

**PLEASE PLACE ON LAW FIRMS'S LETTERHEAD**

[Date]

**BY FACSIMILE (703) 205-5620**

Claims Administrator  
Claims Resolution Management Corporation  
3120 Fairview Park Drive, Suite 200  
Falls Church, Virginia 22042

Dear Claims Administrator:

This letter is to inform you that \_\_\_\_\_ will be the User Administrator within our law firm for the **Manville Trust**. As User Administrator, Mr./Mrs. (or he/she)

\_\_\_\_\_ will be responsible for set up and maintenance (including additions and deletions) of other Users within our firm, as shown in Figure 7-8 on page 41 of the CRMC e-Claims User Training Manual. The User Administrator is also required to notify CRMC if any e-Claims user leaves the firm or otherwise loses authority to use the e-claims system on the firm's behalf.

Sincerely,

[Handwritten Signature]

Partner's Signature