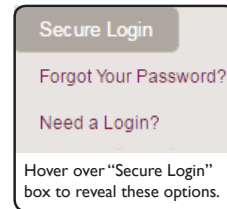


# Accessing Claims Information on the Broker Portal

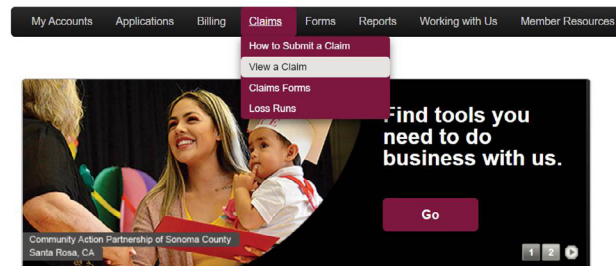
- 1 Log in to our website at [www.insurancefornonprofits.org](http://www.insurancefornonprofits.org).

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

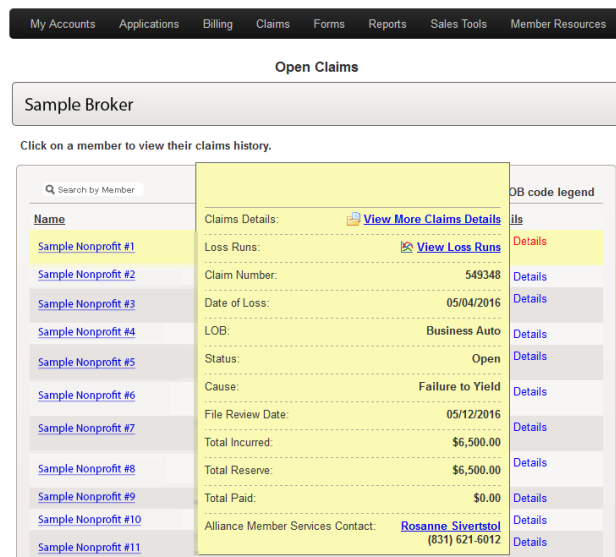
If you have never had a login/password, select the **Need a Login?** option and fill in the request information.



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



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



[insurancefornonprofits.org/accessing-claims-info-broker-portal](http://insurancefornonprofits.org/accessing-claims-info-broker-portal)

## For Brokers

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

Below are the claims details for Claim #54321

Member Info	
Member:	
Member Contact:	
Broker:	
Broker Contact:	

Claim Status	
Status:	Open
SOL Date:	N/A
Legal:	N

Policy Info	
Policy:	2016-06406
Effective From:	03/01/2016
Effective To:	03/01/2017

Tracking Dates	
Reported:	05/04/2016
Opened:	05/05/2016
Next Diary Date:	05/12/2016
Closed:	N/A

Claimant Summary	
BA (APD):	Open
BA (COLL):	Open

Claim Info	
Claim Number:	
Date of Loss:	05/04/2016 at 12:00 AM
LOB:	BA
Occur State:	CA
Carrier:	NIAC
Cause:	Failure to Yield
Description:	Insured vehicle failed to yield the right-of-way, struck adverse vehicle
Category:	Owned
Vehicle:	2007 Ford Econoline (VIN: 7804)
Vehicle Number:	2

Adjuster Info	
Adjuster:	
Ind. Adj.:	N/A
Ind. Adj. Tax ID:	N/A

- 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).

Member Overview						
Summary	Policy Info	Billing	Member Info	Quotes	Renewals	Claims
Sample Nonprofit						
View Loss Runs						
LOB code legend						
Claim Number	LOB	Date of Loss	Status	Total Incurred	Details	
12345	BA	05/04/2016	Open	\$6,500.00	View Details	
54321	GL	12/05/2012	Closed	\$1,825.50	View Details	
23456	DO	01/12/2012	Closed	\$19,648.48	View Details	
65432	BA	09/23/2011	Closed	\$0.00	View Details	
98765	GL	03/24/2011	Closed	\$0.00	View Details	
56789	GL	02/15/2011	Closed	\$672.30	View Details	

## 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@insuranceforprofits.org](mailto:newclaims@insuranceforprofits.org) or call 800-359-6422.



The insurance policy, not this email, forms the contract between the insured and the insurer. The policy may contain limits, exclusions, and limitations that are not disclosed in this brochure. Coverages may differ by state.

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