



Overview

Thank you for your interest in the Essential Systems Solutions Partner Program (EPP). Our goal is to work with only the very best individuals and/or companies that share our customer-centric values.

The purpose of this program is to allow Essential and you the opportunity to work together, on an as-needed basis. This will increase your business opportunities, without the hidden costs of trying to do it yourself; while it allows us to utilize “best in breed” providers like you, to increase our market share of the service industry.

As with any program, there are some administrative tasks that must be completed to allow us to work together. There are three documents involved and they are listed below. The first one called the EPP Questionnaire must be filled out and sent in before we need the other two.

1. **EPP Questionnaire and Certificate of Liability Insurance (COI):** We ask that you fill out this form as quickly as possible and get it back to us before sending in the other two below. This form allows us to gather all the information we need to ensure that we can work together. Please provide the best information you can and at this time, we request that you send us a copy of your liability insurance. We can't proceed with the process until we have this. Once you have submitted this Questionnaire, we will schedule a phone interview. The purpose of the call is for both parties to ensure that we are a proper fit. After this call and assuming both parties want to move forward, you will be asked to submit the next two documents.
2. **EPP Contractor Agreement:** This is a document that covers the responsibilities that we both must adhere to. Please review it prior to submitting the Questionnaire, but no need to submit it until we ask you to. We will both sign this agreement prior to working together.
3. **EPP W-9 Form:** This is a required IRS form that we will need you to send to us prior to working together. Please send it at the same time as the EPP Contractor Agreement.

To summarize, please fill out the Questionnaire and review the Contractor agreement and W-9. Scan and e-mail the Questionnaire along with a copy of your Certificate of Liability Insurance. (See our full name and address below, your insurance provider will need this to provide a copy of your policy to us.)

- *If you do not, or will not, be able to provide a COI, you may register at companies like On Force (onforce.com) or Work Market (workmarket.com) as a provider and send us your Provider ID. If you prefer to use another out-source company rather than On Force or Work Market, please check with us first to see if we are set up to work with them.*



Please scan and email all completed documents and COI to: EPP@esspos.com. Include your full name and Company name (if applicable) in the Subject line. For any questions regarding the paperwork or insurance, please e-mail us at EPP@esspos.com.

We look forward to working with you!

The EPP Team
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