

DCI Statistics Claim Reporting Portal User Sign-up Guide

Missouri Department of Commerce and Insurance

Contents

Summary	1
Site Address	1
Account Management	2
Account Registration.....	2
Registration Process.....	2
Contact Information Updates	7
Contact Us.....	7
User Guide	7
Logout	7

.....

Summary

To further assist our patrons, Statistical Claim/Data reports can now be created, updated, and closed online through DCI Statistics Claim Reporting Portal. This tutorial guides users through the online system for account creation, account management, and claim/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, update or close claims/data. New users must create an account and received approval prior to creating, updating, or closing claims/data. Existing users will need to sign in to manage their account information.

Account Registration

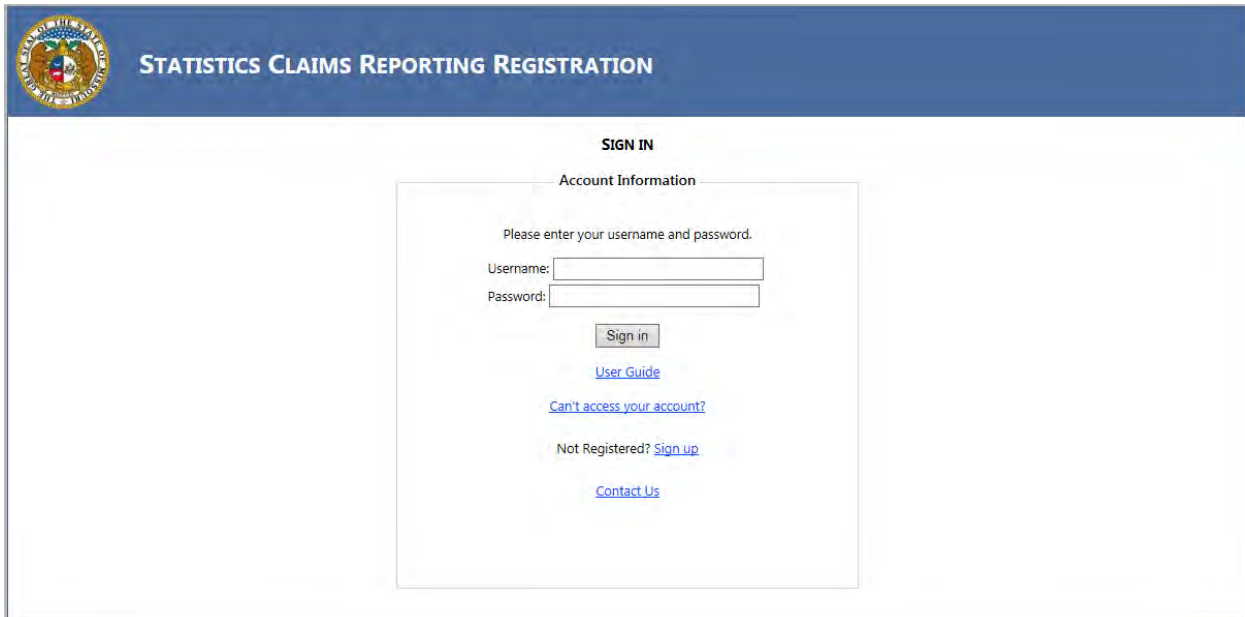
Required Information: Users will need to create and/or provide the following information when registering for an account with DCI:

- Create a User Name
- Provide a valid Email Address
- Create a Password
- Provide valid NAIC number(s)
- Provide Contact Name
- Provide Contact Phone Number
- Provide Contact Address Information


Registration Process

New users must register with DCI to gain access to the application. Begin the account creation process by navigating to the Statistics Claims Reporting portal located on the internet at

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



Once you navigate to the site, in the middle of the screen on the 'Sign In' page, click the hyperlink titled **Sign up**. The hyperlink will redirect you to the Registration Page.



STATISTICS CLAIMS REPORTING REGISTRATION

REGISTER

Account Information

Please complete the fields below.
All fields are required.

If you already have an account please click [Here](#)

Username:

Email:

Password:
 [Help](#)

Confirmation Password:

Contact First Name:

Contact Last Name:

Contact Title:


Contact Phone Number:

Contact Street Address:

Contact City:

Contact State:

Contact Zip Code:

 When this symbol appears, an error has occurred in the associated field, hover over symbol for error message

Complete the information requested on the form:

Username: Create and type your username in the textbox provided. Your username can be your email address, company name, personal name, etc.

Email: Provide a valid email address in the textbox provided. After creating your account, you will receive emails pertaining to your account and claims. Be sure to keep this information updated.

Password: Create a password, which consists of at least fifteen characters. Include at least one upper case letter; one lower case letter; and one number or special character. Type the password you created into the textbox provided.

Confirmation Password: Retype your password into the 'Confirmation Password' text box to verify the password match. If the passwords do not match, please correct any errors or typos.

Contact First Name: Enter the account contact first name.

Contact Last Name: Enter the account contact last name.

Contact Title: Enter the account contact title.

Contact Phone Number: Enter the primary phone number for the account in which you are registering.

Contact Street Address: In the text box provided, enter the street address for which the account will be register.

Contact City: Enter the name of the city for the account in which you are registering.

Contact State: From the drop down menu, select the state associated with the address provided above.

Contact Zip Code: Enter the zip code associated with the address provided above.

After you have entered all the requested information, click the **Register** button to continue with account creation. The depiction of a red 'x' next to a field indicates an error associated with field requirements. *Follow prompts provided to correct online registration inconsistencies or errors.*

When this symbol appears, an error has occurred in the associated field, hover over symbol for tooltip error message or check at the errors at the top of the page.

After successful completing of part 1 on the registration form you will be directed to company and forms pages. Here you will select all company(s) associated with your account. You will also select which forms are associated with each company you register for.

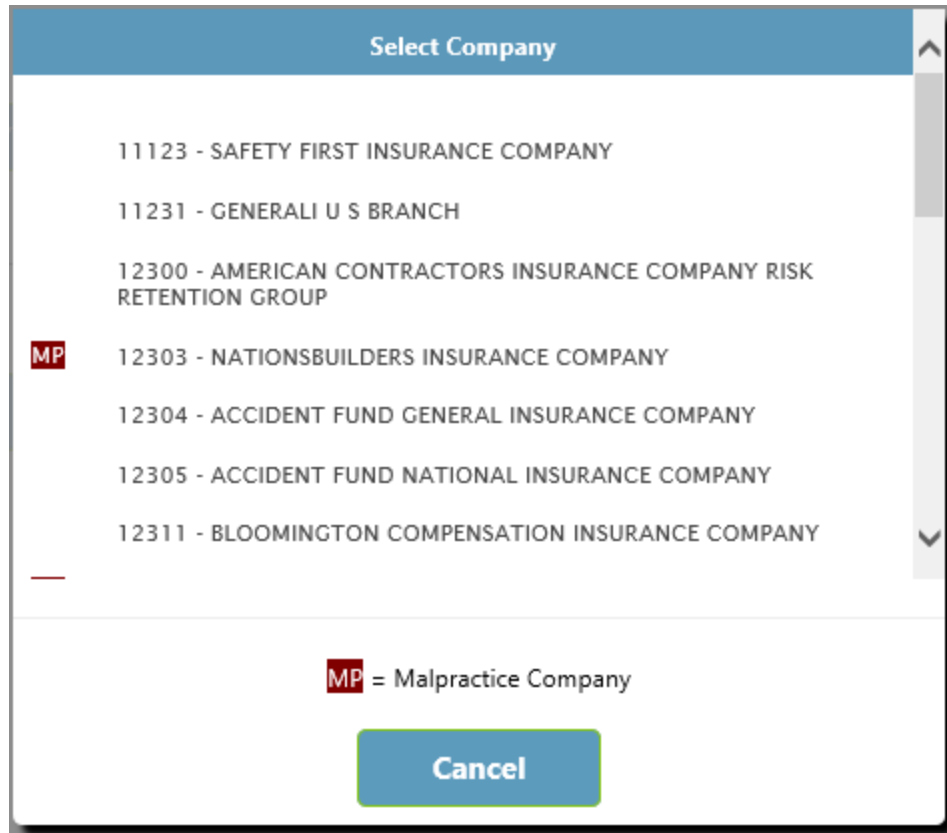
Search for Companies by NAIC Code:

FIND COMPANY

Review **Cancel** **MP = Malpractice Company**

Find Company: Enter the NAIC code for the company you wish to register. (Partial searches are allowed.)

Next click Find Company. A window will pop up displaying a scrollable list of all possible matches to the criteria you entered. Select the one you want by clicking on it.

A dialog box titled "Select Company" with a blue header bar. It contains a scrollable list of insurance companies. The list includes: 11123 - SAFETY FIRST INSURANCE COMPANY, 11231 - GENERALI U S BRANCH, 12300 - AMERICAN CONTRACTORS INSURANCE COMPANY RISK RETENTION GROUP, 12303 - NATIONSBUILDERS INSURANCE COMPANY (marked with a red "MP" icon), 12304 - ACCIDENT FUND GENERAL INSURANCE COMPANY, 12305 - ACCIDENT FUND NATIONAL INSURANCE COMPANY, and 12311 - BLOOMINGTON COMPENSATION INSURANCE COMPANY. Below the list, there is a legend: "MP = Malpractice Company" and a blue "Cancel" button.

Select Company

11123 - SAFETY FIRST INSURANCE COMPANY

11231 - GENERALI U S BRANCH

12300 - AMERICAN CONTRACTORS INSURANCE COMPANY RISK RETENTION GROUP

MP 12303 - NATIONSBUILDERS INSURANCE COMPANY

12304 - ACCIDENT FUND GENERAL INSURANCE COMPANY

12305 - ACCIDENT FUND NATIONAL INSURANCE COMPANY

12311 - BLOOMINGTON COMPENSATION INSURANCE COMPANY


MP = Malpractice Company

Cancel

The next screen will allow you to verify you have the correct company and select the form or forms you need associated with this company.

Search for Companies by NAIC Code:

You have selected 1 company(s)

12303 - NATIONSBUILDERS INSURANCE COMPANY OF MISSOURI **MP** 

☐ Commercial Liability ☐ Legal Malpractice ☐ Medicare Supplement ☐ Mortgage Guaranty ☐ Product Liability ☐ Real Estate Malpractice ☐ Dram Shop

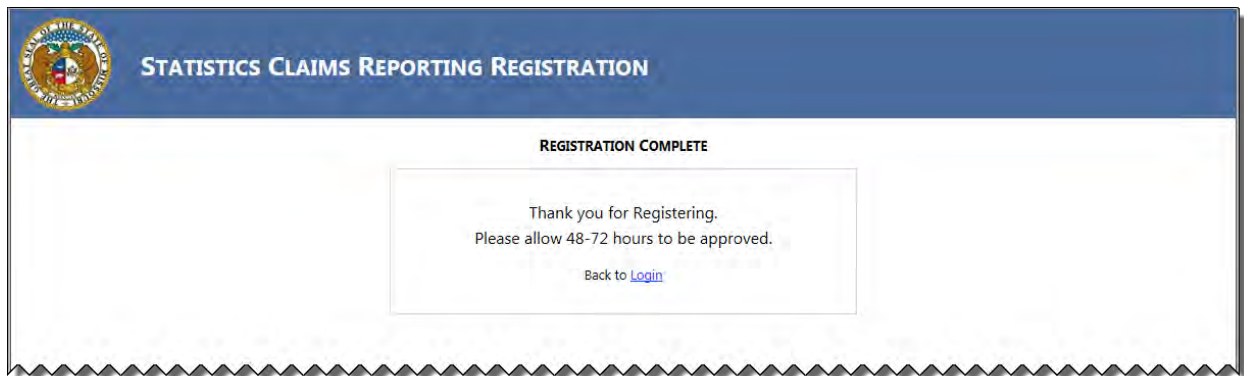
 MP = Malpractice Company

Ensure all the applicable services have been checked here.

If the company select is incorrect you can delete this entry by clicking on the red “X” after the company name.

Before selecting the **Register** button, confirm you have all company(s) listed that will be associated with your user account.

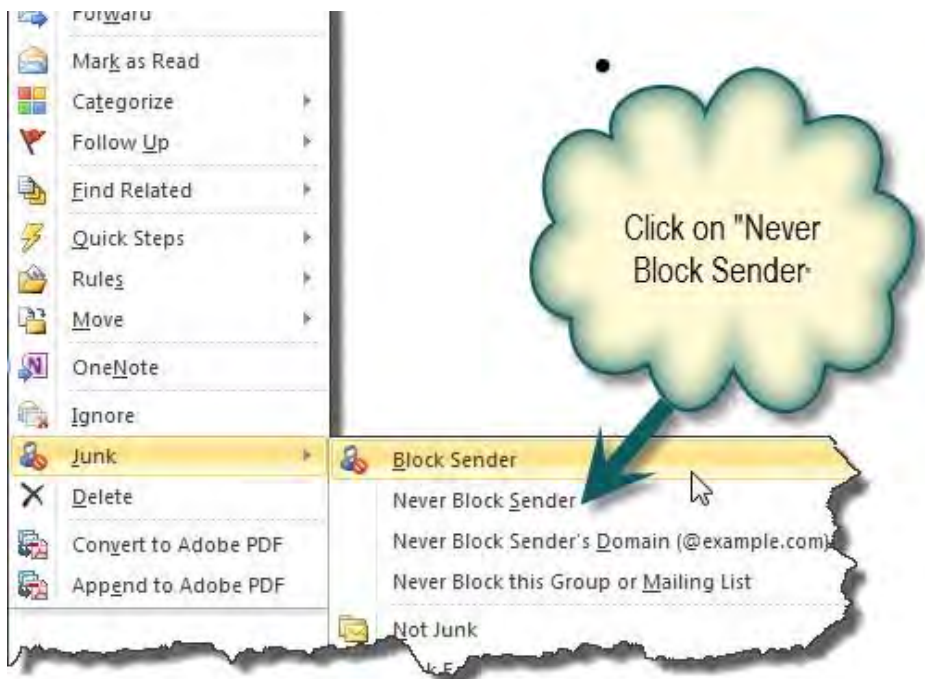
After selecting the **Register** button, the webpage redirects to the *Registration Complete* page. You will also receive an email notification verifying your registration.



It is important to note that processing registrations can take up to 48-72 hours before account approval. You will receive a confirmation email, once the account is accepted.

Don't See Your Email

If you do not see your confirmation email, check your Junk email folder. If you find it in the Junk folder, Right Click on the email title and then move down to Junk and then select NEVER BLOCK SENDER.

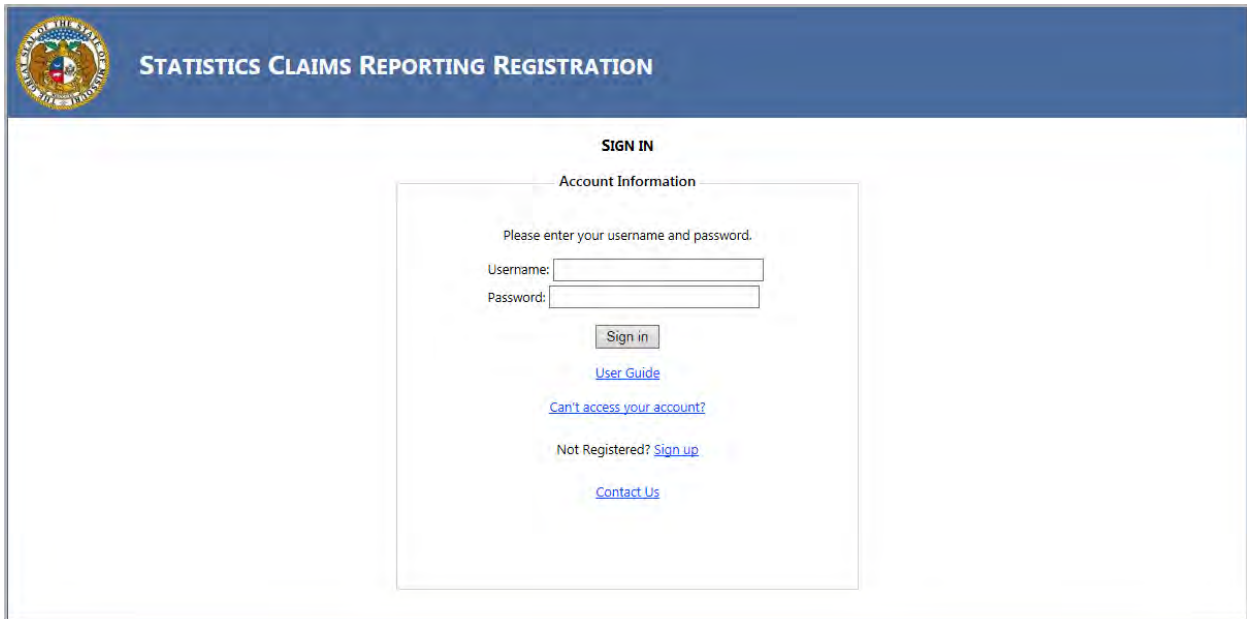


Contact Information Updates

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' portal. The page has a blue header with the Missouri Department of Commerce and Insurance 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 login instructions: 'Please enter your username and password.' Below this are two input fields: 'Username:' and 'Password:'. A 'Sign in' button is positioned below the password field. Underneath the button are four hyperlinks: 'User Guide', 'Can't access your account?', 'Not Registered? Sign up', and '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 company code and form type.

Contact Us

Contact the Department of Commerce and Insurance, Statistics Section, for help with claims/data 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/User_Sign-Up_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.