

Instructions

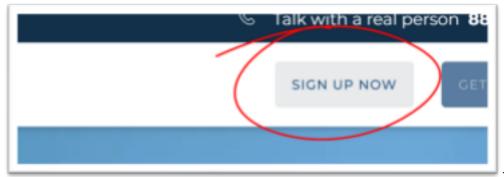
Contact Us 888-731-8703 info@reliablepremium.com

Submission

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

a.

a.



2. Click

the down arrow in the Select Carrier Name bar.



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.

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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 (RMM) 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 rot, 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*



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.

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