

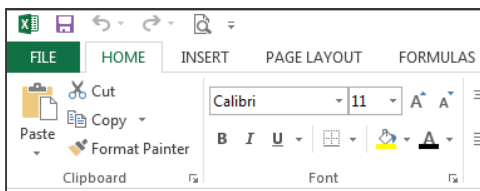
For intermediary use only

Aegon Platform – protecting your client’s data

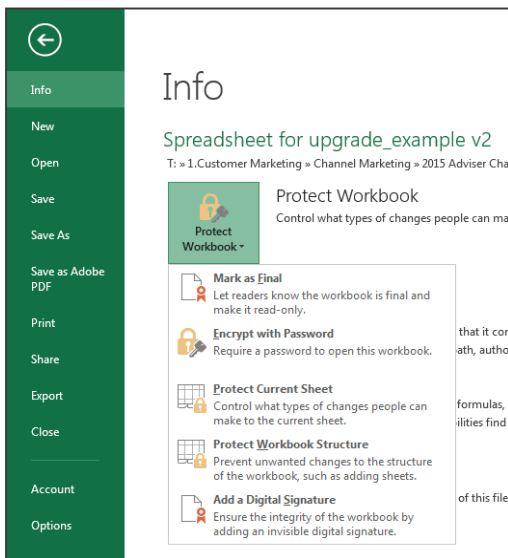
We all have an obligation to make sure your client’s identity and sensitive information is protected – by following the steps below you can send us your client’s data safely and securely.

Before you send us the Aegon Platform quote data capture spreadsheet follow these steps to encrypt the file:

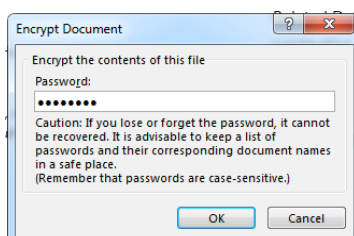
1. Select the **File** tab.



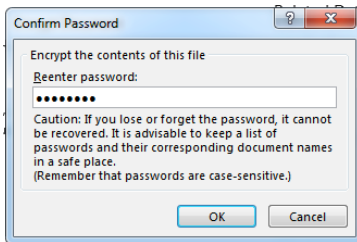
2. Select the **Protect Workbook** icon and select **Encrypt with Password** from the drop down menu.



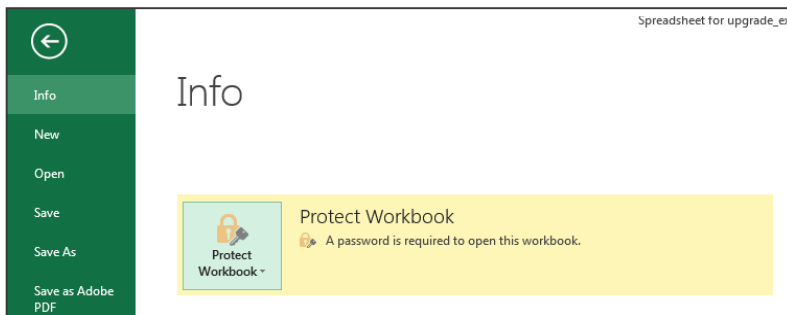
3. The **Encrypt Document** dialog box will appear. Enter the password into the **Password** field, then select



4. The **Confirm Password** box appears. Re-enter the password into the **Password** field, then select **OK**.



5. The **Confirm password** box disappears and the yellow **Protect Workbook** box confirms that a password is required to open the workbook.



6. Remember to save the workbook to make sure your password protection saves.
7. Send the encrypted spreadsheet to platformillustrations@aegon.co.uk.
8. Remember to send us the password for your document under separate cover i.e another email, so we can open your spreadsheet.

When we receive your email we'll check the details on the spreadsheet and either:

- produce a quote for your client(s) and send you the quote and application form within three working days, or
- contact you to confirm some details before we produce the quote.

How to contact us

Visit: cofunds.aegon.co.uk

Call: 0345 604 4001

Telephone lines are open Monday to Friday 8:30am to 5:30pm. Calls may be recorded for training and quality purposes. Call charges will vary.

