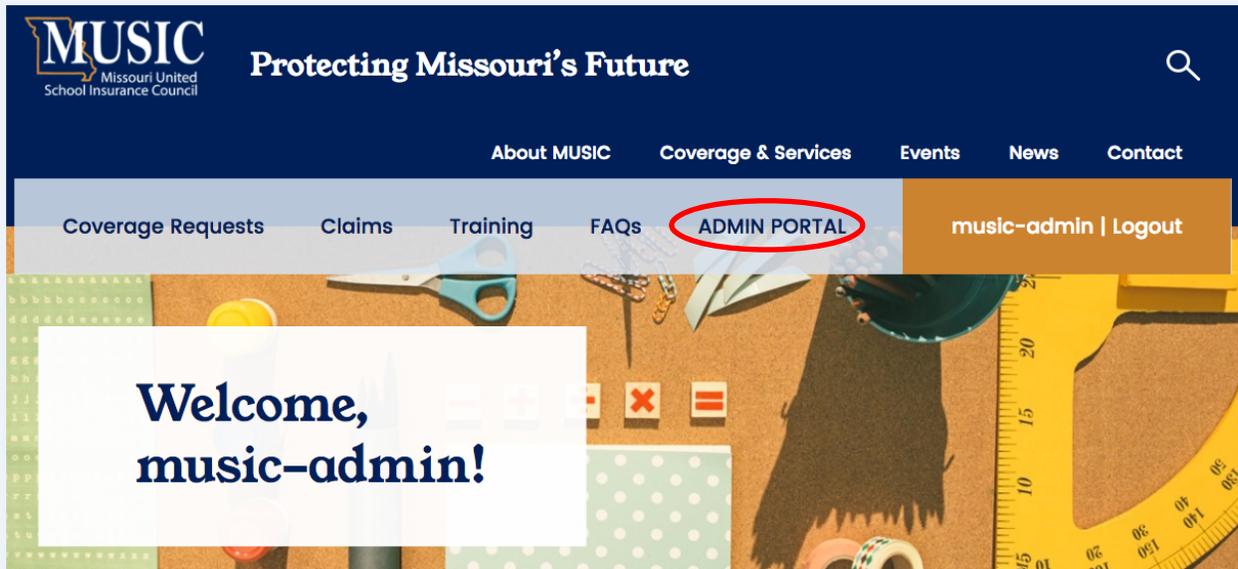
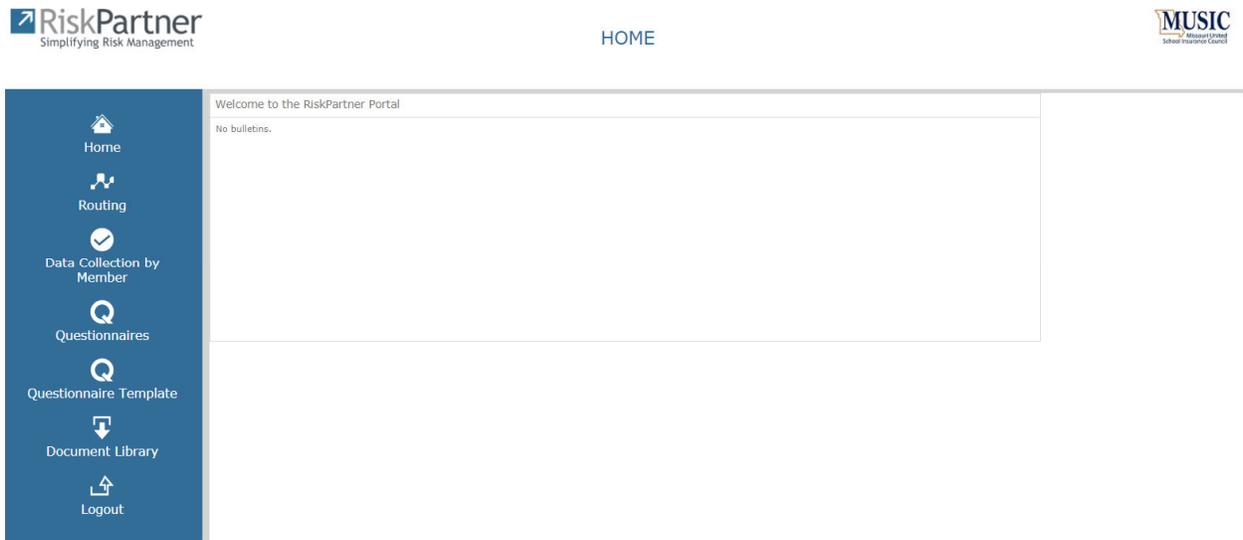


Renewal Questionnaire Instructions

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

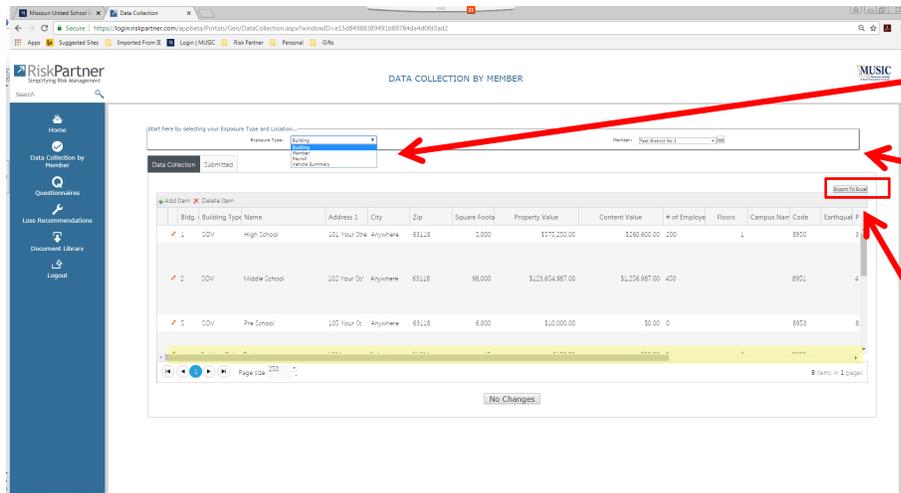
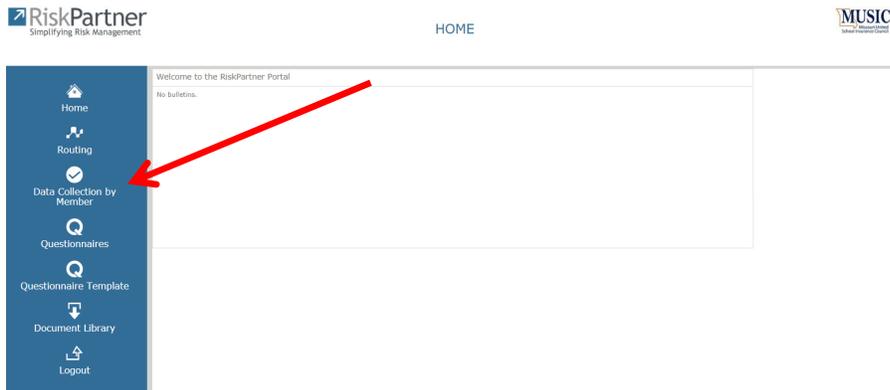
Step 2

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 be made click on the  to edit. Only the fields that are yellow are mandatory all others do not have to be completed.

▼ General Information

Type:	<input type="text" value="SOV"/>	Linked Documents:	<input type="checkbox"/>	Active:	<input checked="" type="checkbox"/>
Subtype:	<input type="text"/>	Name:	<input type="text" value="High School"/>		
Broker:	<input type="text"/>	Member:	<input type="text" value="Test District 1"/>		
Address 1:	<input type="text" value="1 School Street"/>	Campus Name:	<input type="text"/>		
City:	<input type="text" value="Anywhere"/>	Building Number:	<input type="text" value="1"/>		
County:	<input type="text" value="County"/>	Address 2:	<input type="text"/>		
Country:	<input type="text" value="United States"/>	State/Zip:	<input type="text" value="MO"/>	<input type="text" value="63533"/>	
Policy:	<input type="text"/>	Phone:	<input type="text"/>		
Parent Building:	<input type="text"/>	Campus ID:	<input type="text"/>		
Latitude:	<input type="text" value="40.14953004"/>	Email:	<input type="text"/>		
Longitude:	<input type="text" value="-92.38040005"/>	Coverage Added:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium:	<input type="text"/>	Coverage Removed:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rate Multiplier:	<input type="text"/>	Escrow:	<input type="checkbox"/>		
Modifier Value:	<input type="text"/>	Acquired Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>

When you are done making changes click "Save"

▼ Exposure

# of Employees:	<input type="text" value="26"/>	Earthquake Zone:	<input type="text" value="5"/>
Flood Category:	<input type="text" value="C"/>	Fuel Tank:	<input type="checkbox"/>
Flood Zone:	<input type="checkbox"/>	Boiler:	<input type="checkbox"/>
Mine Subsidence:	<input type="checkbox"/>	Swimming Pool:	<input type="checkbox"/>
Vacant Land:	<input type="checkbox"/>	Bleachers:	<input type="checkbox"/>
Chemical Lab:	<input type="checkbox"/>		

Transactional Comment:

Attach Documents

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

Search

- Home
- Routing
- Data Collection by Member
- Questionnaires
- Questionnaire Template
- Document Library
- Logout

Start here by selecting your Exposure Type and Location...

Exposure Type: Member:

Data Collection Submitted

[Export To Excel](#)

[Add Item](#) [Delete Item](#)

	Code	Member	Building Type	Campus ID	Campus Name	Name	Address 1	City
	8953	Test District 1	SOV			High School	1 School Stree	Anywhere
	8954	Test District 1	SOV			Elementary	1 School Street	Anywhere
	8955	Test District 1	SOV			Middle School	1 School Stree	Anywhere

Page size: 250 3 items in 1 pages

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

The screenshot shows a 'Type/SubType Popup Window' with two sections. The top section is for 'Type' and shows 'Builders Risk' selected. Below it, 'Statement of Values' is set to 'SOV'. The bottom section is for 'Sub Type' and shows 'No records to display'.

- Enter the Date in the Coverage Added field

The screenshot shows the 'Data Collector' application window. It contains several sections of data entry fields:

- General Information:** Type (SOV), Subtype, Broker, Address 1 (105 Your St.), City (Anywhere), County (Jefferson), Country (United States), Policy, Parent Building, Latitude (38.59816410), Longitude (-90.23397140), Premium, Rate Multiplier, and Modifier Value.
- Linked Documents:** Active checkbox, Name (Under Construction 1), Member (Test District No 1), Campus Name, Bldg. # (6), Address 2, State/Zip (MO 63118), Phone, Campus ID, and Email.
- Coverage Fields:** Coverage Added (highlighted with a red box), Coverage Removed, Escrow checkbox, and Acquired Date.
- Building Values:** A section with a right-pointing arrow.
- Building Additional Values:** A section with a right-pointing arrow.
- Construction:** Construction Type (Reinforced Concrete Fr), Roof Construction, Roof Cost sq Ft, Roof Square Ft, Roof Life, Est Roof Rplcmt, Roof Replaced, Roof Fitted for (Under Construction checked, Retro-Fitted for Earthquakes unchecked), Est. Comp. Date (11/01/2018), and Est. Comp. Value (1000000.00).
- Other Fields:** Date Built, Year Built (2018), Date Remodeled, Number Elevators, Number Escalators, ISO Code, Floors, Square Footage (6000), Story # Below, Sqr Ftg Below, Last Appraised, and Next Appraised.

- 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

The screenshot displays the RiskPartner web application interface for data collection. The top navigation bar includes the RiskPartner logo, the text "DATA COLLECTION BY MEMBER", and the MUSIC logo. A search bar is located below the logo. The left sidebar contains navigation options: Home, Data Collection by Member, Questionnaires, Loss Recommendations, Document Library, and Logout. The main content area shows a form for selecting Exposure Type (Payroll) and Member (Test District No 1). Below the form is a table with the following data:

Code	Type	NCCI Code	Payroll Amount	Count
3900	Bus Drivers	7380	\$200.00	
3901	Professional and Clerical	8868	\$200,000.00	50
3902	All Other Employees	9101	\$250,000.00	5

The table also includes an "Add Item" and "Delete Item" button at the top left and an "Export To Excel" button at the top right. The bottom of the table shows pagination controls (Page size: 200) and a "No Changes" button.

- 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 screenshot shows the 'Data Collector' window in the RiskPartner application. The form is titled 'General Information' and contains the following fields:

- Code: 3900
- Type: All Other Employees
- NCCI Code: 9101
- Policy: [dropdown]
- Member: Test District 1
- Building: [dropdown]
- Full Time: Part Time:
- Linked Documents: Active:
- Description: All Other Employees
- Payroll Amount: 250000 (highlighted in red)
- Count: 50
- Department: [dropdown]
- Rate Multiplier: [input]
- Modifier Value: [input]
- Premium: [input]
- Comments: [text area]
- Transactional Comment: [text area]

A warning pop-up in the top right corner states: "This value has changed by 10% or more since last saved. Please check to verify this is correct before saving record." The background shows a table with columns for Code, Type, NCCI Code, Payroll Amount, and Count, with a 'No Changes' button at the bottom.

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.

The screenshot shows the 'Data Collection' table in the RiskPartner application. The table has the following columns: Code, Type, NCCI Code, Payroll Amount, and Count. There are three items listed, each with a yellow edit icon to its left:

Code	Type	NCCI Code	Payroll Amount	Count
3900	All Other Employees	9101	\$250,000.00	50
3901	Bus Drivers	7380	\$2,550.00	1
3902	Professional and Clerical	8868	\$110,000.00	2

The table also includes a 'Submitted' tab, an 'Export To Excel' button, and a 'No Changes' button at the bottom.

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.

Start here by selecting your Exposure Type and Location...

Exposure Type: Member:

Data Collection Submitted

Export To Excel

		Code	Type	Member	Vehicle Summary Count
		7300	Private Passenger	Test District 1	1
		7301	12 or 15 passenger conversion van	Test District 1	0
		7302	Motorcycles	Test District 1	0
		7303	Trailer	Test District 1	0
		7304	Tractor Trailer	Test District 1	0
		7305	Light Truck (Up to 10,000 lbs)	Test District 1	1

Page size: 250 13 items in 1 pages

No Changes

Verify your member name is in the member box.

- 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**

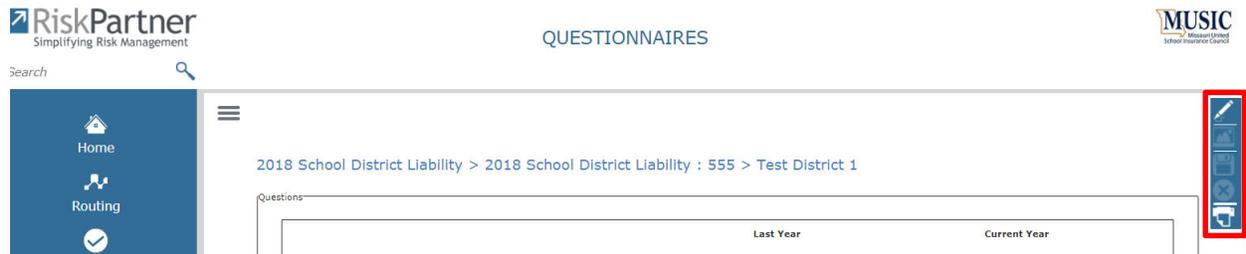
When you click on Questionnaires you will only see the Cyber Liability Questionnaire. In order to see all questionnaires you will need to click the menu Icon



2018 School District Liability > 2018 School District Liability : 555 > Test District No 1

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.

DO NOT COMPLETE – Staff Only

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.