

REGIONAL TRAINING AGENDA

1 of 2

Continental Breakfast (8:00am – 8:30am)

Session 1 (8:30am – 9:30am)

Overview of Enterprise Platform

In this opening session, we will discuss the basic interface of the Enterprise platform as well as the installation and update process. You will become familiar with navigating through the application, the toolbars, and dockable frames.

Session 2 (9:30am – 10:30am)

Company Information, Data Entry, and Import Functionality

In this session, you will become familiar with the Company General Information and the Annual Statement area. We will also review the key entry locations for Guaranty Fund Assessments, Prepayments, and Qualified Premiums. This session will also focus on the Import feature of Premium Pro. You will learn how to import information into the State Business Page, Schedule T, and states containing municipal information.

Break (10:30am – 10:45am)

Session 3 (10:45am – 12:00pm)

Filing & Retaliatory Returns

We will take an in depth look at how your Annual Statement data transfers to your state of filing returns. We will also trace figures entered in the Company Information area to the state of domicile sections of your returns. We will discuss retaliatory calculations, the Retaliatory Input Schedule, the use of retaliatory worksheets, and your state of domicile's foreign return. We will also cover the State Filing Information Page, Return Instructions, Preparer Notes, and other useful tools.

Lunch (12:00pm – 1:00pm)

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Session 4 (1:00pm – 1:30pm)

Management Reports, Summary Schedules, Check Requests

We will review how to verify the amounts of premium taxes and fees calculated for a given state by using the Summary of Taxes Schedule. This is an ideal report for management to analyze taxes and fees. Next, you will take a closer look at the layout of your check requests and check request summary. You will also learn how to export this information into your accounts payable system.

Session 5 (1:30pm- 2:00pm)

Estimated Taxes & Print

In the first part of this session, we will cover the estimate module of Premium Pro. We will go over the Estimate Input schedule, transfer of data from the Annual returns, and we will also show you how the Summary Schedules differ from the Annual module. The second portion of this session is designed to cover the printing process of the Premium Pro Enterprise software for both the Annual and Estimate Module.

Session 6 (2:00pm- 2:45pm)

GFA Tracking System

This session will introduce you to the Guaranty Fund Assessment Tracking System that has been designed to keep a detailed record of your Guaranty Fund Assessments and Credits. You will learn how this extensive system keeps track of your GFA information, how the check request and summary schedules are generated, and how to print the various spreadsheets available in this module.

Session 7 (2:45pm – 3:15pm)

FormsPlus

This session will provide you with an overview of FormsPlus. You will learn how this software package can help simplify the overwhelming task of locating and completing additional Premium Tax forms.

Break (3:15pm – 3:30pm)

Session 8 (3:30pm –4:00pm)

Allocator

We will introduce you to a powerful software package that will help you allocate your premiums to the correct taxing jurisdiction, based on street addresses as opposed to zip codes. You will learn how various types of reports can help you see the break down of each premium allocation.

Session 9 (4:00pm – 5:00pm)

Premium Pro Enterprise Municipal

This session will walk you through the Municipal Enterprise software. You will learn how to add/delete municipalities, import ASCII files, cut and paste data, calculate, review and print returns. Different schedules will also be discussed to give you a broader view of the software.