

# Applying

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In the example below, two different products have been selected for purchase, as indicated by the number “2” in the oval icon next to “Apply”. By clicking in the **Apply** area on the left, it becomes highlighted, and the summary screen confirms the products which have been selected.

**SYNAPTIC WEBLINE®**  
If you require any assistance, please contact our support team  
Email: support@synaptic.co.uk or call 0800 164 5463

Quote Find Amy Wood

Client	Provider	Product Details	Benefit	Premium	Info	Action
Products	<b>GUARDIAN</b>	Level Term Assurance <b>Protection Builder without Child CI</b> (96374912)	[BMI] £100,000	£15.22	V [ ] [ ] [ ] [ ] [ ]	<b>Apply</b> [X]
Level Term Assurance	<b>AVIVA</b>	Income Protection <b>Income Protection - 2 year payment</b> (96374915) • <a href="#">Global Treatment</a> available at £4 per month • <a href="#">Fracture Cover</a> available at £4 per month	[BMI] £1,083	£31.68	[ ] [ ] [ ] [ ] [ ] [ ]	<b>Apply</b> [X]

Your product selection could not be satisfied by a Multi-Benefit policy. Click to show the reasons why.

Level Term Assurance 1  
Client A £100,000 10 yrs  
Income Protection 1  
Client A Max 60 13wks  
Apply 2

Send to my System Send to my Email Back

To view additional information at this point in the application process, you can view the **Variation, Documents, Notes** and **Commission** within the Info column. To go ahead and apply for a product, click on the **Apply** button in the **Action** column.

The box displays any important notes from the providers about this product and the application process for it – please read these notes carefully. Use the scroll bar on the right of the box to navigate the contents. You may download relevant documents from here by using the clickable links – documents may be printed or stored locally on your PC if required. As part of the compliance process please click in the small white box to confirm that you have read the associated documents. Then click **Continue**.

**Important Information**

Please read and accept before continuing to Apply

**Notes**

1. Guaranteed Insurability Options included: Increases are free from underwriting and increased cover price based on client age at start of policy.
2. See Policy terms and conditions for full details.
3. Halo & Guardian Anytime Health & Wellbeing complementary services automatically included.
4. Immediate cover during underwriting and post underwriting for up to 14 days will provide Life Cover up to £1,000,000 and Critical Illness up to £500,000.
5. Children's CI Cover up to £100,000 is an optional feature which can be included when applying.
6. Terminal Illness is automatically included. Definition includes diagnosis of less than 12 months to live or diagnosis of Cancer (TNM stage 4), Motor Neurone disease, Parkinson's Plus syndrome and CJD.
7. If Indexation benefit requested, benefit will increase with RPI

Check to indicate you have read all documents

At this stage, all work has been completed in the quotation process, and the next step is to apply for the product either on-line, using the selected provider's extranet facility or on paper. If multiple products are being brought, they must be applied for one at a time.

Once the extranet login screen for the provider has appeared. You may login using your provider logon credentials and apply for the product. Note that Weblines will automatically pre-populate some of the client and product data directly into the extranet forms for you – how much is completed is dictated by the provider's IT environment.

Once the application has been completed and submitted via the extranet or a paper application form, close the window and navigate back to Weblines.

For some products a paper application form will need to be completed. When the **Apply** button is clicked, the paper application will be uploaded for you to print.

For some products that can be applied for electronically, click the **Apply** button and an extranet window will open to apply for the plan. Complete the application, when you return to this page the action will have changed to **In Progress**.