

**From:** [directingadministrator@nationalopioidofficialsettlement.com](mailto:directingadministrator@nationalopioidofficialsettlement.com)

**To:** [Authorized Official]

**Cc:** [Attorney, Case Manager]

**Subject:** National Opioid Settlements – Portal Registration for Authorized Official

**Importance:** High

*This is an official communication from the Directing Administrator of the National Opioid Settlements. The instructions included herein are intended for the addressee only. All other recipients have been copied for informational purposes only.*

[Name of Authorized Official]:

This email is from BrownGreer PLC, the Directing Administrator as defined in the Distributor Settlement Agreement dated as of July 21, 2021, as amended, between and among the Settling States, the Settling Distributors, and Participating Subdivisions (the “Distributor Settlement Agreement”) and the Janssen Settlement Agreement dated as of July 21, 2021, as amended, between and among the Settling States, Janssen, and Participating Subdivisions (the “Janssen Settlement Agreement”). All capitalized terms used in this email have the meanings ascribed to them in the Distributor Settlement Agreement and the Janssen Settlement Agreement (collectively, the “National Opioid Settlements”).

You have been identified as the authorized representative of [Name of Subdivision], a Participating Subdivision in [Name of State], with respect to the National Opioid Settlements (the “Authorized Official”). Please create an account for [Name of Subdivision] in the National Opioid Settlements Portal (the “Portal”). The Portal will be the primary means for all Settling States and Participating Subdivisions to submit information and documentation to the Directing Administrator in connection with the National Opioid Settlements. As the Authorized Official, you will be the Portal Administrator for [Name of Subdivision], which means you will have the ability to add additional authorized accounts after you create your own account. ***If you believe you were incorrectly identified as the Authorized Official of [Name of Subdivision], please email your dedicated Case Manager identified below or call the Directing Administrator at (888) 441-2010 so that we can update our records.***

To create a Portal account for [Name of Subdivision], click the link below or copy and paste it into your internet browser:

[Click Here](#)

If the link above is not working, copy and paste the URL below into your internet browser:

[Extended Link]

This will take you directly to a page on the Portal for you to create an account for [Name of Subdivision], with certain information pre-populated. You will be directed to follow these steps:

1. Create an account for yourself;
2. Confirm and/or provide certain general contact information for [Name of Subdivision];
3. Create accounts for other authorized individuals, if applicable (*e.g.*, government officials, staff members, outside counsel, etc.);
4. Complete a Payment Election Form for [Name of Subdivision]; and

5. Complete a W-9 Form for [Name of Subdivision].

We will use the information in the Payment Election Form and W-9 Form to create payment instructions for any Settlement Payments to which [Name of Subdivision] is entitled under the National Opioid Settlements. A number of steps must be completed for us to issue Settlement Payments, and as a result, payments will not be immediate. Instead, payments will be made over the next several months as states and subdivisions satisfy the requirements for payment. We will keep you informed on the status of your payment.

We have assigned a member of our Communications Team to be the dedicated Case Manager for [Name of State] and all of its Participating Subdivisions. Your Case Manager is [Name of Case Manager], a [Position of Case Manager] at BrownGreer PLC, whose email address is [Email Address of Case Manager]. We invite you to direct any questions you may have about creating a Portal account, providing payment information, or the National Opioid Settlements in general to [First Name of Case Manager].

We appreciate your cooperation with this process, and we look forward to working with you.

Sincerely,

BrownGreer PLC  
Directing Administrator  
National Opioid Settlements  
[www.NationalOpioidOfficialSettlement.com](http://www.NationalOpioidOfficialSettlement.com)

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