

To: All Celotex Counsel

Date: August 7, 2013

The Delaware Claims Processing Facility (DCPF) is pleased to announce that the Celotex Online System is tentatively scheduled to be migrated into the Trust Online System on September 7, 2013. In anticipation of this transition, we will be providing your firm with the tools necessary to make the transition as easy as possible. Please note that the Celotex claim review procedures and policies will remain the same, but there are many new features that will assist firms with managing their claim inventory.

What does this mean for your firm?

1. **Electronic Filer Agreement (EFA)** - You will need to register to use Trust Online for processing your Celotex *claims* and *releases* by executing a new Celotex EFA even if your firm was previously registered on Celotex Online. This form must be filled out completely, including all required signatures. Once the EFA is reviewed and approved, an account will be created for your Firm Super User (FSU), and your firm will have access to your Celotex claims in Trust Online. In addition to managing your claims in the Trust Online system, the eSign features will provide firms with the ability to manage their releases as well the option to have the releases signed electronically.
2. **New Features** – The following features will now be available for your Celotex claim inventory which include, but are not limited to:
  - a. The ability to view the status of your claim(s) in real-time during the review process. All changes made by the firm or reviews completed by the Facility will be immediately available for your review.
  - b. An enhanced Bulk Upload tool will allow you to submit new claims, upload documents and edit existing claims.
  - c. Efficient and streamlined reporting functionality will provide access to real-time Reports and Firm Notifications.
  - d. The capability to manage your entire DCPF claim(s) inventory using one system.
3. **Web Service & Bulk Upload Users** – In preparation for the transition of Celotex Online to the Trust Online system, the TO Stage testing environment has been updated to include web service and bulk upload support for the Celotex Trust (CEL).
4. **Training – Webinars will be offered before and after the migration.** Webinars are currently being scheduled throughout the month of August. If you have not contacted websupport to schedule a webinar, you may do so by emailing websupport at [websupport@celotextrust.com](mailto:websupport@celotextrust.com) or calling the toll free number at (866) 665-5789.

Attached is the new Celotex EFA for Trust Online. We look forward to enhancing your claim management process with DCPF.

Please contact Web Support with any questions that you may have regarding the migration.