Overview

AIG’s new TradEnable system allows Brokers and Policy Holders to administer and track policy activity via the TradEnable Portal. Initial functionality includes the ability to add new Buyers/limits to an existing policy, update limits for an existing Buyer, and cancel existing limits.

You can also use the Portal to create and manage other users from your organization.

The Portal is divided into an Insured Portal and a Broker Portal.

Insured Portal

The Insured Portal is available to Brokers and Policy Holders. When you log in as a Broker a dropdown menu at the top of the screen allows you to select the Policy Holder you wish to work with.

Policy Holder selection dropdown for Brokers
If you are a Policy Holder, the Portal will open onto the Portfolio page for your policy, or the default homepage you have set within your preferences (Profile Management).

Portfolio Page

From the Portfolio page, both Brokers and Policy Holders can perform the following tasks:

View Limits
The Portfolio page opens in grid form, detailing the limits of all the buyers for your policy. There is a filter section to the left which allows you to filter the list according to various criteria.

Add a Buyer/limit
Broker and Policy Holders can use the portal to add a buyer and subsequently request a limit. This functionality can be accessed from the Add Buyer button.

View historical detail of the policy
The Application History option can be accessed by hovering over the View button in the menu bar and clicking on Application History from the menu. This will list all types of requests (credit limit, appeal, increase, reduction, and cancellation) previously made for the policy. To return to the Portfolio, you can click on the Portfolio icon from the same menu.

Make a limit request for the selected existing buyer
If you click on a buyer, the Detail button becomes activated. When you click on this button, you will see more information related to the selected buyer and use the Services button to request an increase, decrease or cancellation of that Buyer’s limit.

For a previous restrictive limit granted, you can appeal the decision as well and eventually provide additional information to the Underwriter who will review your appeal request.
**Broker Portal**

Broker users have access to all the functionality in the Insured Portal. Additionally, Broker users can access the Broker space by clicking on the **Broker space** button in the top right corner of the screen.

The landing screen of the Broker space displays the Inbox showing an overview of all pending transactions (new submissions, quotes, mid term adjustments, and renewal applications) and their status. By clicking on a transaction, you can see further details of the transaction and view any attached documents relating to that transaction.

**Manage your User profile**

As a Broker user, you can manage your own Portal user profile. Hovering over the **Action** button and clicking on **Profile Management** from the menu will allow you to change details of your user profile and change your password using the **Password** button. Once you have made changes to your profile, click on the **Submit** button to save your changes.

**Add Broker users**

Brokers and Policy Holders can add or modify Portal users by hovering over the **Action** button and clicking on **User Management** from the menu. Policy Holder users do not have access to the Broker space.

**Contact AIG via email**

Clicking on the **Contact** button will open a new email in your default email application if you wish to contact AIG directly.

**Exit the Portal**

You can exit the Portal by clicking on the **Exit** button.

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**View Portfolio**

The **View** button displays a list of all AIG policies, including Policy Periods, Premiums, and Commissions.

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