



VUE
Wrap-Up™

TOP TEN TRAITS

That Improve
Wrap-Up
Administration
Efficiency

White Paper

How today's Controlled Insurance Program administration technology increases effectiveness and value

- **Most** wrap-up administrators acknowledge the importance of technology in business operations. Many large broker administrators, as well as dedicated third-party administrators, use platforms developed in-house. These first-generation systems can cause difficulties such as ever-escalating costs, lengthy response times, inflexibility, messy data exports and other problems.
- **Smaller** administrators may rely on basic spreadsheet software, or simple database systems, causing hassles like duplicate work, delays and continual manual programming. They also lack many time-saving automated capabilities.
- **If** a broker does not offer administrative services, a third-party administrator will be used. With today's accessibility to advanced software, it's easier than ever for brokers to administer CIPs themselves, instead of outsourcing to a third party.

- **Today**, an advanced technology platform is indispensable for successful wrap-up administration. The prevalence of such technology has resulted in significant benefits compared to first-generation platforms or basic spreadsheet software.
- **Advanced** wrap-up management software allows brokers and administrators to provide better, faster and more efficient service to clients while maintaining lean operations. The following top 10 traits characterize a leading-edge wrap-up administration system.





01

Web Accessibility

Many administrators work in locations other than their company's main office. Whether they are on the road, on a job site, at home, or in a regional office in a different state, administrators must be able to access real-time data as needed via the internet.

Outside users such as owners, general contractors, construction managers, and contractor and sub contractor participants must be able to easily access the platform.

Flexibility and Configurability



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Many first-generation wrap-up platforms were developed using outdated programming languages that make customizations or changes to the system difficult, time-consuming and expensive.

A leading-edge platform built on current technologies offers the flexibility to customize the software quickly at a reasonable cost.





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Ad-hoc Reporting

Administrators cannot rely on a once-monthly report delivered with stale data. They require the ability to run a report whenever they choose and to receive the most current information available. An advanced technology platform allows users to run reports when they wish and secure up-to-the-moment data. Such a program enables users to schedule times to automatically run reports and e-mail them to the appropriate recipients. The resulting time savings and efficiencies translate into dramatic cost savings.

Contractor Web Portal



Today's contractors are becoming more technology-savvy than ever. Administrators can benefit from advanced Web technology portals that allow contractors to securely log in and submit data such as enrollment forms and monthly payroll reports.

Online data submission drastically reduces paperwork and eliminates the error-prone re-keying of data.

04

Fax and E-mail Integration

Receiving and sending numerous faxes and e-mails can be tedious and time-consuming. Even with an electronic-fax hosting solution, uploading faxed or e-mailed PDF documents manually into the system is labor-intensive.

An advanced platform accepts faxed and e-mailed forms directly, creating an automated, streamlined data flow.

05





Certificate Management and Issuance

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Management of participants' insurance certificates is an important aspect of most controlled insurance programs (CIPs).

An advanced system allows for streamlined, automated checks for compliance, as well as effortless, automated follow-ups on expiring and expired coverage. Advanced Web-based systems also generate certificates of insurance for the CIP coverage, and are updated regularly with the most recent ACORD COI forms.

In addition, COIs and welcome letters can be sent to enrolled subcontractors automatically via e-mail or fax.

Insurance Cost Calculation

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It's one thing to simply calculate insurance costs, and it's another to be able to pull these costs onto reports, and update actual costs using reported payroll.

Older systems lack this flexibility, and basic spreadsheets depend solely on administrator intervention. A leading-edge technology platform provides a flexible template for insurance cost calculations—no programming required—as well as automated reporting on costs.



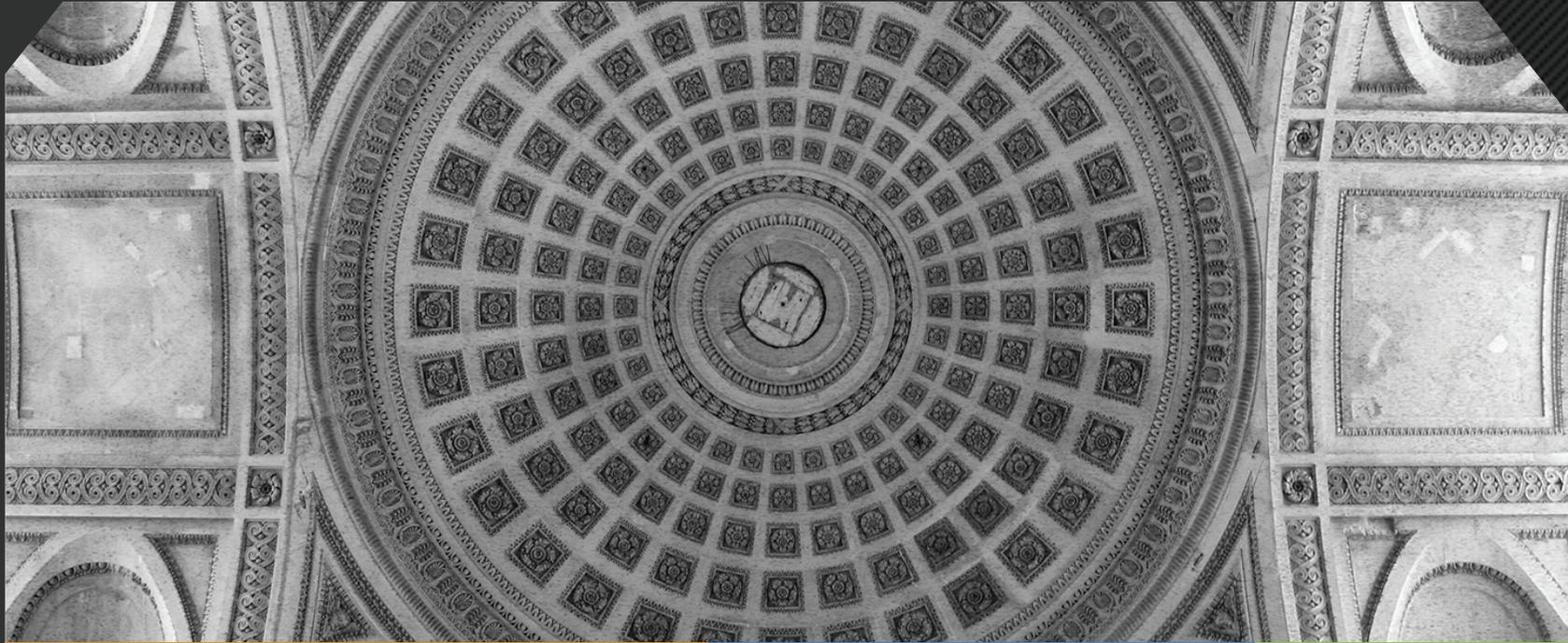


Automated Communications

With the high volume of contracts on a job, it is important to keep tasks organized and follow up with subcontractors in a timely manner.

However, administrators are often too busy to make direct contact on every enrollment. Increasing the administrative team is not always a viable solution. A leading wrap-up platform augments your team, by automatically communicating with participants on missing enrollment information, delinquent payroll reports, noncompliant offsite insurance certificates, and more.

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Document Management

The ideal wrap-up technology platform should contain some form of document management. It is best practice to keep documents sorted by individual contract so all information for the contract, including additional materials such as offsite coverage documentation, is available in one place.

Smooth Data Imports and Exports

First-generation technology for wrap-up management has complex processes for exporting data, often requiring extensive IT involvement or custom coding. The data may need hours of massaging and re-working to be converted to a usable format.

With an advanced system, however, data is exported in a standard format for future use. The system can also accommodate various file types, including spreadsheets, to import useful data such as workers compensation sub-policy numbers as well as claims.



How technology increases effectiveness and value

- **Administrators** of every size depend on technology to manage the complex process of controlled insurance program administration.
- **Whether** they consist of in-house systems, a basic database, or spreadsheet software, traditional technologies present limitations.
- **Today's** most advanced software can help administrators combat issues common to older systems, such as inflexibility, labor-intensive manual processes and unwieldy data. Cutting-edge wrap-up technology platforms increase administration efficiencies, reduce overhead costs and help ensure data accuracy for administrators and brokers.



VUE Wrap-Up™ is an advanced software platform that exemplifies each of the top 10 traits.

Learn more with a quick video demonstration.
Sign up on the web at www.vuewrapup.com

Trusted by Companies Worldwide!

More than **\$60+ Billion** in CIP programs are administered using **VUE Wrap-Up™**



"VUE Wrap-Up is extremely robust, flexible, and by far the best program I have utilized."



"VUE Wrap-Up and our administrative services combined will prove highly valuable to our clients."



"VUE Wrap-Up is at the forefront of wrap up administration software and is at the core of our wrap up management ability."



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