



Introduction

Welcome to the Chubb On-line Ordering System. This site has been created with the intention to assist users with the following:

- Ordering stationery items

Logging In

To Access the site please go to the following URL using your Web Browser

<https://portal.bluestargroup.co.nz/login/chubb>

To login, enter your Blue Star username and password.



Welcome to the Chubb Portal

If you have any queries or problems please contact 0800 504 704.
chubb.support@bluestar.co.nz

Please enter your username and password below:

Username

Password

LOGIN

Need to Register? Forgot your password?

Download User Manual

Upon completion of your registration, within 24 business hours you will receive an email confirming your registration has been processed.

New users will need to register from the log page – click the Need to Register button and fill in all the fields making sure you add your Deliver Address as a physical address and the Business Name from the dropdown and then click the Register button.



Welcome, would you like to register?

Please enter either your details in the fields below

Username:	<input type="text" value="test.OPDC"/>	*
Password:	<input type="password" value="....."/>	*
First Name:	<input type="text" value="test.OPDC"/>	
Last Name:	<input type="text" value="test.OPDC"/>	
Email Address:	<input type="text" value="deb.corby1@gmail.com"/>	
Mobile Number:	<input type="text"/>	
Work Telephone:	<input type="text"/>	

Business Name:	<input type="text" value="test"/>
Address:	<input type="text" value="test"/>
Suburb:	<input type="text" value="test"/>
Town/City:	<input type="text"/>
Country:	<input type="text"/>
Post Code:	<input type="text" value="New Zealand"/>
	<input type="button" value="Register"/>



Thanks, your registration request has been received!

You will receive an email shortly to confirm your website login.

Close this window with the "X"

Email example below

ALERT: Your username has been enabled Inbox x



portal@bluestargroup.co.nz
to me ▾



Your Username was enabled

Name: test.OPDC test.OPDC
Username: test.OPDC

websupport@bluestargroup.co.nz

ALERT: Your username has been enabled Inbox x

Your registration will be picked up by the Administration Team and they will activate your account and then send out confirmation email with your login details.

Once logged in, you have menu options available as displayed below.

Home
Catalogue

Home

The Home Screen displays the Welcome section and the links to below:

- Welcome (with download link to this document)
- Catalogue (with quick **Order Now** button)
- Contacts
- Location

Welcome

Welcome to the Chubb Portal Site

This portal provides a single, secure point of access to quotes, production, print collateral, ordering, images, billing information and business intelligence reporting. View WIP action quotes, order from the inventory catalogue and place one-off orders for template based products. Download invoices and ATB's. Search for content and download documents and images from your library. View, download or export reporting on usage, performance, billing and sustainability.

Download a user manual by clicking the link below:

[Download user manual](#)

Catalogue

To view the ordering catalogue and order, click 'Order now!'

[Order History](#)

Order now!

Contacts

If you need ordering or product assistance contact your customer support team:

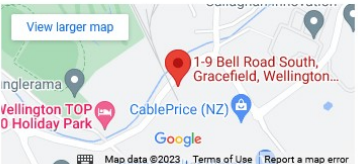
Telephone: 0800 504 704
Email: chubb.support@bluestar.co.nz

If you need general assistance contact your account management team:

Amanda Henton
Mobile: +64 21 662 553
Email: amanda.henton@bluestar.co.nz

Location

Blue Star Wellington
1 Bell Road South, Gracefield, Lower Hutt, Wellington
New Zealand 0610



[View larger map](#)

Delivery

For orders received before 2.30pm

Order for "Stocked" items will be despatched from our warehouse that same day.

Orders for "Made to Order" items will be despatched inline with the leadtime.

Other deliveries being made within 48 hours.

Catalogue

Click on the **Order Now** button from the Catalogue section of the Home screen.



This will display the items you have available to order.

CHUBB® Logged in user: Demo [Logout](#)

Home Product Database **Catalogue**

Browse - Catalogue Order History

Search Catalogue [Search](#) [Show Search](#) [Show Details](#) [Grid View](#) [List View](#) [Show Favorites](#)

Browse Results for: >

Code	Description	Unit	Quantity	Actions
CIG0004	AE Complete Disablement Brochure Version: V3 Owner: Sarah Prowton All > Customer Brochures	PACK10 Supplied: Ex-Stock Leadtime: 2 days Maximum: 3 unit/s	<input type="text"/>	+ Add ★
CIG0006	AE Income Cover Brochure Version: V3 Owner: Sarah Prowton All > Customer Brochures	PACK10 Supplied: Ex-Stock Leadtime: 2 days Maximum: 3 unit/s	<input type="text"/>	+ Add ★

Or a **Grid** format:

Chubb Catalogue

Cart Items: **0** **Place Order** ▶

Contact

⚠ Please enter all required fields (marked with *)

Contact Name: *

Email: *

Telephone: *

Mobile:

Cost Centre:

Comments:

Delivery to

Business Name: *

Address: *

Attention: *

Search Catalogue

Search

Show Search Show Details

Grid View List View Show Favorites

Browse Results for: All >Application Forms

Browse Catalogue

- ▼ All
- Application Forms
- Forms
- Customer Brochures
- Adviser Fact Sheet
- Stationery

CIG0076

Chubb Application Form

PACK10

+ Add ★

CIG0121

Supplementary Application Form

PACK10

+ Add ★

Showing 2 of 2 products

Place Order ▶

Select the products you require by searching or browsing the categories on the left-hand side of the screen, and then enter the quantity required in the box. You can switch between categories adding products as required.

Once you have added all the products required for the order, click the **Place Order** button.

You can now see all of the items you are about to order along with the quantity. At this stage you can go back and edit your order by clicking **“Edit Order”**. This will allow you to add, delete or changing the order quantity.

If you are happy with your order click **“Confirm Order”**.

Home Product Database **Catalogue**

Browse - Catalogue Order History

Thanks, please check & confirm your order

[← Edit Order](#) [Confirm Order →](#)

Contact ▲ Please enter all required fields (marked with *)

Contact Name: *

Email: *

Telephone: *

Mobile:

Cost Centre:

Comments:

Delivery to

Business Name: *

Address: *

Attention: *

Code	Description	Unit	Quantity	Comments
CIG0076	Chubb Application Form User Comment: <input type="text" value="User Comment"/>	PACK10	1	


[← Edit Order](#) [Confirm Order →](#)

The order will be processed and the screen below will display. This confirms your order has been placed and displays the order reference you can quote should you want to contact us.

Thank you, your order has been successfully processed.

Your order reference number is

3857830

 You can refer to this reference should you need support

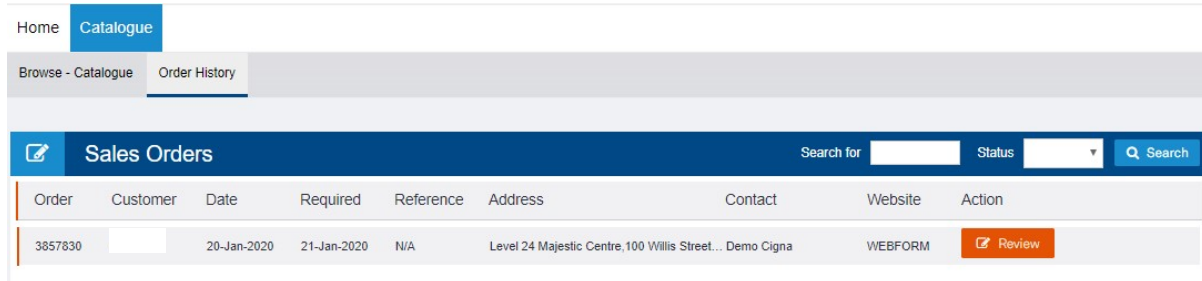
[Return to Catalogue](#)

You will receive an order email confirmation:

Once your order has been picked and despatched you will receive a despatch email confirmation:

Order History

To check on previously placed orders, click the **Order History** button from the home page.



The screenshot shows the Chubb Order History page. At the top, there are navigation links for 'Home' and 'Catalogue'. Below that, there are tabs for 'Browse - Catalogue' and 'Order History'. The main header is 'Sales Orders' with a search bar and a 'Search' button. The table below lists the following order:

Order	Customer	Date	Required	Reference	Address	Contact	Website	Action
3857830		20-Jan-2020	21-Jan-2020	N/A	Level 24 Majestic Centre, 100 Willis Street...	Demo Cigna	WEBFORM	Review

This will take you to **the Order History** menu where you can view and search for previous orders. You can see the status of the order and obtain track and trace information.