On-Line Reporting System

Internet Based System to Obtain Real Time Claims Information

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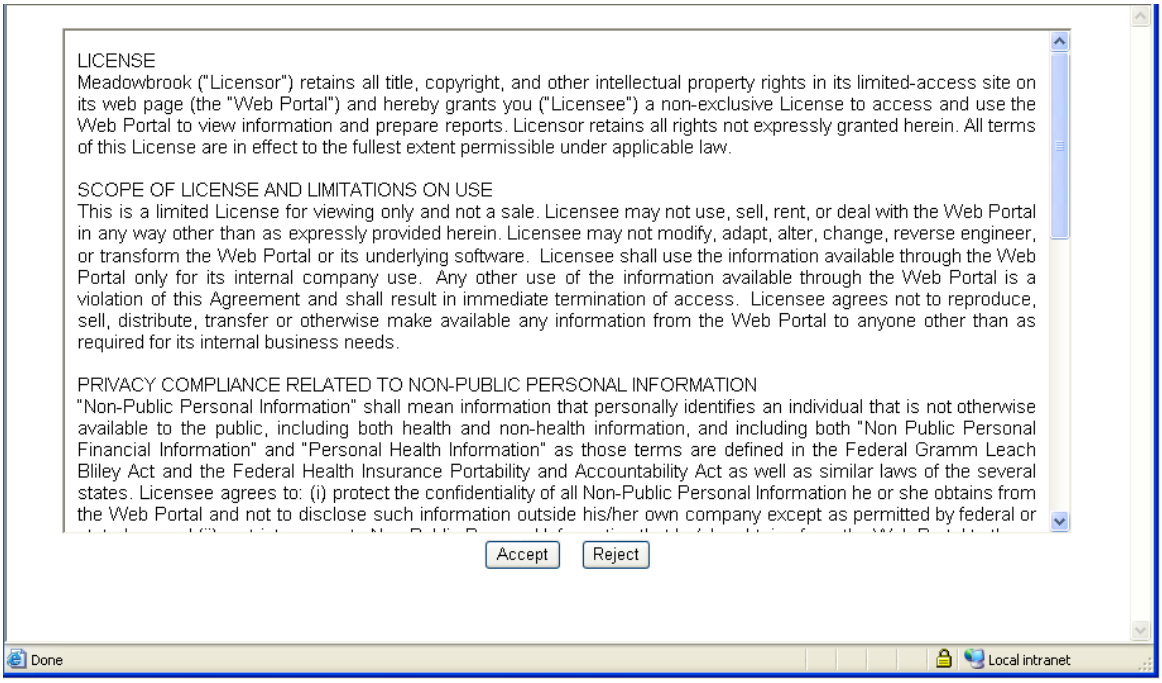
Logging On

Step 1 – Go to web address http://www.meadowbrook.com/mn.

Step 2 - Click on On-Line Reporting System Login.

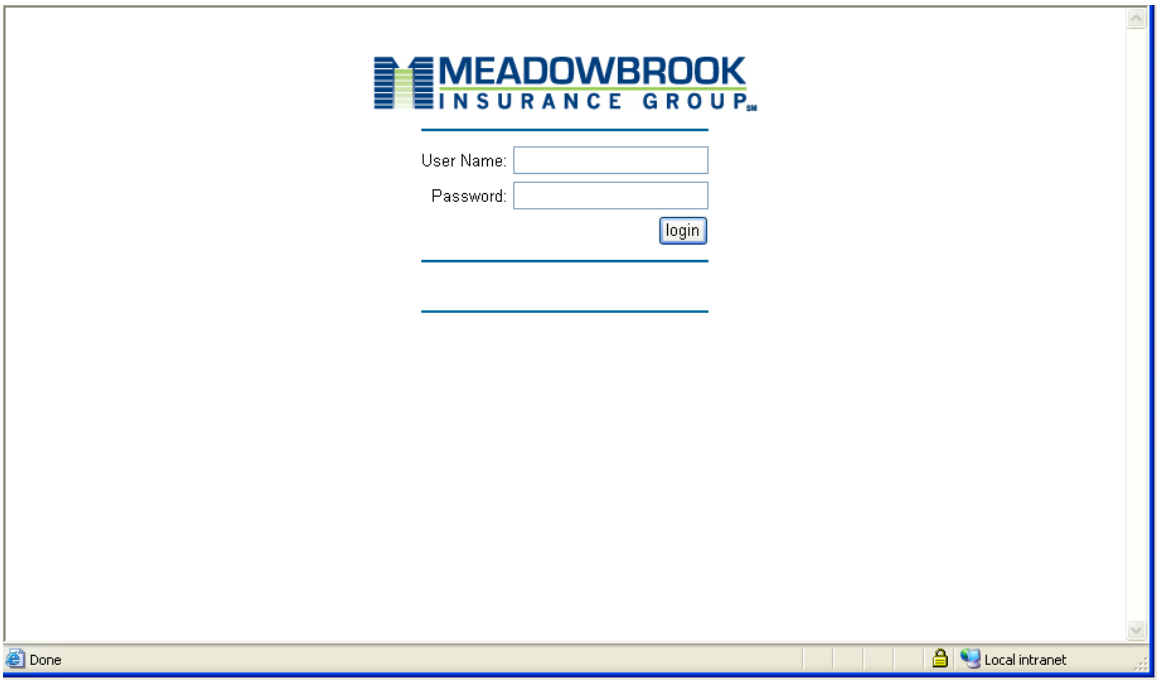
Step 3 – You will first see a disclaimer display with an Accept and Reject button.

- Read through the disclaimer.
  - If you agree with the terms of the agreement, click on Accept.
  - If you do not agree with the terms of the agreement, click on Reject.
    - Clicking on Reject will Exit you out of the On-Line Reporting System.



Step 4 – Type in your User Name and Password.

- User Name = last name and first initial.
- Password = to be forwarded to you.

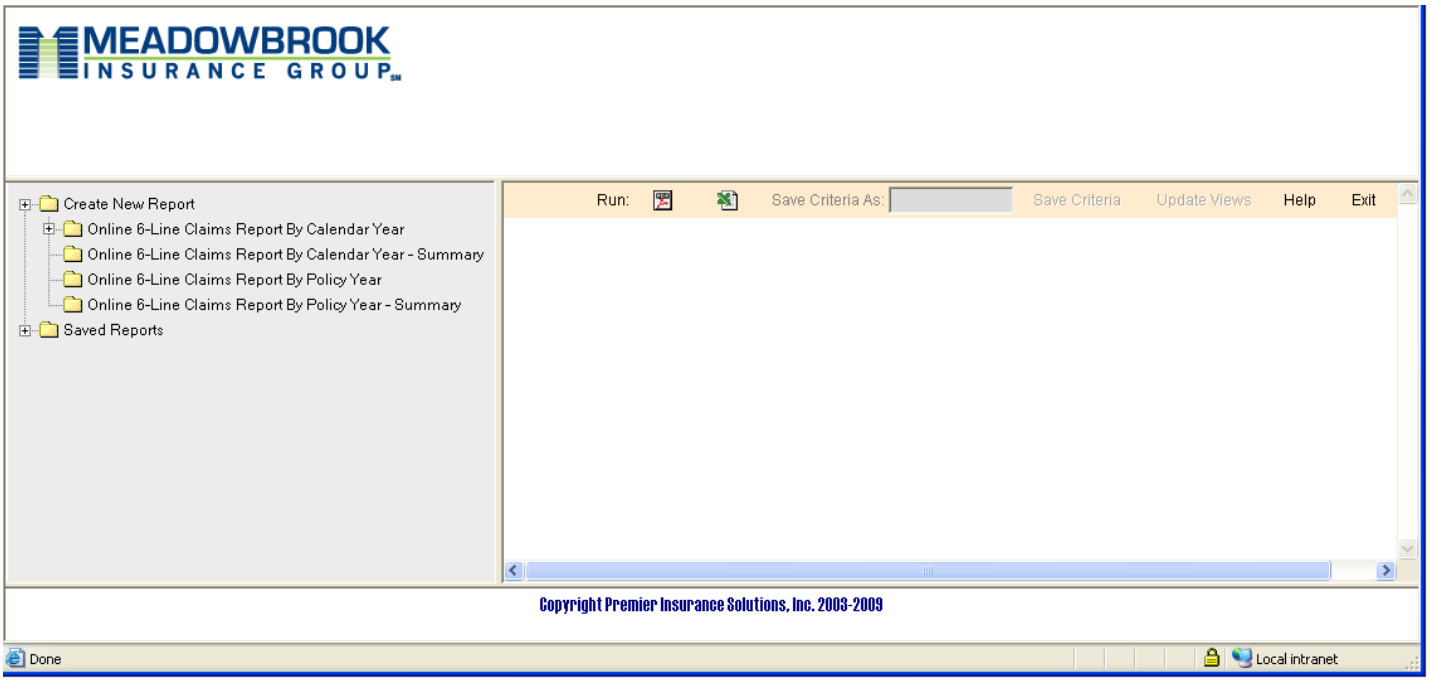


Run a Report

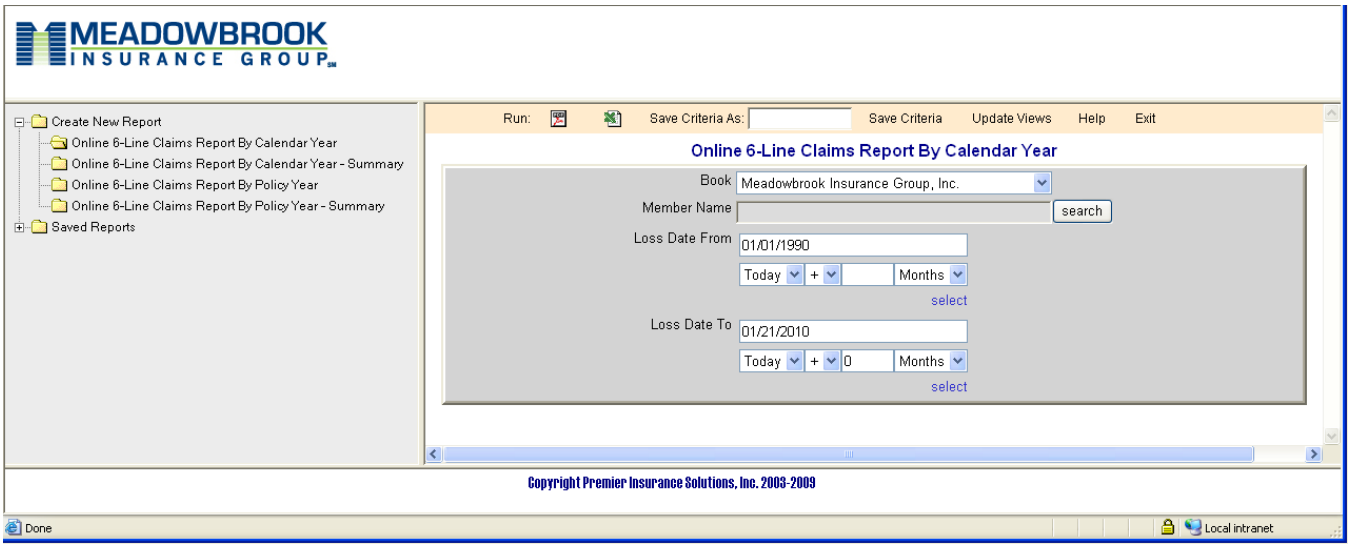
Step 1 – Click on the + next to

.

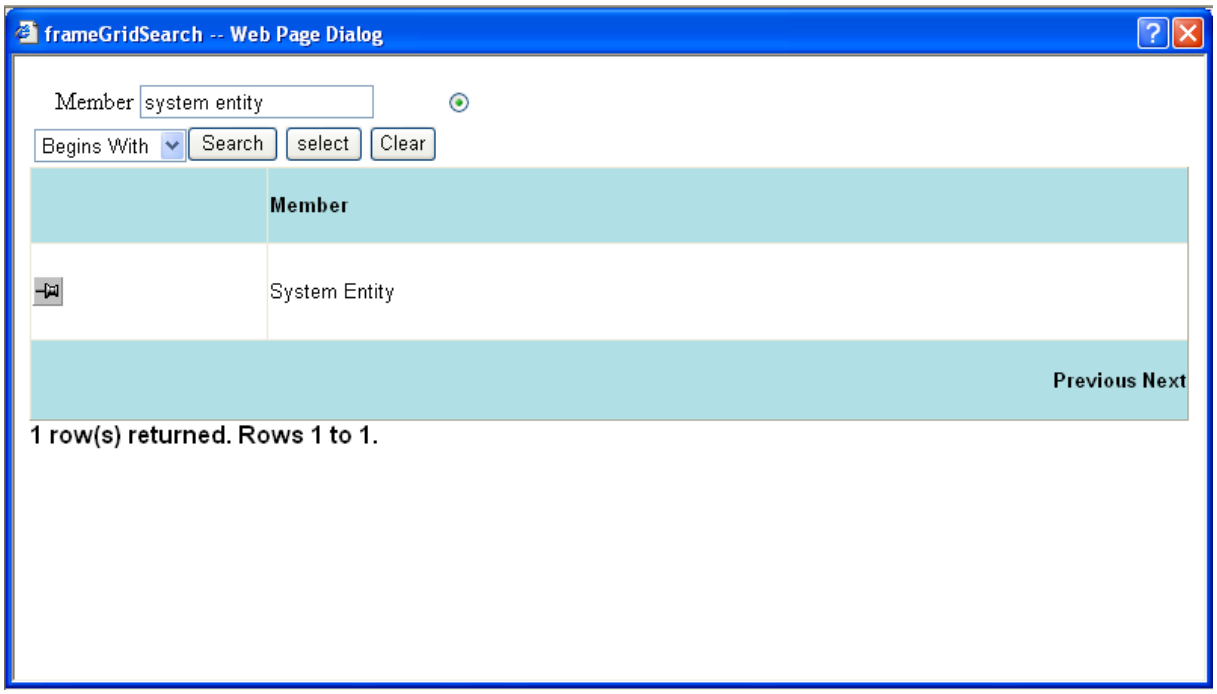
Step 2 - Click on the appropriate report you want to run.



Step 3 - Click on the search button, to the right of the Member Name field, to search for and select your company.



- Click on the search button.
- Click on the button to the left of your name.
- Click on the select button.



Step 4 – Choosing Reporting Period.

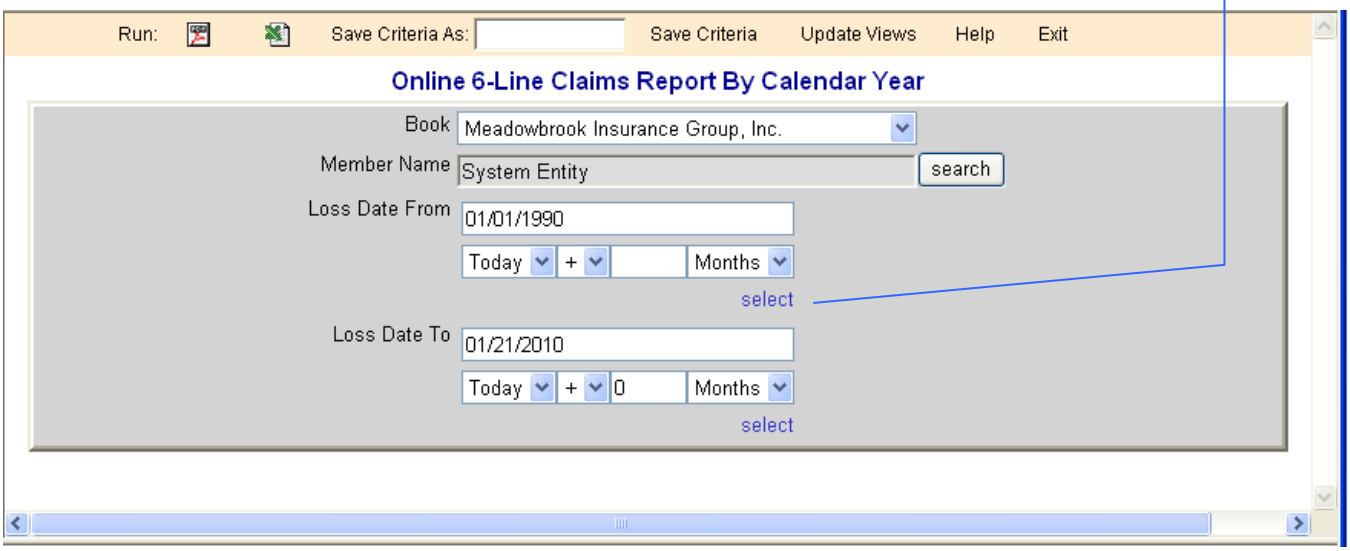
- The desired reporting period must be chosen.

By default, **Loss Date From** (first day of report desired) will prefill with 01/01/1990 and **Loss Date To** (last day of report desired) will prefill with **Today's Date**. Options are:

  - Click in the mm/dd/yyyy field and enter a date, or;
  - Use the drop down lists to select a date (this option will be useful when saving criteria for future searches).

- Either method must be entered for both the **Loss Date From** and **Loss Date To** fields.

- If you selected a date using the drop down lists, click on select.



- Listed below are the definitions for the various options under the drop down list to the right of Today.

o Today — Today's date
o Born — Beginning Of Month
o Eom — End Of Month
o Boy— Beginning Of Year
o Eoy— End Of Year
o Bow — Beginning Of Week
o Eow— End Of Week
o Fboy — Fiscal Beginning Of Year
o Feoy — Fiscal End Of Year

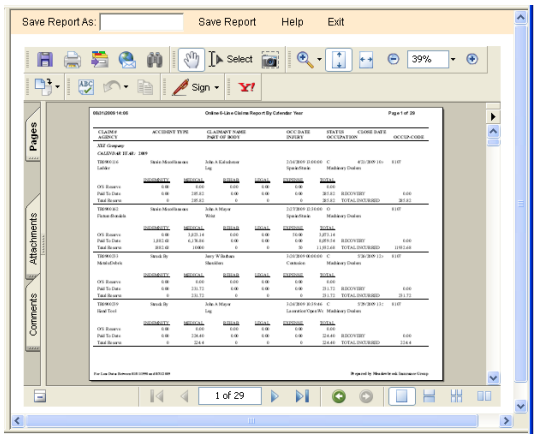
Step 5 – In the upper left, click on to run the report in Adobe or to run the report in Excel.

Save Report in Adobe Format

Step 1 – Click on the button.

Step 2 – Choose a file name and location to save the report.

- This would be the same process as saving any other file to your computer.



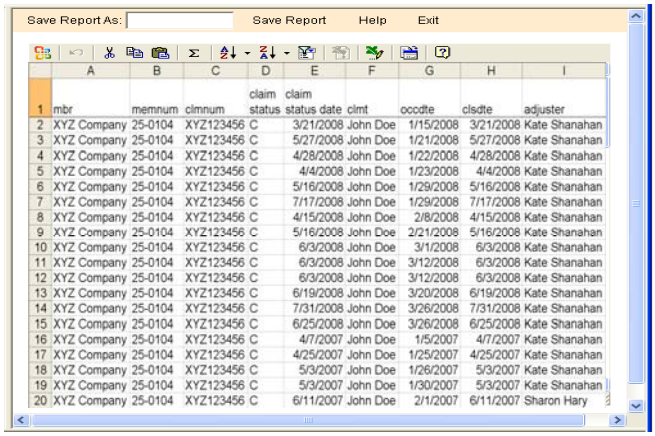
Save Report in Excel Format

Step 1 – Click on button to export your report to Excel.

Step 2 – You will be brought into Excel.

Step 3 - Choose a file name and location to save the report.

- This would be the same process as saving any other file to your computer.

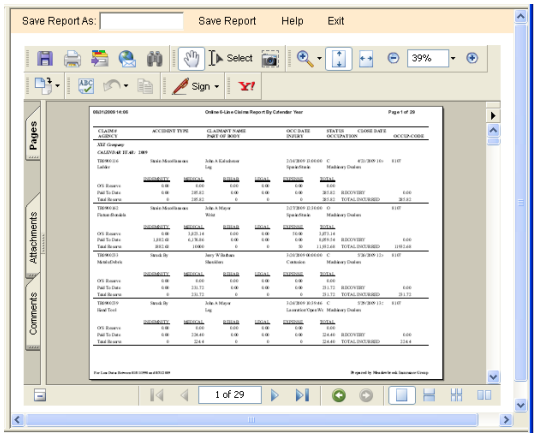


	A	B	C	D	E	F	G	H	I
1	mbr	memnum	clmnum	claim status	claim status date	clmt	occdte	clsdte	adjuster
2	XYZ Company	25-0104	XYZ123456	C	3/21/2008	John Doe	1/15/2008	3/21/2008	Kate Shanahan
3	XYZ Company	25-0104	XYZ123456	C	5/27/2008	John Doe	1/21/2008	5/27/2008	Kate Shanahan
4	XYZ Company	25-0104	XYZ123456	C	4/28/2008	John Doe	1/22/2008	4/28/2008	Kate Shanahan
5	XYZ Company	25-0104	XYZ123456	C	4/4/2008	John Doe	1/23/2008	4/4/2008	Kate Shanahan
6	XYZ Company	25-0104	XYZ123456	C	5/16/2008	John Doe	1/29/2008	5/16/2008	Kate Shanahan
7	XYZ Company	25-0104	XYZ123456	C	7/17/2008	John Doe	1/29/2008	7/17/2008	Kate Shanahan
8	XYZ Company	25-0104	XYZ123456	C	4/15/2008	John Doe	2/8/2008	4/15/2008	Kate Shanahan
9	XYZ Company	25-0104	XYZ123456	C	5/16/2008	John Doe	2/21/2008	5/16/2008	Kate Shanahan
10	XYZ Company	25-0104	XYZ123456	C	6/3/2008	John Doe	3/1/2008	6/3/2008	Kate Shanahan
11	XYZ Company	25-0104	XYZ123456	C	6/3/2008	John Doe	3/12/2008	6/3/2008	Kate Shanahan
12	XYZ Company	25-0104	XYZ123456	C	6/3/2008	John Doe	3/12/2008	6/3/2008	Kate Shanahan
13	XYZ Company	25-0104	XYZ123456	C	6/19/2008	John Doe	3/20/2008	6/19/2008	Kate Shanahan
14	XYZ Company	25-0104	XYZ123456	C	7/31/2008	John Doe	3/26/2008	7/31/2008	Kate Shanahan
15	XYZ Company	25-0104	XYZ123456	C	6/25/2008	John Doe	3/26/2008	6/25/2008	Kate Shanahan
16	XYZ Company	25-0104	XYZ123456	C	4/7/2007	John Doe	1/5/2007	4/7/2007	Kate Shanahan
17	XYZ Company	25-0104	XYZ123456	C	4/25/2007	John Doe	1/25/2007	4/25/2007	Kate Shanahan
18	XYZ Company	25-0104	XYZ123456	C	5/3/2007	John Doe	1/26/2007	5/3/2007	Kate Shanahan
19	XYZ Company	25-0104	XYZ123456	C	5/3/2007	John Doe	1/30/2007	5/3/2007	Kate Shanahan
20	XYZ Company	25-0104	XYZ123456	C	6/11/2007	John Doe	2/1/2007	6/11/2007	Sharon Hary

Print Report in Adobe Format

Step 1 – Click on button.

Step 2 – Choose a printer to print your report, just like any other Adobe file.

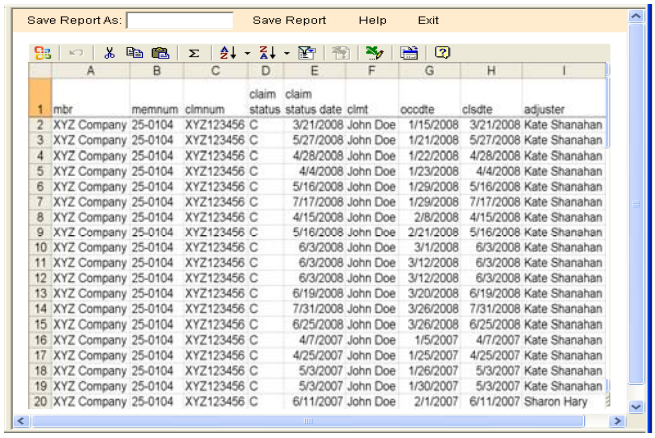


Print Report in Excel Format

Step 1 – Click on button to export your report to Excel.

Step 2 – You will be brought into Excel.

Step 3 – Choose a printer to print your report, just like any other Excel file.



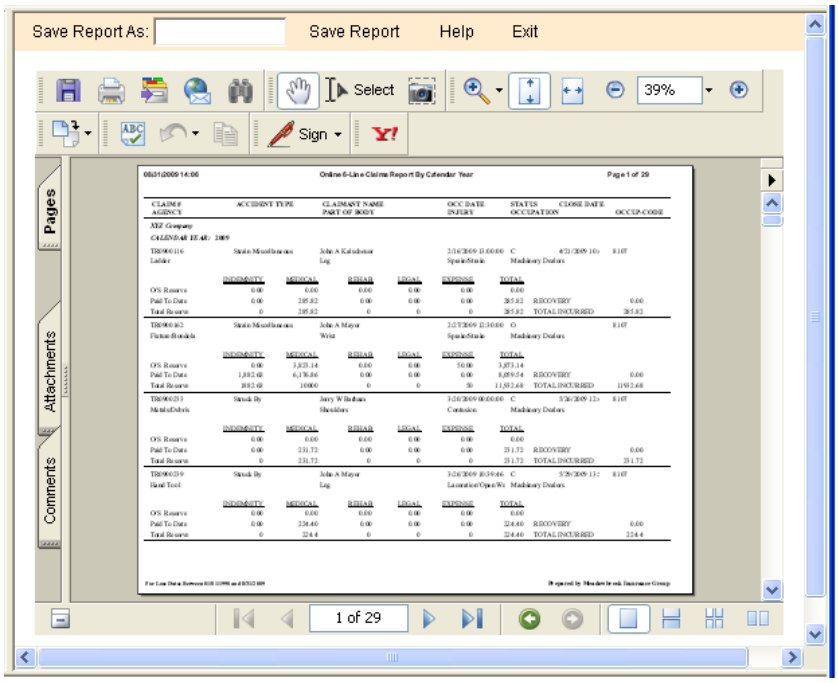
	A	B	C	D	E	F	G	H	I
1	mbr	memnum	clmnum	claim status	claim status date	clmt	occdte	clsdte	adjuster
2	XYZ Company	25-0104	XYZ123456	C	3/21/2008	John Doe	1/15/2008	3/21/2008	Kate Shanahan
3	XYZ Company	25-0104	XYZ123456	C	5/27/2008	John Doe	1/21/2008	5/27/2008	Kate Shanahan
4	XYZ Company	25-0104	XYZ123456	C	4/28/2008	John Doe	1/22/2008	4/28/2008	Kate Shanahan
5	XYZ Company	25-0104	XYZ123456	C	4/4/2008	John Doe	1/23/2008	4/4/2008	Kate Shanahan
6	XYZ Company	25-0104	XYZ123456	C	5/16/2008	John Doe	1/29/2008	5/16/2008	Kate Shanahan
7	XYZ Company	25-0104	XYZ123456	C	7/17/2008	John Doe	1/29/2008	7/17/2008	Kate Shanahan
8	XYZ Company	25-0104	XYZ123456	C	4/15/2008	John Doe	2/8/2008	4/15/2008	Kate Shanahan
9	XYZ Company	25-0104	XYZ123456	C	5/16/2008	John Doe	2/21/2008	5/16/2008	Kate Shanahan
10	XYZ Company	25-0104	XYZ123456	C	6/3/2008	John Doe	3/1/2008	6/3/2008	Kate Shanahan
11	XYZ Company	25-0104	XYZ123456	C	6/3/2008	John Doe	3/12/2008	6/3/2008	Kate Shanahan
12	XYZ Company	25-0104	XYZ123456	C	6/3/2008	John Doe	3/12/2008	6/3/2008	Kate Shanahan
13	XYZ Company	25-0104	XYZ123456	C	6/19/2008	John Doe	3/20/2008	6/19/2008	Kate Shanahan
14	XYZ Company	25-0104	XYZ123456	C	7/31/2008	John Doe	3/26/2008	7/31/2008	Kate Shanahan
15	XYZ Company	25-0104	XYZ123456	C	6/25/2008	John Doe	3/26/2008	6/25/2008	Kate Shanahan
16	XYZ Company	25-0104	XYZ123456	C	4/7/2007	John Doe	1/5/2007	4/7/2007	Kate Shanahan
17	XYZ Company	25-0104	XYZ123456	C	4/25/2007	John Doe	1/25/2007	4/25/2007	Kate Shanahan
18	XYZ Company	25-0104	XYZ123456	C	5/3/2007	John Doe	1/26/2007	5/3/2007	Kate Shanahan
19	XYZ Company	25-0104	XYZ123456	C	5/3/2007	John Doe	1/30/2007	5/3/2007	Kate Shanahan
20	XYZ Company	25-0104	XYZ123456	C	6/11/2007	John Doe	2/1/2007	6/11/2007	Sharon Hary

Save Report in the On-Line Reporting System

Step 1 – Run report using the instructions to Run Report.

Step 2 – Click in the Save Report As: box and type in the name of your report.

Step 3 – Click Save Report.



This will save the report on-line in the On-Line Reporting System application. As a result, the report will not be accessible on your computer's hard drive.

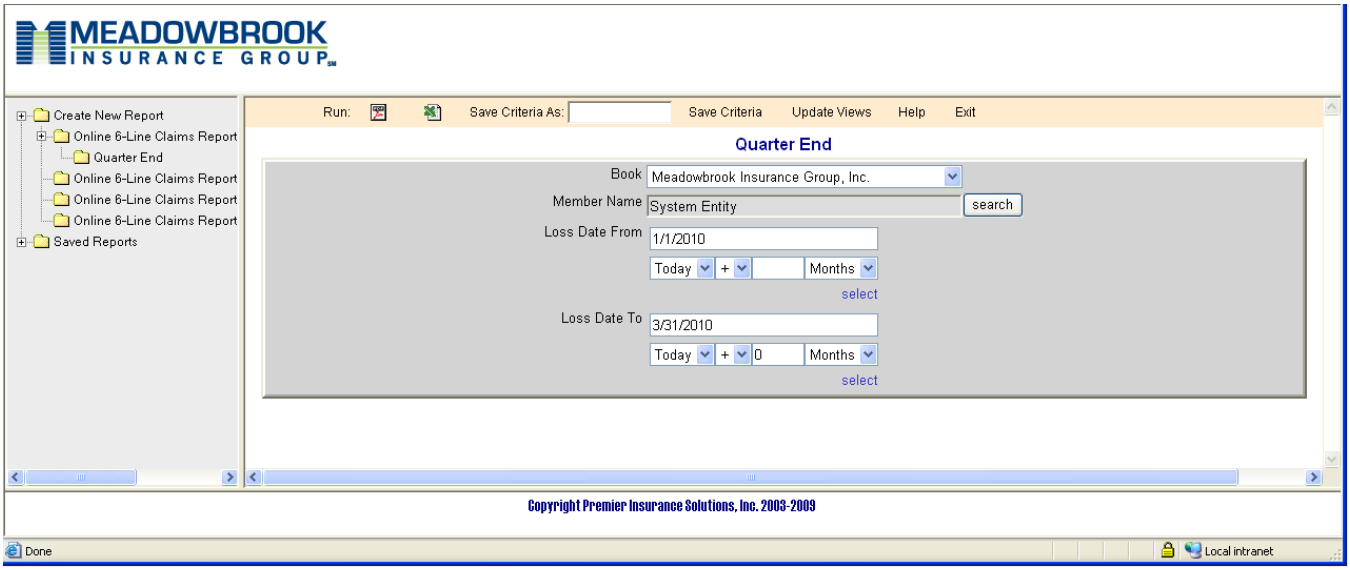
Retrieve Saved Report

Step 1 – Double Click on

.

Step 2 – Click on the report you want to view.

Step 3 – Follow the appropriate instructions to save or print the report.



Save Criteria

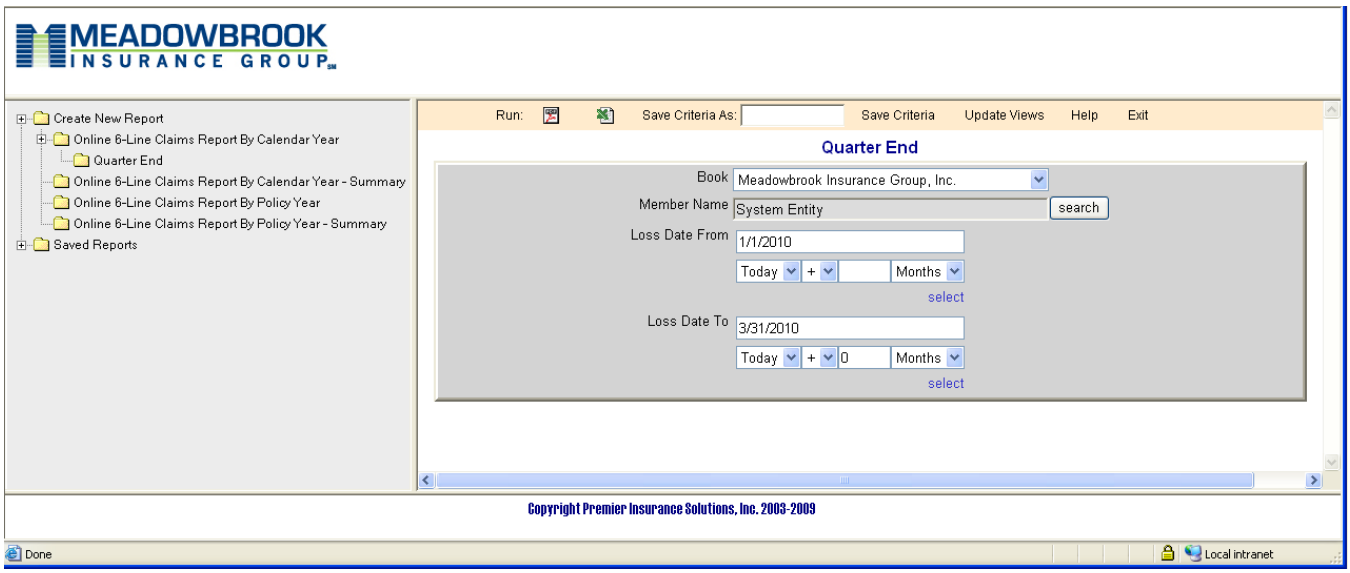
Step 1 - Click on the + next to Create New Report .

Step 2 - Click on the appropriate report you want to create the criteria for.

Step 3 – Select the appropriate criteria used to run the report.

Step 4 – Click in the Save Criteria As: and type in the name of the criteria.

Step 5 – Click on Save Criteria .

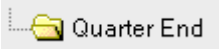


Use a Saved Criteria

Step 1 - Click on the + next to

.

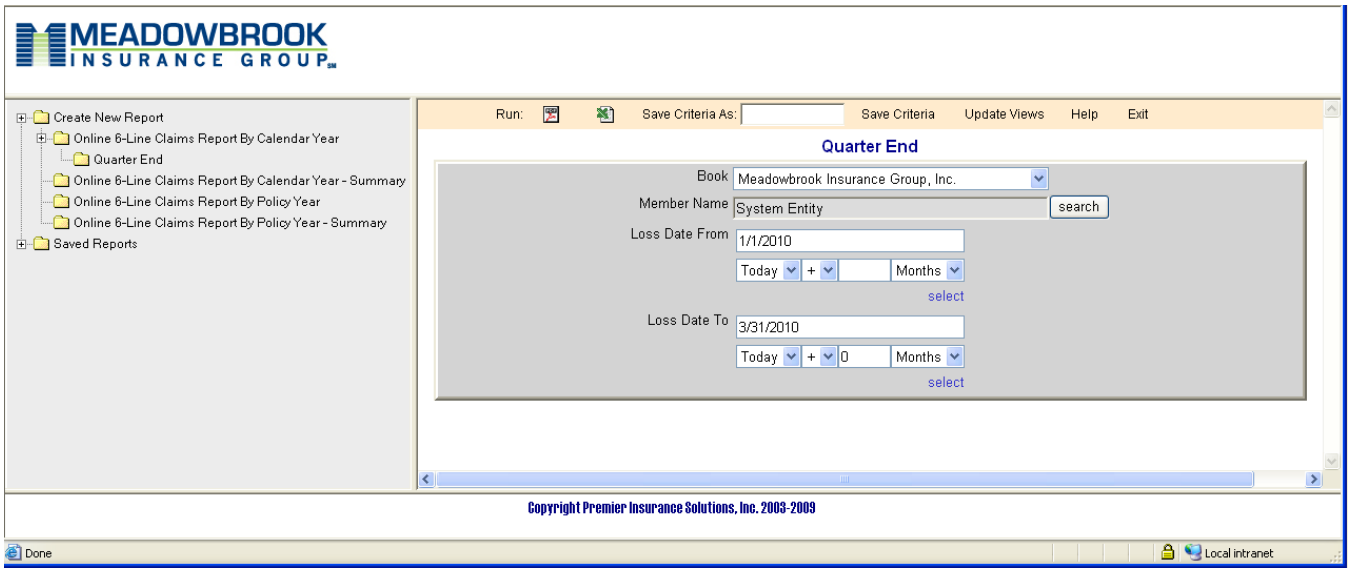
Step 2 - Click on the appropriate report where your Criteria is saved.

In this example, 

.

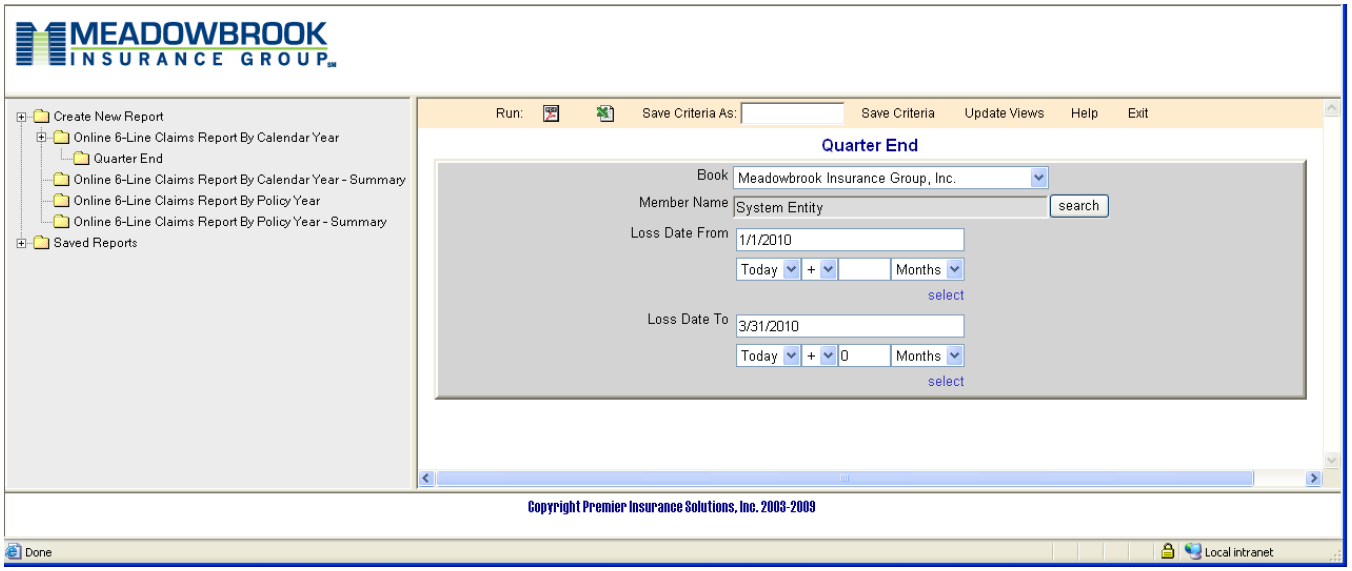
Step 3 – Click on the saved Criteria.

Step 4 – Run the report using the instructions to Run Report.



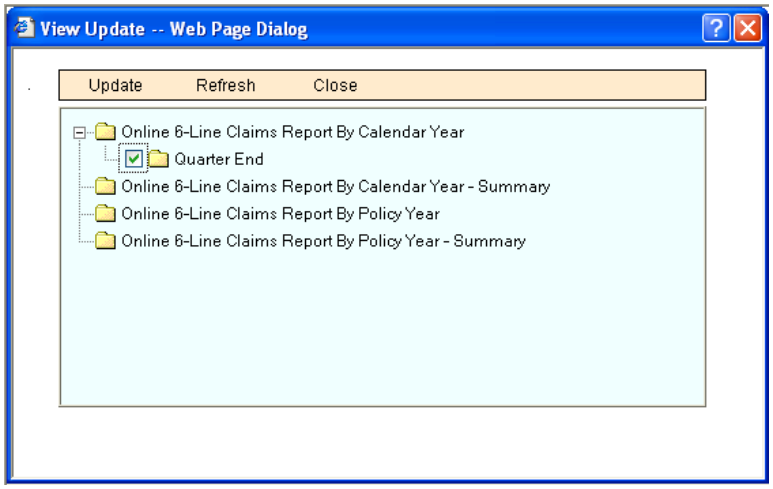
Delete a Saved Criteria

Step 1 – Click on Update Views in the upper right.

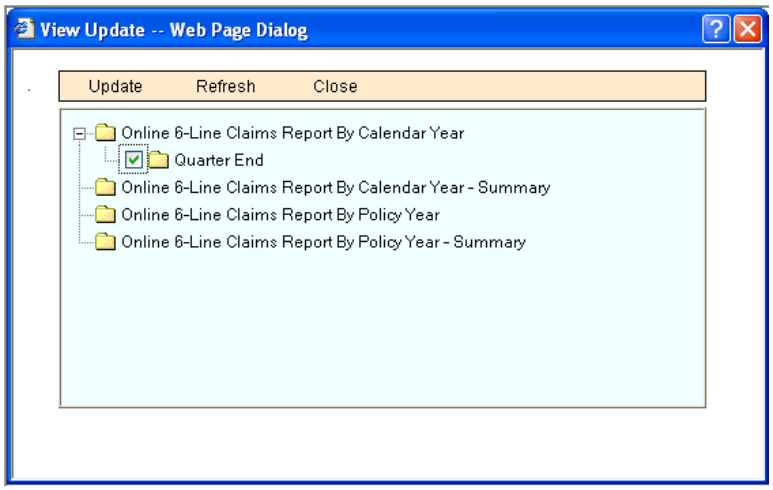


Step 2 – Place a checkmark in the box located to the left of the Criteria name that you want to delete.

Step 3 – Click on Update.

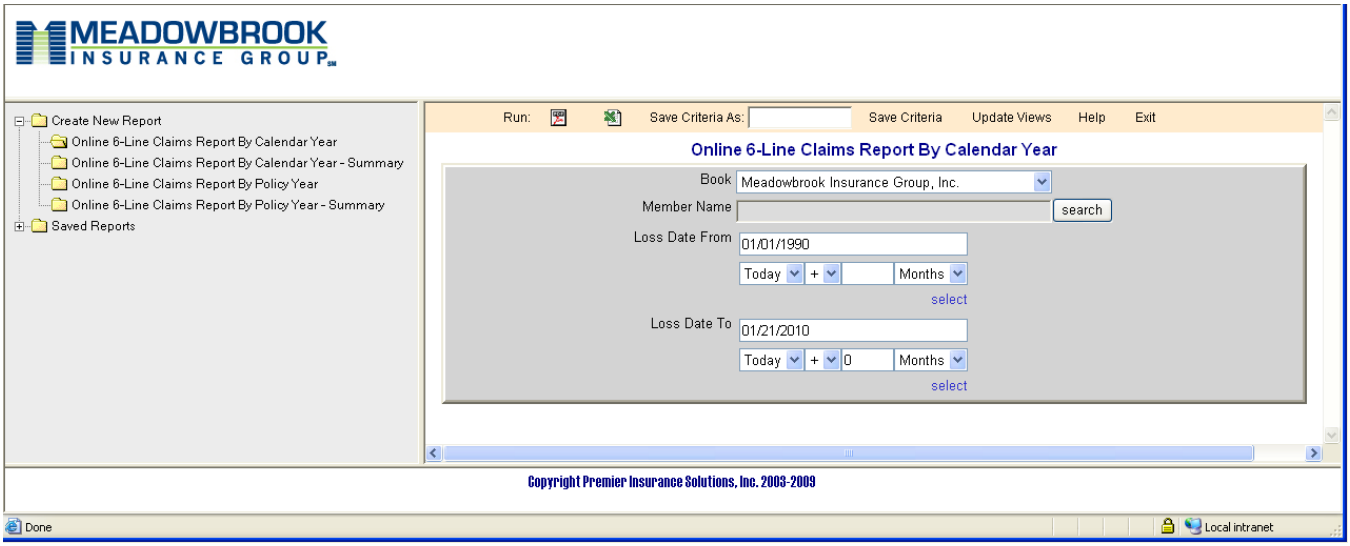


Step 4 – Click on Close .



Exit the On-Line Reporting System

Step 1 – Click on Exit.



Have a Question Regarding the On-Line Reporting System?

- Contact Meadowbrook Insurance Group at **1-800-211-6389**
  - For questions on how to use the system - extension **5202**
  - For technical questions, such as how to re-set your password - extension **5214**