



**hpi driveaway**

5 day insurance



Good cars are even better with  
5 days insurance!

## Dealer Guide

HPI Driveaway makes life easier for you and your customers...



**LLOYD LATCHFORD**  
INSURANCE SCHEMES

Arranged by Lloyd Latchford Schemes

*Delight your customers  
with HPI Driveaway*



Making life easier for you  
and your customers

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### **Make life easier for you and your customers**

Obtain a 5 day HPI Driveaway policy for your customer instantly by logging onto [www.hpidriveaway.co.uk](http://www.hpidriveaway.co.uk). The customer's application can be found here and should be completed by the customer (from any location) or by yourself as long as the customer is present.

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### **Hand your customer a leaflet**

Hand one of our HPI Driveaway leaflets to your customer along with a copy of the car registration number and your 7 digit Dealer Code. The customer will need your Dealer Code if they complete the application from home. The leaflet details all the information the customer needs including the web site address.

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### **Complete the application**

Your customer must complete the online application themselves for their insurance to be valid. **You can assist the customer but they must be present when the application is completed in order to ensure all their answers are correct and their application is valid.**

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### **Confirmation of successful application.**

A confirmation email will be sent to your registered Driveaway email address immediately confirming that the application has been completed and is accepted. You can click on the link to go to your Back Office and activate the policy or visit your Back Office later if more convenient. See next step.

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### **Find and activate the cover note**

Visit your own Driveaway Back Office by going to [www.hpidriveawaydealerlogin.co.uk](http://www.hpidriveawaydealerlogin.co.uk) and logging on. You will find all successful applications there waiting for you to activate. See the next page for details of how to operate your Back Office.

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### **Print the cover note**

Now that you have activated the insurance you can print out the cover note (and any additional documents which are available) as proof of valid insurance. Please remember that it is good practice to print 2 copies, get the customer to sign one copy and keep it for your records.

## Key Benefits

Helps you maintain control of the deal, complies with “Best Practice” whilst ensuring that your customer drives away legally, protecting you from any risk of being liable for claims as the last insurer under your Motor Trade Policy

## The HPI Driveaway “Back Office”

The HPI Driveaway Back Office is your own management tool where you can see all the policies which have been accepted and are awaiting your activation.

You can use the various search criteria to get the right policy and export to excel if needed.

### To register for the first time:

- 1 Go to [www.hpdriveawaydealerlogin.co.uk](http://www.hpdriveawaydealerlogin.co.uk).
- 2 Your Username is your 7 digit HPI Dealer code. (E.g. 0123456).
- 3 Your first password is “password”.
- 4 You will then be invited to generate your own password. **Please ensure this is at least 7 characters long and includes one upper case letter and one numeric.**
- 5 This is the password for your whole dealership so please inform your colleagues.

### To activate and print out a cover note:

- 1 Go to your “Back Office”.
- 2 Select the appropriate application from the “Cover notes to be issued” tab.
- 3 Select “Issue Cover Note”.
- 4 Complete the start date that you require. You have control over this and it depends on taxation / delivery date - Please remember that you cannot start it in the past.
- 5 Complete the Registration Number (if not yet fulfilled).
- 6 Tick the “Please confirm you have read the above” box.
- 7 Insert any free text you may wish to in the box provided. This is merely to help you pass messages onto your colleagues or keep notes.
- 8 Click “Save”.
- 9 A secondary box is displayed offering access to the policy and other key documents. You can open and print them from here.
- 10 Please remember that it is good practice to print 2 copies and get your customer to sign one as acceptance and for you to keep in your file.

# Key Underwriting Criteria

## Customers:

- Must be between 21 – 75
- Must have a full UK or EU driving license
- Must be the registered keeper or an immediate relative of the registered keeper.
- If your customer wants to insure a second driver on the 5 day drive away:
  - *they must be their husband / wife / civil partner / common law partner living at the same address and must also comply with all qualifying criteria*
- Must not have been disqualified from driving in the last 5 years, or have a pending prosecution
- Must not have a non-motoring conviction that is not spent under the Rehabilitation of Offenders Act
- Must not have been refused motor insurance, had special terms imposed or had a policy cancelled or voided by an insurance company
- Must not have any medical condition where they have been advised by a Doctor to stop driving:
  - If a medical condition has been referred to the DVLA, they have granted the individual a licence
- Any No Claims Bonus declared must have been earned in the UK
- Must not have received a Drink Driving (DR) conviction in the last 5 years

## The vehicle must be:

- Right hand drive
- Fitted with no more than 7 seats (including the driver's seat)
- Not imported (other than from within the EU)
- Kept at your home postcode address, as specified above
- Not modified from its original specification other than manufacturer fitted optional extras
- 10 years old or newer

**Sorry, but Light Commercial Vehicles are not included in the scheme.**



## Help facilities...

*Please use the following:*

### For password reminders:

- Please select "Forgotten Password" on the login page. An email will be sent to your registered email address with your existing password

### To change your password and for any other queries:

- Please call the HPI Help Desk Team on 0870 844 8440

**For a fresh stock of customer leaflets please email us including your Dealer code at:**

- [stationery@hpi.co.uk](mailto:stationery@hpi.co.uk)



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INSURANCE SCHEMES

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5 day insurance

The HPI Driveaway Insurance policy is arranged by Lloyd Latchford Schemes and insured by Aviva Insurance plc. Only one 5 day policy is permitted per customer per registration number. A valid email address must be provided. The insurers acceptance criteria also applies. Lloyd Latchford Schemes Limited, registered in England number 05988054, and whose registered office is at: 3 Redman Court, Bell Street, Princes Risborough, Buckinghamshire, HP27 0AA, is connected for the purposes of the Insurance Companies Regulations 1994 to Aviva Insurance plc. Calls are recorded for training and quality purposes. Authorised and regulated by the Financial Conduct Authority.

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