



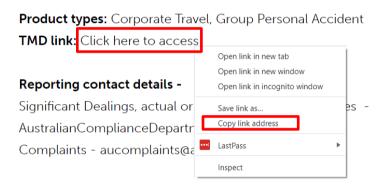
## How to share TMD links with clients via email

It is important to note that brokers have an obligation to take reasonable steps to ensure distribution is made in consistent with the TMD documents and that the TMD's are made available to clients. The below steps outline how you may choose to share relevant TMD links with clients.

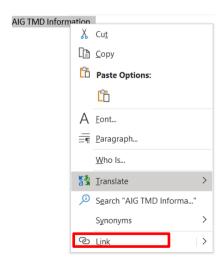
**Step 1** – Visit the <u>Steadfast website</u> to find TMD information from insurers, underwriting agents and premium funders.

**Step 2** – Locate the TMD links that are relevant to your clients and right click on the 'Click here to access' text. Now select 'Copy link address' from the menu.

## **AIG**

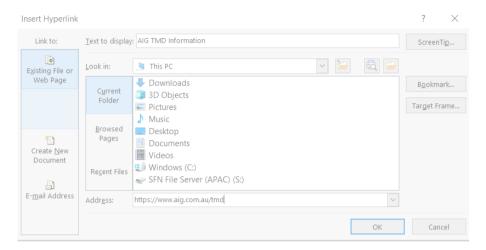


**Step 3** – Next, open your emails and draft the message you would like to send to the client. Now highlight the text you would like to link to the TMD information and select 'Link from the dropdown.

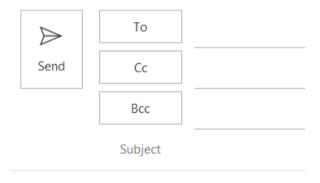




Now click into the 'Address' field and press ctrl+v on your keyboard to paste the link you copied earlier. You can now select 'Ok'.



The email will now have hyperlinked text taking the client to the relevant TMD page. Repeat steps 2 and 3 for each link you include in the email.



**AIG TMD Information** 

**END**