

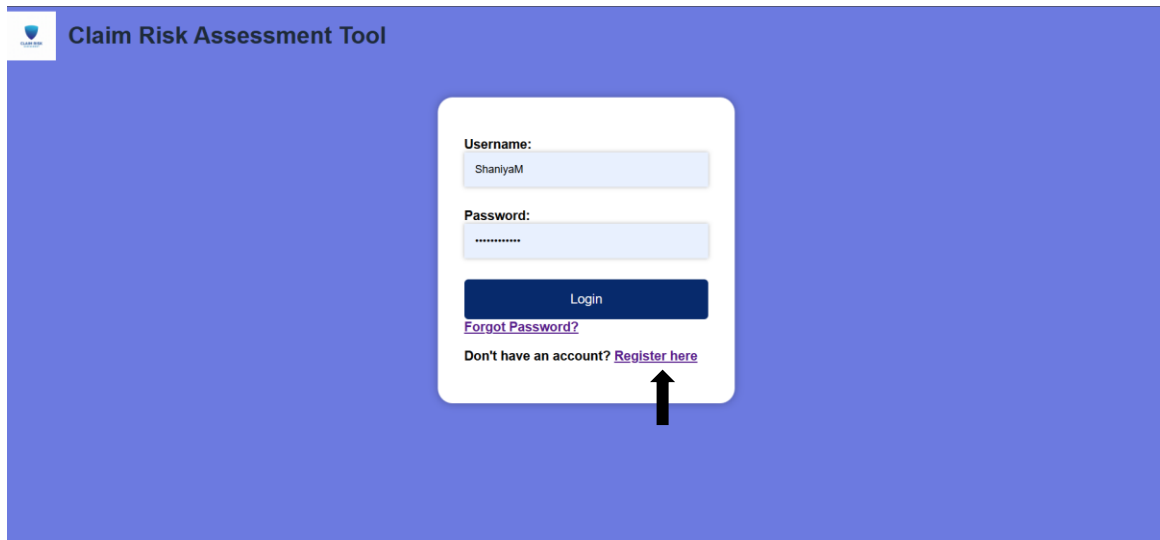
CLAIMS RISK ASSESSMENT TOOL USER MANUAL

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1. Creating an Account

- 1) Click “**Register here**” on the login page



Claim Risk Assessment Tool

Username:
ShaniyaM

Password:

Login


[Forgot Password?](#)

Don't have an account? [Register here](#)

- 1) Complete the registration form by entering:

- Username
- Email address
- Password
- Password Conformation

- 2) Click “**Register**”

 **Create an Account**

Username:

Required. 150 characters or fewer.
Letters, digits and @/./+/-/_ only.

Email:

Password:


- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

Password confirmation:

Enter the same password as before, for verification.

[Register](#)

[Already have an account? Login here](#)



2. Logging Into Account

- 1) Enter username and password
- 2) Click “**Login**”

Claim Risk Assessment Tool

Username:
ShaniyaM

Password:

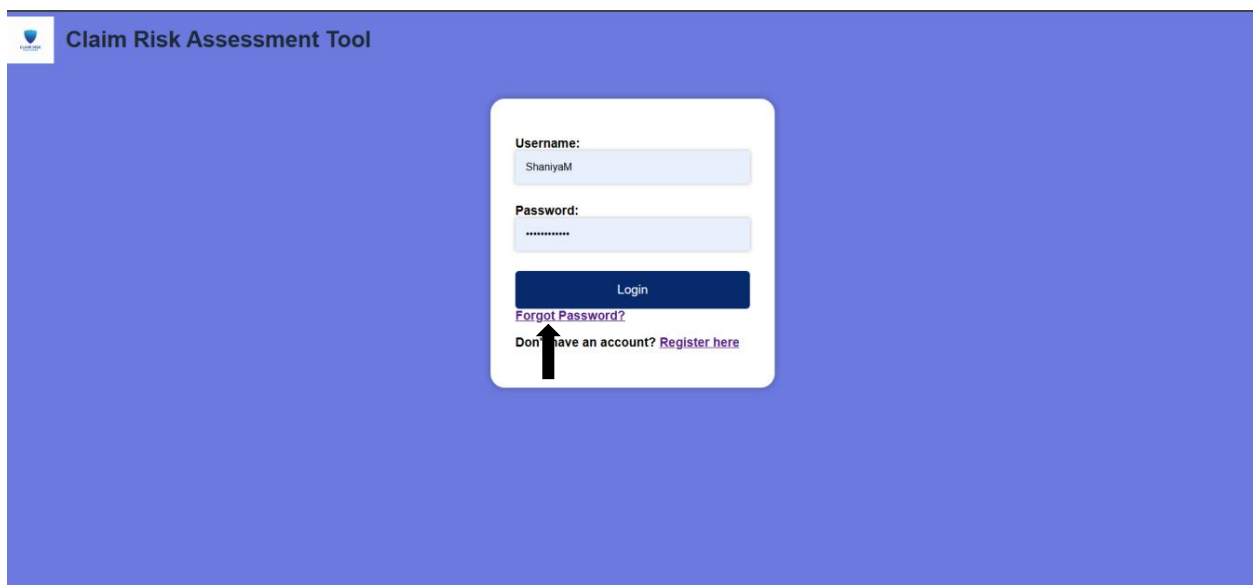
Login

[Forgot Password?](#)

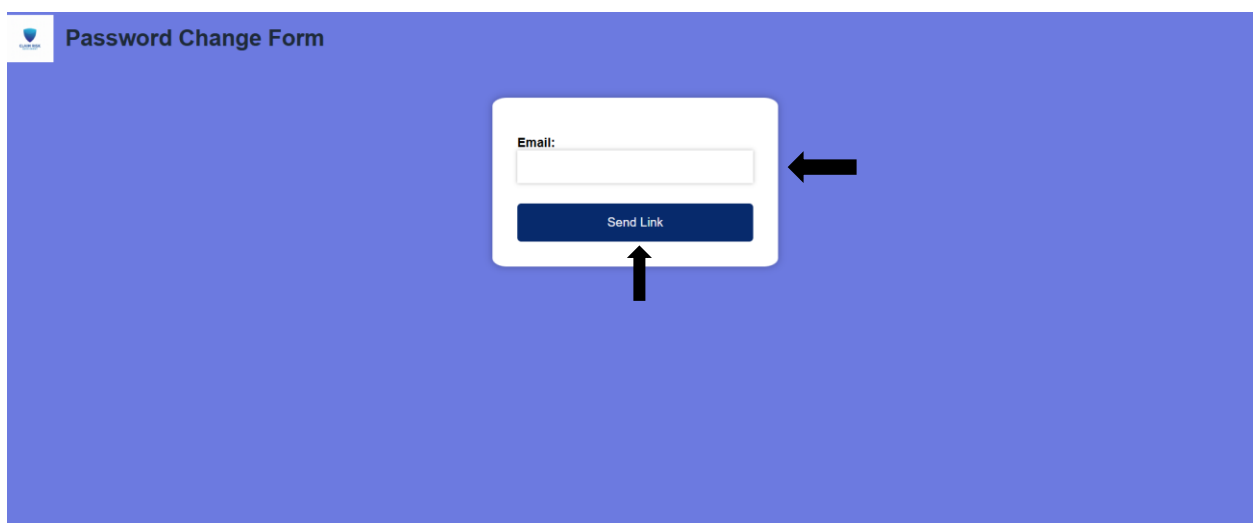
Don't have an account? [Register here](#)

3. Resetting Password

1. Click the “**Forgot Password**” link on the login page
2. Enter email address used to create account
3. Click “**Send Link**”
4. Check email address inbox for password rest link
5. Click the link and create a new password



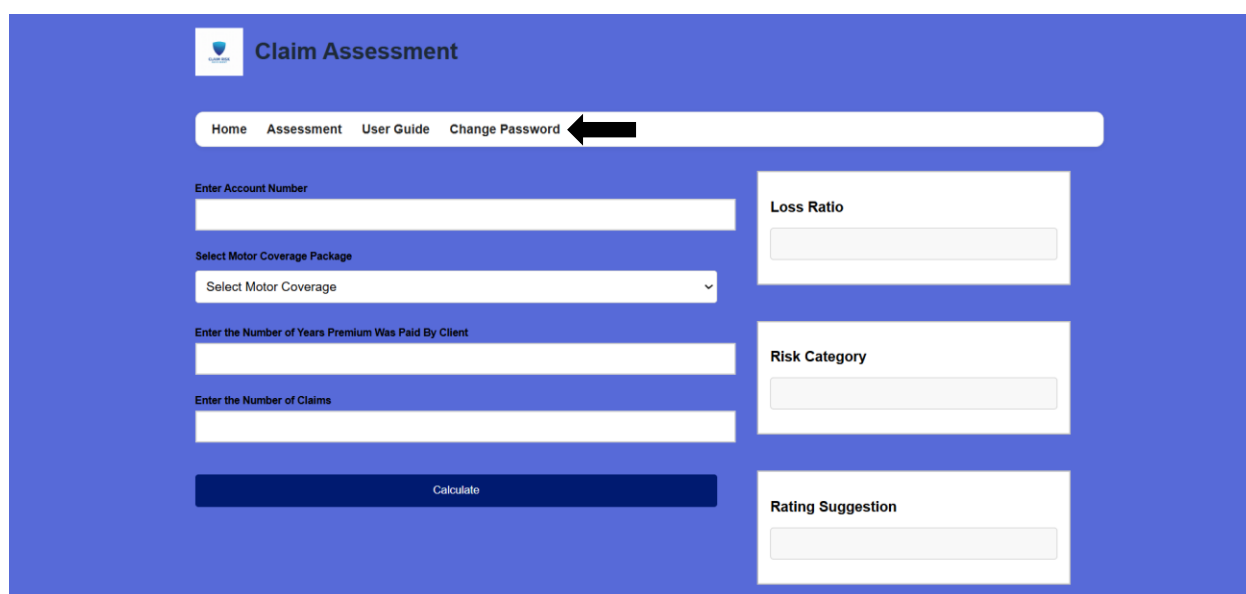
The screenshot shows the login interface for the 'Claim Risk Assessment Tool'. It features a white login box on a blue background. Inside the box, there are fields for 'Username:' (containing 'ShaniyaM') and 'Password:' (masked with dots). Below these fields is a dark blue 'Login' button. Under the button, there is a purple link labeled 'Forgot Password?'. Below this link, there is text that says 'Don't have an account? Register here'. A black arrow points upwards to the 'Forgot Password?' link.



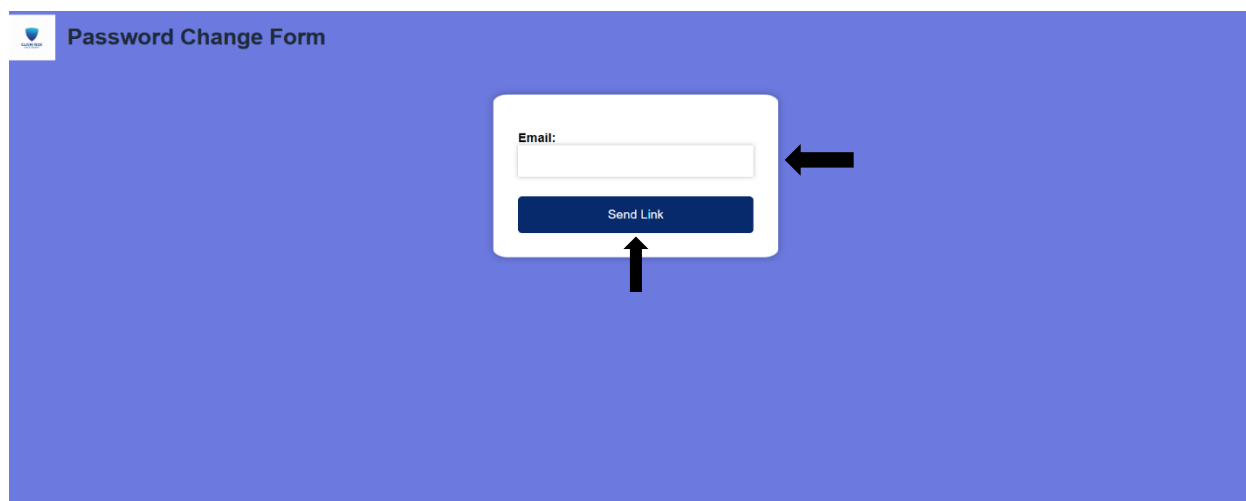
The screenshot shows the 'Password Change Form' interface. It features a white form box on a blue background. Inside the box, there is an 'Email:' field. Below the field is a dark blue button labeled 'Send Link'. A black arrow points to the right towards the 'Email:' field, and another black arrow points upwards towards the 'Send Link' button.

To change your password while logged in:

1. Login
2. Click “**Change Password**” on Menu Bar
3. Enter email address used to create account
4. Check email address inbox for password change link
5. Click the link and create a new password



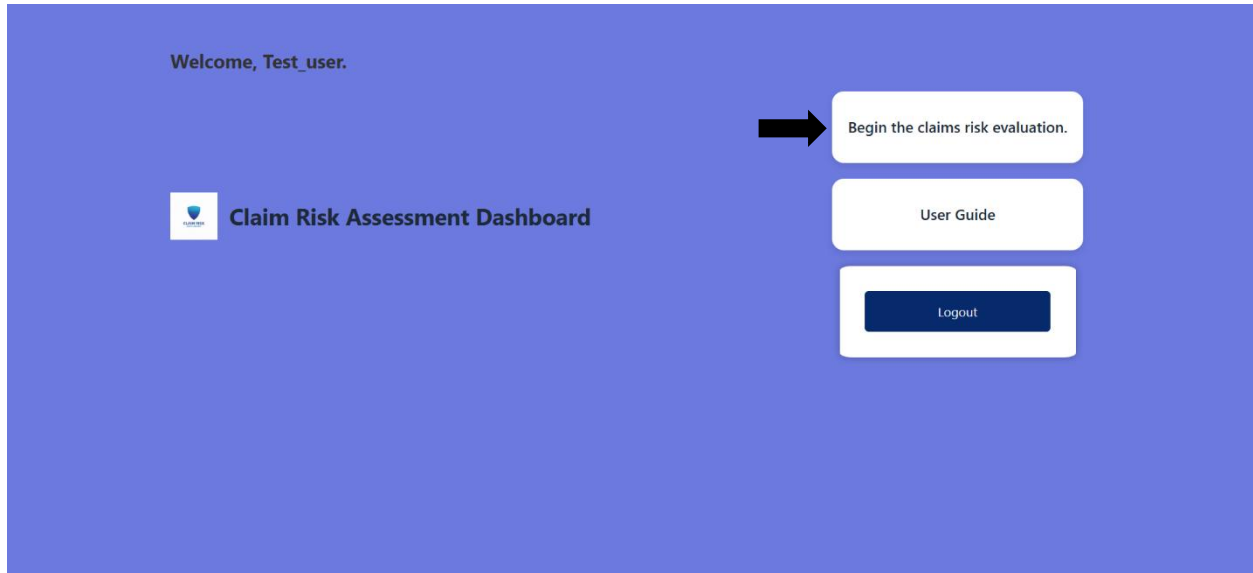
The screenshot shows the 'Claim Assessment' page. At the top, there is a navigation bar with links: Home, Assessment, User Guide, and Change Password. A black arrow points to the 'Change Password' link. Below the navigation bar, there are several input fields for account information: 'Enter Account Number', 'Select Motor Coverage Package' (a dropdown menu), 'Enter the Number of Years Premium Was Paid By Client', and 'Enter the Number of Claims'. To the right of these fields are three boxes labeled 'Loss Ratio', 'Risk Category', and 'Rating Suggestion', each with an input field. A 'Calculate' button is located at the bottom of the input fields.



The screenshot shows the 'Password Change Form'. It features a single input field labeled 'Email:' and a 'Send Link' button below it. A black arrow points to the 'Email:' input field, and another black arrow points to the 'Send Link' button.

4. Using the Assessment Feature

1. After logging in, click on the “**Begin Claims Evaluation**” on the Home page



2. Enter all required data in the input fields:
 - Account Number
 - Motor Coverage
 - Number of Years Premium Was Paid by Client
 - Premium values
 - Number of Claims
 - Claims Values
3. Click “**Calculate**”
4. The tool will display:
 - The loss ratio
 - The risk category of the client

- The suggested rating surcharge to add to client's account and the dollar figure the client's premium will be increased by

Enter Account Number <input type="text" value="123456789"/>	Loss Ratio <input type="text" value="45.28%"/>
Select Motor Coverage Package <input type="text" value="Third Party"/>	
Enter the Number of Years Premium Was Paid By Client <input type="text" value="2"/>	Risk Category <input type="button" value="Low Risk"/>
Premium for Year 1 <input type="text" value="1325"/>	
Premium for Year 2 <input type="text" value="1325"/>	Rating Suggestion <input type="text" value="Increase premium by approx 18.6%. Estimated :"/>
Enter the Number of Claims <input type="text" value="1"/>	
Claim Amount 1 <input type="text" value="1200"/>	<input type="button" value="Download PDF"/>
<input type="button" value="Calculate"/>	

5. Downloading PDF Reports

1. After completing an assessment, click **“Download PDF”**
2. Open the PDF file in your browser or save the file to your device for future referencing.

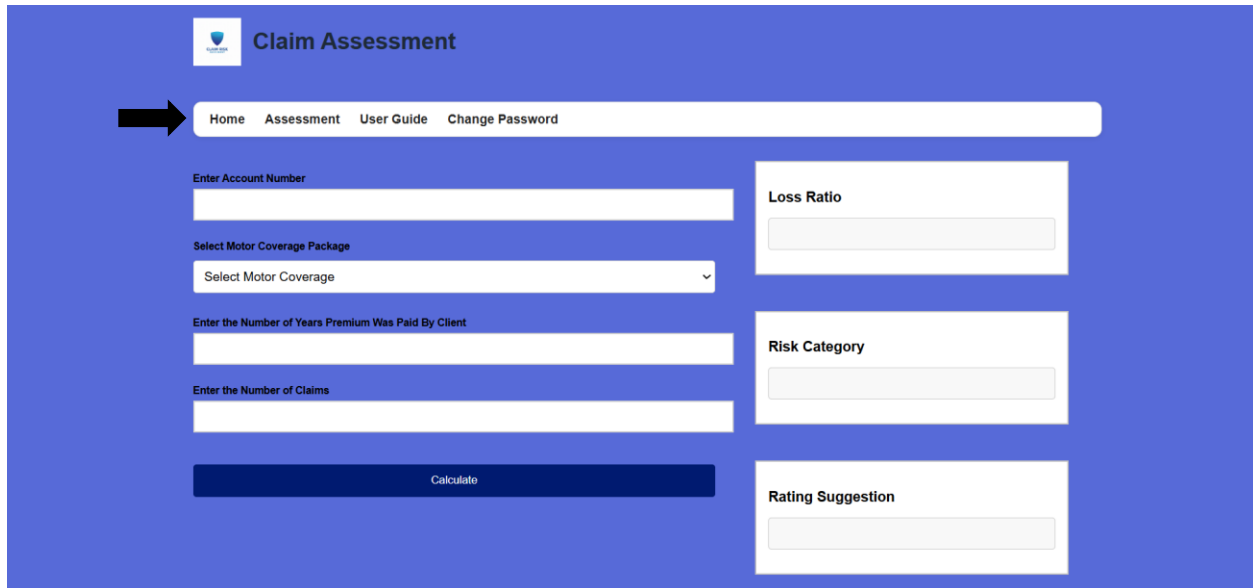
The screenshot displays a risk assessment interface with a blue background. On the left, there are several input fields: 'Enter Account Number' (123456789), 'Select Motor Coverage Package' (Third Party), 'Enter the Number of Years Premium Was Paid By Client' (2), 'Premium for Year 1' (1325), 'Premium for Year 2' (1325), 'Enter the Number of Claims' (1), and 'Claim Amount 1' (1200). At the bottom left is a 'Calculate' button. On the right, there are three summary boxes: 'Loss Ratio' (45.28%), 'Risk Category' (Low Risk), and 'Rating Suggestion' (Increase premium by approx 18.6%. Estimated :). At the bottom right is a 'Download PDF' button, with a black arrow pointing up to it.

Input Field	Value
Enter Account Number	123456789
Select Motor Coverage Package	Third Party
Enter the Number of Years Premium Was Paid By Client	2
Premium for Year 1	1325
Premium for Year 2	1325
Enter the Number of Claims	1
Claim Amount 1	1200

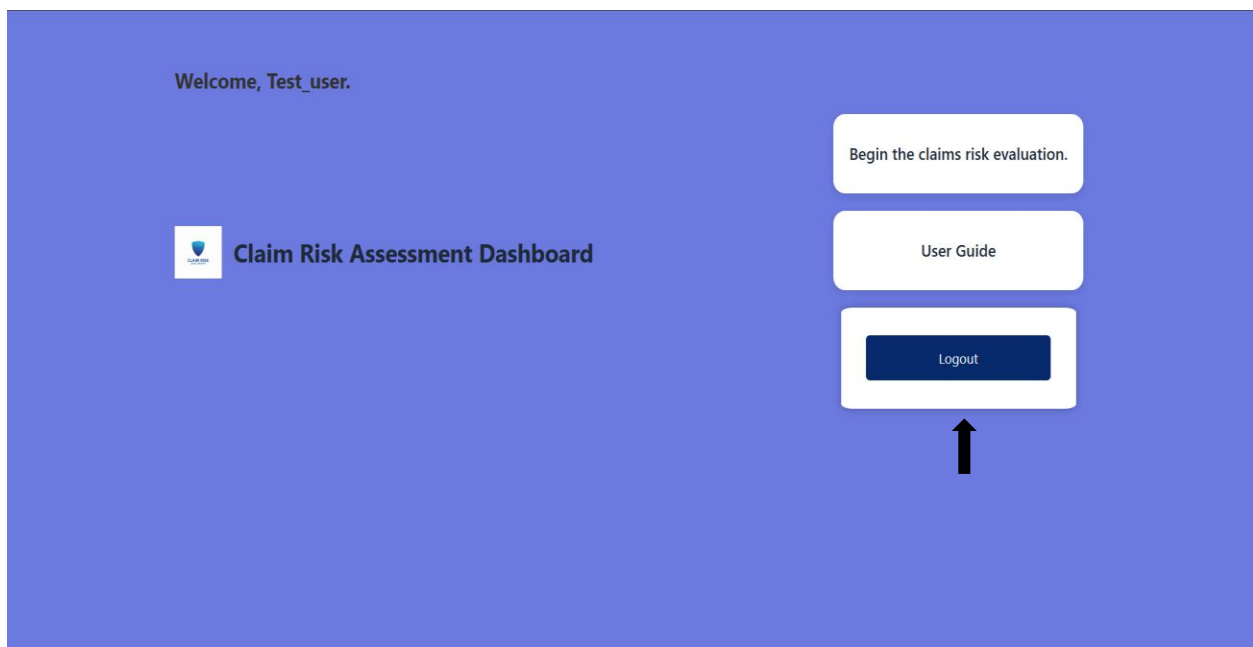
Output Field	Value
Loss Ratio	45.28%
Risk Category	Low Risk
Rating Suggestion	Increase premium by approx 18.6%. Estimated :

6. How to Log Out

1. Click “Home”
2. Click “Logout” located below the “User Guide” button
3. You will be redirected to the login page



The screenshot shows the 'Claim Assessment' page. At the top left is a logo with a shield and the text 'LLOYD'S'. To its right is the title 'Claim Assessment'. Below this is a navigation bar with four links: 'Home', 'Assessment', 'User Guide', and 'Change Password'. A black arrow points to the 'Home' link. Below the navigation bar are several input fields: 'Enter Account Number' (text box), 'Select Motor Coverage Package' (dropdown menu with 'Select Motor Coverage' selected), 'Enter the Number of Years Premium Was Paid By Client' (text box), and 'Enter the Number of Claims' (text box). To the right of these fields are three output boxes: 'Loss Ratio' (text box), 'Risk Category' (text box), and 'Rating Suggestion' (text box). A dark blue 'Calculate' button is located below the input fields.



Common Issues and Solutions:

- Username or password invalid

Solution: Ensure your username and password are entered correctly.

- Password reset email not received

Solution: Check the spam/junk folder or wait a few minutes before retrying.