

START YOUR RENEWAL WITH CONFIDENCE



WHY THIS MATTERS

2027 assessments are based on the information members submit.

Accurate renewal questionnaires help MUSIC provide exposure information to insurance carriers and determine assessments for the December 31, 2026 through December 31, 2027 policy term.

Complete the Renewal Process in Four Steps

Review Contacts

1



Confirm contacts and roles before entering exposure data.

Complete Forms

2



Complete each required questionnaire in the Admin Portal.

Verify Exposures

3



Review payroll, vehicles, buildings, and other exposures.

Submit Documents

4



Upload required documents and confirm submission readiness.



ACTION REQUIRED

Renewal Questionnaires Are Due Friday, September 25

Begin by opening the Admin Portal and selecting Renewals from the left sidebar. You will then land on the Renewal Overview page, which guides you through the renewal process.

Construction Project Verification Required

NEW

- ✓ Confirm project listings are accurate.
- ✓ Update projects that have changed.
- ✓ Report when no projects are underway.



Submission Status



The status will change from *In Process* or *Submitted* to *Pending Approval* or *Approved*.

Renewal Resources



Questionnaire Instructions

Use the detailed guide when completing the online questionnaires.

[VIEW GUIDE](#)



Payroll Wizard

Use the payroll support resource to help collect accurate figures.

[OPEN TOOL](#)



Blank Questionnaires

Use blank questionnaires to gather information from staff and departments before completing your renewal submission.

[DOWNLOAD FORMS](#)

Looking for additional renewal resources? Visit the [MUSIC Website](#).

Questions about the renewal process? Contact Deanna Sharley or Amy Mehrmann-Dale using the [Key Contact Directory](#).