

Online Audit Reports



Agents now have the ability to look up the audit status of their workers' compensation policies.

Please note that if there are multiple agency codes in use, you must log in under the individual logins in order to view audit status for policies written under each agency ID.

See below for instructions and description of information available:

Navigation and Instructions

After logging into AmTrust Online, you will see the "Reports" option available for selection.



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Click on  to access available reports.

Audit Reports

Report Name	Description
First Request	Listing of policies on which a first request for audit information was sent
Second Request	Listing of policies on which a second request for audit information was sent
Additional Request	Listing of policies where audit details have been received but additional information or clarification is required
Physical Audit Schedule	Listing of policies where physical audit was ordered



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Online Audit Reports

Report Filters

Start date for time period of report – can be up to 60 days in the past.

End date for time period of report.

Click the “Run Report” button to view results.

Report Type

Report(s) Selected

First Request

Second Request

Additional Request

Physical Audit Schedule

From

To

Run Report

Reports can be selected individually or grouped. Note: Any combinations of First Request, Second Request and Additional Request can be selected. Physical Audit Schedule cannot be selected with any other report; this report can only be selected by itself.

Export Options

 Export PDF

 Export Excel

Report results can be viewed online as well as exported in two formats, PDF and Microsoft Excel.

Additional Filter

Results Per Page

10

Search

Filter text

“Results Per Page” can increase the total number of results displayed from 10 to 25, 50 or All Results. The “Search” box allows for a quick search on any of the columns in report results.

Report Headers

The below report headers are the same for First Request, Second Request and Additional Request audit reports. Clicking on each column header will allow sorting of report results in ascending or descending order.

Date request was mailed to Policyholder

Populated when final premium audit endorsement processed

Report Type	Policy Number	Insured Name	Info Requested	Sent Date	Due Date	Audit Date
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Display name of report

This column will only be populated with information requested on Additional Requests

Date request needs to be returned to AmTrust in order to be compliant

Report Headers

This is the date the physical audit was assigned to the audit vendor. Physical audits are assigned up to 30 days in advance of expiration

Report Type	Policy Number	Insured Name	Vendor Name	Assigned Date	Expiration Date	Audit Date
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Displays name of the audit vendor to which the physical audit was assigned. Note: it will not show the field auditor’s name.

This date may be populated if an audit endorsement was previously completed, either for a non-compliant audit or as a straight audit that the insured now wishes to dispute.