FACILITY ASSOCIATION

Risk Sharing Pool

Application User Guide

Revised February 2018

Revision History

Date	Document Version	Section Modified	Modification
March 2008	BETA 1.0		• Initial Draft
April 2008	BETA 2.0	All Sections	• New and updated shots of the application pages • Details for Pool Submission Date Change (Special Handling) • Details for Submission Status Report
May 2008	BETA 3.0	All Sections	• New and updated content • New and updated shots of the application pages • Use of dummy company code in screen shots
August 2008	AIT 1.0	All Sections	• All Industry Test Release • New and updated shots of the application pages • Details for Premium and Claim Detail Report
October 2008	PROD 1.0	All Sections	• Production Release
November 2008	PROD 1.1	6.1 – 6.4	• Detailed descriptions on criteria and generated report pages
November 2008	PROD 1.2	All Sections	• Content review and editing. • Page numbering
August 2011	PROD 1.3	All Sections	• Changes to: Pool Submission Date Status Report • Add new reports: Large Premium/Claim Exception Report Premium/Claim Control Report Submission Summary Report
October 2014	PROD 1.4	6.1 and 6.10	• Update to conform to prod
February 2018	PROD 1.5	7.1	• Support email address changed from RSP@facilityassociation.com to MS@facilityassociation.com

This material is intended to provide orientation and guidance to authorized users of the Risk Sharing Pool (RSP) system. Due to ongoing enhancements, the depictions of the online applications in this document may not be exact representations.

Table of Contents

1. INTRODUCTION

1.1 Overview of FA's Risk Sharing Pool Application

Facility Association's (FA's) Risk Sharing Pool (RSP) application provides members with the information and tools to help them better manage their data submissions to the Risk Sharing Pool and respond in a more cost effective and timely manner to business changes. By using the various modules within the application, members will be better able to monitor and analyze their data submissions.

The RSP application includes access to My Portal, File Transfer, Collection and Correction, Pool Submission Date Change (Special Handling), and Submission Reports modules.

Access to the different modules and the functions within these modules is based entirely on your defined user profile.

- My Portal
  - Provides users with the ability to change their password.
  - Allows assignment of a reminder question and corresponding answer for enhanced application access security.
  - Facilitates reviewing of FA's security statement on demand.
  - For more information, please see MY PORTAL.

- RSP File Transfer
  - Provides members with the ability to upload a flat file of premium and/or claim batches from their local machine or server.
  - Allows files to contain a single batch or multiple batches.
  - For more information, please see RSP FILE TRANSFER.

- RSP Collection and Correction
  - Facilitates the creation and submission of batches
  - Provides search criteria to identify batches for correction.
  - Allows the identification and correction of errors online.
  - For more information, please see RSP COLLECTION AND CORRECTION.

- Pool Submission Date Change (Special Handling)
  - Provides members with the ability to request changes to previously assigned Pool submission dates.
  - Allows FA to review and approve/reject the request.
  - For more information, please see POOL SUBMISSION DATE CHANGE.

- RSP Submission Reports
  - Helps members better manage and monitor their data submissions
  - Provides detailed and summarized reports.
  - For more information, please see RSP SUBMISSION REPORTS.

1.2 Getting Started

Browser Requirements

The Risk Sharing Pool application is available through FA's Portal. To access the FA Portal you must use a browser that supports 128-bit encryption.

The FA Portal and the Risk Sharing Pool application are compatible with Microsoft Internet Explorer 6.0 and greater. Earlier versions of Explorer and other browsers are not supported.

Application Availability

The Risk Sharing Pool application is available 24 hours a day, 7 days a week. However, the system may occasionally be unavailable for very brief periods of time when FA conducts routine maintenance and/or implements application enhancements.

Notification will be provided in advance.

Obtaining Access

Access to the application can be obtained by completing the User-ID Request Form available under IT Modernization on FA's website at www.facilityassociation.com. The completed form should be faxed to FA Operations at 416.842.0241 for processing.

Logging In

The application will be available for use by different types of Portal users with varying roles and access rights as assigned.

You can access the Risk Sharing Pool application via FA's Portal at →
https://portal.facilityassociation.com/.

This URL will take you to the FA Portal log-in page. Log in to the Portal by entering the user name and password previously provided to you by FA, then clicking the Log On button.

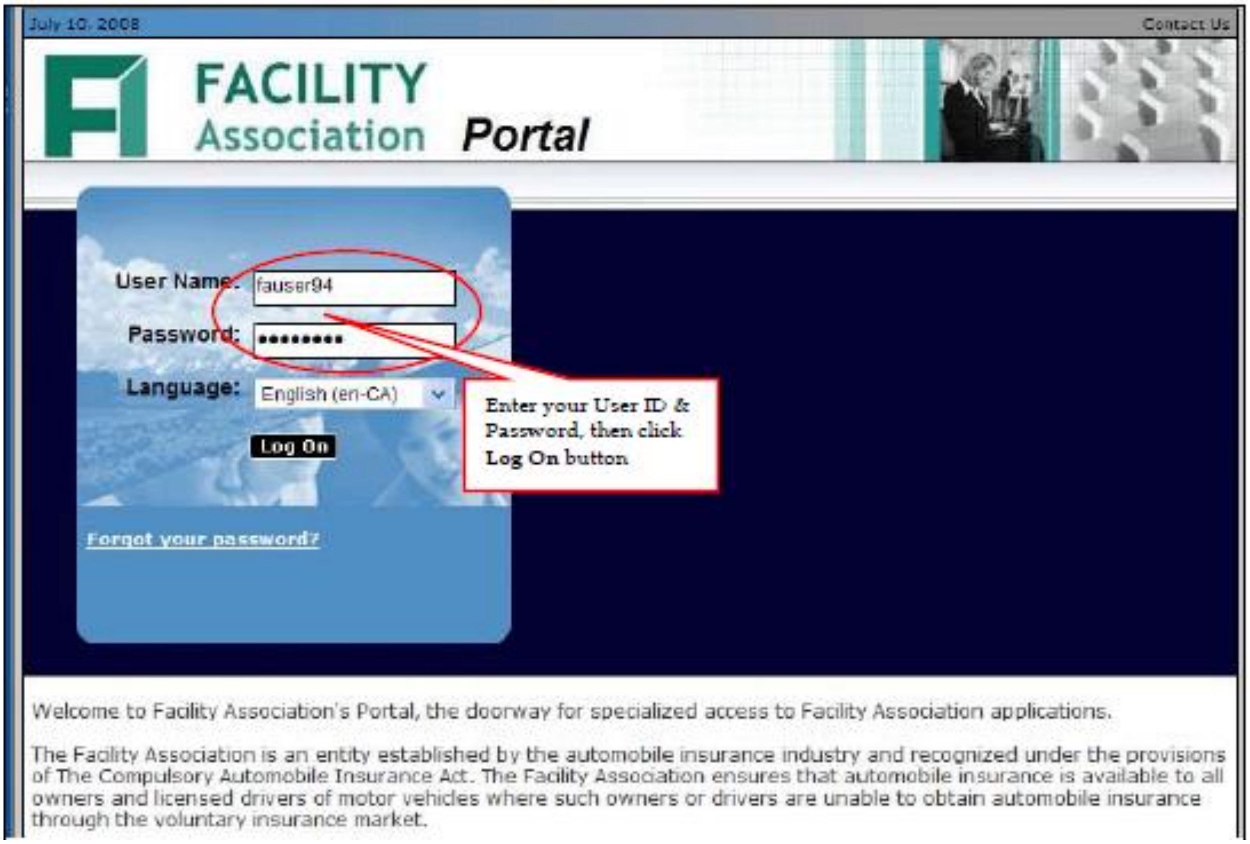


Figure 1-1: FA Portal Log-in Page

The Login page provides access and security control for authorized users. If the User Name and/or Password is incorrect the application displays, on the same page, an error message indicating that either the user id or password was entered incorrectly. You will be prompted to re-enter the information.

- **Both User Name and Password are mandatory and must be filled in**
- **Accounts will be locked after three (3) consecutive attempts to log in with incorrect username and password combinations**

Once the system has successfully validated your username and password, you will be presented with one of the following pages:

- **RSP Application main page** → if you are not logging into the application for the first time and there are no new system messages to be read
- **FA's Security Statement page** → if you are logging into the application for the first time
- **System Message/Message Board page** → if you are not logging into the application for the first time and there are new messages to be read.

Security Statement

The first time you log in, you will be presented with FA's Security Statement. Please read it carefully and then click the **Accept** button to continue.

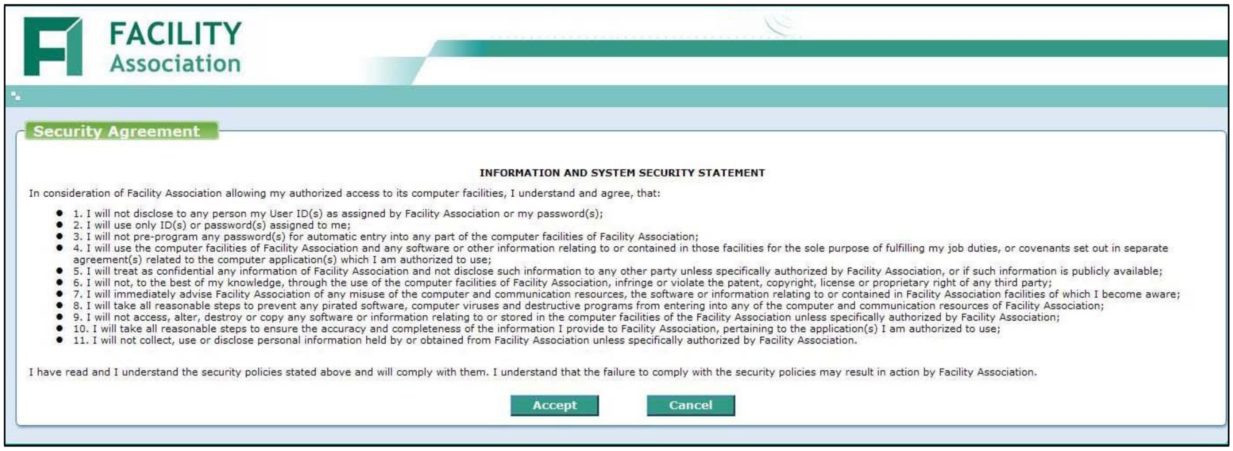


Figure 1-2: Security Statement Page

You can review FA's Security Statement at any time from the [My Portal](#) module in the main menu.

Changing Password & Entering Reminder Question

The first time you log in, you will be prompted to change the initial password assigned to you, setup a reminder question and the corresponding answer.

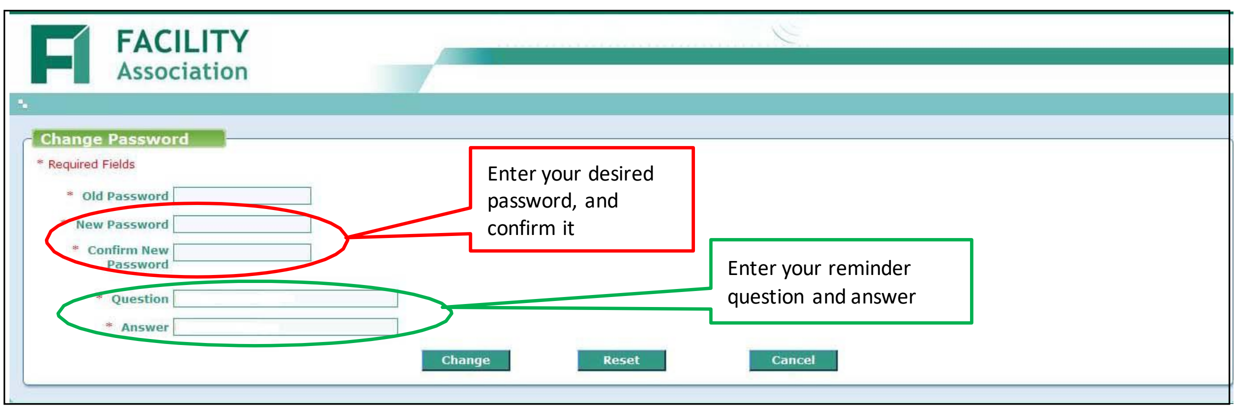


Figure 1-3: Change Password Page

- **New passwords should:**
  - Have a minimum of six (6) and a maximum of thirty-two (32) characters
  - Contain characters from three (3) of the following four groups:
    - Uppercase letters (A, B, C…)
    - Lowercase letters (a, b, c…)
    - Numerals (1, 2, 3…)
    - Symbols (! @, #, $, %, etc.)

- Not be the same as your five (5) previous passwords
- Not contain your name, user ID, or either of these spelled backwards

You can access the Change Password and Reminder Question pages at any time from the My Portal module in the main menu.

System Message/Message Board

The System Message/Message Board page will be presented with new messages. You can either read the message(s), click the **Continue** button to access the application or click the **Show Me Later** button to skip until your next login. This functionality allows FA to communicate application related messages to its users.

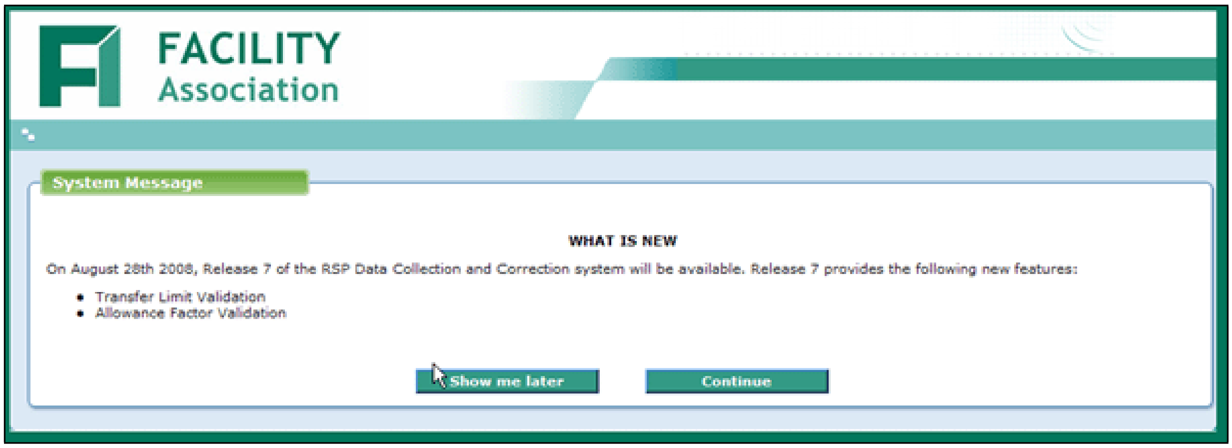


Figure 1-4: System Message Page

1.3 Common Features

The pages for the different modules in the Risk Sharing Pool application hold some common features as identified in the figure below:

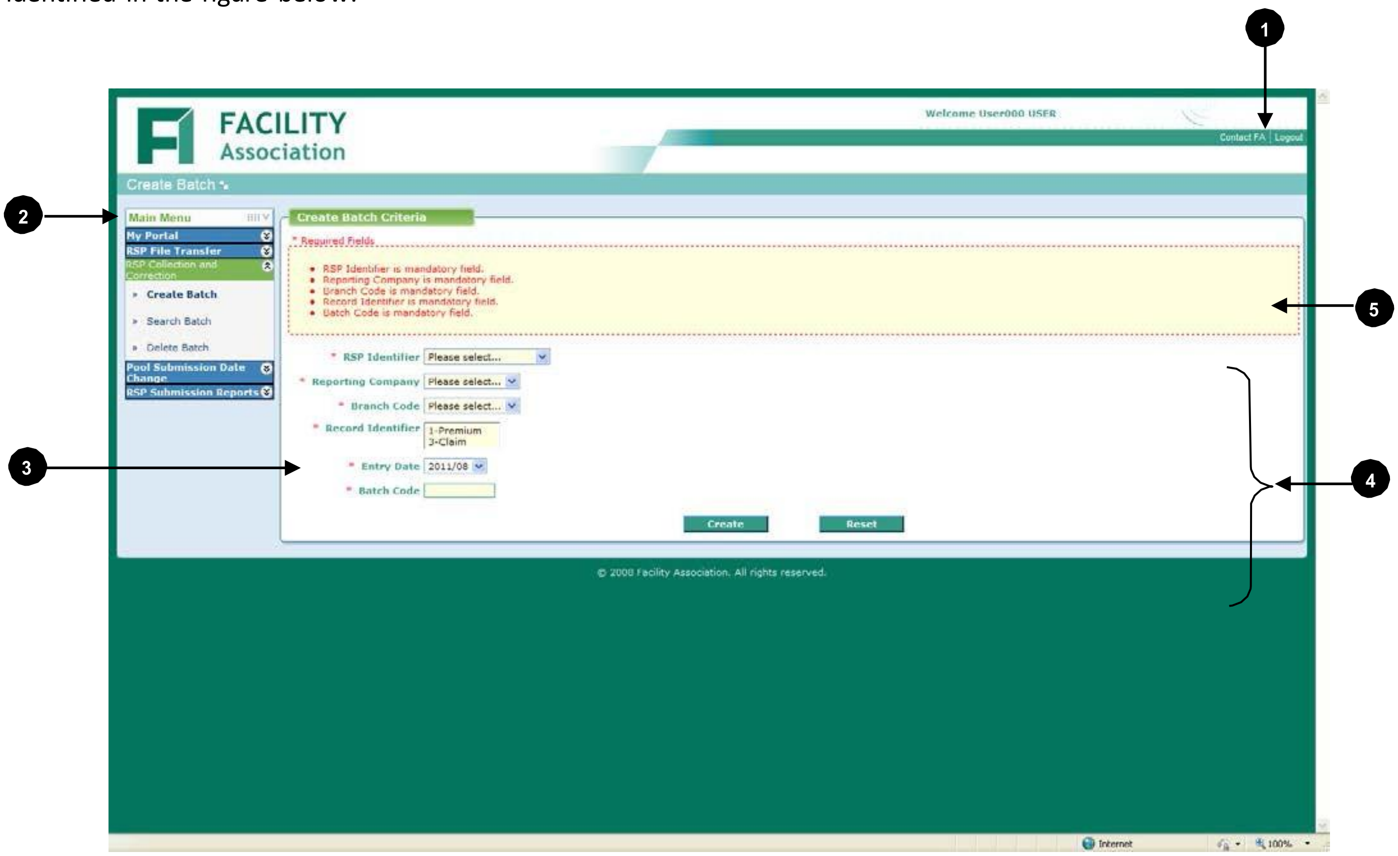


Figure 1-5: Areas of the Application Page

❶	FA Portal Menu	The FA Portal Menu provides access to general application features. For example, this is where you can obtain contact information and logout of the application.
❷	Main Menu	The Main Menu provides access to the modules within the Risk Sharing Pool application. Your ability to access specific modules is based on your individual user profile.
❸	Required Fields	Required fields are identified with a red asterisk (*) beside the field. These are data elements which are mandatory, hence they must be captured.
❹	Content Area	The Content Area is where the main application or report details are displayed.
❺	Messages Area	The Messages Area is where system messages and warnings will be displayed.

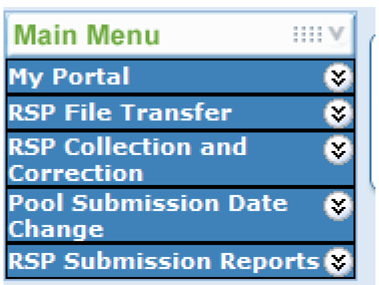
FA Portal Menu

The FA Portal Menu provides access to general application functions. In this menu you will find options to contact FA and to logout of the application.

Main Menu

The Main Menu is located in the left portion of the page. The Main Menu provides access to the modules (e.g., RSP File Transfer, RSP Collection and Correction, etc.) within the Risk Sharing Pool application. Your ability to access specific modules is based on your individual user profile.

To access an option from the Main Menu, expand the module you wish to use by clicking on the corresponding icon. You will then be able to view all of the available functions for a particular menu option and select the desired function you wish to access.



Required Fields

Required Fields are mandatory and must be populated correctly (where editing rules are applied) before the page can be successfully submitted.

Content Area

The Content Area occupies the main portion of the page. This is the area where the application entry, report, and selection criteria details are displayed.

Messages Area

The Messages Area is displayed at the top of the Content Area. It will only appear when system or error message are generated.

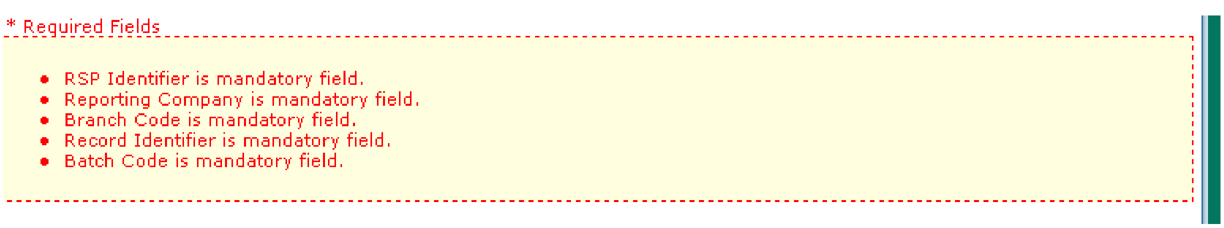


Figure 1-6: Messages Area

1.4 Logging Out

When you are finished using the application click the **Logout** option on the FA Portal menu to close your session and exit the application.

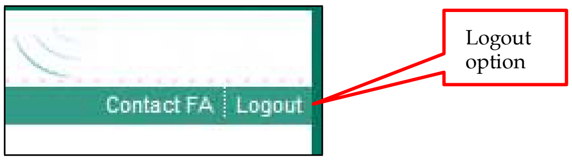


Figure 1-7: FA Portal Menu

The following page will be presented:

Figure 1-8: Session Logged Out Page

This page will also be presented when your session has timed out for in activity.

2. MY PORTAL

2.1 My Portal Overview

Users are able to access features that allow them to change password, maintain reminder question and corresponding answer and review FA's security statement at any time.

2.2 Changing Password

To change your password, select the Change Password option. The following page will be displayed:

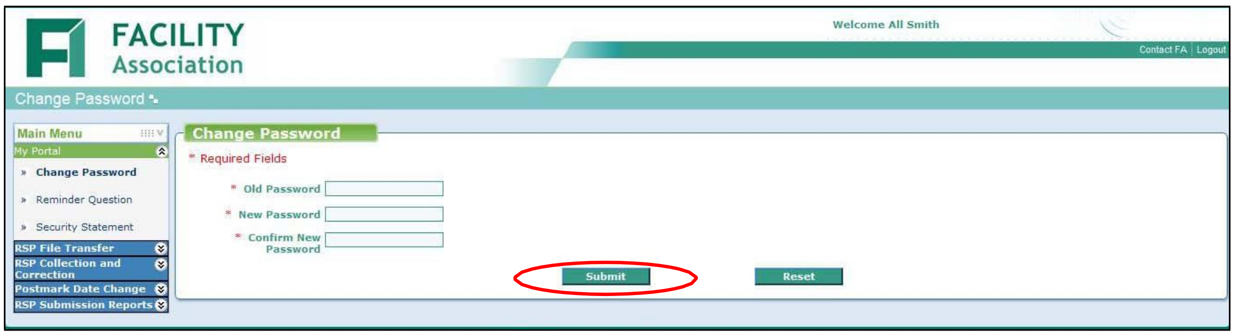


Figure 2-1: Change Password Page

Enter your old password, the desired new password twice and then click the **Submit** button when finished.

- **New passwords should:**
  - Have a minimum of six (6) and a maximum of thirty-two (32) characters
  - Contain characters from three (3) of the following four groups:
    - Uppercase letters (A, B, C…)
    - Lowercase letters (a, b, c…)
    - Numerals (1, 2, 3…)
    - Symbols (! @, #, $, %, etc.)
  - Not be the same as your five (5) previous passwords
  - Not contain your name, user ID, or either of these spelled backwards

2.3 Reminder Question

The Reminder Question will be used to verify your identity should you forget your password. To change your reminder question and answer, select the Reminder Question option. The following page will be displayed:

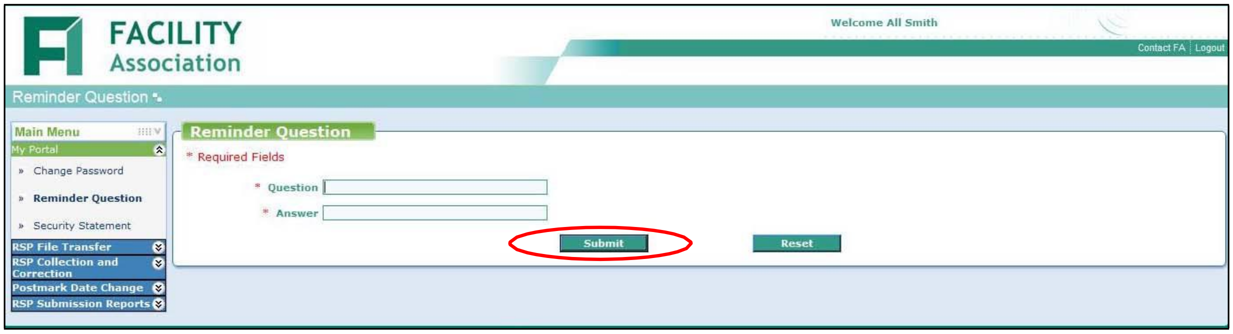


Figure 2-2: Reminder Question Page

Enter your desired reminder question and corresponding answer and click the **Submit** button when finished.

2.4 Security Statement

To review FA's security statement at any time, select the Security Statement option.

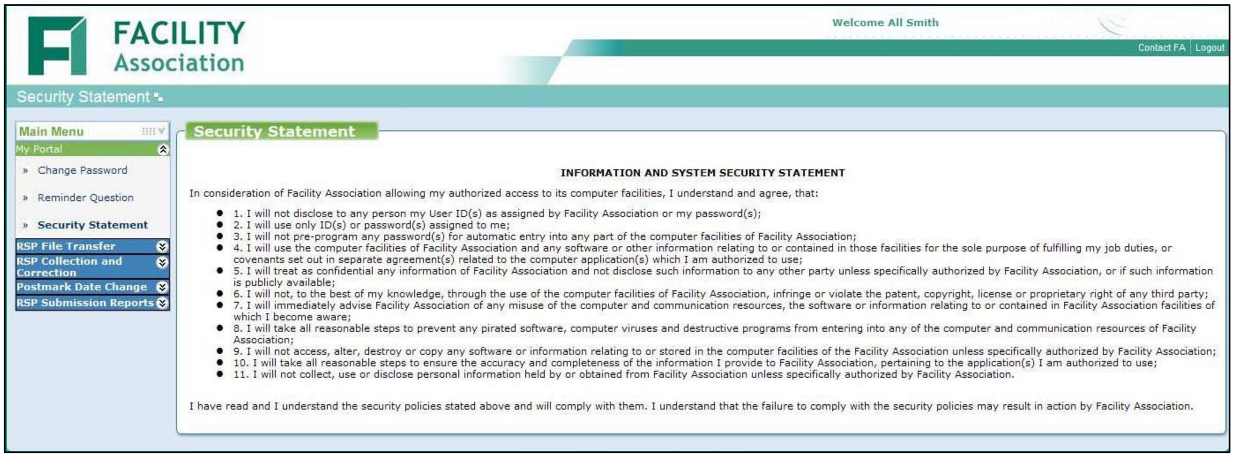


Figure 2-3: Security Statement Page

3. RSP FILE TRANSFER

3.1 RSP File Transfer Overview

Members are able to submit their data (Premiums and Claims) to the RSP by three methods at any time and frequency:

- Flat File upload
- Online single record data entry
- Web Services

The RSP File Transfer module allows members to upload a flat file of premium and/or claim batches from their local machine or server into the RSP.

If the RSP File Transfer module is not expanded as your default page, select from the Main menu. The page will be displayed as follows:

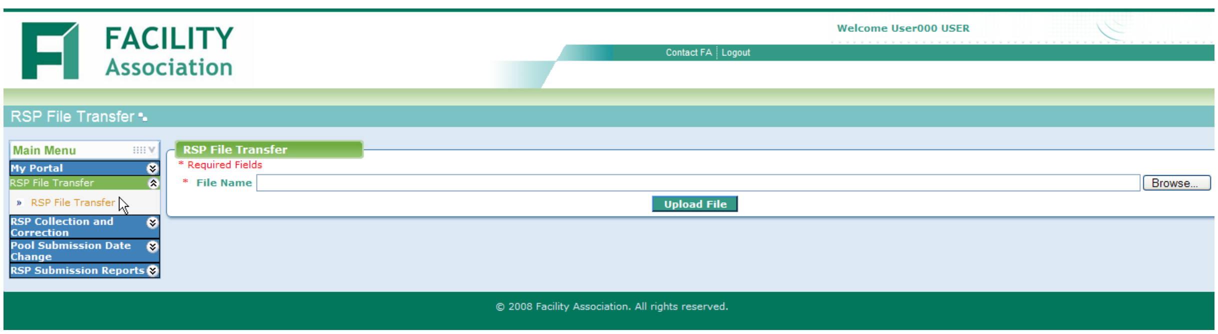


Figure 3-1a: RSP File Transfer Page

For information about how to get access to the RSP File Transfer module, please see Obtaining Access.

3.2 Upload File

Files uploaded can contain:

- A single batch
- Multiple batches
- Mixture of premium and claim batches

A single batch cannot have a mixture of claim and premium transactions.

Steps to Uploading File

1. Locate file to be uploaded by typing the file name in the text box or by clicking the **Browse** button.

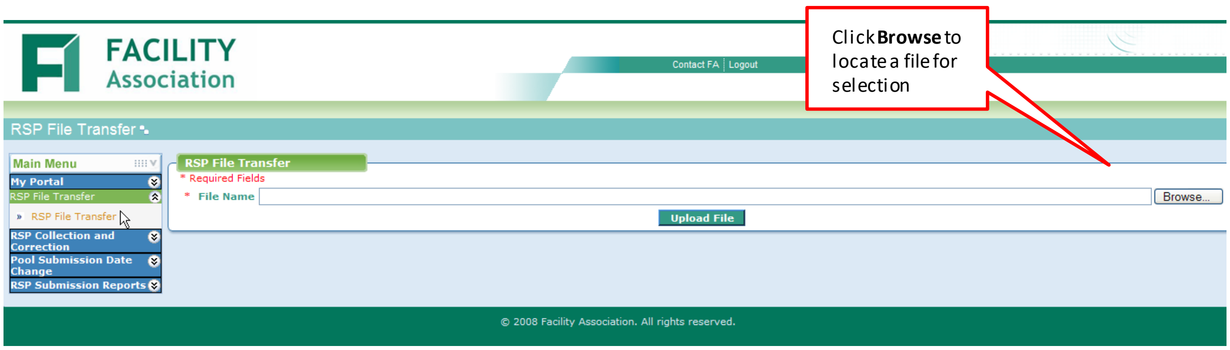


Figure 3-1b: RSP File Transfer Page

2. Select the file and click the **Open** button to retrieve.

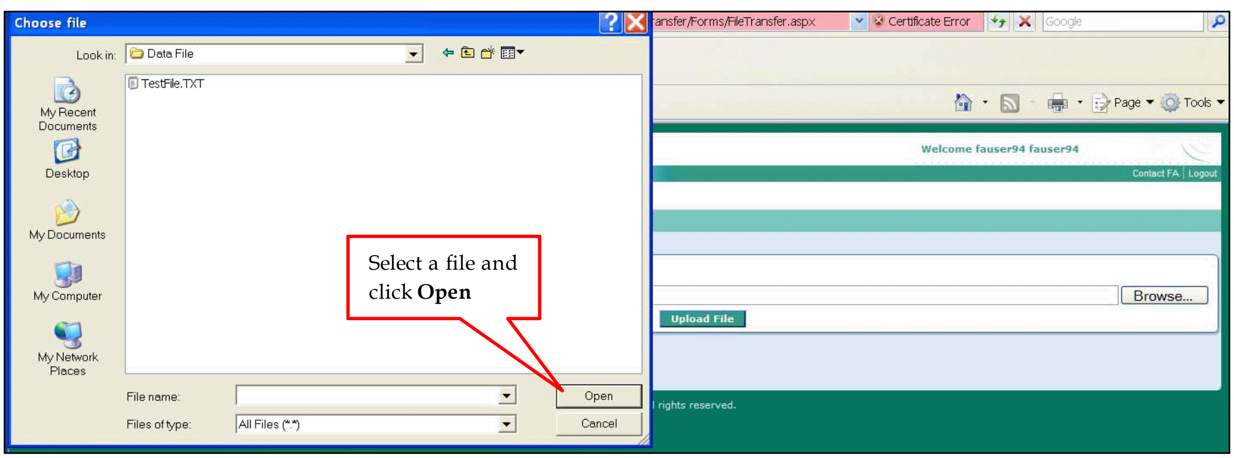


Figure 3-2: Choose File Pop-Up Window

3. Click the **Upload File** button to submit keyed-in or selected filename for processing.

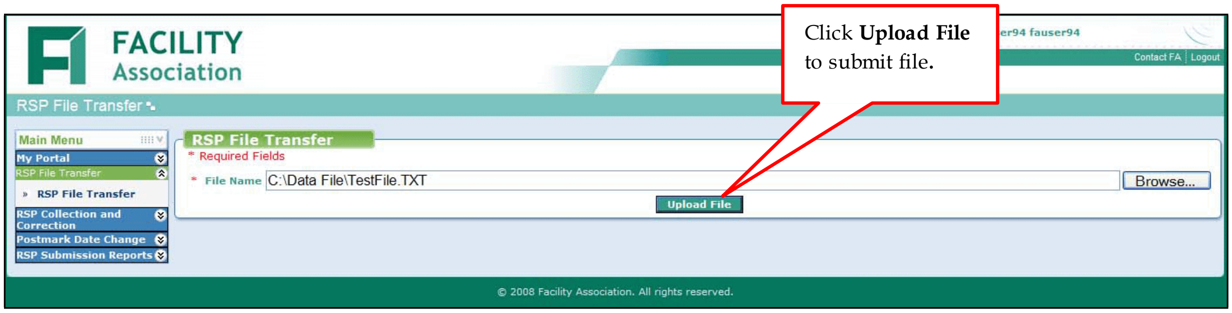


Figure 3-3: RSP File Transfer with Selected File

While the file is being uploaded, the page will be redisplayed with message "**The file upload is in progress. Please wait…**" See figure 3-4 below.

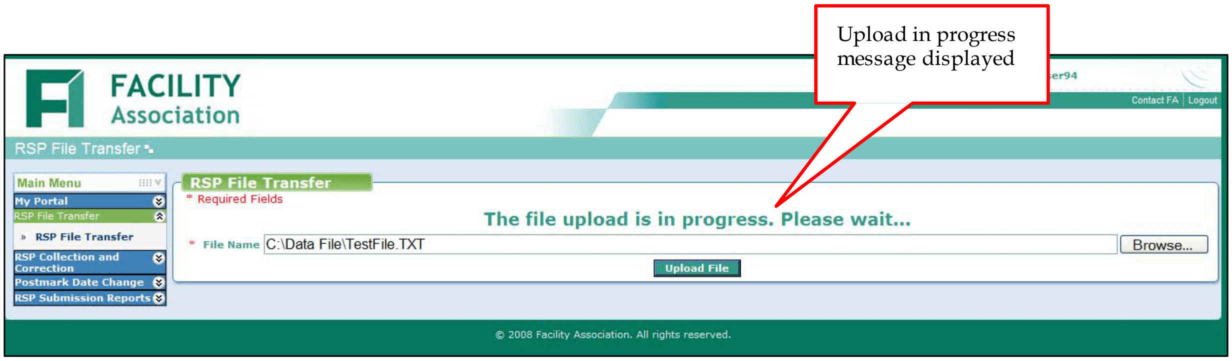


Figure 3-4: RSP File Transfer with Upload Message

Upon successful receipt of the file an information message will be displayed.

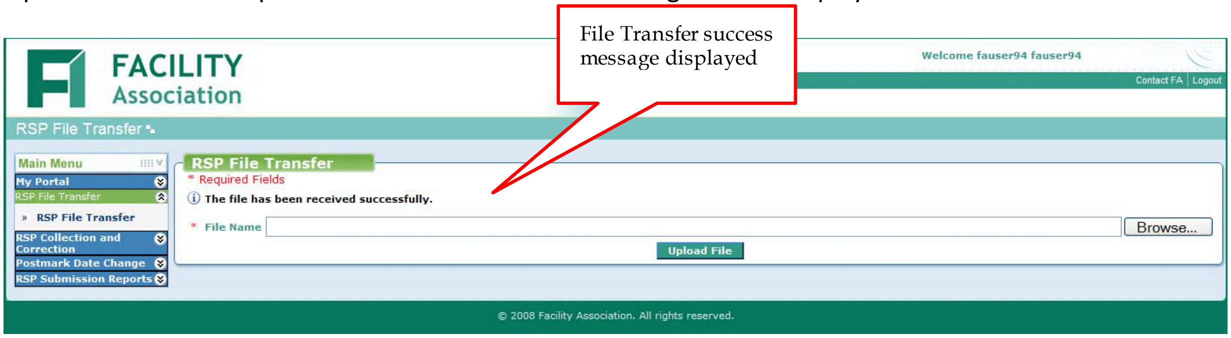


Figure 3-5: RSP File Transfer with File Receipt Success Message

3.3 Pre-Validation Business Rules

The verification of the submitted premium and claims data for accuracy will be performed on different levels:

- Pre-pass (file/batch) validation, and
- Transaction (field and field relationship edits) validation.

File/Batch Level

1. Only valid users can submit file(s) for a specific company, otherwise the file(s) will be rejected.
2. A file may contain one or more batches, but it must have a minimum of one batch with at least one transaction (plus trailer record), otherwise the file will be rejected.
3. Each file can include a mix of Premium and Claims batches.
4. Premium and Claim batches can appear in any order in the file. The only requirement is that the Premium and Claim batches are separate batches. That is, each batch must contain either Premium or Claim transactions, not both.
5. Batches are validated in the order in which they arrived.
6. A file can have batches from different companies.
7. If a batch has only a trailer record and no transactions, it will be rejected.
8. If a batch has transaction(s) and no trailer record, it will be rejected.
9. If the trailer record is at the beginning of the batch, the batch will be rejected.
10. If the total number of transactions in a batch and the record count value specified in the batch trailer record are not equal, the batch will be rejected.
11. In the case of duplication (that is, duplicate batches within a file), the batch will be rejected.

    Duplicate Batches are batches with the same values on the Primary Key Fields (First 18 Bytes on the Record format)

12. For rejected file(s) and/ or batches, error codes and/or messages will be generated.
13. A batch must pass the transaction validation → the first 18 bytes for all transactions must be the same:
    - RSP Identifier
    - Record Identifier (for Premium = 1, for Claim = 3)
    - Batch Code
    - Entry Date
    - Company Number
    - Branch Code

    In the Trailer record, the Record Identifier will be different (premium batch → 2; claim batch → 4). The rest of the fields must be the same.

14. The value for Entry Date should be the current year/month or one to two months in advance.

If it is first week of the month, then the Entry Date can also include the previous month.

15. If the Transaction length exceeds the specified length of the Premium record (270 bytes) or Claim record (150 bytes), the file will be rejected.
16. If the Transaction length is less than the specified length of the Premium or Claim record, the system fill the blank spaces and the file will be accepted.
17. For all passed Pre-Validation transactions, the system will process Transfer Limit in the order in which it appears in the file. Transactions exceeding the set Transfer Limit will be rejected.
18. If a file contains several batches, only the transactions that exceed the set Transfer Limit within those batches will be rejected.

If file/batch passed the pre-validation edits, then each record in the batch/batches will have the field and field relationship edits applied to them.

- If there are no error records on an individual batch, the batch is marked with an **Accepted** status.
- If errors are present on any record within a batch, the batch is marked with an **Error** status.
- If the entire file is rejected, the user will be notified via email, and no corresponding record of the file will be maintained on the system.
- If the file is not rejected, but subsequent batches within the file are rejected, the system maintains a record of the file.

4. RSP COLLECTION AND CORRECTION

4.1 RSP Collection and Correction Overview

This module provides members with online access to key-in and then submit premium and claim transactions to the Risk Sharing Pool.

It also allows them to identify and correct transactions with errors.

To obtain access to the RSP Collection and Correction module, please see Obtaining Access.

4.2 Create Batch

To create a batch through the on-line application, select the Create Batch function. The following page will be displayed to enter the batch key fields:

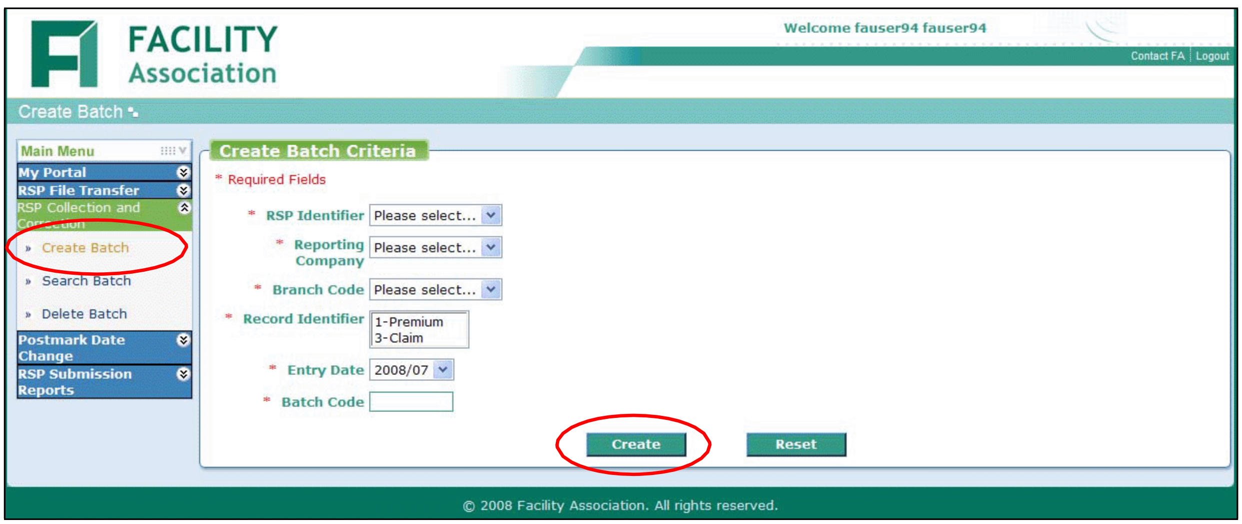


Figure 4-1: Create Batch Criteria Page

The combination of the following fields should be unique:

- RSP Identifier
- Company Number
- Branch Code
- Record Identifier
- Batch Code
- Entry Date

All key fields are mandatory. Most of the fields will be pre-defined according to the user's access authority and listed in the drop-down lists.

- **Entry Date & Batch Code**
  - The value for Entry Date should be a current year/month or one to two months in advance.
  - If it is first week of the month, then Entry Date can also include the previous month
  - Batch Code is three bytes alphanumeric field. No spaces/blanks allowed

Click **Reset** to clear entries or click **Create** to create a unique batch with a status of **Open.**

- An **Open** batch is a batch that was created but not submitted.

Transfer Limit

Before entering transactions for the created batch, you will be presented with the 'Transfer Limit' page. Here calculated and assigned information relevant to your Company's and your Company Group's Transfer Limit will be displayed together with the volume of ceded risks transferred to the pool by your company and your company group to-date (Period To Date running total).

- **The Period to Date (PTD) running total is a snap shot of the current usage of Transfer Limit**

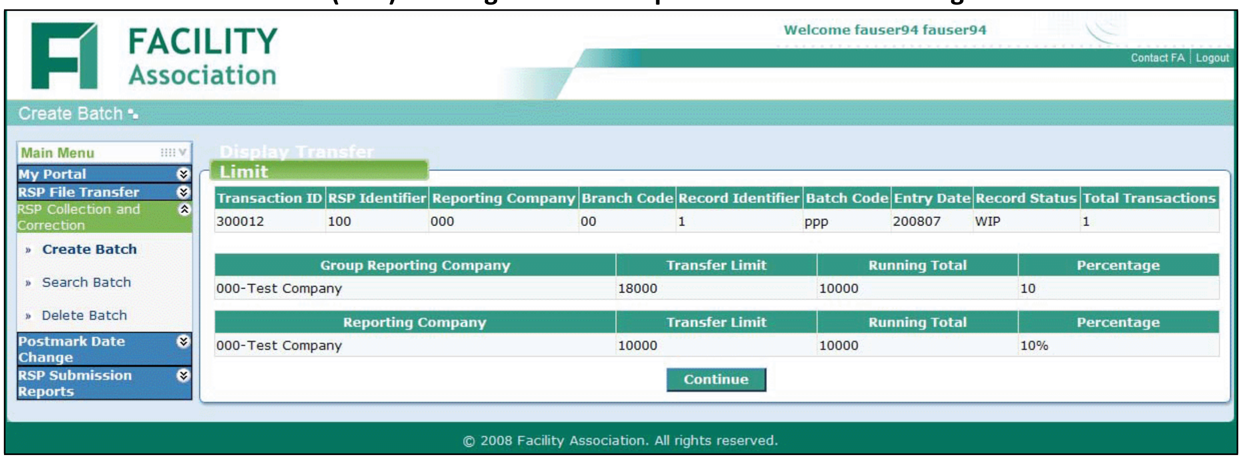


Figure 4-2: Transfer Limit Page

This information will help to identify available room for the risks you plan to submit to the pool and provide awareness about the general situation of the group to which you belong.

The following business rules relate to the Transfer Limit functionality:

- Transfer Limits and Period to Date (PTD) running total are calculated for only Error Free Premium Transactions.
- The accumulated transferred new car years is reset to zero every January.
- PTD running total (for Company or Company Group) must not exceed the set Transfer Limit.
- The system will accept data until the Company or Company Group Transfer Limits are attained.
- Any Member Company or Company Group can have more than one calculated Transfer Limit. However, only one Transfer Limit can be in force at any given time.
- The manual update of Member Company's Transfer Limit will trigger re- calculation of the Company Group's Transfer Limit for that same period.

Click **Continue** to proceed to the next page.

Edit Transaction

On this page you will be able to enter transaction values for the created batch. All record format information is separated into the information sections.

For Premium:

- Control Information
- Policy Information
- Vehicle Information
- Operator Information
- Coverage Information

For Claim:

- Control Information
- Policy Information
- Vehicle Information
- Claim Information

The page is divided into several key areas as identified in figure 4-3 below.

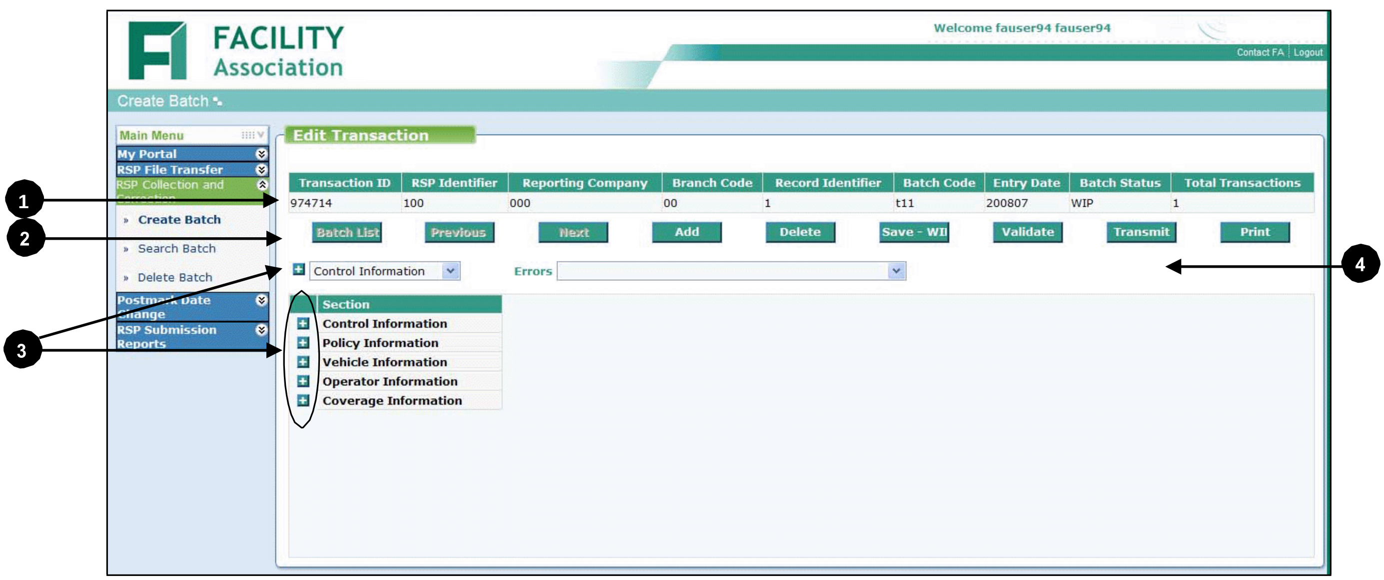


Figure 4-3: Edit Transaction Page - Create Batch (Premium Record)

1	Key and Status Information	The record key information is displayed here, along with status information, for your reference.
2	Command Buttons	These buttons allow you to perform specific functions, such as submitting a correction or navigating to other error records.
3	Sections	The record is broken down into the same sections as described in the record format document.
4	Errors	This drop-down list displays the current list of errors in the record.

Command Buttons – Edit Transaction Page

The command buttons available in the Edit Transaction page for the Create Batch function are depicted in figure 4-4 below:

Figure 4-4: Command Buttons – Create Batch

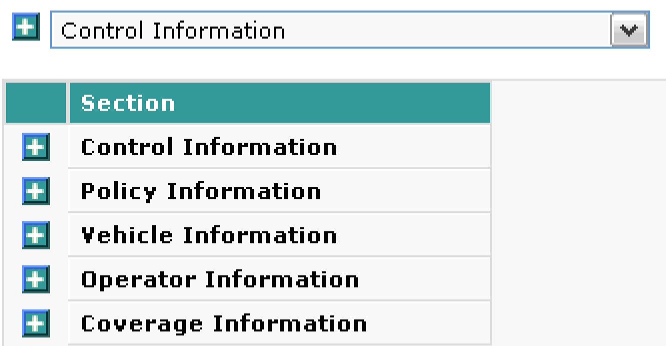
Table 4-1: Command Buttons - Edit Transaction Page

Command Button	Description
Batch List	This button is activated when a Search Batch option is executed. It will return you to the Search Results page.
Previous	This places the current transaction in a WIP status and allows the user to display the previous transaction in the series on the batch.
Next	This places the current transaction in a WIP status and allows the user to display the next transaction in the series on the batch.
Add	This places the current transaction in a WIP status, clears the page of any values and then positions the user to a “new” transaction to be added to the batch. You can proceed with the entry of the data.
Delete	This deletes the current transaction from the batch. A confirmation message appears. When the transaction is deleted, the next available transaction in the batch will be displayed or the previous transaction (if the user was at the last record in the batch). • If the deleted transaction was the only one in the batch, then the application will exit the batch completely.
Save - WIP	This saves the current entry with a WIP status to allow the user to complete later. Field and field relationship edits will not be performed. You will be able to complete this entry at a later time.
Validate	This sends the current transaction through the field and field relationship edits (i.e. validity, consistency, and database). A message indicating the transaction’s status (success/failure) will be displayed on the page. If the edits detect errors, the generated errors will be displayed next to the applicable field(s) in the detailed transaction page. • This function does not save your transaction. In order to save your transaction, click the **Save - WIP** button. • The function does not update the database. It only validates the transaction for errors. To ensure that the transaction has been sent to the

Command Button	Description
	Pool, first confirm that the transaction is error free and then click the **Transmit** button.
Transmit	When you have completed the entry of the transactions in the batch and are ready to send the batch to the Pool, click the Transmit button. The batch will be submitted to the Pool for further processing. • A batch created through the on-line application can be submitted with errors or WIP transactions present on the batch.
Print	Use this button to create a report of your current transaction, which you can then choose to export to a PDF format for subsequent printing.

Sections

The records are organized into the same sections as outlined in the record format guide. Click to the left side of each group to expand the section.



By default, when you first see this page, the first section (Control Information) will be automatically expanded.

Each section contains all of the fields that belong to that section. You can expand the sections by selecting the section name from the drop-down list or by clicking the icon next to the section name. Alternately, you can expand all sections by clicking on the icon next to the heading at the top of the drop-down list. The sections can be collapsed again by clicking the icon.

Fields

When you expand a section you will see all of the fields that belong to that particular section. The fields in each section are identified by the same names used in the record format document. The fields are also organized in the same order in which they are reported in the record format.

Premium – Control Information

Control Information

Field Name	Value	Error
RSP Identifier	100	
Record Identifier	1	
Batch Code	ppp	
Entry Date	200807	
Company Number	000	
Branch Code	00	
Agency Code		
Entry Number		
Transaction Code		

Premium – Policy Information

Policy Information

Field Name	Value	Error
Policy Number		
Transfer Date		
Expiry Date		
Mass Merchandising Indicator		

Premium – Vehicle Information

Vehicle Information

Field Name	Value	Error
Territory Code		
Vehicle Number		
Type of Business		
Type of Use		
Occasional Operator		
TPL Driving Record		
Collision All Perils Driving Record		
Accident Benefits Driving Record		
Grid Indicator		
Inexperienced Experienced Driver Indicator		

Premium – Operator Information

Operator Information

Field Name	Value	Error
Operator Age		
Years Licensed		
Number of Chargeable Accidents		
Number of Minor Violations		
Number of Major Violations		
Number of Criminal Code Convictions		

Premium – Coverage Information

Coverage Information

Field Name	Value	Error
Third Party Liability Limit		
Bodily Injury Coverage Code		
Body Injury Premium		
Property Damage Tort Coverage Code		
Property Damage Premium		
Direct Compensation Coverage Code		
Direct Compensation Deductibles		
Direct Compensation Premium		
Uninsured Automobile Coverage Code		
Uninsured Automobile Premium		
Underinsured Motorist Coverage Code		
Underinsured Motorist Premium		
Accident Benefits Coverage Code		
Accident Benefits Premium		
Collision All Perils Coverage Code		
Collision All Perils Premium		
Comprehensive Specified Perils Coverage...		
Comprehensive Specified Perils Premium		
Added BI coverage to offset tort deductible		
AB Opt. Cov. - Medical and Rehabilitation		
AB Opt. Cov. - Attendant Care		
AB Opt. Cov. - Caregiver, Housekeeping ...		
AB Opt. Cov. - Income Replacement		
AB Opt. Cov. - Dependant Care		
AB Opt. Cov. - Death and Funeral		
AB Opt. Cov. - Indexation		
Total Premiums	0	

Claim – Control Information

Control Information		
Field Name	**Value**	**Error**
RSP Identifier	100	
Record Identifier	3	
Batch Code	ph1	
Entry Date	200810	
Company Number	000	
Branch Code	00	
Transaction Code		

Claim – Policy & Vehicle Information

Policy Information		
Field Name	**Value**	**Error**
Policy Number		

Vehicle Information		
Field Name	**Value**	**Error**
Vehicle Number		
Occasional Operator		

Claim – Claim Information

Claim Information		
Field Name	**Value**	**Error**
Claim Number		
Date of Loss	yyyymmdd	
Claim Reported Date	yyyymmdd	
Kind of Loss		
Paid Amount		
Paid Expense Amount		
Reserve Amount		
Expense Code		
Excluded Driver		
Coverage Code		

- All fields that are involved in errors will be highlighted.

Errors

The Errors drop-down list gives you the option to select a specific error code and go directly to the fields associated with that error. It contains all of the errors that currently exist for the transaction you are viewing.

4.3 Search Batch

By using this module, users will be able to search for batches that have an Error status (have error transactions present in the batch) or a WIP status.

In order to retrieve these batches, the desired combination of search criteria fields must be provided. To search for a batch, select Search Batch module. The following page will be displayed to key-in and select the desired search batch criteria:

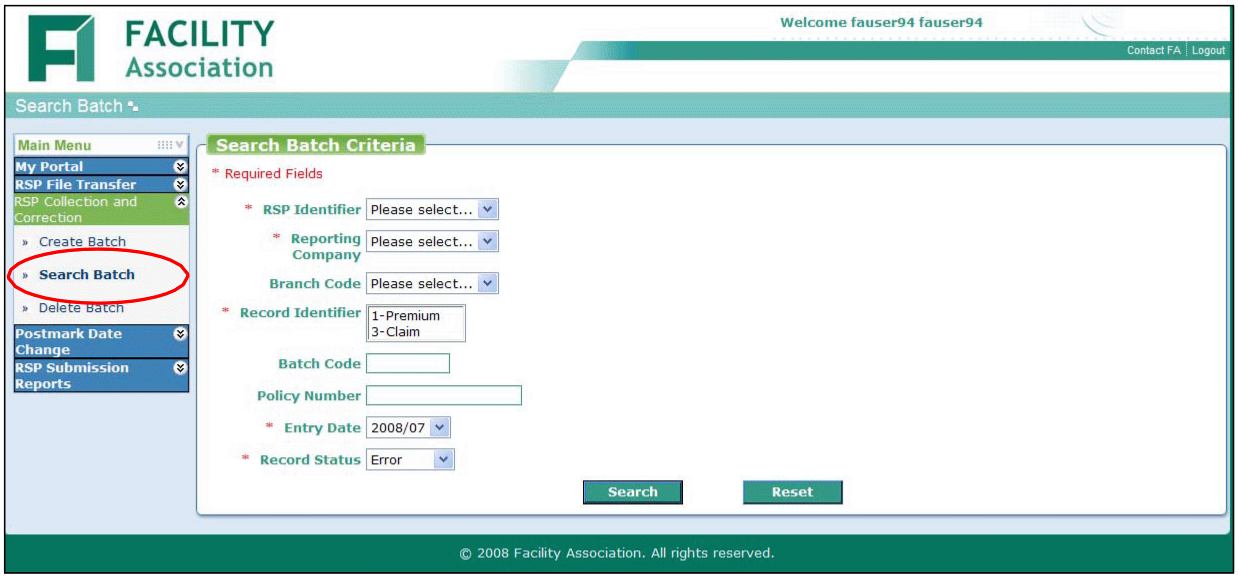


Figure 4-5: Search by Batch Criteria Page

You can customize your search results by expanding or narrowing the selection criteria.

As a result, the list of batches related to the search criteria will be retrieved and displayed on the following page:

Figure 4-6: Batch Search Results Page

Click on the line with any batch you would like to edit and, the Edit Transaction page will be displayed with the list of transactions from the selected batch.

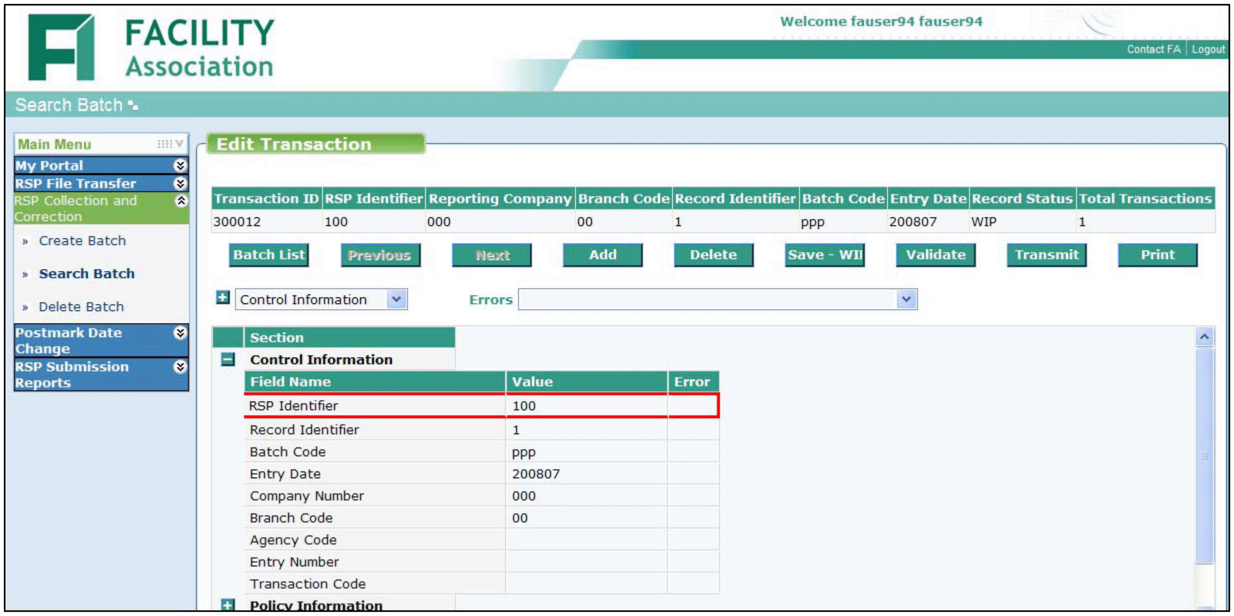


Figure 4-7: Details of Selected Batch

If an error batch is selected, the first transaction from the batch will be displayed with all its associated errors. This page can be used to correct generated errors.

The Errors drop-down list gives you the option to select a specific error code and go directly to the fields associated with that error. It contains only the errors that currently exist for the specific record.

Transmit Confirmation

When you have completed your corrections, click the **Transmit** button to send the information to the Pool for further processing.

Upon successful receipt of the information, a confirmation message will be displayed.

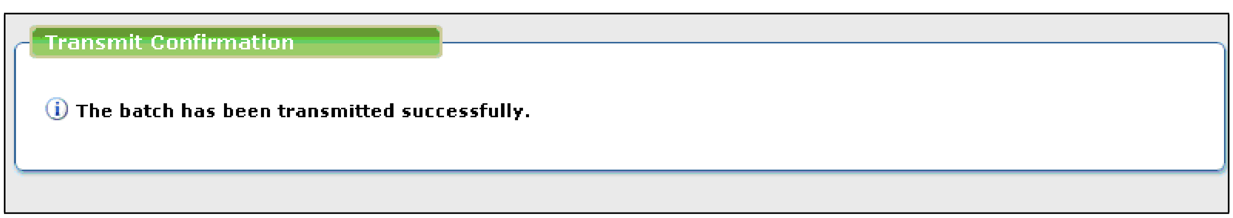


Figure 4-8: Transmit Confirmation Page

4.4 Delete Batch

By using this module, users will be able to search for batches that have an Error status (have error transactions present in the batch), a WIP status, or a Rejected status for deletion.

In order to retrieve these batches, the desired combination of search criteria fields must be provided. To retrieve a batch for deletion, select the Delete Batch function. The following page will be displayed to key-in and select desired delete batch criteria:

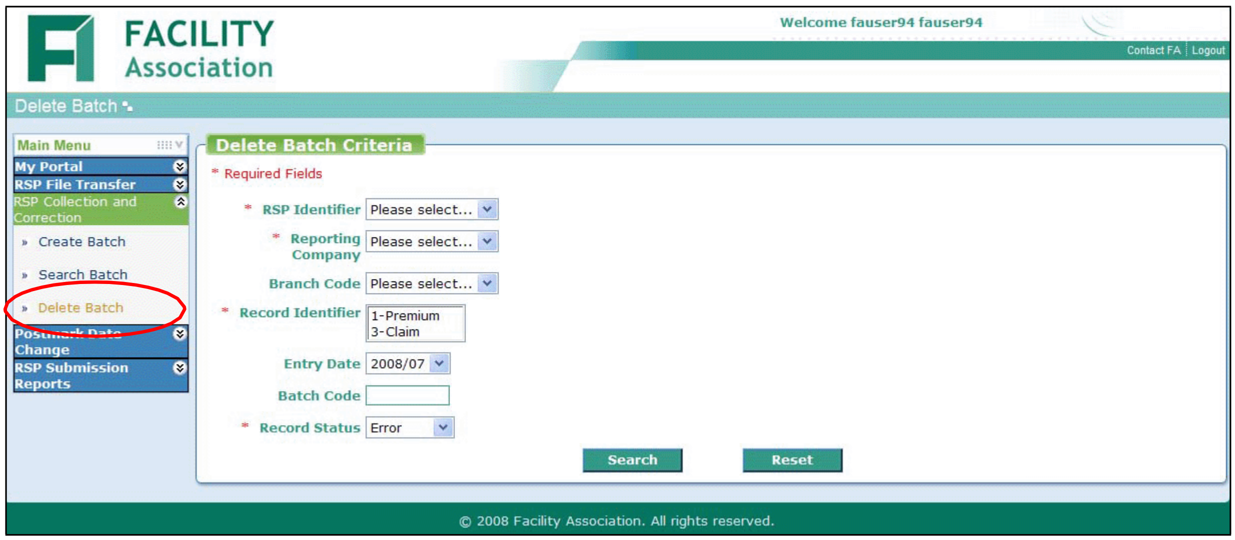


Figure 4-9: Delete Batch Criteria Page

You can customize your search results by expanding or narrowing the selection criteria. Note that it is mandatory to select criteria from certain fields, which are indicated by an asterisk next to the field name.

When you have selected all your search criteria, click the **Search** button and the delete batch results will be displayed.

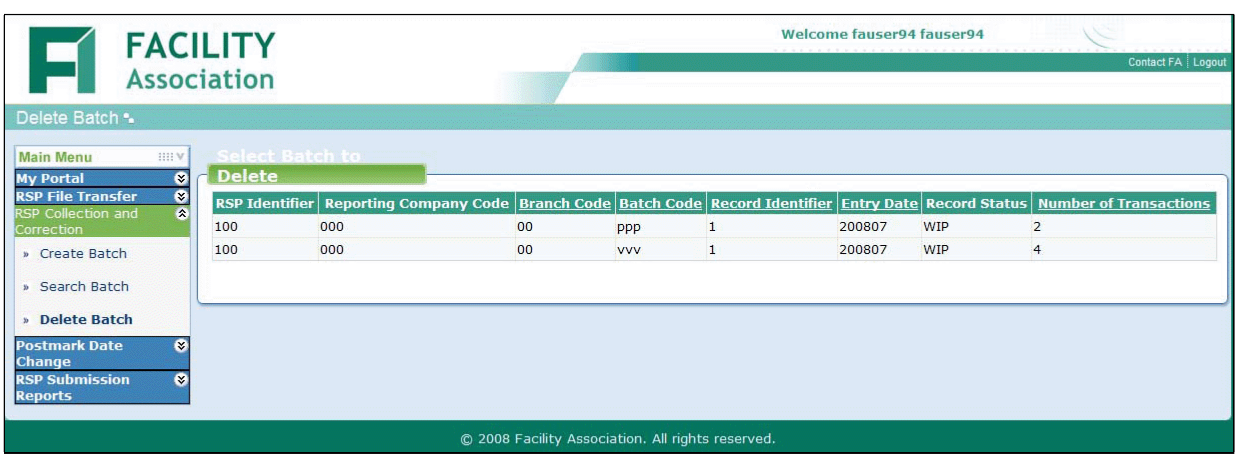


Figure 4-10: Delete Batch Results Page

From the list of batches displayed, click on the desired batch and the page will be redisplayed with a list of the transactions in the selected batch for further verification.

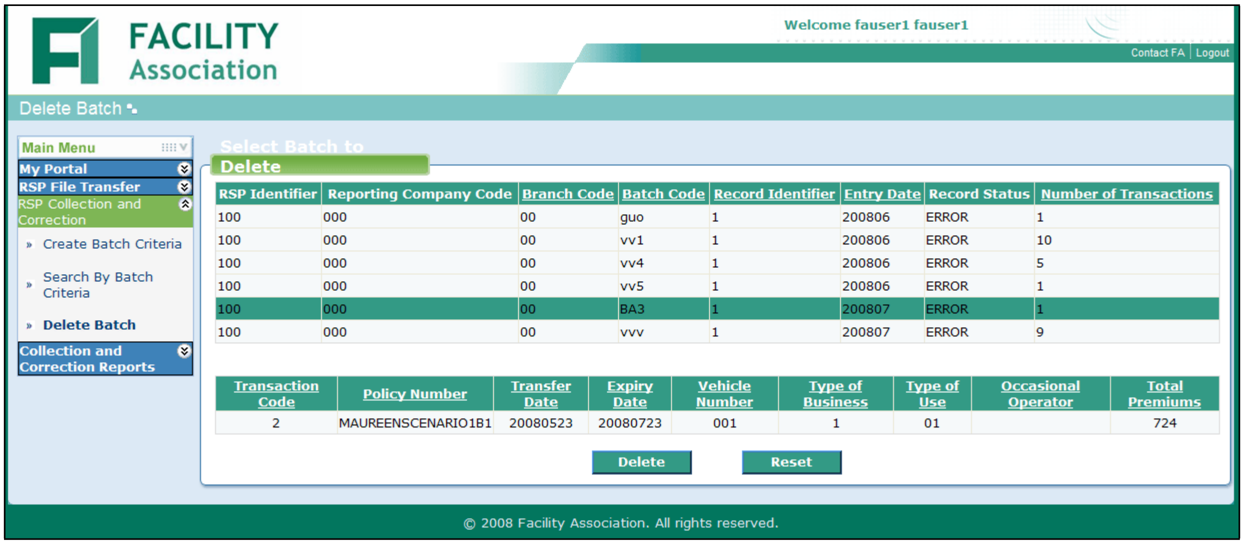


Figure 4-11: Selected Batch with List of Transactions Page

Delete Confirmation

After you have reviewed the details of the selected batch and you are certain that it is the batch you would like to delete, click the **Delete** button to remove the batch.

You will be presented with the following pop-up window to confirm the deletion:

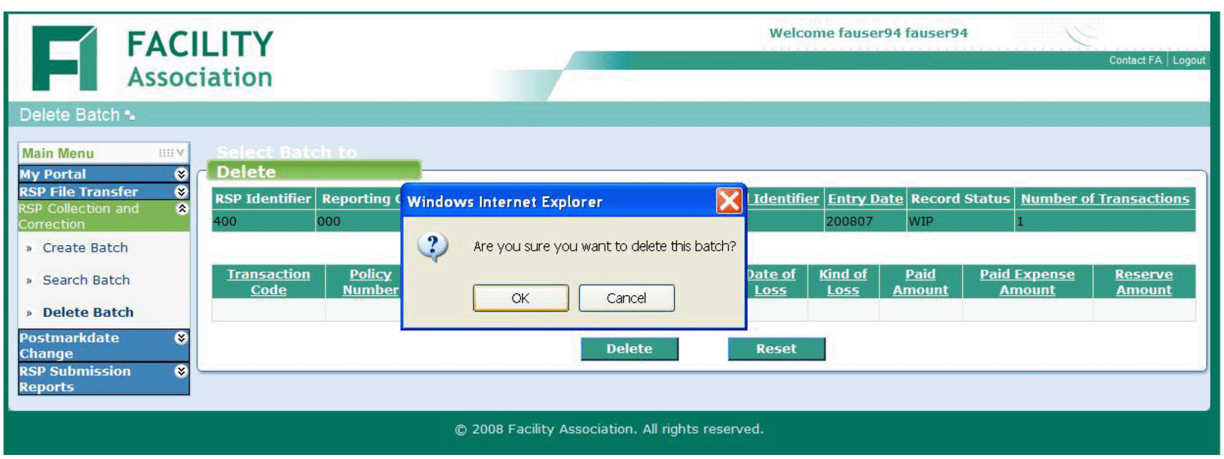


Figure 4-12: Deletion Confirmation Pop-up Window

Click the **OK** button to proceed with the deletion or **Cancel** to abort the deletion.

- Once the transaction has been deleted, you will not be able to recover or undo the deletion as the transaction will be permanently removed from the database.

5. POOL SUBMISSION DATE CHANGE (SPECIAL HANDLING)

5.1 Pool Submission Date Change (Special Handling) Overview

The Pool Submission Date Change (Special Handling) module allows Members to submit requests to FA to change (backdate) an original submission date when circumstances prevent the maintenance of these dates.

These circumstances could include errors or corrections to protected or "key" data elements on transactions, or external factors which prevents the submission of one or more required transactions.

Each premium transaction (error and error free) submitted to the RSP is assigned its own Pool Submission Date. It is assigned when the batch is submitted and is equal to the batch submission date.

- If a batch is submitted before 4:00 AM the next day, it is still considered to be the previous day's date. After 4:00 AM the Postmark date will be equal to the current date.

To obtain access to the Pool Submission Date Change (Special handling) module, please see Obtaining Access.

5.2 PSD Request

This function provides the ability for you to submit a request to FA to change (backdate) the originally assigned Pool Submission Date.

The following key information fields are required for Pool Submission Date change requests:

- RSP Identifier
- Reporting Company
- Branch Code
- Batch Code
- Entry Date
- Policy Number

You should be able to provide proof of the original submission to support the requested Postmark Date. These requests can only be submitted for premium transactions.

Selection Criteria – Pool Submission Date Search

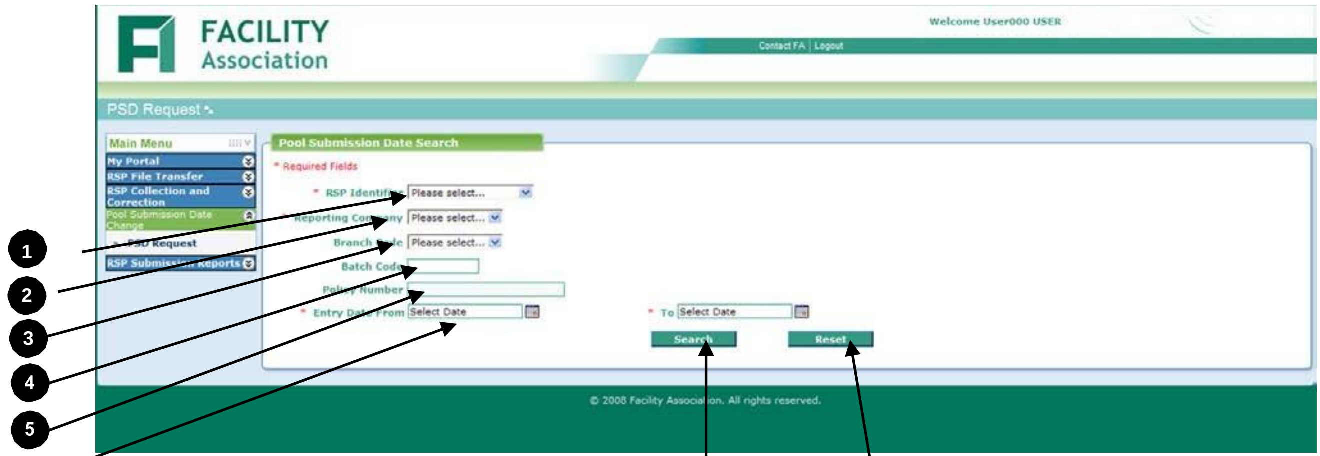


Figure 5-1: Pool Submission Date Search Page

Table 5-1: Pool Submission Date Search - Selection Criteria

No.	Criteria	Description	Selection options
❶	RSP Identifier (Mandatory)	List of available Risk Sharing Pools based on your user access profile	• No default value • One RSP Identifier must be selected
❷	Reporting Company (Mandatory)	List of available reporting companies based on your user access profile	• No default • One company number must be selected
❸	Branch Code (Optional)	List of available branches for the selected reporting company	• -No default
❹	Batch Code (Optional)	The Batch Code may be entered if a specific batch is required.	• Enter required Batch Code (if known)
❺	Policy Number (Optional)	The Policy Number may be entered if a specific policy number is required	• Enter required Policy Number (if known)
❻	Entry Date (Mandatory)	"From" and "To" Entry Date year (CCYY), and month (The Entry Date refers to the month and year assigned to the batch)	• No default • Select the year and the month from the applicable dropdown lists

Command Buttons – Pool Submission Date Search

❼	Search	Searches the database for matches based on entered/selected criteria. Click this button once you have completed selecting/entering all the required criteria.
❽	Reset	Click this button to clear all entered fields and return selected fields to their default values.

Search Result List

After completing the entry of the required selection criteria, click the **Search** button and the list of available batches will be displayed. See figure 5-2 below.

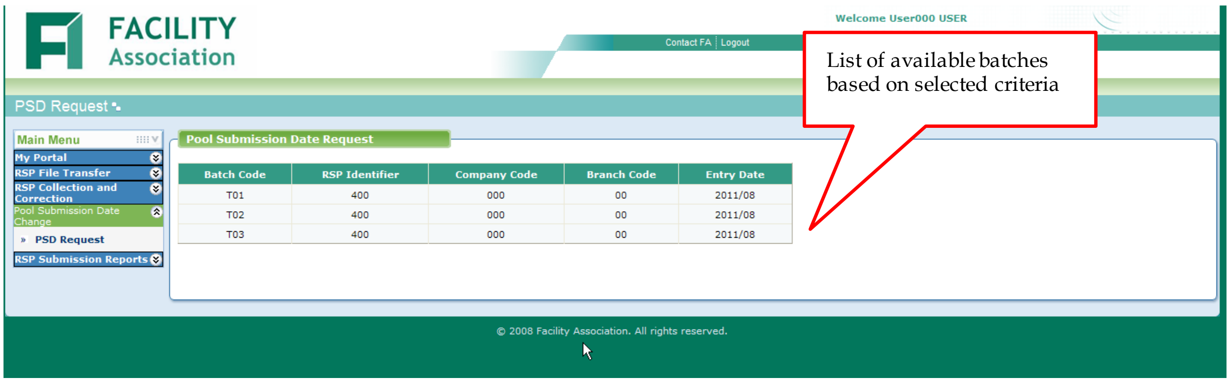


Figure 5-2: Pool Submission Date Request - Search Result Page

Click on the line with the batch you would like to edit and the page will be redisplayed with the list of transactions for the selected batch. See figure 5-3 below.

Changing Pool Submission Date

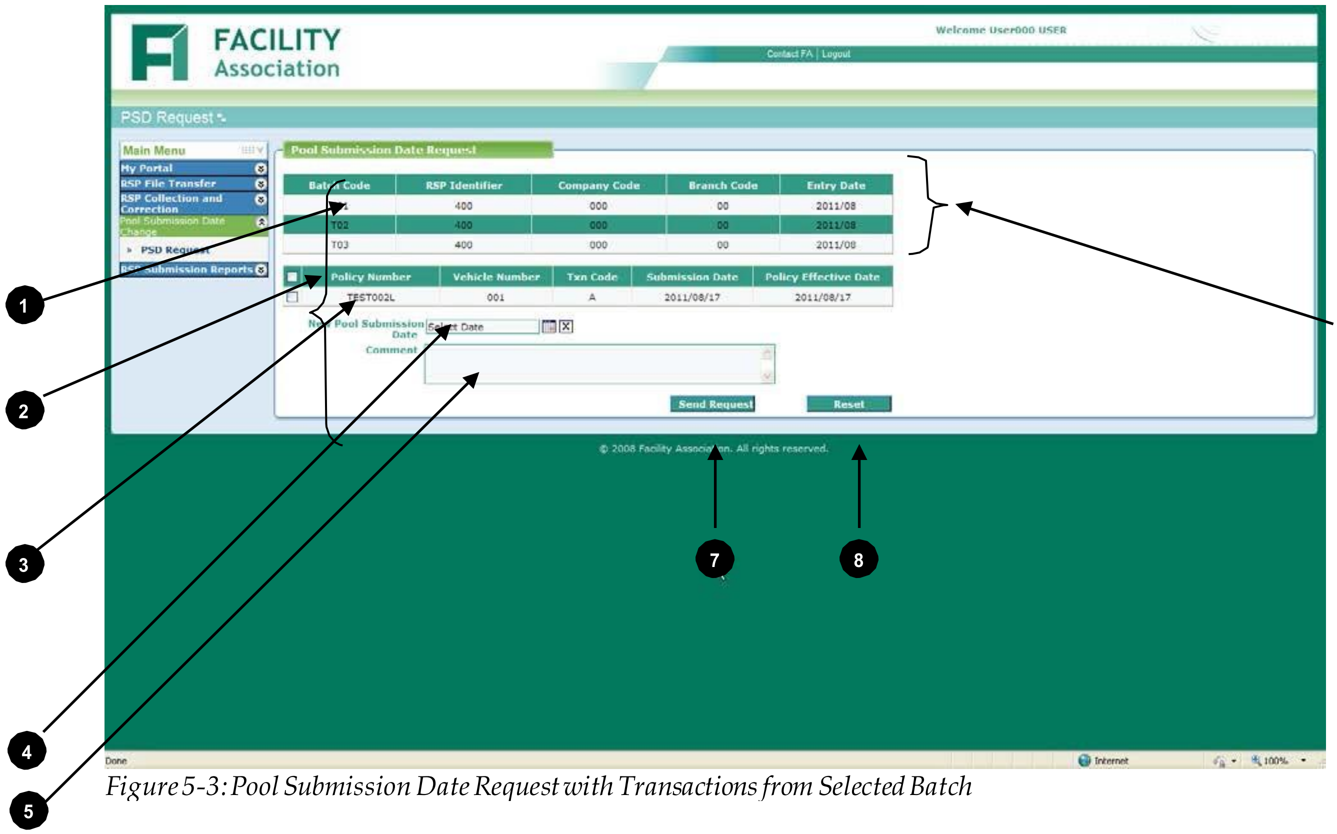
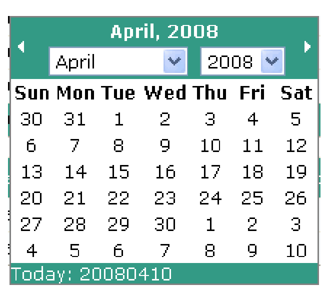


Figure 5-3: Pool Submission Date Request with Transactions from Selected Batch

❶	Selected Batch	Batch currently selected for editing.
❷	All Transactions Checkbox	Click this checkbox to select all listed transactions at once. This checkbox toggles between selecting and unselecting all the listed transactions.
❸	Individual Transaction Checkbox	Click this checkbox to select or unselect individual transactions.
❹	New Pool Submission Date	Click calendar icon to select desired date from pop-up calendar.

Once approved, all selected transactions will be updated with the new Pool Submission Date.



5	Comment	Capture information pertinent to the request.
6	List of Batches	List of available batches for selection. As a particular batch is selected, the page is refreshed with the list of transactions for the selected batch.
7	Send Request	Click **Send Request** to submit the request to FA for approval.
8	Reset	Click this button to clear all entered fields and return selected fields to their default values.

Once the request has been sent, the page will be redisplayed with the message “Your request has been sent”.

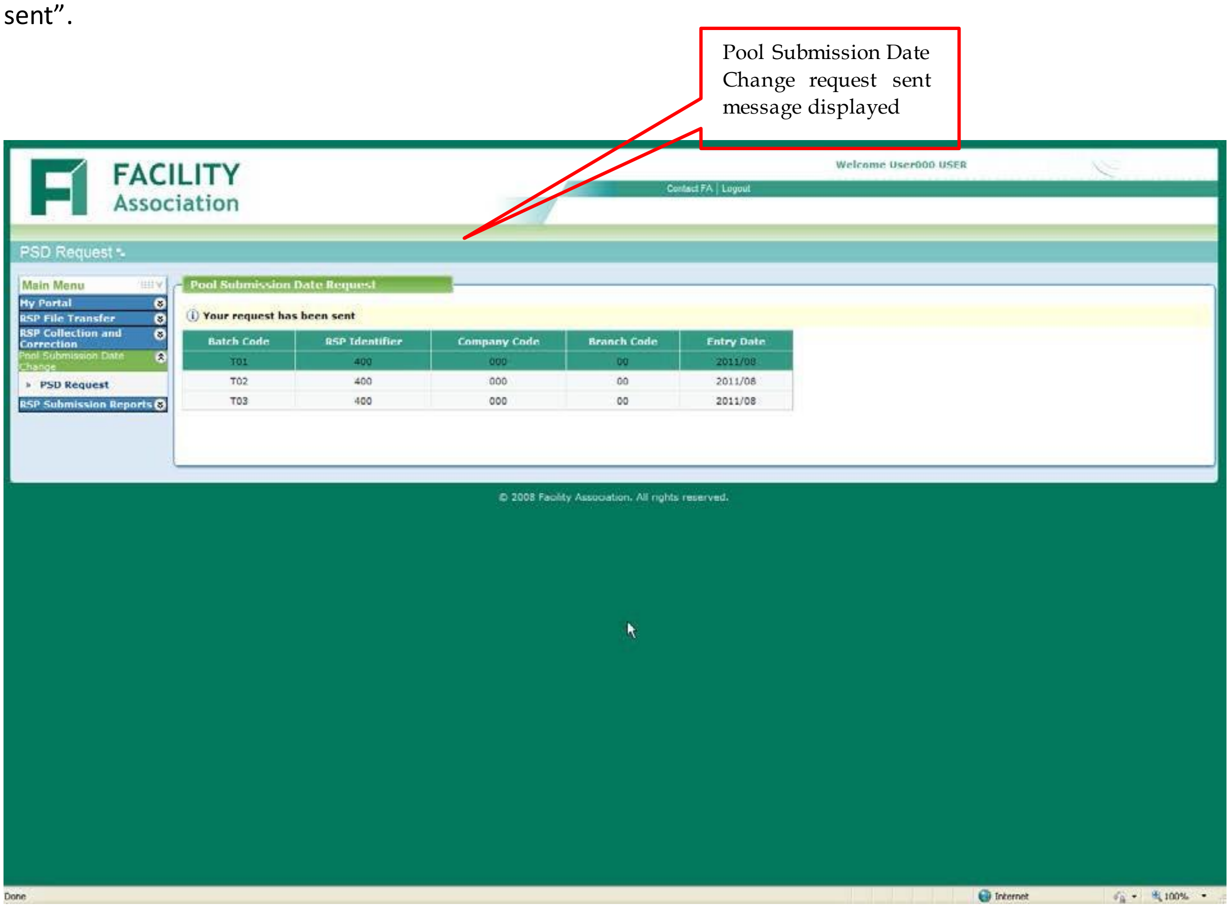


Figure 5-4: Pool Submission Date Request Sent

6. RSP SUBMISSION REPORTS

6.1 Submission Reports Overview

The following reports can be generated using the RSP Submission Reports module:

- Submission Status Report
- Pool Submission Date Status Report
- Premium and Claim Detail Report
- Premium and Related Claims Report
- Claim Audit Report
- Large Premium/Claim Exception Report
- Transfer Limit Report
- Premium/Claim Control Report
- Submission Summary Report

These reports present both detailed and summarized information about data submitted to FA by your company or your company's group. They will also help to reduce time and effort in obtaining submission information.

After successfully logging in to the application, you can access the RSP Submission Reports module from the Main Menu. Once you have selected a report, the corresponding report criteria will be displayed.

To view a report, you must follow these steps:

1. Choose the report
2. Select/type the desired criteria
3. Generate the report.

The next few sections of this user guide will tell you more about the reports you can generate using RSP Submission Reports module.

To obtain access to the RSP Submission Reports module, please see Obtaining Access.

6.2 Common Report Features

Request Report

There is a custom Request Report page for each report. When you select a report from the Main Menu, the corresponding report criteria will be displayed in a Request Report page. This will occupy the Content Area previously described in section 1-3.

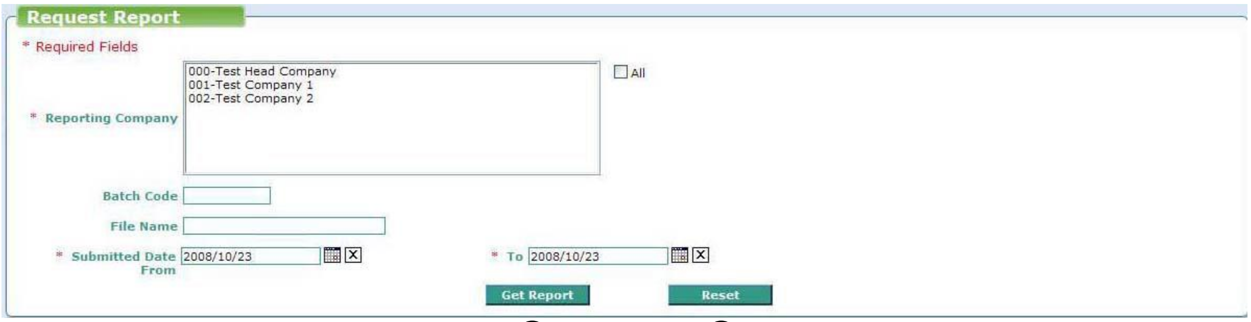


Figure 6-1: Request Report Page ❶ ❷

The criteria you specify will be validated when you click the Get Report button. Any error messages will be displayed in the Messages Area. If you get an error message, you must revise and resubmit the criteria you selected.

Command Buttons – RSP Submission Reports

❶ Get Report	Generates the report based on entered/selected criteria. Click this button once you have completed selecting/entering all the desired criteria field values.
❷ Reset	Click this button to clear all entered fields and return the criteria fields to their default values.

View Report

Once your entered/selected criteria passes the validation checks, the report will be generated based on that criteria and the View Report page will replace the Request Report page.

To generate a different report, choose the appropriate report name from the Main Menu.

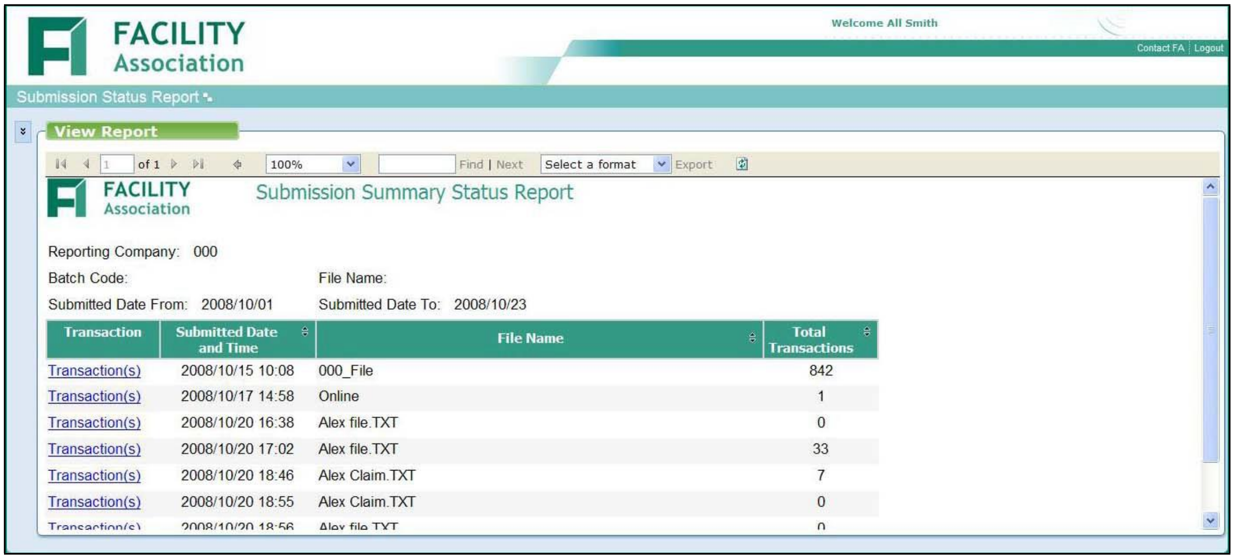
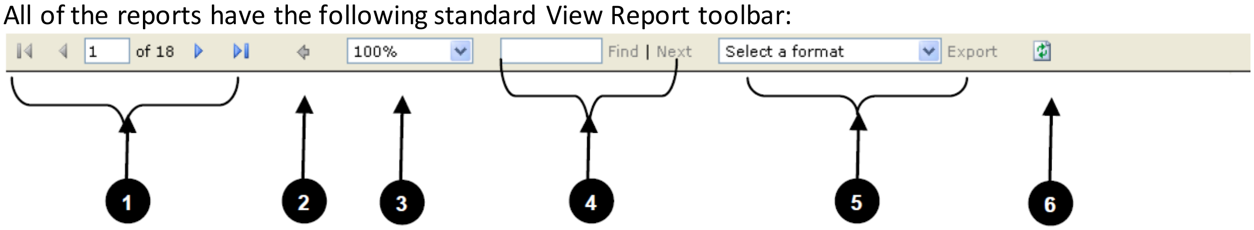


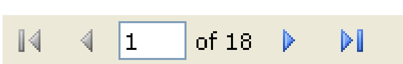
Figure 6-2: View Report Page

All of the reports have the following standard View Report toolbar:



1. Navigating within a report
2. Navigating back to a parent report
3. Changing the view size of the report display
4. Searching within a report
5. Exporting and printing a report
6. Refreshing a report

Navigating Within a Report



The View Report toolbar includes a variety of page navigation functions (pictured above). You can navigate to a specific page by entering a page number and hitting the **Enter** button on your keyboard, or navigate directly to the first or last page of a multi- page report using the arrow buttons on the View Report toolbar.

- Page breaks are explicitly defined by the report itself and cannot be changed.

When navigating multi-page reports, you must use the "back" arrow button on the View Report toolbar to view previous pages. Do not use the "back" button on the Internet Explorer toolbar. If you use the "back" button on the Explorer toolbar, the navigation is unpredictable and an error may occur.

Navigating Back to a Parent Report

To get back to a parent report, use the back arrow button pictured above. It is located on the left side of the View Report toolbar.

Changing the Report Display

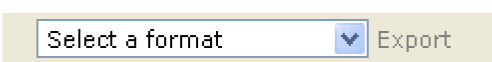
The View Report toolbar provides a standard zoom functionality (pictured above) that lets users zoom in on or out of a report, making the text larger or smaller.

Searching Within a Report

The View Report toolbar includes a search field (pictured above) to help you find specific text within a report. Search for content in a report by typing a word or phrase and then clicking **Find**. To search for subsequent occurrences of the same word or phrase, click the **Next** button.

- The search is not case-sensitive and begins at the top of the page or section that is currently selected. Wildcards and Boolean search operators are not supported.

Exporting and Printing a Report



Exporting

The View Report toolbar also allows you to export a report to a particular format (pictured above). The export format currently supported is PDF. An XML export format is also available to support future technology capabilities.

Be aware that, depending on how the items in a report are aligned, the report layout in the PDF file might include extra pages or white space that you did not expect.

Printing

To print a report, export it to a PDF file format and then print the report by selecting "Print" option from the "File" menu.

Refreshing a Report

To refresh a report, click the REFRESH button (pictured above). The report server will then reprocess the report using the most recent data.

6.3 Download Links

File Download

Download links are available on some reports. This feature allows you to save the details of the transactions into a comma delimited text file for future use.

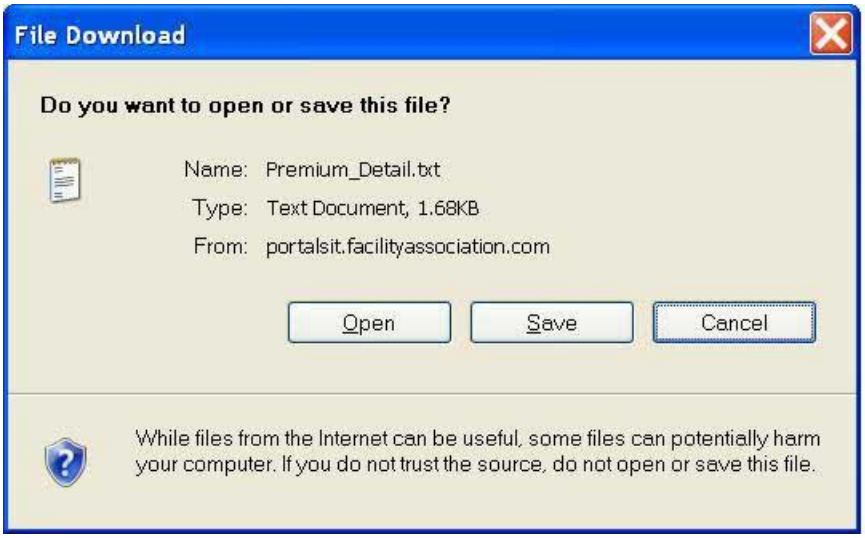


Figure 6-3: File Download Window

Saving Download

For premium, the default file is always Premium_Detail.txt while for claim, it is always Claim_Detail.txt. Provide a new name while saving the file.

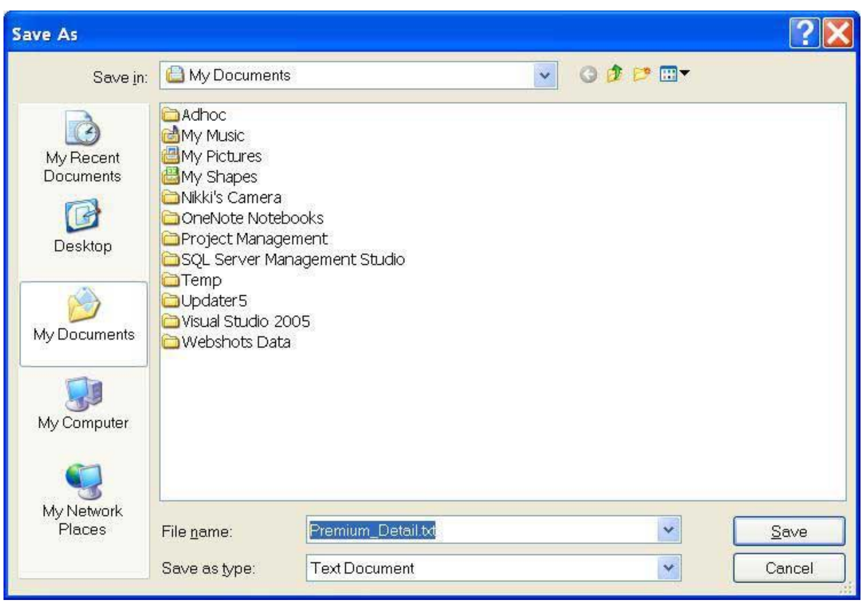


Figure 6-4: Save As Window

6.4 Submission Summary Status Report

About the Report

The Submission Summary Status Report provides members with the ability to review status of data submitted to FA either online or batch file submissions. If your selection includes a batch file submission, the file name column will list the name of the file and if your selection includes a batch created by on-line entry, the file name column will display "On-Line".

You may access this report by selecting the Submission Status Report option under RSP Submission Reports module in the Main Menu.

- If an entire file was rejected during the pre-validation, this file level information will not be available on this report. An automated email will be sent back to the user to notify them that the file was rejected because it did not meet the first level of pre-validation checks. For more information on the pre-validation rules, please refer to the Risk Sharing Pool Procedures Manual.
- Once you have submitted your file successfully and the file has passed the pre-validation check, the file submission data will be available the next day.

Entering Selection Criteria

The Submission Status Report results can be customized by expanding or narrowing the selection criteria on the Request Report page and clicking the **Get Report** button.

Table 6-1 describes the report criteria and selection options numbered in the figure below.

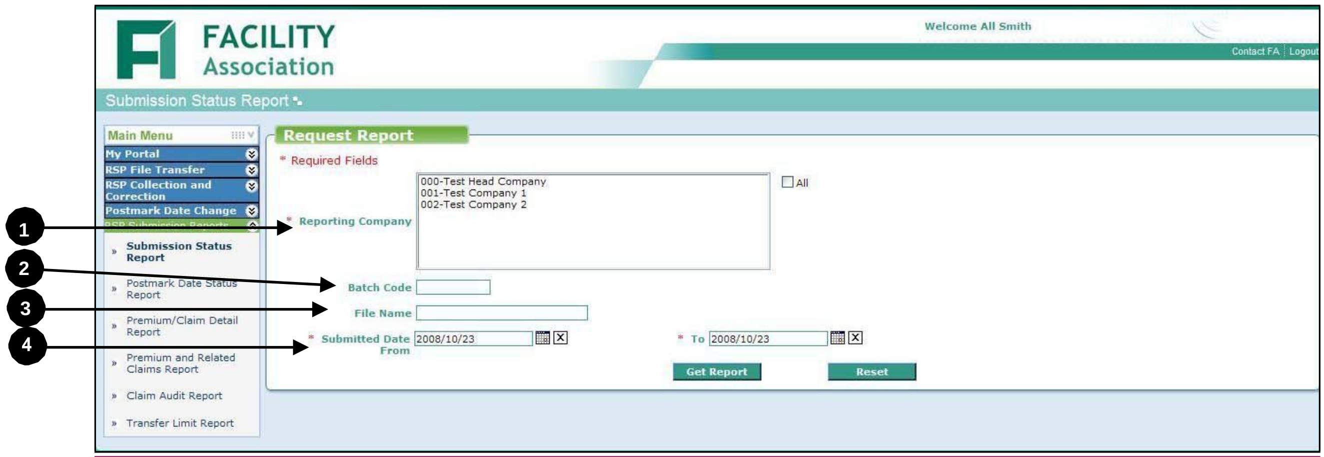


Figure 6-5: Submission Status Report – Request Report Page

Table 6-1: Submission Summary Status Report – Selection Criteria

No.	Criteria	Description	Selection options
1	Reporting Company (Mandatory)	List of available reporting companies based on your user access profile	• No default value • At least one reporting company must be selected • To select multiple companies, press Ctrl key while selecting the company from the list • Checking the "All" checkbox will select all companies in the list
2	Batch Code (Optional)	The assigned code to identify a batch of submitted records.	• No default
3	File Name (Optional)	External company file name reported.	• No default • Enter the exact file name desired • The search is not case sensitive
4	Submitted Date (Mandatory)	"From" and "To" Submitted Date year (CCYY), month (MM), and day (DD) The Submitted Date refers to the date that the data file was submitted to the Pool.	• No default • Enter the numeric representation of the year, month and day

- Click the **Reset** button to return all criteria fields to their default values.

Viewing Report Details – Submission Summary Status Report

After you submit the selection criteria, the Submission Summary Status Report will be displayed. The report provides file level details on your submissions (provided your file was not rejected). Based on the date and company selection, all submitted files meeting the specified criteria will be displayed. From this report, you can click on a Transaction(s) link to retrieve the next level of detail which will display your data in three (3) sections; rejected batches, premium batches, claim batches.

Table 6-2 describes the report content numbered in the figure below.

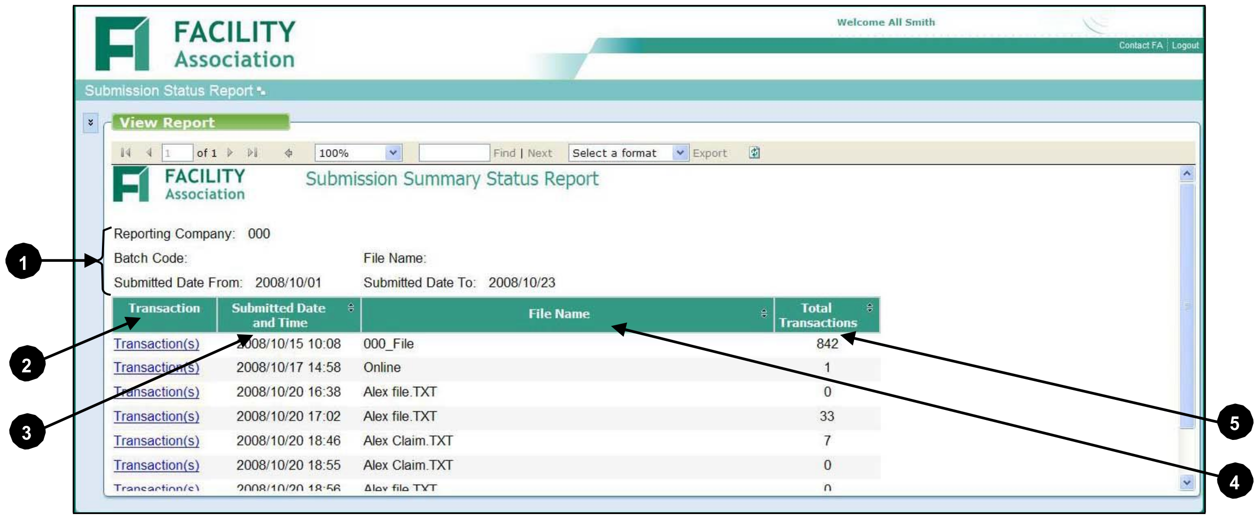


Figure 6-6: Submission Summary Status Report Page

Table 6-2: Submission Summary Status Report – Viewing Report Details

No.	Content	Description	Links/Comments
1	Reporting Company	As selected on criteria page	• Display only
	Batch Code	As entered on criteria page	• Display only
	File Name	As entered on criteria page	• Display only
	Submitted Date From	As selected on criteria page	• Display only
	Submitted Date To	As selected on criteria page	• Display only
2	Transaction	Link to the transaction details	• The transaction(s) link retrieves the Submission Transaction Status Report, which will display further details regarding the transactions in associated file name • For more information, please see Submission Transaction Status Report

No.	Content	Description	Links/Comments
❸	Submitted Date and Time	The date and time the data file was submitted to the Pool.	• Display only
❹	File Name	Either the external file name assigned by the company for batch file submissions or "Online" for data submissions via online entry.	• Display only
❺	Total Transactions	Total number of records in the file.	• Display only

See Also:

Navigating Within a Report
Navigating Back to a Parent Report
Changing the Report Display
Searching Within a Report
Exporting and Printing a Report
Refreshing a Report

Viewing Report Details – Submission Transaction Status Report

The report displays only the key fields for each transaction but provides the status of all transactions within a batch. If you require more transaction detail and/or error codes for the error transactions, you will have to run the Premium and Claim Detail Report.

The report organizes the generated data into three (3) groups:

1. Rejected Batches → Any batches that have been rejected. That is, batches with all transactions flagged as being rejected.
2. Premium Batches → All premium batch transactions with individual status of each transaction
3. Claim Batches → All claim batch transactions with individual status of each transaction

Table 6-3 describes the report content numbered in the figure below.

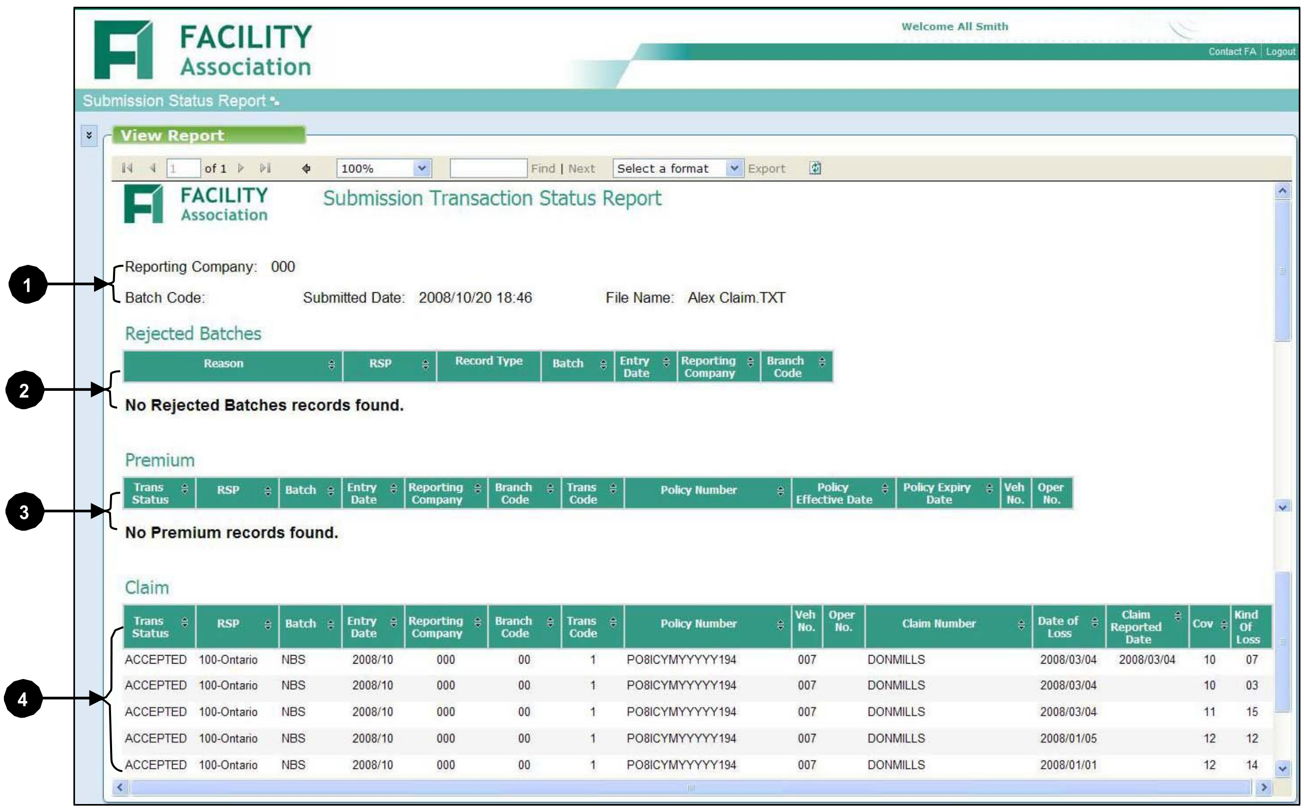


Figure 6-7: Submission Transaction Status Report Page

Table 6-3: Submission Transaction Status Report – Viewing Report Details

No.	Content	Description	Links/Comments
❶	Reporting Company	As selected on criteria page	• Display only
	Batch Code	As entered on criteria page	• Display only
	File Name	Either the external file name assigned by the company for batch file submissions or "Online" for data submissions via online entry. (As selected from Submission Summary Status Report)	• Display only
	Submitted Date and Time	The date and time the data file was submitted to the Pool.	• Display only
❷	Reason	The explanation for the rejection of the batch. For batch rejection reasons, please refer to the Risk Sharing Pool Procedures Manual.	• Display only
	RSP	The code which identifies the Pool for the rejected submissions. Example values: **100** → Ontario **200** → Alberta (Grid)	• Display only
	Record Type	The type of record in the submission. Values: **1** → Premium **2** → Claim	• Display only
	Batch	The assigned code to identify a batch of submitted records.	• Display only
	Entry Date	Year and month in which transactions are processed.	• Display only
	Reporting Company	Reported company for the rejected transactions.	• Display only
	Branch Code	Associated branch or service office for the rejected transactions.	• Display only
❸	Transaction Status	The current status of the premium transactions. Example values: ▪ **Accepted** ▪ **Error**	• Display only

No.	Content	Description	Links/Comments
	RSP	The code which identifies the Pool for the submission. Example values: **100** → Ontario **200** → Alberta (Grid)	• Display only
	Batch	The assigned code to identify a batch of submitted records.	• Display only
	Entry Date	Year and month in which transactions are processed.	• Display only
	Reporting Company	Reported company for the submitted transactions.	• Display only
	Branch Code	Associated branch or service office for the submitted transactions.	• Display only
	Trans Code	Transaction code which identifies the type of entry transmitted. Example values: **A**→ first transaction of new risk ceded to the Pool **B** → renewal not ceded to the Pool in previous term	• Display only
	Policy Number	Code identifying the policy which contains the risk being transferred.	• Display only
	Policy Effective Date	The effective date of the policy.	• Display only
	Policy Expiry Date	The expiry date of the policy	• Display only
	Veh No.	Number which identifies the vehicle	• Display only
	Oper No.	Number which identifies the operator.	• Display only
4	Transaction Status	The current status of the claim transactions. Example values: ▪ Accepted ▪ Error	• Display only
	RSP	The code which identifies the Pool for the submission. Example values: 100 → Ontario 200 → Alberta (Grid)	• Display only
	Batch	The assigned code to identify a batch of submitted records.	• Display only
	Entry Date	Year and month in which transactions are processed.	• Display only
	Reporting Company	Reported company for the submitted transactions.	• Display only

No.	Content	Description	Links/Comments
	Branch Code	Associated branch or service office for the submitted transactions.	• Display only
	Trans Code	Transaction code which identifies the type of entry transmitted. Example values: 1 → open with claim with reserve 4 → re-open reserve on a closed claim	• Display only
	Policy Number	Code identifying the policy which contains the risk being transferred.	• Display only
	Veh No.	Number which identifies the vehicle.	• Display only
	Oper No.	Number which identifies the operator.	• Display only
	Claim Number	Number which identifies the claim.	• Display only
	Date of Loss	Date on which the loss occurred.	• Display only
	Claim Reported Date	Date the claim was reported.	• Display only
	Cov	Coverage code recorded on the risk/premium.	• Display only
	Kind of Loss	Kind of loss on the claim.	• Display only

See Also:

Navigating Within a Report
Navigating Back to a Parent Report
Changing the Report Display
Searching Within a Report
Exporting and Printing a Report
Refreshing a Report

6.5 Premium/Claim Detail Report

About the Report

The Premium/Claim Detail Report provides members with summarized and detailed information regarding individual batches that have been submitted to the Risk Sharing Pool. You can use this report to confirm the details of your data submissions.

You may access this report by selecting the Premium/Claim Detail Report option under RSP Submission Reports module in the Main Menu.

Entering Selection Criteria

The Premium/Claim Detail Report results can be customized by expanding or narrowing the selection criteria on the Request Report page and clicking the **Get Report** button.

Table 6-4 describes the report criteria and selection options numbered in the figure below.

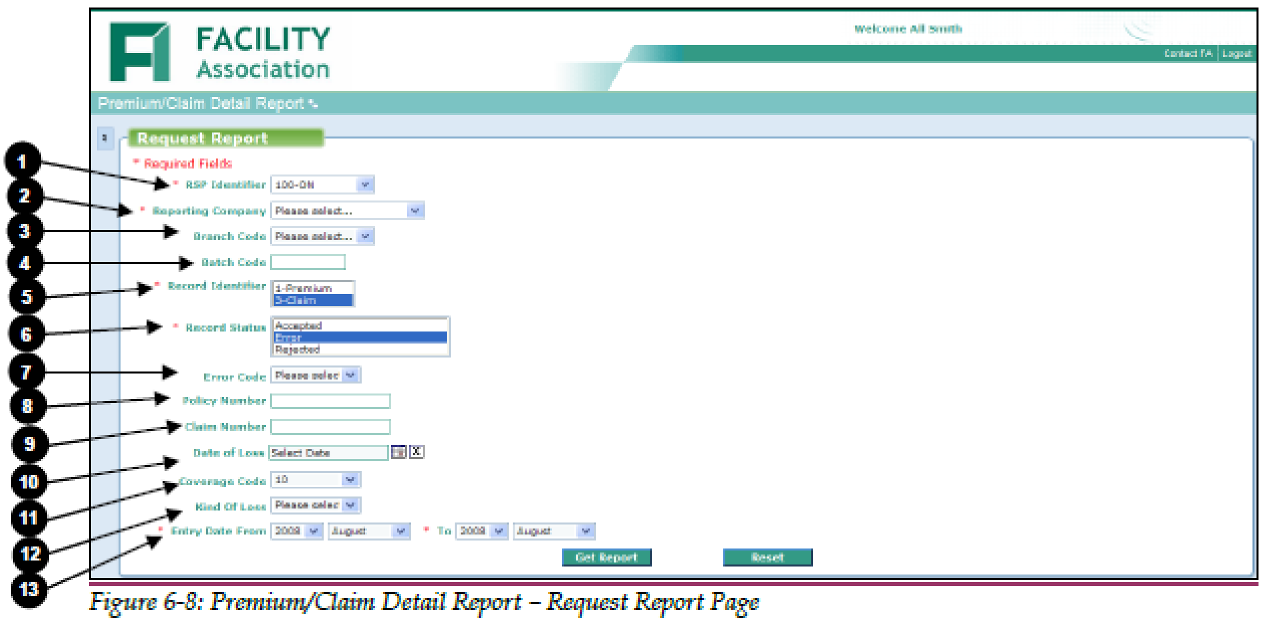


Figure 6-8: Premium/Claim Detail Report – Request Report Page

Table 6-4: Premium/Claim Detail Report – Selection Criteria

No.	Criteria	Description	Selection options
❶	RSP Identifier (Mandatory)	List of available Risk Sharing Pools based on your user access profile.	• No default value • Only one RSP Identifier can be selected
❷	Reporting Company (Mandatory)	List of available reporting companies based on your user access profile.	• No default value • Only one reporting company can be selected
❸	Branch Code (Optional)	List of available branches for the selected reporting company.	• No default value • If not selected, all available branches will be included
❹	Batch Code (Optional)	The entered or submitted logical grouping code for the transactions.	• No default value
❺	Record Identifier (Mandatory)	List of available record identifiers. Either Premium or Claim	• No default value • Select a record identifier
❻	Record Status (Mandatory)	List of available record statuses.	• No default value • Select a record status
❼	Error Code (Optional)	List of predefined error codes based on record identifier selected.	• No default value • Only available when selected record status is "Error"
❽	Policy Number (Optional)	The Policy Number as reported on the original record	• No default value
❾	Claim Number (Optional)	The Claim Number as reported on the original record.	• No default value • Only available when selected record identifier is "Claim"
❿	Date of Loss (Optional)	The Date of Loss as reported on the original record.	• No default value • Only available when selected record identifier is "Claim".
**	Coverage Type (Optional) *Not visible in figure 6-6 based on selected criteria*	List of predefined coverage types based on RSP Identifier selected.	• No default value • Only available when selected record identifier is "Premium"
⓫	Coverage Code (Optional)	List of predefined coverage code values.	• No default value

No.	Criteria	Description	Selection options
			• When selected record identifier is “Premium”, only available when a coverage type is selected
⓬	Kind of Loss (Optional)	List of predefined kind of loss values for selected coverage code.	• No default value • Only available when selected record identifier is “Claim” and a coverage code is selected
⓭	Entry Date (Mandatory)	“From” and “To” Entry Date year (CCYY), and month (The Entry Date refers to the month and year assigned to the batch)	• Default setting for the “From” and “To” dates is the current year and month

You will notice that by selecting certain criteria values the page will be refreshed with additional criteria fields. For example, if you select “3-Claim” as the desired record identifier, then the page will be redisplayed with Claim Number, Date of Loss and Coverage Code fields. Once you select a Coverage Code, a Kind of Loss criteria field will be displayed.

If you change the record identifier to “1-Premium”, the page will once again be refreshed with the applicable criteria fields, and the Claim Number, Date of Loss, Coverage Code, and Kind of Loss fields will be replaced by a single Coverage Type criteria field. Once a Coverage Type is selected, the page will be redisplayed with a Coverage Code field.

When a record status of Error is selected, the page will be redisplayed with an Error Code criteria field.

Viewing Report Details – Premium Summary Report

After you submit the selection criteria with record identifier of "1-Premium" chosen, the Premium Summary Report will be displayed.

Table 6-5 describes the report content numbered in the figure below.

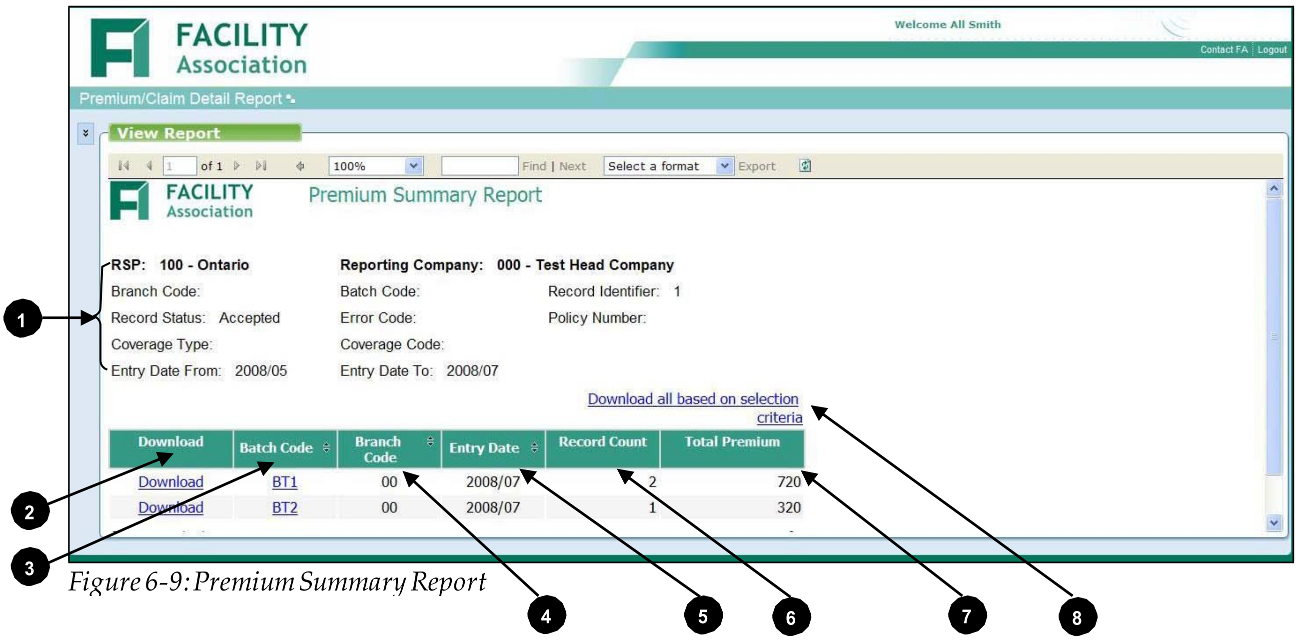


Figure 6-9: Premium Summary Report

Table 6-5: Premium Summary Report – Viewing Report Details

No.	Content	Description	Links/Comments
1	RSP	As selected on criteria page	• Display only
	Reporting Company	As selected on criteria page	• Display only
	Branch Code	As selected on criteria page	• Display only
	Batch Code	As entered on criteria page	• Display only
	Record Identifier	As selected on criteria page	• Display only
	Record Status	As selected on criteria page	• Display only
	Error Code	As selected on criteria page	• Display only
	Policy Number	As entered on criteria page	• Display only
	Coverage Type	As selected on criteria page	• Display only
	Coverage Code	As selected on criteria page	• Display only

No.	Content	Description	Links/Comments
	Entry Date From	As selected on criteria page	• Display only
	Entry Date To	As selected on criteria page	• Display only
❷	Download	Link to download all the transactions in the selected batch to a text file.	• Download link extracts details of transactions to a comma delimited text file. • For an example, please see Individual Premium Batch Download
❸	Batch Code	The assigned code to identify a batch of submitted records.	• The batch code link retrieves the Premium Detail Report, which will display the details of the batch • For more information, please see Premium Detail Report
❹	Branch Code	Associated branch or service office for the rejected transactions.	• Display only
❺	Entry Date	Year and month in which transactions are processed.	• Display only
❻	Record Count	Total number of records in the batch.	• Display only
❼	Total Premium	Total premium amount for the batch.	• Display only
❽	Download all based on selection criteria	Link to download all transactions for all batches returned based on the selection criteria provided.	• Download link extracts all transactions for all batches listed to comma delimited text file. • For more information, please see All Premium Batch Download

Individual Premium Batch Download

By clicking on the Download link, the details of the transactions within the selected batch will be extracted to a comma delimited text file. See also Download Links for additional information.

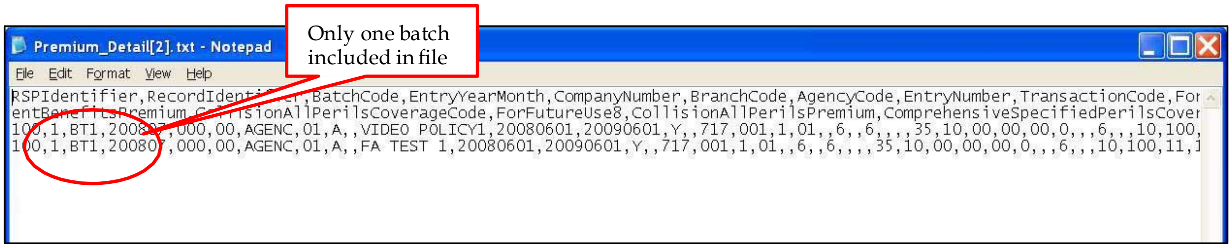


Figure 6-10: Premium Detail Text File (Individual Batch)

All Premium Batch Download

By clicking on the "Download all based on selection criteria link", the details of the transactions within all the batches returned based on the selection criteria the selected batch will be extracted to a comma delimited text file. See also Download Links for additional information.

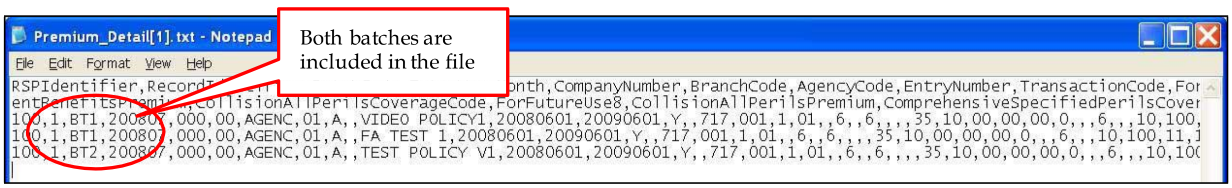


Figure 6-11: Premium Detail Text File (All Batches)

See Also:

Navigating Within a Report
Navigating Back to a Parent Report
Changing the Report Display
Searching Within a Report
Exporting and Printing a Report
Refreshing a Report

Viewing Report Details – Premium Detail Report

This report is displayed when the batch code link is clicked on the Premium Summary Report.

Table 6-6 describes the report content numbered in the figure below.

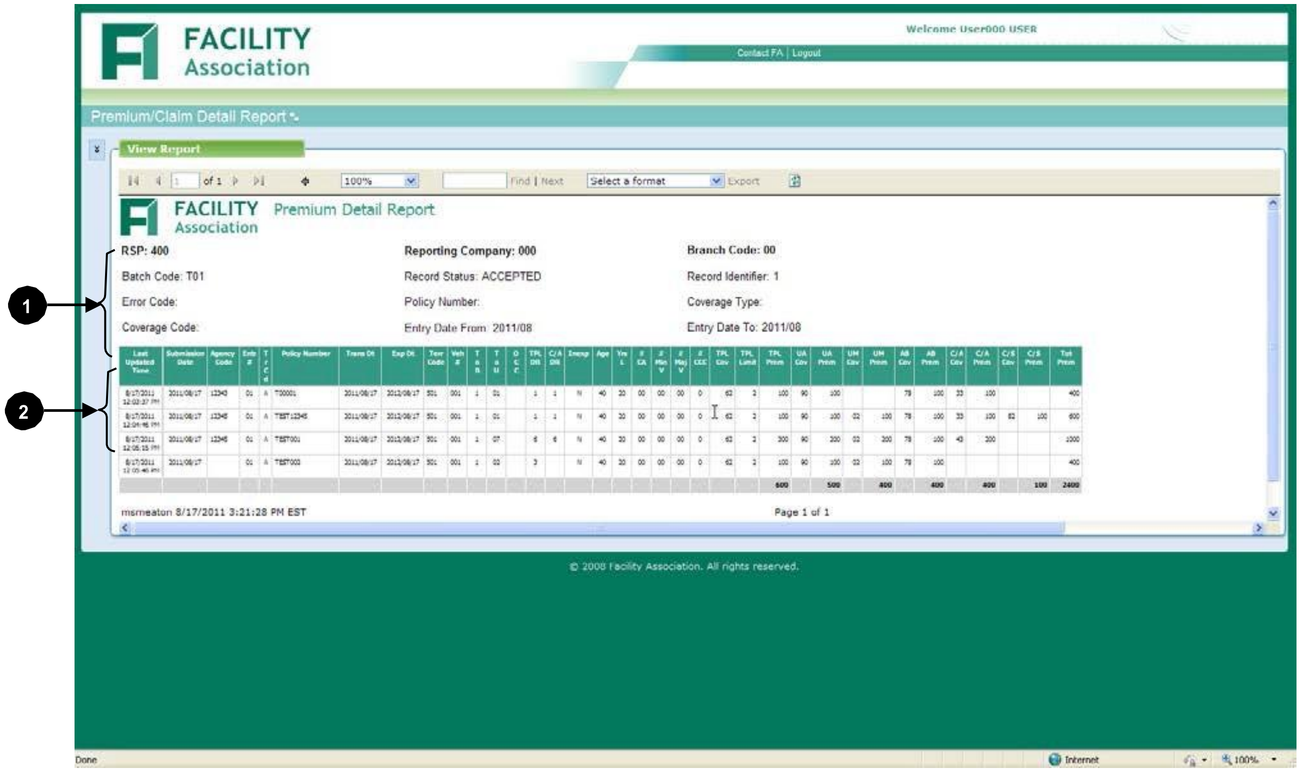


Figure 6-12: Premium Detail Report

Table 6-6: Premium Detail Report – Viewing Report Details

No.	Content	Description	Links/Comments
❶	RSP	As selected on criteria page	• Display only
	Reporting Company	As selected on criteria page	• Display only
	Branch Code	As selected on criteria page	• Display only
	Batch Code	As entered on criteria page	• Display only
	Record Status	As selected on criteria page	• Display only
	Record Identifier	As selected on criteria page	• Display only
	Error Code	As selected on criteria page	• Display only
	Policy Number	As entered on criteria page	• Display only
	Coverage Type	As selected on criteria page	• Display only
	Coverage Code	As selected on criteria page	• Display only

No.	Content	Description	Links/Comments
	Entry Date From	As selected on criteria page	• Display only
	Entry Date To	As selected on criteria page	• Display only
❷	Last Updated Time		• Display only
	Submission Date	Also known as the transmittal date. It refers to the actual date of receipt by the Pool systems	• Display only
	Agency Code	As reported.	• Display only
	Entr #	Entry number. As reported.	• Display only
	Tr Cd	Transaction Code. As reported.	• Display only
	Policy Number	As reported.	• Display only
	Trans Dt	Transfer Date. As reported.	• Display only
	Exp Dt	Expiry Date. As reported.	• Display only
	MMI	Mass Merchandise Indicator. As reported.	• Display only
	Terr Code	Territory Code. As reported.	• Display only
	Veh #	Vehicle Number. As reported.	• Display only
	ToB	Type of Business. As reported.	• Display only
	ToU	Type of Use. As reported.	• Display only
	OCC	Occasional Operator. As reported.	• Display only
	TPL DR	Third Party Liability Driving Record. As reported.	• Display only
	C/A DR	Collision/All Perils Driving Record. As reported.	• Display only
	AB DR	Accident Benefit Driving Record. As reported.	• Display only
	Age	Operator’s Age. As reported.	• Display only
	Yrs L	Years Licensed. As reported.	• Display only
	# CA	Number of Chargeable Accidents. As reported.	• Display only
	# Min V	Number of Minor Violations. As reported.	• Display only
	# Maj V	Number of Major Violations. As reported.	• Display only
	# CC C	Number of Criminal Code Convictions. As reported.	• Display only
	TPL Limit	Third Party Liability Limit. As reported.	• Display only
	BI Cov	Bodily Injury Coverage Code. As reported.	• Display only
	BI Prem	Bodily Injury Premium. As reported.	• Display only

No.	Content	Description	Links/Comments
	PD Cov	Property Damage Tort Coverage Code. As reported.	• Display only
	PD Prem	Property Damage Premium. As reported.	• Display only
	DCPD Cov	Direct Compensation Coverage Code. As reported.	• Display only
	DCPD Ddct	Direct Compensation Deductibles. As reported.	• Display only
	DCPD Prem	Direct Compensation Premium. As reported.	• Display only
	UA Cov	Uninsured Automobile Coverage. As reported.	• Display only
	UA Prem	Uninsured Automobile Premium. As reported.	• Display only
	UM Cov	Underinsured Motorist Coverage. As reported.	• Display only
	UM Prem	Underinsured Motorist Premium. As reported.	• Display only
	AB Cov	Accident Benefits Coverage. As reported.	• Display only
	AB Prem	Accident Benefits Premium. As reported.	• Display only
	C/A Cov	Collision/All Perils Coverage. As reported.	• Display only
	C/A Prem	Collision/All Perils Premium. As reported.	• Display only
	C/S Cov	Comprehensive/Specified Perils Coverage. As reported.	• Display only
	C/S Prem	Comprehensive/Specified Perils Premium. As reported.	• Display only
	Tot Prem	Total Premium. As reported.	• Display only
	• Additional Optional Benefits are only shown in the Ontario RSP		
	TPL-BI	Added BI coverage to offset tort deductible	• Display only
	M&R	AB Optional Coverage – Medical and Rehabilitation	• Display only
	AC	AB Optional Coverage - Attendant Care	• Display only
	C,H&HC	AB Optional Coverage – Caregiver, Housekeeping and Home Maintenance	• Display only
	IR	AB Optional Coverage - Income Replacement	• Display only
	DC	AB Optional Coverage - Dependant Care	• Display only

No.	Content	Description	Links/Comments
	D&F	AB Optional Coverage - Death and Funeral	• Display only
	I	AB Optional Coverage – Indexation	• Display only

See Also:

Navigating Within a Report
Navigating Back to a Parent Report
Changing the Report Display
Searching Within a Report
Exporting and Printing a Report
Refreshing a Report

Viewing Report Details – Claim Summary Report

After you submit the selection criteria with record identifier of "3-Claim" chosen, the Claim Summary Report will be displayed.

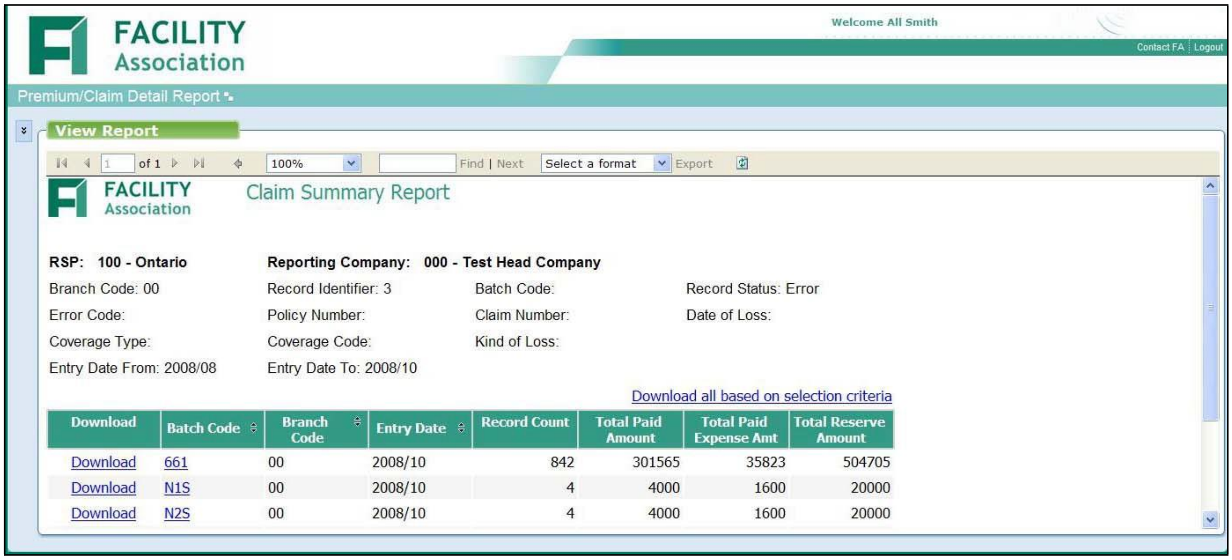


Figure 6-13: Claim Summary Report

See Also:

Navigating Within a Report
Navigating Back to a Parent Report
Changing the Report Display
Searching Within a Report
Exporting and Printing a Report
Refreshing a Report

Viewing Report Details – Claim Detail Report

This report is displayed when the batch code link is clicked on the Claim Summary Report.

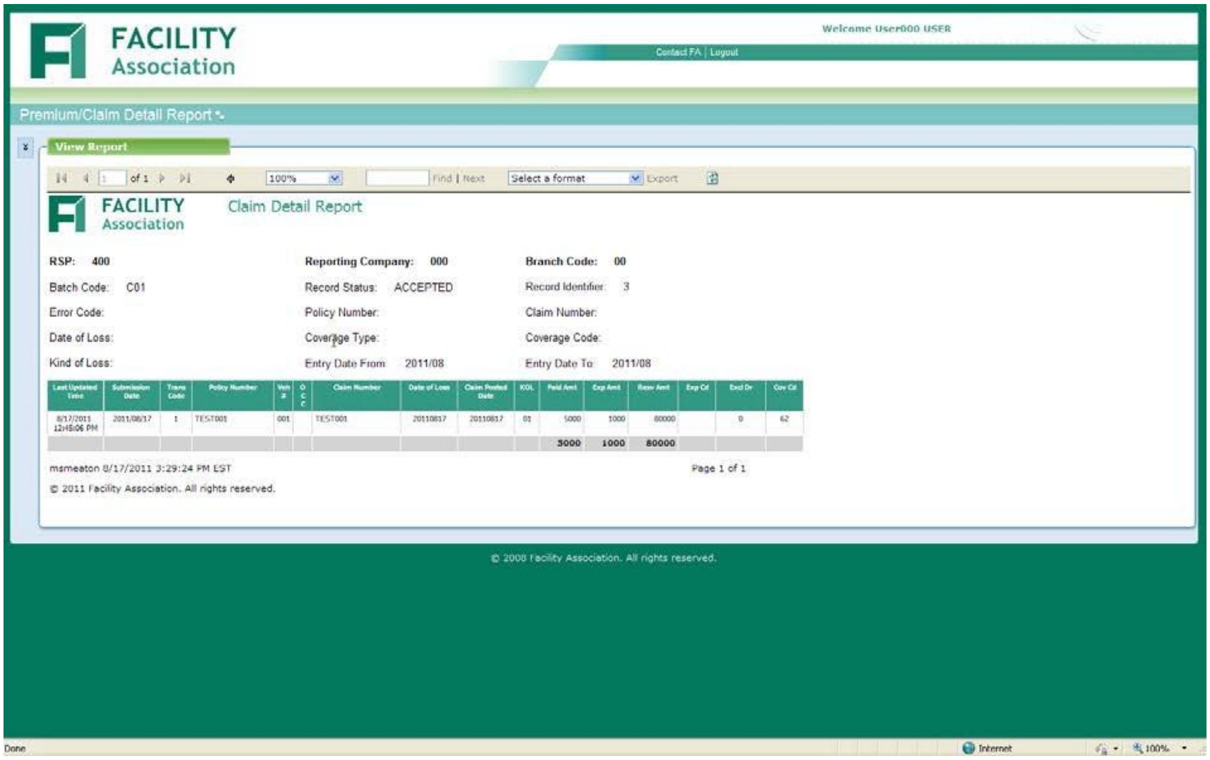


Figure 6-14: Claim Detail Report

See Also:

[Navigating Within a Report]()
[Navigating Back to a Parent Report]()
[Changing the Report Display]()
[Searching Within a Report]()
[Exporting and Printing a Report]()
[Refreshing a Report]()

6.6 Premium and Related Claims Report

About the Report

The Premium and Related Claims Report provides members with the ability to inquire and Report on a snapshot view of the current state of all the premiums and related claim information that has been ceded in the Risk Sharing Pool.

This report provides members with the ability to request

- Premium and Claim information for a specific policy or
- All Policy and related Coverage and Claim information for a specific policy effective date range

You may access this report by selecting the Premium and Related Claims Report option under RSP Submission Reports module in the Main Menu.

Based on the criteria you specify on the Request Report page, your report will be generated.

Entering Selection Criteria

The Premium and Related Claims Report results can be customized by expanding or narrowing the selection criteria on the Request Report page and clicking **Get Report**.

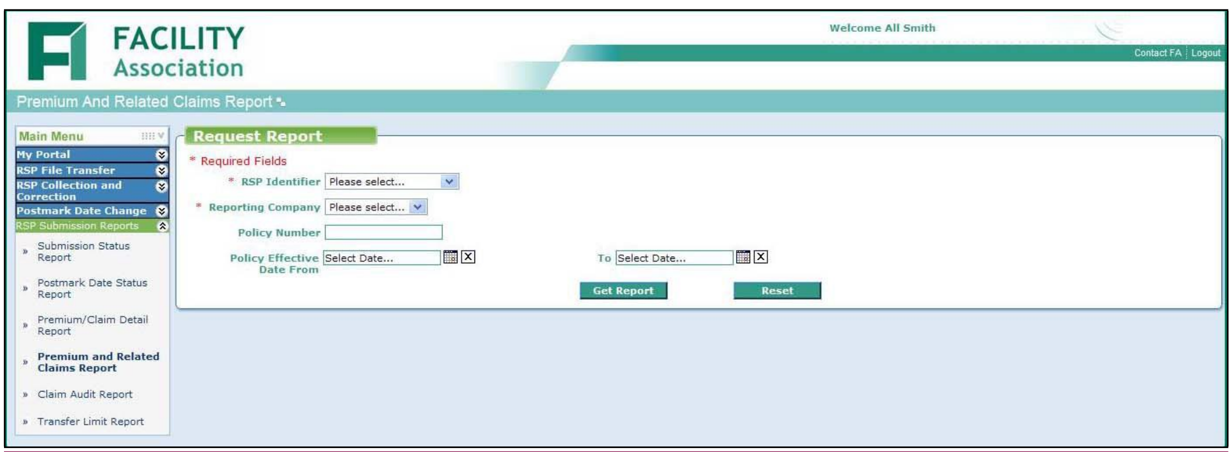


Figure 6-15: Premium and Related Claims Report – Request Report Page

For this report, the RSP Identifier and Reporting Company are mandatory. The report provides the current view of a policy in 4 separate reports:

- Policy Master Report
- Coverage Report
- Related Claims Report
- Statistical Information Report

Upon the entry of valid selection criteria, you will be provided with each policy instance that matches the selection criteria. A policy instance is a risk that has been ceded to the pool and consists of company number, policy number, vehicle number, occasional operator, policy effective date and policy expiry date.

Viewing Report Details – Policy Master Report

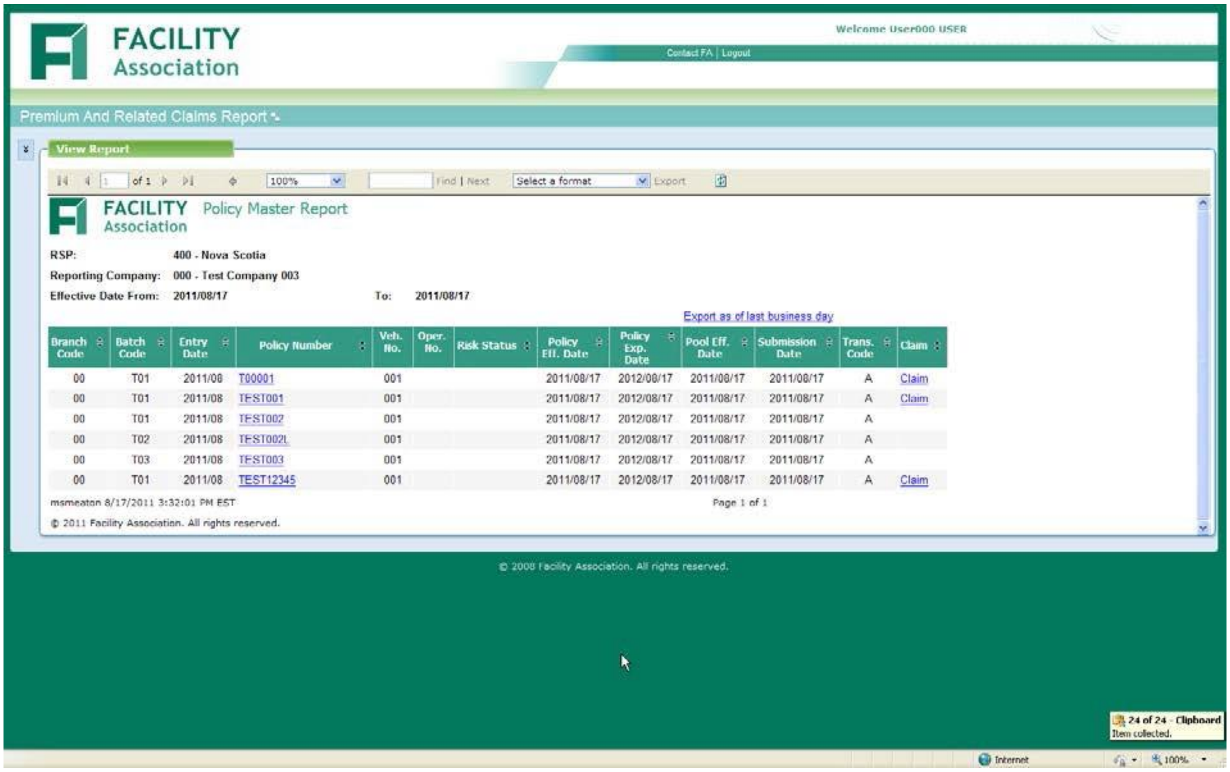


Figure 6-16: Policy Master Report

A hyperlink from the policy number provides the user with a summary of coverage information for that policy instance based on endorsement effective and expiry dates.

If claims exist for the policy instance, a hyperlink to the claim information is provided. The coverage screen also provides a hyperlink to the latest statistical information for the policy instance

See Also:

[Navigating Within a Report]
[Navigating Back to a Parent Report]
[Changing the Report Display]
[Searching Within a Report]
[Exporting and Printing a Report]
[Refreshing a Report]

Viewing Report Details – Coverage Report

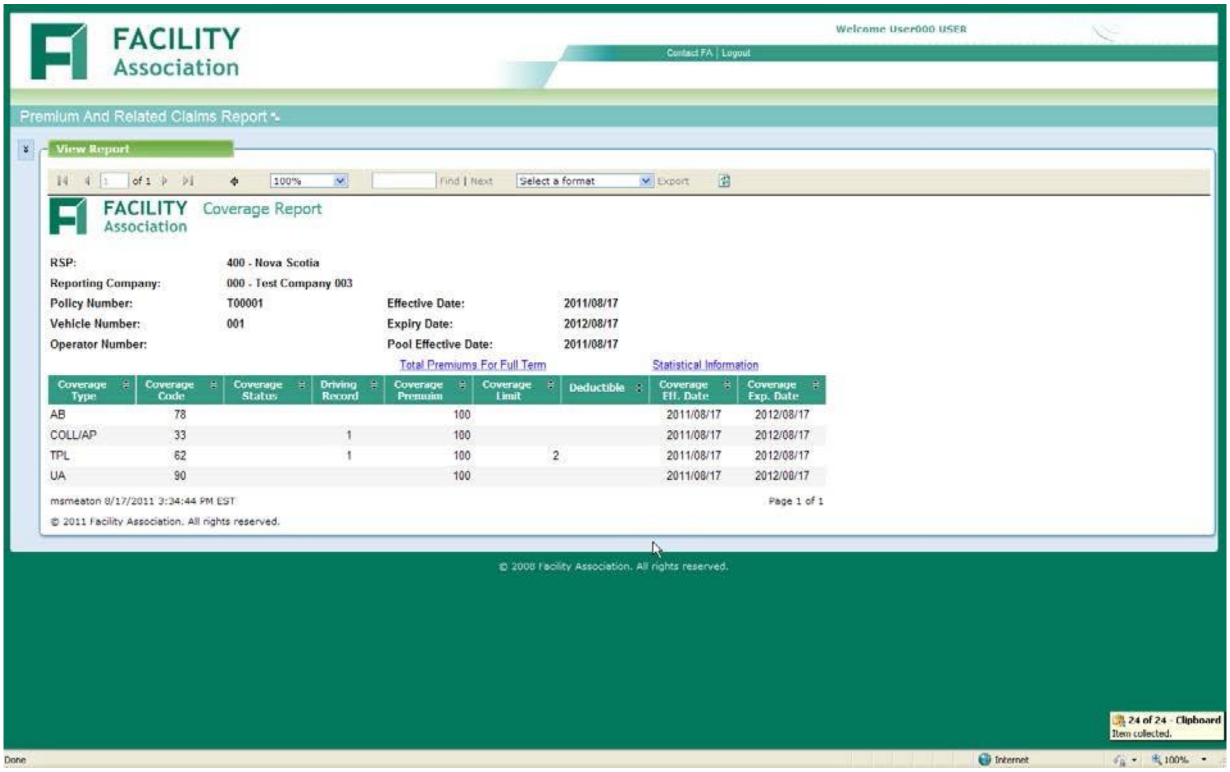


Figure 6-17: Coverage Report

The Coverage Report provides a summary of coverage information and premium for the policy instance over time – based on coverage effective date and coverage expiry date.

If for example, a policy has 10 transactions with the same coverage effective and expiry dates, the snapshot will provide the accumulated premium total for that coverage (e.g. $ amounts from all 10 transactions.)

See Also:

Navigating Within a Report
Navigating Back to a Parent Report
Changing the Report Display
Searching Within a Report
Exporting and Printing a Report
Refreshing a Report

Viewing Report Details – Related Claims Report

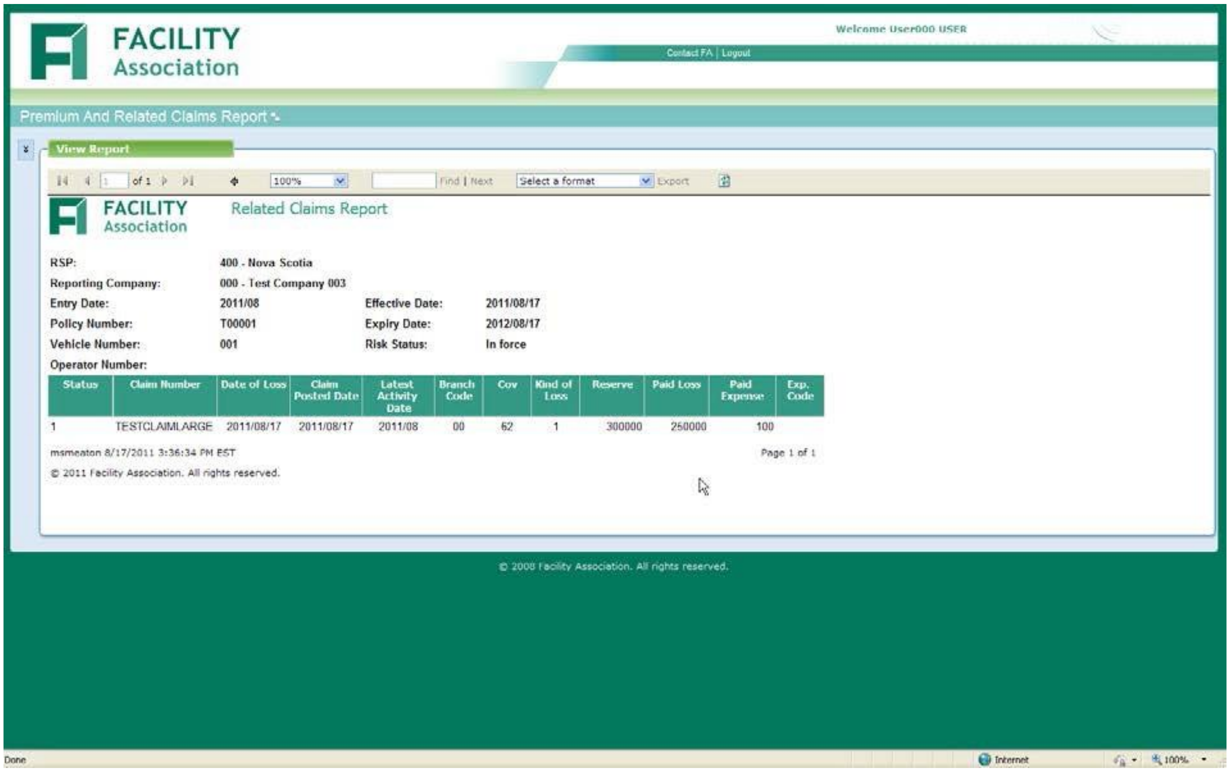


Figure 6-18: Related Claims Report

The Related Claims Report shows the current summary of each of the claims that has a status of open or closed for the policy instance.

Paid Loss Amounts, Paid Expense amounts and the most recent Reserve amounts are accumulated for each combination of Company Number, Policy Number, Vehicle Number, Operator Number, Claim Number, Loss Date, Coverage and Kind of Loss.

See Also:

Navigating Within a Report
Navigating Back to a Parent Report
Changing the Report Display
Searching Within a Report
Exporting and Printing a Report
Refreshing a Report

Viewing Report Details – Statistical Information Report

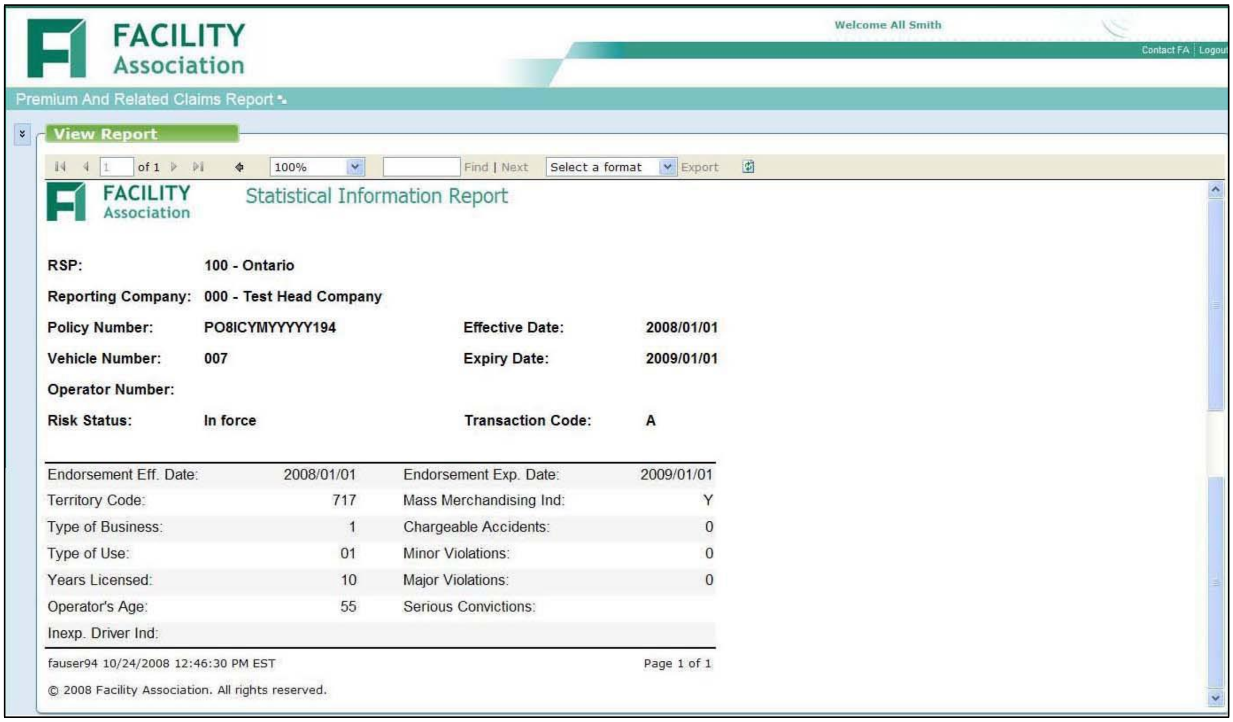


Figure 6-19: Statistical Information Report

The Statistical Information Report provides the current view of the statistical information that has been reported for the policy instance.

See Also:

[Navigating Within a Report]
[Navigating Back to a Parent Report]
[Changing the Report Display]
[Searching Within a Report]
[Exporting and Printing a Report]
[Refreshing a Report]

6.7 Claims Audit Report

About the Report

The Claims Audit Report provides members with the ability to download a view of all their claim transactions for the purpose of claims auditing. It provides the ability to inquire and report a snapshot view of the current state of all claim information in the Risk Sharing Pool. The download can be requested in PDF format or .CSV format.

- The new Claim Audit Report is a combination of the old Open Claims Register (Detail) Report and the **new** Closed Claims Report.

This report provides the ability to request

- All closed claim information for a specific loss date range
- All claims which have a current claim status of open

You may access this report by selecting the Claim Audit Report option under RSP Submission Reports module in the Main Menu.

Based on the criteria you specify on the Request Report page, your report will be generated.

Entering Selection Criteria

All selection criteria are mandatory for this report. Select the desired values and then click **Get Report** button to generate the report.

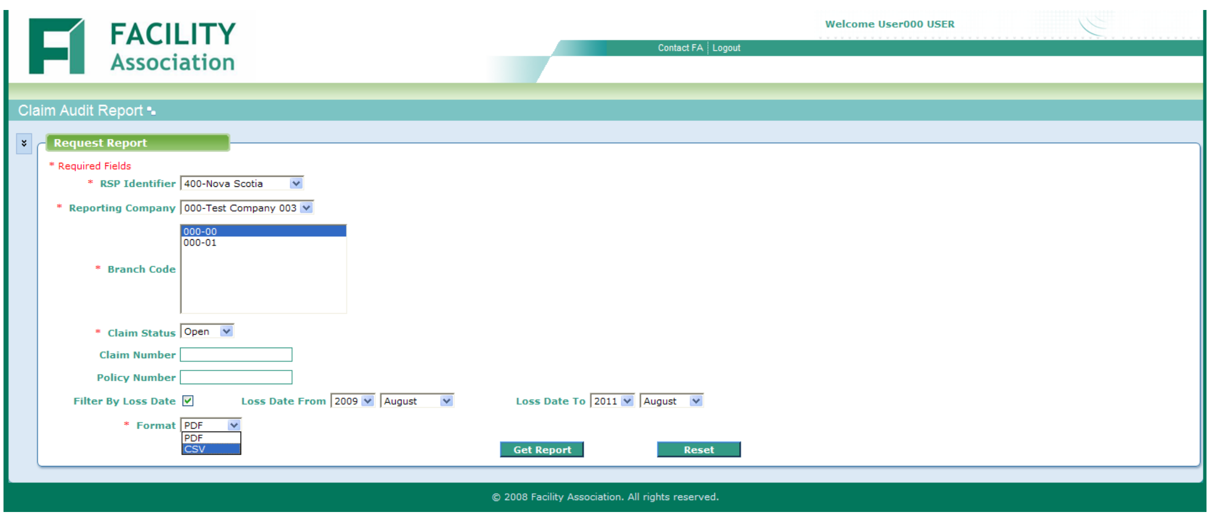


Figure 6-20: Claims Audit Report – Request Report Page

Based on the selection criteria of Open or Closed claims, Claim Number, Policy Number and Loss Date, the report will be generated in the Format selected, as either PDF or CSV. Once the output is ready, a message is displayed that the report is ready.

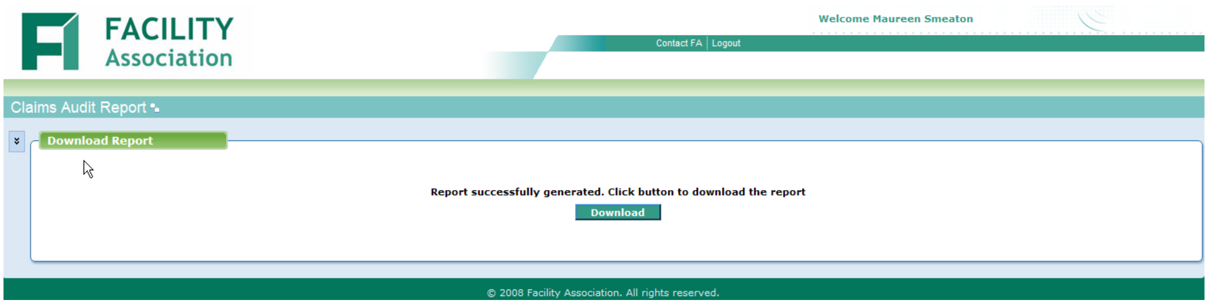
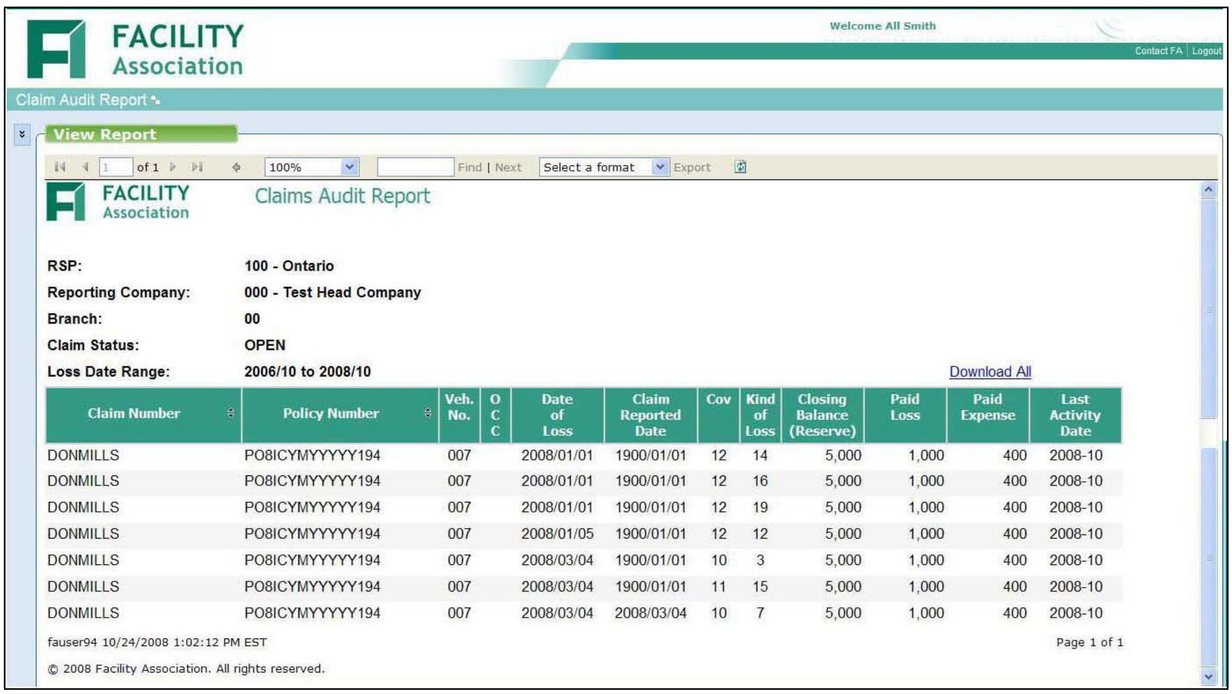


Figure 6-20a: Claims Audit Report –report ready Page

Viewing Report Details – Claims Audit Report



RSP: 100 - Ontario
Reporting Company: 000 - Test Head Company
Branch: 00
Claim Status: OPEN
Loss Date Range: 2006/10 to 2008/10

Download All

Claim Number	Policy Number	Veh. No.	OCC	Date of Loss	Claim Reported Date	Cov	Kind of Loss	Closing Balance (Reserve)	Paid Loss	Paid Expense	Last Activity Date
DONMILLS	PO8ICYMYYYYY194	007		2008/01/01	1900/01/01	12	14	5,000	1,000	400	2008-10
DONMILLS	PO8ICYMYYYYY194	007		2008/01/01	1900/01/01	12	16	5,000	1,000	400	2008-10
DONMILLS	PO8ICYMYYYYY194	007		2008/01/01	1900/01/01	12	19	5,000	1,000	400	2008-10
DONMILLS	PO8ICYMYYYYY194	007		2008/01/05	1900/01/01	12	12	5,000	1,000	400	2008-10
DONMILLS	PO8ICYMYYYYY194	007		2008/03/04	1900/01/01	10	3	5,000	1,000	400	2008-10
DONMILLS	PO8ICYMYYYYY194	007		2008/03/04	1900/01/01	11	15	5,000	1,000	400	2008-10
DONMILLS	PO8ICYMYYYYY194	007		2008/03/04	2008/03/04	10	7	5,000	1,000	400	2008-10

fauser94 10/24/2008 1:02:12 PM EST Page 1 of 1

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Figure 6-21: Claims Audit Report PDF format

See Also:

[Navigating Within a Report]
[Navigating Back to a Parent Report]
[Changing the Report Display]
[Searching Within a Report]
[Exporting and Printing a Report]
[Refreshing a Report]

6.8 Premium / Claim Control Report

About the Report

The Premium / Claim Control Report provides members with a view of the total amounts accepted, in error or rejected premium and claim amounts submitted for an entry date.

You may access this report by selecting the Premium / Claim Control Report option under RSP Submission Reports module in the Main Menu.

Based on the criteria you specify on the Request Report page, your report will be generated.

Entering Selection Criteria

All selection criteria are mandatory for this report. Select the desired values and then click **Get Report** button to generate the report.

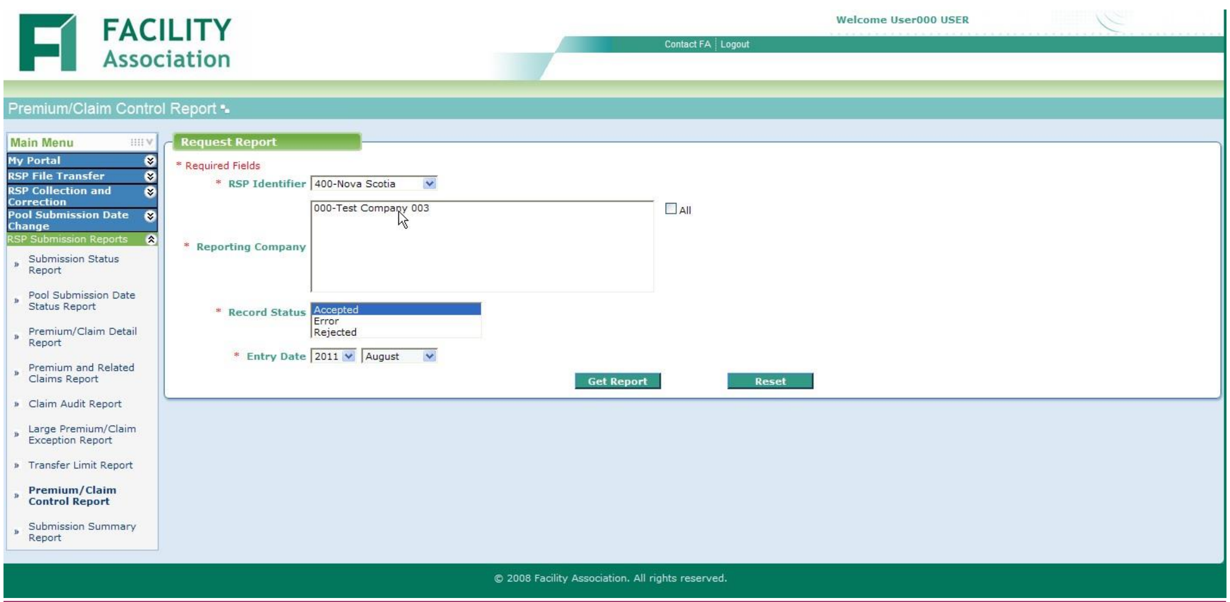

Figure 6-20: Premium / Claim Control Report – Request Report Page

Based on the selection criteria, the generated report will provide the total amount for the premium and claims in the entry date.

Viewing Report Details – Premium / Claim Control Report

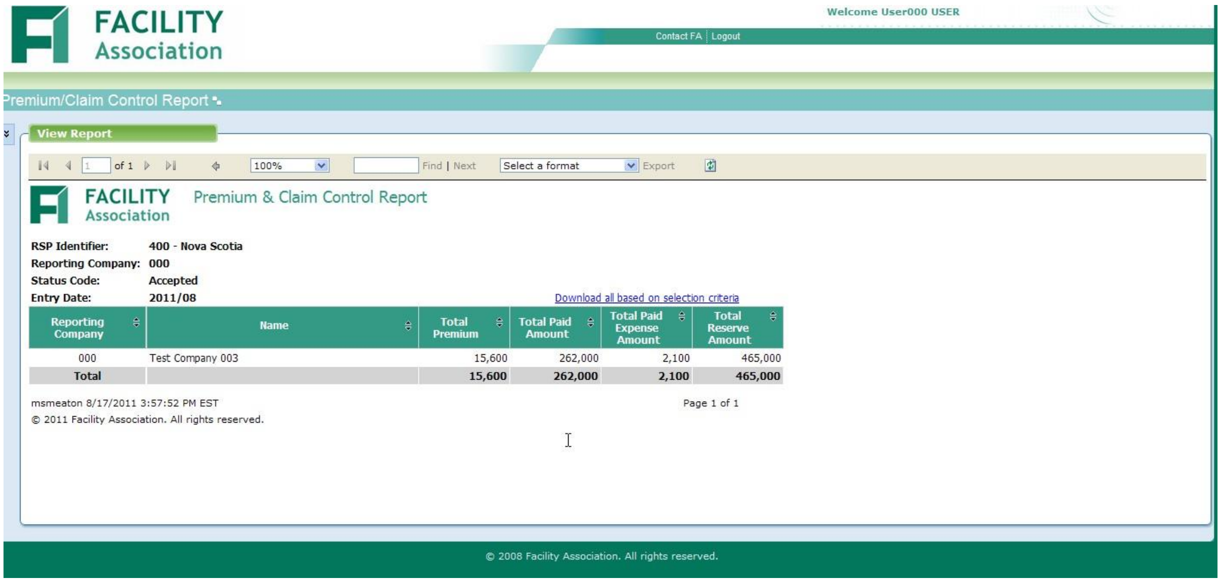

Figure 6-21: Premium / Claim Control Report – Report Page

See Also:

Navigating Within a Report
Navigating Back to a Parent Report
Changing the Report Display
Searching Within a Report
Exporting and Printing a Report
Refreshing a Report

6.9 Submission Summary Report

About the Report

The Submission Summary Report provides members with a view of the total accepted premium and claim amounts for a selected period.

This report provides the ability to request

- Total amounts for one or more branches
- A selected range of entry dates

You may access this report by selecting the Submission Summary Report option under RSP Submission Reports module in the Main Menu.

Based on the criteria you specify on the Request Report page, your report will be generated.

Entering Selection Criteria

All selection criteria are mandatory for this report. Select the desired values and then click **Get Report** button to generate the report.

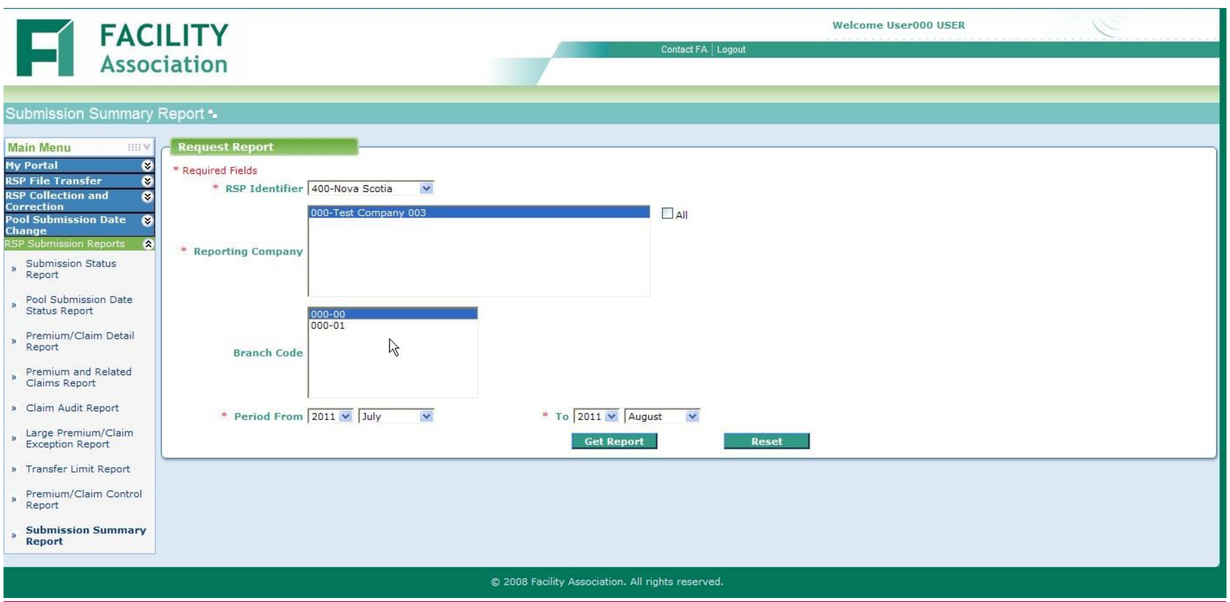

Figure 6-22: Submission Summary Report – Request Report Page

Based on the selection criteria the generated report will provide a breakdown of the premium and claim totals by entry month.

Viewing Report Details – Submission Summary Report

FACILITY Association Submission Summary Report

RSP: 400 - Nova Scotia
Reporting Company-Branch: All
Period From: 2011/01 To: 2011/08

Premium Information

Coverage	2009 & Prior	2010	2011	2012	Total
Third Party Liability Coverage Code	-15	-4,242	635,449	62,374	693,566
UA Uninsured Automobile Coverage Code	0	-50	10,937	1,037	11,924
Underinsured Motorist Coverage Code	0	-68	17,085	1,697	18,714
Accident Benefits Coverage Code	1	-408	107,560	11,019	118,172
Collision/All Perils Coverage Code		-778	232,948	23,559	255,729
Comprehensive/ Specified Perils Coverage code	1	-77	82,283	7,488	89,695
Total Premium	**-13**	**-5,623**	**1,086,262**	**107,174**	**1,187,800**
Retained	0	0	0	0	0
Transferred	-13	-5,623	1,086,262	107,174	1,187,800
Allowance	-4	-1,843	350,750	34,620	383,523
Net Premium	**-9**	**-3,780**	**735,512**	**72,554**	**804,277**

Claim Information

Accident	Paid Loss			Paid Expense			Outstanding Reserve (As At)		
Year	Amount	Retained	Transferred	Amount	Retained	Transferred	Amount	Retained	Transferred
2007							25,549	0	25,549
2008	15,696	0	15,696	225	0	225	1,709,302	0	1,709,302
2009	-4,973	0	-4,973	497	0	497	3,859,329	0	3,859,329
2010	260,288	0	260,288	4,985	0	4,985	7,008,738	0	7,008,738
2011	40,517	0	40,517	0	0	0	337,518	0	337,518
Total	**311,528**	**0**	**311,528**	**5,707**	**0**	**5,707**	**12,940,436**	**0**	**12,940,436**

Figure 6-23: Submission Summary Report

See Also:

[Navigating Within a Report]
[Navigating Back to a Parent Report]
[Changing the Report Display]
[Searching Within a Report]
[Exporting and Printing a Report]
[Refreshing a Report]

6.10 Transfer Limit Report

About the Report

The Transfer Limit Report provides members with the ability to review specific Transfer Limit and accumulated ceded risk information for their own company or their company groups.

You may access this report by selecting the Transfer Limit Report option under RSP Submission Reports module in the Main Menu.

Based on the criteria you specify on the Request Report page, your report will be generated.

Entering Selection Criteria

Based on the Report Type and Cession/Entry date, the report will provide the Number of Written Vehicles transferred to the POOL for a specific year based on the member's company (or each group of member companies) Transfer Limit for that Effective Year.

The RSP Identifier and Cession Date are both mandatory. Select the desired values and then click **Get Report** button to generate the report.

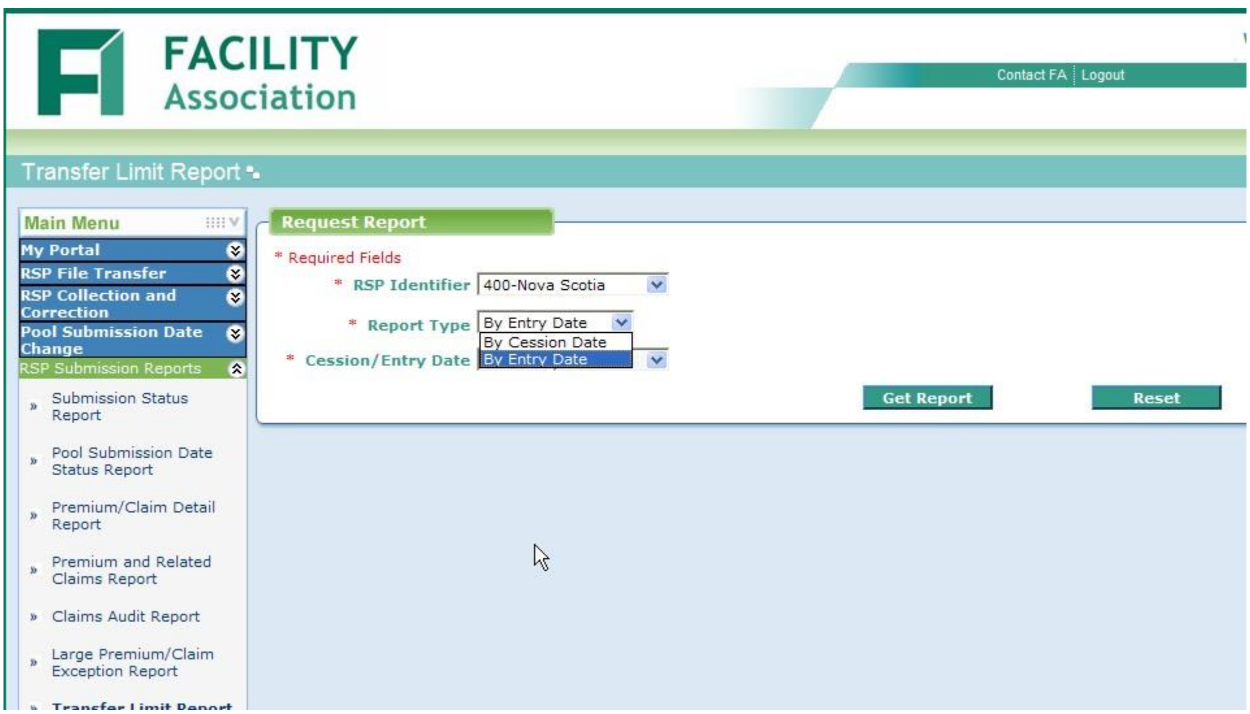

Figure 6-24: Transfer Limit Report – Request Report Page

Viewing Report Details – Transfer Limit Report

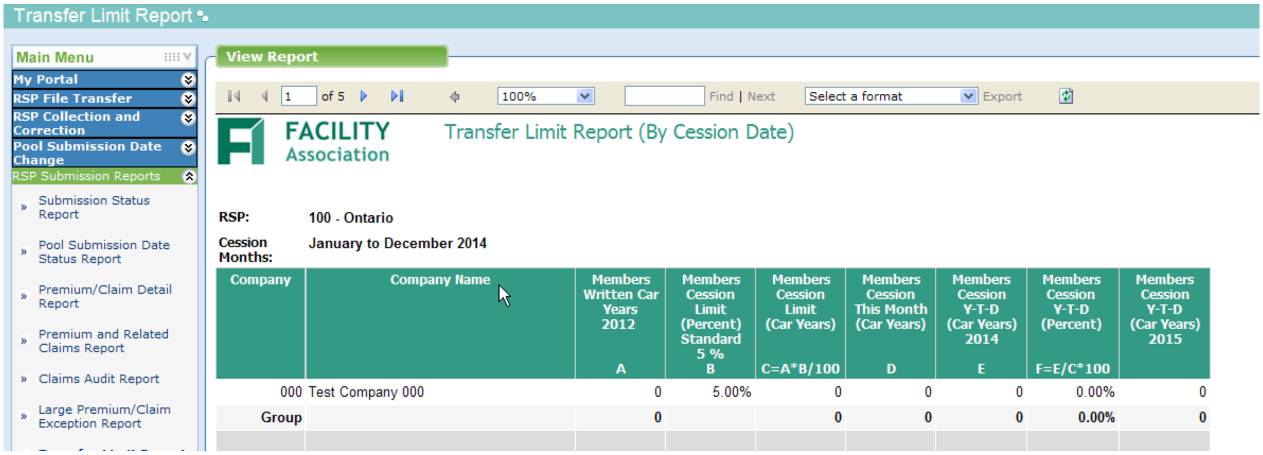

Figure 6-25a: Transfer Limit Report by Cession Date

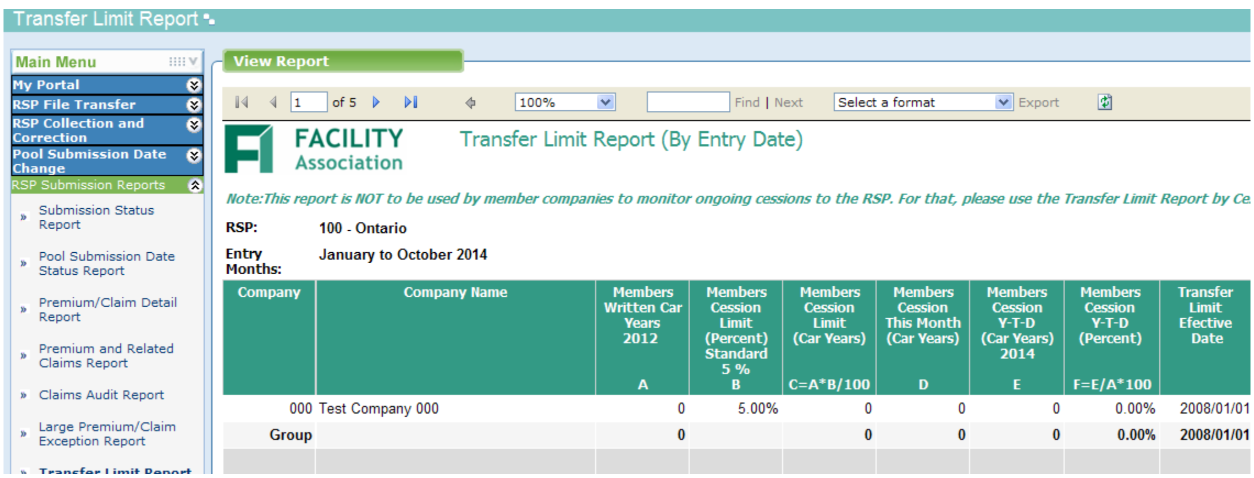

Figure 6-25b: Transfer Limit Report by Entry Date

See Also:

Navigating Within a Report
Navigating Back to a Parent Report
Changing the Report Display
Searching Within a Report
Exporting and Printing a Report
Refreshing a Report

7. GENERAL SUPPORT

7.1 Contacting FA

FA is committed to providing superior customer service.

Please report any system problems or issues via email to MS@facilityassociation.com Please include a screen sample as an attachment using Microsoft Word.

7.2 Applying for Username

Access to the application can be obtained by completing the **User-ID Request Form** available under IT Modernization on FA's website at www.facilityassociation.com. The completed form should be faxed to Facility Association at 416.842.0241 for processing.