

## Frequently Asked Questions (FAQ)

### **General**

**Q: What is a Posting Notice?**

A: Within the realm of Employment Compliance, a Posting Notice is a paper form/poster that is required to be posted in the workplace by a specific government regulation. The paper size, weight, color, and content of Posting Notices vary and make the process of producing and distributing Posting Notices a challenge for Employers with employees/offices in many states/jurisdictions of the USA.

**Q: What is PostingNotice.com?**

A: PostingNotice.com is a software application that creates Workers' Compensation Posting Notices ("Notice to Employees") for states/jurisdictions in the USA. These posters are required by law to be posted by Employers in the workplace to notify employees of their Workers' Compensation rights in the event they are injured on-the-job. It is the norm that Employers receive Workers' Compensation Posting Notices from their Workers' Compensation insurance company or broker at the time of policy inception or renewal. With Workers' Compensation insurance regulated at the state level, it comes as no surprise to industry professionals that each state utilizes and requires its own poster and often requires two versions to be posted - English and Spanish. PostingNotice.com contains a complete library of Workers' Compensation Posting Notices and makes the process of producing and distributing data-complete Posting Notices simple and efficient.

**Q: How did people produce and distribute Posting Notices before PostingNotice.com?**

A: Pretty much everyone agrees that the process of producing Workers' Compensation posting notices was painstaking prior to the introduction of PostingNotice.com. Most insurance professionals purchased preprinted Posters via mail-order from commercial printers and kept an inventory of each poster in a filing cabinet(s) at their office(s). Posters were kept on hand until such time that they were needed to fulfill a request. When a request came in was always the moment of truth to see if there were enough posters for the state(s) needed in inventory or had the poster been updated and the ones in the filing cabinet out of compliance? If there was an insufficient quantity of forms or out-of-date forms, there was a last minute phone call to the commercial printer to overnight (rush) more preprinted forms – usually at significant extra expense.

**Q: What are the system requirements for using PostingNotice.com?**

- A:
- Computer with Internet connection
  - Internet Browser (Microsoft Internet Explorer 6+
  - Adobe Acrobat Reader 6+ (Free)

PostingNotice.com is an Internet software application and thereby requires

computer access to the Internet through an Internet Browser. PostingNotice.com is optimized, tested, and supported for use with Microsoft's Internet Explorer version 6 and later. PostingNotice.com produces Adobe Acrobat Portable Document Format (PDF) files as its primary output for printing. PDF files are the de facto standard for portable precision printing tasks and the latest Acrobat Reader software application is always available free from Adobe Corporation's website.

**Q: Using PostingNotice.com, will I still need to have pre-printed posters at my office?**

A: No, you no longer need to maintain an inventory of pre-printed posters purchased from a mail-order company. PostingNotice.com produces the entire poster – both form and data.

**Q: Using PostingNotice.com, will I still need to create stickers/labels with policy & claim reporting data and apply the stickers/labels to the posters?**

A: No, PostingNotice.com produces the entire poster – both form and data.

**Q: Using PostingNotice.com, will I still need to check to see if a state's poster is the current version to ensure that I am in compliance by using this poster?**

A: No, PostingNotice.com is maintained by the staff at FergTech who constantly monitors the state regulations and updates PostingNotice.com immediately when Notices are revised or added.

**Q: Is PostingNotice.com available 24/7/365?**

A: Yes, PostingNotice.com is hosted in a high-availability data-center and is available 24/7. Periodic scheduled maintenance is performed in the middle of the night on weekends.

**Q: Is the information that I type into PostingNotice.com secure?**

A: Yes, data communications between you and PostingNotice.com are protected by utilizing the Secure Sockets Layer (SSL) encryption protocol. This is the standard for safe and secure communications over the World Wide Web (WWW) and the same secure encryption method used by banks and credit card processors to protect electronic commerce transactions.

**Q: Do I need a special printer to be able to use PostingNotice.com?**

A: No, you can have your Posters printed by our staff and mailed to the address of your choice. However, if you want to print your own Posters, you will need a color laser printer that supports large-format printing (11" x 17" paper size). Our staff has tested several printers that meet these requirements and we can provide additional information about the pros and cons of each printer.

**Q: Do I need a special printer if I want to print my own posters created by PostingNotice.com?**

A: Yes, if you want to print your own Posters, you will need a color laser printer that supports large-format printing (11" x 17" paper size). Our staff has tested several printers that meet these requirements and we can provide additional information about the pros and cons of each printer.

**Q: Can PostingNotice.com be made available to my Insureds so they can produce their own posters, as needed?**

A: Yes, this is a feature that can be made available either directly or through your company's Web portal.

## **Compliance**

**Q: Are specific paper weights required by states/jurisdictions?**

A: Yes, some jurisdictions require that their poster(s) be printed on a specified paper weight (minimum). PostingNotice.com uses a “common denominator” approach to this rule and uses a heavy enough cardstock to satisfy all jurisdictional requirements. The PostingNotice.com Compliance Guide lists all required paper weights.

**Q: Are different paper sizes required by states/jurisdictions?**

A: Yes, there are three sizes of posters produced by PostingNotice.com – Letter (8.5” x 11”), Legal (8.5” x 14”), and Ledger/Tabloid (11” x 17”). PostingNotice.com produces the posters on their appropriate page size and prints posters on the appropriate sized paper. The PostingNotice.com Compliance Guide lists all required paper sizes by form and jurisdiction.