



Annual Renewal Process

EXIGIS: Exposure Data Management System

<https://prod2.exigis.com/jif>

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Step I – Verify Data Collectors

Email Reminders Lock Unlock

Bass River Township - 577 Schedules


<input type="checkbox"/> Schedule	Progress
<input type="checkbox"/> Contact Information	Completed
<input type="checkbox"/> Property Schedule	Completed
<input type="checkbox"/> A - Scheduled Equipment	Completed
<input type="checkbox"/> B - Unscheduled Equipment	Completed
<input type="checkbox"/> C - Special Floater	Completed
<input type="checkbox"/> Vehicles Schedule	Pending Submission
<input type="checkbox"/> General Liability Worksheet	Completed
<input type="checkbox"/> Special Exposures	Completed
<input type="checkbox"/> Police Professional Liability	Completed
<input type="checkbox"/> Workers' Compensation Payroll and Employees	Completed
<input type="checkbox"/> Additional Insureds - Fire Companies, First Aid and EMS	Completed
<input type="checkbox"/> Additional Insureds - Other than Fire Companies	Completed
<input type="checkbox"/> Volunteers, Directors and Officers Liability (Fire Companies-Emergency Service Units)	Completed
<input type="checkbox"/> Skateboard Parks	Completed

[delegate](#) [delegate all](#)

Data Collectors for Bass River Township - 577

<input type="checkbox"/> Name	Phone	Email
<input type="checkbox"/> Richard Bethea	609-276-2813	bassriverderk@comcast.net
<input type="checkbox"/> Ilene Laursen	732 736 5268	ilaursen@connerstrong.com

[add](#) [reassign](#) [remove](#)



Verify the Data Collectors (as described below), phone numbers, and email addresses are accurate. If not, email jodi_palmeri@ajg.com with proper Data Collector Name, Phone Number and Email.

- The Executive Director's Office assigns access to the Fund Commissioner and Risk Management Consultant (RMC) as Data Collectors.
- The Data Collectors have the authority to complete the schedules and/or assign access through the delegation feature to as many employees as necessary.
- Exigis has the ability to track all updates to the schedules by individual USERNAMES.

Step 2 – Delegate Data Collectors (Optional)

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Bass River Township - 577 Schedules

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If you have been assigned as a Data Collector, but wish to “Delegate” the responsibility to another person in your Municipality/Agency, select the Schedule(s) you wish to delegate and select “Delegate” or simply “Delegate All” for all Schedules. If you utilize this feature, the Exigis System will email your designated delegate(s) and provide a unique **USERNAME** and **PASSWORD** along with the Schedule(s) you have asked them to update. It is in your best interest to keep your **USERNAME** and **PASSWORD** private as all changes made under your **USERNAME** and **PASSWORD** will leave an audit trail to yourself.

Step 3 – Completing the Schedules

Email Reminders Lock Unlock

Bass River Township - 577 Schedules

<input type="checkbox"/> Schedule	Progress
Contact Information	Completed
Property Schedule	Completed
A - Scheduled Equipment	Completed
B - Unscheduled Equipment	Completed
C - Special Floater	Completed
Vehicles Schedule	Pending Submission
General Liability Worksheet	Completed
Special Exposures	Completed
Police Professional Liability	Completed
Workers' Compensation Payroll and Employees	Completed
Additional Insureds - Fire Companies, First Aid and EMS	Completed
Additional Insureds - Other than Fire Companies	Completed
Volunteers, Directors and Officers Liability (Fire Companies-Emergency Service Units)	Completed
Skateboard Parks	Completed

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- For all Schedules please review and verify the accuracy of the data.
- You will be asked to electronically sign off that all exposure data is accurate to the best of your knowledge.

Step 3 – Completing the Schedules (Continued)

Email Reminders Lock Unlock

Bass River Township - 577 Schedules

<input type="checkbox"/> Schedule	Progress
<input type="checkbox"/> Contact Information	Completed
<input type="checkbox"/> Property Schedule	Completed
<input type="checkbox"/> A - Scheduled Equipment	Completed
<input type="checkbox"/> B - Unscheduled Equipment	Completed
<input type="checkbox"/> C - Special Floater	Completed
<input type="checkbox"/> Vehicles Schedule	Pending Submission
<input type="checkbox"/> General Liability Worksheet	Completed
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<input type="checkbox"/> Skateboard Parks	Completed

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- There are SEVEN Schedules that you MUST select “EDIT” first to proceed (Contact Information, General Liability, Special Exposures, Police Professional Liability, Wind Turbine, Solar Panel, and Security & Privacy).
 - Select “Edit” to proceed
 - You must verify and/or update in order to “Save”
 - Select “Submit for Review”

Step 3 – Completing the Schedules

(Continued)

- All other Schedules, you may update/edit exposures where applicable by either selecting the  or checking the box next to the exposure and selecting “EDIT” [to update] or “ARCHIVE” [to delete] (which can be found in the TOOLBAR).
- While in “EDIT” you can “SAVE AS DRAFT” if you are unable to complete the Schedule at that time.
- Once you have verified that ALL exposures within the Schedule are accurate, you can select all by clicking the “SELECT ALL BOX” in the COLUMN HEADER and “MARK AS COMPLETE” in the TOOLBAR.
- Once all exposures are marked as complete, you must select “SUBMIT FOR REVIEW”.

Step 3 – Completing the Schedules

(Continued)

To view each schedule, simply click the Schedule name

- **Property Schedule** – Please Note: Date of Acquisition and Purchase Price are only necessary when adding a new property
- **General Liability** – Update information based on your Budget for the upcoming year in order to “SAVE” and “SUBMIT FOR REVIEW”
- **Special Exposures** – Please Note: a “**YES**” response may require that you complete a “Supplemental Schedule” which will be listed with all other Schedules on the Schedule home page. Please make sure that you complete **ALL** required supplemental schedules ASAP. Your Annual Renewal Process is not complete until these are all updated.
- **Police Professional Liability** – Please Note: Police Accreditation is captured in this Schedule and must be current in order to receive MEL discounts.

Step 3 – Completing the Schedules

(Continued)

To view each schedule, simply click the Schedule name

- **Workers' Compensation Payroll and Employees Schedule** – Please Note: Bowman, LLP has completed the payroll audits and employee counts for each member. Please review departmental coding and employee counts for accuracy. Although you must “SUBMIT FOR REVIEW”, no changes can be made to this schedule. Proposed changes **MUST** be submitted to the Executive Director's Office who will submit to the payroll auditor for approval.
- **Volunteer, Directors and Officers Liability (Fire Companies-Emergency Service Units)** – Please Note: When adding/editing, please send a request to Cate Kiernan via email catek@permainc.com and copy jodi_palmeri@ajg.com prior to submitting.
- **Required Supplemental Schedules will be listed AFTER Special Exposures Schedule has been “Submitted for Review”.**

Step 4 – Tracking Progress of Annual Renewal Process

- 1) Select the “Exposures” tab from any screen
- 2) Select the JIF
- 3) Progress in percentage format will be displayed
- 4) Select the Municipality name for clarification as to why the Progress is not 100% complete (see below)



<input type="checkbox"/> Schedule	Progress
<input type="checkbox"/> Contact Information	Draft
<input type="checkbox"/> Property Schedule	Completed
<input type="checkbox"/> A - Scheduled Equipment	Draft
<input type="checkbox"/> B - Unscheduled Equipment	Draft
<input type="checkbox"/> C - Special Floater	Draft
<input type="checkbox"/> Vehicles Schedule	Draft
<input type="checkbox"/> General Liability Worksheet	Draft
<input type="checkbox"/> Special Exposures	Draft
<input type="checkbox"/> Police Professional Liability	Draft
<input type="checkbox"/> Workers' Compensation Payroll and Employees	Draft
<input type="checkbox"/> Additional Insureds - Fire Companies, First Aid and EMS	Draft
<input type="checkbox"/> Additional Insureds - Other than Fire Companies	Draft
<input type="checkbox"/> Volunteers, Directors and Officers Liability (Fire Companies- Emergency Service Units)	Draft
<input type="checkbox"/> Skateboard Parks	Draft
<input type="checkbox"/> Wind Turbine	Draft
<input type="checkbox"/> Solar Panel	Draft
<input type="checkbox"/> Security & Privacy Insurance	Draft

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Step 4 – Tracking Progress of Annual Renewal Process (Continued)

Five (5) Simple Progression Terms: Draft, Pending Submission, Pending Review, Returned for Revision, and Complete

Annual Renewal Process Begins

DRAFT – Exposures within the Schedule have not been reviewed and/or marked as complete by the Data Collector and/or Delegate.

PENDING SUBMISSION – Exposures within the Schedule have been marked as complete; however, the Schedule has not been “Submitted for Review” to the Executive Director’s Office.

RETURNED FOR REVISION - During the Review Process, the Executive Director’s Office may require more detail and return the schedule for revision and/or additional information. If a schedule is RETURNED FOR REVISION, the person logged in will receive an email notification requesting the necessary information.

PENDING REVIEW – Schedule has been “Submitted for Review” to the Executive Director’s Office, but not yet reviewed.

COMPLETE – Schedule has been “Submitted for Review” and all proposed changes have been reviewed and verified to be “Complete” by the Executive Director’s Office. The person logged in will receive an email notification that the Schedule has been approved.

Step 5 – Comparison Report

What is the benefit of the Comparison Report?

- Displays the net impact from the prior Annual Renewal Process to current values
- Used as a useful tool to help explain potential MEL Assessment increases/decreases over the MEL Budget line item

How to run the Comparison Report:

- 1) Select the “Reports” tab from any screen
- 2) Select “View Reports”
- 3) Select “Comparison Report”
- 4) Select “Refresh Data” upon opening any report
- 5) Utilize the “Format” drop down to print or save the report

Contact Information

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p: 856-446-9134
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For technical assistance regarding the database management system contact: support@exigis.com