***Subject:*** <C/O>CIP Enrollment – awarded by <parent company name> on the <lowest level project> Project

**<Parent Company Name>** has indicated that you have been awarded a contract on the

**<Sponsor Name>**

<All Development Levels>

<All Development Levels>

**<Lowest Level Development> Project**

|  |
| --- |
| **CLICK HERE TO BEGIN <C/O>CIP ENROLLMENT** |
| ***\*First Time Logging In?***You will need to set up a password. Simply click the **“Create New Password”** button and check your email for further instructions. | ***Worked with Us Before?***If you currently use this email address to log in to submit payroll or other enrollments in our system, your existing password will work for this enrollment. |

To be prepared, please have the following documents ready to upload during your online enrollment:

1. **Certificate of Insurance**

Be prepared! See the attached example and have an **electronic version** of your certificate ready to go.

1. **Rating and Declaration Pages**

*Don't know why you have to do this or how to find them?* The attached example will help you in locating yours within your policy.

1. **Custom Document**

Be prepared! Have an electronic version of your document ready to go.

<Account Associate First Name> <Account Associate Last Name>
<Company Name>

<Account Associate Title>

<Direct Phone>

<Email Address>

If you are not an intended recipient of this e-mail, please notify the sender, delete it and do not read, act upon, print, disclose, copy, retain or redistribute it.

***Subject:*** CCIP Enrollment – awarded by Joe’s Concrete on the CPA 02-Site Project

**Joe’s Concrete** has indicated that you have been awarded a contract on the

**Baxter International, Inc.**

Program Covington

Fluor Enterprises, Inc.

**CPA 02-Site Project**

|  |
| --- |
| **CLICK HERE TO BEGIN CCIP ENROLLMENT** |
| ***\*First Time Logging In?***You will need to set up a password. Simply click the **“Create New Password”** button and check your email for further instructions. | ***Worked with Us Before?***If you currently use this email address to log in to submit payroll or other enrollments in our system, your existing password will work for this enrollment. |

To be prepared, please have the following documents ready to upload during your online enrollment:

1. **Certificate of Insurance**

Be prepared! See the attached example and have an **electronic version** of your certificate ready to go.

1. **Rating and Declaration Pages**

*Don't know why you have to do this or how to find them?* The attached example will help you in locating yours within your policy.

1. **Drug Forms**

Be prepared! Have an electronic version of your document ready to go.

Leah Storey

CR Solutions

Account Associate

678-566-7285

Leah.storey@c-r-solutions.com

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