



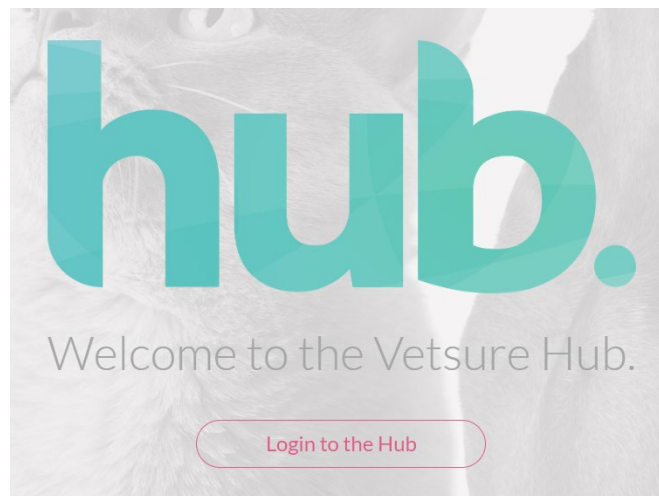
A step-by-step guide to Ordering Promotional Materials through the Vetsure Hub.

1. The Vetsure Hub

Firstly, access the [Vetsure Hub](#) as normal, either through your web browser, or you can download the 'Vetsure Hub' app from the Apple or Android store.

Login to your Hub account or **Sign Up** if you've not got a Hub account.

Aside from ordering promotional materials, you can also use the Hub to complete your annual Vetsure Pet Insurance Training, to submit insurance leads and e-claims, and you can chat with your veterinary colleagues through our "Hub Chat"!



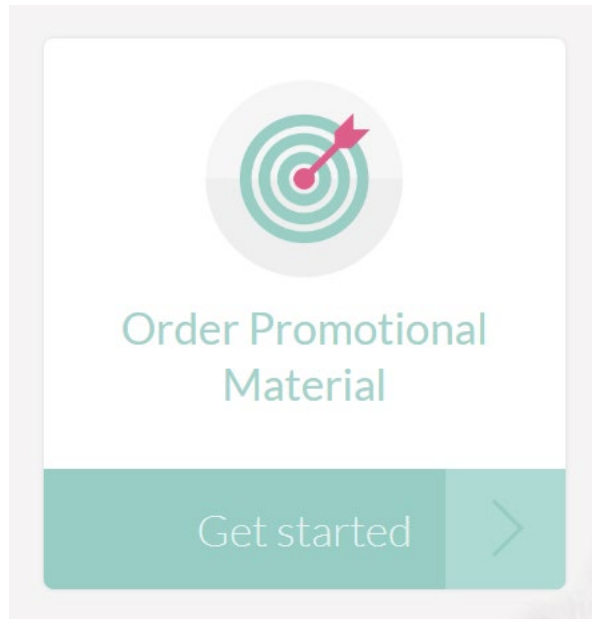
2. Order Promotional Materials

On the Hub's main menu, click the "Order Promotional Materials" tile which will take you through to a login page.

Here, simply enter your email address and the password which will always be "**Vetsure**".

If your email address is not recognised, and you are taken back to the login page after submitting your details, then it's likely you're using a different email address from the one

we have on file for you. Please email hub@vetsure.com and we will get you added to the portal as soon as possible.

A login form on a light gray background. It features two input fields: "Email Address" and "Password", each with a red eye icon to toggle visibility. Below the fields is a dark blue "Login" button. A horizontal line separates the login area from a note: "Enter your email and password (Vetsure) to order from the document portal." To the right of the form is a large graphic with a teal stethoscope icon and the "vetsure" logo at the bottom.

3. Select your Veterinary Practice

Select the "Place an Order" button, and then, on the next page, you'll be asked to select your practice from a dropdown list. Search for your practice in the list and select them. *You will only need to do this once as the system will remember your chosen practice in the future.*

Do not worry if the address isn't quite right – you can manually update it later on, when you're confirming an order.

If your veterinary practice does not appear in the dropdown list, please email hub@vetsure.com so that we can make sure it's added. In the meantime, you can still make an order! Please select "Vetsure Head Office" from the dropdown list and manually change the address to yours when confirming your promotional materials order.

Place an order

Choose an item and specify the quantity you would like to order.

View previous orders

View a list of previous orders with relevant details

Select the location for which you would like to order:

Location :

4. Make Your Order

Next, you'll be taken to an itemised list of all the Vetsure promotional materials available. Then it's simply a case of selecting the items and their quantities that you would like to order. Please note that items have a maximum order quantity applied. If you would like to order more than the maximum quantity in one go, please email hub@vetsure.com and the team can manually place a larger order for you.

Finally, head to the Checkout where you can update your delivery name, contact number and address, if required. When you're happy with the items that you would like to order, please hit "Confirm" and we will handle the rest!

Your order will be sent to your local [Vetsure Veterinary Relationship Manager](#) to authorise, after which, our print supplier, Streets Process Colour, will package your items and they will be delivered by DPD in 3-5 working days.

5 Weeks Free Pet Insurance Voucher

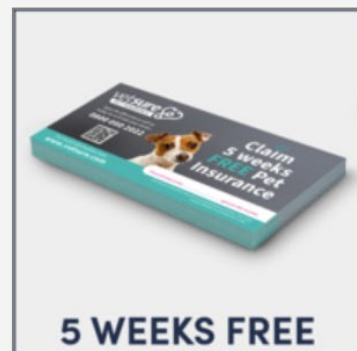
DL - 210 x 100mm - 50 Sheet Pad

Add to order

Cancel

3

Quantity (minimum order is 1, maximum order is 3)



The items on this order are as follows:

5 Weeks Free Pet Insurance Voucher DL - 210 x 100mm - 50 Sheet Pad	Quantity: 3 Cost: From Stock + VAT (where applicable)
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Purchase Order Number (if required)

Contact Name

Contact Number

Delivery Address

Comments

Confirm Order

Vetsure Promotional Materials are always FREE of charge so that you can easily promote quality, lifetime pet insurance to your clients.

Remember that Vetsure clients pay a lower excess, simply by choosing your Vetsure Accredited Practice, and we also guarantee to handle claims directly with you!

If you have any further questions about the Vetsure Pet Insurance promotional materials, please email hub@vetsure.com and we will be happy to help.

