Showing Attachments at the Front of the Contract

RISK DETAILS		
•		
UMR:	B0999JC2103231549	
Edit	Add heading below	
_	Move Row Down	
	Insert Page Break Below	
TYPE:	Lock Heading >	
	Add attachment below	
•	Add image below	
INSURED:	Ottolenghi Estates Inc and all affiliated companies	
INSURED ADDRESS:	1235 First Avenue	
	Des Moines	
	Omaha	
	51015	

Select 'Add attachment below' from any contract heading's blue arrow drop-down menu.

B. Regular Attachments

Attachments ×		×
Upload New	Download All	0
Search		Q
RAFT ATTACHMENTS		
PDF (V1) Cover Sheet.pdf	^	:
SHOWN TO (0):		

Attach the document to the contract as usual. Positioning of regular attachments is decided upon export.



 When exporting to PDF, inline attac appendix appearing after the contri 	chments are converted to a cross-referenced ract document by default.	
If preferred, inline attachments may contract in the PDF by selecting th	y be exported to appear ahead of the rest of the ne relevant option here.	
O Back		
Front		
Enter text as an in-line reference to the appendix	× 0	
Enter text for an appendix title page 🚯	4	
	h	
Cover Sheet.pdf	Preview	

2.

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Upload your attachment as prompted and click 'Front' on the 'Edit In-Line Attachment' box that appears.

When export to the front o exported doo changed by o below;	ing to PDF, you may choose to attach existing PDF attachmen r to the end of the contract or endorsement, creating a single sument. The order and position of the attachments may be gragging a document into the required position from the list	Searc	h Q
Attach to t	he front of the Contract		
Order	Z File Name	Size	Position
	No attachments positioned here		
Attach to t	he end of the Contract		
Order	File Name	Size	Position
1 .	Cover Sheet.pdf		

When exporting with attachments, click the document's 'top of contract' icon, or click and drag the six-dot icon to drop the document into the 'Attach to front' section.

3 RISK	DETAILS				:
UMR:	E	30999JC2103231549			
		Cover Sheet.pdf	Prepended Preview	Edit Download	Remove
♥ TYPE:	A	Accident and health Surplus Share			
NSURED:	c	Ottolenghi Estates Inc and all affiliated com	panies		
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The in-line attachment is labelled 'Prepended' to indicate that it will export at the front of the contract.

When exporting to the front or exported doct changed by d below:	ng to PDF, you may choose to attach exist to the end of the contract or endorsemen ment. The order and position of the attac ragging a document into the required posi	t, creating a single thments may be tion from the list	ch Q
Attach to th	ne front of the Contract		
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Attach to th	ne end of the Contract		
Order	File Name	Size	Position
	No attachments positioned here		
			Cancel

The attachment will now be correctly placed at the front of the contract.



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