Summary
To further assist our patrons, Products Liability Insurance Claim reports can now be created, updated, and closed online through DCI Statistics Claim Reporting Portal. This tutorial guides users through the online system for claim management. This guide does not provide information about claim requirements or regulations.

Site Address
https://apps.dci.mo.gov/ProfLiab/MedMal/Login.aspx

Account Management
Users require an approved account to create, update or close claims. New users must create an account and received approval prior to creating, updating, or closing claims. 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 DCI:

- 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 DCI to gain access to the application. See instruction for new user sign up: https://apps.dci.mo.gov/ProfLiab/MedMal/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.
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**

**Product Liability Form**

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

The Products Liability Closed Claim Report will appear as follows:

**NOTE:** All information on form is required. This form is required if indemnity was paid out. For your convenience, we provided a search for ISO Codes in the form. Please select the correct code from the search box.

*Screen shot appears in full on next page.*
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. (Example Below):

Once 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.
SAVE: Save the form in its current form.

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.

The Product Liability Summary Report will appear as follows:

NOTE: This form is required if a claim closed with no indemnity paid out.

Product Liability Summary Report
Selecting the link for the “Click here to search for ISO Codes” will cause the ISO codes box to appear.

![Image of search result]

Once an ISO code and count is entered, it will display in the following way:
You can delete a code by selecting the red “X” next to the number count if the wrong code was selected.

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.
SAVE:  Save the form in its current form.

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.

Contact Us
Contact the Department of Commerce and Insurance, 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 DCI web site at http://insurance.mo.gov/industry/filings/stats/Product_Liability_User_Guide_v2.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.