

POSTINGNOTICE.com

It's easier this way...

Getting Started Guide

Revision: 1.0



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Introduction

Welcome to PostingNotice.com! This guide will supply you with a brief introduction and illustrated walk-through of the concept and workflow of PostingNotice.com. Get ready for a big improvement in the way that your company produces and distributes Workers' Compensation posting notices!

PostingNotice.com is a comprehensive software service that produces complete and compliant Workers' Compensation labor posters for states (jurisdictions) within the United States. PostingNotice.com takes a whole new approach toward creating Posting Notices by printing the entire notice – form and data. This approach is likely different from the way that your company has produced Posting Notices in the past.

Historically, companies have purchased preprinted blank workers' compensation notices from commercial printing catalogs or websites via mail-order. Without affordable color laser printing technology, companies had very limited "in-house" options to produce the full array of paper sizes, weights, and colors needed to create compliant notices for all states.

Now there are many technology companies manufacturing and selling affordable color laser printers with diverse paper-handling capabilities that enable a software application like PostingNotice.com to provide companies like yours with an entirely new way of producing all workers' compensation notices themselves without ever having to purchase or stock in inventory a single preprinted form!

PostingNotice.com is a hosted Web application that is available on the Internet 24/7. PostingNotice.com contains a library of all workers' compensation posting notices required by statute in the United States. The staff at PostingNotice.com constantly monitors the state regulations for posting notices and immediately updates our form library whenever a state makes a change.

Minimum System Requirements

All you need is an Internet-connected computer with browser and optionally a color laser printer and you are ready to go.

- Internet Connection (broadband highly recommended)
- Web Browser (MS Internet Explorer 6+ supported)
- Adobe Acrobat Reader (Versions 6+ supported)
- Color Laser Printer (depending on which states you want to produce Notices/Poster)

Setup

Before you can begin using PostingNotice.com you will need to purchase a subscription (license) to use the software [Sales telephone 888-627-7807 or sales@PostingNotice.com]. Our staff at PostingNotice.com will get your company setup and provide you with initial training that will quickly have you and your staff producing compliant Posting Notices.

Login

PostingNotice.com is an Internet Application is accessible twenty-four hours a day, seven days a week. The staff at PostingNotice.com keeps the software up-to-date for you so that anytime you issue a Notice/Poster from PostingNotice.com you can be sure that it is the latest version of the software and the most recent version of the Notice/Poster.

To login to PostingNotice.com, open your Internet Browser (Microsoft Internet Explorer Version 6+ recommended) and enter www.PostingNotice.com as the destination address. You will see the PostingNotice.com homepage appear that will provide you with a variety of information about PostingNotice.com and Posting Notices in general. From this homepage, you will see a link from the menu bar at the top of the page labeled "Login". Click "Login" and you will see the PostingNotice.com login screen pictured below.

Enter your Username and Password in the fields provided then click the "Log In" button. Your Username/Password will be checked for authenticity and you will either be logged in or asked to try again based upon the result from the Username/Password that you submitted.

Insureds List – "My Insureds"

The first screen you will see when you login to PostingNotice.com is the Insureds screen – also known as "My Insureds". This screen shows an alphabetical list of Insureds that your company has entered into PostingNotice.com. If this is your first time using PostingNotice.com and nobody else from your company has used PostingNotice.com, then your Insured's List may be empty and appear like the screen below.

Click the "Add New Insured" button to add a new Insured to the PostingNotice.com database.

Add Insured

When you click the “Add New Insured” button from the “My Insureds” screen, you will see a blank data-entry form like the one shown below.

The screenshot shows a web browser window displaying the 'Add Insured' form on PostingNotice.com. The page header includes the site name, a user greeting for 'Sally Jones', a 'Sign out' link, and the date 'Sunday, 17 December 2006'. A navigation menu contains links for HOME, INSUREDS, POLICIES, LOCATIONS, MY ACCOUNT, and HELP. The form itself is titled 'Enter Insured Information' and includes a note that red asterisks denote required data. It is divided into two main sections: 'Business or Organization Name' and 'Address'. The 'Business or Organization Name' section contains fields for 'Organization Line 1', 'Organization Line 2', 'FEIN' (with a note '(9 digits only)'), and 'Description'. The 'Address' section contains fields for 'Address 1', 'Address 2', 'City', 'State', 'Zip Code', 'Phone', 'Fax', and 'Email'. At the bottom of the form are 'SUBMIT' and 'Cancel' buttons.

Notice the red asterisks to the right of the field labels for Organization Line 1, FEIN, City, State, and Zip. These red asterisks indicate that these are required fields. Go ahead and enter some data into the fields. When you are through entering data, click “Submit” to save the data into the database. If you have left any of the required fields blank, then PostingNotice.com will not let you proceed when the “Submit” button is clicked. Instead, the software will remind you that you need to input valid data for the fields with asterisks next to them. See the validation errors that are shown on the screen below when “Submit” is clicked without entering data into the City, State, and Zip Code fields.

POSTINGNOTICE.com Welcome Sally Jones [Sign out] Sunday, 17 December 2006

HOME INSUREDS POLICIES LOCATIONS MY ACCOUNT HELP

Enter Insured Information * denotes required data

The following errors were found on submit:
 :: Required 'City' missing or invalid.
 :: Required 'State' missing or invalid.
 :: Required 'Zip Code' missing.

Business or Organization Name

Organizat
 Organizat

Description:

Address

Address 1: * 123 Main St.
 Address 2:
 City: * *
 State: * *
 Zip Code: * *
 Phone:
 Fax:
 Email:

SUBMIT Cancel

When you click the “Submit”, button and no data validation errors exist, PostingNotice.com saves your data and returns you to the “My Insureds” screen. Notice that the Insureds List now contains the name of the Insured that you just added. *Important: PostingNotice.com and other Internet Applications only save data when you click the “Submit” button. If you close the browser window without saving/submitting your changes, your data will not be saved. This is important to remember whenever using PostingNotice.com or other Internet Applications.*

POSTINGNOTICE.com Welcome Sally Jones [Sign out] Sunday, 17 December 2006

HOME INSUREDS POLICIES LOCATIONS MY ACCOUNT HELP

My Insureds

Select an insured then click either 'Policies' or 'Policies :: My Policies'.

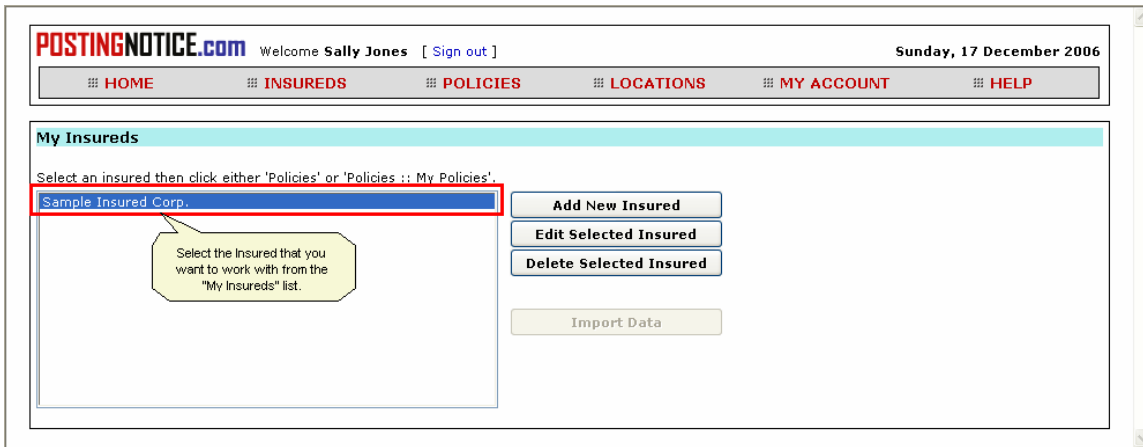
Sample Insured Corp.

Add New Insured
 Edit Selected Insured
 Delete Selected Insured
 Import Data

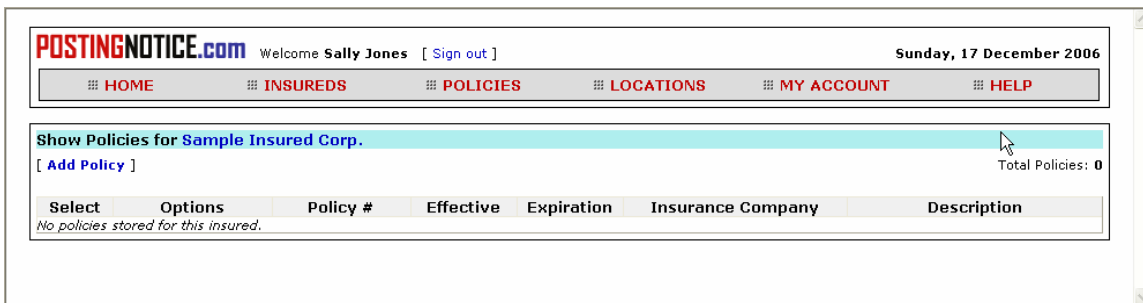
Now that you have the basic information about your Insured entered into the PostingNotice.com software, you are ready to add a policy.

Policy List – “My Policies”

PostingNotice.com makes it easy to keep track of Posting Notices for your Insureds by associating the Notices/Posters with a policy. Each policy is associated with just one Insured. Now that you have added an Insured, you are ready to add a policy for that Insured. Select the Insured that you just entered by clicking the Name of the Insured in the listbox on the “My Insureds” screen. This will result in the name of your Insured being selected as shown below.



Once you have selected the Insured you want to work with, click the “Policies” button on the menu bar from the top of the PostingNotice.com application. This will display the “Show Policies” screen for this Insured as shown below.



Notice that the above “Show Policies” screen is not currently showing any policy data for our selected insured: “Sample Insured Corp.” This is correct, because we just entered our Insured data and have not yet entered any policy data.

Add Policy

To add a policy, click the “Add Policy” link on the upper left side of the screen. Clicking “Add Policy” opens a new Policy Information screen (see below) used to enter a new policy for our Insured.

POSTINGNOTICE.com Welcome Sally Jones [[Sign out](#)]
Sunday, 17 December 2006

HOME
INSUREDS
POLICIES
LOCATIONS
MY ACCOUNT
HELP

Policy Information
* denotes required data

General:

Policy Number: *	<input type="text"/>		Is this Self-Insured coverage?:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Effective Date: *	<input type="text"/> MM/DD/YYYY		Third-Party Claim Administrator?:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Expiration Date: *	<input type="text"/> MM/DD/YYYY		Managed Care Organization (MCO)?:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Policy Status: *	<input type="text" value="Active"/>				
Report Claims To: *	<input type="text" value=":: Make a Selection"/>				
Policy Description:	<input type="text"/> (does not appear on Notices)				

Insurance Company Providing Workers' Compensation Coverage:

Insurance Company Name: *	<input type="text"/>		<input type="button" value="Company Lookup"/>
NAIC Number:	<input type="text"/>		<input type="button" value="Prefill Address"/>
Address 1: *	<input type="text"/>		
Address 2:	<input type="text"/>		
City: *	State/Province: *	Postal Code: *	
Telephone:	<input type="text"/> ###-###-####		

Employer Authorized Representative: Jurisdictions affected [AK,CA,ID,LA,MA,MO,MS,NE,NH,NY,OK,TN,WA] Omit

Authorized Representative's Name: *	<input type="text"/>		
Title:	<input type="text"/>		
Address 1: *	<input type="text"/>		
Address 2:	<input type="text"/>		
City: *	State/Province: *	Postal Code: *	
Telephone:	<input type="text"/> ###-###-####		
Email Address:	<input type="text"/>		
Current Signature Image:	<input type="text"/>		
New Signature Image:	<input type="text"/>	<input type="button" value="Browse..."/>	

Miscellaneous:

Emergency Telephone Numbers:			
Police:	<input type="text" value="911"/>	[CA,WA]	Doctor:
Fire:	<input type="text" value="911"/>	[CA,WA]	Hospital:
Ambulance:	<input type="text" value="911"/>	[CA,WA]	<input type="text" value="911"/>
Virtual Sticker Text:	<input type="text"/>		

There are multiple data-entry sections of the Policy Information screen. The first section, labeled "General" is where you enter the key information about the policy – Policy Number, Effective Date, Expiration Date, Policy Status, and To Whom Claims are Reported.

The second section is labeled "Insurance Company Providing Workers' Compensation Coverage" and is the place to enter the underwriting insurance company's name, address, and telephone number. There is a helpful "Company Lookup" feature that provides a search for company name, address, and telephone.

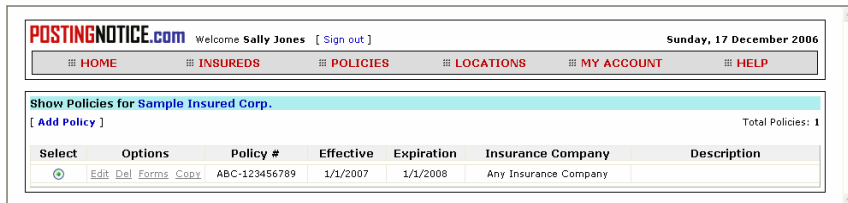
The "Employer Authorized Representative" section is one which gathers data about the Insured's Representative for handling Workers' Compensation issues. If you do not know this information, you can check the "Omit" checkbox on the right side of the separator bar and skip entering this information.

Depending on the selection you made in the "Report Claims To:" dropdown list, you will have another section called "Insurance Company Workers' Compensation Claims Contact", "Third Party Claims Admin. (TPA)", "Managed Care Organization (MCO)", "Agency/Brokerage". Only one of these sections needs to be filled out and only one should be

visible on the screen corresponding to the item selected in the “Report Claims To” dropdown list in the “General” information section.

Once you have entered all of the necessary and required data onto the Policy Information screen, click on the “Submit” button at the bottom of the page. You may need to scroll the Web page to the bottom in order to see the “Submit” button. If you have successfully entered all of the required information, PostingNotice.com saves your information and displays the “Show Policies” screen (shown below) with a summary of the Policy Information that you just entered.

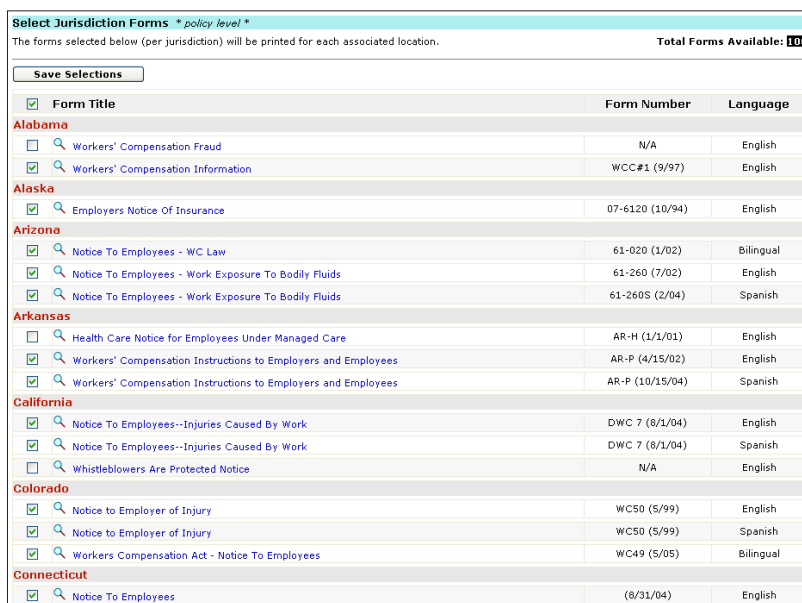
Now that you have a policy in PostingNotice.com you are ready to add insured locations and/or state location quantities in order to produce the desired compliant statutory Notices/Posters.



Forms Selection

Now that you have a policy entered into the database, you are almost ready to begin printing. PostingNotice.com has a Forms Library containing all the necessary Workers’ Compensation notices for states/jurisdictions in the United States. Before you begin printing, you should review the forms selection for your policy to ensure that the Posting Notices that are produced and printed for you are the correct Notices/Posters for your type of business (e.g. construction, municipality, etc.). From the “Policies” screen, click the “Forms” link in the Options column to view the forms that are currently selected to print per state/jurisdiction.

Below is a view of a section of the forms library selection screen for “policy level” selections. The policy level default selections are inherited from the “firm level” selections made by your PostingNotice.com administrator. You can override the default firm selections as needed by checking/unchecking a box to turn on/off a form for this policy.



Location List – “My Locations”

You now have an Insured and a Policy entered in PostingNotice.com and you are ready to enter the location(s) information. Location records in PostingNotice.com are the items that determine what states and jurisdictions Notices/Posters will be printed and in what quantities. Let’s get started by entering our first location. If you have not already done so, click on the “Locations” button from the menu bar at the top of the PostingNotice.com application. You will see a screen like the one below.

POSTINGNOTICE.com Welcome Sally Jones [Sign out] Monday, 18 December 2006

[HOME](#)
 [INSUREDS](#)
 [POLICIES](#)
 [LOCATIONS](#)
 [MY ACCOUNT](#)
 [HELP](#)

Locations for: Sample Insured Corp.

Policy Number	Effective Date	Expiration Date	Insurance Co. Name	Description
ABC-123456789	1/1/2007	1/1/2008	Any Insurance Company	

[[Add Location](#)] [Import Location Data] Total Locations: 0

Print Selected ----- choose an operation to perform ----- ▾

Options	Jurisdiction	City	Address 1	Location Code	Sqr Ft	Floors	Quantity
<i>No locations stored for this policy.</i>							

Print Selected

There are currently no locations in the PostingNotice.com database for this policy.

Add Location

To add a location, click the “Add Location” link on the left side of the screen. When you click the “Add Location” link, a blank “Location Information” screen appears.

POSTINGNOTICE.com Welcome Sally Jones [Sign out] Monday, 18 December 2006

[HOME](#)
 [INSUREDS](#)
 [POLICIES](#)
 [LOCATIONS](#)
 [MY ACCOUNT](#)
 [HELP](#)

Location Information * denotes required data

Poster State & Quantity

Notice State: * ▾

Notice Quantity: * [enter quantity of notice sets]

Location Attributes

Square Feet: Override the Named Insured/Employer?: Yes No

Number of Floors: Override Claim Reporting Info?: Yes No

Location Address & Contact: Omit

Location Name/Description:

Location Code/Identifier: Example: CA-0385

Address 1: *

Address 2:

City: * State/Province: * Postal Code: *

Location Contact Name:

Title:

Telephone: ###-###-####

Email Address:

Override Virtual Sticker Text:

Virtual Sticker Text:

The first data-entry section of this screen is labeled “Poster State & Quantity”. The two fields in this section, “Notice State” and “Notice Quantity”, determine the state/jurisdiction of the location(s) and how many sets of Notices/Posters you want printed. The contents of the remaining sections vary depending on what “Notice State” you select at the top of the screen. Some states require specific unique information on their Notices/Posters and PostingNotice.com will provide a place for you to enter this information.

The section labeled “Location Address & Contact” stores information that allows PostingNotice.com to produce mailing labels for your posters. If you enter this information you will have the option of producing the mailing labels when you create your Notices/Posters. If you don’t want to produce mailing labels or if you are producing multiple sets of notices (for

many locations) using this record, then you can click the “Omit” checkbox on the right side of the section divider to bypass this section without entering data.

When you have finished entering data onto this screen, click the “Submit” button to save the data to PostingNotice.com.

The screenshot shows the PostingNotice.com website interface. At the top, it says 'Welcome Sally Jones [Sign out]' and 'Monday, 18 December 2006'. A navigation bar contains links for HOME, INSURED, POLICIES, LOCATIONS, MY ACCOUNT, and HELP. Below this, a header indicates 'Locations for: Sample Insured Corp.' and shows a summary table:

Policy Number	Effective Date	Expiration Date	Insurance Co. Name	Description
ABC-123456789	1/1/2007	1/1/2008	Any Insurance Company	

Below the summary table, there are buttons for 'Add Location' and 'Import Location Data', and a 'Print Selected' button. A dropdown menu shows '----- choose an operation to perform -----'. A table lists the location details:

Options	Jurisdiction	City	Address 1	Location Code	Sqr Ft	Floors	Quantity
<input checked="" type="checkbox"/> Edit Del	IL	Chicago	659 West Diversey	IL: Store# 1894		2	1

At the bottom, there is another 'Print Selected' button.

You can repeat the process of adding locations for all of the locations that you have to enter. Alternatively, you can just enter one location record and increase the Notice Quantity so that the single record creates all Notices/Posters for that state/jurisdiction.

Now that you have at least one location in PostingNotice.com, you can create the Notices/Posters for this location.

Create Posting Notices

To create Notices/Posters, you first enter the Insured, Policy, and Location data into PostingNotice.com. The previous sections of this guide have illustrated the process of entering the Insured, Policy, and Location data. Notices/Posters are created by PostingNotice.com from the Locations screen. If you have been following this document in order, then you are already on the Locations screen and have the “Print Selected” button available as an option. If you have not been following the lessons in order in this document, you will have to select your Insured, select your Policy, and click on Locations from the menu bar in order to prepare to produce Posting Notices.

The Locations screen displays a summary list of the location data that has been entered into PostingNotice.com.

This screenshot shows the same PostingNotice.com interface as the previous one, but with three locations listed in the table:

Options	Jurisdiction	City	Address 1	Location Code	Sqr Ft	Floors	Quantity
<input checked="" type="checkbox"/> Edit Del	CT	Norwalk	360 Connecticut Ave.	CT: Store# 1898		1	1
<input checked="" type="checkbox"/> Edit Del	IL	Chicago	659 West Diversey	IL: Store# 1894		2	1
<input checked="" type="checkbox"/> Edit Del	NY	New York	555 Fifth Ave.	NY: Store# 2234		2	1

The 'Total Locations' count is now 3.

To create Notices/Posters from the Locations screen you first need to select which locations you want to produce. By default, all locations are selected. The checkboxes in the leftmost column of the screen indicates which locations are currently selected. The top checkbox is used to “Select All” and “Deselect All” locations. You can also select/deselect location rows individually by clicking on the checkbox.

Once the desired locations have been selected, click the “Print Selected” button on the left side of the screen to begin the process of creating the Posting Notices.

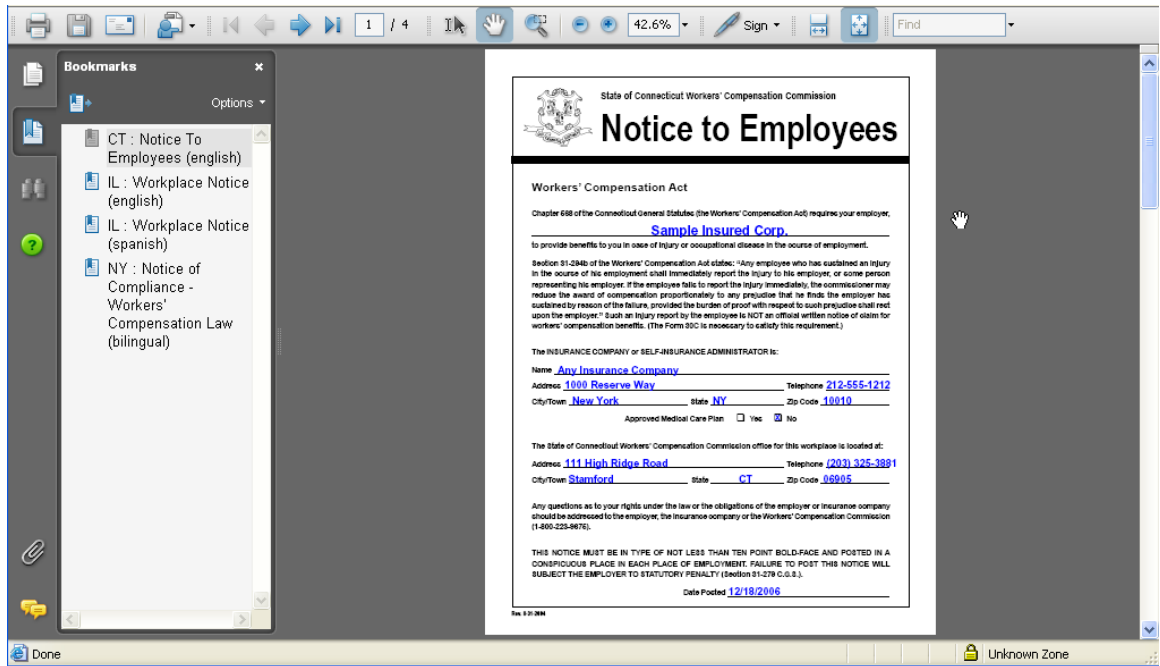


The PostingNotice.com Print Dialog Box allows you to sort your Posting Notices in a variety of ways. The “Sort By” dropdown box offers the following sort options: Jurisdiction [default], Paper Size, and Location. For now, we will leave the default setting of “Jurisdiction” and click the “Create Notices” button to produce our Posting Notices.

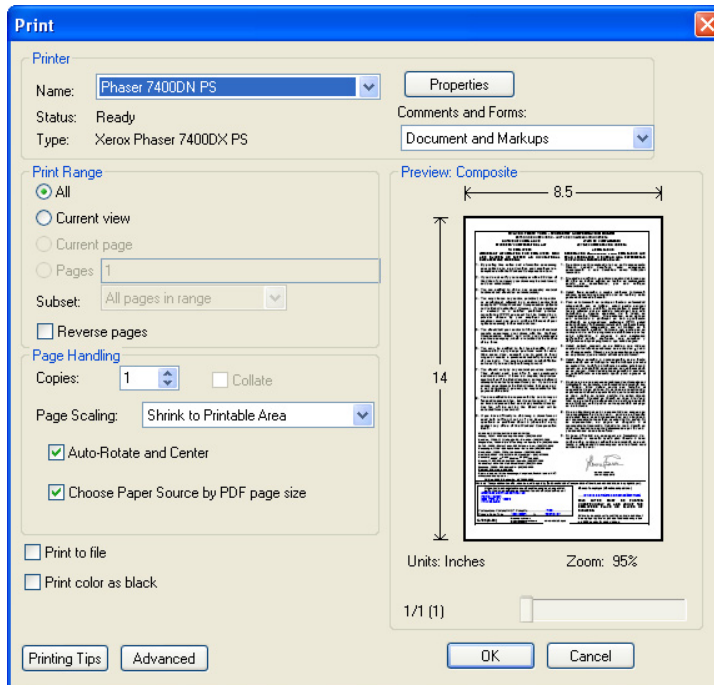


When PostingNotice.com finishes producing the Posting Notices, it will display the above box indicating that your Notices/Posters have been created and are available for viewing and printing. *Note: To view and/or print PostingNotice.com produced posting notices, you need [Adobe Acrobat Reader \(free\)](#) or the Standard or Professional version of Acrobat installed on your computer. See the [Minimum System Requirements](#) section for supported versions of Acrobat.*

Click on the “View My Posting Notices” link to view the Posting Notices.



The Posting Notices are displayed on your screen in the Adobe Acrobat software Portable Document File (PDF) format. From here you can print the notices to your printer (shortcut Ctrl-P or menu File, Print...). *Note: Some state/jurisdiction Notices/Posters contain color text and graphics. Also, some Notices/Posters are produced on large-format paper. Depending on your needs, you may need a large-format color laser printer.*



Choose the correct printer, set Page Scaling to “Shrink to Printable Area” and check the “Choose Paper Source by PDF page size” checkbox before clicking the “OK” button to begin printing.

Your Posting Notices should begin printing and the correct sized paper should be drawn from the drawers in the laser printer (if the correct paper sizes and settings have been installed by

your administrator). *Note: Georgia Notices/Posters are required to be printed on Pink paper. The printer will not automatically switch to draw paper from the drawer with the pink paper. You must override the setting in the print driver by clicking on the “Properties” button and forcing the printer to draw from the tray that has the pink paper in it. When you have finished printing Georgia notices, don’t forget to turn off the forced paper tray setting. All other notices will draw from the correct drawer automatically.*

Summary

You have now completed a complete workflow for creating Posting Notices for an Insured. We hope this process has been straightforward and easy to understand. If you have any questions about PostingNotice.com or about this Getting Started Guide, please contact our Technical Support team by calling 203-636-0101 and press 2 for “Technical Support”. Thank you for using PostingNotice.com.