



How to Access Loss Runs

Portal Instruction Guide – Agent Portal

NOTE: Log in to the Agent portal using Google Chrome, Microsoft Edge, or Mozilla Firefox.

1. From the **Quick Links**, select **Generate a Loss Run**.

PAY AS YOU GO *Does this payment plan fit your clients? Find out. >>*

39 Quotes	4 Prospects	0 Renewals	65 Changes	16 Delinquencies	26 Cancellations
--------------	----------------	---------------	---------------	---------------------	---------------------

Quick Links

- Make a Payment
- Report an Injury or Incident
- Change a Policy
- View Account Activity
- Generate Certificate of Insurance**
- Generate A Loss Run**
- Agency Claims List
- Update Your Details
- Virtual Claims Kit

Or from the **Policies Tab**, select the **Policy Number Hyperlink**, then select **Generate a Loss Run**.

MEM Search by account or policy number...

Dashboard Accounts **Policies** Commission Resources

Policies

View All

All Policies	Recently Viewed	Recently Issued	16 Delinquent	42 Open Quot
--------------	-----------------	-----------------	------------------	-----------------

Policy Number ^	Account Number ^	Named Insured ^	Total Premium ^
MEM 3019574-18	3019574	Amy's Store	\$5,423.00

Account: Amy's Store

Amy's Store (3019574) In Force

Summary	Contacts	3 Changes	0 Claims	Billing
---------	----------	--------------	-------------	---------

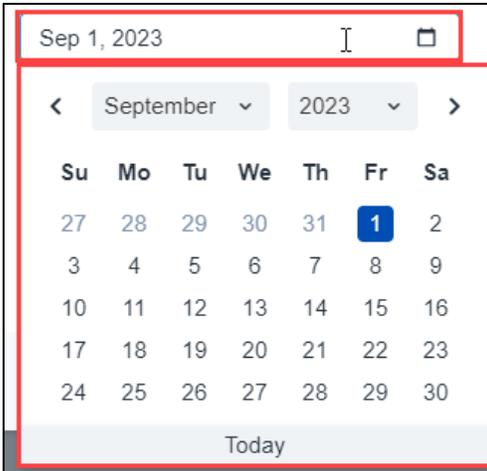
Underwriting company: MEM Mutual Insurance Company

Generate a Certificate **Generate a Loss Run** **View Account Activity** **Request a Policy Change**



2. Select a **Policy**.
3. The **Start Date** defaults up to five years back. To change the dates, select the **Date Field**. Use the **Calendar** to choose a date or **Enter a Date** using the MM/DD/YYYY format.

NOTE: Loss runs can be accessed for single or multiple policy terms by changing the dates.



4. The **End Date** automatically populates with the current policy term expiration date. To change the dates, select the **Date Field**. Use the **Calendar** to choose a date or **Enter a Date** using the MM/DD/YYYY format.
5. The **Validation Date** should default to today's date, ensure today's date is listed.
6. Select **Loss Run** or **Loss Detail**.
7. Select **Generate Report**.

Generate Loss Run Report

Policy: MEM 3019574, Amy's Store

Start Date: Oct 1, 2024

End Date: Oct 1, 2025

Valuation Date: Nov 5, 2024

Loss Run | Loss Detail

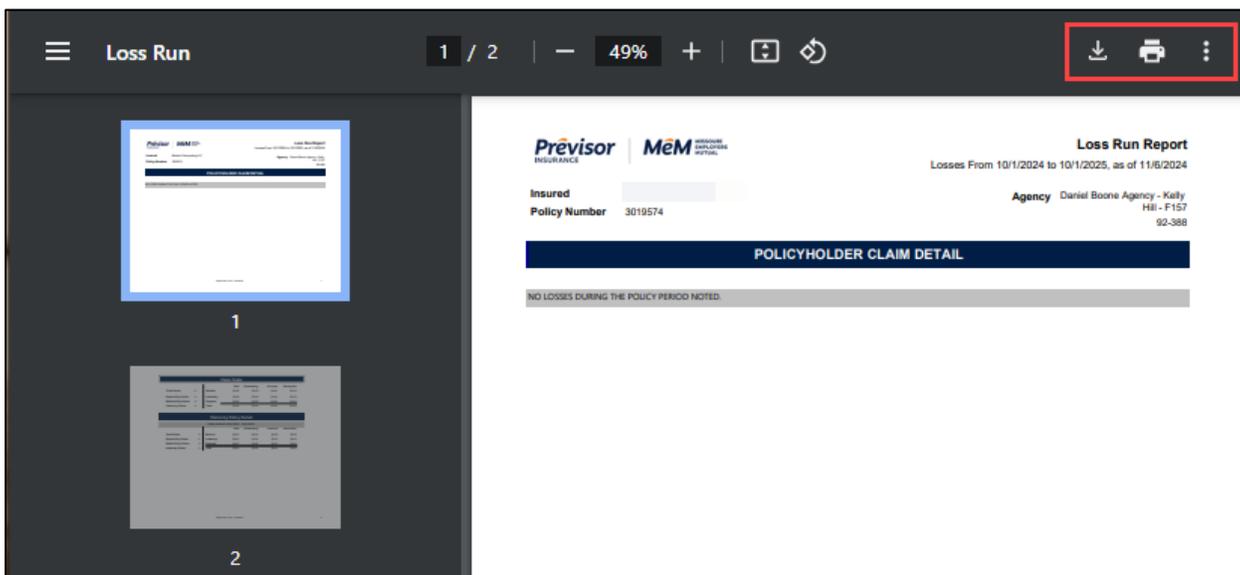
Cancel | **Generate Report**



NOTE: The message “Please wait while we are generating the report” will appear.



- Once generated, the loss run or loss detail will appear in a separate window where they can be **Downloaded, Saved or Printed.**



NOTE: If the loss run report window does not open, check the internet browser's pop-up blocker settings.

Where to Get Help

If this document does not address your questions, please contact **Customer Care** at customercare@mem-ins.com or 800.442.0593.