

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

[Date]

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

Document Administrator  
Claims Resolution Management Corporation  
3120 Fairview Park Drive, Suite 200  
Falls Church, Virginia 22042-0683

Dear Document Administrator:

This letter is to inform you that \_\_\_\_\_ will be the User Administrator within our law firm for C. E. Thurston & Sons Asbestos Trust. As User Administrator, he/she will be responsible for the 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. In addition, I hereby request the following permissions be granted to the above named UA:

- \_\_\_ Inquire. The ability to see claim status, review history and run reports for the law firm.
- \_\_\_ Message board. The ability to receive information and feedback via the law firm message board.
- \_\_\_ Demographics. The ability to enter claimant information: name, address, phone, DOB, DOD, personal representative, personal representative's address, and exposure information.
- \_\_\_ Edit. The ability to edit demographic information.
- \_\_\_ Reactivate. The ability to accept the last offer for a deactivated claim or to request recategorization of the claim.
- \_\_\_ Response: The ability to respond to offers and denials by electing to accept, recategorize, or request Arbitration.
- \_\_\_ Withdraw. The ability to withdraw a claim that has been added.

Sincerely,

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Handwritten signature of partner

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Partner's printed name