Website Submission FAQ

Q: When is the website portal open for submissions?

A: The portal will accept submissions 24/7, 365 days per year.

Q: Can I submit business using submissions@berkleyprimetrans.com?

A: Yes, you can continue to submit business through email. However, online portal submissions will be processed faster. **Please do not send duplicate submissions.*

Q: How do I know that my submission has been received?

A: You will receive an email confirmation shortly after completing the submission process – that is why it is important to input ***your*** email ID on the submission page. This email will receive **ALL** confirmations regarding your submission.

Q: Does submitting through the website guarantee that the risk will be cleared?

A: While it does NOT guarantee the submission will be cleared to you, it will expedite the submission process and reduce the amount of wait time you are experiencing.

Q: How do I know that my submission was cleared to me?

A: You will receive a separate confirmation email stating whether the risk you submitted was cleared, declined, or blocked. This will be sent to the email provided on the submission. Please validate email accuracy before submitting.

Q: What file formats are accepted on the website?

A: .pdf, .xlsx, .xls, .docx, .doc, .csv

Q: What is the benefit to submitting the exposure template?

A: The Exposure Template is an excel based document that contains IFTA, driver, and vehicle information in a specific format which allows our team to process your quote much faster. Year, make and model are optional fields when using this template. As of **8/1/2020**, accounts with fewer than 25 power units will NOT be rated or quoted unless the template has been received. The template will remain recommended but optional for accounts with 25 or more power units, although accounts with the template will be given higher priority for consideration by our team. You may provide this template with the initial submission, or alternatively you may send the template to submissions@berkleyprimetrans.com after receiving confirmation of clearance.

Q: What is my agency code?

A: Your agency code is a unique code given to your specific agency. Do not share this with anyone outside of your organization. If you need assistance in obtaining your agency code, please contact our Business Development Manager, Chris Burbank, at cburbank@carolinacas.com

Q: I didn't receive any errors, but cannot proceed past the Captcha – why?

A: Validate that all required fields have been answered.

Q: Is there a limit to how big of a file I can upload?

A: The combined file limit on your submission is 15MB with a total of **20** files per upload.

If you need to submit additional documents for a risk already submitted, you can just reply to the confirmation email, as all replies will go to the submission inbox (submissions@berkleyprimetrans.com**)*

Q: Can I submit renewals through the portal?

A: No, renewals can be submitted to FleetRenewals@berkleyprimetrans.com. The website portal is only available for new business.

Q: I didn't receive a confirmation email – why not?

A: Confirmation emails will be sent from submissions@mail52.berkleyprimetrans.com. Please be sure to add this to your safe senders list. If you have not received confirmation that your submission was received, please use the help box on the submission portal with Agent Name, Insured Name, and DOT #.

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Website Submission Process

By sending your submissions through our online portal, it allows us to review each risk more efficiently, providing a response to you in a timely manner. Please refer to the following diagram for a visual corresponding to each step.

1. Navigate to the "Submit Your Business" tab on **www.berkleyprimetrans.com/agents/submit-your-business**

2. Enter your Agency code as provided to you by Berkley Prime Transportation

3. Enter the number of power units associated with your risk, along with the policy effective date

   Business must be submitted within 30-60 days prior to the effective date.

4. Select whether your risk involves a single state or is multi state, and then select the headquarter state (where the vehicles are primarily garaged)

   Note: If you are submitting a multistate risk, select all states where vehicles are garaged

5. Input the name of the submitting agent, along with your email

   Wholesalers: DO NOT enter your retailer's contact information here. This is how you will get confirmation that your submission was received by our team.

6. Input the DOT number. The business name and address will be prefilled. Please verify this for accuracy and override if necessary.

7. Provide the following information:
   - Business Class
   - Years in Business
   - Current Carrier

8. Upload the supporting files for a complete submission
   - Trucking Application
   - Vehicle List – Year, Make, Model, 17-digit VIN, and Stated Amount
   - Driver List – Full Name, Date of Birth, State Licensed, License Number, and Date of Hire
   - IFTA's – 4 Full quarters including most recent
   - Loss Runs – Current year plus 4 full years (valued within 90 days)
   - Exposure Template – While optional, as of 8/1/2020, this will be **required** for accounts with less than 25 power units and will not be rated until received. For all other accounts, it will expedite the process and mark the submission as a higher priority – meaning you'll be hearing from us more quickly!

     ***Note**: Year, Make, and Model are optional on the exposure template.

9. SUBMIT! You will receive an email from Berkley Prime Transportation with a timestamp confirming receipt of your submission. The Underwriting team will provide you with a response within 3 business days.

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REPORT A CLAIM AGENTS

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SUBMIT YOUR BUSINESS

3

2 What is your BPT Agency Code? *

How many power units are you quoting? *

What is the Policy Effective Date? *

06/03/2020

4 Is this a multi or single state policy? *

Single State

Select state where the Insured is located.

5 Agent Name *

Agent Email *

6 DOT # *

Check DOT

Insured Name *

Address *

City *

State *

-- Choose State --

Zip *

Headquarter State *

-- Choose State --

Business Class *

-- Choose Business Class --

7 Years in Business *

-- Choose Years in Business --

Current Carrier (optional)

8 Upload related and required documentation. *

Drag & Drop Files Here

or

Browse Files

Only pdf, xlsx, xls, docx, doc, and csv files are accepted.
The combined file size limit is 15 MB, and maximum number of files is 20.

Submission Requirements Required for Clearance:

- Submissions received within 30 to 60 calendar days prior to the effective date.
- ACORD forms or competitor applications
- Vehicle list* - year, make, model, VIN, and stated amount.
- Drivers list* - name, DOB, state licensed, DLN, and date of hire.
- IFTA's - 4 full quarters including most recent
- Loss Runs - current year plus 4 full years (valued within 90 days)
  - * Excel format preferred

Agent Reference Documents and Templates

9 Submit