

HOW TO GUIDE

A booklet of instructions to help guide you through
myQBCC - your new digital service centre.

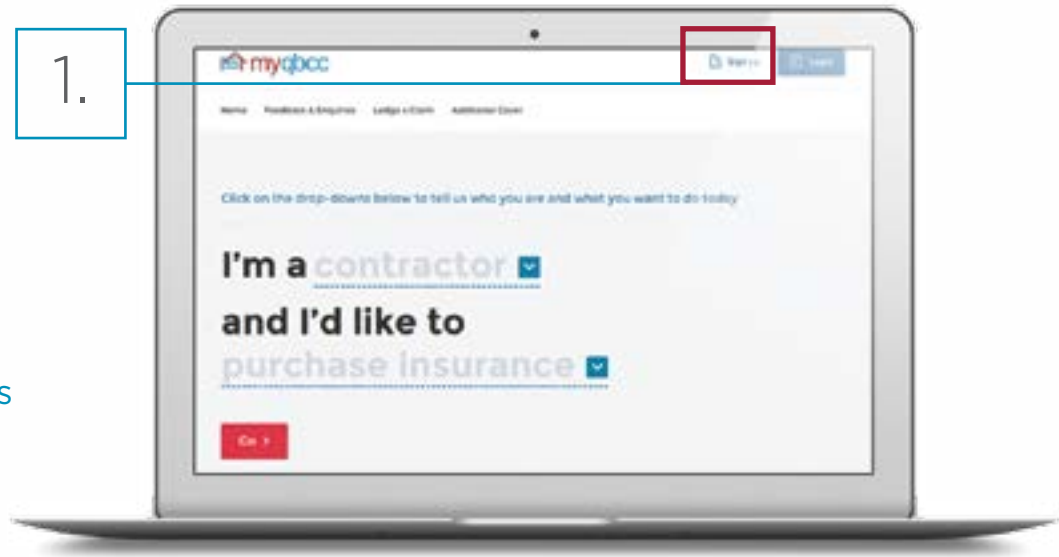


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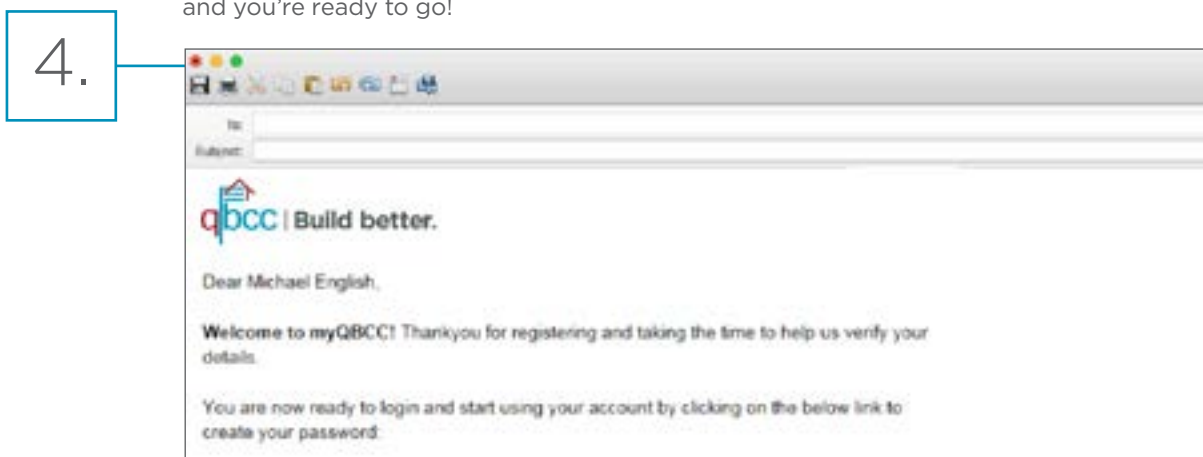
HOW TO CREATE A myQBCC ACCOUNT

Once you create your myQBCC account, you will be able to manage your Home Warranty Insurance policies, update your details, ask us a question or give us feedback. Don't forget we will be adding more features as we go, follow these simple steps to get started.

Follow the 4 step process

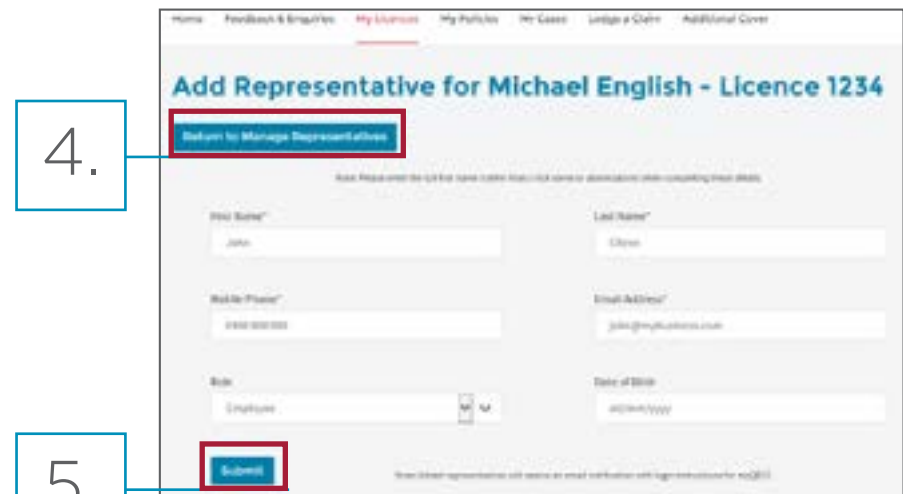
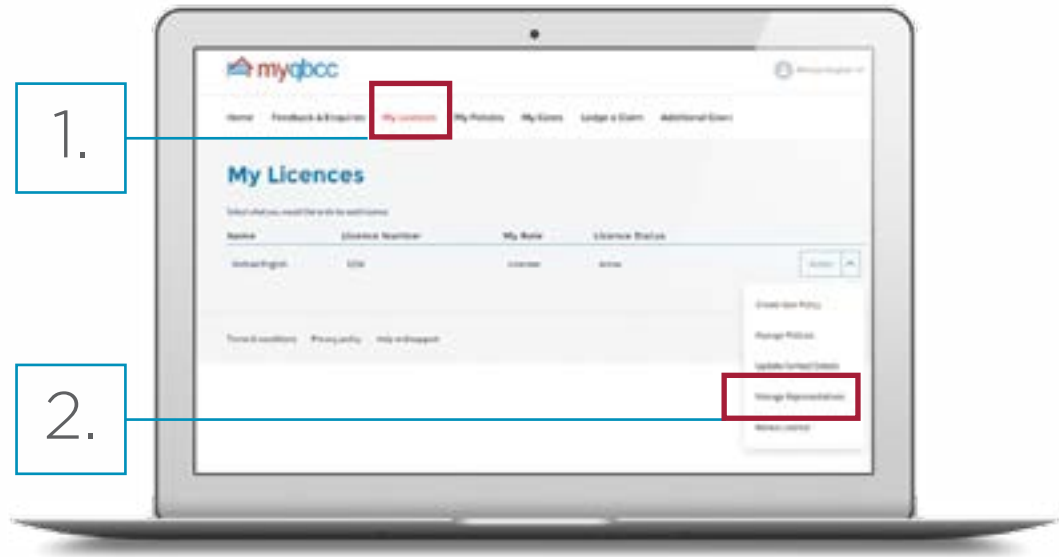


You will receive an email requesting you to create a password, click on the link included, and you're ready to go!



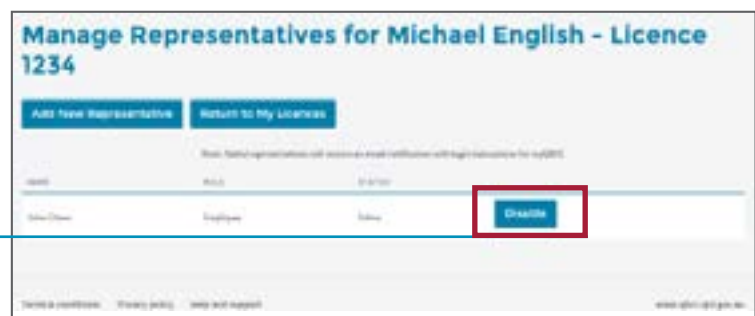
HOW TO ADD A **NOMINATED** REPRESENTATIVE

A feature of myQBCC is the ability to manage who can take out Home Warranty Insurance on your behalf. Follow these easy steps to start managing your representatives.



Quick tip:

You are able to enable and disable your representatives when needed. Before clicking on disable, the record sharing box must be unchecked/unticked. If this isn't done, the representative can still perform the same functions as someone who hasn't been disabled.



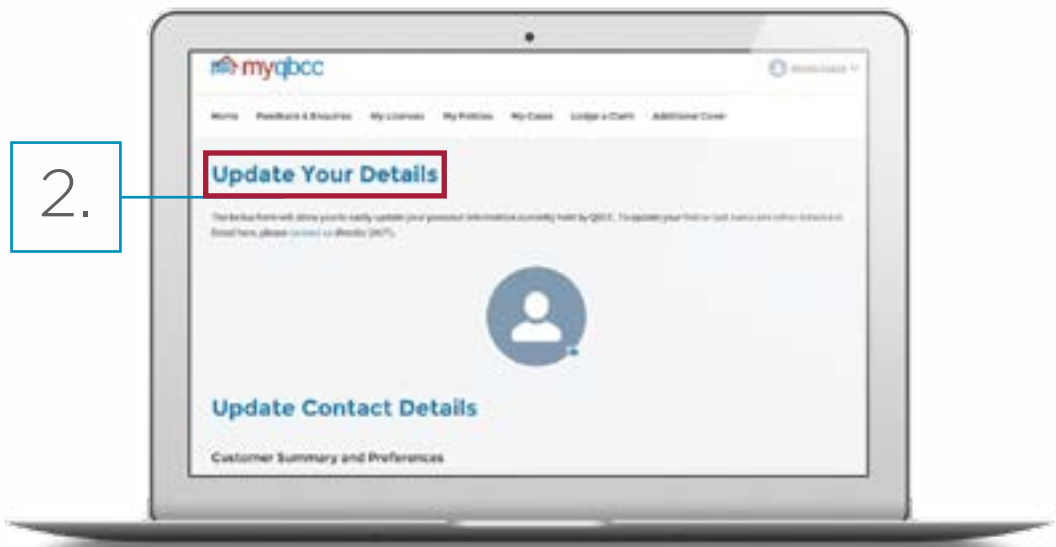
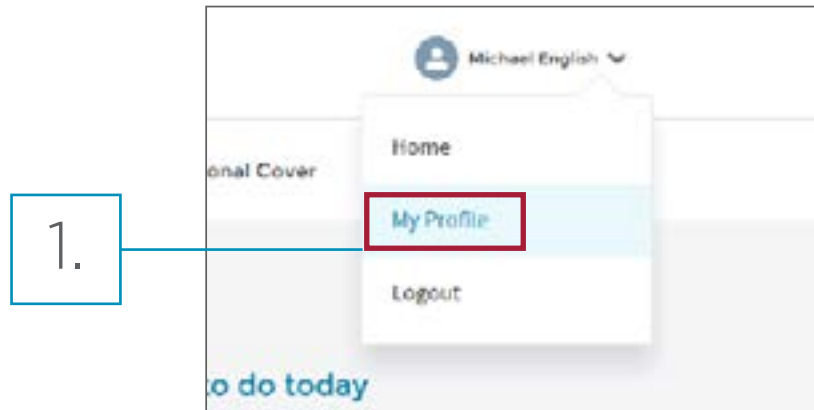
HOW TO UPDATE YOUR DETAILS

Great news, you no longer have to call us to update your details, you can now do it on myQBCC.



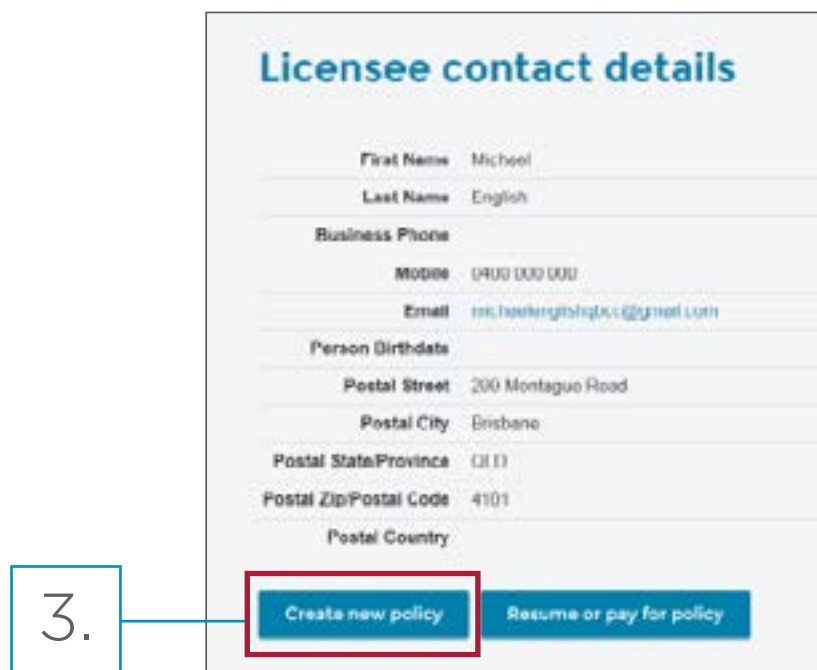
Remember

Please check that your details are correct.



HOW TO PURCHASE HOME WARRANTY INSURANCE

We have built a new place for you to do business. Should you wish to take out Home Warranty Insurance or go back to one that wasn't completed in full, follow these steps below.



Need more information?

Visit qbcc.qld.gov.au

