

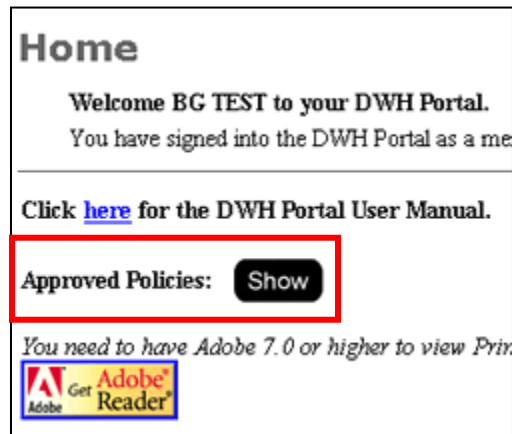
Policy Keeper Portal

1. Introduction. While implementing the Settlement Agreement, the Claims Administrator is required to develop and adopt policies to govern aspects of claims review that are not specifically delineated by the Settlement Agreement. The Claims Administrator presents such policy rules to Class Counsel and BP (the “Parties”) for their positions before the policy rules become final and are used in claims review. If a Party does not agree with a particular policy, the Party may obtain review of it by the United States District Court for the Eastern District of Louisiana (the “Court”) in the exercise of its supervisory jurisdiction over the implementation of the Settlement Agreement. The Claims Administrator developed a Policy Keeper Portal to track the policies currently used in the Program and make them available to the Class. On May 7, 2013, the Claims Administrator added 242 policies to the 64 policies that were already available on the Policy Keeper Portal. This Alert explains how to use the Policy Keeper to locate the new policies.

2. Decisions Tracked by the Policy Keeper. There are four types of decisions tracked by the Policy Keeper.

CATEGORY		DESCRIPTION	IMPACT
1.	Court Decision	<ul style="list-style-type: none"> ▪ Policies adopted by the Claims Administrator and approved by the Court. 	<ul style="list-style-type: none"> ▪ Final and binding on claimants, the Parties, the Claims Administrator and Appeal Panelists.
2.	Agreed to by the Parties	<ul style="list-style-type: none"> ▪ Policies adopted by the Claims Administrator as to which both Class Counsel and BP agreed are to be used in the Program without the need for review by the Court. 	<ul style="list-style-type: none"> ▪ Binding on claimants, the Parties, the Claims Administrator and Appeal Panelists unless overturned by the Court.
3.	Clarified by Seafood Neutral	<ul style="list-style-type: none"> ▪ Policies affecting the Seafood Compensation Program that were presented to the Seafood Neutral, who provided a clarification that the Claims Administrator adopted as a policy. 	<ul style="list-style-type: none"> ▪ Binding on claimants, the Parties, the Claims Administrator and Appeal Panelists unless overturned by the Court.
4.	Claims Administrator Decision	<ul style="list-style-type: none"> ▪ Policies adopted by the Claims Administrator as to which Class Counsel and/or BP did not formally agree, but indicated that the Claims Administrator was to use in the Program. 	<ul style="list-style-type: none"> ▪ Used by the Claims Administrator and Program Vendors for all affected claims, unless the Parties formally agree to a different policy or it is overturned by the Court; not binding on Appeal Panelists.

- 3. *Superseded Policies.*** The rules and policies needed to implement the Settlement Agreement for actual claims may change over time, as we review the many types of claims we receive, which may present new issues or cause issues to be evaluated in a larger context than was previously available to us. When necessary, we issue a new policy to amend or replace a previously announced one. When that happens, we mark the old policy as “Superseded” and indicate the policy that replaced it in a section on the screen called “Superseding Information.” We include all the superseded policies in the set of publicly available policies so that interested persons can see what policy was in place at the time we reviewed a particular claim and understand how a policy changed over time. We do not apply the superseded policies in current reviews. If a change to a policy would have altered the outcome on a claim in a manner favorable to the claimant from that reached under the old policy, we go back and re-review the claim under the new policy in every instance where we can identify the affected claims.
- 4. *How to Open the Policy Keeper Portal.*** You may access the Policy Keeper Portal through your Portal and through the Settlement Program website.
- (a) *Portal Users.*** We have added an Approved Policies link to the Portal homepage. To open the Policy Keeper Portal, log in to the Home page of the DWH Portal and click the Show button by Approved Policies. A new page will appear with the Policy Keeper Search Application.



- (b) *Settlement Program Website.*** There is a link to the Policy Keeper Portal on the Settlement Program website (www.deepwaterhorizoneconomicsettlement.com). On the homepage of the Settlement Program website, scroll down to the box labeled Important Announcement Regarding Approved Policies. Select the [Click Here](#) link to navigate to the Policy Keeper Search Application.

Important Announcement Regarding Approved Policies

Under the terms of the Deepwater Horizon Economic and Property Damage Settlement Agreement ("Settlement Agreement"), the Claims Administrator is charged with the duty to "faithfully implement and administer the Settlement, according to its terms and procedures, for the benefit of the Economic Class, consistent with this Agreement, and/or as agreed to by the Parties and/or as approved by the Court." (Section 4.3.1 of the Settlement Agreement). Further, the Claims Administrator is charged with the responsibility to "work with Economic Class Members . . . to facilitate . . . assembly and submission of Claims Forms, including all supporting documentation necessary to process Claims Forms under the applicable Claims Processes . . . [and to] provide Economic Class Members with assistance, information, opportunities and notice so that the Economic Class Member has the best opportunity to be determined eligible for and receive the Settlement Payment(s) to which the Economic Class Member is entitled under the terms of this Agreement." (Section 4.3.7 of the Settlement Agreement). In accordance with these provisions, the Claims Administrator has adopted numerous policies affecting the administrator of claims under the Settlement Program. [Click Here](#) for more information regarding these Approved Policies.

5. How to Search for a Policy. The Policy Keeper Search Application will allow you to search for a specific policy, or you may select Search All to view a list of all policies.

(a) Specific Search. Select the Search Criteria you want to use to search for a policy and click the Search button to view search results. If you select Specific Search, you can provide more than one type of Search Criteria to refine your search.

Click [here](#) for the Policy Keeper User Manual.

Policy/Procedure Search

Specific Search Search All

Search Criteria

Policy ID:

Claim Type / Review Process:

Settlement Agreement Reference:

Word Search:

Search

- (1) Policy ID:** Enter the Policy ID to find a specific policy.
- (2) Claim Type/Review Process:** Use the drop-down list to find policies by Claim Type or Review Process.
- (3) Settlement Agreement Reference:** Enter the Settlement Agreement reference for which you want to find the applicable policy(ies).
- (4) Word Search:** Enter a word or words to find policies that contain your search word(s).

(b) **Search All.** If you would like to see a comprehensive list of all Approved Policies, select Search All to see a comprehensive list of all Approved Policies.

Policy/Procedure Search

Specific Search
 Search All

Export to Excel

Search Results

Page 1 of 13 (64 records)

ID	Revision No	Name	Type of Decision		
Pol-7	0	Business Economic Loss Claims: Causation	Claims Administrator Decision	Report	View
Pol-15	0	Individual Economic Loss Claims: New Entrants	Claims Administrator Decision	Report	View
Pol-16	0	Individual Economic Loss Claims: New Entrants	Claims Administrator Decision	Report	View
Pol-29	0	Business Economic Loss Claims: Causation	Claims Administrator Decision	Report	View
Pol-55	0	Business Economic Loss Claims: Causation	Claims Administrator Decision	Report	View

1 2 3 4 5 >>

6. **Search Results.** The Search Results section provides a table of the results of your search and gives several options for viewing the information.

Export to Excel **Search**

Search Results

Page 1 of 7 (34 records)

ID	Revision No	Name	Type of Decision		
Pol-7	0	Business Economic Loss Claims: Causation	Claims Administrator Decision	Report	View
Pol-29	0	Business Economic Loss Claims: Causation	Claims Administrator Decision	Report	View
Pol-55	0	Business Economic Loss Claims: Causation	Claims Administrator Decision	Report	View
Pol-56	0	Business Economic Loss Claims: Causation	Claims Administrator Decision	Report	View
Pol-57	0	Business Economic Loss Claims: Multi-Facility Businesses	Claims Administrator Decision	Report	View

1 2 3 4 5 >>

(a) **Export to Excel.** Click the Export to Excel button to export the Search Results details to an Excel file.

(b) **Search Results Table.** The Search Results table provides a list of policies that match your search criteria, including the Policy ID, Policy Name, Current Status and Type of Decision. As stated above, the Type of Decision is based on the method by which the policy became operative and to what extent the policies in each category are binding on claimants and other aspects of the Settlement Program.



ID	Revision No	Name	Type of Decision	Report	View
Pol-215	0	Method for Deducting Prior Payments on Business Economic Loss Awards to Multi-Facility Businesses	Claims Administrator Decision	Report	View
Pol-216	0	Entities with No Physical Location Home Port or Landings Within the Geographic Area of the Class Definition	Claims Administrator Decision	Report	View
Pol-217	0	Time Period for Projections for Start-Up Businesses	Agreed to by the Parties	Report	View

(c) **Search Results Report and View Buttons.** The Report and View buttons allow you to view and print detailed information about the specific policy that you select.

ID	Revision No	Name	Type of Decision	Report	View
Pol-7	0	Business Economic Loss Claims: Causation	Claims Administrator Decision	Report	View

(1) **Report.** Click the Report button to view and print a template version of the selected policy.

DEEPWATER HORIZON CLAIMS CENTER ECONOMIC & PROPERTY DAMAGE CLAIMS			
Policy ID 7	Claims Administrator's Approved Policy		
I. Policy Information			
Policy Subject	Business Economic Loss Claims: Causation		
Active Date	5/17/12	Policy Impact	<input type="checkbox"/> BAI Claims Regardless of Active Date <input type="checkbox"/> BAI Claims Greater than Active Date
Type of Decision	Claims Administrator Decision		
Settlement Agreement Reference	Exhibit 4B		
Affected Claim Types and/or Review Processes	BEL		
II. Approved Policy			
<small>If the claimant only submits 2007 and 2009 documentation, the claimant must use 2009 as the only potential benchmark if he/she/it cannot provide 2008 documentation.</small>			

(2) **View.** Click the View button to see a summary of the policy.



Policy summary

Announced Policy

Policy ID: Revision:

Announced Date: * 5/17/2012 12:00:00 AM Type of Decision: Claims Administrator Policy

Policy Impact: * All Claims REGARDLESS of Announced Date
 All Claims GREATER than Announced Date

Internal Only

Policy Subject: *

Settlement Agreement Reference:

Affected Claim Types: *

<input type="checkbox"/> IEL	<input type="checkbox"/> IPV/FV	<input type="checkbox"/> Real Property Sales	<input type="checkbox"/> Subsistence
<input checked="" type="checkbox"/> BEL	<input type="checkbox"/> VoO Charter Payment	<input type="checkbox"/> Coastal	<input type="checkbox"/> Wetlands
<input type="checkbox"/> Prior Payment	<input type="checkbox"/> Fraud/Audit	<input type="checkbox"/> Payments	<input type="checkbox"/> Deadlines
<input type="checkbox"/> Appeal	<input type="checkbox"/> Signature Required	<input type="checkbox"/> Acct. Support	<input type="checkbox"/> Exclusions
<input type="checkbox"/> Class Definition	<input type="checkbox"/> Administration Costs	<input type="checkbox"/> Other: <input type="text"/>	

Announced Policy Summary

Final Policy:

Max 4,000 characters

7. **Questions.** If you have any questions about the information in this Alert, please email Questions@dhecc.com, phone the Call Center at 1-800-353-1262, or visit a Claimant Assistance Center. Law firms should get in touch with their Law Firm Contacts for assistance.