ERC Implementation Process and Framework

Enterprise Risk Control follows best practices when implementing our solution for you as our client. We have a standardized implementation methodology, supported by a full-service team of professionals to lead the effort, while making sure the implementation of our solution exceeds your expectations. We will perform an in-depth review your current business process to better understand and tailor your implementation thereby ensuring a successful rollout of your program with minimal disruption to your daily business activities.

Our implementation process is divided into five separate categories:

1. Compilation of Vendor and User Lists
2. Establishing General Evaluation Criteria
3. Insurance / Industry Criteria Overview
4. Document Review
5. Integration Activities

The tables below set forth the necessary planning objectives for each category. In addition, once you are ready to begin the on-boarding process, we will supply you with supporting schedules for each category, explaining in detail the scope, requirements and description of all of the required activities. Our implementation team of professionals will be with you throughout the entire process, supporting your efforts every step of the way.

1. COMPILATION OF VENDOR AND USER LISTS *(Estimated Client Effort 3-5 hours)*

Activity	Required Action	Participants
Export vendor list from your system, including email addresses if available	Export from client database or accounting system into a .csv or .xls file	Client
Remove duplicate vendors and vendors not used in last two years	Client, with ERC assistance, should review to eliminate any inactive vendors, utility companies, governmental organizations or employees	Client and ERC
Submit to ERC for review	ERC will review the list, eliminate any duplicate vendors and discuss with client any vendor uncertainties	Client and ERC
Authorize final list for ERC's use	Client will be required to sign off on the final list prior to launch	Client
Provide client user list information	ERC will work with client to determine who the users will be and what levels of access they should have	Client

2. ESTABLISH GENERAL CRITERIA *(Estimated Client Effort 1-3 hours)*

Activity	Required Action	Participants
Draft initial notice to vendor from client (ERC to provide template)	A sample vendor introduction letter is provided by ERC for customization by client	Client and ERC
Send initial notice to vendor (by email or US Mail)	ERC will work with client to execute delivery of this initial correspondence	Client or ERC
Determination of launch date	To be mutually agreed upon by ERC and client	Client and ERC
Determine background criteria for business and individual	ERC's Risk Manager will work with client to make sure the screening criteria selected will encompass all of clients objectives	Client and ERC
Provide logo for use in site branding and letters	Client provided logo for website branding	Client

3. INSURANCE / INDUSTRY CRITERIA *(Estimated Client Effort 3-6 hours)*

Activity	Required Action	Participants
Provide copies of contract template of coverage requirements	If client and vendor are in a contractual relationship, ERC will need a sample copy of the contract to make sure coverage requirements are being met	Client
Provide copies of sample certificates of insurance (if available)	Client provided copy of current COI sample	Client
Meet with ERC to go over insurance and additional insured requirements	Review insurance requirements with ERC Risk Manager for compliance with contract	Client and ERC
Review sample certificates and insurance criteria provided by ERC	Client review of sample COI provided by ERC	Client and ERC
Review industry categories	Client and ERC to establish which industry categories require what level of coverages	Client and ERC
Authorize final insurance requirements for ERC's use	Final review and approval by client on insurance requirements that will be used for credentialing	Client

4. REVIEW DOCUMENTS USED IN PROCESS *(Estimated Client Effort 2-5 hours)*

Activity	Required Action	Participants
Invitation letters (ERC provided template)	Client to review letters for any changes or additions to ERC standard templates	Client and ERC
Renewal letters (ERC provided template)	Client to review letters for any changes or additions to ERC standard templates	Client and ERC
Vendor Agreement	Client to review and make any changes to ERC provided sample document. This can be a client specific document	Client
Other client specified/required documents	Review any other specific documents that client requires vendor to provide or sign	Client

5. INTEGRATION *(Estimated Client Effort – hours TBD)*

Activity	Required Action	Participants
Integration with client internal systems	Technical resources from client and ERC to work together to determine scope of integration and associated activities	Client and ERC