

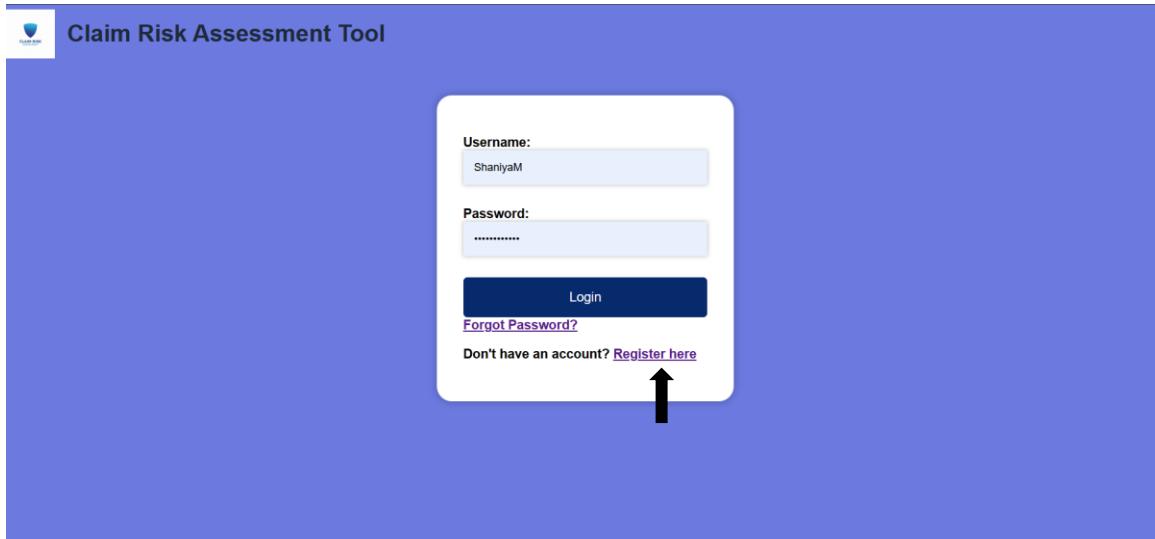
CLAIMS RISK ASSESSMENT TOOL USER MANUAL

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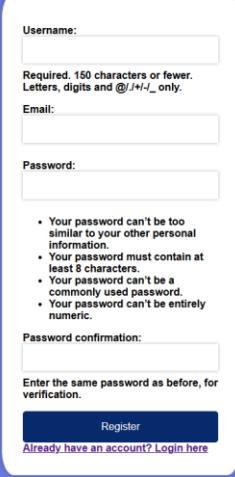
1. Creating an Account

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



- 1) Complete the registration form by entering:
 - Username
 - Email address
 - Password
 - Password Conformation
- 2) Click “**Register**”

Create an Account



The image shows a 'Create an Account' form on a blue background. The form is a white card with rounded corners. It contains fields for Username, Email, Password, and Password confirmation, each with its own validation message below it. A list of password requirements is centered on the page. At the bottom is a 'Register' button and a link to log in.

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:

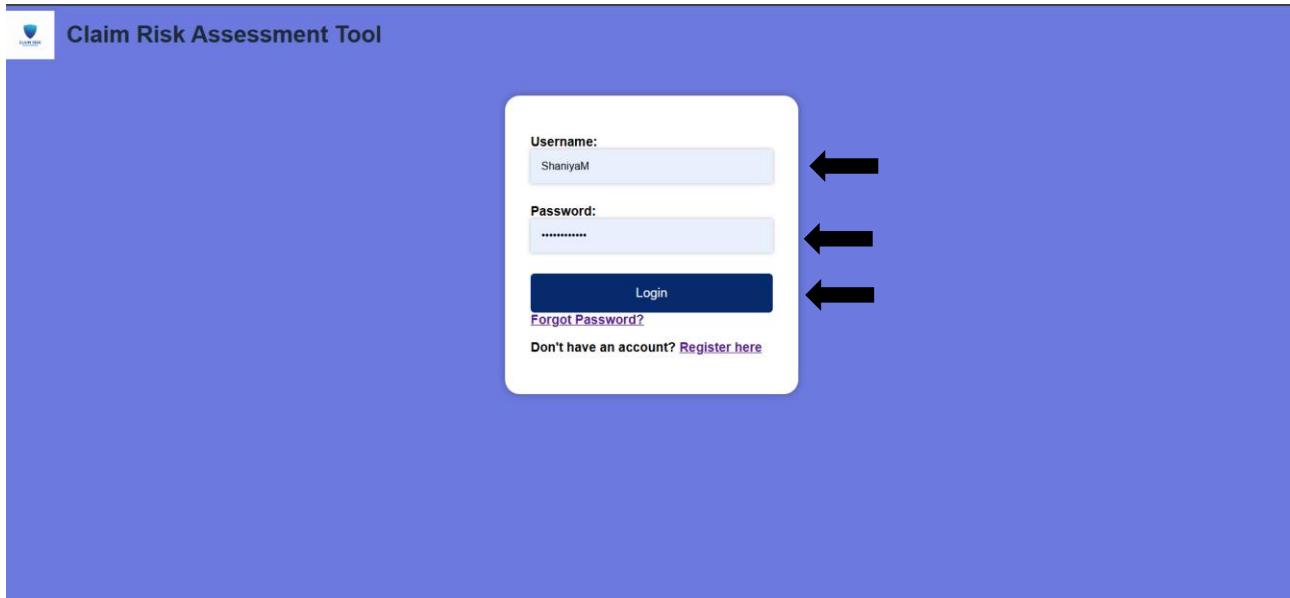
Enter the same password as before, for verification.

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

Validation arrows point from the right side of the page to the following elements: the first three input fields (Username, Email, Password), the password requirements list, the password confirmation field, and the 'Register' button.

2. Logging Into Account

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



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 'Claim Risk Assessment Tool' login interface. It features a blue header bar with the tool's name. Below it is a white login form with two input fields: 'Username:' containing 'ShaniyaM' and 'Password:' containing a series of dots. A dark blue 'Login' button is positioned below the password field. Underneath the button, there are two links: 'Forgot Password?' and 'Don't have an account? [Register here](#)'. A black arrow points upwards from the bottom of the 'Forgot Password?' link towards the 'Send Link' button in the subsequent screenshot.

The screenshot shows the 'Password Change Form' interface. It has a white form with an 'Email:' input field and a dark blue 'Send Link' button. A black arrow points upwards from the bottom of the 'Email:' field towards the 'Forgot Password?' link in the previous screenshot.

To change your password while logged in:

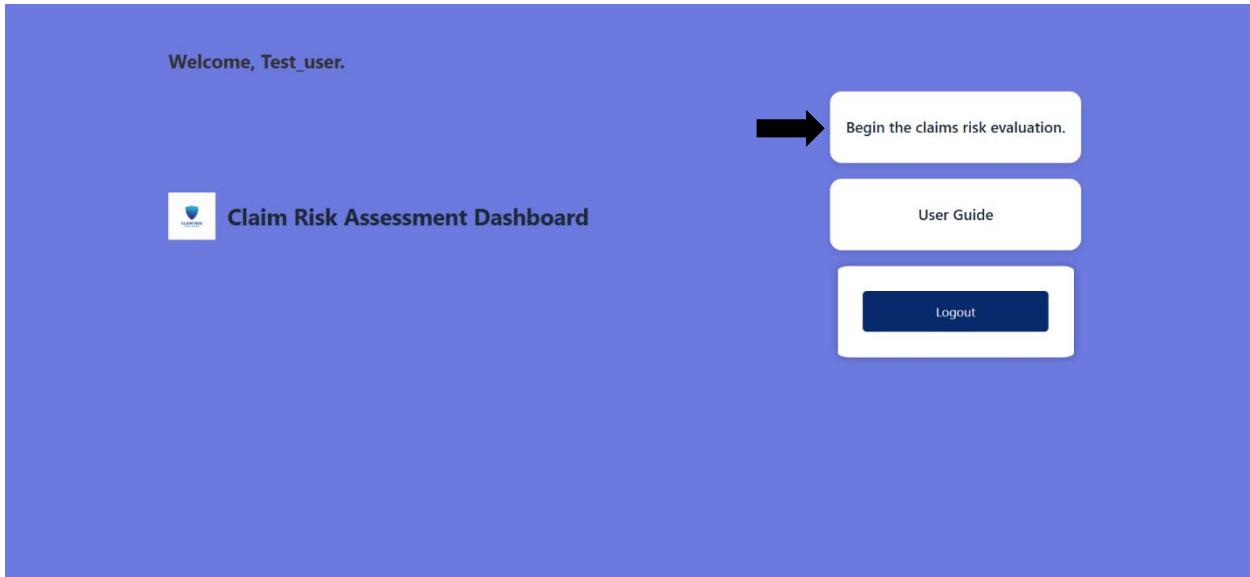
1. Login
2. Click “**Change Password**” on Menu Bar
3. Enter email address used to create account
4. Check email address inbox for password change link
5. Click the link and create a new password

The screenshot shows the 'Claim Assessment' page with a blue header. In the top right corner of the header, there is a small logo and the text 'Claim Assessment'. Below the header is a navigation bar with links: Home, Assessment, User Guide, and Change Password. A large black arrow points to the 'Change Password' link. The main content area contains several input fields and dropdown menus for entering account information, such as 'Enter Account Number', 'Select Motor Coverage Package', 'Enter the Number of Years Premium Was Paid By Client', 'Enter the Number of Claims', and a 'Calculate' button. To the right of these fields are two boxes: 'Loss Ratio' and 'Risk Category', each containing an input field. At the bottom right of the page is a box labeled 'Rating Suggestion' with an input field.

The screenshot shows the 'Password Change Form' page with a blue header. In the top left corner of the header, there is a small logo and the text 'Password Change Form'. Below the header is a large input field labeled 'Email:' with a black arrow pointing to it. Below this input field is a dark blue button labeled 'Send Link' with a black arrow pointing to it. The rest of the page is mostly blank blue space.

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

The screenshot shows a user interface for calculating insurance premiums. The form is divided into two main sections: input fields on the left and output/results on the right.

Input Fields (Left):

- 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/Results (Right):

- Loss Ratio: 45.28%
- Risk Category: Low Risk
- Rating Suggestion: Increase premium by approx 18.6%. Estimated :
- Download PDF

A large black arrow points from the bottom-left towards the "Calculate" button, indicating the flow of the process.

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.

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

Loss Ratio
45.28%

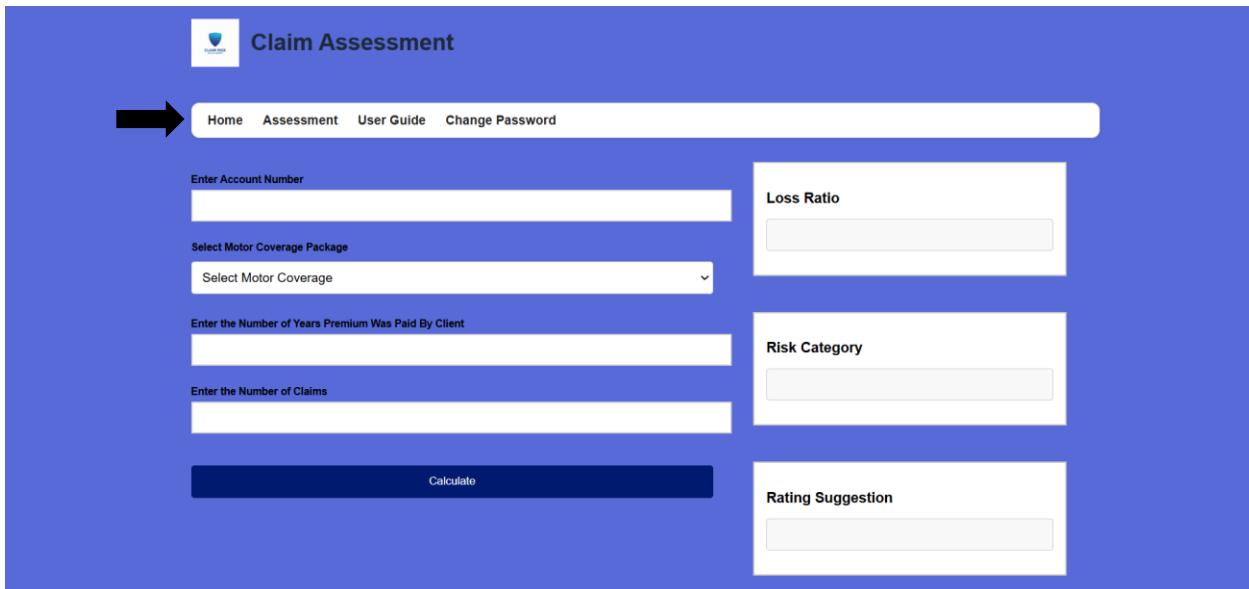
Risk Category
Low Risk

Rating Suggestion
Increase premium by approx 18.6%. Estimated

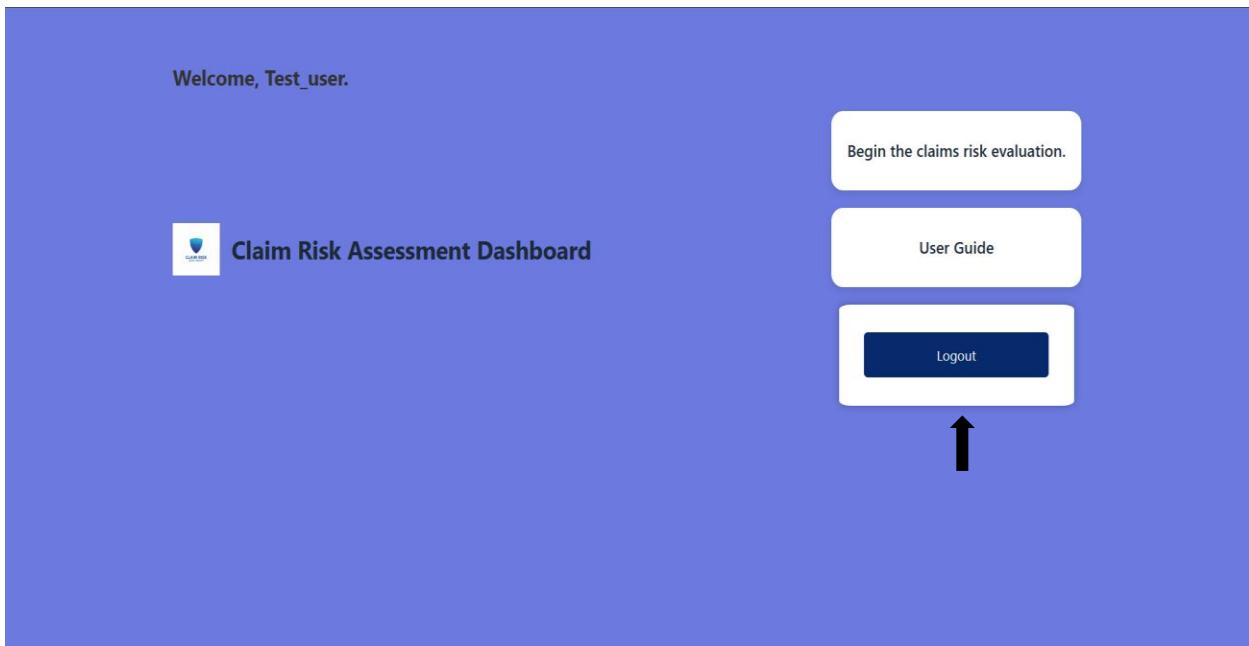
Download PDF

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' form. At the top, there is a logo and the title 'Claim Assessment'. Below the title is a navigation bar with links: Home, Assessment, User Guide, and Change Password. A large black arrow points to the 'Home' link. The form contains several input fields: 'Enter Account Number', 'Select Motor Coverage Package' (with a dropdown menu), 'Enter the Number of Years Premium Was Paid By Client', 'Enter the Number of Claims', 'Loss Ratio' (input field), 'Risk Category' (input field), and 'Rating Suggestion' (input field). A central blue button labeled 'Calculate' is positioned between 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.