## FAQ: Why did I receive a self-audit notice? I have never had this type of audit.

 As a result of system enhancements, CompSource Mutual now offers this new audit type to select policyholders. Policyholders/representatives can log into a secure website and conveniently complete audits online.

## FAQ: How long will completing the self-audit take?

The amount of time necessary to complete the audit is unique to each policy and depends on
what information is required. The online self-audit process allows 28 minutes for each of the five
sections with the option to extend the time if needed. If audit documents listed on the
Document Check List have been gathered prior to starting the workflow, it is unlikely that the
allotted time will be needed.

## FAQ: I do not want to complete my audit online. Can I have a field or mail audit?

• Policyholders can request an in-person or mail-in audit if they are not comfortable with the online self-audit process. If possible, every effort will be made to accommodate these requests.

## FAQ: How do I get into the self-audit portal?

- Type the web address listed on the first page of the audit paperwork directly into the web browser search bar.
- Please do not enter the web address into a search engine such as Microsoft Bing or Google, as the correct page will not populate.

## FAQ: How do I access my audit once I am on the website?

• Type the pin and passcode located on the first page of the audit letter into the indicated fields on the self-audit portal.

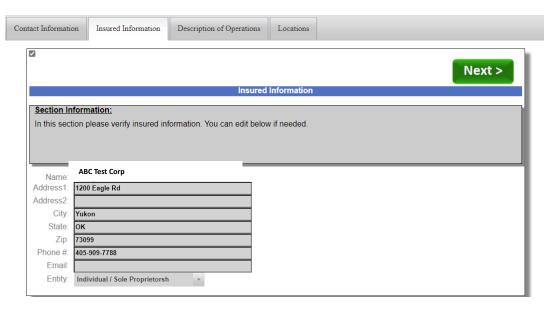
Online Audit	Login —	
Pin Number:		Login Now
Pass Code:		

## FAQ: I am logged in, now what?

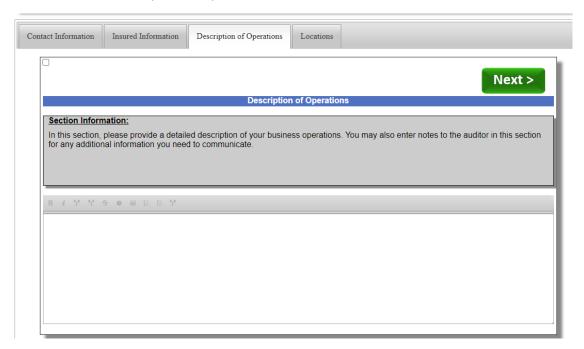
• The audit is broken into five sections. All sections must be completed before the audit can be submitted. You will have 28 minutes to complete each section. If you need more time, select the save option in the top left corner of the screen. This will reset the timer to give you an additional 28 minutes to complete the section.

# Listed Below are examples of the online audit process and screens:

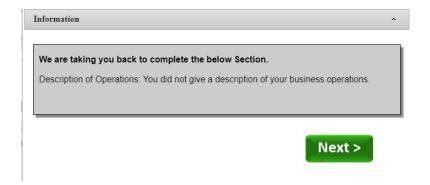
- 1. Business info: This has four sub-tabs.
  - 1. Contact Information
  - 2. Insured Information



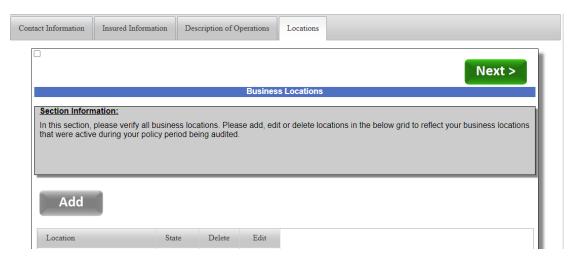
## 3. Description of Operations



Note: Users cannot progress to the next section without entering a description of operations. If this section is left incomplete, you will receive the below notice.

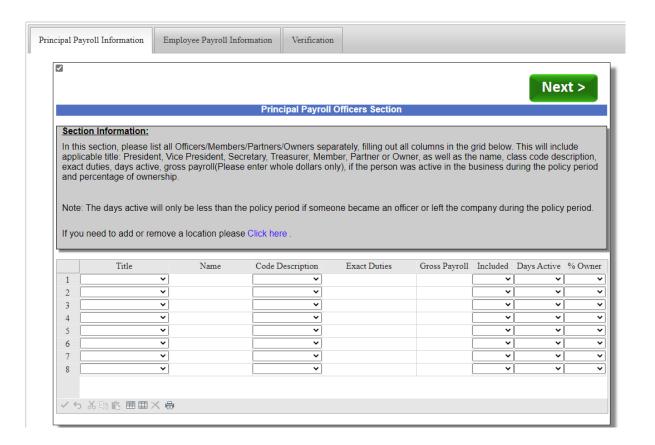


#### 4. Locations

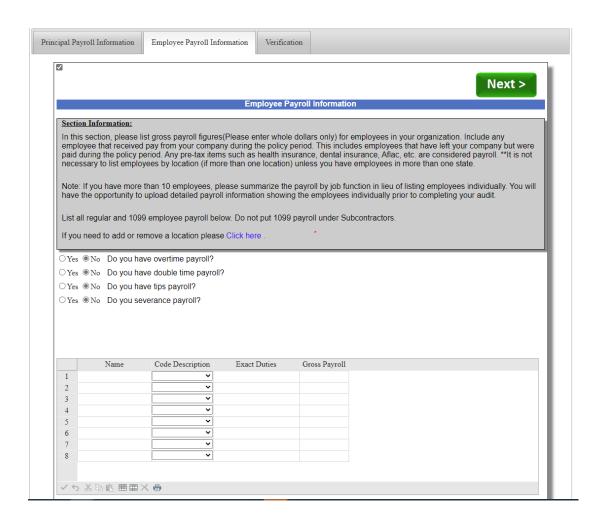


## 2. Payroll: has three sub-tabs

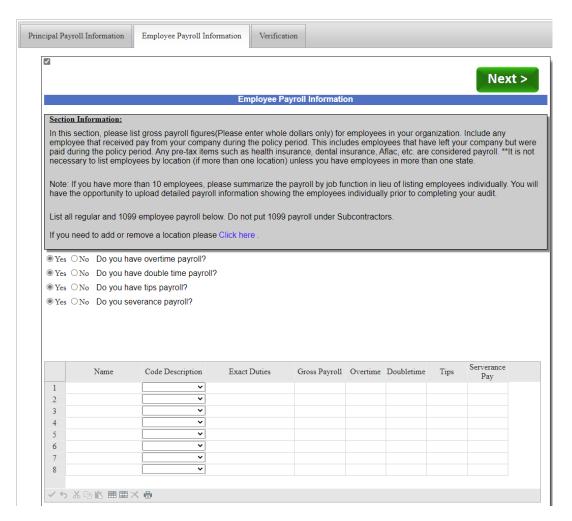
1. Principal Payroll Information (owners/officers)



2. Employee Payroll Information



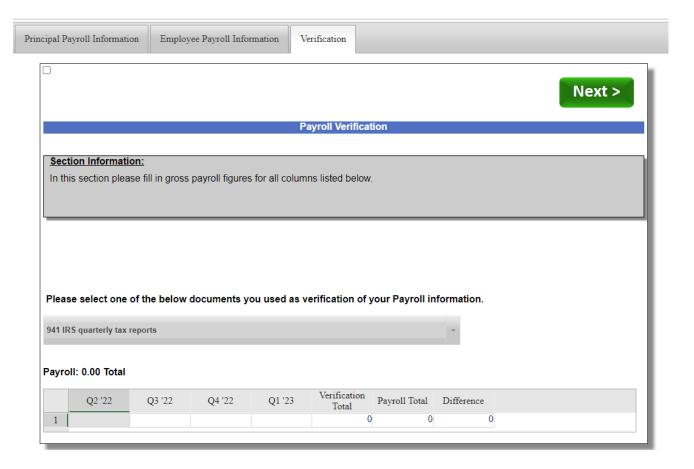
Note: Overtime, double time, tips, and severance will default to no. If any of the selections are changed to yes, additional columns will populate to allow users to enter this information. See below for example:



Note: If you have more than eight employees to list, you select the icon at the bottom of the sheet to add additional rows. An example is highlighted below.

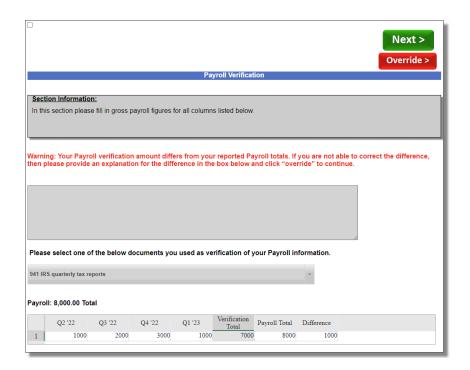


3. Verification: Policyholders will input verification amounts from the financial documents used to ensure payroll totals are accurate and that the amounts reconcile to the audited payroll totals.

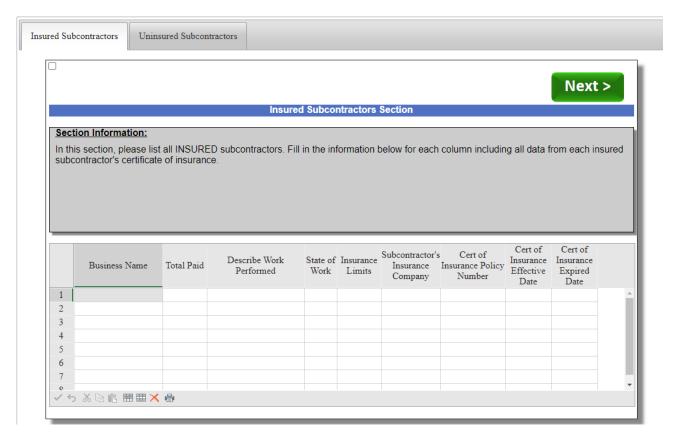


Note: Verification is based on complete quarters that fall within the policy period. If the policy period does not correspond to complete quarters separate months will be provided to make adjustments for adding and subtracting the months not included. The example shown is an annual period on standard quarters (4/1/22-4/1/23)

Note: Written justification will be required if the policyholder cannot balance their verification totals to the reported payroll. If a policyholder provides a written explanation but is unable to reconcile the payroll totals, they will have to select to override option to continue – see below:



- 3. Subcontractors this section has two sub-tabs. If subcontractors were not used, these sections may be left blank.
  - 1. Insured Subcontractors

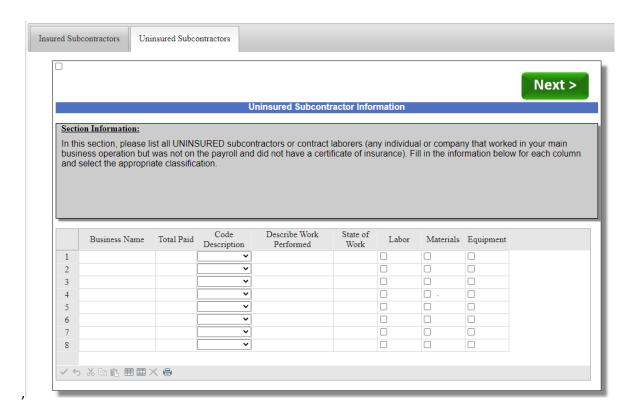


Note: If you do not have insurance limit information, this column may be left blank.

Note: If you have more than eight insured subcontractors to list, you may add additional rows by selecting the add row function (highlighted below).

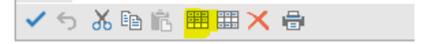


2. Uninsured Subcontractors



Note: If you have more than eight uninsured subcontractors to list, you may add additional rows by selecting the add row function (highlighted below).

#### **ADD ROW**



## 4. Upload Docs

Business Info Payroll Subcontractors Upload Docs Review

Finish each section from left to right. The section will turn green when complete. The selected section is blue.

Upload Documentation

Section Information:
Below are files that are required to be uploaded to complete your audit.

W-2s, W-3 transmittal, 1099, 1096
941 IRS quarterly tax reports
Workers Comp Certificates for subcontractors
Individual earning records (payroll reports)
Title and/or Owner Operator Statements

Uploading Files
To upload supporting documentation, please click the "Upload files" button, and after the upload is complete, you will see the uploaded file appear in the grid below. Note: You may upload one file at a time (do not exceed a file size of 7mb for a single file or a total of 12 files uploaded). If your files exceed the listed file size limits or file total limits, please contact us to arrange for a secure upload link.

Acceptable file types include .PDF, XLS, XLSX, DOC, DOCX TIFF, JPG, .TXT

Upload files

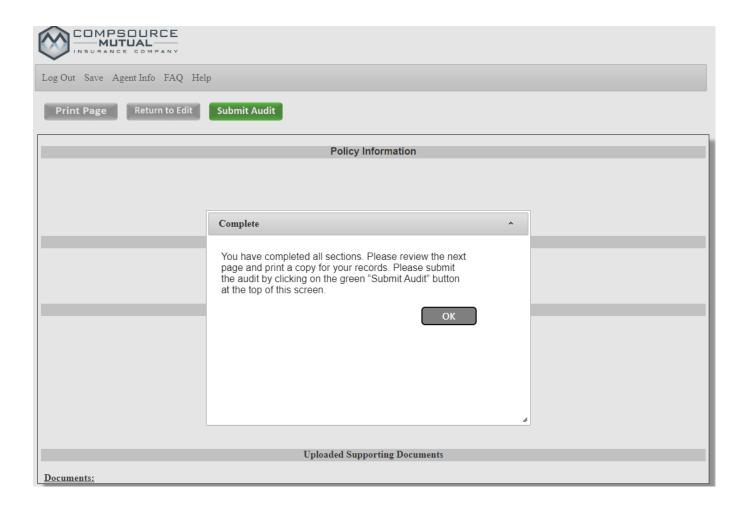
Below are the already uploaded files. You may click to view or delete uploaded files.

File Type

#### 5. Review

Delete File

File Name



 A section with the completed audit information will appear will you will review, prior to selecting "Submit Audit".

Note: Following submission, you will be redirected to the below confirmation screen.



Your Audit has been submitted, Thank you for your business.

You will receive an email within the next hour containing your submitted audit figures. If you have any questions please feel free to contact us.

#### **Contact Information**

Call: 405-232-7663 Ext. 5528

Email: premaudit@compsourcemutual.com

# FAQ: I submitted my audit. What are the next steps?

• The audit will go through an additional review process. If additional information is needed, a representative from our premium audit department will contact you. If no further information is needed, the audit will process and an audit statement with either a credit balance or additional charges from the audit will be mailed out to you.