

MEMBERGUARD TRANSITION CHECKLIST

The transition from Glatfelter Public Entities to MemberGuard is contingent upon the following requirements. An account cannot be covered under MemberGuard unless all of these steps are completed in a timely fashion. A MemberGuard quote can be provided without these requirements; however, coverage cannot be issued unless they are completed by the due date.

| REQUIREMENT | DETAILS | DU DATE | IF INCOMPLETE | COMPLETED |
|---|--|--|--|-----------|
| Obtain CRWA Membership status (Existing member or new to CRWA?) | Account must be a member of CRWA before they can participate in MemberGuard. Those new to the CRWA may join at inception. | Prior to binding coverage | MemberGuard coverage is not available and cannot be bound or issued. | |
| Complete and return MemberGuard contact sheet | Agent/account must complete and return the contact sheet | Within 30 days of intended effective date | Coverage cannot be billed by the program administrator, causing delays and possible revocation of coverage. | |
| Sign and return JPA Agreement | Account must sign and return the JPA Agreement before coverage can be in effect. | Within 30 days of intended effective date | Coverage is never bound. Potential for gap in coverage. | |
| Pay contribution to program administrator | Payment must be sent to the program administrator (Sedgwick) per the invoice provided by them. The broker cannot binder bill and collect the contribution. | Payment is due within 30 days of the invoice | Coverage is never bound per the JPA Agreement and bylaws. Member is expelled and coverage is terminated as of inception. | |
| Obtain signed lost policy release form or letter | This only applies if an existing Glatfelter insured cancels their policy midterm to move their coverage into MemberGuard. | Within 30 days of binding | Possible delay in coverage issuance. | |

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CALIFORNIA RURAL WATER ASSOCIATION
MEMBERGUARD
SERVICED BY GLATFELTER PUBLIC ENTITIES