

Subject: Legal X

Dear Managing Partners:

We have made the decision to automate our legal invoice processing and guidelines. To accomplish this, we have chosen to partner with Bottomline Technologies.

Kinsale Insurance Company ("Kinsale") will not accept invoices submitted outside the Legal-X billing system. Any invoices received outside this system, including paper format, will be returned for re-submission using the electronic format.

In addition to the efficiency benefits to our company, your firm will also benefit from electronic invoicing, including:

- Cost savings – paperless, postage & staff time
- Faster turnaround time for invoice review and payment
- Ability to edit an invoice for format and content compliance prior to full submission
- Real-time access to invoice processing and status

For claims, cases will be created by the Claim Handler via an integrated feed between the Kinsale claims system and Legal-X. Your billing department will see the assignment on their Legal-X Case Tab. If you do not see your case within Legal-X, please contact the Kinsale Claim Handler associated with the case.

If you have not been added to Legal-X for billing or if you aren't sure of your firm's status, please contact:

Brooke Isbell, Director, Claims Operations
Brooke.Isbell@KinsaleIns.com
(804) 206-2292

As part of the registration process in Legal-X, you will need to set up timekeepers and submit their appropriate rates for our approval before you begin submitting invoices. Any questions you have about the system or your firm's technological ability to handle the change can be directed to the Bottomline Legal-X team through their support line at (866) 645-7444 or via email at LegalXsupport@bottomline.com.

We have established Billing Guidelines, which are attached and effective for all line items moving forward.

We are working closely with Bottomline Technologies to make this a successful program. Your cooperation is extremely important, and we thank you in advance for your continued support.

Sincerely,

Kinsale Insurance Company