

Quick Start Guide

Version 2.0

This guide walks you through booking a shipment using the Redkik Broker Portal which can be found at:

<https://amwins.redkik.com>

The login form features the AMWINS logo at the top. Below it are two input fields: 'Email' and 'Password'. The password field includes a toggle icon for visibility. A 'Forgot password' link is positioned below the password field. At the bottom of the form is a blue 'Sign In' button.

Login with your credentials.
Click 'Forgot password' if you've forgotten.

You'll be taken directly to the Bookings page.

The screenshot shows the AMWINS Bookings page. At the top, there is a navigation bar with the AMWINS logo and a user profile icon labeled 'Admin'. Below this is a secondary navigation bar with tabs for 'Bookings', 'Customers', 'Users', 'Organizations', 'Policies', 'Statistics', and 'Config'. The 'Bookings' tab is selected. The main content area shows a breadcrumb 'Home / Bookings', a '+ Add' button, a 'Filters' dropdown, and a search bar. Below these is a table header with columns: 'Reference', 'Status', 'Commodity', 'Total Cost', and 'Purchased'. The table body is currently empty, displaying 'No data to show'.

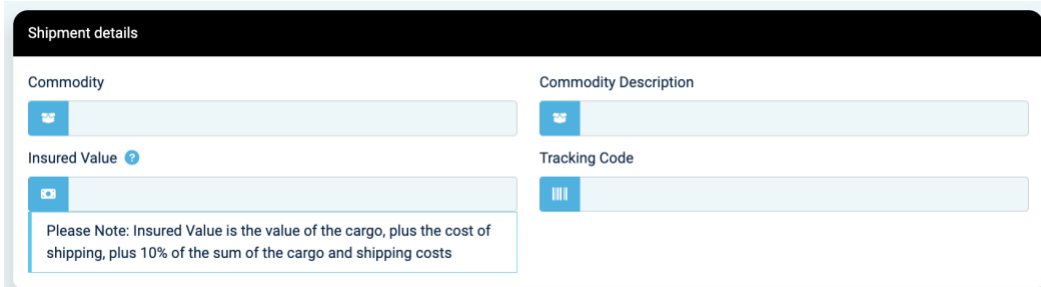
Note: Some tabs are not available to all users.

How to create a booking:



At the top of the Bookings page, you'll find the "Add" button. Click here to begin the process.

Step 1: Details



Shipment details

Commodity

Commodity Description

Insured Value ⓘ

Tracking Code

Please Note: Insured Value is the value of the cargo, plus the cost of shipping, plus 10% of the sum of the cargo and shipping costs

Enter the shipment details:

- **Commodity** – You can either scroll through the list of available commodities or simply begin typing and the list will filter for you.
- **Commodity Description** - This is a free form field, but you should be as accurate as possible in your description of the cargo. This information will be important should you need to file a claim.
- **Insured Value** - The maximum value which will be covered to the end customer in the event of 'total loss' i.e., if the entire shipment is destroyed or lost. This is calculated using the formula (Cargo Value + Cost of Freight) + 10%. **IMPORTANT: Do not use punctuation of any kind in this field. No commas or decimal points.**
- **Tracking Code** – Another free form field for a tracking or reference code that the shipper has assigned to the shipment. *Not a required field.*

Enter the origin/destination details:

As you type, the system will search addresses for you; or you may use the down arrow at the right to open all address fields.

Enter the Journey details:

Start and End dates – Your start date will be the date your policy is effective. The end date must be after the start date.

Transport type – Choose from Land, Sea, or Air.

Courier – Enter courier name here. Previously used couriers will be available via dropdown.

Customer details

Existing customer

Enter a new customer

Customer type

Please select...

Email Phone

Reference

Search for an address

Start typing your address or postcode...

Enter the Customer details:

Select the customer type, either

- **Organization/Company or**
- **Private Individual**

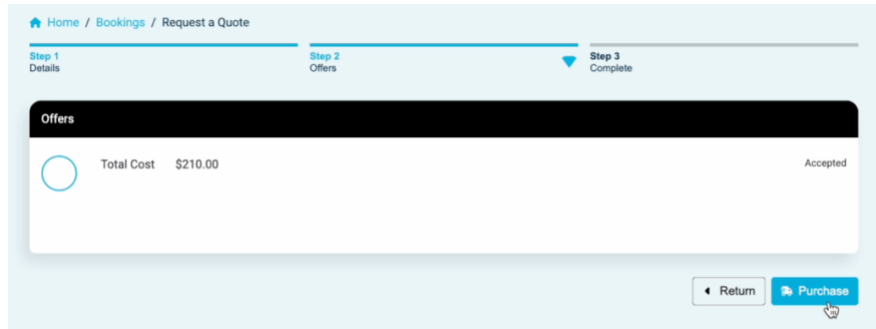
Then simply fill out the customer information fields. The 'Reference' field is free form and not required. The address field works in the same manner as earlier described.

Once you have entered information for a customer, that customer will be saved and available to you in a drop down. No need to re-enter data!

 Submit

After filling in all the required details, click the 'Submit' button at the bottom to continue with the booking process.

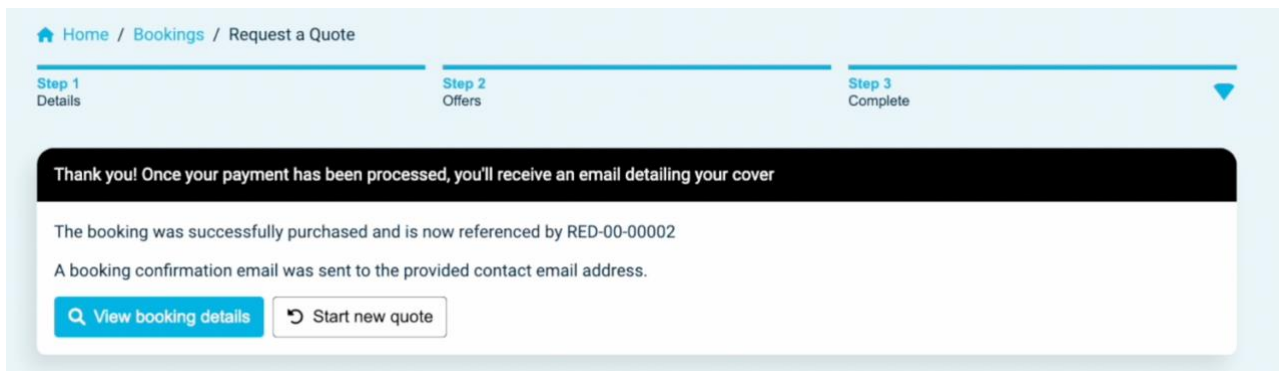
Step 2: Offers



Our system will give you a quote within 30 seconds...

Should changes need to be made, simply click the 'Return' button. To accept the quote, just click the 'Purchase' button.

Step 3: Complete



After a successful purchase, the system will show you the reference number assigned to the shipment and a purchase confirmation email is automatically sent to the booking holder. You can then choose to either [View Booking Details](#) of the booking you just made or [Start New Quote](#) to purchase another booking.

Booking confirmation email:

Congratulations on purchasing your cargo insurance the intelligent way.

Together with Redkik and abclnsurer Underwriting we are happy to attach your booking certificate and other useful information within this email.

You have chosen to protect your shipment conveniently at the time of placing your order taken through Gap Insurance TI. Please click here to review the details of this booking and see below abclnsurer's contact details for how to make a claim if the need arises.

If you wish to file a claim with abclnsurer, they will require the following documentation:

- Dated before and after photos of your shipment
- Completed bill of lading signed by you and your service provider
- Repair estimate (if available)
- Shipment appraisal prior to transport (if available)
- Inventory and value of all items in the shipment

Failure to provide the above documentation could lead to a delay in the claims process or denial of your claim. Concealed losses/damages must be reported within five (5) days of delivery.

Booking Details

Coverage amount: USD45000.00
 Booking reference: RED-99-00777

Receipt

Total: USD75.00

File a claim

Click Here To Contact Your Insurer

Note: This information pertains to your Cargo Insurance coverage only.

You've received this notification due to activity concerning your Redkik shipment cargo insurance booking. This email was sent from a notification-only address that cannot accept incoming mail. Please don't reply to this message. Redkik will not process any claims, claims will be handled by abclnsurer. If you have other questions, please contact contact@redkik.com. Redkik and the Redkik logo are trademarks of Redkik Oy and Redkik Inc. 2022. All rights reserved.

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 Redkik Inc. P.O. Box 371, Oxford, MD, 21654, USA

		Certificate Number: RED-99-00777	
<small>ORIGINAL</small>		Security Number:	
ARGONAUT INSURANCE COMPANY		Argonaut Insurance Company, Inc. 225 W. Washington Street, 24th Floor Chicago, IL 60606	
Certificate of Insurance			
Policy Number	Issue Date	Shipment Date	Client Reference #
%PolicyNumber%	Fri Jul 29 2022	Sun Jul 31 2022	ABC123
This document certifies that the Insured is covered under the Open Cargo Policy %PolicyNumber% and subject to its terms and conditions as well as those in this Certificate.			Policy Holder: Redkik Inc.
ASSURED INFORMATION			
Assured Name:		Assured Address:	
Test User		202 Bank St. Oxford Maryland 21654 United States	
Loss payable to Assured and/or order.			
SHIPMENT INFORMATION			
Shipping Company: N/A		Place of Origin: Los Angeles, California	
Conveyance: Land		Port of Loading: Los Angeles, California	
Vessel: N/A		Port of Discharge: Oxford, Maryland	
		Final Destination: Oxford, Maryland	
INSURED GOODS DETAILS			
Description of Goods: General Merchandise - Shoes			
Marks/Numbers: ABC123			
Insured Value: 45000.00		Payable Claim Currency: USD	
TERMS AND CONDITIONS			
Standard Conditions: https://www.redkik.com/wp-content/uploads/2022/03/Redkik-Master-Policy-ASLU0006066-LGS-00.pdf			
Additional Conditions: Letter of Credit Conditions:			
CLAIM SETTLING AGENT			
In the event of a claim please immediately notify WK Webster using the following URL: https://www.wkwebster.com/asi			
In an emergency situation, please contact the nearest WK Webster office:			
London Claims in Europe, Middle East & Africa W K Webster & Co Ltd Webster House 207 Longlands Road Sidcup, Kent DA15 7JH UK Tel: +44 (0)20 8300 7744 Fax: +44 (0)20 8309 1266 Email: asi@wkwebster.com	New York Claims in The Americas W K Webster (Overseas) Ltd 80 Maiden Lane Suite # 601 New York NY 10038 USA Tel: +1 212 269 8220 Fax: +1 212 363 9726 Email: asi@wkwebsteroverseas.com	Singapore Claims in Asia Pacific W K Webster (International) Pte Ltd 5 Tampines Central 1 #L04-03-02 Tampines Plaza Singapore 529541	
IN WITNESS WHEREOF, the company issuing this policy has caused this policy to be signed by its President and its Secretary and countersigned (if required) on the Declarations page by a duly authorized representative of the company. This endorsement is executed by the company stated in the Declarations.			
ARGONAUT INSURANCE COMPANY		 President Argo Insurance Company	
_____ Countersignature			

When you successfully create a booking, we will send a purchase confirmation email to the customer with the Insurance Binder attached. The email will come from: admin@system.redkik.com.

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Please handle this document electronically if possible. Only print if needed and recycle when done.

Feel free to send an email to support@redkik.com for any additional requirements.

Thank you.