



RPM Online New Account

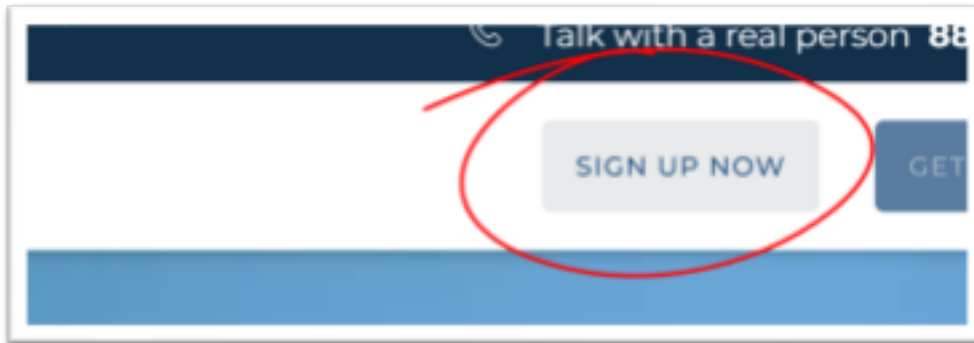
Instructions

Contact Us
888-731-8703
info@reliablepremium.com

Submission

1. Navigate on your desktop or mobile device's browser to www.ReliablePremium.com and click the **Sign Up Now** button to find the New Account Forms

a.



2. Click

the down arrow in the Select Carrier Name bar.

a.

3. Select the

Carrier you are considering. Once the preferred carrier name is selected, the Agent/Broker Bind Instructions and the carrier specific form will populate. *NOTE: If you do not see the carrier you are considering, please email info@reliablepremium.com to inquire further.*

Select the Insurance Carrier that your coverage is bound through*

Pie Insurance

Note to Agent/Broker: BIND as "Pay-As-You-Go through RPM"

- a. 4. Carrier specific one-time setup fee and RPM Authorization to facilitate premiums on the policyholder's behalf are detailed. Fillable fields for the Policyholder Information, Payroll and Servicing Agent details follow. a.

I certify that I am an authorized representative of the company listed below and that I have the authority to enter into this agreement on the Company's behalf. I authorize Reliable Premium Management, Inc (RPM) to calculate, collect, and remit my Workers' Comp premiums. I authorize RPM to automatically deduct these payments to-escrow and remit to my insurance carrier. I understand that a one-time **\$100 Initial Setup Charge** will be automatically debited from my specified payment method on my first invoice. I understand that being a part of the pay-as-you-owe program means that I will run payroll on a weekly, bi-weekly, or semi-monthly basis. RPM is required to report to the insurance carrier whether payroll is posted or not, therefore, the admin fee will be assessed per pay period. RPM is not responsible for any balances due upon completion of a Workers' Comp audit by the insurance carrier.*

☐ I Understand

My Company Information

5. When the preferred payment option is selected, the carrier specific Convenience Admin fees will populate. *NOTE: Credit Card option is available, with an added 4.25% fee applied to the total transaction*

Payment Options*

☒ ACH Debit

☐ Credit Card

ACH Debit

This Agreement governs ACH transactions initiated by Reliable Premium Management to debit or credit the Company indicated below. Both parties agree that this Agreement in conjunction with any of the designated methods constitutes authorization to debit Company's business bank account, and Company agrees not to dispute any debits with its bank provided the transaction(s) correspond to the terms indicated in this Agreement. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) Company understands that Reliable Premium Management may at its discretion attempt to process the charge again up to 3 times within 30 days, and agrees to an additional \$40 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized payment. Company has certified that the business bank account below is enabled for ACH transactions, and agrees to reimburse Reliable Premium Management for all penalties and fees incurred as a result of Company's bank rejecting ACH debits or credits as a result of the account not being properly configured for ACH transactions.

\$12 Weekly Admin Fee OR \$16 Bi Weekly/Semi-Monthly Admin Fee

amount. a.

6. After the completed form is signed by the Policyholder and successfully submitted online, the RPM Setup Team will communicate with both the Policyholder and Servicing Agent to complete the setup process. a.

Thank you for completing your RPM Authorization Form to commence services with us. We are excited for the opportunity to service your account! Our Setup Team will be in touch within 2-3 business days to discuss the next steps with facilitating the setup of your account.

7. While we encourage the online submission process, we understand that the PDF Forms are still appropriate for certain situations. You will find these forms at the top of the New Account Form page. Each PDF form is carrier

specific including the respective Bind Instructions and fees as well as PDF Form Submission Instructions. a.

If a policyholder is interested in authorizing RPM to commence services on behalf of their policy, they simply need to provide the information below. If the policyholder would prefer to complete a paper copy of the RPM Authorization Form, click the button below.

[DOWNLOAD PDF FORMS](#)