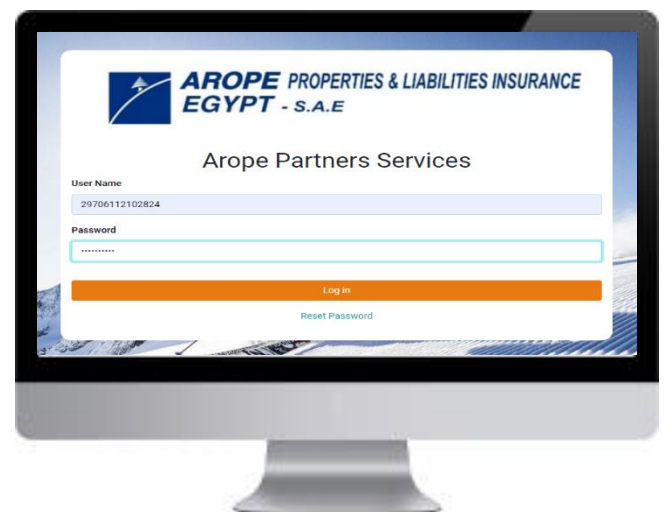
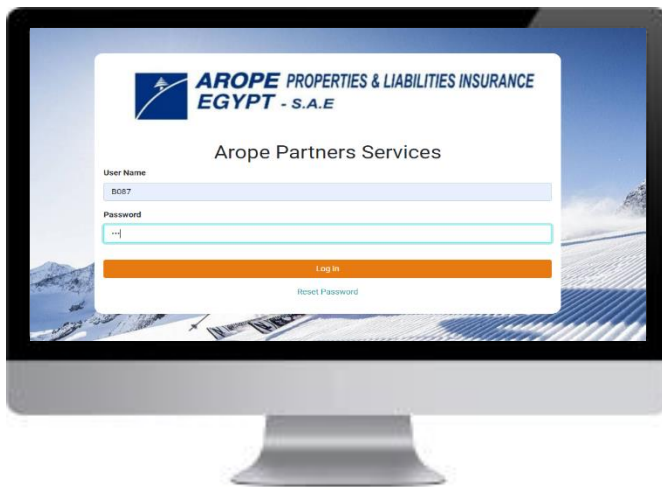


Arope Online Portal

Welcoming to our Arope online portal section where the broker/client can (Renew, Cancel, Pay, Requesting new offer, Making endorsement, Chatting live and etc..)

<https://online.aropeegypt.com.eg:8069/web/login>

- **When the broker login using his internal code and sent password from our side.**
- **Client using his ID number and sent password from our side.**

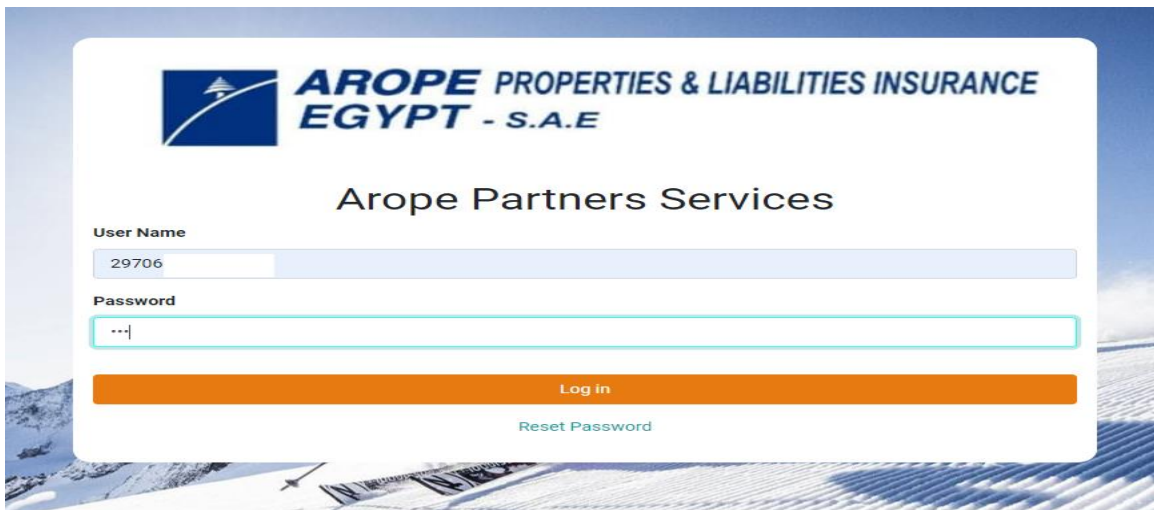


1. How To Change Password (Client):

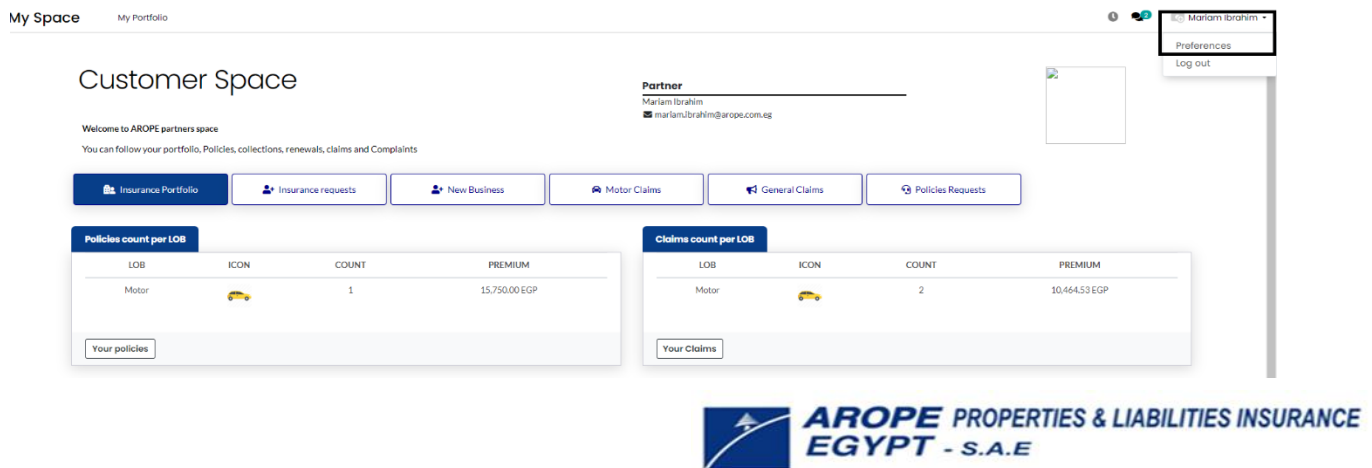
- Client login steps:

1st) After opening the sign in page you will enter in your ID card as username in case of client.

2nd) You will fill the password with the default one which you received from our side.



3rd) To change your password you will open the tab on upper right containing your name and go to preferences.



My Space My Portfolio

Customer Space

Welcome to AROPE partners space
You can follow your portfolio, Policies, collections, renewals, claims and Complaints

Partner
Mariam Ibrahim
mariam.ibr@arope.com.eg

Insurance Portfolio Insurance requests New Business Motor Claims General Claims Policies Requests


Policies count per LOB			
LOB	ICON	COUNT	PREMIUM
Motor		1	15,750,000 EGP

Your policies

Claims count per LOB			
LOB	ICON	COUNT	PREMIUM
Motor		2	10,464,53 EGP

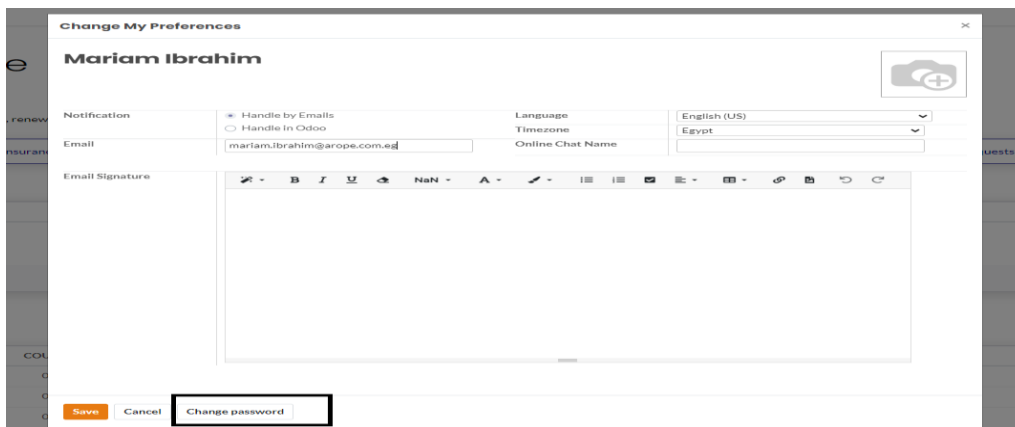
Your Claims

Mariam Ibrahim - Preferences Log out



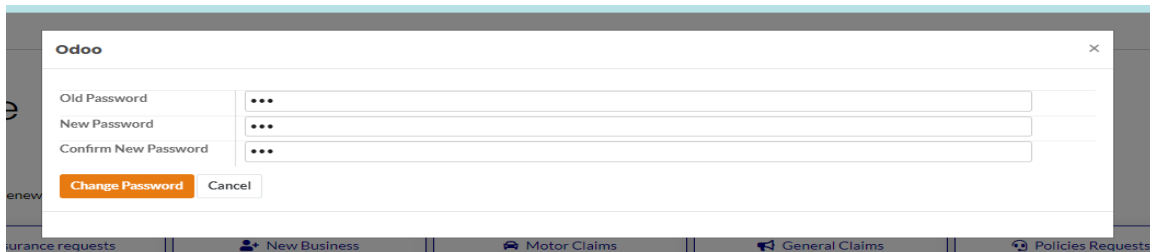
1. How To Change Password (Client):

4th) It will transfer you to the preferences page and you will find on right below tab change password you will click on it.



The screenshot shows a web interface titled "Change My Preferences" for a user named "Mariam Ibrahim". The interface includes several sections: "Notification" with radio buttons for "Handle by Emails" (selected) and "Handle In Odoo"; "Email" with a text field containing "mariam.ibrahim@arope.com.eg"; "Language" set to "English (US)" and "Timezone" set to "Egypt"; and "Email Signature" with a rich text editor. At the bottom, there are three buttons: "Save" (orange), "Cancel", and "Change password" (highlighted with a red box).

5th) You will enter your current received password from our side and you will type new password in the other two fields. (Click on change password)



The screenshot shows a modal dialog titled "Odoo" for changing a password. It contains three input fields: "Old Password", "New Password", and "Confirm New Password", each with a password mask (three dots). Below the fields are two buttons: "Change Password" (highlighted with a red box) and "Cancel".

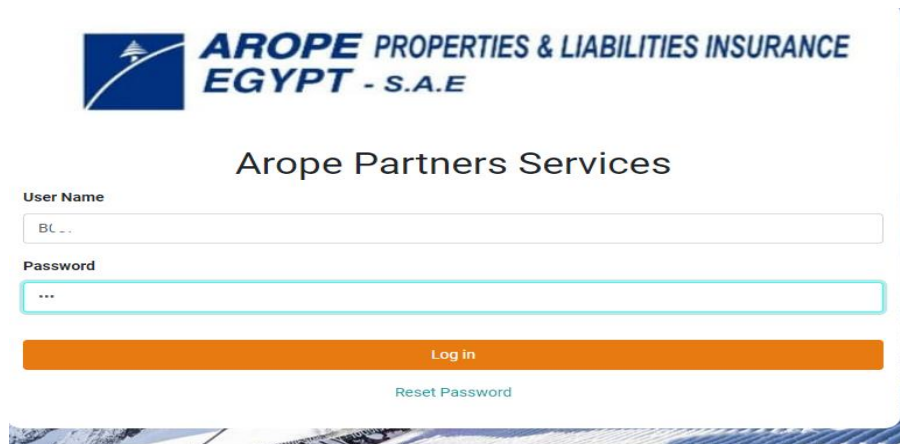
6th) It will transfer you to the sign in page again then you will enter your new credentials, your ID and new entered password to open your space.

2. How To Change Password (Broker):

- Broker login steps:

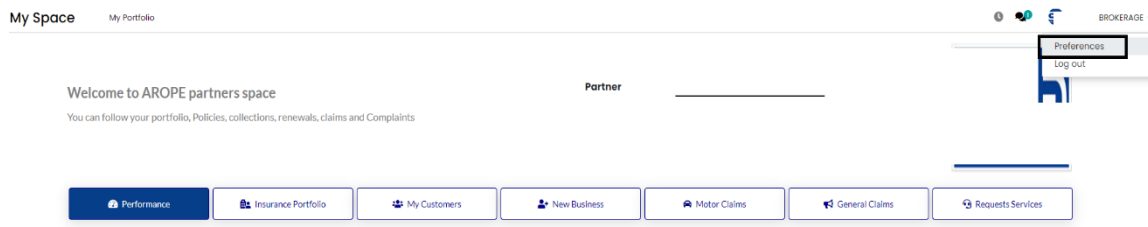
1st) After opening the sign in page you will enter in your **Broker Internal Code (B00-)** as username in case of broker.

2nd) You will fill the password with the default one which you received from our side.



The screenshot shows the login interface for AROPE PARTNERS SERVICES. At the top left is the AROPE logo, a blue square with a white stylized 'A' and a white arrow pointing up and to the right. To the right of the logo is the text 'AROPE PROPERTIES & LIABILITIES INSURANCE EGYPT - S.A.E'. Below the logo and text is the heading 'Arope Partners Services'. Underneath the heading are two input fields: 'User Name' with the text 'BL...' and 'Password' with three dots. Below the password field is an orange 'Log in' button and a blue 'Reset Password' link.

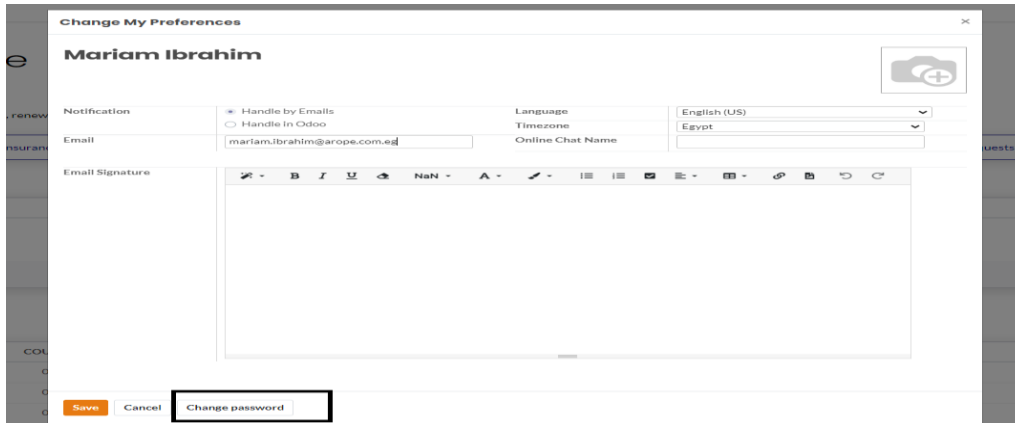
3rd) To change your password you will open the tab on upper right containing your name and go to preferences.



The screenshot shows the dashboard for a partner. At the top left is 'My Space' and 'My Portfolio'. At the top right is 'BROKERAGE' and a user profile icon. Below the top navigation is a welcome message: 'Welcome to AROPE partners space' and 'Partner'. Below the welcome message is a navigation bar with seven tabs: 'Performance', 'Insurance Portfolio', 'My Customers', 'New Business', 'Motor Claims', 'General Claims', and 'Requests Services'. On the right side, there is a dropdown menu with 'Preferences' and 'Log out' options.

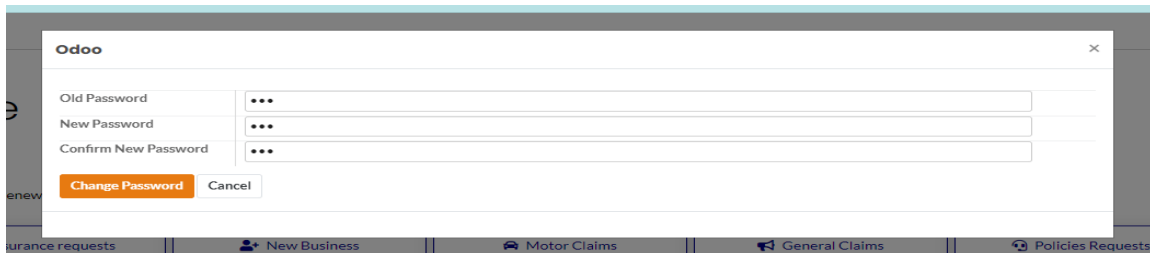
2. How To Change Password (Broker):

4th) It will transfer you to the preferences page and you will find on right below tab change password you will click on it.



The screenshot shows a web form titled "Change My Preferences" for a user named "Mariam Ibrahim". The form contains several sections: "Notification" with radio buttons for "Handle by Emails" (selected) and "Handle in Odoo"; "Email" with a text field containing "mariam.ibrahim@arope.com.eg"; "Language" with a dropdown menu set to "English (US)"; "Timezone" with a dropdown menu set to "Egypt"; and "Online Chat Name" with an empty text field. Below these is an "Email Signature" section with a rich text editor. At the bottom of the form, there are three buttons: "Save" (orange), "Cancel", and "Change password" (highlighted with a black box).

5th) You will enter your current received password from our side and you will type new password in the other two fields. (Click on change password)



The screenshot shows a modal window titled "Odoo" for changing a password. It contains three input fields: "Old Password", "New Password", and "Confirm New Password", each with a password mask (dots). Below the fields are two buttons: "Change Password" (orange) and "Cancel".

6th) It will transfer you to the sign in page again then you will enter your new credentials, your internal and new entered password to open your space.