

## Vendor Insurance Tracking

### 1. Implementation – We collaborate with you to:

- Complete your master vendor list
- Finalize insurance requirements you need RMC to track
- Collect & evaluate current COI's
- Communicate the RMC service process with your vendors
- Initiate vendor registration requests



### 2. Training & Support – Our training team will show you how to:

- Navigate your online portal
- Interpret your compliance dashboard
- View communication logs
- Retrieve insurance documentation
- Access compliance reports



### 3. Service – As a third party service we understand our role and the importance of maintaining the successful business relationship that you have built with your vendors.

- Our tracking software allows us to efficiently and effectively request insurance certificates from vendors and their agents
- Our highly qualified compliance team provides the human evaluation that is necessary to interpret complex insurance requirements
- Our process will maximize vendor compliance



**CONTACT US TO SCHEDULE A DEMO TODAY!**

# RMC COMPLIANCE PROCESS

## REGISTRATION

Vendor registers online by providing contact information for themselves and their agent.

## DOCS REQUESTED

RMC will send initial requests to the assigned agent(s) for insurance documentation.

## EVALUATION

Each document received is evaluated by a qualified compliance specialist.

## REJECTED

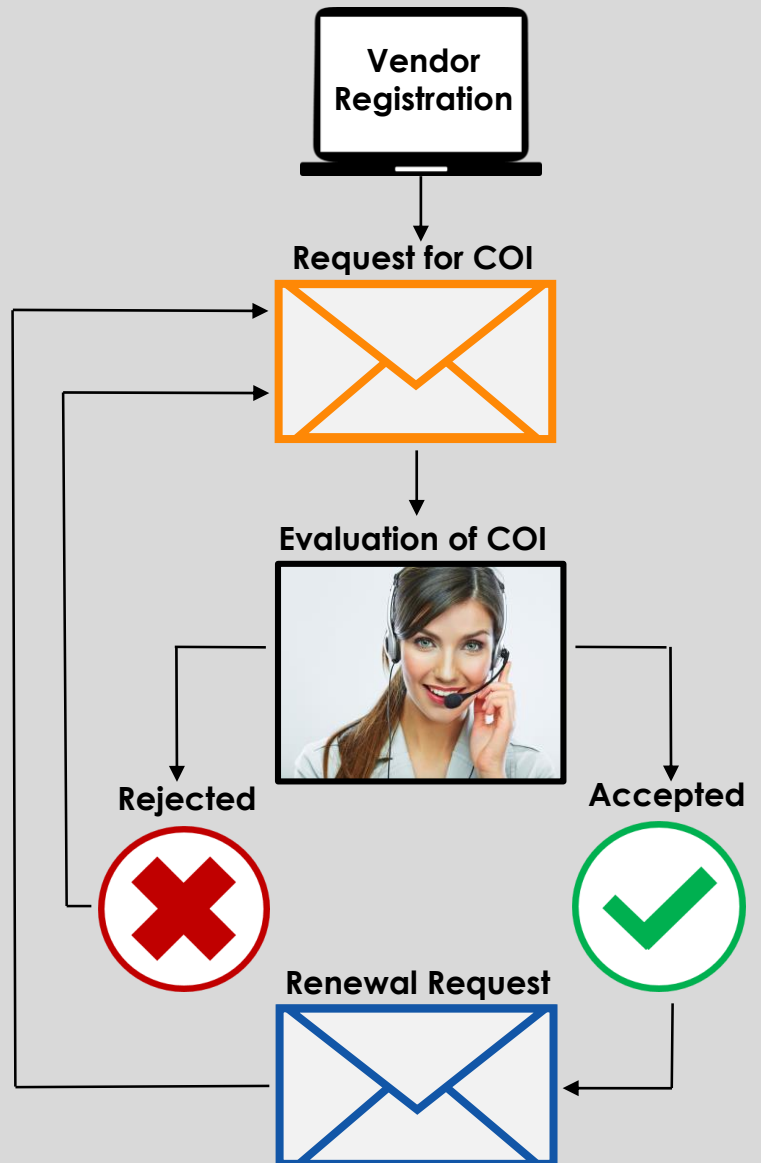
RMC will send agent(s) a non-compliance notice upon evaluation of insurance documentation.

## ACCEPTED

Great! Your vendor is compliant with your requirements.

## RENEWAL

A renewal request is sent to the agent 30 days prior to the policy expiration



## Portal Features

- User-friendly dashboard
- Cloud-based platform
- Easy to retrieve documentation
- Downloadable compliance reports
- Secure connection
- Integration with many accounting packages