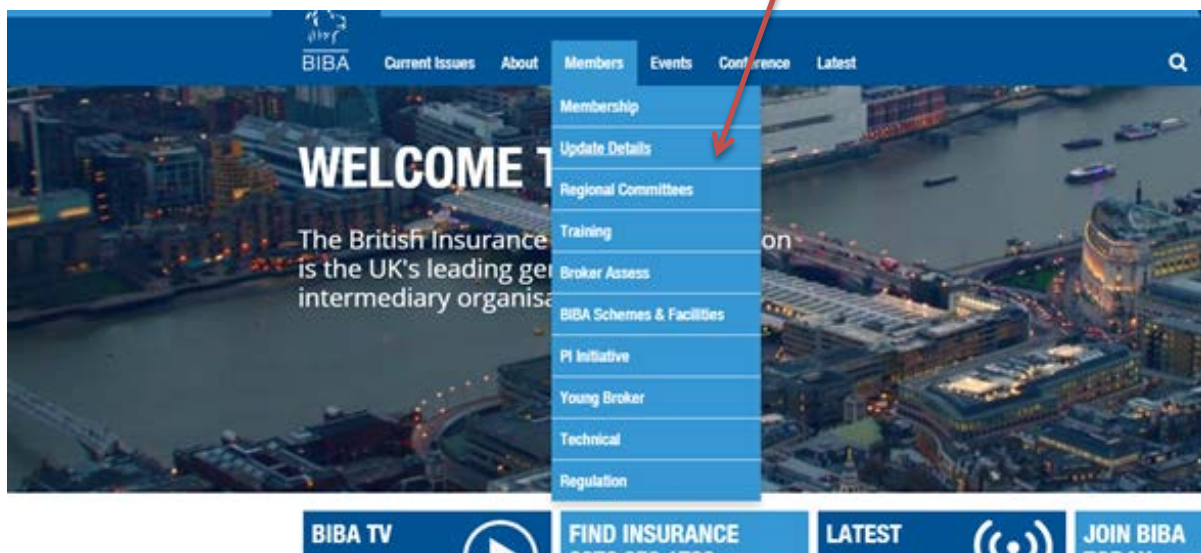
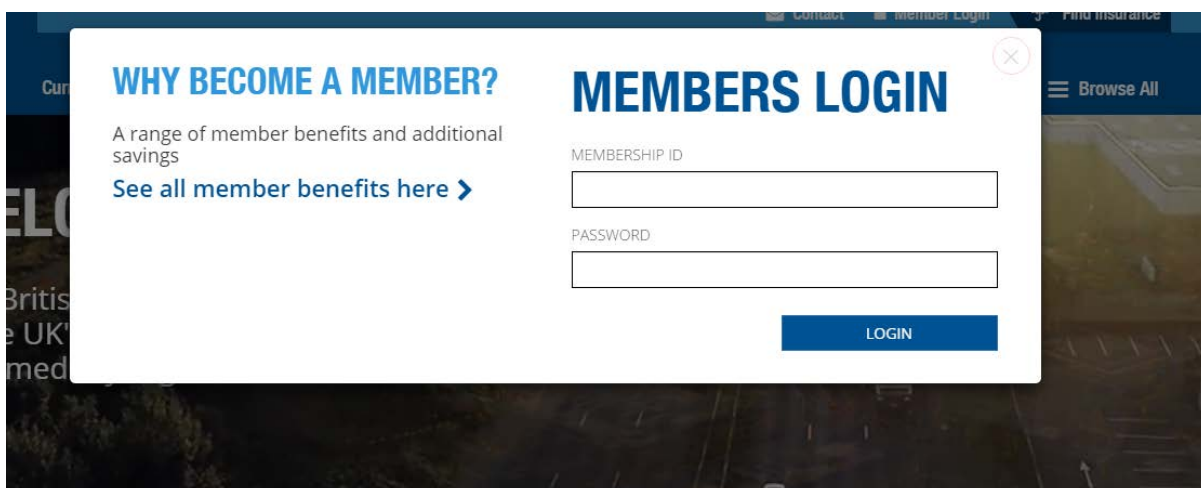


Updating classes of insurance on BIBA's online Find a Broker service

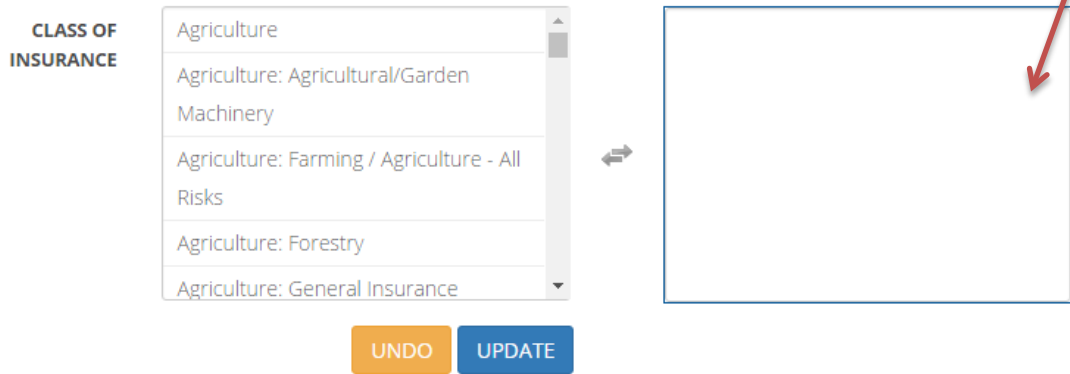
1. Go to www.biba.org.uk
2. Select the 'members' drop down menu and then 'update details'.



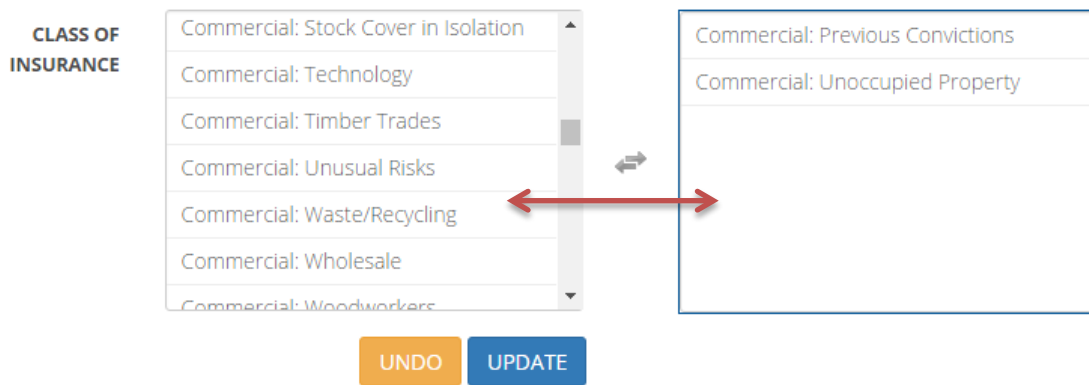
3. You will be asked to login. Please call 0344 77 00 266 if you do not know your member ID or password.



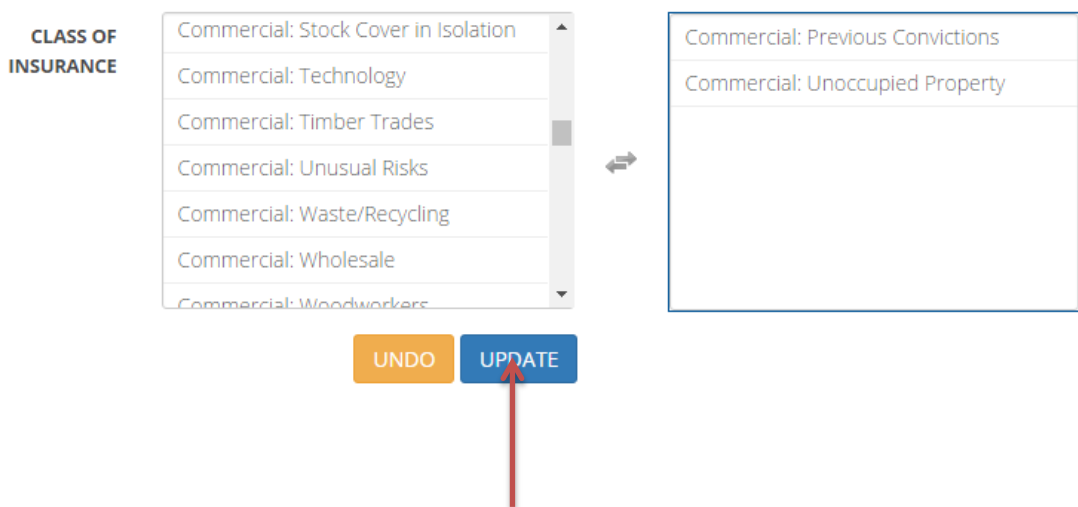
4. Once logged into the 'update details' section, go to the bottom of the page. Any classes of insurance already selected will be in the box on the right hand side.



5. You can update the lists accordingly by selecting the classes of insurance in the left hand box to move them into box on the right. **Please ensure that you are willing to take enquiries from customers and can place the business.**



6. Once you have updated your classes of business, please press 'update' to save your changes.



7. Your updates will be approved by the BIBA team and will then be made live on the website.