

## **Brief Explanation of Process**

1. Client will process their company payroll and maintain responsibility of all payroll related tax filings and payments.
2. Client will email Check Register Excel Report (provided by National CMServices) to National CMServices as payroll is incurred.
3. National CMServices will invoice client the net rate for processing their Workers' Compensation insurance as payroll is incurred.
4. National CMServices will handle all workers' compensation claims (Claims Management), schedule site inspections, provide a safety program, process all Certificates of Insurance and process the workers' compensation audits.
5. National CMServices shall secure, in Client's name, during term of this agreement, workers' compensation coverage in such amounts as is required by applicable law and shall be responsible for the management of workers' compensation claims, claim filings and related procedures for its Client's employees.