

CHINESE DRYWALL

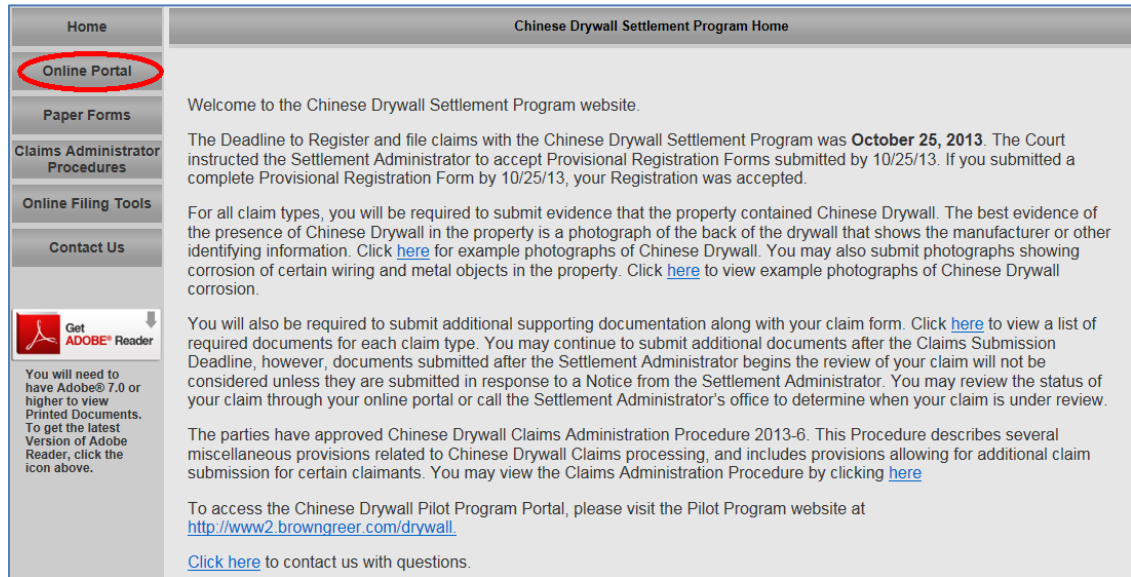
MDL 2047

TAISHAN CLAIM FORM INSTRUCTIONS

I. ACCESSING THE CHINESE DRYWALL PORTAL

A. Online Portal

1. Go to <https://www3.browngreer.com/Drywall/> to access the online portal.
2. Click *Online Portal* on the left side of the screen.



B. Log In

1. Enter your Login ID and Password.
2. Click Login.
3. If you do not have portal access, email CDWQuestions@browngreer.com to request access.

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Paper Forms

Claims Administrator Procedures

Online Filing Tools

Contact Us

Login ID:

Password:

Login Clear

Forgotten Login ID/Password

NOTICE: The deadline to register claims in the Chinese Drywall Settlement was July 8, 2013. You will not be able to pursue a claim in the Chinese Drywall Settlement unless the property on which your claim is based was registered on or before July 8, 2013. For information about the deadline, or about the Chinese Drywall Settlement in general, email CDWquestions@browngreer.com.

Get ADOBE® Reader

You will need to have Adobe® 7.0 or higher to view Printed Documents. To get the latest Version of Adobe Reader, click the icon above.

The Chinese Drywall Portal is a secure website that brings together information from the Claims Administrator and a claimant or a claimant's law firm or authorized representative in the Chinese Drywall Settlement Program (the "Settlement Program"). It allows the Claims Administrator and the claimant to exchange information and will provide a place to track deadlines and the status of a claim in the Settlement Program. Only persons authorized by the Claims Administrator can use the Chinese Drywall Portal. If you do not remember your Login ID and/or Password, click the Forgotten Login ID/Password button. If you have questions or need assistance with the Chinese Drywall Portal, contact the Claims Administrator by email at CDWQuestions@browngreer.com.

If you are an attorney requesting access to the Chinese Drywall Portal and you are a member of a law firm that has not been granted access, contact the Attorney Team at CDWQuestions@browngreer.com. If a member of your law firm has been granted access to the Chinese Drywall Portal, that person, as Law Firm Administrator for your law firm, can add new users on the Firm Administration tab of the Portal.

If you are a claimant who is represented by an attorney in the Settlement Program, you cannot access the Chinese Drywall Portal. Only your attorney can access the Chinese Drywall Portal. If you are represented by an attorney, contact your attorney for information on the status of your claim(s).

II. FIRST TIME PORTAL USERS

A. User Agreement

1. Log into the portal using the login credentials provided to you.
2. After logging in for the first time, read the user agreement and accept it if you agree to the terms.

B. Register Property

1. Click on the *Claimant Management* tab on the left side of the screen.
2. Click the "Establish New Claimant" button in the upper right corner of the page.
3. Enter the required information and then click "Establish Claimant".
4. On the next page, enter additional information in the *Claimant Information* section.
5. To add your property affected by Chinese Drywall, click the "Add New" button in the *Affected Property Information* section.
 - (a) Enter your affected property's information.
 - (b) If necessary, click the "Add Co-Owner" button.
 - (1) Add co-owner's information and click the "Add" button.
 - (2) Click the "Add Co-Owner" button again to add additional co-owners.
 - (c) Click the "Add" button to add the affected property.
 - (d) If necessary, go through the above steps again to add additional affected properties.

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6. Enter your signature and click “Accept”.
7. Read the disclaimer that opens in a pop-up and click “Agree” if you agree to the terms.
8. You will be taken to your Claimant Details page, which is where you will be able to complete the Taishan Claim Form and upload supporting documents in the future.

III. COMPLETING THE CLAIM FORM

A. Locate Affected Property

1. Click the *Claimant Management* tab on the left side of the screen.

Home	Welcome
News and Developments	Welcome TEST TEST to your Chinese Drywall Portal. You have signed into the Chinese Drywall Portal as a member of LAW FIRM .
Claims Administrator Procedures	Click here for the Chinese Drywall Portal User Manual.
Online Filing Tools	Click here for the Online Claim Type Submission Instruction Booklet.
Settlement Agreements	Welcome to the Chinese Drywall Settlement Program website.
Firm Administration	On September 27, 2013, the Court granted the motion to extend the Registration and Claim Form filing deadlines to October 25, 2013. If you did not Register or submit Claim Forms on or before October 25, 2013, you will not be permitted to pursue a Chinese Drywall claim for that property, absent good cause shown. For information about the registration deadline, contact CDWQuestions@browngreer.com .
Claimant Management	For all claim types, you will be required to submit evidence that the property contained Chinese Drywall. The best evidence of the presence of Chinese Drywall in the property is a photograph of the back of the drywall that shows the manufacturer or other identifying information. Click here for example photographs of Chinese Drywall. You may also submit photographs showing corrosion of certain wiring and metal objects in the property. Click here to view example photographs of Chinese Drywall corrosion.
Reporting	You will also be required to submit additional supporting documentation along with your claim form. Click here to view a list of required documents for each claim type. You may continue to submit additional documents after the Claims Submission Deadline, however, documents submitted after the Settlement Administrator begins the review of your claim will not be considered unless they are submitted in response to a Notice from the Settlement Administrator. You may review the status of your claim through your online portal or call the Settlement Administrator's office to determine when your claim is under review.
Taishan Evidence Form	
FAQ	
Notices	
Results Search	Click here to contact us with questions.
Change Password / Email	
Log Off	

2. This will open the Claimant Search page.

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The screenshot shows a web form titled "Claimant Search". At the top, there is a "Search" section with two radio buttons: "Specific Search" and "Search All". The "Search All" radio button is circled in red. To the right of these buttons is a button labeled "Establish New Claimant". Below the radio buttons are input fields for "Claimant ID:", "Last Name/Business Name:", and "First Name:". Underneath these is a section for "SSN/EIN:" with three radio buttons labeled "SSN", "EIN", and "ITIN". Below this is an "Affected Property" section with input fields for "Property ID:", "Address1:", "City:", "State:" (a dropdown menu), and "Zip Code:". At the bottom left of the form is a "Search" button.

3. Click Search All
4. Click on the Claimant ID hyperlink associated with the affected property.
5. Scroll to the bottom of the page and click **View** in the *Taishan Claim Form* column.

B. Complete the Claim Form

1. Fill out the Claim Form on the screen. Use the dropdown menu to navigate between pages or use the Next button.
2. Alternatively, you may export the Claim Form to a PDF and fill it out offline, then import the fillable form.
 - a) Please note that, for the import to work, the light blue fillable fields must remain present – meaning that a scanned or printed copy of the Claim Form cannot be imported.
 - b) No additional pages should be attached to the fillable Claim Form.
3. When you are finished, click the **View Draft** button to view a draft of the Claim Form you have completed.
4. If you are not ready to submit, you can save your work and come back to it later.
5. **All claim form fields are required.**
6. When finished, click the Submit button.

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7. Upon submission, a copy of the Claim Form will be saved and available to you in your documents.

C. Owner Affidavit

1. You will be required to submit an original signature.
2. Print a copy of the Owner Affidavit page and upload it as a separate document.
3. Select the *Taishan – Owner Affidavit* Document Type.

D. Uploading Documents

1. On the *Claimant Details* page, click the *Upload Documents* button.
2. Select a Document Type from the drop down menu.
3. Click Browse and then select your document.
4. Click *Upload*.
5. It is very important that you select the proper document type.
6. Please use the following document types:
 - (a) Taishan – Owner Affidavit
 - (b) Taishan – Proof of Assignment of Right of Remediation Claim
 - (c) Taishan – Proof of Chinese Drywall
 - (d) Taishan – Proof of Ownership
 - (e) Taishan – Proof of Remediation Costs
 - (f) Taishan – Proof of Sulfur Presence
 - (g) Taishan – Proof of Under Air Square Footage

The screenshot shows a web interface for uploading documents. A dialog box titled "Upload Document" is open, displaying a list of document types. The list includes: Special Master Ruling and Recommendation, SPPF Verification Page, Stipulation of Dismissal, Taishan – Owner Affidavit (highlighted in yellow), Taishan – Proof of Assignment of Right of Remediation Claim, Taishan – Proof of Chinese Drywall, Taishan – Proof of Ownership, Taishan – Proof of Remediation Costs, Taishan – Proof of Sulfur Presence, Taishan – Proof of Under Air Square Footage, Taishan Evidence Form, Tax Returns, and Tenant Release. The dialog box also contains instructions: "Click the Browse button to navigate to the location of the document to be uploaded. The document must be an Adobe PDF or JPEG file." There are fields for "Document Type:", "You may provide additional comments:", "Upload Document:", and "APID:". At the bottom of the dialog box are "Upload" and "Cancel" buttons.