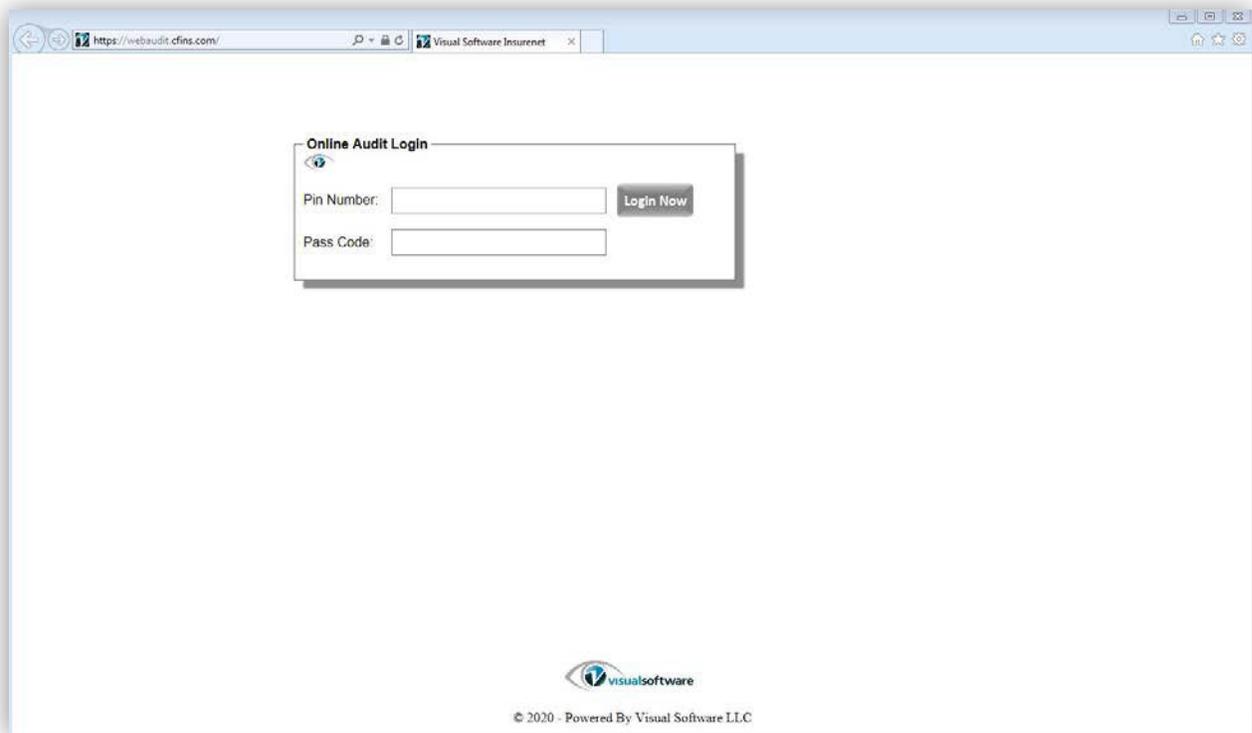
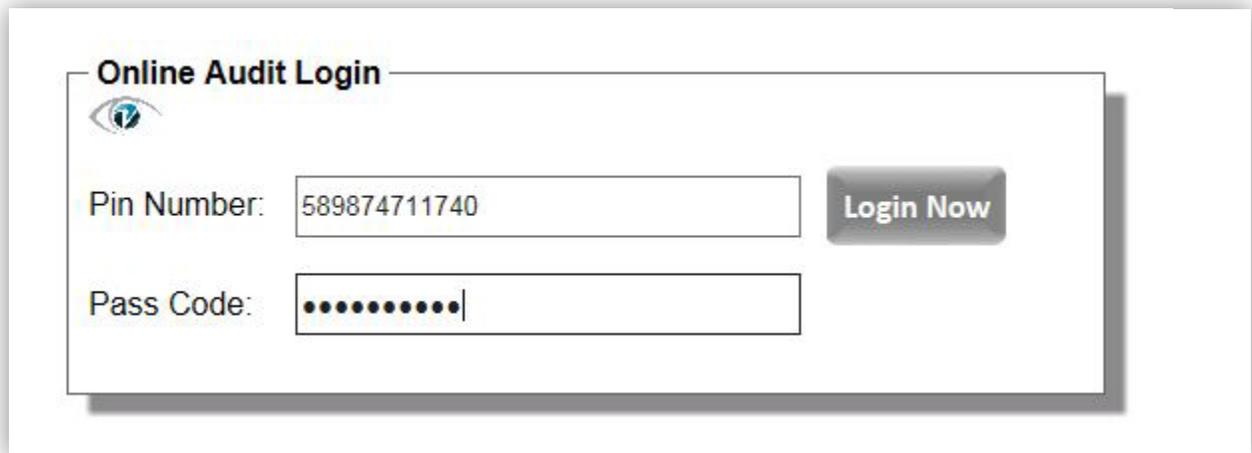


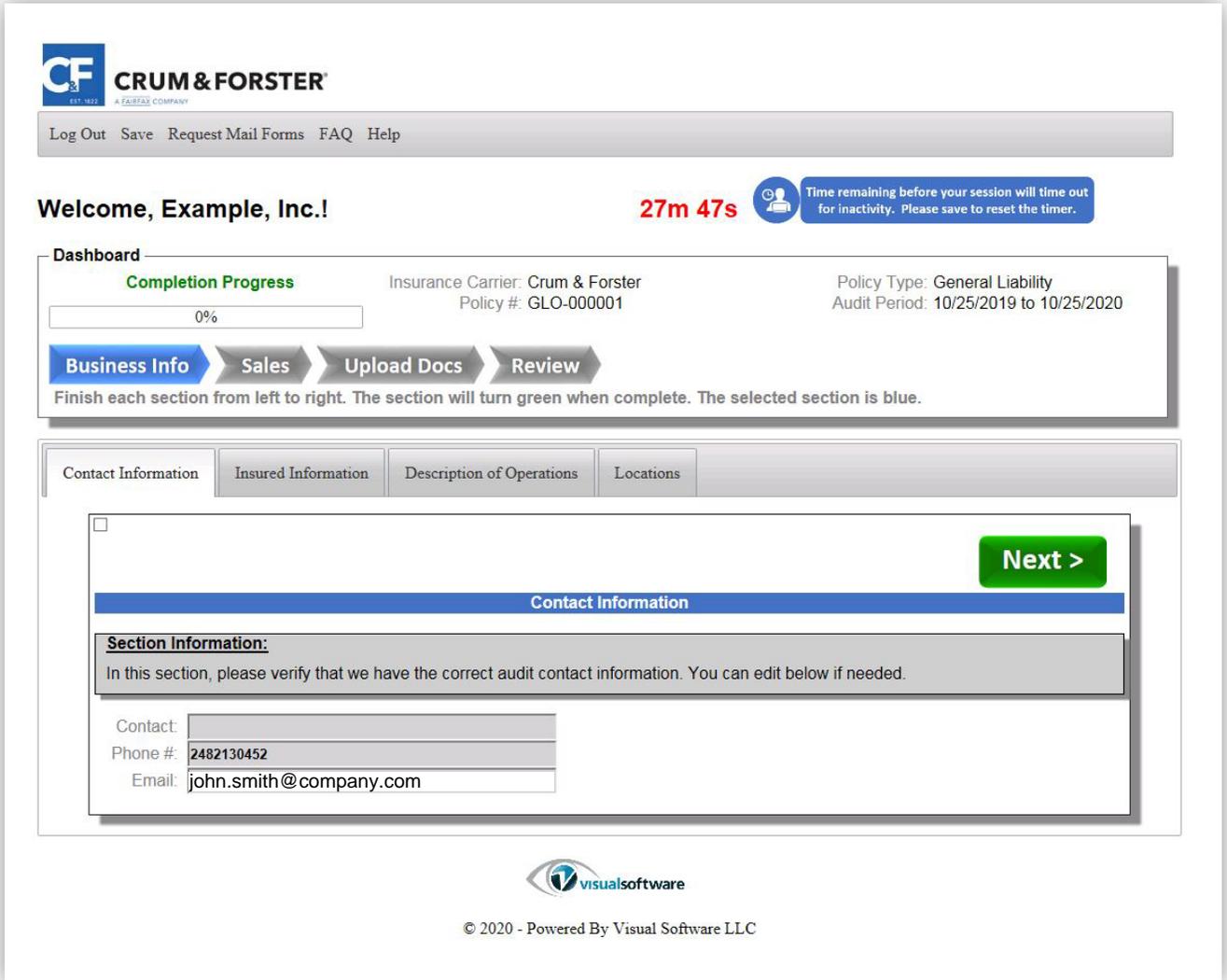
1. Go to webaudit.cfins.com



2. Enter the provided Pin Number & Pass Code.



3. Verify the contact information.



The screenshot shows the user interface for verifying contact information. At the top left is the **CRUM & FORSTER** logo with the tagline "A FAIRFAX COMPANY". A navigation bar includes links for "Log Out", "Save", "Request Mail Forms", "FAQ", and "Help". The user is greeted with "Welcome, Example, Inc.!" and a session timer showing "27m 47s" remaining. A warning message states: "Time remaining before your session will time out for inactivity. Please save to reset the timer." The dashboard area displays "Completion Progress" at 0%, "Insurance Carrier: Crum & Forster", "Policy #: GLO-000001", "Policy Type: General Liability", and "Audit Period: 10/25/2019 to 10/25/2020". A progress bar shows four steps: "Business Info" (selected), "Sales", "Upload Docs", and "Review". Below this, a note says: "Finish each section from left to right. The section will turn green when complete. The selected section is blue." A tabbed interface has four tabs: "Contact Information" (selected), "Insured Information", "Description of Operations", and "Locations". The "Contact Information" section contains a "Next >" button, a "Section Information" box with the text "In this section, please verify that we have the correct audit contact information. You can edit below if needed.", and input fields for "Contact:" (empty), "Phone #: 2482130452", and "Email: john.smith@company.com". At the bottom, the "visualsoftware" logo and copyright notice "© 2020 - Powered By Visual Software LLC" are visible.

4. Verify insured information.



CRUM & FORSTER
A FAIRFAX COMPANY

[Log Out](#) [Save](#) [Request Mail Forms](#) [FAQ](#) [Help](#)

Welcome, Example, Inc.!

26m 39s

Time remaining before your session will time out for inactivity. Please save to reset the timer.

Dashboard

Completion Progress

0%

Insurance Carrier: Crum & Forster
Policy #: GLO-000001

Policy Type: General Liability
Audit Period: 10/25/2019 to 10/25/2020

Business Info

Sales

Upload Docs

Review

Finish each section from left to right. The section will turn green when complete. The selected section is blue.

Contact Information

Insured Information

Description of Operations

Locations

Next >

Insured Information

Section Information:

In this section please verify insured information. You can edit below if needed.

Name: **Example, Inc.**

Address1: **123 Main St**

Address2:

City: **Southfield**

State: **MI**

Zip: **48033**

Phone #: **2482130452**

Email: **john.smith@company.com**

Entity: **Corporation** ▼



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5. Enter a detailed description of the operations.



Log Out Save Request Mail Forms FAQ Help

23m 14s

Time remaining before your session will time out for inactivity. Please save to reset the timer.

Welcome, Example, Inc.!

– Dashboard –

Completion Progress

0%

Insurance Carrier: Crum & Forster
Policy #: GLO-000001

Policy Type: General Liability
Audit Period: 10/25/2019 to 10/25/2020

Business Info

Sales

Upload Docs

Review

Finish each section from left to right. The section will turn green when complete. The selected section is blue.

Contact Information
Insured Information
Description of Operations
Locations

Next >

Description of Operations

Section Information:

In this section, please provide a detailed description of your business operations. You may also enter notes to the auditor in this section for any additional information you need to communicate.

B i |

Example, Inc. is a corporation located in Southfield, MI and has been in business since 2010. We install security alarm systems for local businesses. All work is performed by Example, Inc. employees and no subcontractors were used.



Page 4 of 13

6. Verify the insured locations.



CRUM & FORSTER
EST. 1822 A FAIRFAX COMPANY

Log Out Save Request Mail Forms FAQ Help

Welcome, Example, Inc.!

21m 20s  Time remaining before your session will time out for inactivity. Please save to reset the timer.

Dashboard

Completion Progress

0%

Insurance Carrier: Crum & Forster
Policy #: GLO-000001

Policy Type: General Liability
Audit Period: 10/25/2019 to 10/25/2020

Business Info

Sales

Upload Docs

Review

Finish each section from left to right. The section will turn green when complete. The selected section is blue.

Contact Information
Insured Information
Description of Operations
Locations

Next >

Business Locations

Section Information:

In this section, please verify all business locations. Please add, edit or delete locations in the below grid to reflect your business locations that were active during your policy period being audited.

Add

Name	Address	City	State	Zip	Delete	Edit
Example, Inc.	123 Main St	Southfield	MI	48033	Delete	Edit

7. Enter the requested exposure amount for the audit period.

In this section you must choose the class codes present on your policy, they will be available for selection in the drop down labelled "code description."

Do not select the "other" option in the code description drop down.

If you have additional exposure basis there will be multiple exposure tabs (example 2 below)

Example 1

[Log Out](#) [Save](#) [Request Mail Forms](#) [FAQ](#) [Help](#)

Welcome, Example, Inc.!

27m 31s

Time remaining before your session will time out for inactivity. Please save to reset the timer.

Dashboard

Completion Progress
Insurance Carrier: Crum & Forster
Policy #: GLO-000001
Policy Type: General Liability
Audit Period: 10/25/2019 to 10/25/2020

Business Info
Sales
Upload Docs
Review

Finish each section from left to right. The section will turn green when complete. The selected section is blue.

Next >

Sales Information

Section Information:

In this section please list your monthly Sales figures for each column. You have completed this section when you have one row for each description and location combination inside the grid.

If you need to add or remove a location please [Click here](#).

	Code Description	Sales
1	99999 - Gross Sales	1000000
2	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	
5	<input type="text"/>	
6	<input type="text"/>	
7	<input type="text"/>	
8	<input type="text"/>	

Example 2

[Log Out](#) [Save](#) [Request Mail Forms](#) [FAQ](#) [Help](#)

Welcome, Example, Inc.!

27m 31s

Time remaining before your session will time out for inactivity. Please save to reset the timer.

Dashboard

Completion Progress
Insurance Carrier: Crum & Forster
Policy #: [REDACTED]
Policy Type: General Liability
Audit Period: 10/1/2021 to 10/1/2022

Business Info
Receipts
Sub Cost
Upload Docs
Review

Finish each section from left to right. The section will turn green when complete. The selected section is blue.

Contact Information
Insured Information
Description of Operations
Locations

Next >

Contact Information

Section Information:

In this section, please verify that we have the correct audit contact information. You can edit below if needed.

8. In this section, enter the verification total shown in highlighted column below. The verification total should equal the total of your gross exposures entered on prior section.

Business Info
Receipts
Sub Cost
Upload Docs
Review

Finish each section from left to right. The section will turn green when complete. The selected section is blue.

Receipts Amount

Verification

Next >

Receipts Verification

Section Information:

In this section please fill in verify your gross Receipts in the grid below.

Please select one of the below documents you used as verification of your Receipts information.

Receipts: 0.00 Total

	Verification Total	Receipts Total	Difference
1	0	0	0

✓ ↶ ✂ 📄 🗑 🖨

9. Upload required supporting documentation.

Welcome, Example, Inc.!

27m 8s

Time remaining before your session will time out for inactivity. Please save to reset the timer.

Dashboard

Completion Progress

Insurance Carrier: Crum & Forster
Policy #: GLO-000001

Policy Type: General Liability
Audit Period: 10/25/2019 to 10/25/2020

Business Info

Sales

Upload Docs

Review

Finish each section from left to right. The section will turn green when complete. The selected section is blue.

Next >

Upload Documentation

Section Information:

In this section, you will need to upload supporting documentation for your audit. Below are files that are required to be uploaded to complete your audit.

- Profit & Loss Statement or Income Statement
- List of subcontractors and amounts paid

Uploading Files

To upload supporting documentation, please click the "Upload files" button, and after the upload is complete, you will see the uploaded file appear in the grid below. Note: You may upload one file at a time (do not exceed a file size of 7mb for a single file or a total of 12 files uploaded). If your files exceed the listed file size limits or file total limits, please contact us to arrange for a secure upload link. Acceptable file types include .PDF, .XLS, .XLSX, .DOC, .DOCX, .TIFF, .JPG, .TXT

Upload files

Below are the already uploaded files. You may click to view or delete uploaded files.

Delete File	File Name

10. Confirm file is attached.

Dashboard

Completion Progress

Insurance Carrier: Crum & Forster
Policy #: GLO-000001

Policy Type: General Liability
Audit Period: 10/25/2019 to 10/25/2020

Business Info

Sales

Upload Docs

Review

Finish each section from left to right. The section will turn green when complete. The selected section is blue.

Next >

Upload Documentation

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In this section, you will need to upload supporting documentation for your audit. Below are files that are required to be uploaded to complete your audit.

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Uploading Files

To upload supporting documentation, please click the "Upload files" button, and after the upload is complete, you will see the uploaded file appear in the grid below. Note: You may upload one file at a time (do not exceed a file size of 7mb for a single file or a total of 12 files uploaded). If your files exceed the listed file size limits or file total limits, please contact us to arrange for a secure upload link. Acceptable file types include .PDF, .XLS, .XLSX, .DOC, .DOCX, .TIFF, .JPG, .TXT

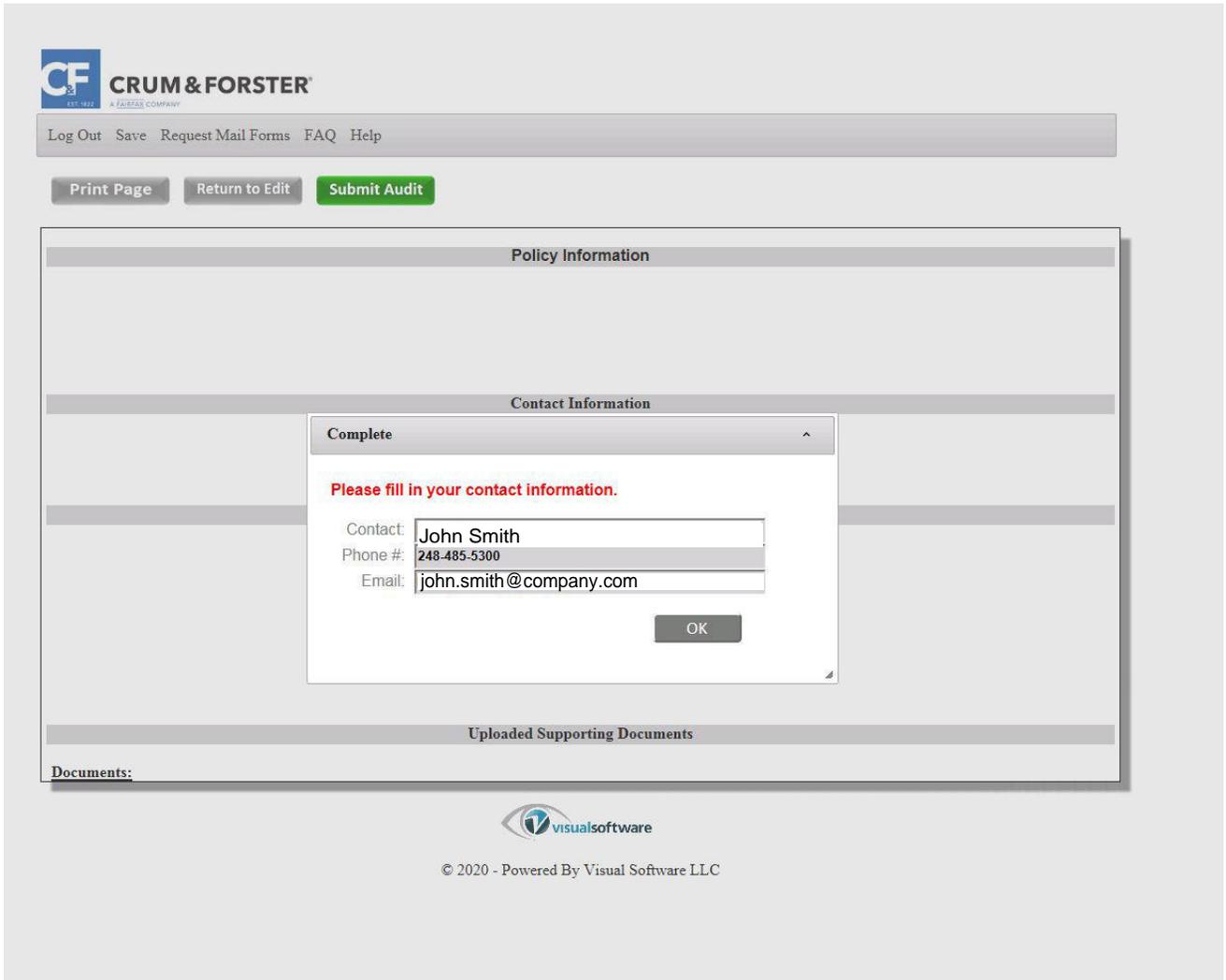
Upload files

Below are the already uploaded files. You may click to view or delete uploaded files.

Delete File	File Name
Delete	FILE: Example, Inc. Profit and Loss.pdf

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11.Fill in audit contact information, click ok.



The screenshot displays the Crum & Forster web portal interface. At the top left is the CF logo with 'EST. 1822' and 'A FAIRFAX COMPANY' below it. To the right of the logo is the text 'CRUM & FORSTER' and 'A FAIRFAX COMPANY'. Below the header is a navigation bar with links: 'Log Out', 'Save', 'Request Mail Forms', 'FAQ', and 'Help'. Underneath the navigation bar are three buttons: 'Print Page', 'Return to Edit', and 'Submit Audit'. The main content area is divided into sections: 'Policy Information', 'Contact Information', and 'Uploaded Supporting Documents'. A modal dialog box titled 'Complete' is open over the 'Contact Information' section. The dialog contains the text 'Please fill in your contact information.' in red. Below this text are three input fields: 'Contact:' with the value 'John Smith', 'Phone #:' with the value '248-485-5300', and 'Email:' with the value 'john.smith@company.com'. An 'OK' button is located at the bottom right of the dialog box. At the bottom of the page, there is a 'visualsoftware' logo and the text '© 2020 - Powered By Visual Software LLC'.

12. Click ok on complete message.

The screenshot shows the Crum & Forster web portal interface. At the top left is the CF logo with 'EST. 1822' and 'A FAIRFAX COMPANY' below it. To the right of the logo is the text 'CRUM & FORSTER' and 'A FAIRFAX COMPANY'. Below the logo and name is a navigation bar with links: 'Log Out', 'Save', 'Request Mail Forms', 'FAQ', and 'Help'. Below the navigation bar are three buttons: 'Print Page', 'Return to Edit', and 'Submit Audit' (highlighted in green).

The main content area is titled 'Policy Information' and contains the following text:

Crum & Forster
 Policy #: GLO-000001
 Policy Type: General Liability
 Policy Period: 10/25/2019 to 10/25/2020
 Audited Period: 10/25/2019 to 10/25/2020

Below this is the 'Contact Information' section, which includes:

john.smith@company.com
 2482130452

Example, Inc.
 Corporation
 john.smith@company.com
 2482130452
 123 Main St
 Southfield, MI 48033

Below the contact information is the 'Description of Operations' section, which contains the text:

Example, Inc. is a corporation located in Southfield, MI and has been in business since 2010. We install security alarm systems for local businesses. All work is performed by Example, Inc. employees and no subcontractors were used.

Below the description is the 'Sales Information' section, which shows:

Total Sales: 1,000,000.00

Code Description	Sales
99999 - Gross Sales	1,000,000

Below the sales information is the 'Uploaded Supporting Documents' section, which contains:

Documents:
 FILE: Example, Inc. Profit and Loss.pdf

A modal dialog box titled 'Complete' is overlaid on the contact information section. The dialog box contains the following text:

You have completed all sections. Please review the next page and print a copy for your records. Please submit the audit by clicking on the green "Submit Audit" button at the top of this screen.

At the bottom right of the dialog box is an 'OK' button.

At the bottom center of the page is the 'visualsoftware' logo.

13. If audit is complete, click "Submit Audit" to finish.



CRUM & FORSTER
A FAIRFAX COMPANY

[Log Out](#) [Save](#) [Request Mail Forms](#) [FAQ](#) [Help](#)

[Print Page](#)
[Return to Edit](#)
[Submit Audit](#)

Policy Information

Crum & Forster
 Policy #: GLO-000001
 Policy Type: General Liability
 Policy Period: 10/25/2019 to 10/25/2020
 Audited Period: 10/25/2019 to 10/25/2020

Contact Information

john.smith@company.com
 248-485-5300

Business Information

Example, Inc.
 Corporation
 john.smith@company.com
 2482130452
 123 Main St
 Southfield, MI 48033

Description of Operations:
Example, Inc. is a corporation located in Southfield, MI and has been in business since 2010. We install security alarm systems for local businesses. All work is performed by Example, Inc. employees and no subcontractors were used.

Sales Information

Total Sales: 1,000,000.00

Code Description	Sales
99999 - Gross Sales	1,000,000

Uploaded Supporting Documents

Documents:
 FILE: Example, Inc. Profit and Loss.pdf



14. Your online audit is complete!

Your Audit has been submitted, Thank you for your business.



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