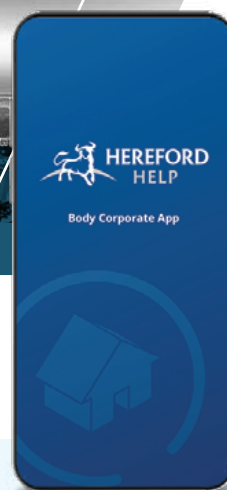


MY BODY CORPORATE APP

STEP-BY-STEP GUIDE

We've prepared this step-by-step reference guide to assist you in setting up your HEREFORD RISK Body Corporate App, and getting started on the features.



SIGN UP

- At the bottom of the **Login** screen go to **Sign Up**
- Enter your name, surname, & your mobile number
- An OTP (Activation Code) will be sent via SMS
- Click on **Sign-up**
- You will be directed to the **Activate** page



LOGIN

- Enter your mobile number used during activation process
- Enter the password created during the activation process
- Click on Login



UPDATE YOUR DETAILS

- Select Profile from the main menu
- Select the arrow next to your profile
- Select the pencil on the right-hand side
- You can now edit your details
- Select update profile
- Select Save



SUBMIT A CLAIM

- Select Claims from the main menu
- Select Geyser Claim
- Your personal details will populate
- Enter your Estate Details, address and unit number and any other detail required
- Enter the incident description
- You have the option to select photos from your phone gallery or to take photos by selecting the camera on the left-hand side
- Select Finished when you have selected the necessary photos
- Select Next
- Sign on the designated line
- Select "I accept the Terms and Conditions"
- Select Submit



ACTIVATE

- Enter your mobile number
- Create a password of your own choice that you will remember going forward
- Enter the OTP received via SMS
- Click on Submit
- You will be directed to the Login page



PANIC BUTTON

- In an emergency use the geyser Panic Button located on the home page.
- When the panic button was clicked on by mistake, just select cancel
- A panic will be sent to a Case Manager letting them know you need assistance
- An agent will be in contact with you



LINK YOUR BODY CORPORATE

- Under Profile link your Body Corporate
- Use this option to choose your Body Corporate
- Select Save



OTHER APP DETAILS

- Under More from the main menu you can view the client's "About Us" information
- You can also view the Products you have available to you
- Under settings you can choose the option to keep you logged in
- You can choose to logout

For further assistance regarding the downloading, setup, activation and use of the MY BODY CORPORATE APP, please don't hesitate to contact us on:

087 135 9111

herefordrisk.co.za



HEREFORD
RISK MANAGEMENT



EMERGENCY ASSIST

Download the Hereford **My Body Corporate App** to manage your body corporate claims process by enjoying the following benefits:

- 

1 No signing of claim forms
- 

2 Damage reports not required
- 

3 Instant access to contractors for resultant damage losses
- 

4 Guaranteed workmanship where insurance approved contractors are used
- 

5 Improved turnaround times, service level agreements in place with contractors
- 

6 Reduced claims costs as bulk pricing is agreed upon with the contractors
- 

7 No claims process = Reduced admin for trustees and managing agents
- 

8 APP = Claims and excess payments bypass levy account



SCAN TO DOWNLOAD THE APP:

For a geyser emergency, please call

087 135 7788



HEREFORD
RISK MANAGEMENT