

Products Liability Insurance Claims Online User Guide

Missouri Department of Commerce and Insurance

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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

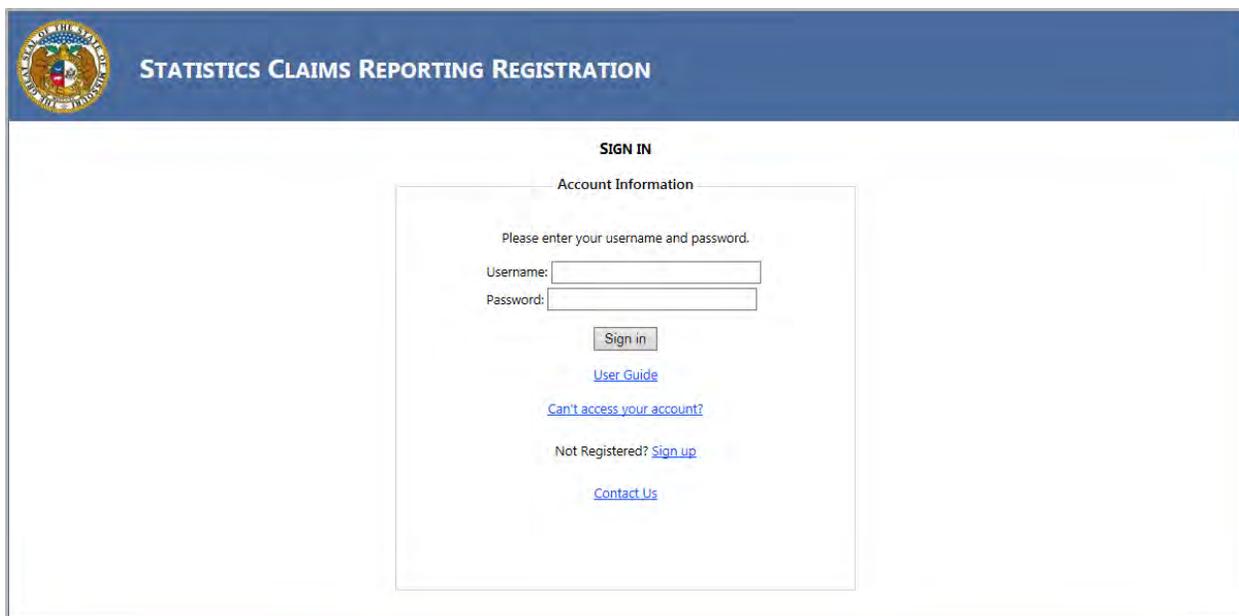
New users must register with DCI to gain access to the application. See instruction for new user sign up: <https://apps.dci.mo.gov/ProfLiab/MedMal/Login.aspx>.

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.



STATISTICS CLAIMS REPORTING REGISTRATION

SIGN IN

Account Information

Please enter your username and password.

Username:

Password:

[User Guide](#)

[Can't access your account?](#)

Not Registered? [Sign up](#)

[Contact Us](#)

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.

Product Liability Form

Name of Company:
NAIC Company Code: [Change NAIC Company Code](#)
NAIC Group Code:
Year Ending:
Name of Submitter:
Title:
Telephone Number:
EMAIL:

Insurer Claim File Number:
Insured's City:
Insured's State:
Insured's Zip Code:
Type of Product:
Major Business Classification:
Date of Occurrence:
ISO Code:

[Click here to search for ISO Codes](#)

Describe Incident Which Caused Claim:

Severity - Bodily Injury:
Severity - Property Damage:
Injury Occurred In:

If Other, please specify location:

Date First Reported to Insurer:
Claim Disposition:
Court Code:
State or Territory under whose Jurisdiction Claim was disposed:

Date this Claim Closed or Disposed:
Indemnity paid by you on behalf of this defendant - Bodily Injury: \$
Indemnity paid by you on behalf of this defendant - Property Damage: \$
Loss adjustment expense paid by you to defense counsel: \$
All other allocated loss adjustment expense paid by you: \$
Initial Reserve by your company on this claim: \$

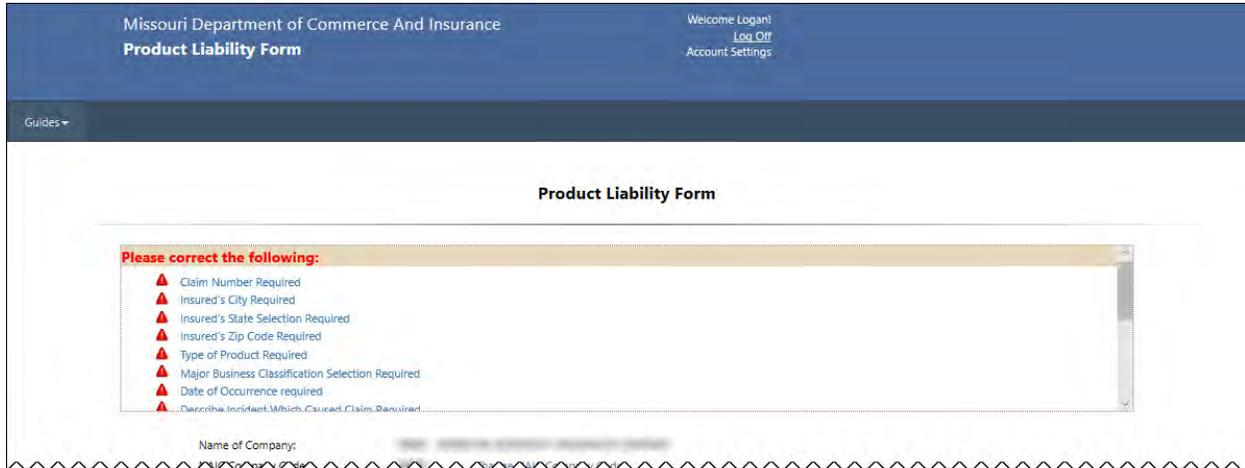
Same as Above

First name of report Preparer:
Last name of report Preparer:
Telephone:
EMAIL:

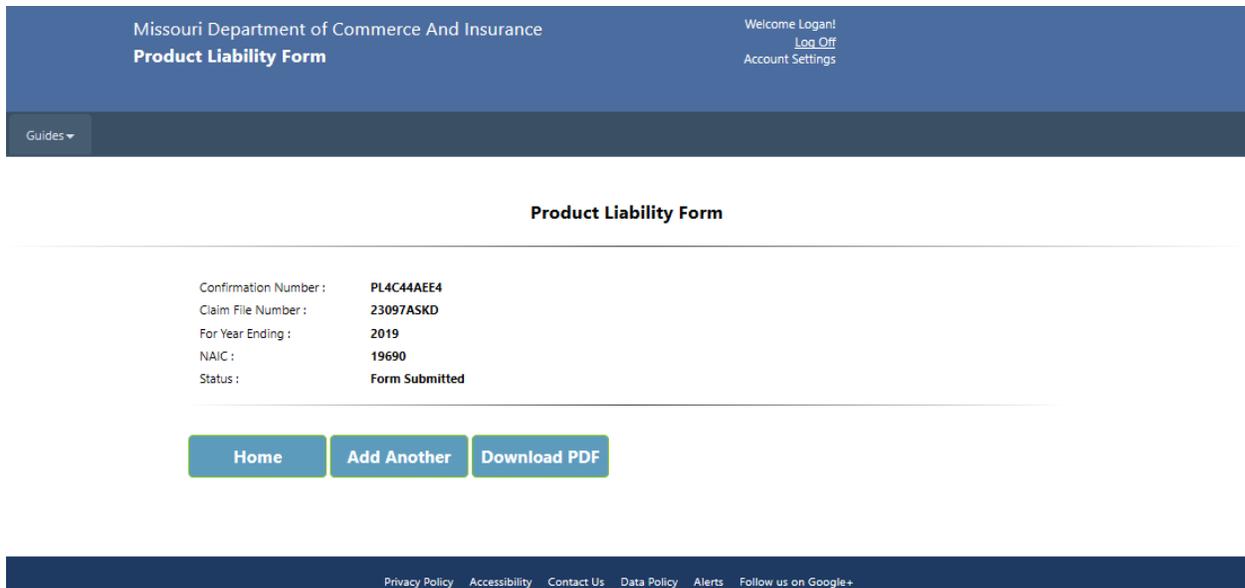
To SUBMIT the completed form:

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.

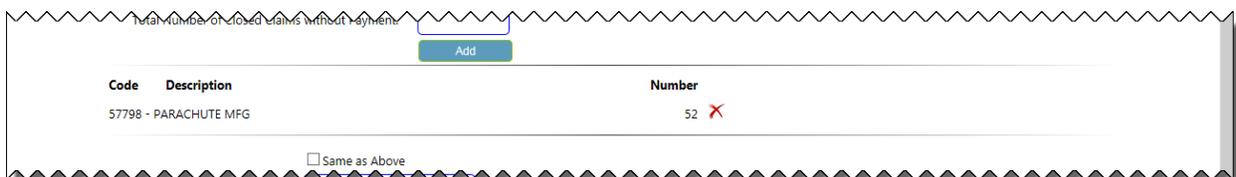
Product Liability Summary Report

The screenshot shows the 'Products Liability Summary Report' form. At the top, there is a header with 'Missouri Department of Commerce And Insurance' and 'Products Liability Summary Report' on the left, and 'Welcome Logan!' with 'Log Off' and 'Account Settings' on the right. Below the header is a 'Guides' dropdown menu. The main form area is titled 'Products Liability Summary Report' and contains several input fields: 'Name of Company', 'NAIC Company Code' (with a 'Change NAIC Company Code' link), 'NAIC Group Code', 'Year Ending', 'Name of Submitter', 'Title', 'Telephone Number' (with a link to '(573) 522-6275'), and 'EMAIL' (with the address 'Logan.Haupt@oa.mo.gov'). Below these fields is an 'ISO Code' section with a link to search for ISO codes and a 'Total Number of Closed Claims without Payment' field with an 'Add' button. At the bottom of the form, there is a 'Same as Above' checkbox and four input fields for 'First name of report Preparer', 'Last name of report Preparer', 'Telephone', and 'EMAIL'. At the very bottom of the form are five buttons: 'Submit', 'Save', 'Print', 'Home', and 'Cancel'. The footer of the page contains links for 'Privacy Policy', 'Accessibility', 'Contact Us', 'Data Policy', 'Alerts', and 'Follow us on Google+'.

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



Once an ISO code and count is entered, it will display in the following way:



Missouri Department of Commerce And Insurance
Products Liability Summary Report

Welcome Logan!
[Log Off](#)
[Account Settings](#)

Guides ▾

Products Liability Summary Report

Name of Company:
NAIC Company Code: [Change NAIC Company Code](#)
NAIC Group Code:
Year Ending:
Name of Submitter:
Title:
Telephone Number:
EMAIL:

ISO Code:
[Click here to search for ISO Codes](#)
Total Number of Closed Claims without Payment:

Code	Description	Number
12467	EQUIP - FIXTURES -SUPPLIES-HOTEL/STORES	23 

Same as Above

First name of report Preparer:
Last name of report Preparer:
Telephone:
EMAIL:

[Privacy Policy](#) [Accessibility](#) [Contact Us](#) [Data Policy](#) [Alerts](#) [Follow us on Google+](#)

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.

Missouri Department of Commerce And Insurance
Products Liability Summary Report

Welcome Logan!
[Log Off](#)
[Account Settings](#)

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Products Liability Summary Report

Confirmation Number : **PLCD87D953**
For Year Ending : **2019**
NAIC : **19690**
Status : **Form Submitted**

[Home](#) [Download PDF](#)

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.