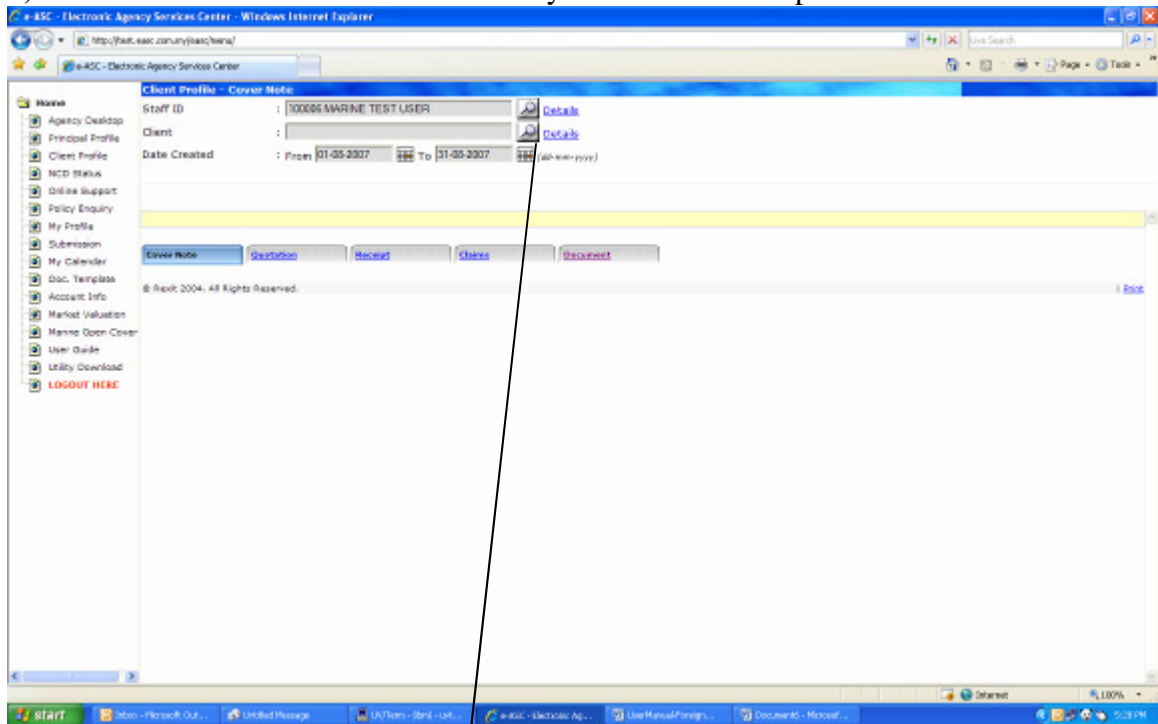
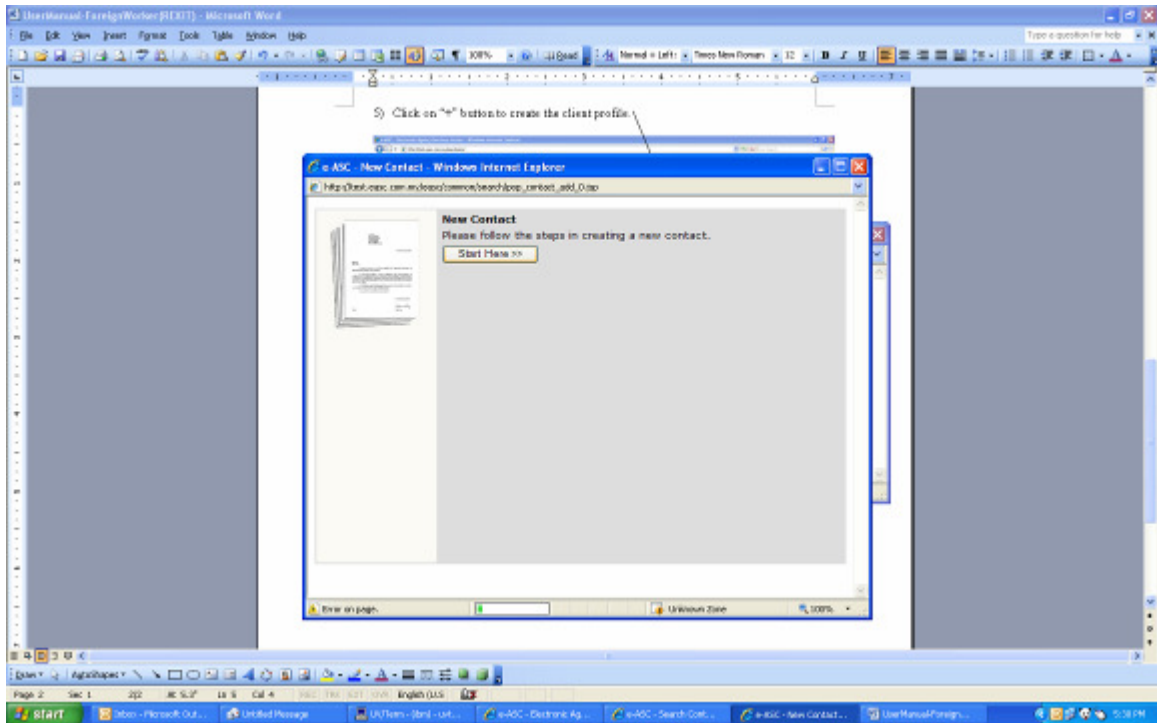
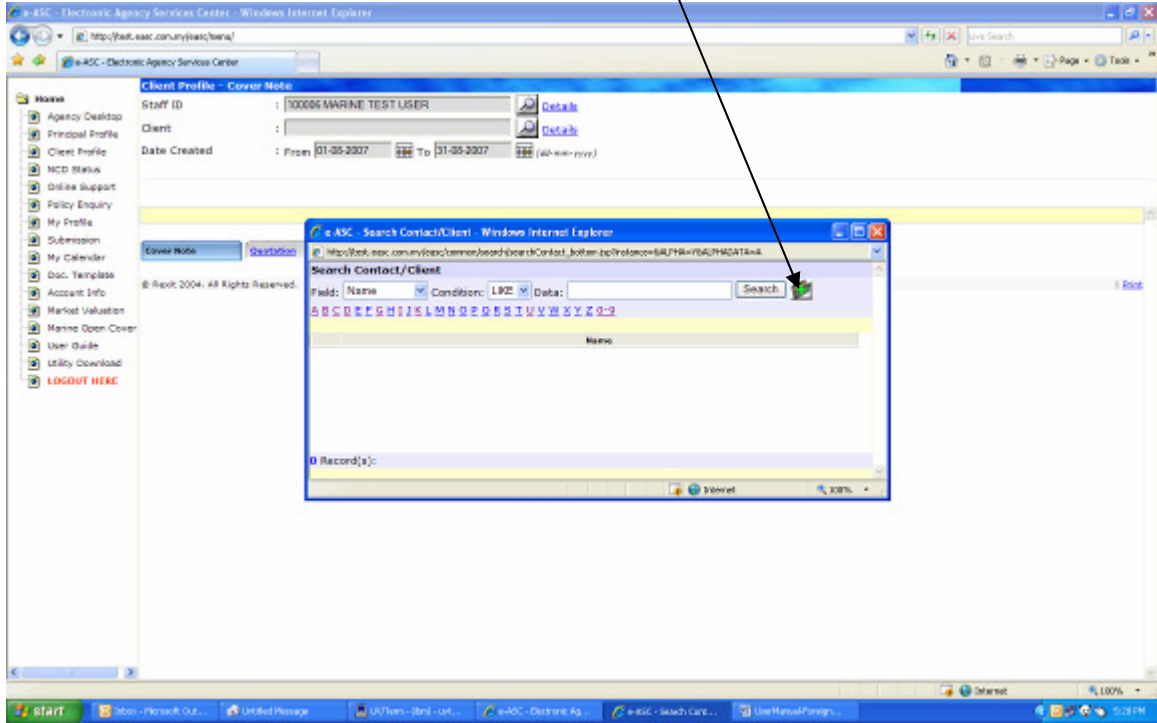


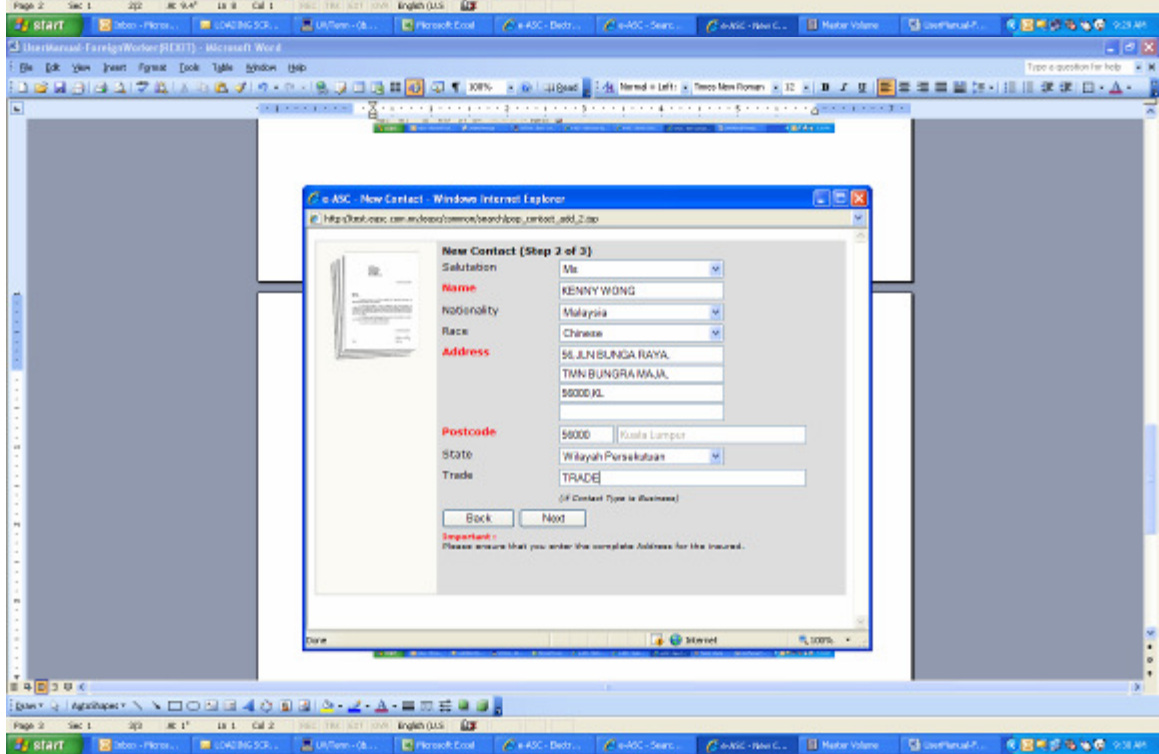
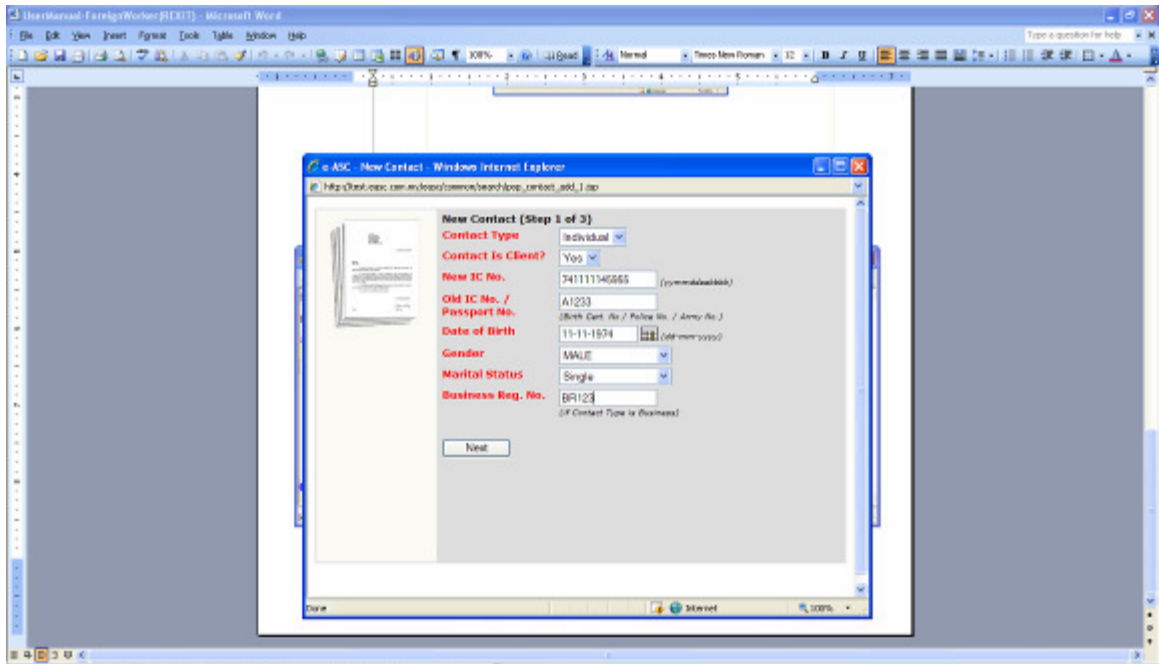
User Manual- Foreign Worker (FWIG-REXIT)

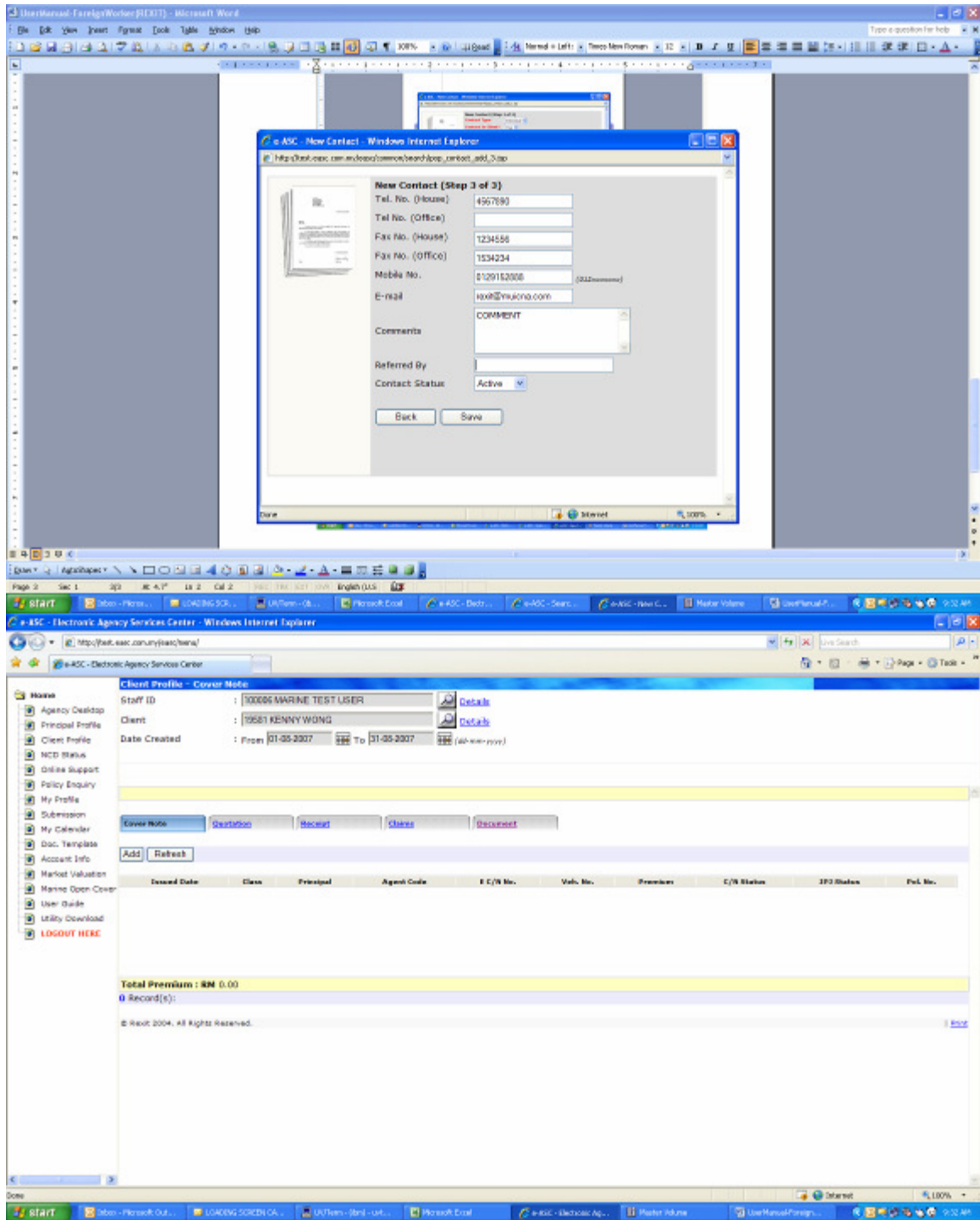
- 1) Log to <http://www.ecover.com.my/>
- 2) Login with the provided ID and password
Login ID : **[your login]** Password : **[your password]**
- 3) After Login, click on **client profile** in left navigation bar.
- 4) Client / insured information will be keyed-in in the client profile.



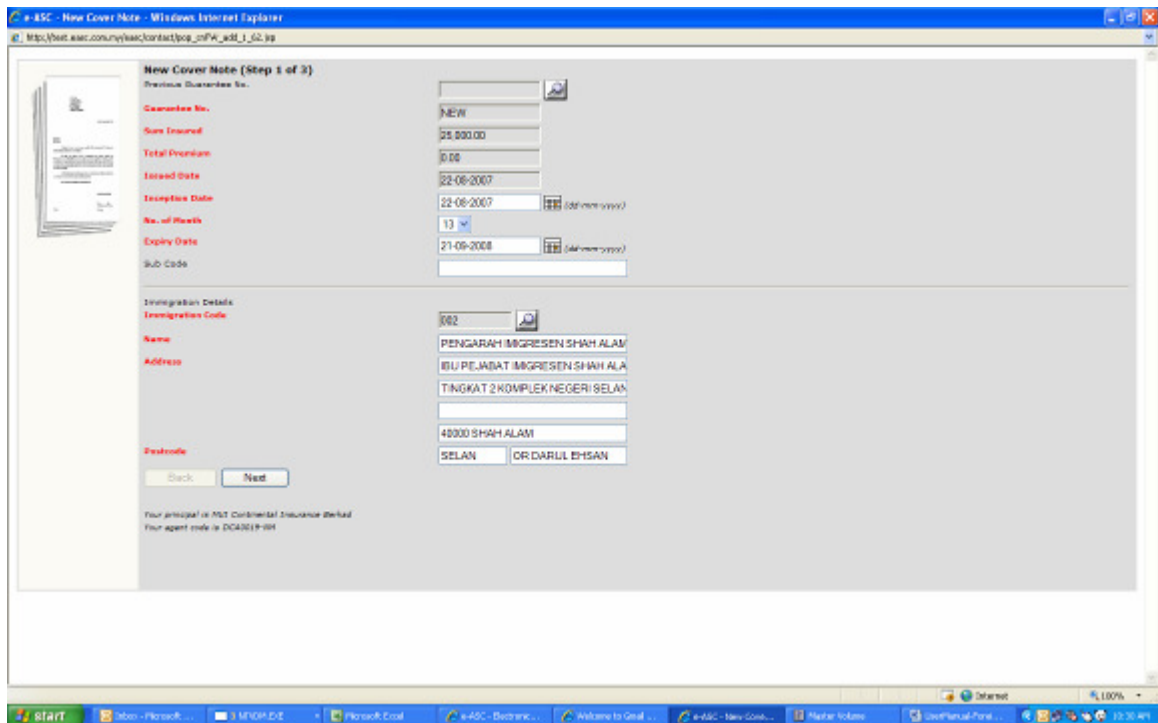
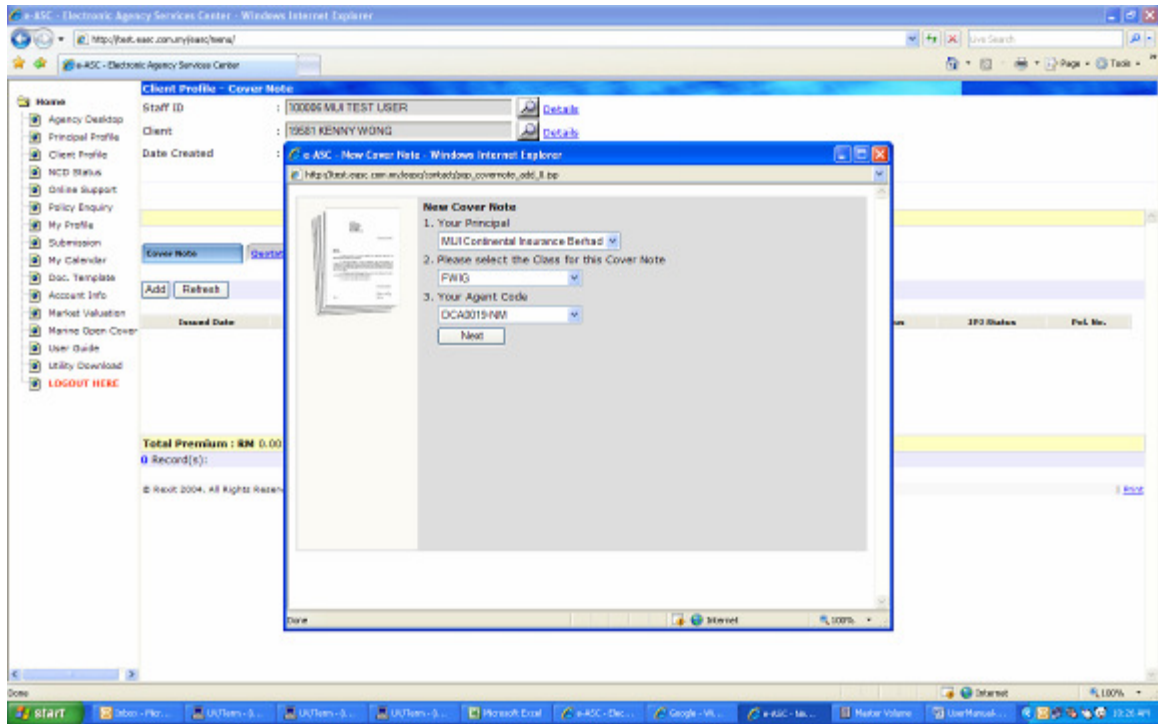
5) Click on “+” button to create the client profile.







6) Client profile successfully created, click on “Add” to issue IG



New Cover Note (Step 3 of 3)

Client ID: 19301

New IC No.: 74111145985

Old IC No. / Passport No.: A1233

Salutation: Ms

Name: KENNY WONG

Nationality: Malaysia

Race: Chinese

DOB: 11-11-1974

Address: 56, JLN BUNGA RAYA, TOWN BUNGA RAJA, 56000 KL

Postcode: 56000

State: KUALA LUMPUR

Gender: MALE

Marital Status: Single

Occupation: ADMINISTRATOR

Tel No. (Off): 1233445

Fax No. (Off): 1534234

Tel No. (Home): 4567890

Fax No. (Home): 1234567

Mobile No.: 0123152300

E-mail: ken@malcom.com

Buttons: Back, Next

[note : client information will be extracted from the client profile that you setup earlier on – refer to step 4]

New Cover Note (Step 3 of 3)

Employee Name: []

Nationality: TAIWANESE

Amount: RM 1,000.00

Rate %: 1.00

Premium: RM 10.83

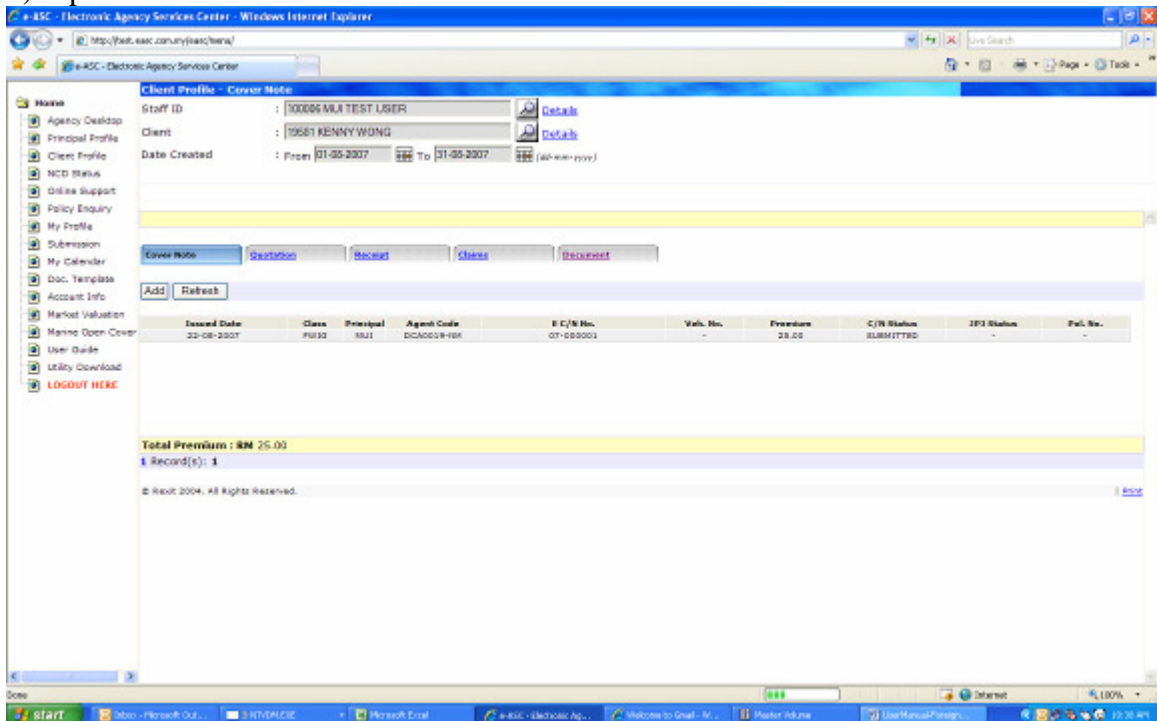
No.	Name	Passport	Amount	Premium
1	KENNY WONG LIFE	A123456	1,000.00	10.83
2	KELLY LEE	A444555	1,000.00	10.83
Total:			2,000.00	25.00

Buttons: Back, Save & Next

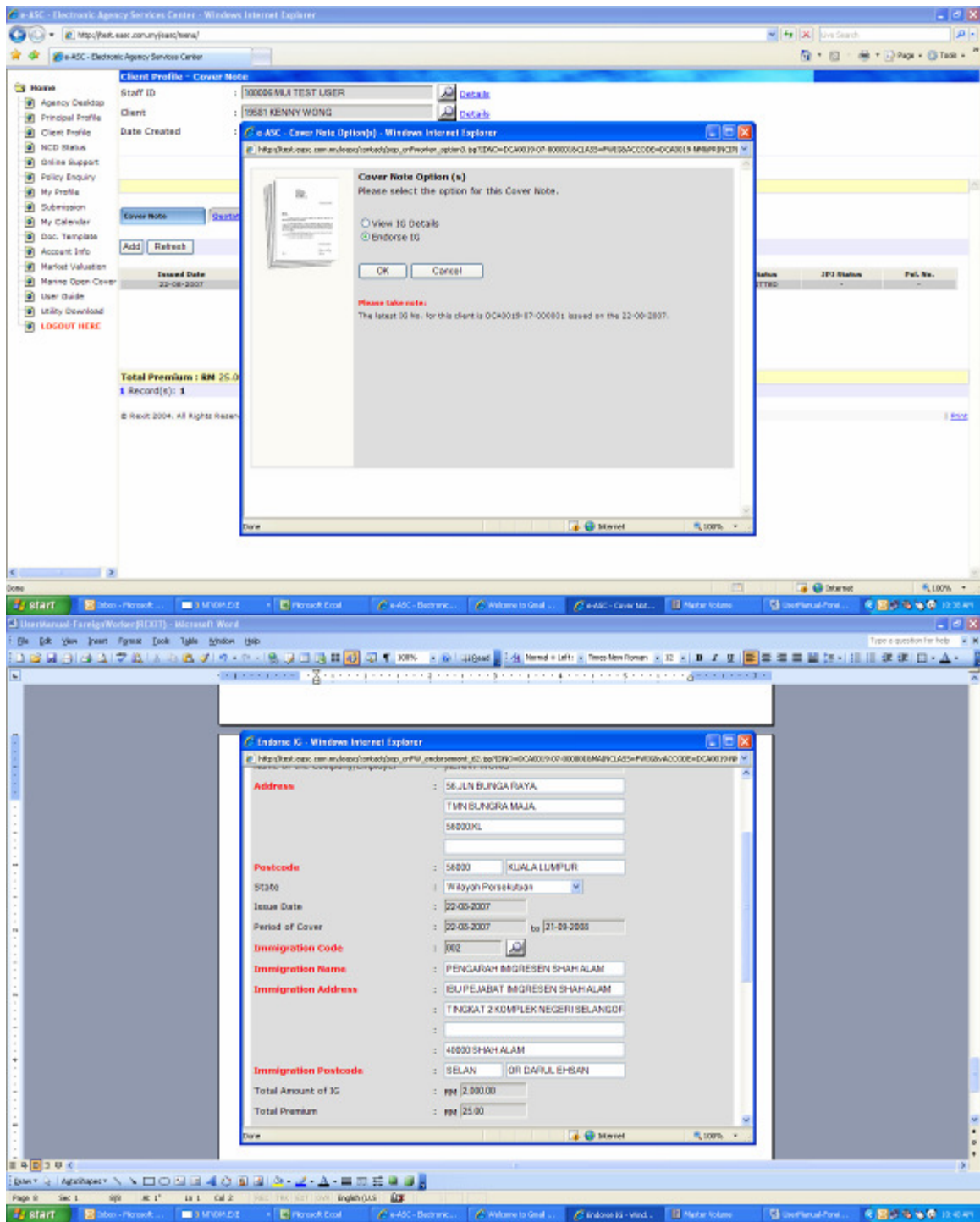
7) click “ok” to preview



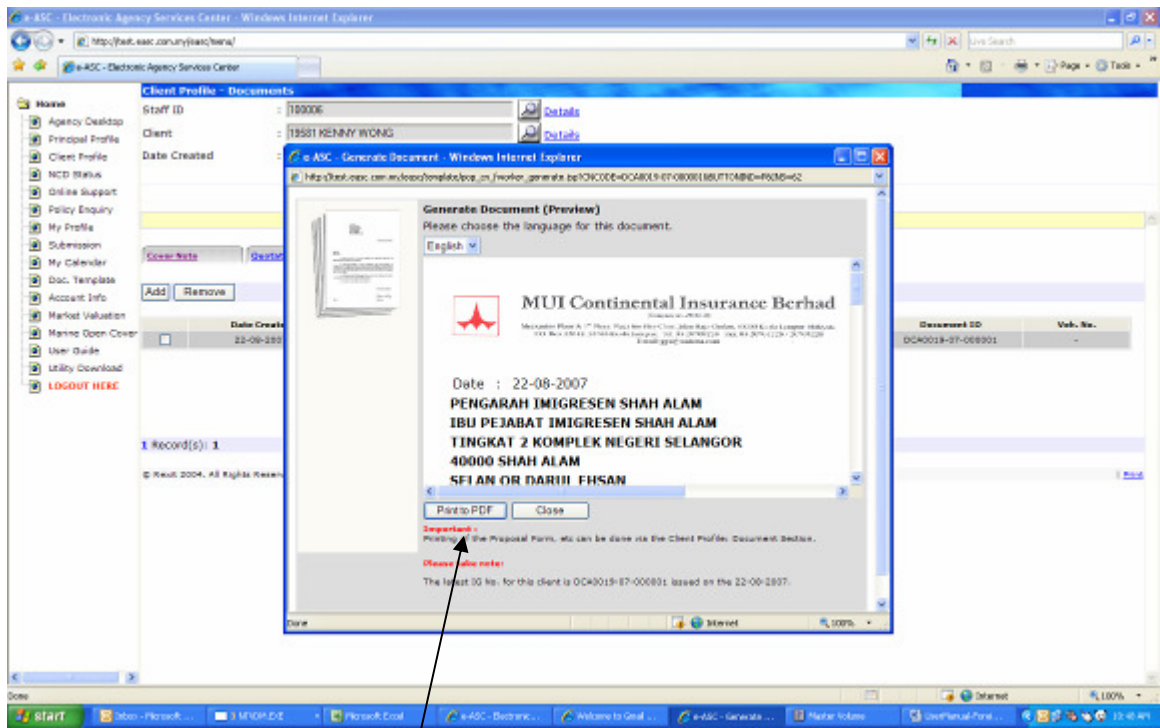
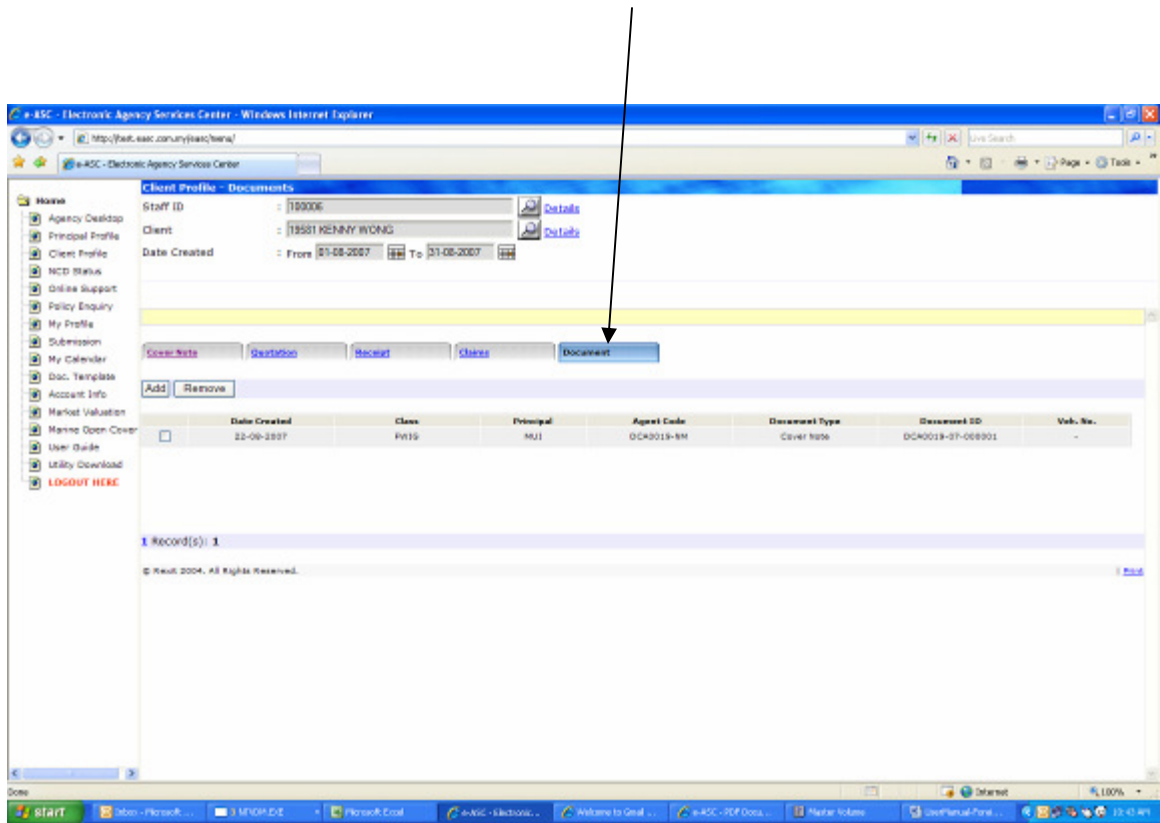
8) “print & submit” button – no amendment allow on certain information.



9) double click on the IG to update the IG information.



10) IG can be re-print by choose **“Document”** tab in the main screen



Click on "print to PDF" to re-print the IG