

# Employer Deduction Drafting (EDD) Process

1

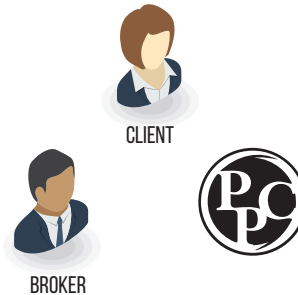
The EDD New Case Setup Form is filled out and sent to PIOPAC.



2

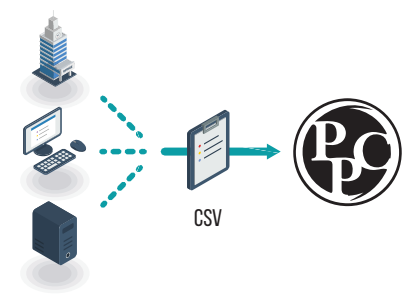
PIOPAC, the client, and broker :

- discuss the content and frequency of the change files
- validate the payroll frequency
- verify bank account information.



3

PIOPAC receives the list of deductions from the System of Record, our agent portal, or the organization via CSV file.



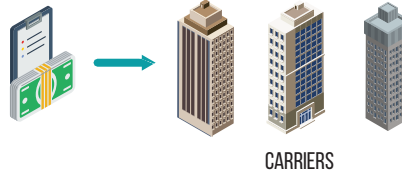
4

PIOPAC drafts the deduction total from the organization's account in one transaction.



5

PIOPAC reconciles invoices and remits premiums to carriers down to the policy level.



6

Invoice reconciliation and premium remittal are perpetual until modified by participant or organization.\*



For added protection, PIOPAC will reach out to participant to offer direct payment option when appropriate.

\* Identical drafts are recurring on paycycle. Any changes to a participant's draft amount must be submitted to PIOPAC prior to payroll close.