

Mortgage Guaranty Insurance Online Reporting User Guide

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	3
Contact Us.....	6
User Guide	6
Logout	6

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Summary

To further assist our patrons, Mortgage Guaranty reports can now be created or 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 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 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

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.

Screen shot appears in full on next page.

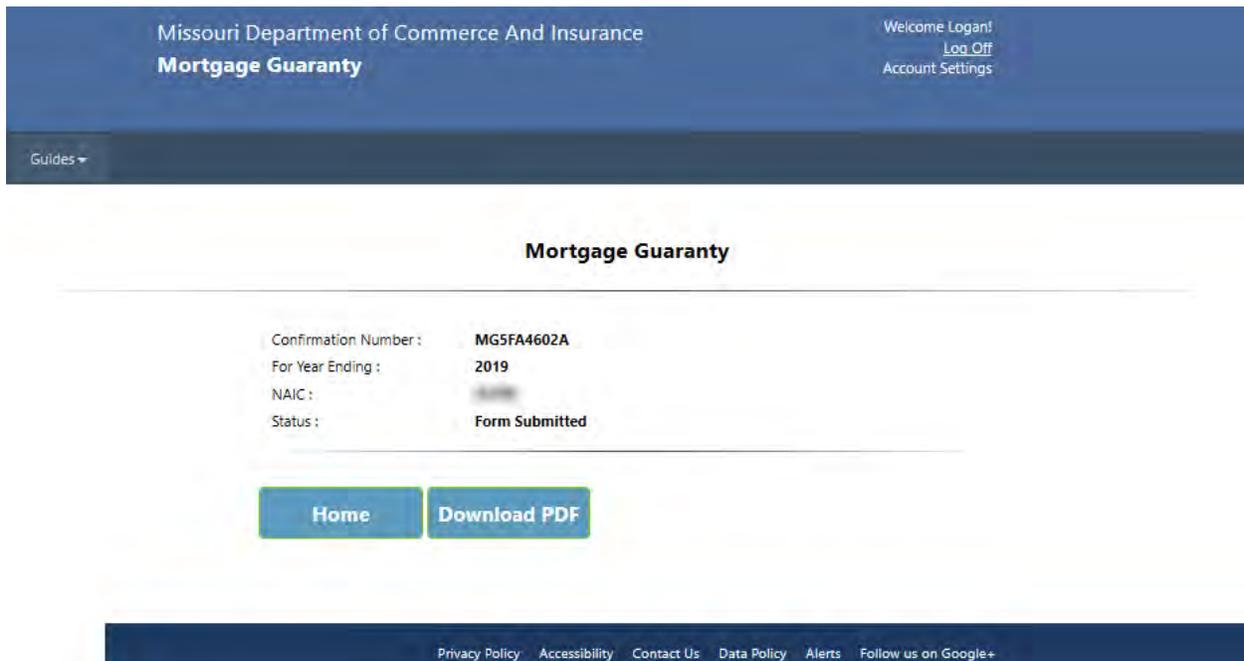
Comment Fields: The Comments text box is accessed by clicking on the “callout” icon:  . The comment field is used when an edit fails and an explanation regarding the difference is needed.

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.



The screenshot shows the top navigation bar with the Missouri Department of Commerce and Insurance logo and 'Mortgage Guaranty' title. On the right, there are links for 'Welcome Logan!', 'Log Off', and 'Account Settings'. Below the navigation bar, there is a 'Guides' dropdown menu. The main content area displays the 'Mortgage Guaranty' title and a confirmation summary table:

Confirmation Number :	MG5FA4602A
For Year Ending :	2019
NAIC :	
Status :	Form Submitted

Below the table are two buttons: 'Home' and 'Download PDF'. At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Accessibility', 'Contact Us', 'Data Policy', 'Alerts', and 'Follow us on Google+'.

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.

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/Mortgage_Guaranty_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.