



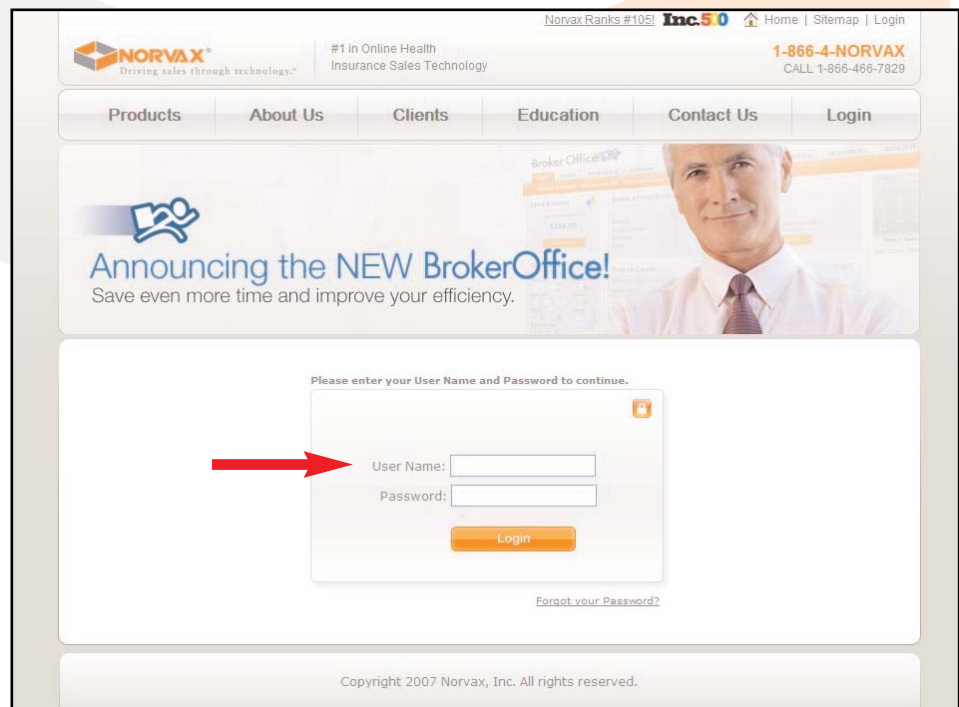
Updating Your Quote Engine Template - For Norvax Hosted Site Client

Switching to the Modern Template: For Hosted Site Client

This quick guide will show you how to change your Norvax Quote Engine interface to the new Modern template. The Modern template upgrade gives you more features and an updated layout designed to increase usability and customer satisfaction.

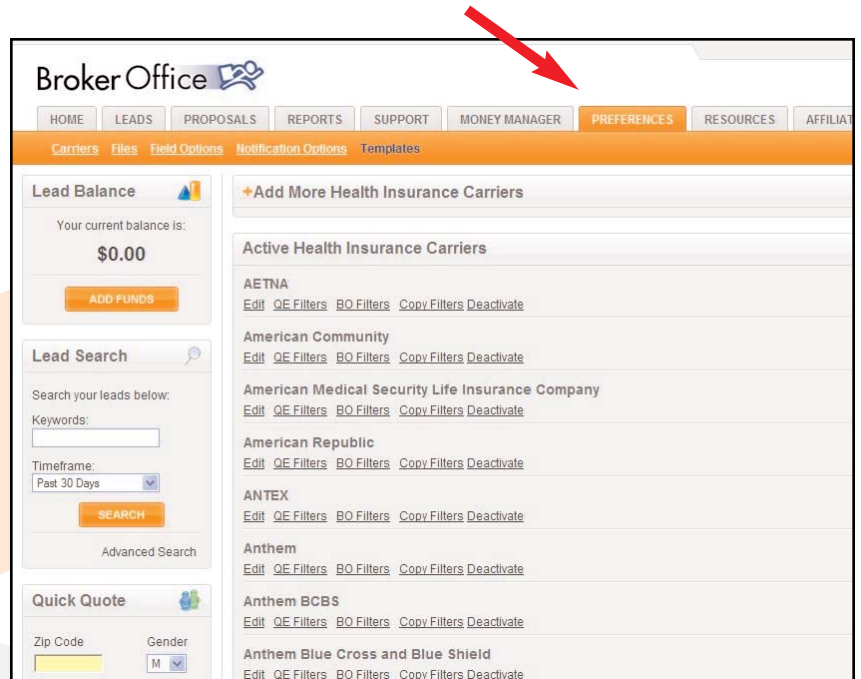
Upgrading your Norvax Quote Engine design to the Modern template is easy and optional. You'll be able to go back to the Classic template at any time.

1. Log in to your BrokerOffice account at <https://www.brokeroffice.com/leads/clientLogin.jsp> with your username and password.

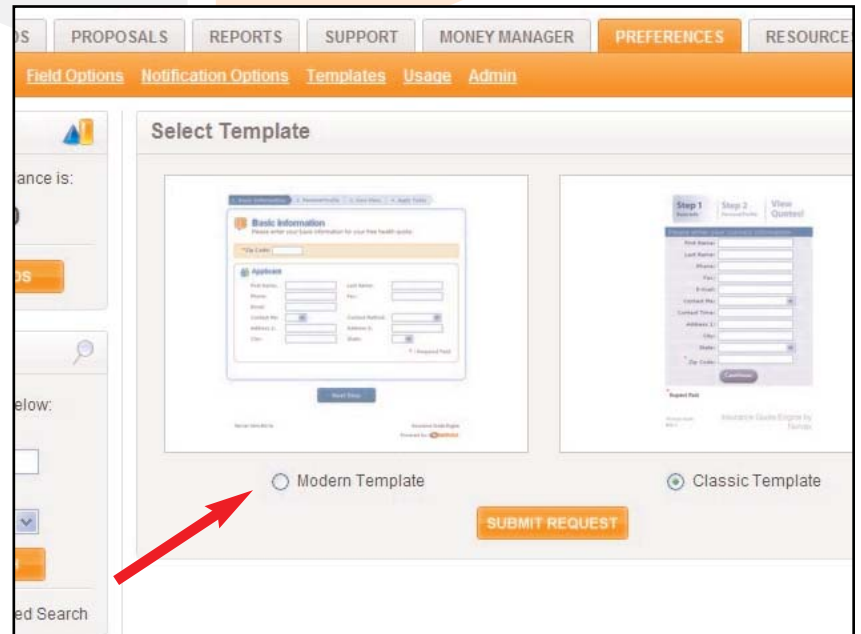


The screenshot shows the Norvax BrokerOffice login page. At the top, there is a navigation bar with the Norvax logo, the tagline "Driving sales through technology," and the text "#1 in Online Health Insurance Sales Technology". To the right of the navigation bar, there are links for "Norvax Ranks #105!", "Inc.500", "Home", "Sitemap", and "Login", along with the phone number "1-866-4-NORVAX" and "CALL 1-866-466-7829". Below the navigation bar, there are tabs for "Products", "About Us", "Clients", "Education", "Contact Us", and "Login". The main content area features a banner with the text "Announcing the NEW BrokerOffice!" and "Save even more time and improve your efficiency." Below the banner, there is a login form with the text "Please enter your User Name and Password to continue." and fields for "User Name:" and "Password:". A red arrow points to the "User Name:" field. Below the fields is a "Login" button and a link for "Forgot your Password?". At the bottom of the page, there is a copyright notice: "Copyright 2007 Norvax, Inc. All rights reserved."

2. Open the "Preferences" tab then click on the "Templates" link.



3. Select the "Modern Template" radial and click the "Submit Request" button.



4. Visit

[http://www."YourDomain".com/quote/quotes.html](http://www.)
to ensure the desired template is being used.

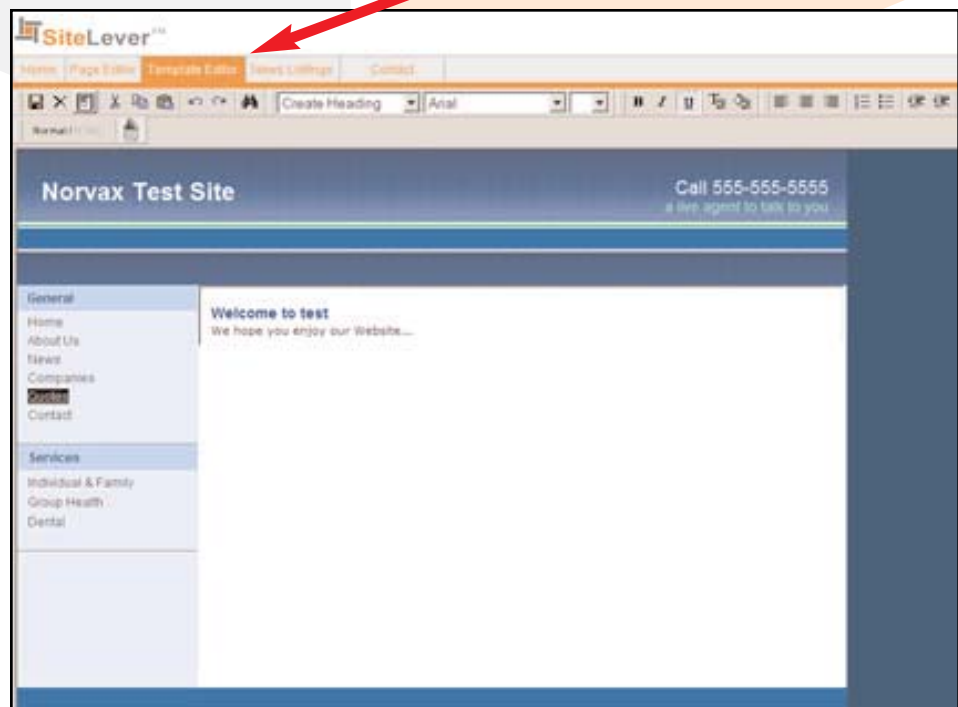
[Remember to replace "YourDomain" with your actual website domain name.]

5. If you like the way everything looks you can change all the quote engine links on your site to point to the new page for quoting. In fact, you should change all the links on your site to point to the new quoting page.

To do that you must log into SiteLever at [http://www."YourDomain".com/SiteLever/](http://www.).

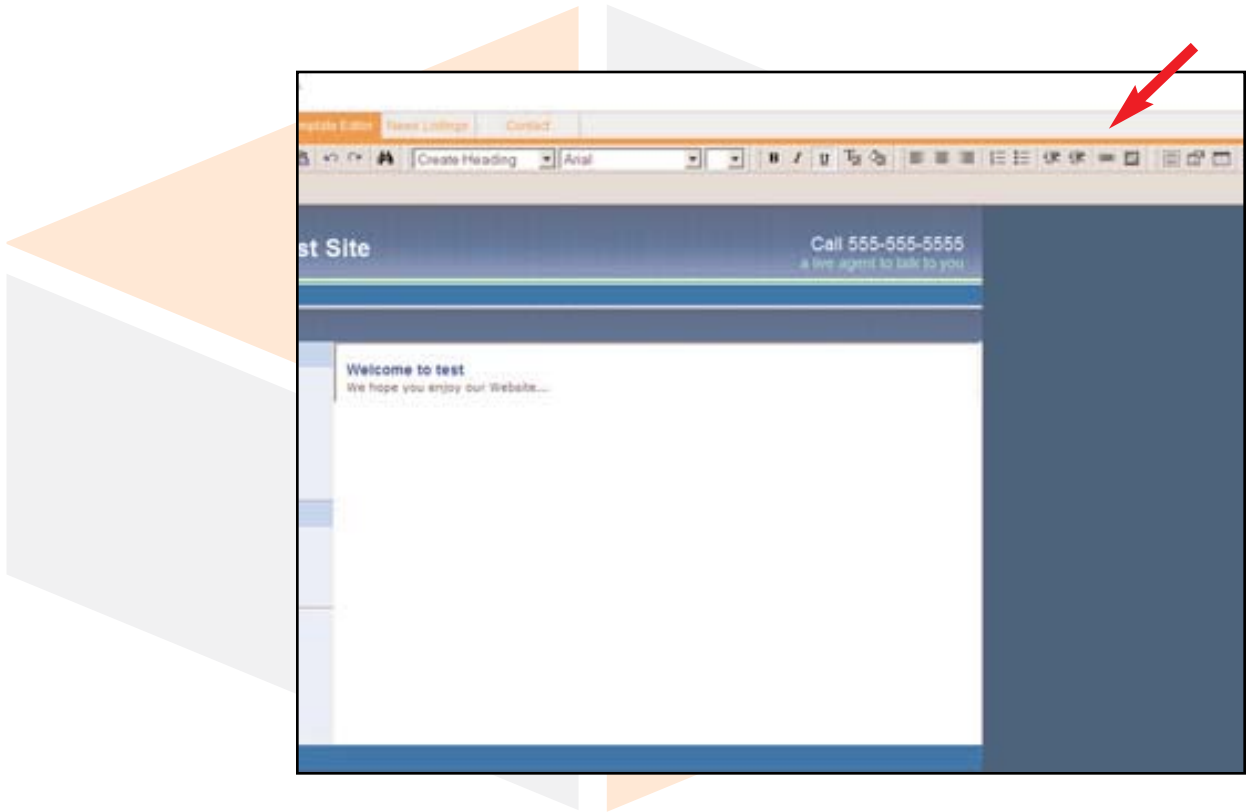
[Again, replace "YourDomain" with your actual website domain name.]

6. Click on "Template Editor" then click "Edit" on the Default template.

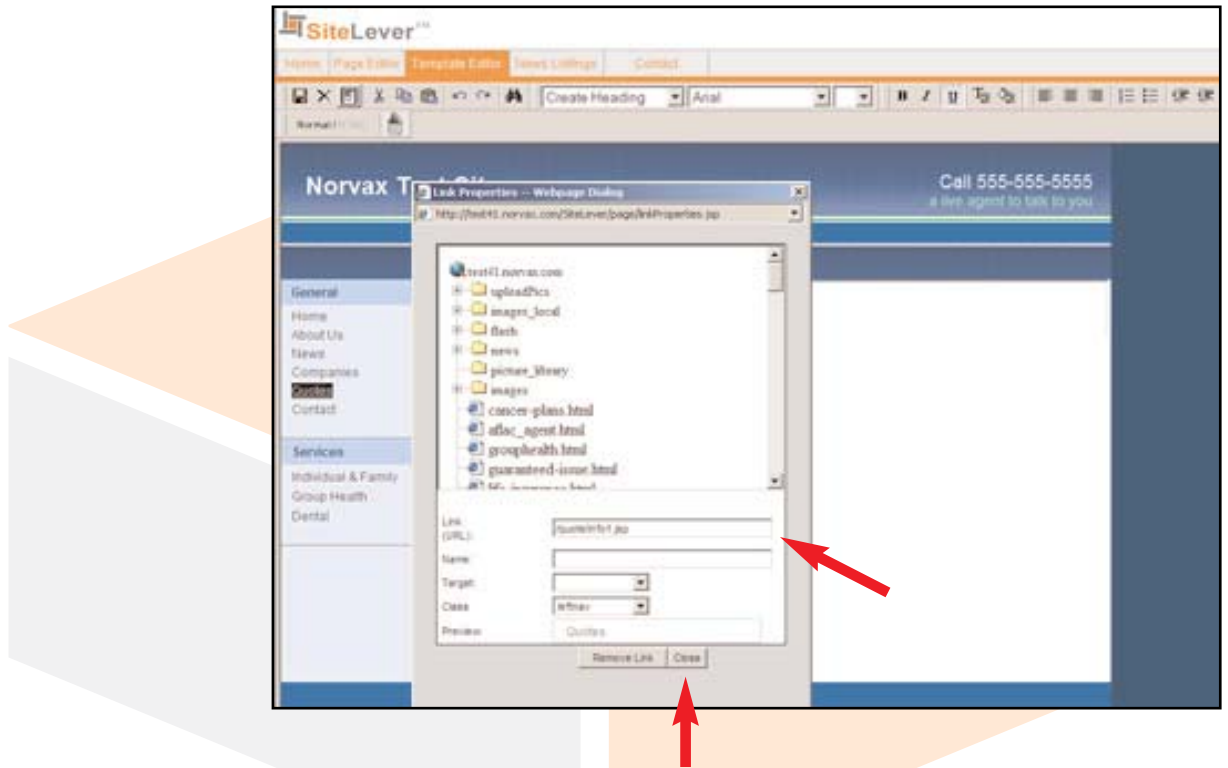


7. Use your mouse to highlight any links that currently direct to your Quote Engine.

8. Once highlighted, click on the "Link" icon (resembling a pair of chain links) located on the command bar.

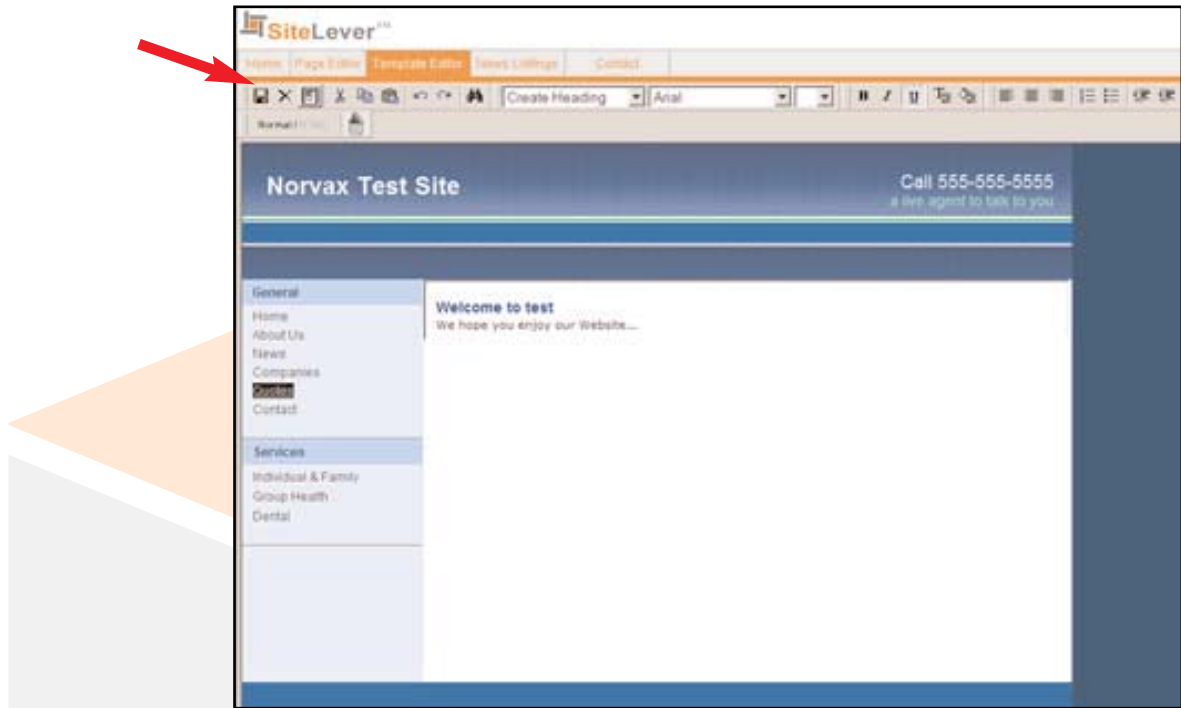


9. The "Link Properties" dialog box will pop up. Replace ["/quote/info1.jsp"](/quote/info1.jsp) with ["/quote/quotes.html"](/quote/quotes.html).

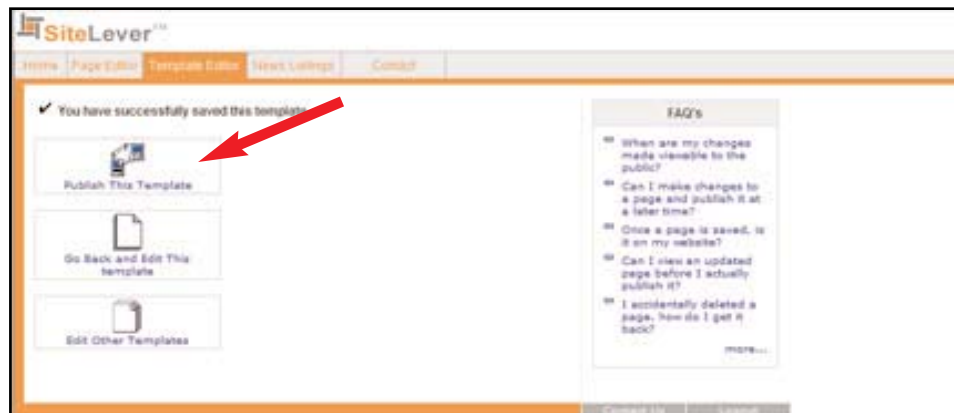


10. Click the "Close" button to close the "Link Properties" pop-up dialog box.

11. Click the "Save" button (which looks like a diskette) on the left end of the command bar



12. To make these link updates live, click "Publish This Template" Button.



13. If you have Quote Engine links within any of the content areas on your website, you will need to update each of them by repeating steps 3-12 using the Page Editor tool.

Please note that unless you change all your links to point to "\quotes\quotes.html" your quote engine will not be live.

14. After you have changed all your links to point to the new location you can change your template at any time by going into BrokerOffice and repeating steps 1-3 (but changing the selected template).

If you have any questions or need further assistance, please contact your client service representative at support@norvax.com or 1-866-466-7829 Option 2.