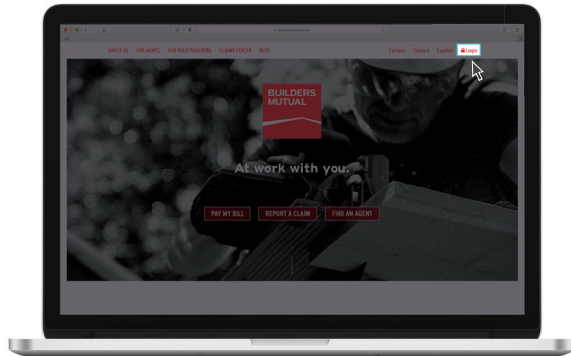




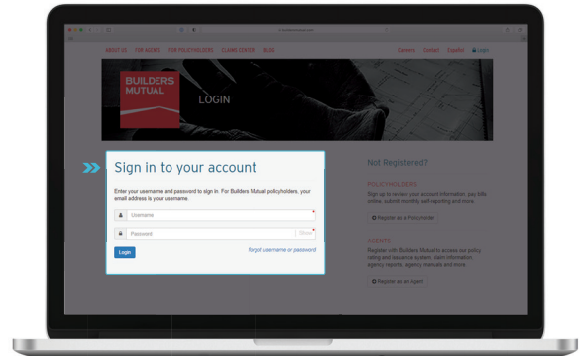
Online Monthly Self-Reporting for Workers' Compensation



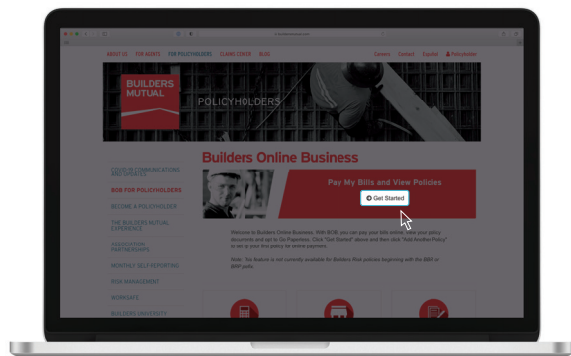
With the Online Monthly Self-Reporting (MSR) pay plan for Workers' Compensation, your monthly premiums are based on actual payroll from the previous month. When you complete this process online, the exact premium due will be automatically calculated for you. A completed report and payment are always due on the 20th of each month. Follow these simple steps to complete this process monthly:



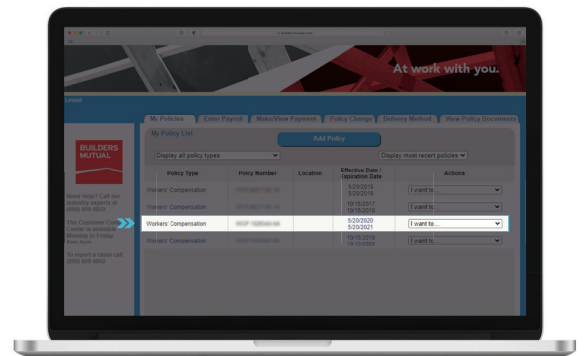
1 Go to buildersmutual.com and click **Login** in the upper-right corner.



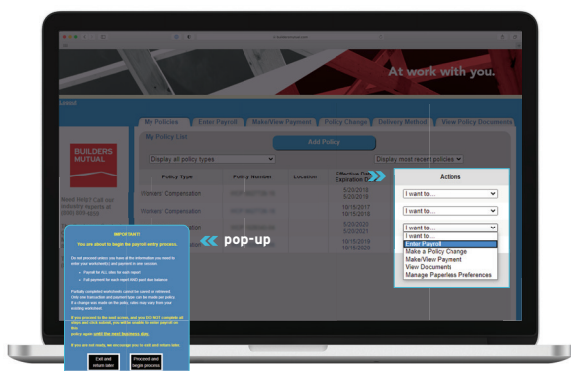
2 Use your Username and Password to log in to Builders Online Business. Of course, if you haven't already registered, you'll need to do that first.



3 Click **Get Started**.



4 Once logged in, locate your current Workers' Compensation policy. Because previous terms and renewal terms may appear, it's important that you pick your current policy.

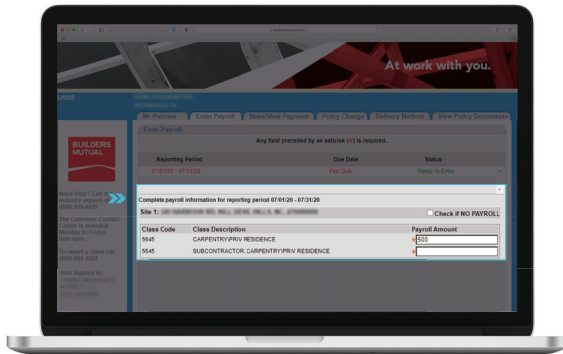


5 Then, under the Actions dropdown, select I want to Enter Payroll. A pop-up will notify you to have your payroll figures and payment method available. To continue, click **Proceed**.

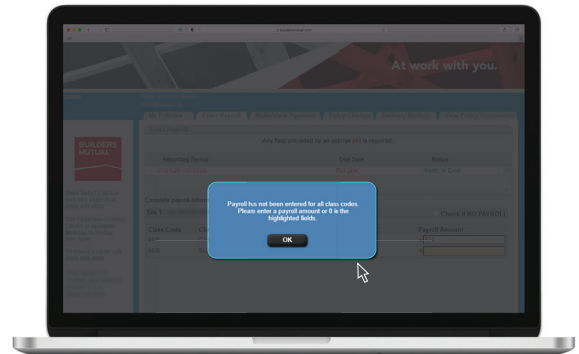


6 At this point, you'll need to complete the entire process and submit. To help keep your information secure, the system will lock you out until the next business day if you stop too long at any point. Under certain circumstances, we may be able to unlock your access. For details, contact us at 800-809-4859, Monday-Friday, 8am to 6pm ET.

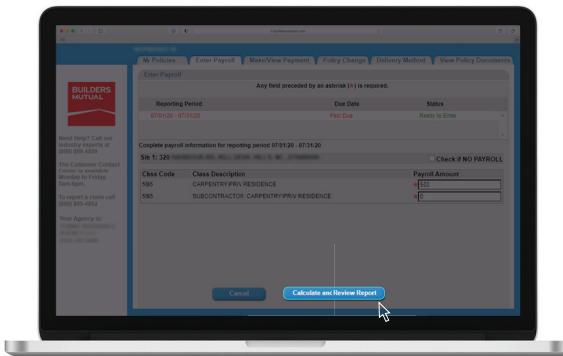
Online Monthly Self-Reporting for Workers' Compensation



7 On the Enter Payroll screen, enter a payroll amount for each class code, including a 0 if you have no payroll to report. If more than one site is listed, enter payroll for each site. If you have no payroll at all, you may select the Check If **No Payroll**, and the system will populate a 0 in each payroll field.



8 If you do not enter a payroll amount in each field, you will get an error message.

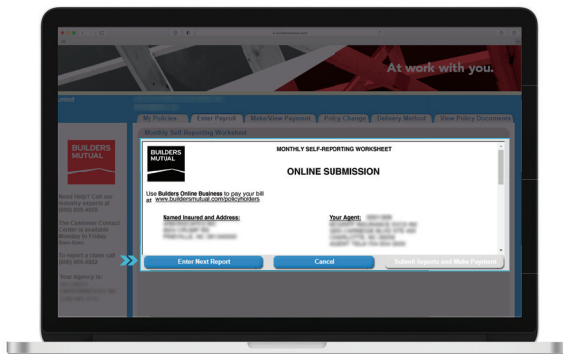


9 Once all payroll figures are entered, select **Calculate and Review Report** to view your completed report.

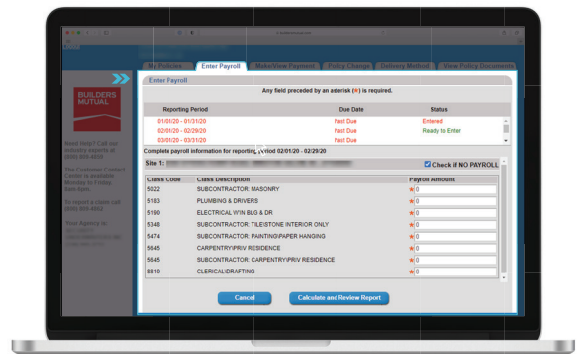
ADD A NEW SITE:

- Update all previous reports to reflect zero payroll for new site/location.
- Complete from **ENTER PAYROLL** screen.
- Continue entering payroll for current period (including new site).

10 If a new site/location is added mid-term, you'll need to do some housekeeping before you can complete your current report. All previous reports need to be updated to reflect zero payroll for the new site/location. Complete this from the Enter Payroll screen. Once you update the prior reports, continue entering payroll for the current reporting period, including for this new site/location.

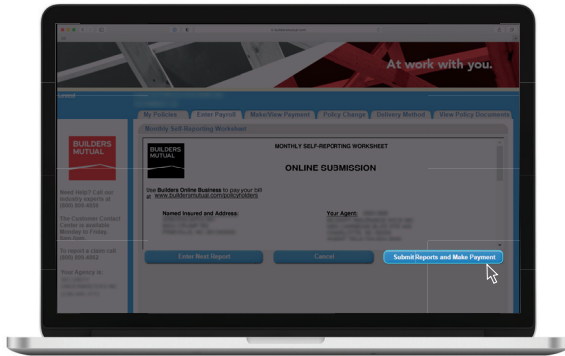


11 If a prior month's report is missing, the Submit Reports and Make Payment button will be grayed out. So, for you to proceed, all missing reports for previous months must be submitted. Do this by clicking **Enter Next Report**.

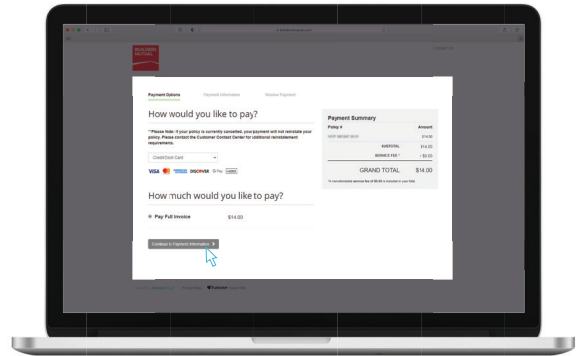


12 This will take you back to the Enter Payroll screen to enter the next report.

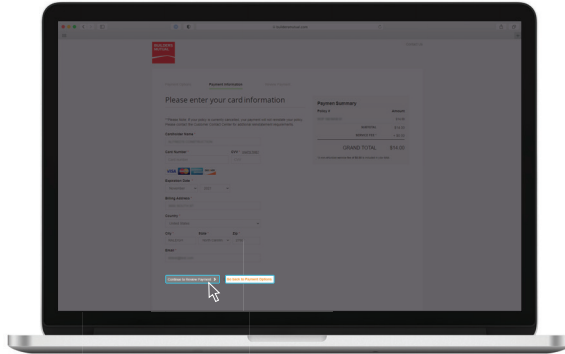
Online Monthly Self-Reporting for Workers' Compensation



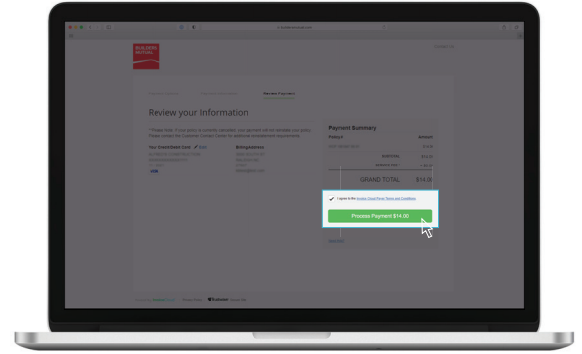
13 When all reports have been entered, you'll be able to select **Submit Reports and Make Payment**.



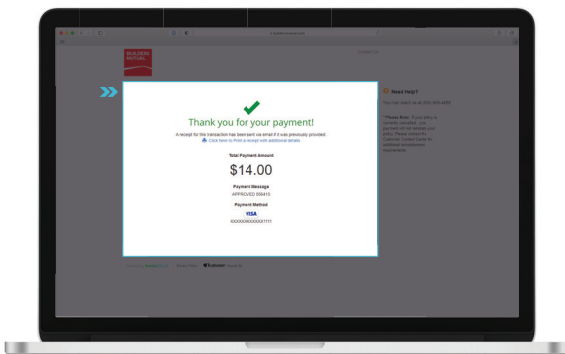
14 To make a payment, the InvoiceCloud Payment Options screen opens in a new window. A summary from each monthly report and any previous policy balance is provided on the Payment Summary section. Select your payment method from the **How Would You Like To Pay?** dropdown, and click **Continue To Payment Information**. All fields with an asterisk (*) are required.



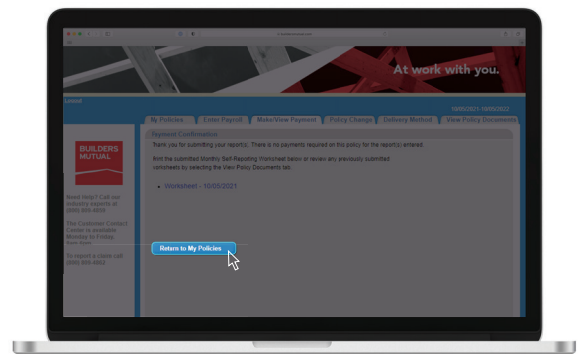
15 Enter all necessary payment information, and click **Continue To Review Payment**. To change your Payment Method, click **Go Back To Payment Options**.



16 Review your Payment Information for accuracy, and click **Edit** to make any necessary changes. Select the **I Agree To The Invoice Cloud Payer Terms And Conditions** checkbox, and click **Process Payment**.



17 Once you submit payment, a receipt for this transaction is sent via email if previously provided, and you'll have the option to Print a receipt with additional details directly from InvoiceCloud.



18 After your payment is submitted, you can print any of your previously submitted worksheets, or you can simply select **Return to My Policies**. That's it. You're done!

Builders Mutual is committed to delivering an experience that's caring, knowledgeable, and dependable. Let us know if we can provide more support. Contact the Customer Contact Center at 800-809-4859, Monday through Friday, 8am to 6pm ET.