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**ALL ASSOCIATION MEMBERS**

Circular No. 22-1805

**RE: ERM-14 Web Application Carrier Reports**

We are pleased to announce an enhancement to our ERM-14 Web Application. Carriers now have the capability to view or export a report of **processed** ERM-14s. Carriers also have the ability to search for ERM-14s processed within a specific date range.

As of May 1, 2022, processed ERM-14s are available for carriers to view and export. ERM-14s processed prior to May 1<sup>st</sup> will not be available for carriers to view or export. Additionally, ERM-14s are removed from the system 365 days after the last activity.

Attached is a training document providing step by step instructions for utilizing the report feature on the ERM-14 carrier dashboard.

Please direct any questions you may have concerning this item to MWCIA's Underwriting Department at 952-897-1737, Option 1, or email to [underwriting@mwcia.org](mailto:underwriting@mwcia.org).



# **Online ERM-14 Carrier Dashboard**

Step by step instructions for  
utilizing the report feature on the  
online ERM-14 Carrier Dashboard

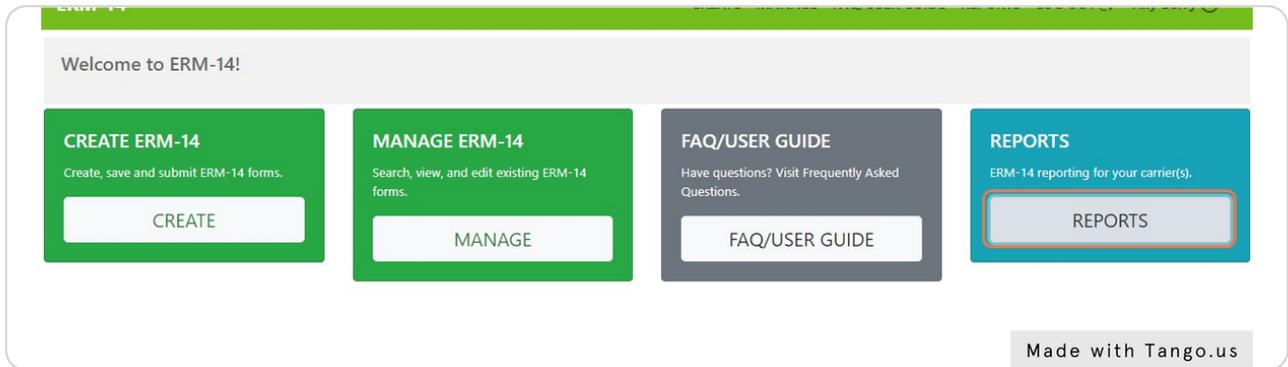
STEP 1

Go to the Online ERM-14 landing page and log-in

Log-in <https://www.mwcia.org/WebMembership/Login.aspx>

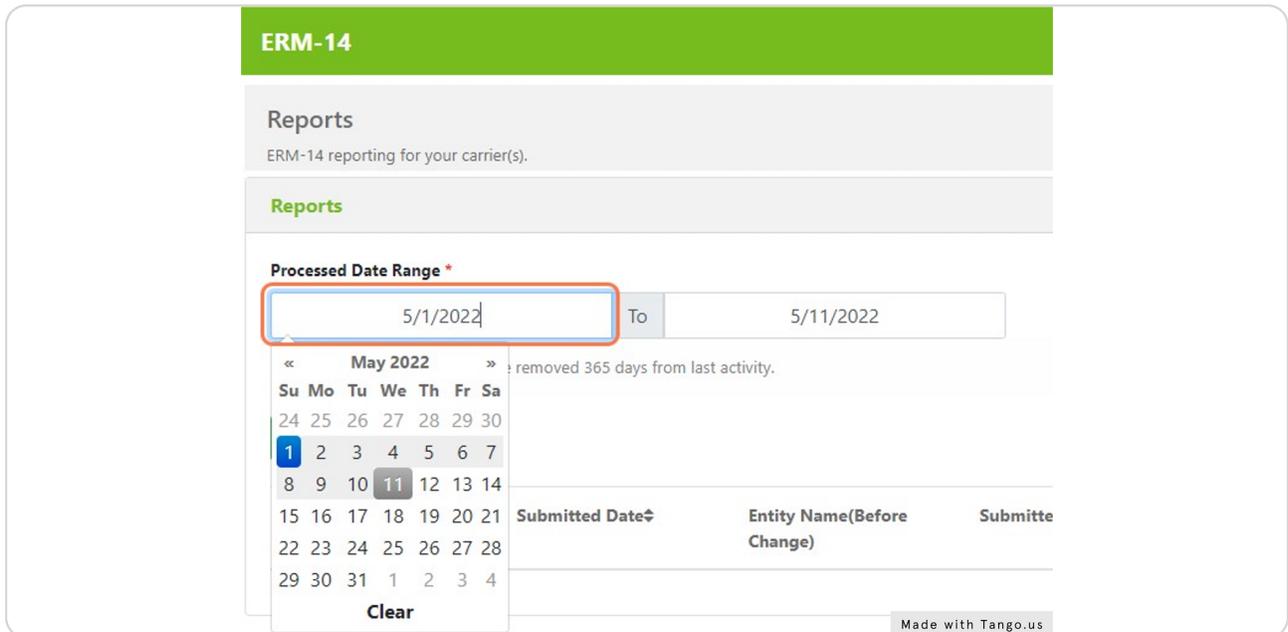
STEP 2

Click on REPORTS



STEP 3

Click on beginning date range field and enter the date you need to begin your search



STEP 4

Follow the same process for the end date should you need to change it from today's date

The screenshot shows the 'ERM-14 Reports' interface. Under the 'Reports' section, there is a 'Processed Date Range \*' field. The start date is '5/1/2022' and the end date is '5/11/2022'. A calendar for May 2022 is open, showing the date '11' selected. The calendar includes navigation arrows and a 'Clear' button. A table with columns 'Submitted Date', 'Entity Name(Before Change)', and 'Submitted' is partially visible. A watermark 'Made with Tango.us' is present in the bottom right corner.

STEP 5

You can also click on the << arrows to navigate through the calendar

The screenshot shows the 'ERM-14 Reports' interface. Under the 'Reports' section, there is a 'Processed Date Range \*' field. The start date is '5/1/2022' and the end date is empty. A calendar for February 2022 is open, showing the date '1' selected. The calendar includes navigation arrows and a 'Submitted Date' column in the table below. A watermark 'Made with Tango.us' is present in the bottom right corner.

## STEP 6

Once you have chosen the correct date ranges click on the search button

**Processed Date Range \***

01/01/2022 To 05/11/2022

Note: All ERM-14 forms are removed 365 days from last activity.

**Search** **Reset**

**Processed Date** **Submitted Date** **Entity Change**

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## STEP 7

You will now see the list of ERM-14s completed for your company in a list below the search and reset buttons

**ERM-14** CREATE MANAGE FAQ/USER GUIDE REPORTS LOG OUT Ally Berry

Reports  
ERM-14 reporting for your carrier(s).

**Reports**

**Processed Date Range \***

01/01/2022 To 05/11/2022

Note: All ERM-14 forms are removed 365 days from last activity.

**Search** **Reset** **Export**

Processed Date	Submitted Date	Entity Name (Before Change)	Submitter First Name	Submitter Last Name	ERM-14 Resolution	Actions
4/27/2022	4/27/2022	Cake Shop	Eileen	Marcantonio	Combinable Entities	+ ⚙
4/1/2022	10/27/2020	ewew	Tim	Anderson	Name Change	+ ⚙
4/1/2022	1/9/2020	Republic Seven Corners LLC	David	Dilley	Name Change	+ ⚙
4/1/2022	2/3/2020	Talon's Testing	Danielle	Main	Name Change	+ ⚙
4/1/2022	2/3/2020	Dani's Doggone Daycare	Danielle	Main	Name Change	+ ⚙
4/1/2022	6/10/2020	f	Tim	Anderson	Combinable Entities	+ ⚙
3/10/2022	5/11/2021	Goose TestOne	Danielle	Main	Name Change	+ ⚙
1/20/2022	1/20/2022	Old LLC	Eileen	Marcantonio	Name	+ ⚙

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STEP 8

You can choose to export this list into a .CSV (excel) file if it needs to be shared internally

from last activity.



Entity Name(Before Change)	Submitter First Name	Submitter Last Name	ERM-14 Resolution↕	Actions
Cake Shop	Eileen	Marcantonio	Combinable Entities	
ewew	Tim	Anderson	Name Change	
Republic Seven	David	Dilley	Name Change	Made with Tango.us