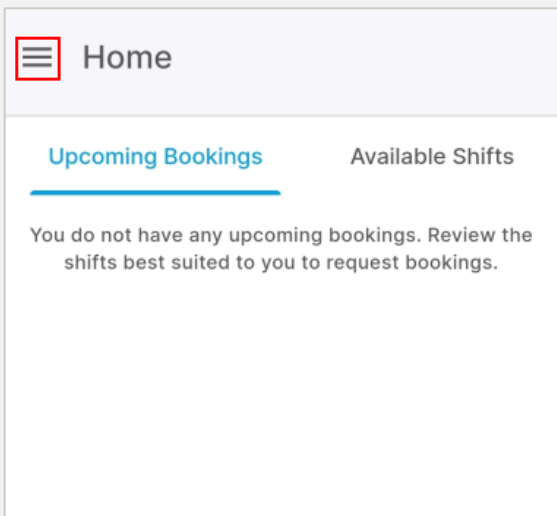


# ADDING OR EDITING INDEMNITY

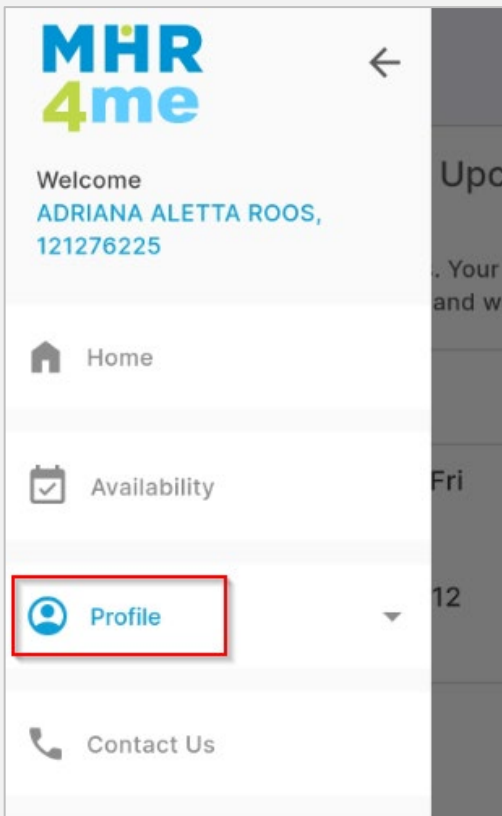
## How to add Indemnity cover

Follow these steps:

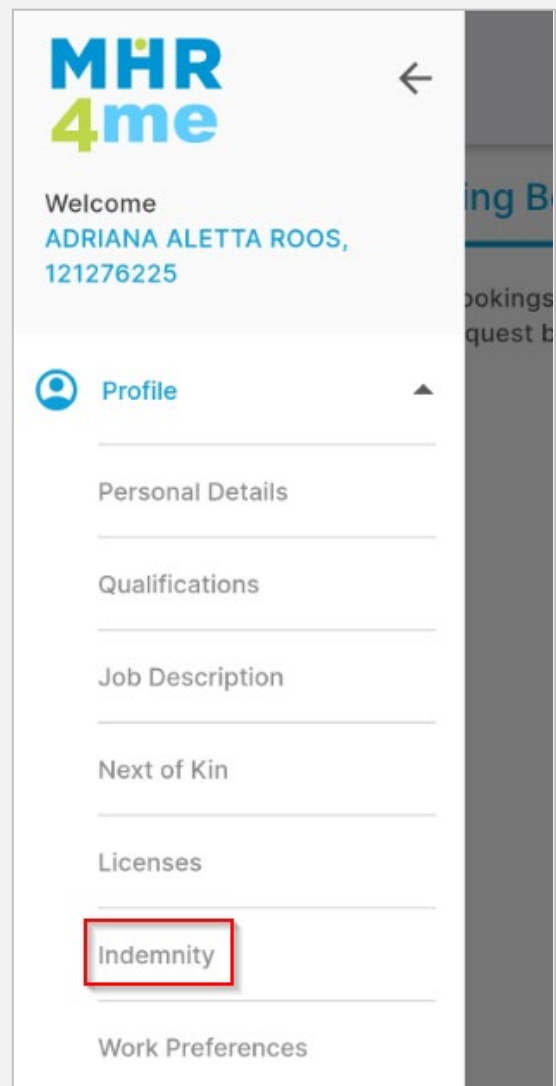
- 1 From the **Home** screen, tap the **Hamburger button**.



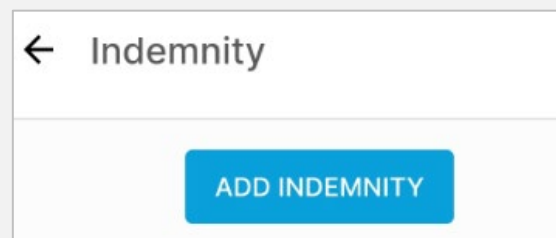
- 2 Tap to expand the **Profile** option.



- 3 The list of profile options will be displayed. Tap the **Indemnity** option.



- 4 Tap the **Add Indemnity** button.



- 5 Complete the required fields and then tap the **Save** button.

Note that you can only select an indemnity provider from the dropdown menu. If your provider is not listed, please contact MHR to have it added to your profile.

**Add Indemnity**

Indemnity Provider \*

ZZ

Date Obtained \*

28/02/2024

Date Expired \*

31/03/2025

Screenshot\_20240708\_151155.jpg \*

CANCEL SAVE

- 6 The new indemnity cover will be displayed and is awaiting approval from MHR.

MHR will review the update during office hours (Monday to Friday) and either approve or reject the update. If rejected, you will receive a notification explaining the reason.

**Indemnity**

ADD INDEMNITY

ZZ

DATE OBTAINED  
29 February, 2024

DATE EXPIRED  
31 March, 2025

## How to edit an Indemnity cover entry on the app

- 7 To report a change, tap the **ellipsis icon/the three dots (...)** next to the relevant indemnity cover entry.

**Indemnity**

ADD INDEMNITY

ZZ

DATE OBTAINED  
1 March, 2024

DATE EXPIRED  
28 February, 2025

- Then tap **Request Change** at the bottom of the screen.
- When the Request Change screen is displayed, explain the change you want to make.
- Once you have provided the details, click on **Request**.

**Request Change**

Do you want to request a change in your details?  
If you request the change, your admin assistant will contact you.

What would you like to change? \*

What would you like to change?

CANCEL REQUEST

MHR will review the requested change during office hours (Monday to Friday), make the change, or contact you for more information.