**How To Create Policy/Apply Policy Limits in e-xclaim**

**Creating a Policy Limit**

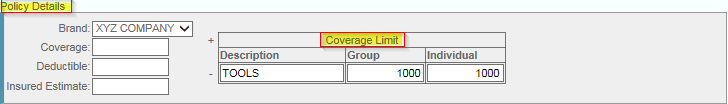
1. Once in according claim, go the bottom of the claims TAB to Coverage limit under Policy details. (1.1)

* Enter description (eg. Tools, antiques etc….)
* Enter group limit (global amount) – if applicable

**OR**

* Individual amount (Max limit per item) – if applicable

\*\*\* Note that you can fill in both limits if required \*\*\*

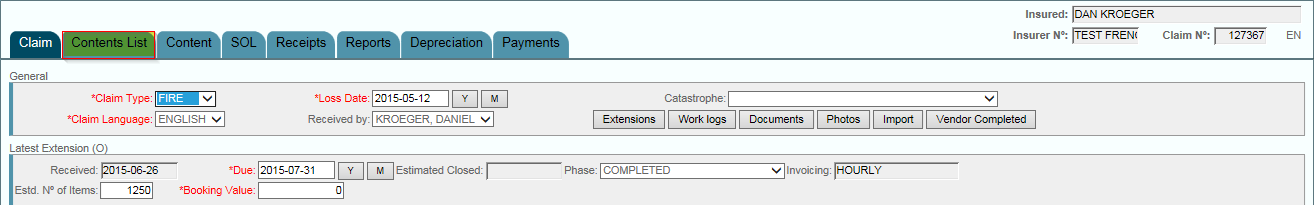


(1.1)

1. Hit Save

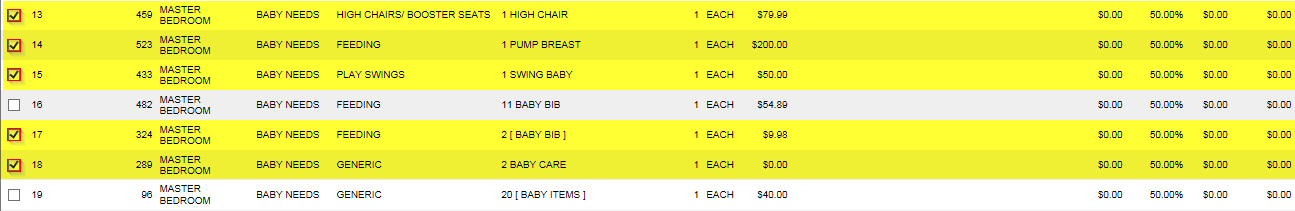
**Applying Policy limits**

1. Enter according claim
2. Select “**Contents list**” Tab (1.2)

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(1.2)

1. Select the item/s that fall under the policy limit created previously (see - creating a policy limit) by checking the box to the left of the item. (1.3)



**(1.3)**

1. Once the items that apply to the policy limits have been selected click on “**select group actions”**
2. Select “**Include in coverage limit” (1.4)**

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**(1.4)**

1. Select the coverave limit to which the item/s apply to from the coverage limit drop down. (1.5)



1. **Hit Save.**