




Using Risk Partner for Exposure Renewal – SPELL July 1, 2023/2024 Renewal

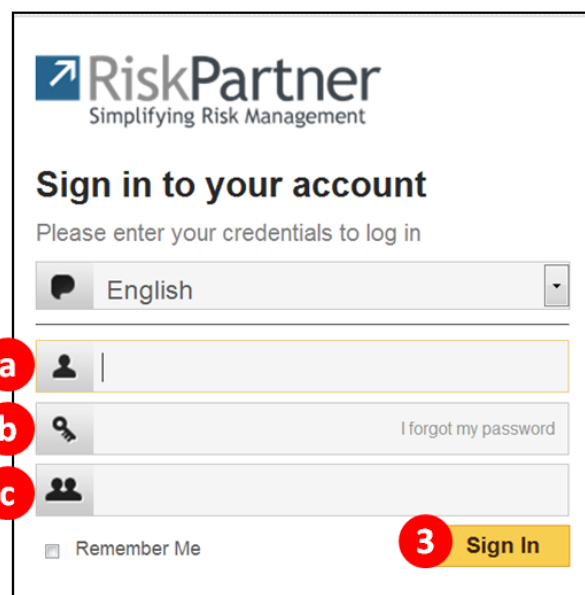
This document provides instructions for using the Risk Partner database to submit your renewal information.

If you have any questions, please contact Brad Hoffman at Brad_Hoffman@RPAdmin.com

Logging into RiskPartner System

1. Click on the following URL:
<https://login.riskpartner.com/>
2. Enter your login credentials.
 - a)  (Login ID): Type your complete email address.
 - b)  (Password)
 - a. **Returning users:** Use your existing password. If you have forgotten your password, click **I forgot my password** and initiate the password reset process. Once you have changed your password, click **Save** at the bottom of the screen.
 - b. **First time users:** Type in the word “*password*”. You will be required to change this after logging into Risk Partner for the first time.
 - c)  (Client): This is your pool acronym
3. Click **Sign In**.

SPELL JIF



NOTE:

- If other district personnel require access to Risk Partner so they can complete parts of the renewal application or update the property information you may either:
 - Provide them with your login credentials; or
 - Contact Brad Hoffman at Brad_Hoffman@RPAdmin.com to add them as a user

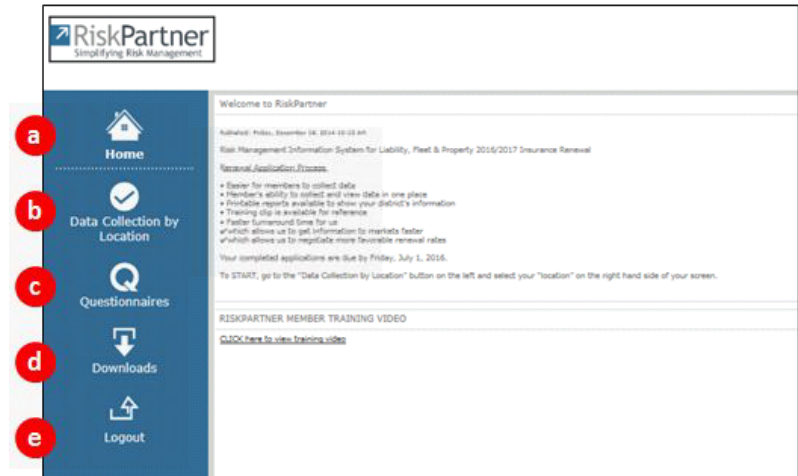
Navigating Risk Partner

You will notice five buttons on the left navigation panel. Each is listed and explained below:

- Home** – Used to navigate to the Home base or Main menu of RMIS.
- Data Collection** – Used to review/update locations, COPE, and property values.
- Questionnaires** – This contains your renewal exposure questionnaires.
- Downloads** – Currently not being used
- Logout**

NOTE:

- A prerecorded video demonstration is available through a link on the **Home** screen. This video provides an overview for how to use the RiskPartner database.
- If you have any questions regarding the types of information, please reach out to Brad Hoffman.



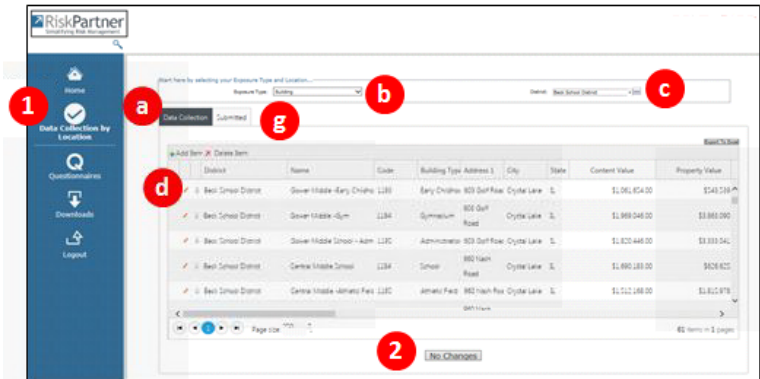
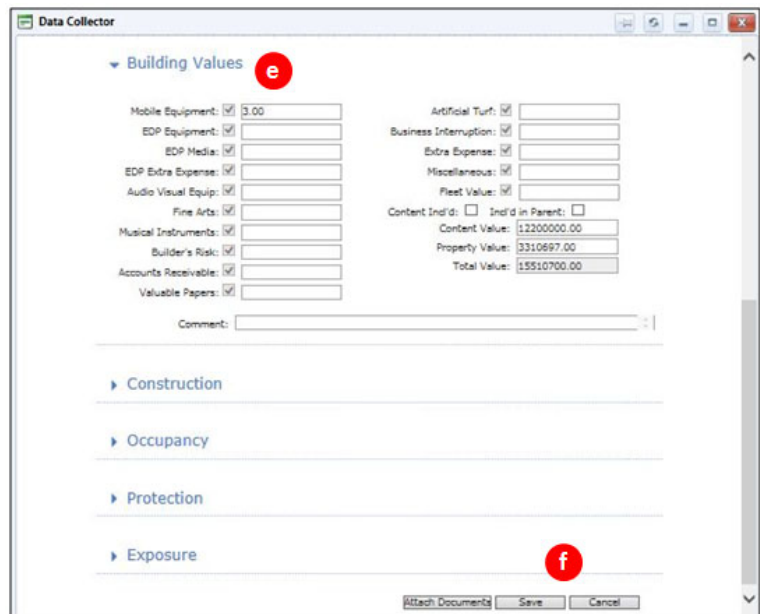
Completing the Data Collection Screen

Data Collection supports your ability to add, edit, delete, or confirm existing exposure information.

1. To review and modify your exposure information select **Data Collection** from the left navigation panel:
 - a) Select the **Data Collection** tab.
 - b) Make a selection in the **Exposure Type** drop-down field, which is used to manage buildings, vehicles, etc.
 - c) Make a selection in the **District** drop-down field. Select your district name.
 - d) Click the pencil icon to edit the exposure data.
 - e) Modify the values as necessary, i.e. contents, outdoor property, mobile equipment, employee county by location, student count by location, **please do not adjust building value as these will be provided by the SPELL JIF Property Appraiser.**
 - f) When finished, click **Save** to send your changes for verification and approval. If no changes to existing values are needed click save.

NOTE: You may export your values to Excel at any time. However, if multiple users are making changes, the revised values will not be reflected on the downloaded spreadsheet until the values have been approved.

The **Submitted** tab (g) reflects the status of values you have submitted. Scroll to the right, the values on the **Submitted** tab will show you if the changes have been approved, rejected or not reviewed yet.


Completing the Questionnaire Screens

Select **Questionnaires** from the left navigation panel, then:

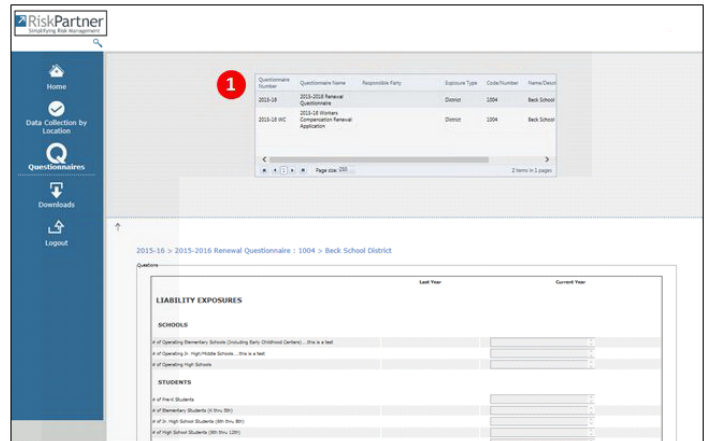
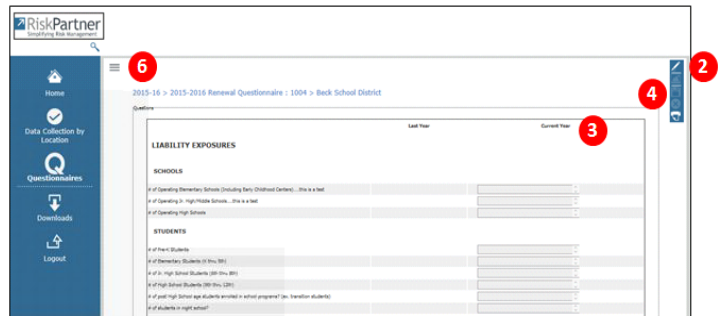
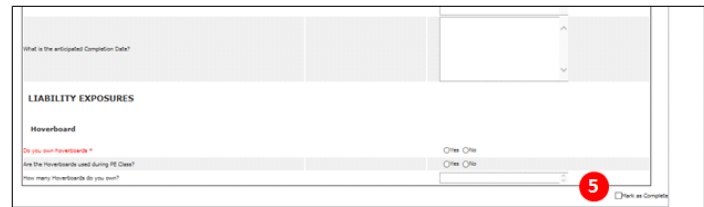
1. Select the **“Renewal Questionnaire 2023-2024”** to access your renewal questionnaire and double click.
2. Click **Edit** and enter your renewal information in the **Current Year** column. The information provided for the prior year will display in the **Last Year** column.
3. If there are unanswered questions from the previous renewal (see **Last Year** column), please provide answers to these questions by entering the appropriate information in the **Current Year** column.
4. Once you have answered all questions for the current renewal, click **Save**.

NOTE:

- Please respond to all questions. Even if a value has not changed from the previous year, or if the value is “0”, a value **must be entered** in the **Current Year** column.
- Edit the Questionnaire as often as necessary. Each time you make revisions, click **Save**.
- 5. When all questions have been finalized, check **Mark as Complete**.

Then click **Save** () to return your renewal application.

(NOTE: You will need to scroll to navigate between the top and the bottom of the screen.)

Completing the Renewal Information

Your cooperation in completing the **Exposure Renewal Questionnaires** and returning the additional items requested below **via email** to **brad_hoffman@RPAdmin.com & kim_hill@RPAdmin.com** by **Friday, January 6, 2023** will enable us to negotiate the most favorable terms with the SPELL JIF carrier partners for our membership.

Please return the following via email: (NOTE: It is not necessary to send original copies by mail)

- Completed/Signed Environmental Liability application (attached to this email)
 - A complete copy of your District's June 30, 2022 Audit
 - A copy of the summary pages of your 2023-2024 ASSA Report
 - NOTE: the Cyber Liability Renewal Application is not yet available from the carrier and will be sent to all separately at a later date.
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- Contact: **Brad Hoffman** - brad_hoffman@RPAdmin.com