## **FCP Process Training Summary**

Key steps for Delegated Claims Administrators (DCAs)







**Finance** 

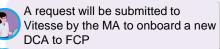


Introduction to FCP

FCP allows Delegated Claims Administrators (DCAs) to make payments upon request, drawing on managing agent funds directly, removing the need for loss funds and the associated cash calls should these funds run out



**Onboarding** to Vitesse





Complete the registration form issued by Vitesse and return to them for processing



Attend Vitesse training to receive an introduction to FCP and learn how to process payments



**FCP** binder placement



DCAs must be aware of what binder section each payment account relates to for FCP within Vitesse by checking the account properties



Ensure all prior payments, expenses and fees have been accounted for in previous BDX

Mid-term



Be aware what binder section each payment account relates to for FCP within Vitesse by checking the account properties



Payments to beneficiaries



Submit a payment request through Vitesse

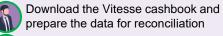
Resolve payment failures Approve and pay requested payments in Vitesse

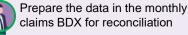


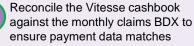
replenishment



**Reconcile BDX to** Vitesse cash payments









Share the reconciled monthly claims BDX and any supporting documents with the broker



**Submit BDX** to ECF



FCP signing reconciliation



**Collections** and recoveries



Set-up a collections web page in Vitesse



Submit a refund request to the beneficiary through Vitesse