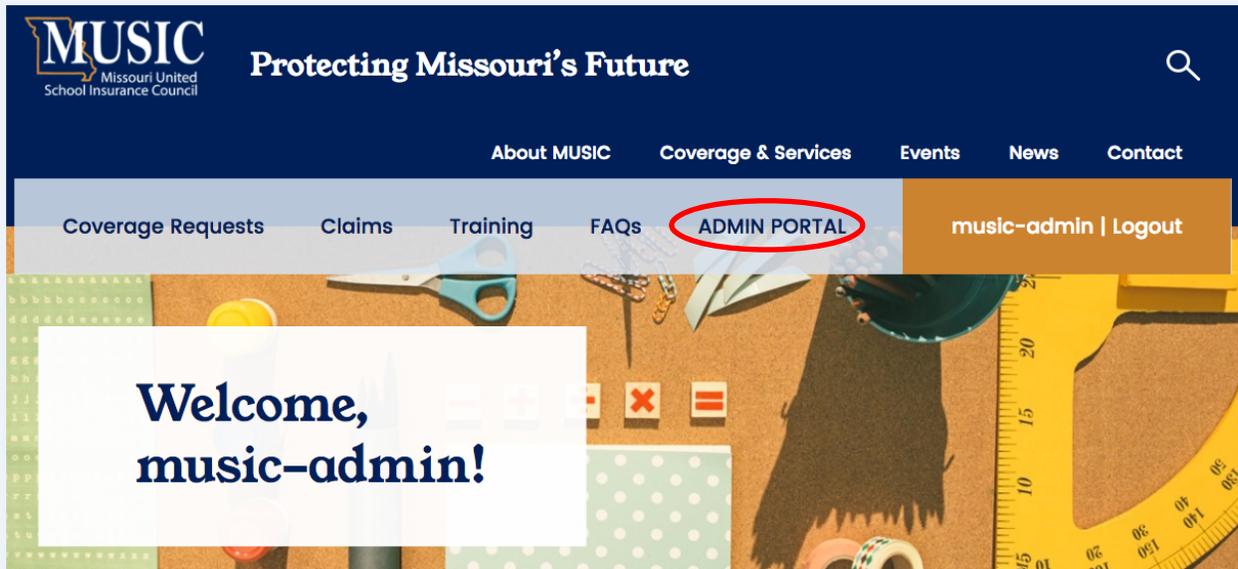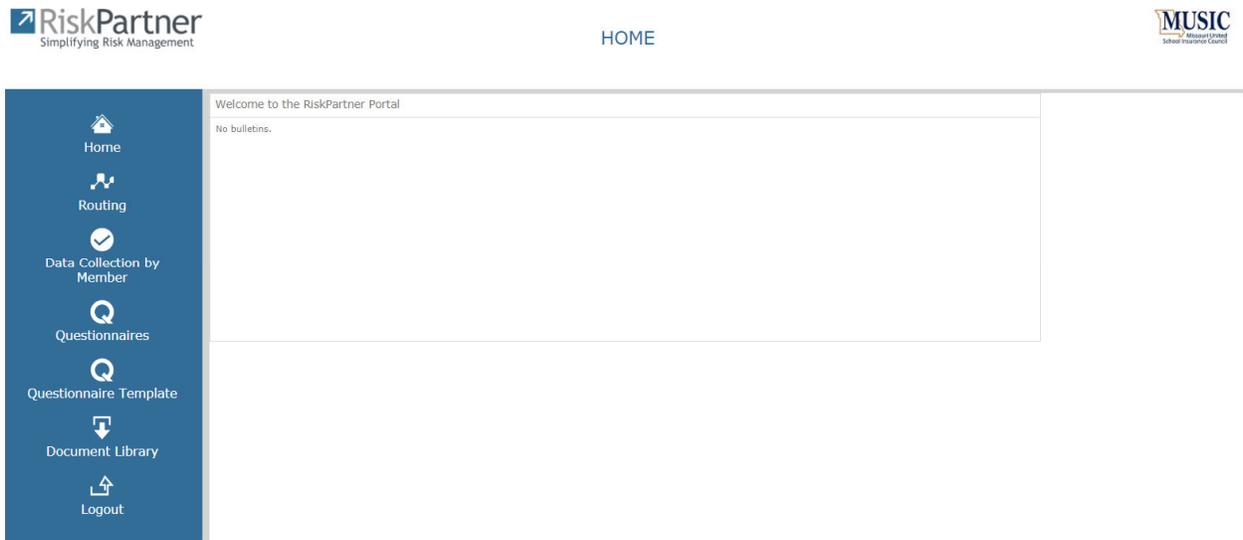**Renewal Questionnaire Instructions**

From the MUSIC website once you are logged in click on ADMIN PORTAL

You should be automatically logged in to the Risk Partner Portal.

Step 1

Gather the following items:

- ASBR for the 2019 – 2020 Year or for Community Colleges and other associations your most recent audited financials
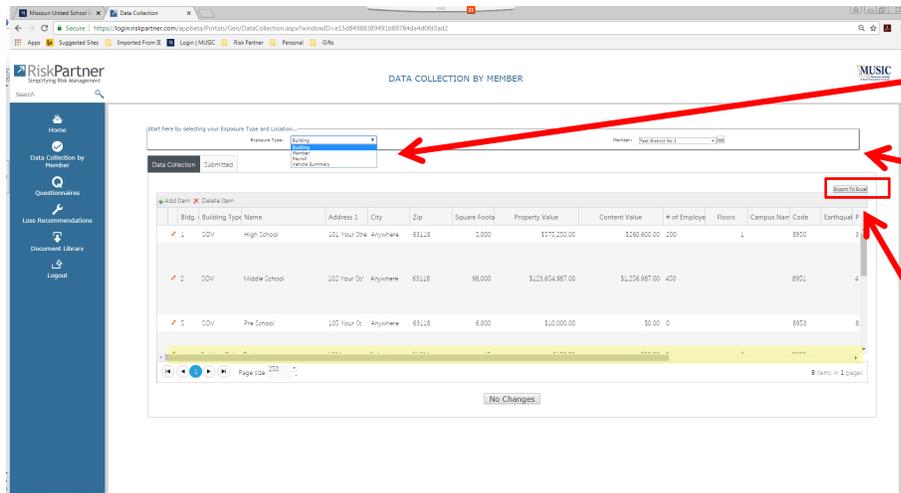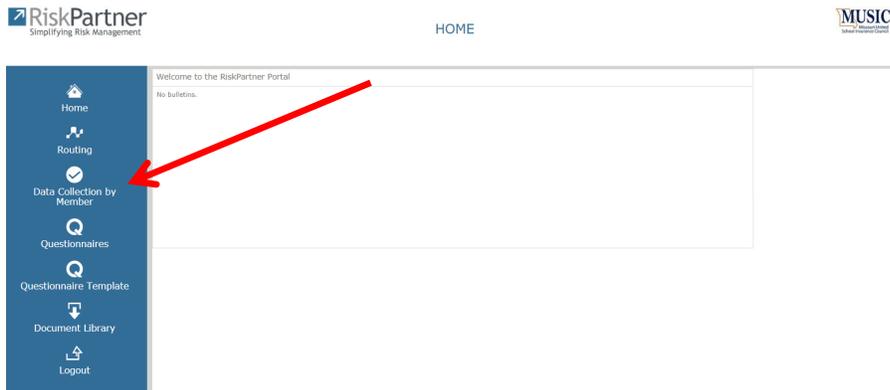- Certificate of Insurance if you contract your buses

Step 2

Complete the 3 Data Collection Modules

- Building
- Payroll
- Vehicle Summary

Building Collection Module

Click on Data Collection By Member

When you click on the drop down for Exposure type the 3 different modules appear.

Verify that your Member Name appears in this box. If it does not you WILL get an error.

You may Export your building, Payroll, or vehicle summary using the Export to Excel button.

Building Module

Using the Scroll bar highlighted in yellow above you can scroll left to right.

Review all information presented for accuracy. If changes need to made click on the ✏ to edit. Only the fields that are yellow are mandatory all others do not have to be completed.

General Information

Linked Documents: ☐   Active: ☑

Type: SOV
Subtype:
Broker:

Name: High School
Member: Test District 1
Campus Name:
Building Number: 1

Address 1: 1 School Street
City: Anywhere
County: County
Country: United States

Address 2:
State/Zip: MO   63533
Phone:
Campus ID:
Email:

Policy:
Parent Building:
Latitude: 40.14953004
Longitude: -92.38040005
Premium:
Rate Multiplier:
Modifier Value:

Coverage Added:
Coverage Removed:
Escrow: ☐
Acquired Date:

When you are done making changes click "Save"

Exposure

of Employees: 26
Flood Catagory: C

Earthquake Zone: 5

Fuel Tank: ☐

Flood Zone: ☐
Mine Subsidence: ☐
Vacant Land: ☐
Chemical Lab: ☐

Boiler: ☐
Swimming Pool: ☐
Bleachers: ☐

Transactional Comment:

Attach Documents   Save   Cancel

If you do not need to add or edit an item click on "No Changes"

Completed Builders Risk Projects

Locations with a Building Type of Builders Risk need to be reviewed and if they are no longer under construction or construction will be complete prior to 12/31/2020 please do the following.

- Click the edit pencil for that location.
- Change the Type to SOV by clicking on the ellipsis box
- Double click the Statement of Values Line

- Enter the Date in the Coverage Added field

- Uncheck the Under Construction Box
- Assign a property value and content value for the location

Content Value:	$2,500.00
Property Value:	$5,000.00
Total Insured Value:	$7,500.00

- Scroll to the bottom and click save

Payroll Module

In this section we need the actual payroll broken down by Workers Compensation Class Code.   For school districts this information will come directly from Part III B of your 2018-2019 ASBR. Please refer to the attached spreadsheet for help with how the payroll should be broken down.

Select Payroll in the drop down menu next to Exposure Type

- Verify your member name is in the Member box if it is not you WILL get an error.
- To edit click the pencil.
- Do not Add or Delete any class codes
- For help with assigning the payroll to the correct class code use the MUSIC_RQ_Payroll_Calculator_2020
- Please note that for School Districts the Payroll must match the 2019-2020 ASBR from line 9999 Grand Total Column 6110 and Column 6150.

Notice if you make a change that is larger than 10% the field will become red and a pop up will appear letting you know.

The yellow dots to the left show you that an item has been edited. Once those changes have been approved by MUSIC the yellow dots will disappear.

Vehicle Summary Data Collection

Choose Vehicle Summary from the drop down menu next to Exposure Type. List the number of vehicles in each category, which are to be covered by the MUSIC program. Please note that tractors, gators, choppers and other like equipment should not be listed in this section. If your buses are contracted, please do not list them in the buses category unless you are required to provide insurance.

- DO NOT add or delete Items. Only edit the count using the pencil for the vehicle types provided.

Step 3 Complete Questionnaires

Complete the following Questionnaires

- **School District Liability or Community College Liability**
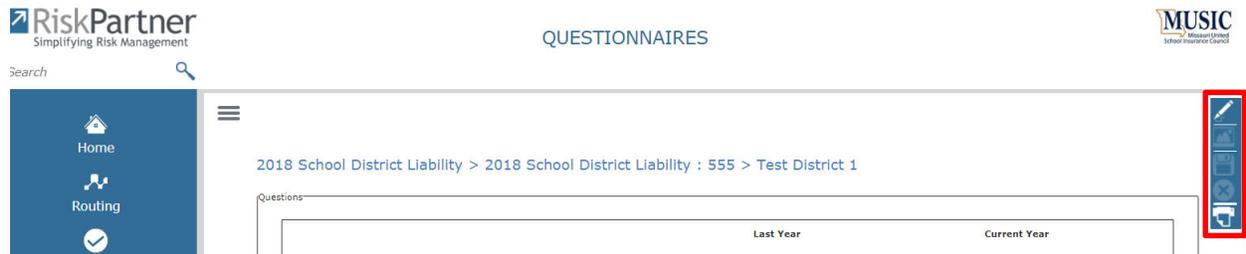- **Cyber Liability**
- **Pollution Liability**

When you click on Questionnaires you will only see the Cyber Liability Questionnaire. In order to see all questionnaires you will need to click the menu Icon

Double click on the Questionnaire you want to complete first.

In order to make changes you will first need to click the Edit button on the right hand side of the screen.

School Districts are required to attach their ASBR for 2019-2020. Community Colleges are required to attach their IPEDs or Audited Financials. You may do so by clicking on the attach button located on the top right hand of the screen.

If you need to exit and come back later click the save button located on the top right hand of the screen. Otherwise any changes that you make will not be saved.

Once complete be sure to click the Mark as Complete checkbox located on the bottom of the screen.

Approver 1			
Approver 2			

☐ Mark as Complete

Scroll to the top and complete the 2020 Cyber Liability Questionnaire. Save and Check Mark as complete.

MUSIC will then be notified that your Renewal Questionnaire is complete.

If you would like to print a copy you can do so by pressing the print button located on the right hand corner of the screen.