TO: Registered FAIR Plan Brokers  
FROM: California FAIR Plan Association  
DATE: May 30, 2013  
SUBJECT: DAILY TRANSACTION REPORT TO REPLACE PAPER COPIES

Effective May 31, 2013, a list of your daily transactions (except as noted below) will be sent via e-mail. Paper copies of these transactions will be discontinued. Transaction details can be accessed from our website (www.cfpnet.com) via the Brokers' Online System. All CEA transactions will still be sent via U.S. Mail.

You will receive a Broker Daily Transaction Report in the following order:

1. Endorsement Quotations  
2. Cancellations  
3. Underwriting Letters  
4. Acknowledgement of Payments  
5. Non-Renewal Notices  
6. Reinstatement Notices  
7. Renewals  
8. Renewal Bill Notices  
9. Issued New Business Policies  
10. Processed Policy Endorsements  
11. Installment Payment Notices  
12. All Other Premium Due Notices

All web new business quotations (Dwelling and Commercial) will continue to be emailed as they are today.

All non-web new business quotations (Dwelling, Commercial, BOP and CEA) will continue to be sent via U.S. mail as they are today.

It is vital that you maintain a valid e-mail address associated with our Broker System, and turn off any spam filters to allow receipt of daily FAIR Plan e-mails for operational efficiency. Any bounced/returned e-mails will result in the Daily Transaction Report being mailed to your office.

Other Changes Coming Soon

In the near future, we will no longer accept and process Dwelling or Commercial new business via US Mail, fax, or e-mail. With the exception of BOP and CEA, all new business applications MUST BE SUBMITTED ONLINE. Following new business we will also make it mandatory that Dwelling endorsements also be submitted online. We will advise you when these mandatory changes go into effect.

Please advise everyone in your office that conducts FAIR Plan business of these important operational changes.