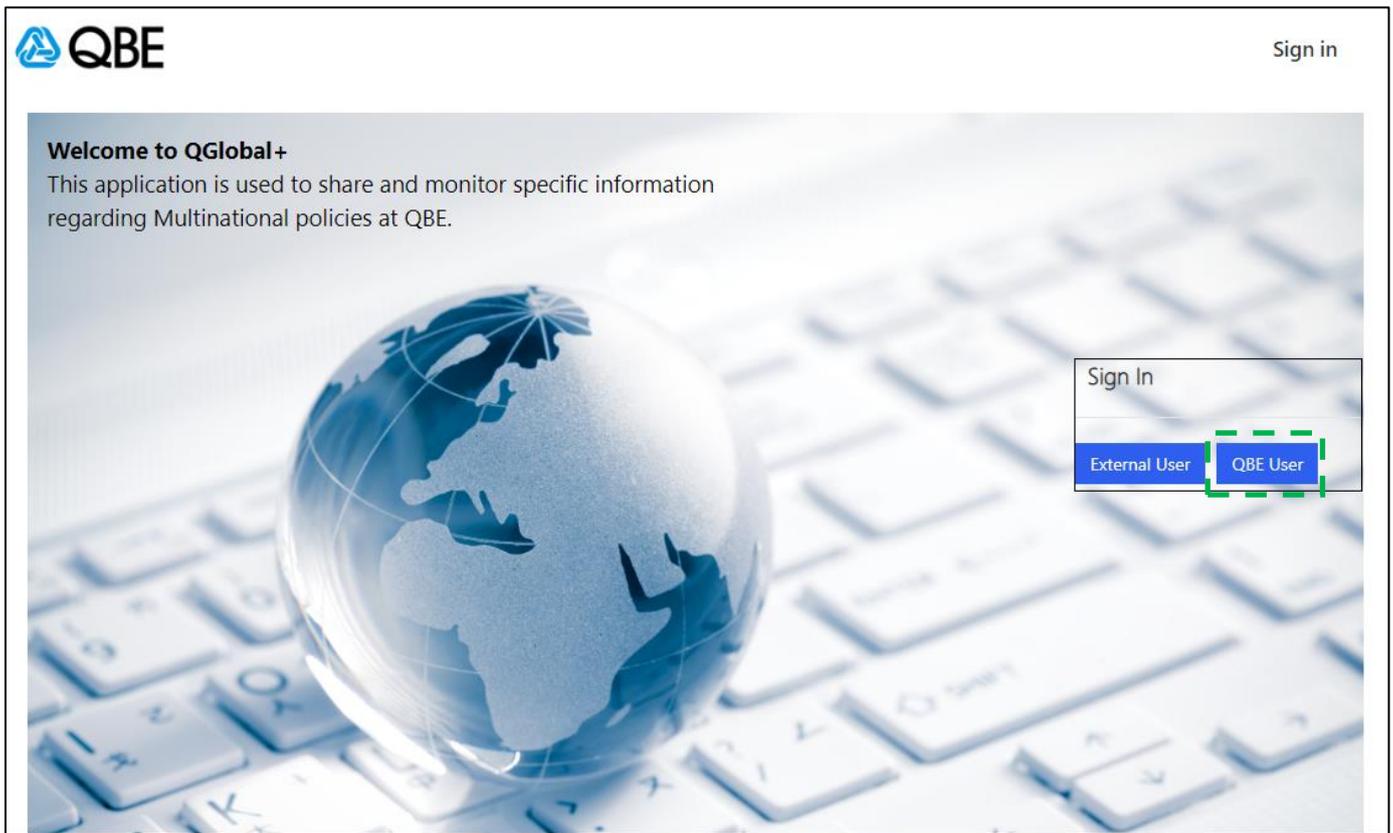


4. The Term and Conditions for QGlobal+ will be displayed. Scroll down to tick the checkbox at the end to agree. Click 'Continue'.
5. You should now be logged in to QGlobal+. Once your account is created, you can update your profile on the QGlobal+ **Profile Page**.

The screenshot shows the QBE Profile page for a user named Faisal Khowaja. The page includes a navigation bar with links for Policies, Claims, Office Information, Activities (with a notification badge), a search icon, Help, and the user's name. The main content area is titled 'Profile' and contains a user profile card with a placeholder image and the name 'Faisal Khowaja'. Below this is a 'Your information' section with several input fields: 'First Name' (Faisal), 'Last Name' (Khowaja), 'E-mail' (fkhowaja@gmail.com), 'Business Phone' (empty), 'New Activity Email Subscription' (radio buttons for No and Yes, with Yes selected), and 'New Activity Email Time (GMT)' (a dropdown menu set to 09:00). At the bottom, there is a section for contact preferences with checkboxes for Email, Fax, Phone, and Mail, all of which are checked. A blue 'Update' button is located at the bottom of the form, highlighted with a green dashed border.

## 2. LOG INTO QGLOBAL+

1. To login to QGlobal+ click on this link: <https://qbeportal.powerappsportals.com>
2. Click on the '**QBE User**' button.



3. Enter your email address and password to sign in. You will be automatically logged out from QGlobal+ after 24 hours.