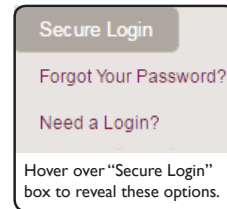# Accessing Claims Information on the Broker Portal
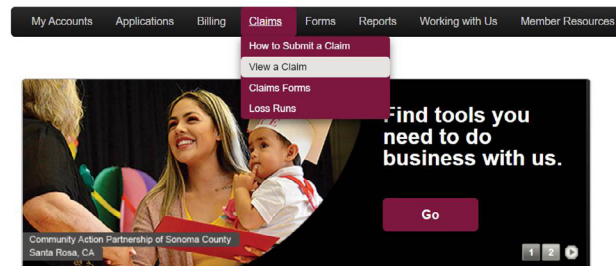
1 Log in to our website at www.insurancefornonprofits.org.

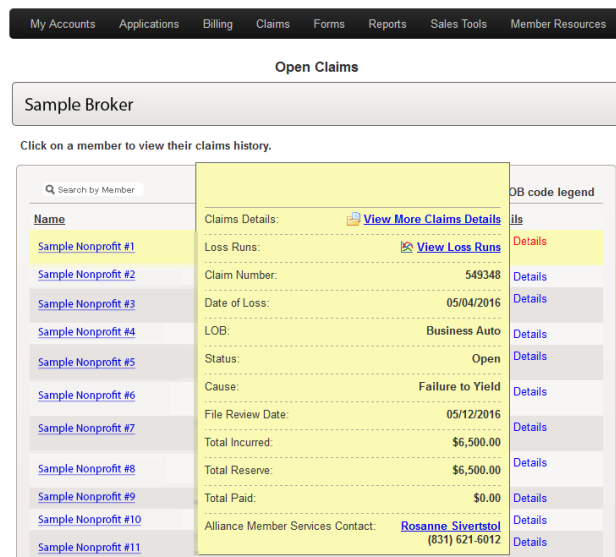If you have forgotten your password and/or login, select that option for an instant reset using your email address.

If you have never had a login/password, select the **Need a Login?** option and fill in the request information.

Secure Login
Forgot Your Password?
Need a Login?

Hover over "Secure Login" box to reveal these options.

2 Select **Claims** then **View a Claim.**

3 Hover over **Details** to see details on current claims.

insurancefornonprofits.org/accessing-claims-info-broker-portal

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National Alliance of Nonprofits for Insurance (NANI)
Alliance Member Services (AMS)

4 Click **View More Claims Details** to see more details.

5 To see all claims (open and closed) for a particular account, click on that account's name (pictured in #3 on the previous page). A page will open with all claims for that account (pictured below).

How to Access Loss Runs

Brokers may access loss run reports from multiple places on the secure website, including the **Claims** dropdown menu (pictured in #2 on the previous page), the **Member Overview** page (pictured in #5), and the **Broker Overview** page, both summary and claims tabs. Click on **Loss Runs**, enter the member ID#, and a PDF report will be generated instantly. Click on **View Loss Run**

Report-Detailed link located on the top right corner of the PDF document to see a more detailed version of the report.

More questions? We're here to help! Email newclaims@insurancefornonprofits.org or call 800-359-6422.

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