MWRAP CONTRACTOR PORTAL

Marsh & McLennan, Inc.

https://mwrap.marsh.com/contractorportal

March 30, 2023

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Portal Log in

Notice of Subcontract

When a user is identified in the Notice of Subcontract award, by their parent contractor, the user receives an email with a link to register and log into the MWrap Contractor Portal. The email contains the assigned User Name and contains a login link valid for 24 hours and for one time use.

Dear [New User Name],

Welcome to Marsh Contractor Portal!

Marsh has the ability to manage your enrollment in the CIP through our Contractor Portal. You will be able to easily enter any information, monthly payroll, or Insurance cost information, depending on the requirements of your program. In addition, yo Insurance, State specific forms as well as your policy's Declaration and Rate pages we might need.

Please see below your Username. Click on the link to change your password.

User Name:

https://mwrap.marsh.com/CSSLVUE.STS.Web/Pages/MARSHPORTAL/ChangePassword.aspx?
TEIEPWFtMWhkV3hrYVc0eC2yZWFsbT1hSFlwY0hNNkx5OXRkM0poY0M1dFh5nghQyVgtjhwdlIlyOXVkSEpoWTN5dmNsGnZjbl

Thank you,
Marsh Wrap-Up Administration Team

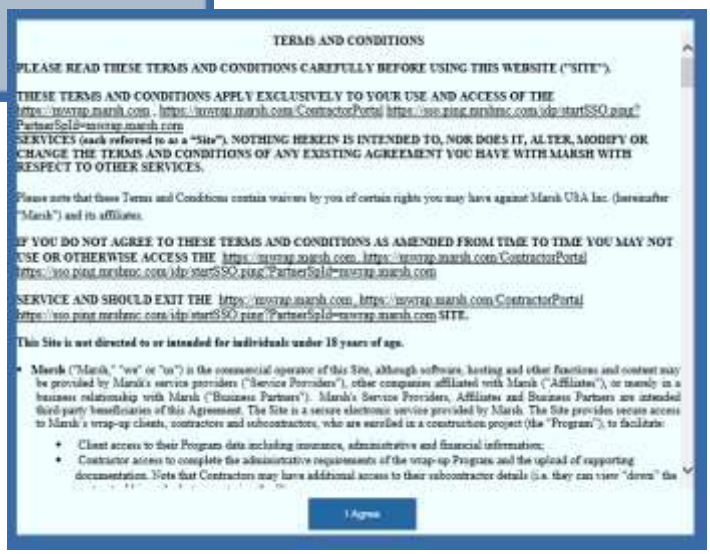
Create a password following the rules outlined immediately below the entry fields. Press [Continue].

Use the click here hyperlink in the success message to move to the login screen. Provide your user name and newly created password to complete the log in process.

Terms of Use

A new user is required to agree to the terms and conditions of the website by selecting [I Agree]. The user is only required to do this once.

Password resets are required every 90 days.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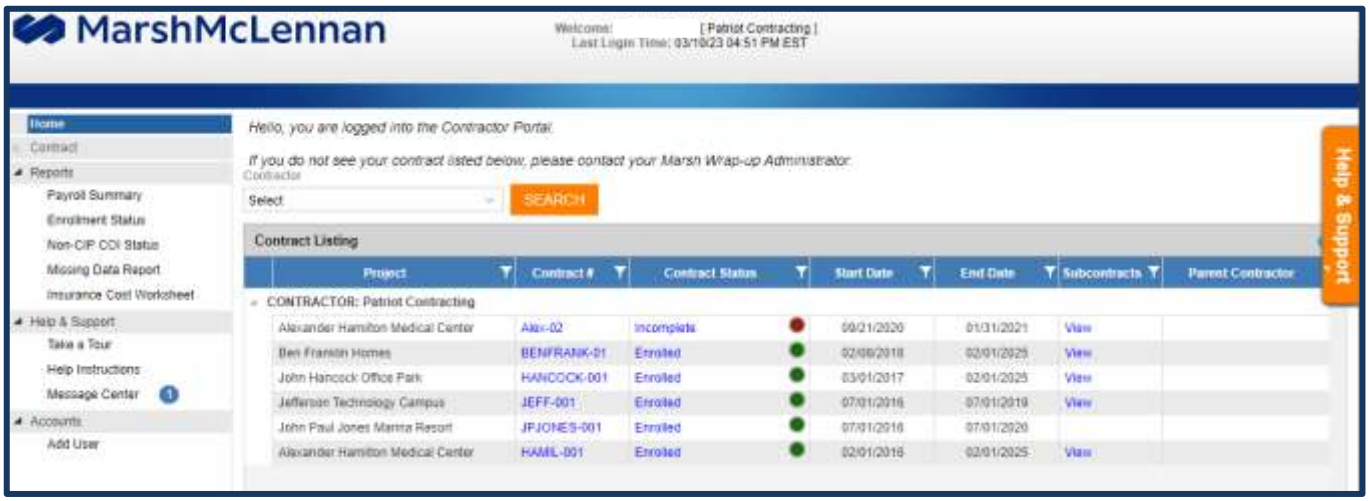
  - Client access to their Program data including insurance, administrative and financial information;
  - Contractor access to complete the administrative requirements of the wrap-up Program and the upload of supporting documentation. Note that Contractors may have additional access to their subcontractor details (i.e. they can view "down" the

I Agree

Portal Home Screen

After successful login, the user is redirected to the Portal Home screen. See sample below.



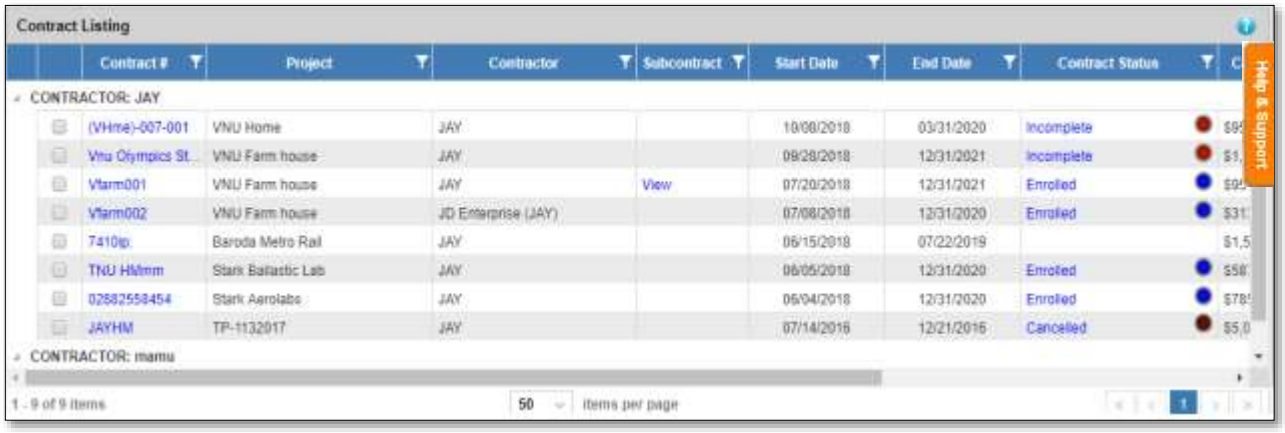
Features

The Navigation Options, left side of screen, provides additional navigation options. By clicking on an option, the user is redirected to the selected screen.

#	Option	Description
1	Home	Redirect the user to the Home page screen.
2	Reports	Several reports are available; click on the specific report name and apply criteria if desired. Press [View] to populate the report.
4	Take a Tour	Experience Navigation via a slide presentation
5	Help Instructions	Download Portal Instructions for a specific functionality
6	Message Center	Displays message about recent and upcoming portal upgrades
7	Add User	Redirects user to the Add User screen**.**
8	Help & Support	Tab located on the Right side of screen. Click on the tab to reveal field specific instructions for the page user is located on. Clicking outside the field instructions retracts the Help & Support tab.

Contract Listing Screen

1. On the Home Screen, the system displays contracts for the contractor that is logged into the system.
2. System will first list the contractor that is tied to the user's login, followed by other contractors the user has access to.
3. Click on contract number to navigate to the Contract Summary page. The user is able to navigate to desired input forms from the Contract Summary page.
4. Access a list of subcontracts by selecting the [View] hyperlink found in the Subcontract column of the grid. The [View] option is only listed if there are subcontracts.
5. Use the Help & Support tab for instructions. Alternatively, by clicking on Help icon, the user can view and download a help file for the page.



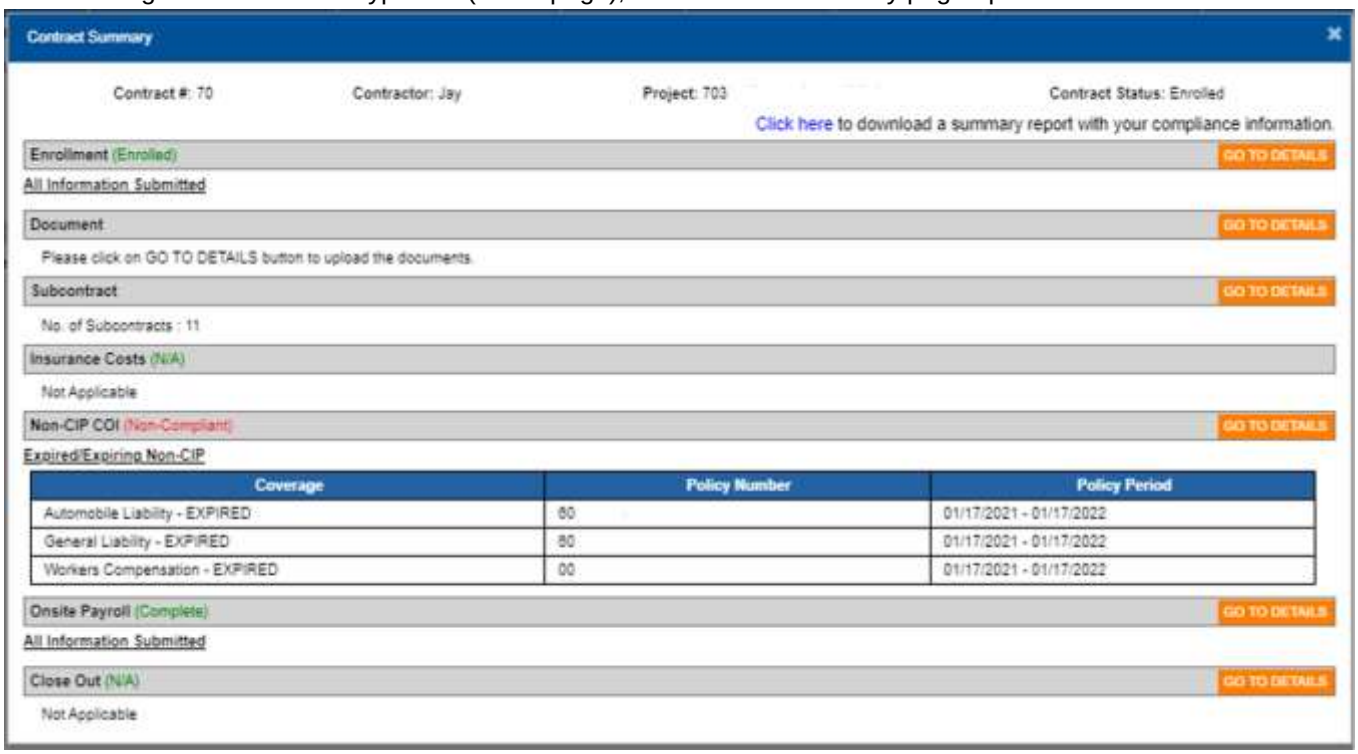
Missing Data

The user can generate a missing data report for a specific contract, by clicking on Contract Status hyperlink in the listing grid. In the **Contract Status** column, the application will indicate the status of the contract in different colors as follows.

#	Contract Status	Color
1	Incomplete	RED
2	Enrolled	Green
3	Pending	Yellow
4	Excluded	Green
5	New	Yellow
6	Closed	Green
7	Excluded but Sub Enrolled	Green
8	Cancelled	Green

Contract Summary

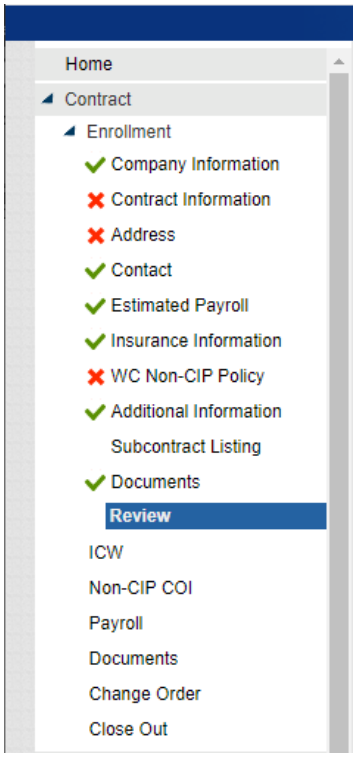
After clicking on a Contract # hyperlink (home page), the Contract Summary page opens.



Use the [Go To Details] orange buttons to navigate to the desired details for the selected contract.

Contract Navigation Panel

The Contract Navigation Panel, located on the left column of the screen, is enabled after a contract is selected. The user is able to navigate between screens throughout the Portal.



Enrollment

Gain access to the application for Enrollment from the Contract Summary by clicking on GO TO DETAILS.

CIP program specific instructions are included at the top of each Enrollment Subtab. Please read these carefully.

Entry Field Legend:

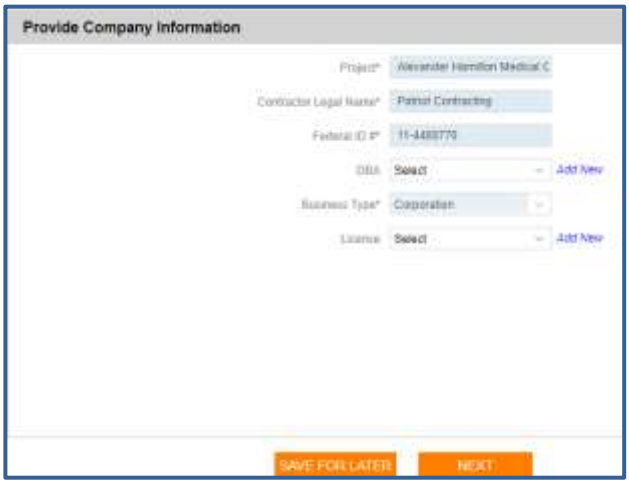
- Blue background = Read Only and cannot be changed. Please contact the CIP Administrator if information in these fields require updating.
- Yellow background or Red Text denote Required fields. A value is required before SAVE FOR LATER or NEXT navigation options function.
- Enrollment subsections and Fields are based on CIP program requirements.

Navigation Options:

- The NEXT button saves information and moves to the next screen.
- If located on the Review Page, use panel EDIT button to revise information.
- Navigate to a specific section by clicking on an Enrollment subsection listed in the Navigation Panel.
- The SUBMIT button notifies the CIP Administrator the Enrollment is available for review.

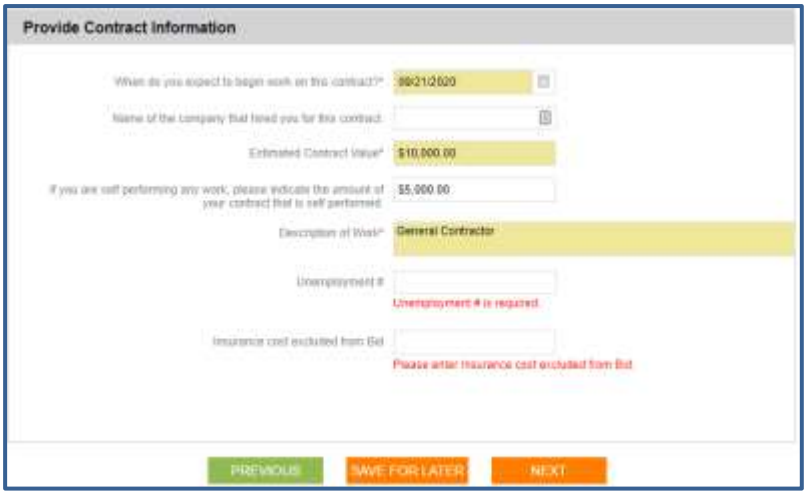
Detailed instructions are available in the Help & Support tab on each Enrollment Subtab. Requirements vary based on the state the work is performed, insurance provided by the CIP program and Sponsor.

Company Information



- Enter a valid Federal ID # (FEIN) if not present.
- Use the *Add New* hyperlink; to add a DBA (doing business as) or License number.

Contract Information



- Provide expected onsite start date
- See Help & Support for minimum requirements

Address Information

- Use the [Select Existing Address] to use entries associated with your Contractor Profile.
- See Help & Support for minimum requirements

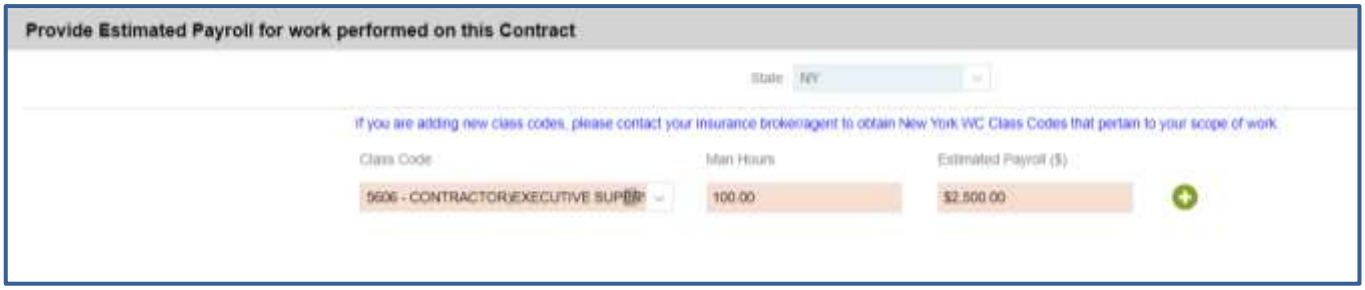
Contact Information

- Verify / update / add contact information.

Estimated Payroll

A payroll estimate is required if the program provides workers compensation coverage. A payroll estimate is also required if your general liability premium is based on payroll.

Note: In this section, provide the estimated payroll for work being performed on the project site for this contract.

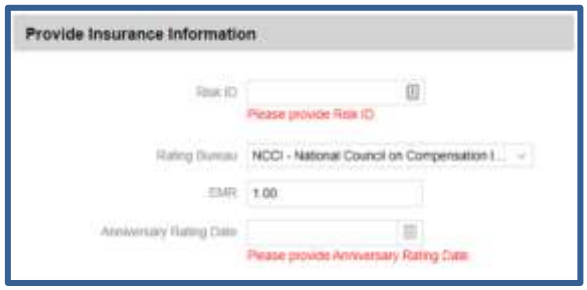


1. The estimated payroll panel displays the State field.
2. Begin typing the Class Code number and/or select the Class Code from the dropdown list.
3. If the Class Code is not found, please contact the CIP Administrator with the code and code description. Please include documentation to support code usage.

Insurance Information

- Information in this section is Workers Compensation (WC) specific.
- *Please contact your company's Broker/Agent for assistance locating this information.*

WC Non-CIP Policy Information



- If a Non-CIP WC Policy was entered – this screen will prefill.
- Otherwise enter information from your company's active WC policy.
- *Please contact your company's Broker/Agent for assistance locating this information*

Additional Information

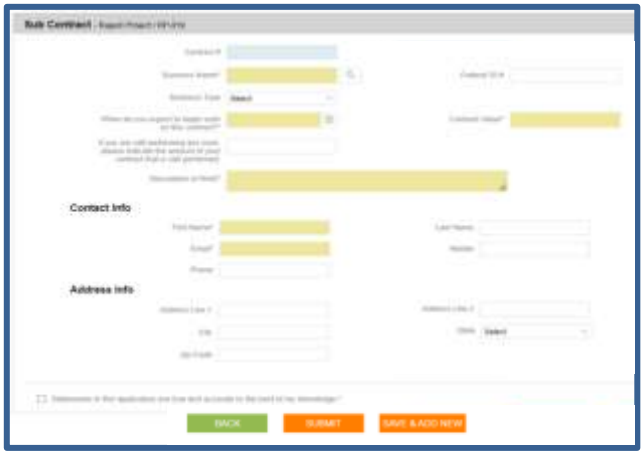
- Fields in the Additional Information Panel will vary based on the state in which work is preformed and program specific requirements.

Subcontract Listing

Subcontracts entered are listed in this subtab.

- Click "Add Subcontract" hyperlink towards the top of the screen
- Select a Contract (check box – 1st column)
  - "Delete Subcontract" to remove entry. Only available if the Contract Status is **New**; otherwise contact your CIP Administrator.
  - "Edit subcontract" to modify a current entry.

Add Subcontract



- Include the subcontractor's Federal Identification Number (FEIN) to avoid log-on issues for that subcontractor.
- [Submit] adds the subcontract.
- [Save & Add New] adds subcontract and provides a fresh screen to add additional entries.

Documents

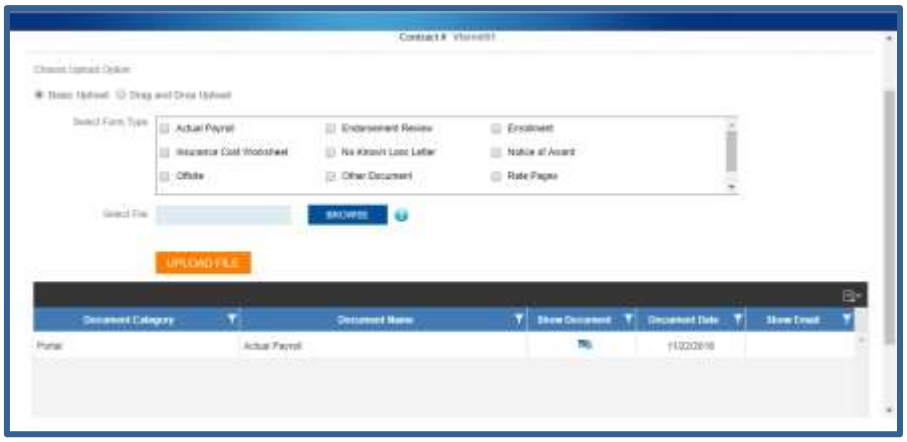
The Document option allows the user to upload supporting documents pertaining to the contractor's participation or exclusion from the CIP program. Refrain from submitting the same document(s) multiple times.

Upload a Document by using one of the following options:

1. Click on the contract you wish to add a Document to, Select GO TO DETAILS next to to Documents subtab on the Contract Summary screen.

   Or

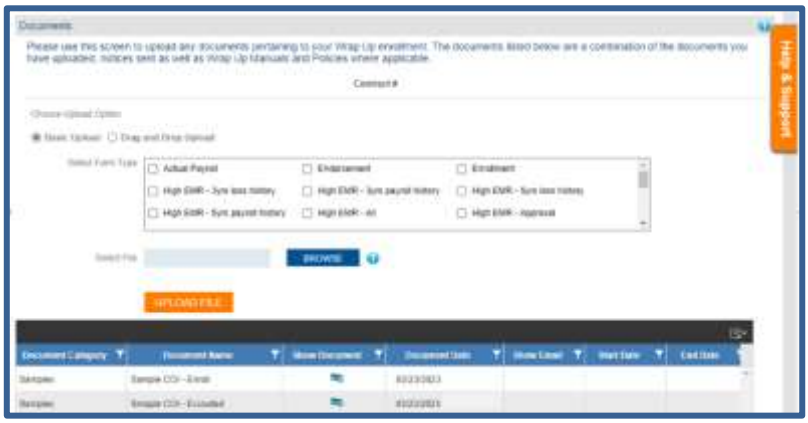
2. Navigate to the Documents subtab during the Enrollment submission.



PDF, Doc, Docx, TIF or TIFF are allowed file types. Maximum document file size is **10MB**.

Basic Upload

1. Select a Form Type (Document Category) from the available options.
   ***Note**: The user can select multiple document categories, i.e. Enrollment and NKLL. The system will display the uploaded file with both selected document categories.*
2. Click the **Browse** button to locate the file on your local drive
3. Once the file has been located, click on the **Upload File** button.



The system will display a success message: "File uploaded successfully" after the file is uploaded and you can find the document in the documents grid.

Drag and Drop Upload

1. Drag and Drop the file(s) you want to upload in the designated area.
2. Select the Document Category from the available options.
3. Once the document category is selected click on Save All button.
4. The system will display a success message: "File uploaded successfully" after the file is uploaded and you can find the document in the documents grid.

Document Grid

1. Use the Download icon to download a list.
2. Sort Grid content by clicking the column header or use the funnel icon to filter.
3. Open documents by clicking on the icon in the "Show Document" column.
4. Open emails by clickin on the icon in the "Show Email" column.

Review (Enrollment Signature)

Review & verify previously entered information; use the [Edit] buttons to correct information.

- Review Disclosure textbox.
- Check ."I agree …" to proceed.
- Type your First & Last Name as a signature.
- Select SUBMIT or [Save for Later]

Once the enrollment is **successfully** submitted, the CIP administrator is automatically notified of the newly submitted Enrollment.

The Missing Data Report, available on the home screen, lists missing information and additional enrollment requirements. See the following sections for additional requirements:

a. Non-CIP COI
b. Insurance Cost Worksheet
c. State-specific forms

To PRINT the Enrollment Review Page, click the green PRINT button.

Insurance Cost Worksheet (ICW)

Refer to the CIP Insurance Manual if this section is required.

Access the ICW from the Home Page by clicking on the contract # hyperlink. Click GO TO DETAILS in the "Insurance Cost" section of the Contract Summary. The ICW wizard opens.

CIP program specific instructions are included at the top of the "Insurance Cost Worksheet" page. Please read these instructions carefully.

Fields

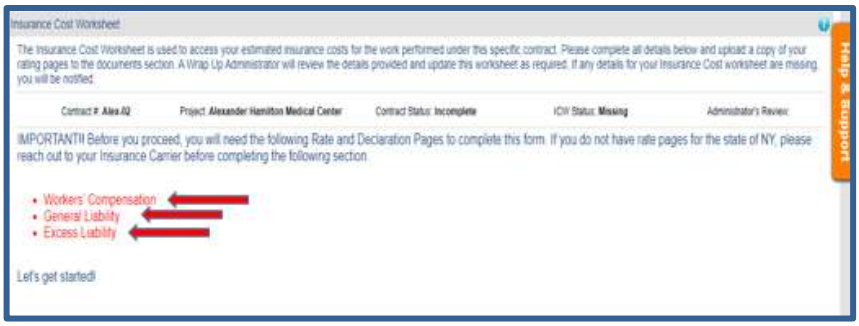
- Blue background are read only and cannot be changed. Please contact the CIP Administrator if information in these fields require updating.
- Fields with a yellow background or **red text** below the field are also required. A value is required before SAVE FOR LATER or NEXT navigation options function.
- ICW subsections and field requirements are based on CIP program.

Multiple **navigation** options are available:

- Navigate to a specific section by clicking on an ICW subsection listed in the Navigation Options.
- The NEXT button saves entered information and moves to the next screen.
- If located on the Review Page, use panel EDIT button.
- The SUBMIT button notifies the CIP Administration an Insurance Cost Worksheet is available for review.

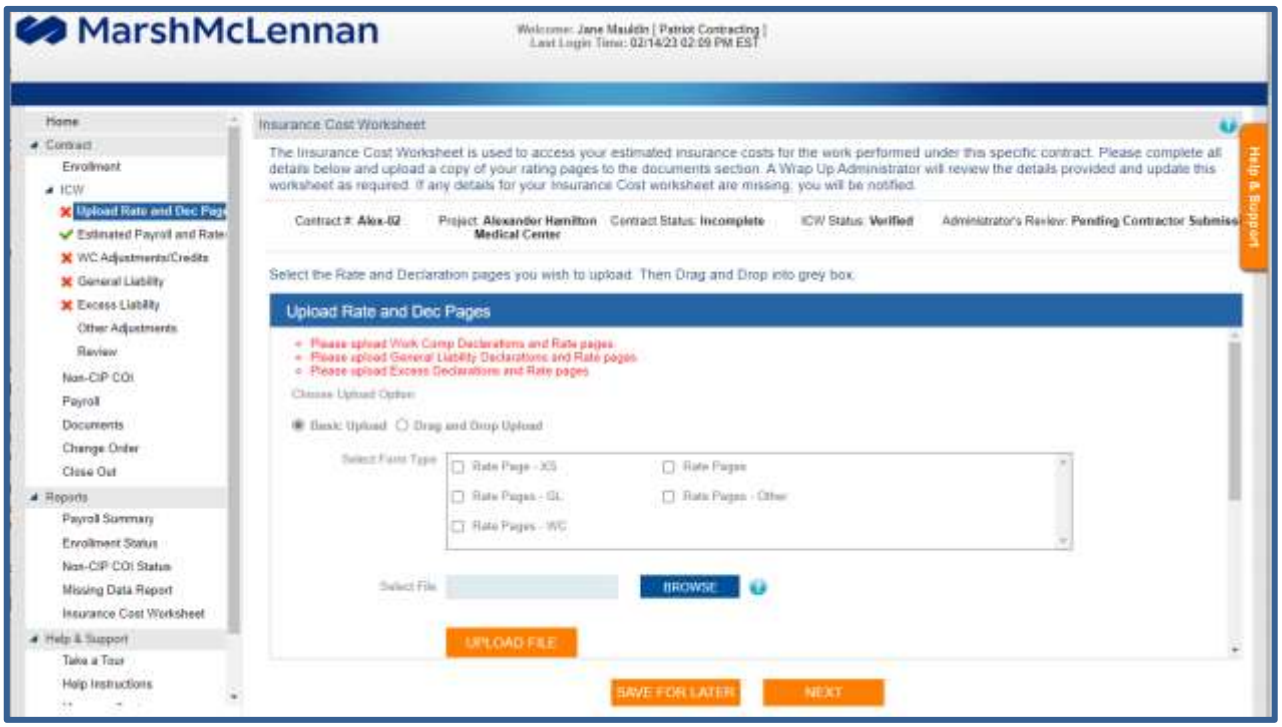
Detailed instructions are available in the Help & Support tab on each ICW subsection. Requirements will vary based on the state the work is performed, insurance provided by the CIP and Sponsor.

Initial Start Page



The insurance cost worksheet sections listed in RED font require completion.

Upload Rate and Dec Pages



Refer to **Documents** section on how to upload a document on the Contractor Portal.

Estimated Payroll & Rates (Full Wrap & WC Programs)

A payroll estimate is required if the project provides workers compensation coverage. Refer to the CIP Insurance Manual for payroll reporting instructions. A payroll estimate may also be required if your general liability premium is based on payroll.

Skip this section if Workers Compensation (WC) is ***not*** supplied by the Controlled Insurance Program (CIP) and General Liability premium is **not** based on Payroll.

1. The Estimated Payroll section populates the Class Code and Estimated Payroll details from the Application of Enrollment, if previously submitted.
2. A dropdown is available in the Class Code column. Selection is made by code; description is populated after your selection is made.
   Note: *The descriptions may vary slightly from what appears on your Workers Compensation Rate pages. This is not an issue and you should proceed.*
3. Input rate for your class code from your worker's compensation policy. ***General Liability Rates are entered in the next section. Enter 0 for each rate and select [Next].***
4. The system will automatically calculate the WC Premium based on the WC Rate and Estimated Payroll ($) amount provided. This calculation is based on the following formula. (Payroll * WC Rate)/100

Workers Compensation Adjustments/Credits

Workers Compensation modifiers are required if the program provides workers compensation coverage. Refer to the CIP Insurance Manual for specific requirements.

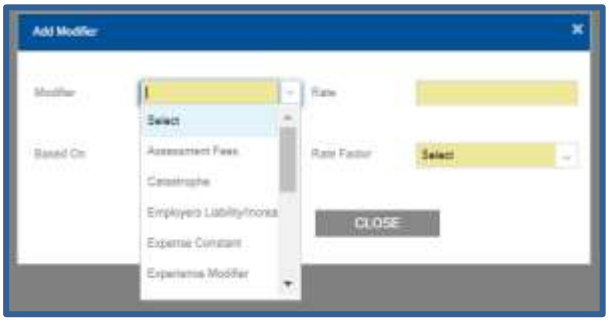
There may be a template available for your Workers Compensation carrier. Select your Workers Compensation carrier's name, if available, and the system will load the carrier template. Check the box if the insurance carrier is not listed.

If there is a carrier template available, it will load the typical order of modifiers for that insurance carrier. If not and if a project credit template is available, the project template will load.

Complete the premium modification section by adding/deleting/rearranging workers compensation modifiers to match your corporate workers compensation program. Enter the applicable rate.

- Click EDIT to open the EDIT MODIFIER fields.
- Click DELETE to remove the modifier line completely.
- Click ADD MODIFIER to add additional modifiers to the section.
- Click REARRANGE to change the order of premium modifiers.

Adding any credits/debits requires the selection of a modifier from the dropdown options. See Help & Support tab for how to details.



General Liability

1. Enter the General Liability (GL) Premium Description the Description column.
2. Enter the Rate value for the General Liability Premium.
3. Select the appropriate Rate Factor from available options (i.e. Per 1, Per 10, Per 100 and Per 1000.)
4. Select the Based On value from the available options. (i.e. Total Estimated payroll, Contract Value, Subcontract Value, etc.)

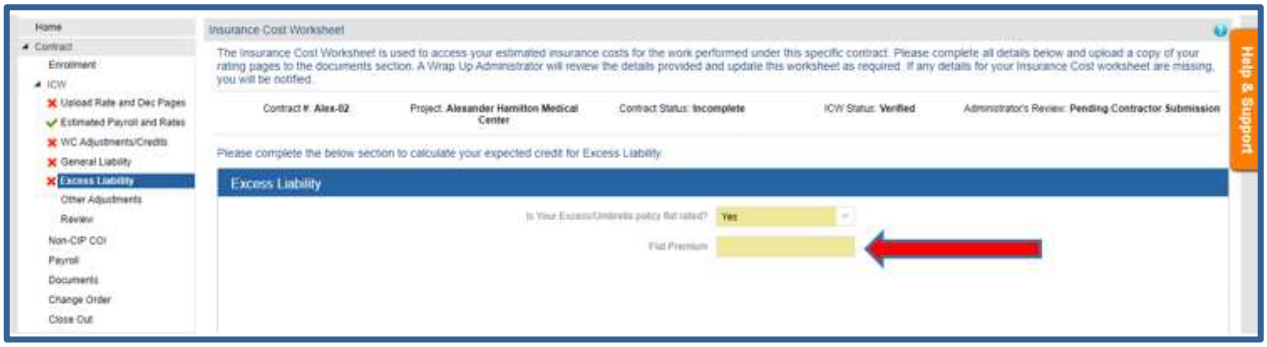
Excess Liability

If your Umbrella/Excess policy does not have a specific rate, calculate the rate by taking the Umbrella/Excess premium / General Liability total annual exposure * a factor (use either 100 or 1000).

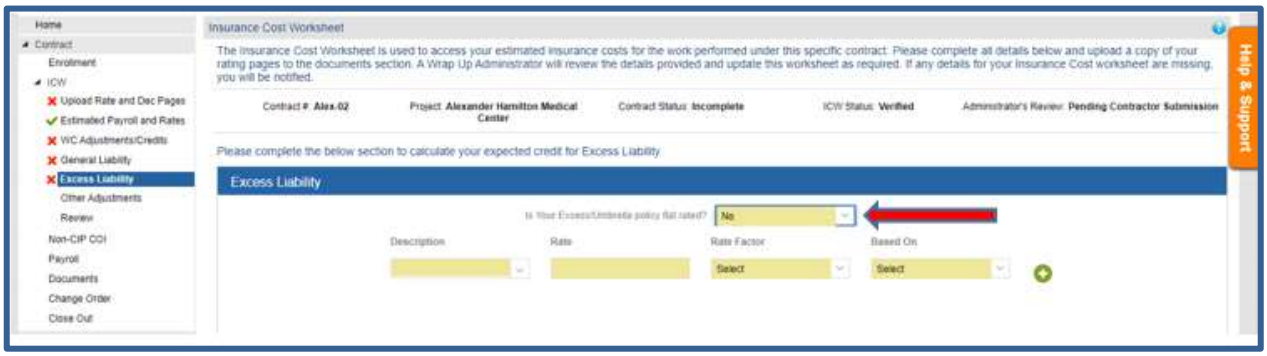
Use the drop-down options to select whether the Excess/Umbrella policy is flat-rated or non-auditable.

IF YES Flat-Rated/Non-Auditable:

Calculate the pro-rated portion of the Excess/Umbrella liability premium to assign to this contract enrollment. I.e. Umbrella/Excess Premium X (Contract Exposure / General Liability total annual exposure) = Umbrella/Excess Premium Pro-rated value.

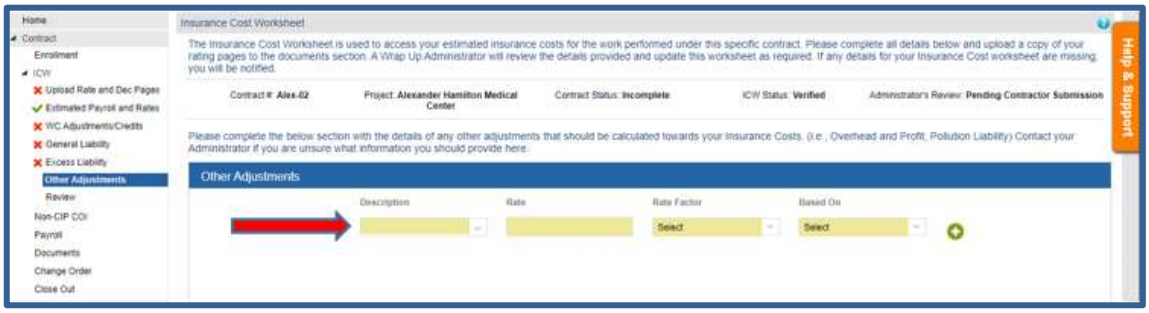


IF NO: Follow instructions offered in Help & Support



Other Adjustments

Identify other premium considerations including other coverage lines provided by the Sponsor, such as Professional, Pollution Liability, and Overhead & Profit. Refer to the CIP Manual and work with CIP Administrator to determine what/if any information to add in this section. Follow instructions provided in Help & Support tab.



Self Insured Retention/Large Deductibles

If your policy includes a SIR or Large Deductible, There are 3 options:

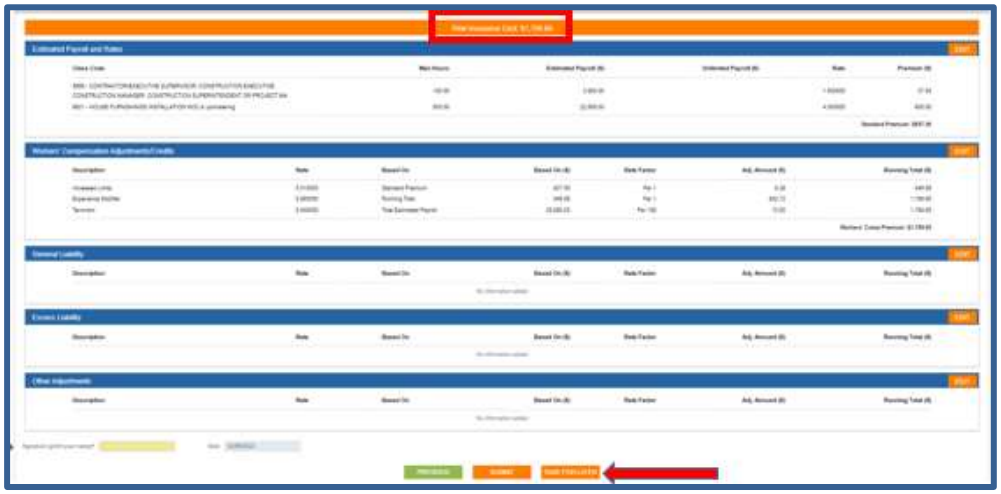
1. Verification from the WC & GL carriers of the "Guaranteed Cost" rates.
2. Examination of the Fixed Costs, Excess charges, Historical company-wide loss costs within the Deductible layer, inclusive of Claim Handling Charges, and associated exposure (documents are uploaded in the Documents section of the contract)
3. Your Broker may already have a "Total Cost of Risk Report" which summarizes the items listed in the second bullet point above.

Please contact your CIP administrator for further instruction of how to enter the ICW in the above circumstance.

Review

Review the calculated insurance cost for each section. The total calculated insurance cost will be listed in the orange bar near the top of the page.

- Click EDIT to return to a specific section for revisions.



- Click PREVIOUS to return to the last section.
- SAVE FOR LATER Saves entered information but allows future edits. "ICW saved successfully" appears at the top of the form.
- Sign by typing your name in the yellow signature box, and click SUBMIT to submit the insurance cost worksheet to the CIP administrator for review and verification.

Non-CIP COI

Refer to the CIP Insurance Manual if this section is required.

Access the Non-CIP COIs from the Home Page by clicking on the contract # hyperlink. Click GO TO DETAILS in the "Non-CIP COI" section of the Contract Summary. The Non-CIP COI Listing opens.

CIP program specific instructions are included at the top of the "Non-CIP COI Listing" page. Please read these instructions carefully. This list consists of Product Types required for compliance including details previously supplied.

- The overall Non-CIP Compliant Status for the Contract is presented in the header.
- The status of each individual Non-CIP COI is presented on the respective row.
- Add a Non-CIP COI entry in one of two ways:
  - Placing a check in the 1st column and then select Add Non-CIP COI.
  - Click on a Product Type hyperlink with no details
- To Edit a Non-CIP COI by clicking on the Product Type hyperlink with details
- To Delete a Non-CIP COI check the entry, 1st column, and select Delete Non-CIP COI. .

Non-CIP COI Details

- Entry instructions are available in the Help & Support tab.
- Special processing by CIP Administrator is required for the following:
  - Select Yes if Carrier is the New York Self Insurance Fund (NYSIF)
  - Check EESIP is the Carrier is NY Local 3 (electrical union).

Non-CIP COI Details – COI Checklist

- Note: Upload endorsement documents when the checklist item denotes “Endorsement Page Required”.
- Check each item supported by the Certificate & supporting endorsements.

Non-CIP COI Details – Limits

- Enter limits for each line of coverage, as defined in the CIP Manual.. See Help & Support tab for more details.
- Is Waived is view only and is managed by the Program Administrator.

Non-CIP COI Details – Documents

Upload Certificate & listed endorsements. See **Documents** section for additional instructions.

Non-CIP COI Details – Review

- Review & verify previously entered information; use the EDIT buttons to correct any entires.
- A notification is automatically sent to the CIP Administrator when SUBMIT button is used.
- Once the CIP Administrator reviews and accepts the information, the Edit option is no longer available.

Actual Onsite Payroll Reporting

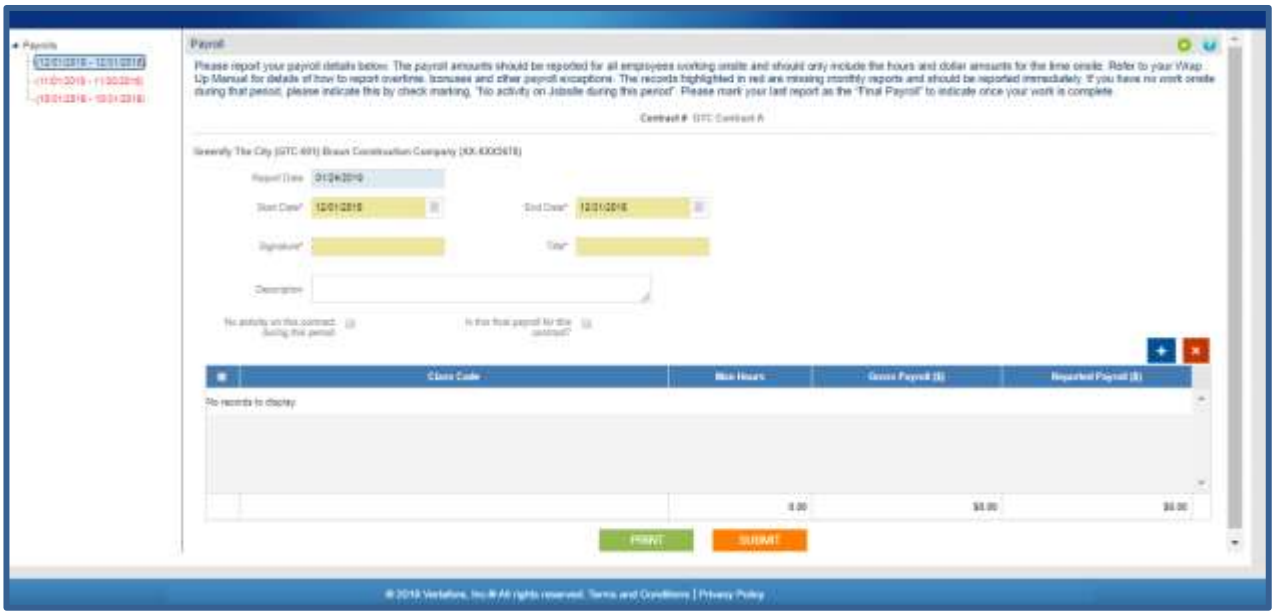
Payroll reporting is required if the program provides workers compensation coverage. Refer to the CIP Insurance Manual. You may also need to report payroll if your general liability premium is based on payroll.

On-Site payroll is reported monthly to help determine CIP Insurance premiums, calculate the Workers Compensation Experience Modification Rate (EMR) and compute the contractor's insurance costs.

Access On-Site Payroll from the Home Page by clicking on the contract # hyperlink. Click GO TO DETAILS in the "On-Site Payroll" section of the Contract Summary. The Payroll Listing opens.

CIP program specific instructions are included at the top of the "Payroll" page. Please read these instructions carefully.

General Information



1. Payroll shows monthly to the left side of the screen
   a. Payroll in Red is Missing.
   b. Payroll in Black are Complete.
1. Report date (read only field) auto-populated with today's date.
2. Start Date and End Date are automatically populated. Edit manually by typing the Date (MM/DD/YYYY) or using the drop-down Calendar.
3. Signature and Title fields are required
4. SUBMIT saves the payroll information and notifies the CIP Administrator.

Payroll Detail

1. The CIP Approved Class Code(s) provided at the time of Enrollment will auto-populate.
2. Use the + or × icons, directly above the grid, to add or delete Class Codes. To delete a Class Code you must first select the line and then click ×.

3. When adding a new Class Code, enter the 3 – 5 digit class code based on assigned number. Once selected, the description will fill. Enter both WC and/or GL codes as needed.
4. Enter the total on-site Man Hours for the month by class code.
5. Enter the total on-site Reported Payroll (overtime hours are included using the straight time pay rate) for the month by class code.
6. Some States require Gross Payroll; enter information if required.

Other

1. If no work was performed onsite, check the box for "No Activity on this contract during this period". Zeros will auto-populate for Man Hours, Reported Payroll and Gross Payroll (if tracked) on all class codes.
2. When work is complete, check box "Is this final payroll for this project?" BEFORE clicking SUBMIT.

   NOTE: The last month with reported payroll **greater than $0** should coordinate with the **Notice of Work Completion** date on the **Close Out**. **Exception:** Reporting $0 is required if a lower tier subcontract is still working on-site.

1. Depending on Project requirements, partial month submissions may not be accepted.
2. Payroll submissions are restricted to the term of the contract. If work continues outside the reported contract term, contact the CIP Administrator.
3. Payroll reports cannot be submitted or revised after the contract is closed.
4. Upon clicking SUBMIT, if final payroll checkbox is marked, the system will prompt the message: "Do you want to submit the close out? Click 'Yes' to submit, click 'No' to stay on the same screen." "Yes" will redirect the user to the Close Out Screen. "No" will complete the save without further action.

Change Order

Change Orders associated with the contract are available to view only.

Click the Contract hyperlink, then GO TO DETAILS next to Enrollment. While inside Contract Review screens, click **Change Order** in the left column under Contract tab

The Change Order List screen will open. Limited details associated with Change Orders is available in the list. Contact the CIP Administrator if you have any questions.

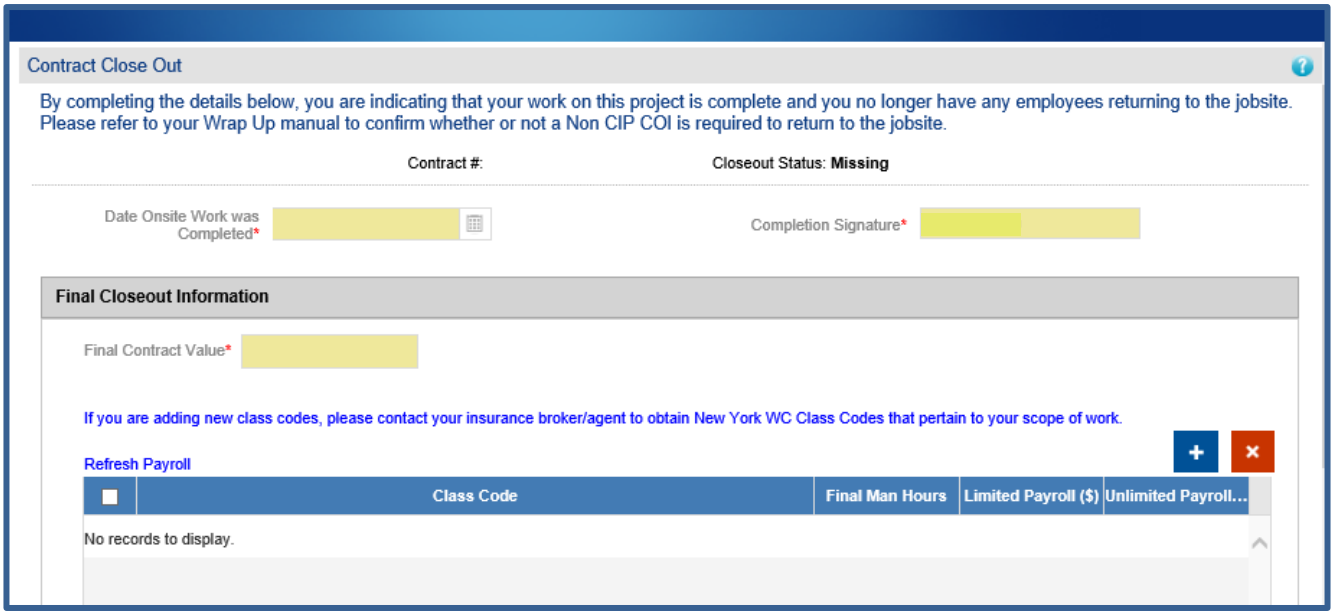
Close Out

When your work on-site is finished, complete the Close Out to notify the Wrap Up Administrator of your new status. Your lower-tier subcontractors must achieve a closed contract status before you can submit your Close Out. Closing a contract will stop any payroll or renewal Non-CIP certificate requests.

Submit Close Out details from the Home Page by clicking on the contract # hyperlink. Click GO TO DETAILS in the "Close Out" section of the Contract Summary.

CIP program specific instructions are included at the top of the "Close Out" page. Please read these instructions carefully.

Contract Close Out

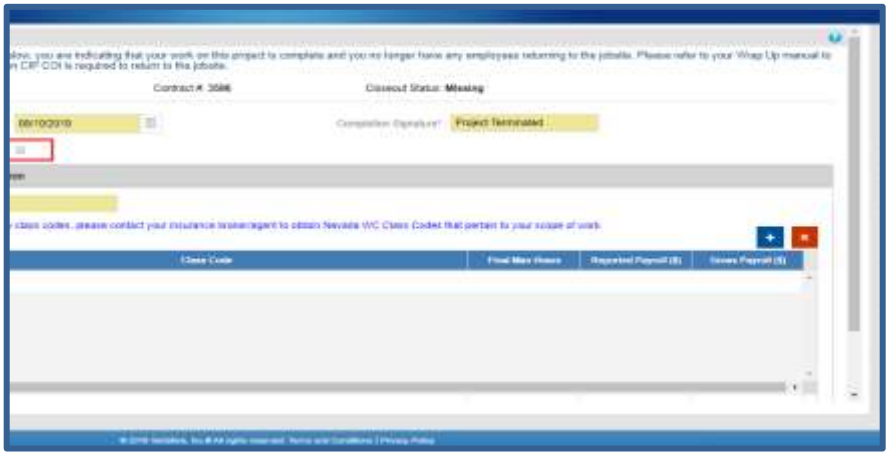


1. Project specific notes may appear at the top of the form.
2. Provide the Date Contract Work Was Completed on-site in mm/dd/yyyy format.
   a. The last month with reported payroll **greater than $0** should correlate with the **Notice of Work Completion** date on the **Close Out**. **Exception:** Reporting $0 is required if a lower tier subcontract is still working on-site.
   b. The user can either manually enter the date or select from calendar drop down.
3. Edit the Completion Signature field if needed. This value is pre-populated with the User's name.
4. Enter the final (actual) contract value. Zero is assumed if no value is provided but will prevent approval.
5. Click [Refresh Payroll] to pull through the Total Reported Payroll for this contract.
   a. Verify the Total Reported Payroll matches your records.
   Note: Payroll may not be required. Refer to the CIP Manual.
6. Click the SUBMIT button once the proper information has been entered

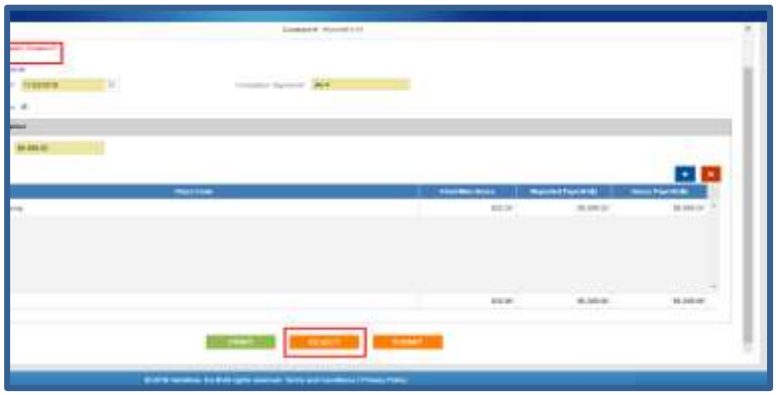
Higher Tier Approval for Sub-Tier Close Out

1. For Parent Contractors who need to approve a close out for their subcontractor. From your Home Screen:
   - Click the VIEW hyperlink under the "Subcontracts" column.
   - Click on your Subcontractors' Contract hyperlink.
   - Click GO TO DETAILS next to Close Out on the Contract Summary screen.
2. For Parent Contractors approving the close out for their subs, please check the **Higher Tier Approval** checkbox as shown in the below screen.

   Note: This check box is visible when the parent contractor accesses the subcontractors' close out screen.



3. Date Onsite Work was Completed, Completion Signature, Final Contract Value & Final Payroll is pre-populated / submitted by your sub-tier.
4. Verify the **Notice of Completion Date** (last date onsite) and **Final Contract Value** match your records.
   a. If in agreeance, Check mark the **Higher Tier Approval** Box and submit for final review by the CIP Administrator.
   b. If NOT in agreement, click REJECT to send it back to the sub-tier for resubmission.
5. Use the REJECT button if the contractor has additional work scheduled or the information submitted by the subcontractor is not accurate. This button is only visible to a parent contractor on a submitted Close Out form. This screen requires confirmation at the top of the Close Out screen "**Are you sure you want to Reject Close out?**"
   a. "Yes" will proceed with reject.
   b. "No" will allow you to make another selection on the screen.



Reports

Five reports are available, select a report by clicking on your report option from the left hand Navigation options.

Add criteria in the main report panel and click on the [View] button to view the results.

Use the icon to export the report to PDF or Excel format.

Help & Support

Take a Tour

Provides high level overview of Navigation options on the left panel.

Help Instructions

MWrap Portal Instructions, content of this document, is available by section. The same information is also available on the respective screen by clicking on the [x] icon at the top of each page.

Message Center

Each upgrade is outlined and available for review. In addition, special upgrades and system notices are available when posted. A Red bubble with numeric value is displayed next to the Navigation Options indicating the number of unread messages.

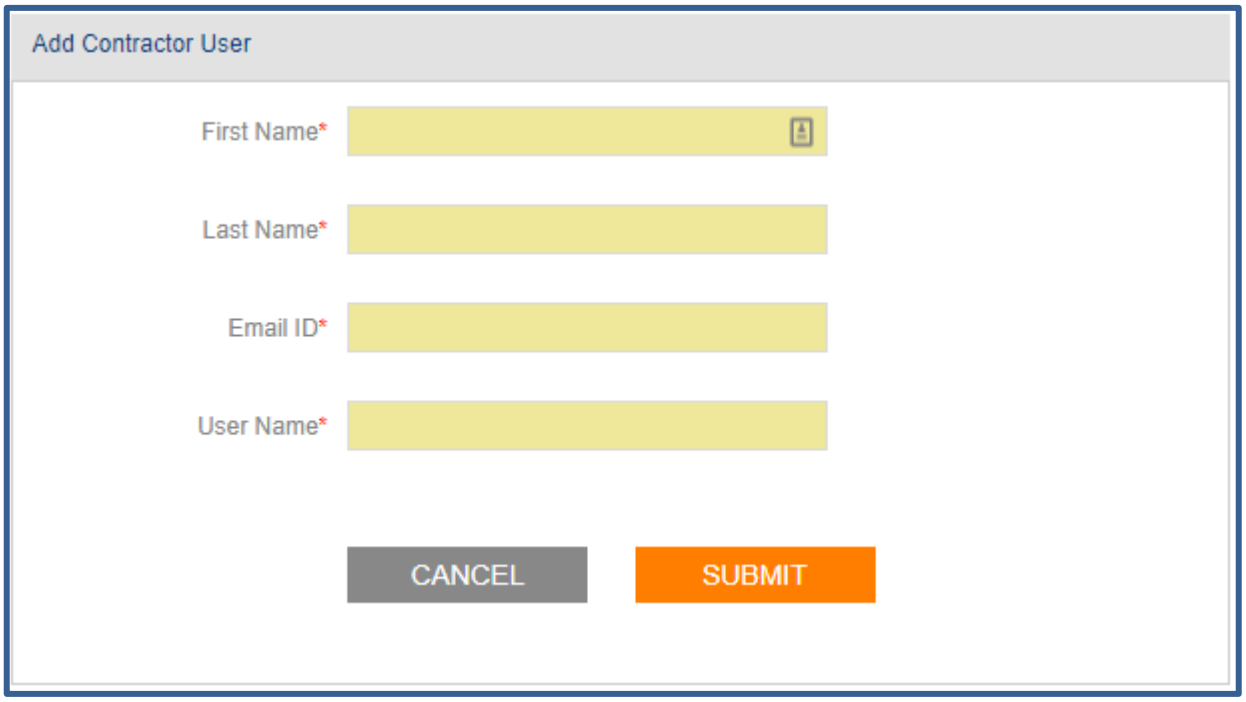
Help & Support Tab

Detailed instructions are available using Help & Support tab located in the right margin. Content includes

- Description of information by field
- Where information is located
- Additional Navigation assistance

Accounts

Add User



User is able to add a new user.

- Use the new users email address as both
  - Email ID
  - User Name
- The new user is automatically associate with the same Contractor profile and will have access to see all contracts associated with that Contractor profile.

Log Out

Close Contractor Portal