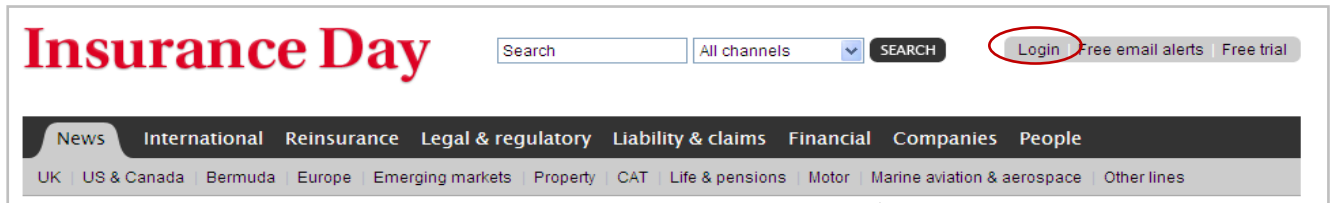


# insuranceday.com

## Getting started on insuranceday.com

### Logging in

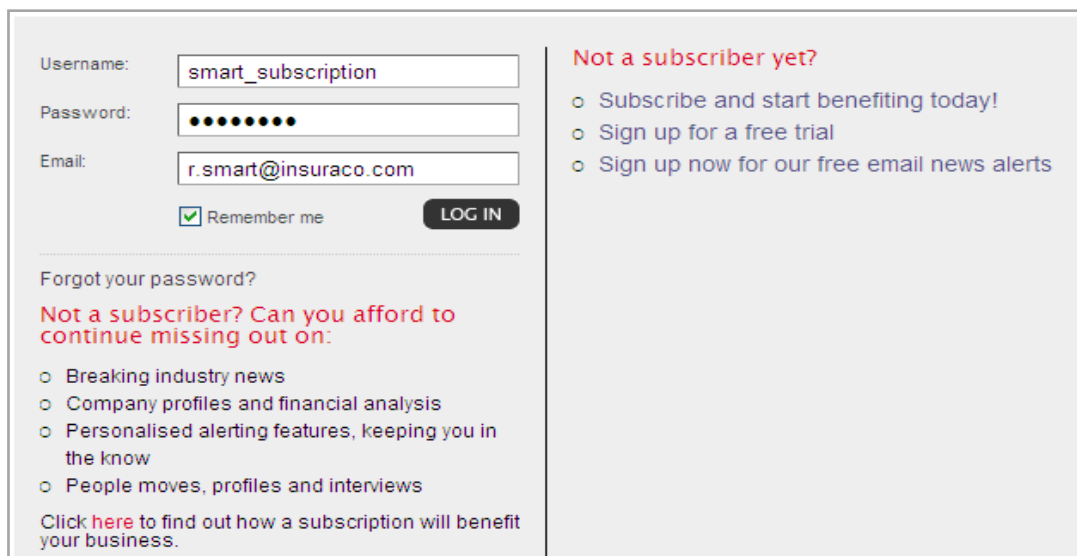
To log in, visit [www.insuranceday.com](http://www.insuranceday.com) and click on 'Login' in the top right of the screen.



On the new screen, enter your username, password and email address where shown.

**NOTE:** The email address you enter will be the one used for any alerts you choose to set up and for other communications from insuranceday.com, so please choose the email address most convenient for this purpose and be sure to enter it correctly.

**TIP:** Checking the 'Remember Me' box will make logging in faster in future.

The image shows the login form on the Insurance Day website. It includes fields for Username (containing 'smart\_subscription'), Password (masked with dots), and Email (containing 'r.smart@insuraco.com'). There is a 'Remember me' checkbox which is checked, and a 'LOG IN' button. Below the form, there is a link for 'Forgot your password?'. To the right of the form, there is a section titled 'Not a subscriber yet?' with three radio button options: 'Subscribe and start benefiting today!', 'Sign up for a free trial', and 'Sign up now for our free email news alerts'. Below this, there is another section titled 'Not a subscriber? Can you afford to continue missing out on:' with four radio button options: 'Breaking industry news', 'Company profiles and financial analysis', 'Personalised alerting features, keeping you in the know', and 'People moves, profiles and interviews'. At the bottom of this section, there is a link: 'Click here to find out how a subscription will benefit your business.'

The first time you log in, you will see our Terms & Conditions notice. Please read these and then select 'Yes' at the bottom of the page and click 'Confirm'.

Please note, you will not be able to access the full text of articles or access your personal insuranceday.com homepage or alerts without logging in. You can however conduct searches and access our People channel without logging in.

## Problems logging in?

If you can't remember your password, click 'Forgot your password'. Enter your username and we'll email your password to the person in your organisation responsible for managing your subscription.

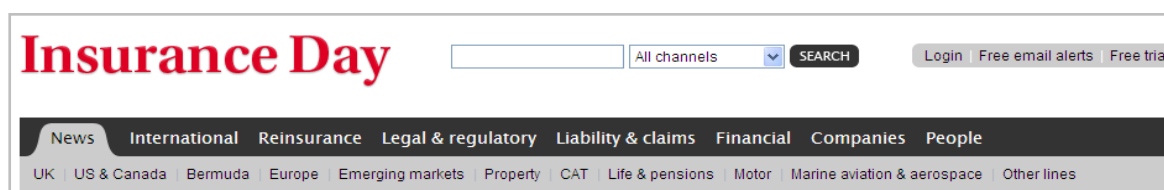
If you've forgotten your username, or if you are having other problems logging in to [insuranceday.com](http://insuranceday.com), please contact your account manager, or alternatively you can email us at: [professional.emedia@informa.com](mailto:professional.emedia@informa.com)

## Our channels

The content on [insuranceday.com](http://insuranceday.com) is divided into eight channels:

- News
- International
- Reinsurance
- Legal & regulatory
- Liability & claims
- Financial management
- Companies
- People

Click on any of these channels in the main toolbar and you'll see a selection of the latest news.



Each channel is further divided into a number of sub-channels, which appear underneath the list of channels.

## Navigating the channel homepages

Each channel homepage is divided into three key sections\*:

### 1. News

At the top of each channel homepage you'll find a selection of the biggest stories. Simply click on the title of the article you wish to read to view it.

### 2. Analysis, features and comment

Scroll down and you'll find our second section, bringing you in-depth analysis of the news, feature articles and commentary provided by industry leaders.

### 3. Explore this section

Towards the bottom of each channel homepage you'll find links to the top stories available in each sub-channel. Click on the title in red to explore more stories in that sub-channel.

\* The News channel homepage is only divided into News and Explore this section.

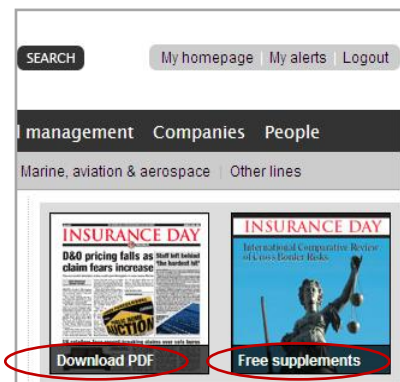
## PDF's and free supplements

Your subscription allows you to access a range of PDF versions of our titles and free supplements from each of the channel homepages. The titles by channel are:

- News – *Insurance Day*
- International – *World Insurance Report*
- Reinsurance – *The Re Report*
- Legal & regulatory – *Insurance Regulation & Accounting*
- Liability & claims – *Liability, Risk & Insurance*
- Financial management – *Alternative Insurance Capital*
- Companies – *online subscription only*

You can download the latest edition of each of the above titles by visiting the channel homepage and clicking 'Download PDF' towards the top right of your screen. A new window will open displaying the PDF.

To view the available free supplements, click 'Free supplements'. A new screen appears listing the available supplements by year. Click on the title of the supplement you wish to view and it will open in a new window.



## Searching on insuranceday.com

You can conduct a quick search for information from any page on insuranceday.com using the search box. Type your search term or keyword/s into the search box found in the top middle of your screen. If you wish you can narrow your search to one of our eight channels using the drop down menu.

## Advanced searches

Additional search options are available by clicking 'advanced search' underneath the Search box.

Using 'Find Results' you can run a search which will return results containing *all* the words you specify, containing an exact phrase or with at least one of the words.

Enter your search term/s in the appropriate box and then use the drop down menu to select where about in the article you wish to search for these terms – either in the whole document or in its title.

A screenshot of the 'Advanced search' form. It includes several input fields: 'with all the words:', 'with the exact phrase:', and 'with at least one of the words:'. There is a 'Search in:' dropdown menu currently set to 'Whole document'. Below these is a 'Date range' section with radio buttons for '30 days', '90 days', '1 year', '5 years', 'All', and 'Select range of dates'. The 'Select channels' section has checkboxes for 'News', 'International', 'Reinsurance', 'Legal & regulatory', 'Liability & claims', 'Financial', 'Companies', and 'People', all of which are checked. At the bottom, there is an 'Order results by:' dropdown menu set to 'Descending date order', a 'SUBMIT FORM' button, and a 'Clear the form' link.

You can also conduct a search across a particular date range. Choose from the last 30 days; 90 days; year; last five years; or you can specify your own range of dates.

Finally, specify which channels you want to narrow your search to, and how you would like your search results ordered – by date or by relevance. Click 'Submit Form' to conduct your search.

## Your search results

Your search results are displayed on a new page. Scroll down the page and click on the title of the article that is most relevant to your interests to view it.

If too many results appear, you can further refine your search by applying filters. In the top right of your screen you'll see a list of available filters, with the number of results available in each category, listed under two broad headings:

- Filter by type:
  - News
  - News analysis
  - Comment
  - Features
  - Country profile
  - Company profiles
  - World Loss Log
  - World Stock Prices
  - Case summaries
  - Legal timetable
  
- Filter by channel:
  - Click on any of the eight channels listed to see results available within that channel.

Click on any of the categories under these headings to view the results available. To return to the full list of results, click [remove], found next to the category.

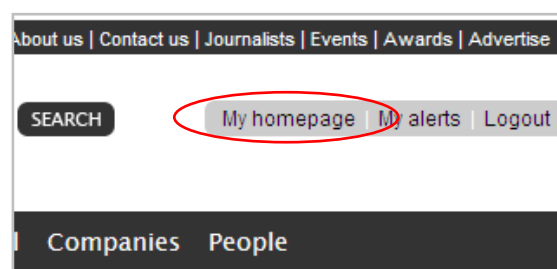
## My homepage

With My homepage on [insuranceday.com](http://insuranceday.com), you can create a personalised homepage that brings you news tailored to your interests.

To create your homepage, click 'My homepage' in the top right of your screen.

On the new screen that opens you'll find a keywords form. Enter the company, person or topic that you are interested in. If you wish you can narrow the news your homepage will display to a particular channel using the drop down menu.

To change the settings for your homepage, click 'My homepage'. In the breadcrumb trail in the top left of your screen, click 'Customise My Home Page'. You can now delete any keywords for topics no longer of interest to you or add new ones.



## My alerts

insuranceday.com's alerting feature will keep you up to date with the latest on any topic of interest to you.

These alerts will be delivered to the email address you supplied when you logged in.

To set up an alert, click 'My alerts' in the top right of your screen.

On the new screen that opens, enter a memorable, meaningful name for your alert in the Alert name box.

Now, enter the keywords or phrase you wish to be alerted for in the Alert keywords box.

Next, select the frequency of emails you require for this alert – choose from hourly, daily or weekly email alerts.

Finally, you can narrow your alerts to one or more of our eight channels by checking the appropriate box/es.

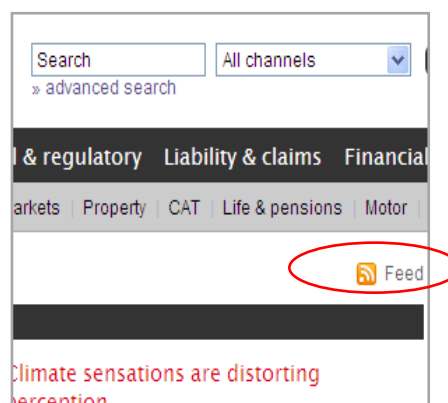
The screenshot shows a web form for creating a new alert. At the top, there is a table with columns for Name, Keywords, and Frequency. The first row shows an alert named 'D&O' with keywords 'director's and officers' and a frequency of 'hourly'. Below this is a 'New alert:' section with an 'Alert name:' input field. Underneath is an 'Alert keywords:' text area. The 'Alert frequency:' section has three radio buttons for 'Hourly', 'Daily', and 'Weekly'. Below that, a section titled 'Please select at least one below:' contains eight checkboxes for different channels: News, International, Reinsurance, Legal & regulatory, Liability & claims, Financial, Companies, and People. A 'CREATE ALERT' button is at the bottom left. On the right side, there is a 'Tips' box with the text 'Enter key words and phrases below, eg: "Bermuda Re", "motor insurance", "AIG and Germany"' and a 'next tip' button.

Now click 'CREATE ALERT'. You'll see that this alert has been added to your list of alerts towards the top of the page.

If you wish to alter your alert, or delete it, you can do so by selecting either 'Edit' or 'Remove' under My alerts.

## Setting up and managing RSS feeds

You can set up RSS feeds for each of our eight channels, or for your search results, by clicking the RSS icon. These are found at the top of each channel homepage and sub-channel page, and above the list of returned results on the search results page.



## Ratings – AM Best and Re ratings

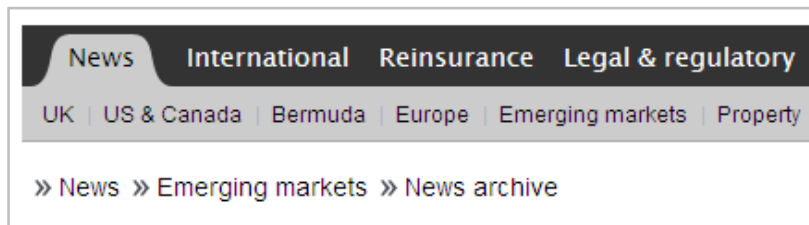
You can search for ratings from the Reinsurance and Financial Management channel homepages.

On the right hand side of the page, click either the link for AM Best or Re Ratings. You'll be taken to a new page where you can conduct your search. Further help is provided on these pages.

## Navigating using the breadcrumb trail

You can quickly navigate the site using the breadcrumb trail.

Found underneath the main toolbar, these breadcrumbs instantly let you know where you are on the site, displaying, for example, which sub-channel of which channel the document you are viewing belongs to.



You can click on any element of the breadcrumb trail to be taken to that area, for example:

- Clicking 'News' in this breadcrumb trail would take you back to the News homepage.
- Clicking 'Emerging markets' would take you to back to the Emerging markets page.

Additionally, when viewing an article from your search results, you can return to the full list of results by clicking 'Search Results' in the breadcrumb trail.

## Printing and emailing articles

If you wish to share an article with a colleague, you can print or email it by moving your cursor over the 'share' icon:



A window will pop up, and you can simply click on the appropriate option to print or email the article, or add it to a variety of news aggregator or social networking sites.

## Questions? Problems? Suggestions?

If you still have questions on any of [insuranceday.com](http://insuranceday.com)'s features or ideas on how we can make our site even better, we're keen to hear from you.

You can always contact us at [professional.edia@informa.com](mailto:professional.edia@informa.com), or alternatively contact your Informa account manager.