

Mortgage Guaranty Insurance Online Reporting User Manual

MISSOURI DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND PROFESSIONAL REGISTRATION

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Summary

To further assist our patrons, Mortgage Guaranty reports can now be created or updated online through DIFP Statistics Claim Reporting Portal. This tutorial guides users through the online system for data management. This guide does not provide information about requirements or regulations.

Site Address

<https://apps.difp.mo.gov/ProfLiab/Login.aspx>

Account Management

Users require an approved account to create or update data. New users must create an account and received approval prior to creating or updating data. Existing users will need to sign in to manage their account information.

Account Registration

Required Information: Users will need to create and/or provide the following information when registering for an account with DIFP:

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- Create a User Name
- Provide a valid Email Address
- Create a Password
- Provide Contact Name
- Provide Contact Phone Number
- Provide Contact Address Information
- Provide NAIC number(s) associated with type of filing(s)

Registration Process

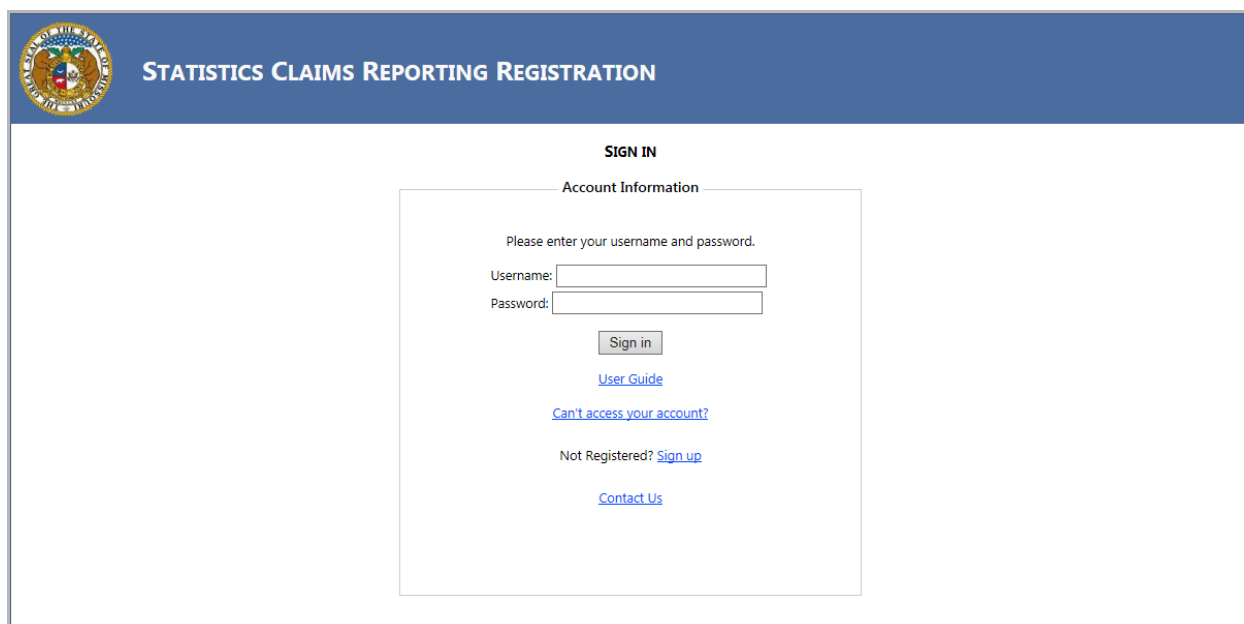
New users must register with DIFP to gain access to the application. See instruction for new user sign up: <https://apps.difp.mo.gov/ProfLiab/Login.aspx> .

Contact Information Updates

It is important to keep your contact information up-to-date, log into the account to manage account settings. You can change your password, email account, and contact information online through the account settings option. The system automatically approves updates immediately but account changes process nightly.

To log in, provide your username and password.

- If you forget your account login information, you may request your information sent to your on-file email address by selecting the “Can’t access your account?” link.



The screenshot shows the 'SIGN IN' page for the 'STATISTICS CLAIMS REPORTING REGISTRATION' system. The page features a blue header with the Missouri state seal on the left and the title 'STATISTICS CLAIMS REPORTING REGISTRATION' on the right. Below the header, the page is titled 'SIGN IN' and 'Account Information'. A central box contains the following text and form elements: 'Please enter your username and password.', 'Username:' followed by a text input field, 'Password:' followed by a text input field, a 'Sign in' button, a 'User Guide' link, a 'Can't access your account?' link, 'Not Registered? Sign up' link, and a 'Contact Us' link.

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Once you log in, the page redirects to the portal homepage. From the portal homepage, you can navigate to your account settings; select your NAIC code and form type.

Reporting

Once you have selected the NAIC code and form selection you will be directed to the reporting form. Verify the Name of the Company, NAIC group and company codes are correct. NOTE: Companies who have nothing to report are not required to file.

The Mortgage Guaranty Report form will appear as follows:

Note: the column changes.

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Missouri Department of Insurance
Financial Institutions & Professional Registration
Mortgage Guaranty

Welcome [User]!
[Log Off](#)

Mortgage Guaranty

Name of Company: 42888 - VICTORIA FIRE & CASUALTY COMPANY
 NAIC Company Code: 42888 [Change NAIC Company Code](#)
 NAIC Group Code: 0040
 For Year Ending: 2014
 Name of Submitter: J Tuckett
 Title :
 Telephone Number : 317-751-8887
 EMAIL : jtuckett@vfcna.com

MISSOURI

COUNTRY WIDE

Residential

Commercial

Residential

Commercial

Earned Premium \$ \$0
 Amount Reported, State Page, Line 6 \$
 Difference \$0

Losses Paid \$ \$0
 Amount Reported, State Page, Line 6 \$
 Difference \$0


Change In Case Reserves (Excluding IBNR) \$
 Amount calculated as Page 10, Line 6, Column 1 CY, minus Page 10, Line 6, Column 1 PY
 Difference

Change In IBNR Reserves \$
 Amount calculated as Page 10, Line 6, Column 5 CY, minus Page 10, Line 6, Column 5 PY
 Difference

Change In Contingency Reserves \$
 Amount reported on pg 3, line 25, CY-PY
 Difference

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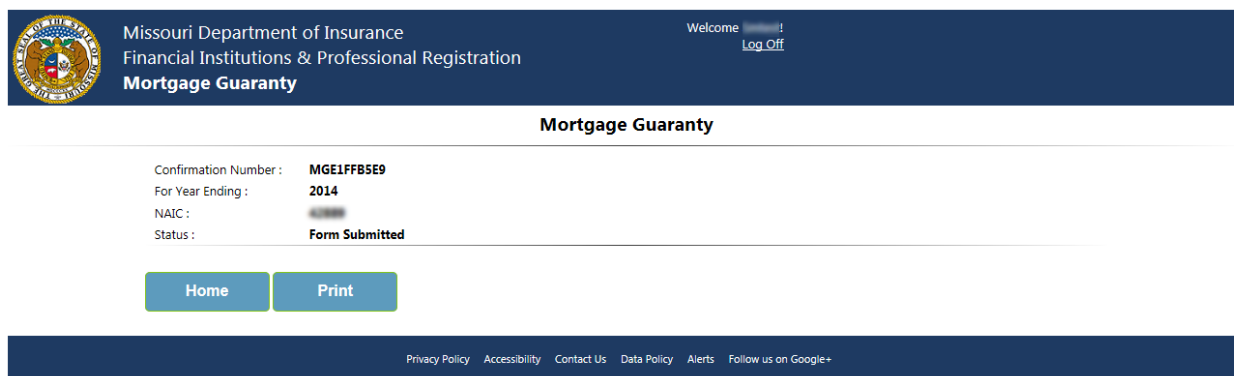
Comment Fields: The Comments text box is accessed by clicking on the “callout” icon:  . The comment field is used when an edit fails and an explanation regarding the difference is needed.

To SUBMIT the completed form:

Check the SAME AS ABOVE checkbox to fill the following preparer information with the information from the User Account. If other Preparer information is desired, it may be entered in the boxes.

The SUBMIT button checks to verify fields have been completed properly. If not, a Notice Box will appear at the top of the screen and will give direction to what and where the error is.

Once a form has been SUBMITTED and ACCEPTED by our office, a CONFIRMATION NUMBER and STATUS will be displayed. Please print and keep for your records. Use the HOME button to return to the home screen.



Missouri Department of Insurance
Financial Institutions & Professional Registration
Mortgage Guaranty

Welcome [REDACTED]!
[Log Off](#)

Mortgage Guaranty

Confirmation Number : **MGE1FFB5E9**
For Year Ending : **2014**
NAIC : [REDACTED]
Status : **Form Submitted**

[Home](#) [Print](#)

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SAVE: Save the form in its current view.

UPDATE: Updates the calculated fields.

PRINT: Print the form.

HOME: Returns to the HOME screen for form selection OR to enter/submit data for another company you are reporting for.

CANCEL: Removes all unsaved entries and returns to the HOME screen.

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Contact Us

Contact the Department of Insurance, Financial Institutions, and Professional Registration, Statistics Section, for help with completing this online report by email at: Statistics@insurance.mo.gov

User Guide

This User Guide can be obtained from the **User Guide** menu as well as from the DIFP web site at http://insurance.mo.gov/industry/filings/stats/Stats_Portal_Mortgage_Guaranty_Guide.pdf

Logout

Before closing the application, be sure to logout. To logout, select the LOG OFF hyperlink at the top right corner of the page. Upon successful logout, the system redirects you to a confirmation page.