

# Dram Shop Insurance Report Online User Guide

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Missouri Department of Commerce and Insurance

## Contents

Summary .....	1
Site Address.....	1
Account Management .....	1
Account Registration.....	1
Registration Process.....	2
Contact Information Updates .....	2
Reporting.....	2
Contact Us.....	6
Logout .....	6



## Summary

To further assist our patrons, Dram Shop Insurance Reports can now be created and updated online through DCI 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.dci.mo.gov/ProfLiab/MedMal/Login.aspx>

## Account Management

Users require an approved account to create and update data. New users must create an account and receive approval prior to creating and 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 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

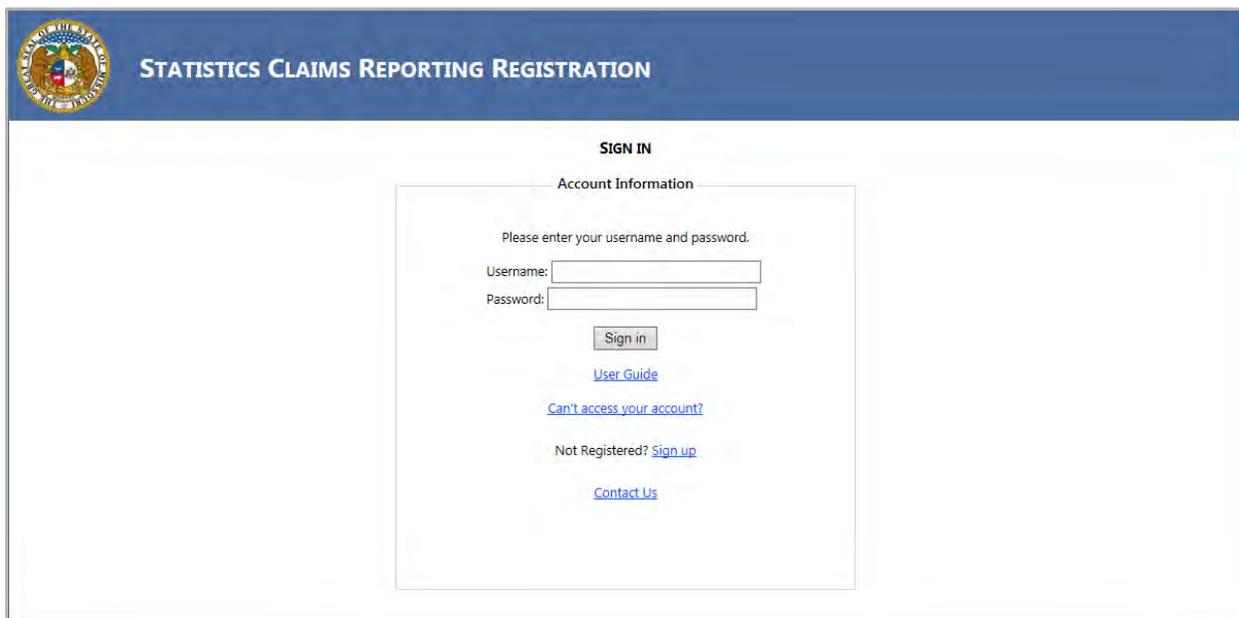
New users must register with DCI to gain access to the application. See instructions for new user sign up: <https://apps.dci.mo.gov/ProfLiab/MedMal/Login.aspx>.

### 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 be 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, select your NAIC Code and form type.

### Reporting

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 the Company, NAIC Group and Company Codes are correct. NOTE: Companies who have nothing to report are not required to file.

The Dram Shop form will appear as follows:

Dram Shop

Name of Company:

NAIC Company Code:  [Change NAIC Company Code](#)

NAIC Group Code:

Year Ending: 2019

Name of Submitter:

Title:

Telephone Number:

EMAIL:

**Add Report**

Same as Above

First name of report Preparer:

Preparer Last Name:

Preparer Phone:

Preparer Email Name:

**Submit** **Save** **Download PDF** **Home**

Start by clicking the “Add Report” button. A new page will be displayed as follows:

NAIC Company Code:

NAIC Group Code:

For Year Ending: 2019

Classification Code:

Code Description:

Direct Premiums Written: \$

Direct Premiums Earned: \$

Direct Loss Paid: \$

Direct Loss Incurred: \$

Direct Defense Expense Paid: \$

Direct Defense Expense Incurred: \$

Written Exposures(Annual):

Paid Loss Count:

Comment:

Start by selecting a Classification Code from the drop down. The options available are shown below.

- Select
- A1 - Taverns / Restaurants (>= 50% sales are alcohol)
- A2 - Taverns / Restaurants (<50% alcohol sales)
- B1 - Concerts / Other public performances
- B2 - Sports Events
- B3 - Other Special Events
- C - Private Clubs
- D - Night Club / Comedy Club
- E - Casino / Gambling
- F - Bowling Alley
- G - Caterer
- H - Hall or Banquet Facility (No Sale of Alcohol)
- I - All Other

Fill in all of the details and click the “Save” button. After the details are saved, they will populate to the main Dram Shop page.

EMAIL:

**Add Report**

Classification Code	Direct Premiums written	Direct Premiums Earned	Direct Losses Paid	Direct Losses Incurred	Direct Defense and Cost Exp Paid	Direct Defense and Cost Exp Incurred	Written Exposures (Annual)	Paid Loss Count	Comments	Edit
B2	\$17,000	\$15,000	\$2,000	\$2,000	\$1,000	\$1,000	500	500	Test for user guide	

Same as Above

Clicking the EDIT icon  allows for the editing of the associated Classification entry.

Make sure to enter all classifications your company has to report before clicking the submit button.

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. (See example below):

Missouri Department of Commerce And Insurance  
**Dram Shop**
Welcome Logan!  
[Log Off](#)  
[Account Settings](#)

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Guides ▾

**Dram Shop**

Please correct the following:

- ▲ First Name Required
- ▲ Last Name Required
- ▲ Phone Required
- ▲ Email Required

Name of Company: 33600 - LM INSURANCE CORPORATION

Once SUBMITTED and ACCEPTED by our office, you will receive a confirmation number. Please print and keep for your records. (Sample confirmation shown on next page.)

SAVE: Save the form in its current form.

Download PDF: Opens a downloadable PDF in a new browser window. Can be printed or saved.

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

### Dram Shop

Confirmation Number : **DS4C769F8E**  
For Year Ending : **2019**  
NAIC : **33600**  
Status : **Submitted**

[Home](#)

[Download PDF](#)

## Contact Us

Contact the Department of Commerce and Insurance, Statistics Section, for help with completing this online report by emailing: [Statistics@insurance.mo.gov](mailto: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/Dram\\_Shop\\_User\\_Guide\\_v2.pdf](http://insurance.mo.gov/industry/filings/stats/Dram_Shop_User_Guide_v2.pdf)

## Logout

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