

Uploading a Completed Questionnaire





CARGO

Step 1: Once Cargo has been selected and you have navigated through the initial screens, you will be presented with the below options. If you do not already have a blank copy of the Questionnaire then it can be downloaded by clicking 'here'. As shown on the screenshot below:

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Select a method to create your risk ...

Upload Completed PDF

Upload PDF

[Upload Files](#) Or drop files

Please ensure your PDF is the same template provided by the Underscore Team. To download a blank version of the file, click [here](#). Click Next to continue after file upload.

OR

Fill Out Questionnaire

Click Next to provide the data by manually filling out the questionnaire

Back Next

Step 2: You will then be presented with the Schedule of Values, which can still be completed manually if required.

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Step 3: Alternatively, if you have a completed Underscore Cargo Questionnaire this can be uploaded directly into the system by selecting the 'Upload Files' button or by dragging it into the 'Or drop files' area. Once the Questionnaire has been uploaded you will be able to review in full and confirm that is accurate and correct before submitting to Insurers.

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