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- Online Audit Login	
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Pin Number Logia New	
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2. Enter the provided Pin Number & Pass Code.

Pin Number:	589874711740	Login Now
Pass Code		



3. Verify the contact information.

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	Contact Information	
Section Information: In this section, please verify that	we have the correct audit contact information. You ca	an edit below if needed.
Contact: Phone #: 2482130452 Email: john.smith@comp	pany.com	I



4. Verify insured information.

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5. Enter a detailed description of the operations.

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tct Information Insured Information	Description of Operations Locations	
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	Description of Operations	
Section Information: In this section, please provide a detailed for any additional information you need to	description of your business operations. You may o communicate.	y also enter notes to the auditor in this section
B i ¹		
Example, Inc. is a corporation locate systems for local businesses. All work	d in Southfield, MI and has been in busines: k is performed by Example, Inc. employees ar	s since 2010. We install security alarm nd no subcontractors were used.



6. Verify the insured locations.

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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)

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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.

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9. Upload required supporting documentation.

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10. Confirm file is attached.

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Business Info	Sales	Upload Docs Review	
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11.Fill in audit contact information, click ok.

Out Save Request Mail	Forms FAQ Help
Print Page Return	to Edit Submit Audit
	Policy Information
	Contact Information
	Complete ^
	Please fill in your contact information. Contact John Smith Phone # 248.485.5300 Email: john.smith@company.com OK
umonte	Uploaded Supporting Documents
unients.	
	visualsoftware



12.Click ok on complete message.

Log Out Save Request Mail Forms F	AQ 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 10/25/202	0
	Contact Information
john.smith@company.com 2482130452	Complete
Example, Inc. Corporation john.smith@company.com 2482130452 123 Main St Southfield, MI 48033	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.
Description of Operations: Example, Inc. is a corporation located in performed by Example, Inc. employees a	Southfield, MI and has been in business since 2010. We install security alarm systems for local businesses. All work is nd no subcontractors were used.
	Sales Information
Total Sales: 1,000,000.00	
Code Description 99999 - Gross Sales 1	Sales ,000,000
	Uploaded Supporting Documents
Documents:	



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

Log Out Save Request N	fail Forms FAQ Help	
Print Page Retu	urn to Edit Submit Audit	l i i i i i i i i i i i i i i i i i i i
		Policy Information
Crum & Forster Policy #: GLO-000001 Policy Type: General Liabi Policy Period: 10/25/2019 Audited Period: 10/25/2019	lity to 10/25/2020 9 to 10/25/2020	
		Contact Information
john.smith@company 248-485-5300	y.com	
		Business Information
Example, Inc. Corporation john.smith@company.com 2482130452 123 Main St Southfield, MI 48033 Description of Operations Example, Inc. is a corporat performed by Example, Inc	i <u>:</u> ion located in Southfield, MI and . employees and no subcontracto	d has been in business since 2010. We install security alarm systems for local businesses. All work is ors were used.
		Sales Information
Total Sales: 1,000,000.00		
Code Description 99999 - Gross Sales	Sales 1,000,000	
		Uploaded Supporting Documents
Documents:	and Loss ndf	



14.Your online audit is complete!



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