

Tracking insurance certificates from subcontractors, sub tiers and any other job related vendors can be a time consuming, mission critical task prone to human error.

Insurance Tracking from EWA Software Solutions automates this repetitive, manual task. We have made the process simple by design, significantly reducing the time spent to guarantee compliance. By combining content management technology from Paperless Environments with EWA Workflow Automation, modest input on the front end of this process produces significant output on the back end.

Why do Something?

- ✓ Reduce the time it takes to track insurance and resolve compliance issues.
- ✓ Mitigate risk; by automating there is less chance of exposure due to lapse in coverage.
- ✓ Integration with your business system provides a single point of data entry.
- ✓ EWA Insurance Tracking is designed for the construction industry.

THREE SIMPLE STEPS

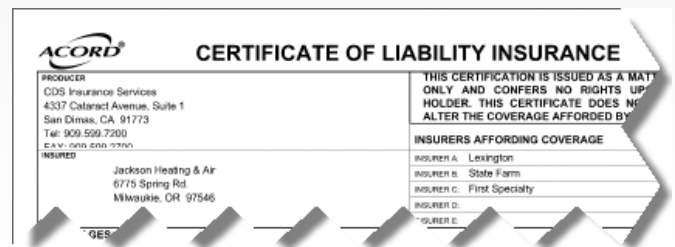
Step 1 • Insurance Certificates arrive at your company via mail, email or fax.

Step 2 • Capture and index documents into Paperless Environments for storage and rapid retrieval. Scanning or printing to the document repository is easy.

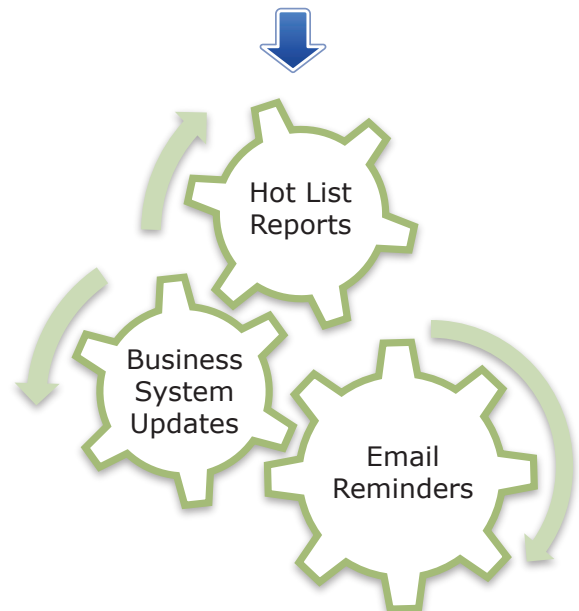
Step 3 • Insurance Tracking runs in the background, day in day out, updating your business system with new insurance expiration dates and sending critical reminders to subcontractors or other job vendors, whenever necessary.

Your Insurance Coordinator receives a weekly "hot list" report listing any cases not on file, expired or expiring with 15 days. Contact information is included so further action can be taken to resolve compliance issues before they become problems.

If a subcontractor's insurance expires, an email alert is sent to your Superintendent so he can prevent access to the job site.



DOCUMENT MANAGEMENT REPOSITORY



INSURANCE TRACKING

Tracking insurance certificates to prevent compliance issues helps mitigate risk and keep your projects on schedule. Needless to say, this task must be done in a timely, accurate manner.

PROBLEM

Many business systems allow you to record insurance expiration dates, helping to prevent payments when there is a lapse in coverage. However, your company may already be at risk by time of pay select. As a result, most companies track compliance manually; insurance certificates are filed in folders or binders, dates are tracked in spreadsheets that are reviewed frequently and plenty of emails and phone calls are required to alert project stakeholders and resolve problems.

The bottom line...too much time is being spent making sure this mission critical task gets done right.

SOLVED

EWA Workflow Automation for Insurance Tracking turns this process into a paperless workflow. The system sends automatic alerts to project stakeholders, who can take further action to prevent noncompliance.

When insurance documents arrive at your office via mail, email or fax the process begins by scanning or printing these into the document repository. This eliminates the need to maintain physical files.

Designated personnel enter key indexes on each certificate to capture important data; for example, vendor name and expiration dates by type of insurance. Integration to your accounting system makes indexing a document simple; users can prompt to pick from a list vendors already maintained in your vendor master. Information that is not maintained elsewhere, like sub tier contact information or owner contracted vendors, can be entered directly.

The power of indexing makes retrieval of specific documents by authorized users rapid, whether its a week or even years down the road.

After capturing insurance certificates on the front end of this process, a number of workflow events run in the background to help prevent compliance problems. For example, your business system is automatically updated with any new insurance expiration dates, email reminders are sent to your subcontractors, a weekly hot list report is sent to your Insurance Coordinator and email alerts are sent to your Job Superintendent to prevent access to the job site in the case of noncompliance.

Insurance Tracking from EWA Software Solutions is simple by design. As a result, the implementation at your company requires a modest effort. In a three step process; install, configure and deploy, EWA Insurance Tracking can be up and running within just a few short hours.

ALERTS & UPDATES

Expiring Insurance Email Reminder to Subcontractors or Other Vendors

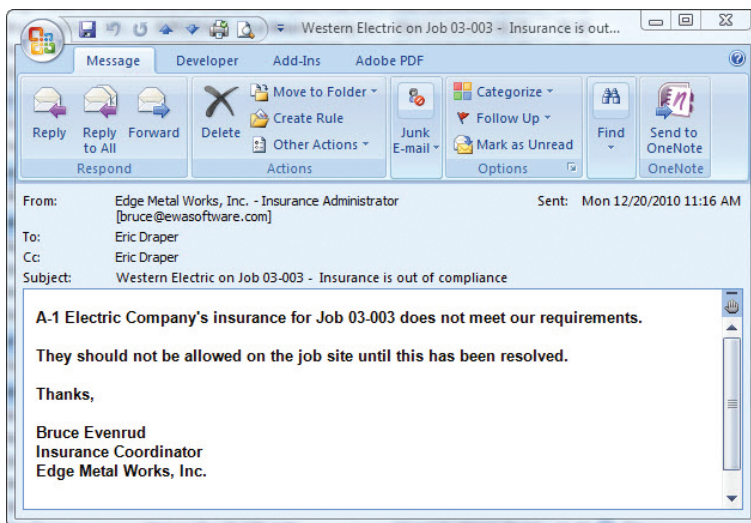
If a subcontractor, sub tier or any other job vendor has insurance expiring within 15 days, the system will automatically send a weekly email alert from your company, reminding them to submit a new insurance certificate.

Expired Insurance Email Alert to Superintendent

This is arguably the most important email alert issued by the system.

If any job vendor has expired insurance, the system will automatically send an email alert to your Job Superintendent.

The superintendent is instructed to prevent access to the job site.



Business System Update

After each certificate is captured and indexed into the document repository, your business system is automatically updated with new expiration dates.

This eliminates double entry.

The screenshot shows an 'Index Document' window for 'Edge Metalworks, Inc.' with Document # 700 and Batch # 102. The 'Index Values' table is as follows:

Name	Value	Session Default
AP Vendor	100	<input type="checkbox"/>
AP Vendor Name	A-1 Electric Company	<input type="checkbox"/>
Sub Insurance Type	Job	<input type="checkbox"/>
Job Number	03-001	<input type="checkbox"/>
Subcontract Number	01001-06	<input type="checkbox"/>
Approved By	Monica Jackson	<input type="checkbox"/>
Non Contracted Vendor Type	NA	<input type="checkbox"/>
Non Contracted Vendor Name		<input type="checkbox"/>
Job Name	NW Food Warehouse	<input type="checkbox"/>
Sub Auto Ins Expires	05/01/2010	<input type="checkbox"/>
Sub GL Ins Expires	05/01/2010	<input type="checkbox"/>
Sub WC Ins Expires		<input type="checkbox"/>
Sub Excess Ins Expires	05/01/2010	<input type="checkbox"/>

15 Day Report to Insurance Coordinator

Any subcontractors or other job vendors that have insurance expiring within 15 days, already expired, cancelled or not on file, are included on this report. The system automatically sends a weekly email alert to your Insurance Coordinator along with the "hot list", so further action can be taken to prevent noncompliance issues.

Certificates of Insurance - Expired or Expiring by 4/16/2010							Print Date: 4/1/2010	
<u>Vendor Name</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Job</u>	<u>Auto Expiration</u>	<u>GL Expiration</u>	<u>WC Expiration</u>	<u>XS Expiration</u>	
All Operations								
A-1 Metal Products, Inc.	Kim Murphy	(323)721-3334	None	Not On File	Not On File	Not On File	Not Tracking	
Hanson Plumbing & Irrigation	Michelle Hanson	(858)878-2512	None	Exp 3/15/2010	Exp 3/15/2010	Exp 3/31/2010	Exp 3/15/2010	
Oregon Lumber Specialties	Mary Carter	(503)225-9876	None	Cancelled 4/15/2010	4/2/2010	4/1/2010	4/15/2010	
Rocky Slate Company	Rita Iverson	(503)655-3232	None	Exp 2/28/2010	Exp 2/28/2010	Exp 2/28/2010	Exp 2/28/2010	
Job Specific								
Barth Electric	Pam Carson	(619)252-5897	03-001	Exp 3/25/2010	Exp 3/25/2010	Exp 3/25/2010	Exp 3/25/2010	
Bronson Signs	Sarah Langen	(858)760-2525	03-001	9/15/2010	9/15/2010	Exp 3/1/2010	9/15/2010	
Dallas Tile & Carpet	Diane Swenson	(503)655-5252	03-001	6/30/2010	6/30/2010	Exp 3/3/2010	6/30/2010	
Jackson Heating & A/C	Harry Brown	(619)255-9874	03-001	Exp 4/15/2010	Exp 4/15/2010	9/30/2010	Exp 4/15/2010	
Jackson Heating & A/C	Harry Brown	(619)255-9874	03-002	Exp 4/15/2010	Exp 4/15/2010	9/30/2010	Exp 4/15/2010	
Jackson Heating & A/C	Harry Brown	(619)255-9874	03-003	Exp 4/15/2010	Exp 4/15/2010	9/30/2010	Exp 4/15/2010	
Kingston Plumbing, Inc.	Laura Franklin	(619)895-2578	03-001	Exp 3/15/2010	Exp 3/15/2010	6/30/2010	Exp 3/15/2010	
Kingston Plumbing, Inc.	Laura Franklin	(619)895-2578	03-002	Exp 3/15/2010	Exp 3/15/2010	6/30/2010	Exp 3/15/2010	
Kingston Plumbing, Inc.	Laura Franklin	(619)895-2578	03-003	Exp 3/15/2010	Exp 3/15/2010	6/30/2010	Exp 3/15/2010	
Northwest Landscaping	Lori Bates	(760)795-4598	03-001	Not On File	Not On File	Not On File	Not On File	
Pacific Northwest Construction	Lisa Bingham	(503)964-2507	03-009	Not On File	Not On File	8/31/2010	Not Tracking	
Sprinkler Contractors	Mike Smith	(503)743-6343	03-001	Cancelled 7/25/2010	7/25/2010	4/15/2010	7/25/2010	
Sprinkler Contractors	Mike Smith	(503)743-6343	03-002	Cancelled 7/25/2010	7/25/2010	4/15/2010	7/25/2010	
Sprinkler Contractors	Mike Smith	(503)743-6343	03-003	Cancelled 7/25/2010	7/25/2010	4/15/2010	7/25/2010	

RETURN ON INVESTMENT

What is the benefit of solving this problem or conversely what is the cost of doing nothing? It probably comes down to three fundamentals:

- 1) **Administrative Time Saved** — how much time is spent today doing what Insurance Tracking does automatically?
- 2) **Risk Mitigation** — project risk shifts to your company when a subcontractor has expired insurance; what is the cost (claims and premiums) of an untimely accident?
- 3) **Job Performance** — what is the cost of project delays due to noncompliance issues?



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