



# **NEW MEXICO SELF-INSURERS' FUND SELF-SERVE PORTAL INSURANCE CERTIFICATE INSTRUCTIONS**

REVISED FEBRUARY 2024

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## Glossary

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Asset - Property owned and insured by the Member.

.CSV file – Comma Separate Value file

Record – A group of data saved in a table, a set of fields

Table – Records are stored in a table in rows and columns.

## Overview

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### SYSTEM REQUIREMENTS

#### Recommended Hardware

Internet capable computer with the following specifications:

- Windows 7 and newer
- Mac OSX 10.6 and newer

#### Computer Speed and Processor

- A computer less than 5 years old when possible
- 1GB of RAM
- 2GHz processor

#### Recommended Software

##### Internet browser:

- Microsoft Edge
- Google Chrome
- Firefox
- Safari

##### Spreadsheet software:

- Microsoft Excel

#### Internet Speed

Along with compatibility and web standards, the self-serve portal should accommodate low bandwidth environments.

Keep in mind that performance will be dependent on your internet connection speed.

## Icons Used in This User Guide

	<b>IMPORTANT</b>	Pay attention to call outs presented as <b>IMPORTANT</b> as such notes will provide requirements that are potentially critical to a feature or process being successful.
	<b>TIPS</b>	Callouts presented as <b>TIPS</b> are helpful suggestions that may help with making the data preparation or entry a little easier.
	<b>INFORMATION</b>	Callouts presented as <b>INFORMATION</b> are references or concepts to potentially help you better understand a process or workflow.

## Interface

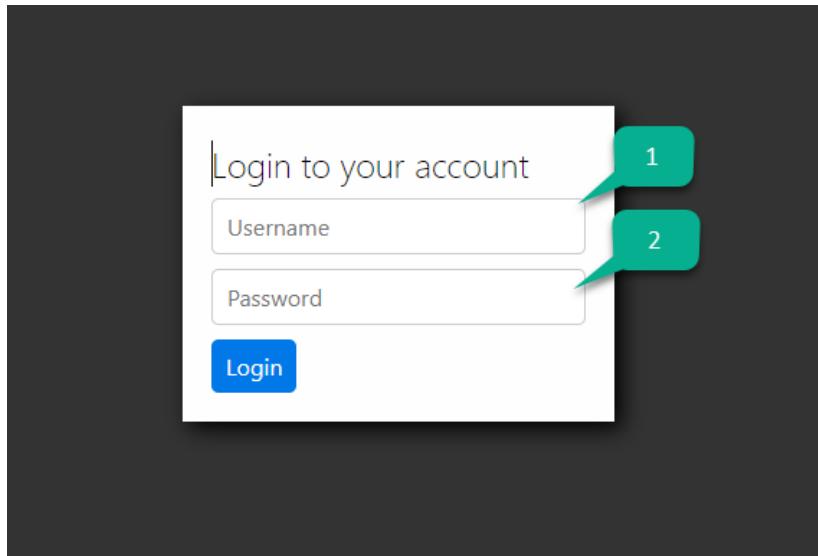
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### Logging In

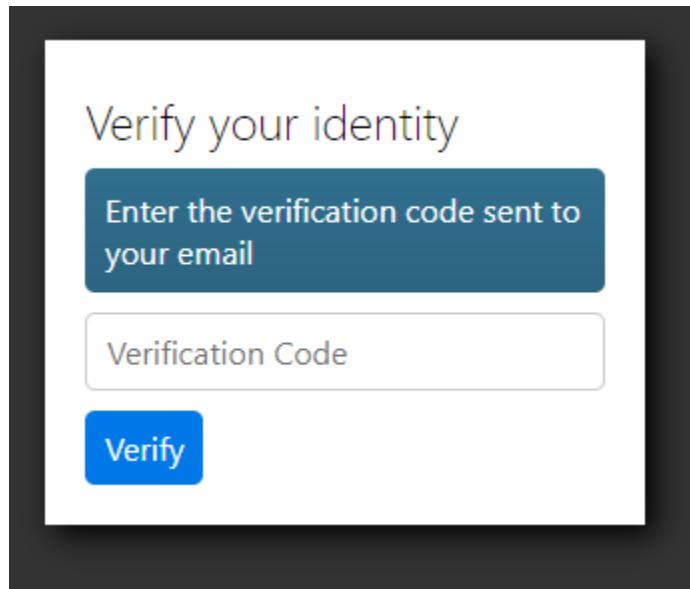
You can access the self-serve portal from the link on the New Mexico Municipal League, Insurance Services page or by typing <https://www.nmsif.app/account/login> into your browser address bar.

In box #1, enter the username provided with your credentials.

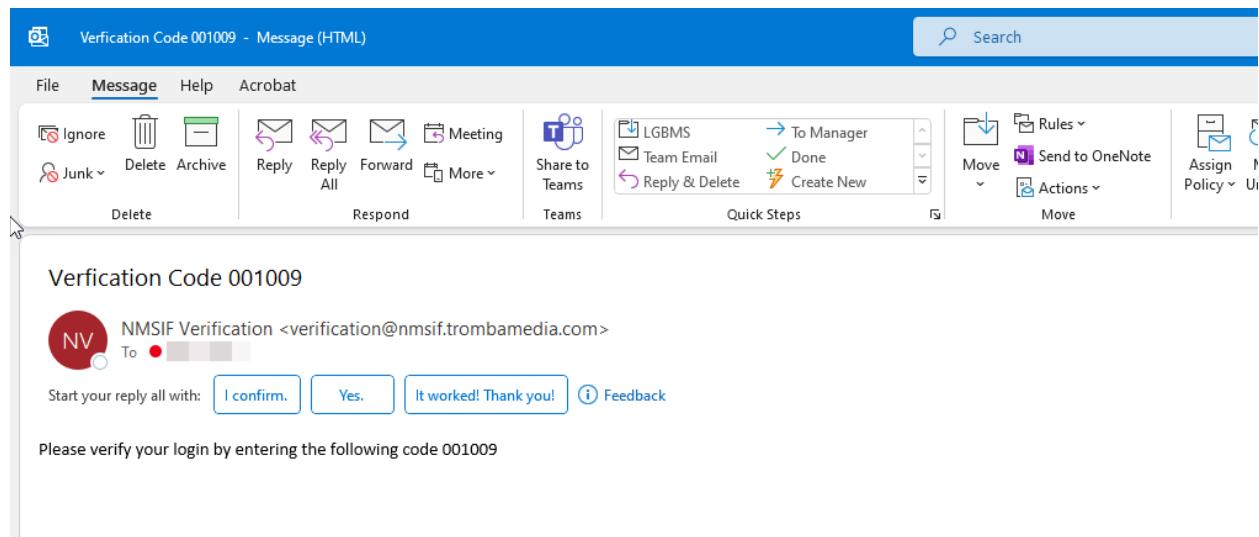
In box #2, enter the password provided to you.



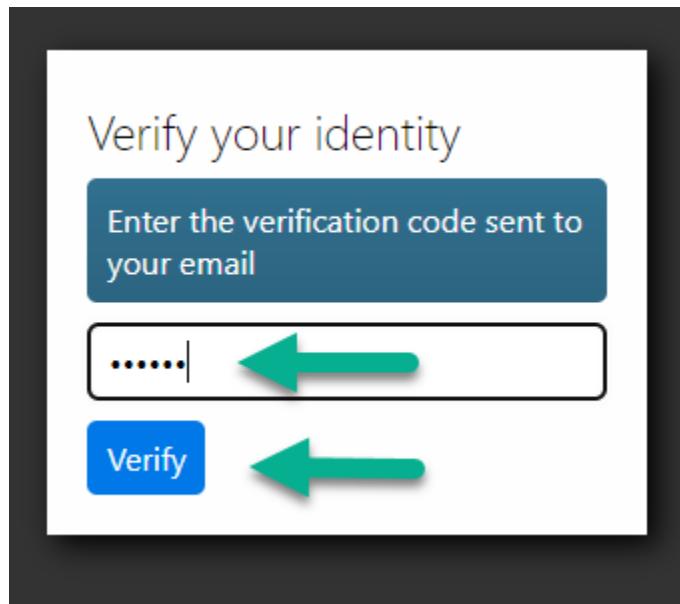
After you enter your password you will be asked to verify your identity each time you login to the system.



The system will send you a verification code to your email address provided when registering for your account.

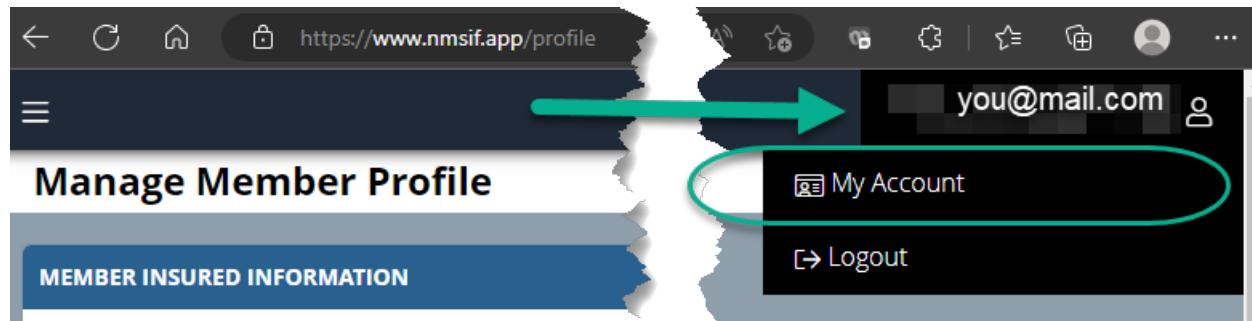


Enter your verification code into the box on the screen labeled Verification Code. The code you enter will appear as dots. Then click on the blue Verify button to enter the system.

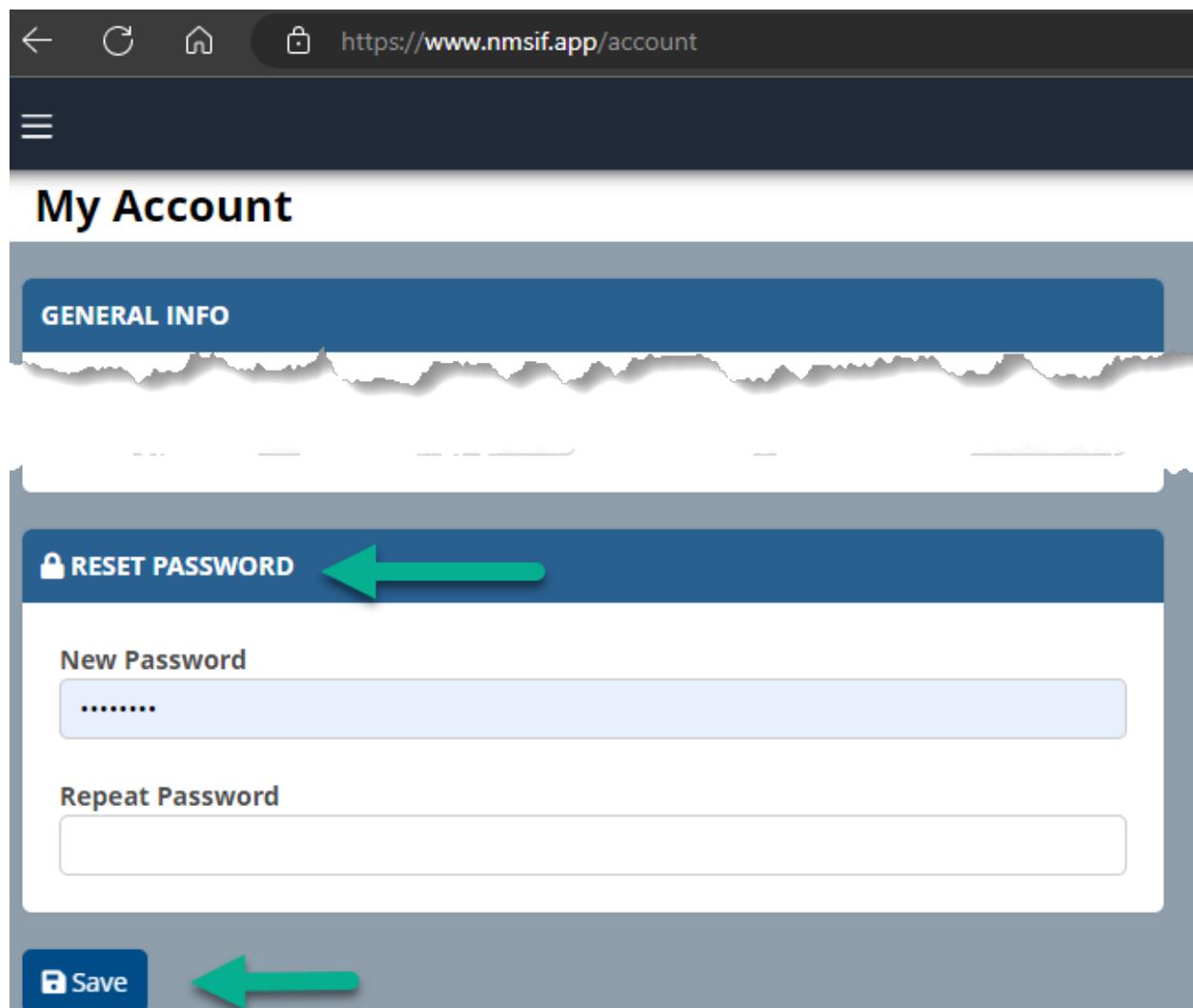


## Changing Your Password

Users can change their password by clicking on their email and person icon on the top right-hand side of the screen to open the My Account/Logout dropdown. Choose My Account



In the REST PASSWORD box, you can change your password. Password must be at least 8 characters and contain an Upper- and lower-case letter a number and a special character. After you have entered your new password and repeated it in the Repeat Password box click save.



GENERAL INFO

**RESET PASSWORD** ←

New Password  
.....

Repeat Password

Save ←

## System Functionality

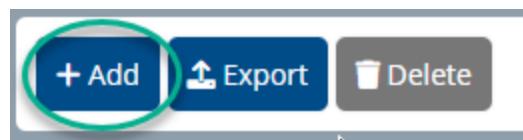
Buttons throughout the system all function the same. Each asset category that has a NMSIF ID number assignment will have an Add, Import, Export, and Delete under the Member Insured Limit & Deductible Summary (when applicable).



**INFORMATION:** Asset changes requested through the Self-Serve Portal will be reviewed and confirmed by the System Administrator at NMSIF before they become official.

### ADD

The + Add button allows you to add a new asset to the schedule.



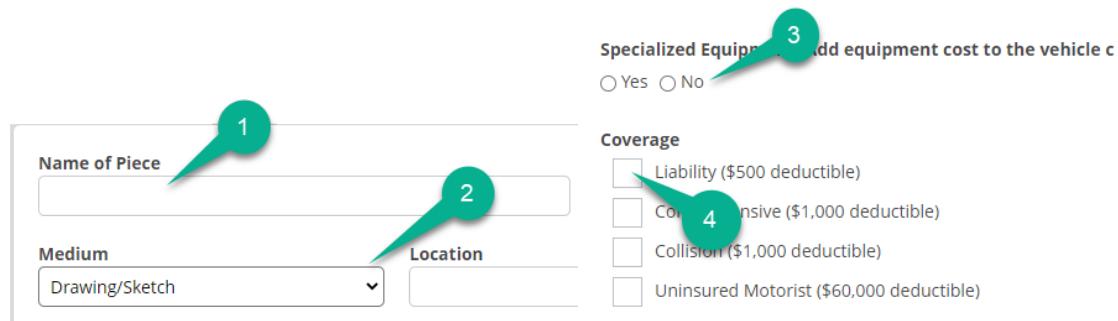
Clicking the **+Add** button will open the form to add the asset information.

Throughout the system, there are several types of input fields.

1. Blank fields indicate a field where you can add alpha (letters) and numeric (numbers) text to the form. The label above the field indicates the information required.

**TIP:** Enter numeric values without formatting. The system will format them based on the data criteria. For instance, for \$2,500.00 you would enter 2500 into the text field. When the data is displayed in the table it will display as \$2,500.00.

2. Drop-down fields that include text and a down arrow allow you to pick from a selection of defined values.
3. Circle (Radio) buttons allow the user to choose the criteria.
4. Check boxes allow the user to make multiple selections within the group of options.



1. Name of Piece: A text input field.

2. Medium: A dropdown menu with options like Drawing/Sketch.

3. Specialized Equipment: A radio button group with options Yes and No.

4. Coverage: A list of checkboxes for Liability, Comprehensive, Collision, and Uninsured Motorist.

Once data has been entered or edited the user has these options at the bottom of the page:



**+Save & New** –allows the user to save the data entered and open a new form to add another asset.

**✓ Save & Close** –allows the user to save the data entered and return to the Manage Asset page.

**Save** - allows the user to save the data entered and stay on the Add Asset page.

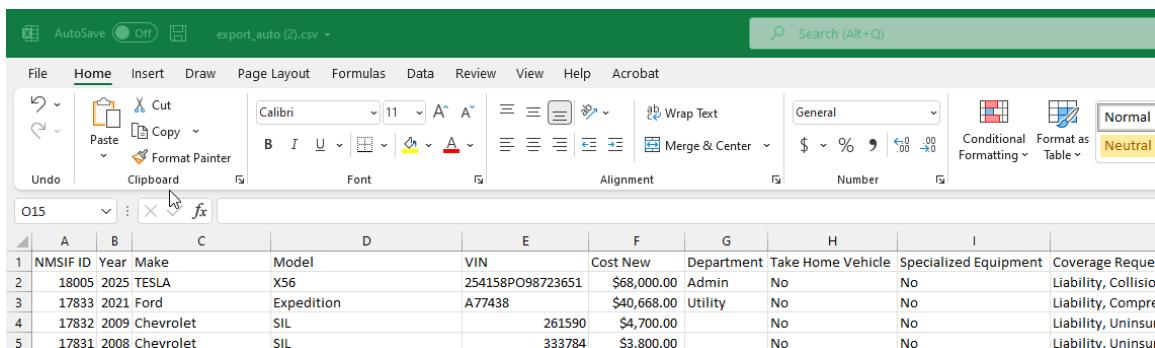
**X Cancel** – allows the user to exit the Add Asset screen and return to the Manage Asset page.

## EXPORT

Export is used to export the entire asset schedule.



Clicking Export will automatically export all the data in the asset schedule. The .csv file will automatically save to the Downloads folders on your computer. The naming convention is export\_asset\_type.csv. The data can then be used as needed in Excel or other spreadsheet editing software.



	A	B	C	D	E	F	G	H	I	
1	NMSIF ID	Year	Make	Model	VIN	Cost New	Department	Take Home Vehicle	Specialized Equipment	Coverage Request
2	18005	2025	TESLA	X56	254158PO98723651	\$68,000.00	Admin	No	No	Liability, Collision
3	17833	2021	Ford	Expedition	A77438	\$40,668.00	Utility	No	No	Liability, Compre
4	17832	2009	Chevrolet	SIL		261590	\$4,700.00	No	No	Liability, Uninsur
5	17831	2008	Chevrolet	SIL		333784	\$3,800.00	No	No	Liability, Uninsur

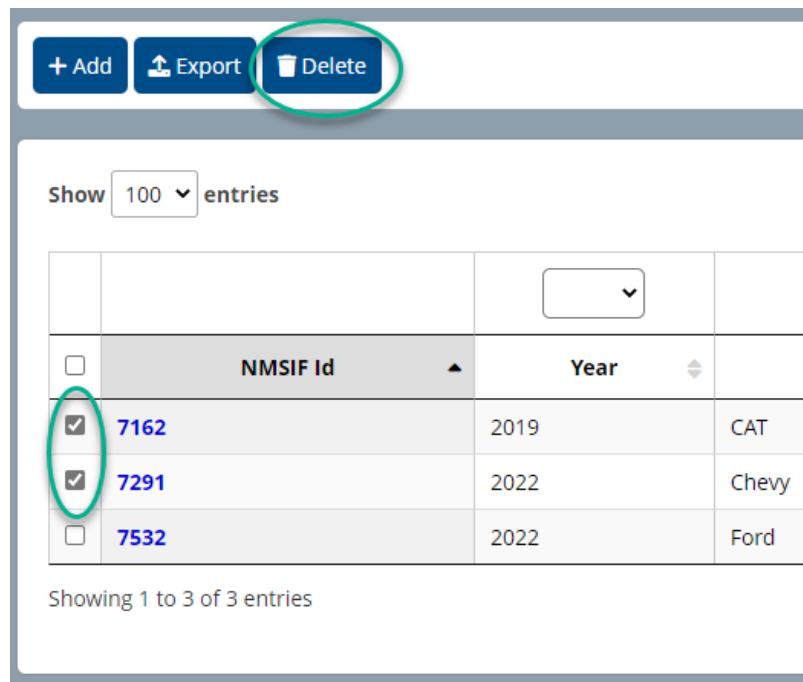
## DELETE

Delete is used to permanently remove records from asset schedules. Please use caution when deleting records. If you delete records by accident, please contact the NMSIF System Administrator for additional assistance.

Users can delete individual or multiple records at one time. Check the box(es) to the left side of the record(s) to be deleted.

This will activate the Delete button and turn it from gray to blue.

Click Delete.



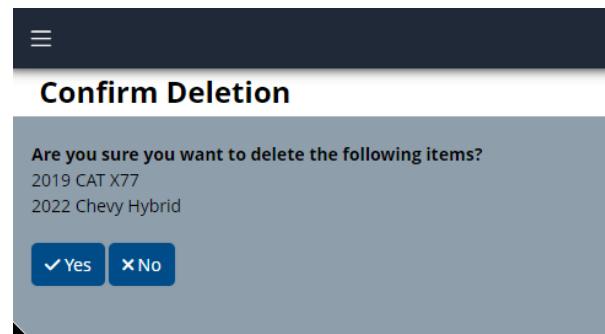
Show 100 entries

	NMSIF Id	Year	
<input checked="" type="checkbox"/>	7162	2019	CAT
<input checked="" type="checkbox"/>	7291	2022	Chevy
<input type="checkbox"/>	7532	2022	Ford

Showing 1 to 3 of 3 entries

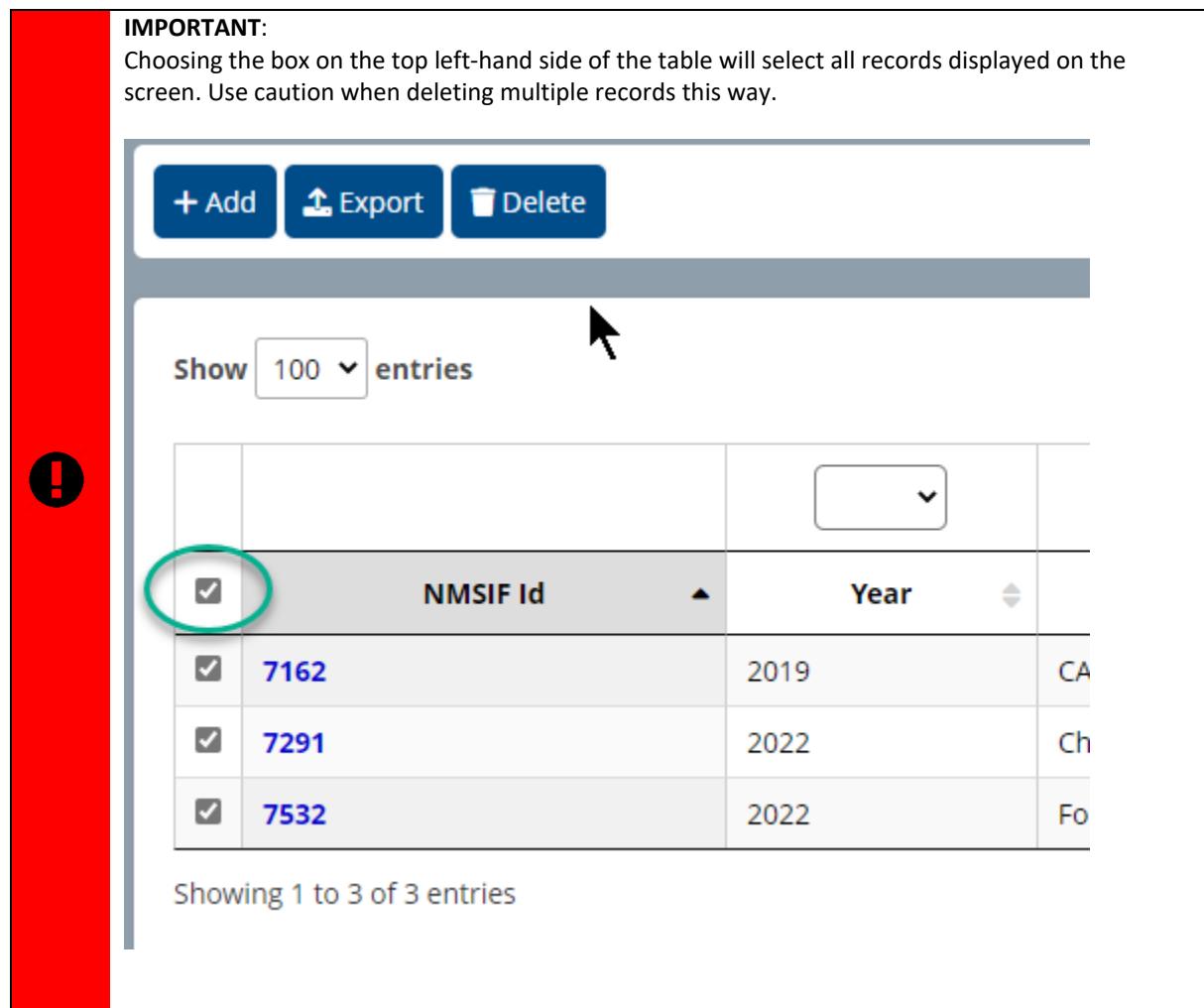
This will open the Confirm Deletion screen. The records to be deleted will be listed in the confirmation box.

Choose Yes to delete the records. Choose No to return to the Manage Asset screen.



**IMPORTANT:**

Choosing the box on the top left-hand side of the table will select all records displayed on the screen. Use caution when deleting multiple records this way.



A screenshot of the 'Manage Asset' screen. On the left, a red vertical bar contains a black exclamation mark icon. The main area shows a table with three entries. The first column contains checkboxes, with the first one circled in green. The table has columns for 'NMSIF Id' and 'Year'. The data is as follows:

	NMSIF Id	Year
<input checked="" type="checkbox"/>	7162	2019
<input checked="" type="checkbox"/>	7291	2022
<input checked="" type="checkbox"/>	7532	Fo

Below the table, the text 'Showing 1 to 3 of 3 entries' is displayed.

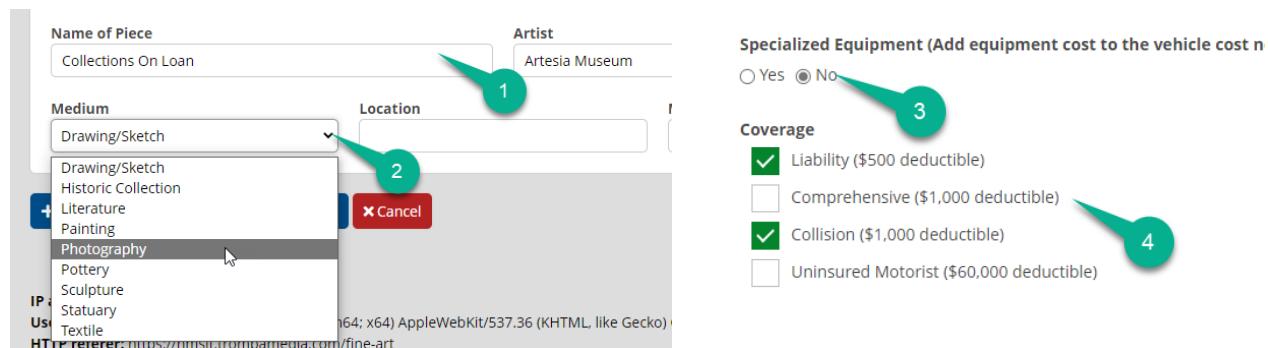
## EDITING INDIVIDUAL RECORDS

Records can be edited by clicking the field in the table that is highlighted in dark BLUE.

<input type="checkbox"/> NMSIF ID	Year	Make
<input type="checkbox"/> 18005	2025	TESLA
<input type="checkbox"/> 17833	2021	Ford

This will open the Edit Asset screen.

1. All fields with text (alpha & numeric) can be edited using your keyboard. Click in the box and edit as needed.
2. Edit dropdown fields by clicking on the down arrow and selecting the appropriate value.
3. Radio buttons (circle) only allow for one option to be selected. To change the selection, choose a different button.
4. Checkboxes that are checked and green are selected. To remove a selection, click the check box to remove the selection.



The screenshot shows the 'Edit Asset' form. The 'Name of Piece' field contains 'Collections On Loan'. The 'Medium' dropdown is set to 'Drawing/Sketch', with 'Photography' highlighted. The 'Location' field contains 'Artesia Museum'. The 'Artist' field contains 'Artesia Museum'. The 'Specialized Equipment' section has a radio button for 'Yes' (unchecked) and 'No' (checked). The 'Coverage' section contains four checkboxes: 'Liability (\$500 deductible)' (checked), 'Comprehensive (\$1,000 deductible)' (unchecked), 'Collision (\$1,000 deductible)' (checked), and 'Uninsured Motorist (\$60,000 deductible)' (unchecked).

Once data has been edited, the user has these options at the bottom of the page:



The buttons at the bottom are: '+ Save & New' (blue), '✓ Save & Close' (blue), 'Save' (blue), and '✖ Cancel' (red).

**+ Save & New** –allows the user to save the data entered and open a new form to add a new asset.

**✓ Save & Close** –allows the user to save the data entered and return to the Manage Asset page.

**Save** – allows the user to save the data entered and stay on the Edit Asset page.

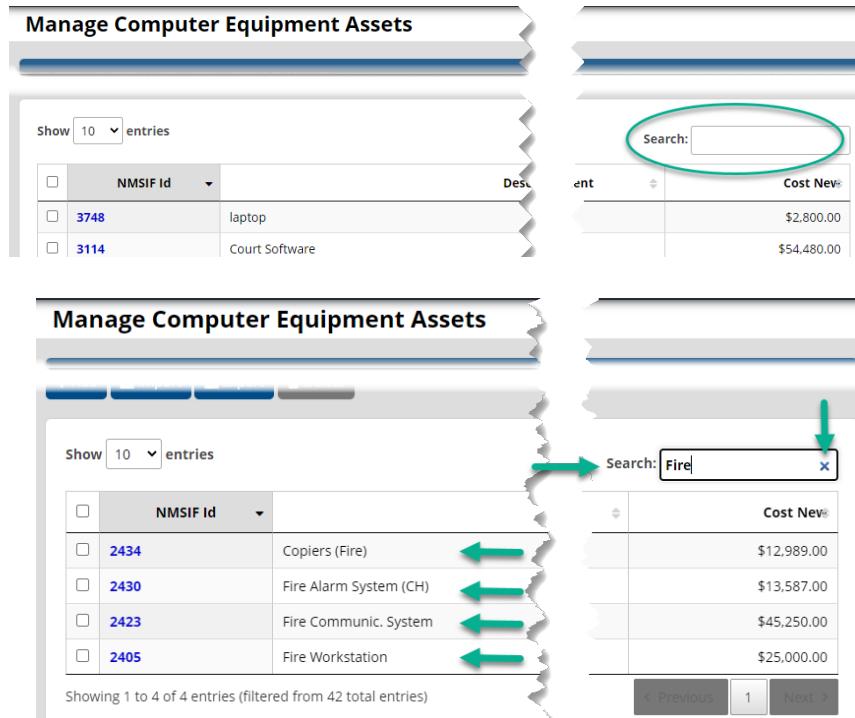
**✖ Cancel** – allows the user to exit the Edit Asset screen and return to the Manage Asset page.

## SEARCH

Keywords within the table can be searched by typing the keyword in the Search box at the top right of the table on the Manage Asset screen.

Record with the keyword will be filtered and displayed in the table.

The Search can be cleared by clicking on the X in the search box.



Manage Computer Equipment Assets

Show 10 entries

	NMSIF Id	Description	Cost New
<input type="checkbox"/>	3748	laptop	\$2,800.00
<input type="checkbox"/>	3114	Court Software	\$54,480.00

Manage Computer Equipment Assets

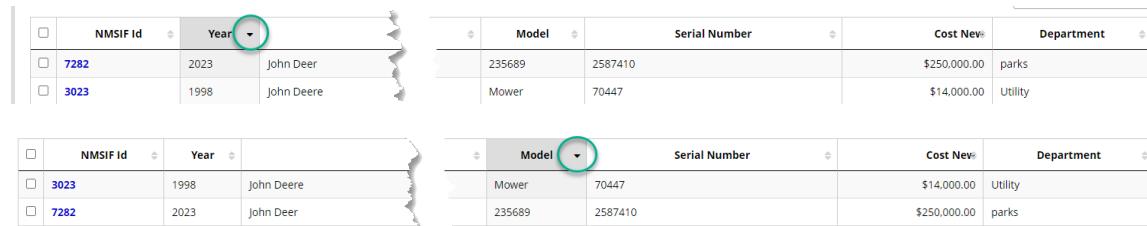
Show 10 entries

	NMSIF Id	Description	Cost New
<input type="checkbox"/>	2434	Copiers (Fire)	\$12,989.00
<input type="checkbox"/>	2430	Fire Alarm System (CH)	\$13,587.00
<input type="checkbox"/>	2423	Fire Communic. System	\$45,250.00
<input type="checkbox"/>	2405	Fire Workstation	\$25,000.00

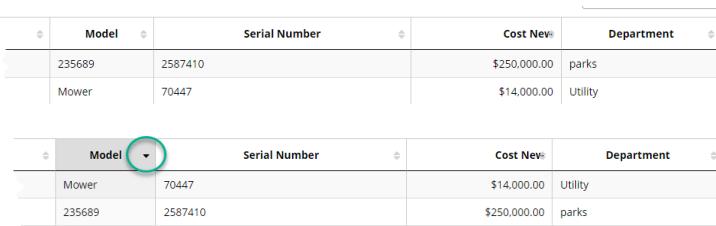
Showing 1 to 4 of 4 entries (filtered from 42 total entries)

## SORTING

Records can be sorted in ascending or descending order in the record table by clicking on the arrows next to each field name.



	NMSIF Id	Year	Description	Cost New	Department
<input type="checkbox"/>	7282	2023	John Deer	\$250,000.00	parks
<input type="checkbox"/>	3023	1998	John Deere	\$14,000.00	Utility

	NMSIF Id	Year	Model	Serial Number	Cost New	Department
<input type="checkbox"/>	3023	1998	John Deere	70447	\$14,000.00	Utility
<input type="checkbox"/>	7282	2023	John Deer	235689	\$250,000.00	parks

## Manage Member Profile

Once you have successfully logged in you will land on the Manage Member Profile page.

1. The information in the Member Insured Information cannot be edited by the member insured user.

2. Information regarding the Current and Prior FY Financial information can be added or edited by clicking in the box below the label and entering the information. When changes are completed click the Save button at the bottom of the page.

3. Information regarding the population of your municipality/ agency and the number of volunteers utilized can be added or edited by clicking in the box below the label and entering the information. When changes are completed click the Save button at the bottom of the page.

≡

Manage Member Profile
1

MEMBER INSURED INFORMATION

NMSIF ID Code

Type

Municipality

Address

City

State

Zip Code

CURRENT FY FINANCIAL INFORMATION
2

Current Year Total Assets

Current Year Total Equity/Net Assets

Current Year Total Revenues

Current Year Operating Income

Current Year Net Income/Change in Net Assets

PRIOR FY FINANCIAL INFORMATION

Prior Year Total Assets

Prior Year Total Equity/Net Assets

Prior Year Total Revenues

Prior Year Operating Income

Prior Year Net Income/Change in Net Assets

GENERAL INFORMATION
3

Population

Number of Volunteers

Save
Cancel

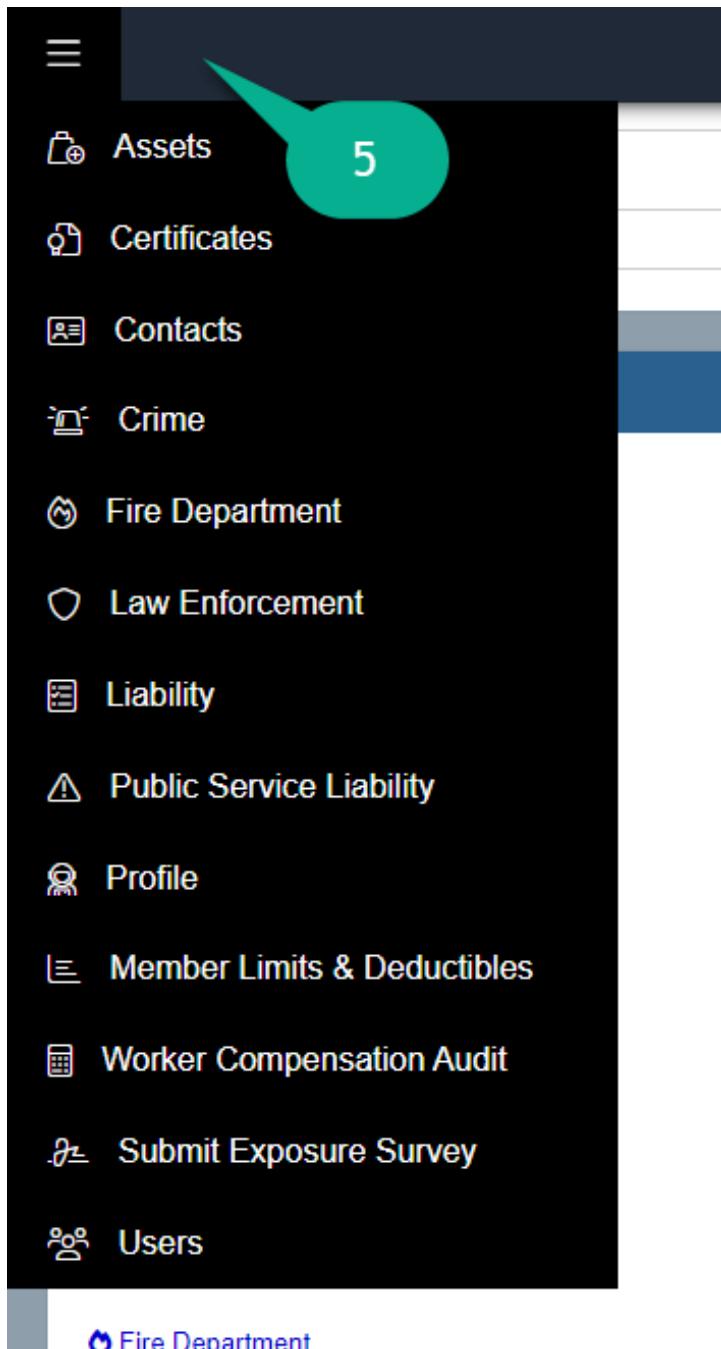
- The next section on the Profile page will take you to each asset category schedule. Simply click on the blue icon and text. The date and timestamp to the right of the icons show when the data was last updated.

### MEMBER ASSET INFORMATION

	Auto	2023-10-16 07:05:34
	Computer Equipment	2023-10-12 12:32:32
	Drones	2023-09-25 03:29:30
	Fine Art	2023-09-11 03:39:48
	Heavy Equipment	2023-10-16 06:59:51
	Property	2023-10-12 02:11:02
	Special Events	2023-10-13 02:09:19
	Storage Tanks	2023-07-20 10:44:13
	Worker Compensation	2023-10-06 03:09:34
	Contacts	2023-10-04 09:53:54
	Crime	
	Fire Department	2023-10-11 09:30:43
	Law Enforcement	2023-10-11 09:30:43
	Liability	2023-10-11 09:30:43
	Public Service Liability	
	Member Limits & Deductibles	
	Compensation Survey	2023-09-29 09:14:55

 Save
 Cancel

5. The asset category schedules can also be accessed by clicking on the three (3) lines on the top left-hand side of the title bar. This opens a drop-down menu that will take you to the same information and is always available.



## Manage Auto Asset Details

Auto assets can be accessed by clicking on the Auto Icon on the profile page under the Member Asset Information section or by choosing Assets from the drop-down menu, and then clicking Auto from the navigation bar.

Each auto asset will have a NMSIF ID number (auto-populated), Year, Make, Model, Vin Number (all 16 digits will be required), Cost New, Department to which the vehicle is assigned, indicate whether the vehicle can be taken home, indicate whether specialized equipment attached to the vehicle, vehicle class, and the type of coverages requested on the vehicle. Territory and Valuation cannot be edited and are added by NMSIF.

Auto Assets can be added, exported, deleted, or edited.

Manage Auto Assets												
NMSIF												
<input type="button" value="+ Add"/> <input type="button" value="Export"/> <input type="button" value="Delete"/>												
Show 100 entries												Search:
NMSIF ID	Year	Make	Model	VIN	Cost New	Department	Take Home Vehicle	Specialized Equipment	Fire	Police	Coverage Requested	
18577	2022	Ford	F150	1234423gfg44zide	\$56,000.00	Administration	No	Yes	No	No		
18422	2022	Ford	F150	1234423gfg44zide	\$45,000.00	Administration	Yes	Yes				
18290	2022	Ford	F350	1234423gfg44zide	\$40,000.00	Fire Department	No	Yes				
18621	2023	test	test	12345678912345678	\$12.00	test	No	Yes	Yes	Yes	Collision, Liability, Medical Payments	

## Manage Computer Equipment

Computer Equipment assets can be accessed by clicking on the Computer Icon on the profile page under the Member Asset Information section or by choosing Assets from the drop-down menu, and then clicking Computer Equipment from the navigation bar.

Each Computer Equipment asset will have a NMSIF ID number (auto-populated), Description, Location, Serial Number, Department, and Cost New.

Computer Equipment Assets can be added, exported, deleted, or edited.

Manage Computer Equipment Assets						
NMSIF						
<input type="button" value="+ Add"/> <input type="button" value="Export"/> <input type="button" value="Delete"/>						
Show 100 entries						Search:
NMSIF Id	Description		Location	Serial Number	Department	Cost New
3948	Computers 10@2,000 ea		Bank	Various	Finance	\$20,000.00

## Manage Drone/UAS Assets

Drone assets can be accessed by clicking on the Drone Icon on the profile page under the Member Asset Information section or by choosing Assets from the drop-down menu, and then clicking Drones from the navigation bar.

Each Drone/UAS asset will have a NMSIF ID number (auto-populated), Serial Number, Year, Make, Model, Unit Number, Department, FAA Registration number, Cost New, indicate whether it is used by Fire or Police, Construction, Inspection, Other and if there is a FAA Licensed Operator.

Drone Assets can be added, exported, deleted, or edited.

Manage Drone/UAS Assets																																											
<a href="#">+ Add</a>		<a href="#">Export</a>		<a href="#">Delete</a>																																							
<div style="display: flex; justify-content: space-between;"> <span>Show: <select>10</select> entries</span> <span>Search: <input type="text"/></span> </div>																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10px;"></th> <th style="width: 100px;">NMSIF ID</th> <th style="width: 100px;">Serial Number</th> <th style="width: 100px;">Year</th> <th style="width: 100px;">Make</th> <th style="width: 100px;">Model</th> <th style="width: 100px;">Unit Number</th> <th style="width: 100px;">Department</th> <th style="width: 100px;">FAA Registration</th> <th style="width: 100px;">Cost New</th> <th style="width: 100px;">Used by Fire or Police</th> <th style="width: 100px;">Used for Inspection</th> <th style="width: 100px;">Used for Construction</th> <th style="width: 100px;">Used by Other</th> <th style="width: 100px;">Operation FAA Licensed</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td><td>13</td><td>test</td><td>0</td><td>test</td><td>test</td><td>123</td><td>test</td><td>test</td><td>\$54,263.00</td><td>Yes</td><td>No</td><td>Yes</td><td>No</td><td>Yes</td></tr> </tbody> </table>															NMSIF ID	Serial Number	Year	Make	Model	Unit Number	Department	FAA Registration	Cost New	Used by Fire or Police	Used for Inspection	Used for Construction	Used by Other	Operation FAA Licensed	<input type="checkbox"/>	13	test	0	test	test	123	test	test	\$54,263.00	Yes	No	Yes	No	Yes
	NMSIF ID	Serial Number	Year	Make	Model	Unit Number	Department	FAA Registration	Cost New	Used by Fire or Police	Used for Inspection	Used for Construction	Used by Other	Operation FAA Licensed																													
<input type="checkbox"/>	13	test	0	test	test	123	test	test	\$54,263.00	Yes	No	Yes	No	Yes																													
Showing 1 to 1 of 1 entries																																											
<input style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;" type="button" value="1"/> <input style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;" type="button" value="2"/> <input style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;" type="button" value="3"/>																																											

## Manage Fine Art Assets

Fine Art assets can be accessed by clicking on the Fine Art Icon on the profile page under the Member Asset Information section or by choosing Assets from the drop-down menu, and then clicking Fine Art on the navigation bar.

Each Fine Art asset will have a NMSIF ID number (auto-populate), Name of Piece, Artist, Medium (select from dropdown), Location, and Market Value.

Fine Art Assets can be added, exported, deleted, or edited.

Manage Fine Art Assets																																	
<a href="#">+ Add</a>		<a href="#">Export</a>		<a href="#">Delete</a>																													
<div style="display: flex; justify-content: space-between;"> <span>Show: <select>10</select> entries</span> <span>Search: <input type="text"/></span> </div>																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10px;"></th> <th style="width: 100px;">NMSIF Id</th> <th style="width: 100px;">Name Of Piece</th> <th style="width: 100px;">Artist</th> <th style="width: 100px;">Medium</th> <th style="width: 100px;">Location</th> <th style="width: 100px;">Market Value</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td><td>725</td><td>20</td><td>test</td><td>Pottery</td><td>Museum</td><td>\$72,000.00</td></tr> <tr> <td><input type="checkbox"/></td><td>726</td><td>test</td><td>Jessice Blue</td><td>Photography</td><td>Court House</td><td>\$2,500.00</td></tr> <tr> <td><input type="checkbox"/></td><td>745</td><td>Final Budget</td><td>Rose</td><td>Painting</td><td>Museum</td><td>\$2,500.00</td></tr> </tbody> </table>							NMSIF Id	Name Of Piece	Artist	Medium	Location	Market Value	<input type="checkbox"/>	725	20	test	Pottery	Museum	\$72,000.00	<input type="checkbox"/>	726	test	Jessice Blue	Photography	Court House	\$2,500.00	<input type="checkbox"/>	745	Final Budget	Rose	Painting	Museum	\$2,500.00
	NMSIF Id	Name Of Piece	Artist	Medium	Location	Market Value																											
<input type="checkbox"/>	725	20	test	Pottery	Museum	\$72,000.00																											
<input type="checkbox"/>	726	test	Jessice Blue	Photography	Court House	\$2,500.00																											
<input type="checkbox"/>	745	Final Budget	Rose	Painting	Museum	\$2,500.00																											
Showing 1 to 3 of 3 entries																																	
<input style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;" type="button" value="1"/> <input style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;" type="button" value="2"/> <input style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;" type="button" value="3"/>																																	

## Manage Heavy Equipment Assets

Heavy Equipment assets can be accessed by clicking on the Heavy Equipment Icon on the profile page under the Member Asset Information section or by choosing Assets from the drop-down menu, and then clicking on Equipment on the navigation bar.

Each Heavy Equipment asset will have a NMSIF ID number (auto-populated), Year, Make, Model, Serial Number, Cost New, and Department.

Fine Art Assets can be added, exported, deleted, or edited.

Manage Equipment Assets									
<input type="button" value="+ Add"/> <input type="button" value="Export"/> <input type="button" value="Delete"/>									
Show <input type="button" value="100"/> entries <input type="text" value="Search:"/> <input type="button" value="Search"/>									
	NMSIF Id	Year	Make	Model	Serial Number		Cost New	Department	
<input type="checkbox"/>	7162	2019	CAT	X77	8789		\$1.00	Utility	
<input type="checkbox"/>	7291	2022	Chevy	Hybrid	152552		\$200,000.00	paris	
<input type="checkbox"/>	7532	2022	Ford	Hybrid	152552		\$45,000.00	Fire Department	

Showing 1 to 3 of 3 entries

## Manage Property Assets

Property assets can be accessed by clicking on the Property Icon on the profile page under the Member Asset Information section or by choosing Assets from the drop-down menu, and then clicking Property on the navigation bar.

Each Property asset will have a NMSIF ID number (auto-populated), Street Address, Zip Code, Occupancy (select from dropdown), Property Description, Building Value, Contents Replacement Value, Year Built, Number of Stories, Square Footage, Construction Material (select from dropdown), Roof Type (select from dropdown), Protection Class (select from dropdown), Flood Zone (select from dropdown), Wildfire Zone (select from dropdown), Hail Zone (select from dropdown), indicate whether the property is vacant, indicate the property is Rented for Special Events, indicate whether the property has Fire Protection, is Alarmed, Ownership (select from dropdown), Number of Employees working in that building, Revenue, Number of Boilers, Year Plumbing Was Updated, Year Roof Was Updated, and Year Electric was Updated. The appraised value cannot be edited.

Property Assets can be added, exported, deleted, or edited.

Manage Property Assets																			
<input type="button" value="+ Add"/> <input type="button" value="Export"/> <input type="button" value="Delete"/>																			
Show <input type="button" value="10"/> entries <input type="text" value="Search:"/> <input type="button" value="Search"/>																			
	NMSIF Id	Street Address	Zip	Occupancy	Description	Building Value	Contents Replacement Value	Year Built	Number of Stories	Square Footage	Construction Material	Roof Type	Is this property rented for special events?	Fire Protection	Alarmed	Ownership	Number of Employees	Revenue	Number of Boilers
<input type="checkbox"/>	4777	456 Main	87114	Airport	City Hall	\$0.00	\$10,000.00	2022	1	5000	Fire Resistive	Asphalt	Yes	Yes	Yes	Leased	15	\$0.00	0
<input type="checkbox"/>	4962	123 Main	87504	Library	Main Library	\$0.00	\$500,000.00	2022	1	5000	Fire Resistive	Metal	No	No	No	Leased	5	\$0.00	0

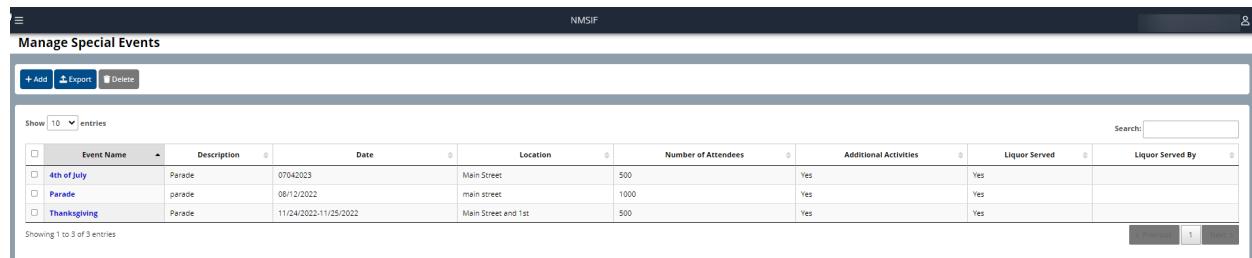
Showing 1 to 2 of 2 entries

## Manage Special Events

Special Events can be accessed by clicking on the Special Events Icon on the profile page under the Member Asset Information section or by choosing Assets from the drop-down menu and then clicking Special Events from the navigation bar.

Each event will have an Event Name, Description, Date, Location, and Number of Attendees, indicate whether there will be Additional Activities, indicate whether Liquor Served, and Liquor Served By.

Special Event Assets can be added, exported, deleted, or edited.



The screenshot shows a table with columns: Event Name, Description, Date, Location, Number of Attendees, Additional Activities, Liquor Served, and Liquor Served By. The data is as follows:

Event Name	Description	Date	Location	Number of Attendees	Additional Activities	Liquor Served	Liquor Served By
4th of July	Parade	07/04/2023	Main Street	500	Yes	Yes	
Parade	parade	08/12/2022	main street	1000	Yes	Yes	
Thanksgiving	Parade	11/24/2022-11/25/2022	Main Street and 1st	500	Yes	Yes	

## Manage Storage Tank Assets

Storage Tank assets can be accessed by clicking on the Storage Tank Icon on the profile page under the Member Asset Information section or by choosing Assets from the drop-down menu and clicking on Storage Tanks on the navigation bars.

Each storage tank asset will have a NMSIF ID number (auto-populated), Address, Zip Code, Year Installed, Capacity, Tank ID Number, Placement, what the tank Contains, and whether the tank has had Any Repairs/Updates.

Tank Assets can be added, exported, deleted, or edited.



The screenshot shows a table with columns: NMSIF Id, Address, Zip, Capacity, Placement, and Contains. The data is as follows:

NMSIF Id	Address	Zip	Capacity	Placement	Contains
111	4957 Chromium Drive Northeast	87110	0	Above Ground	Jet Fuel

## Manage Worker Compensation

Worker Compensation can be accessed by clicking on the Worker Compensation Icon on the profile page under the Member Asset Information section or by choosing Assets from the drop-down menu and clicking Worker Compensation from the navigation bar.

Each Worker Compensation record will have a NCCI Code (select from drop-down), Renewal Payroll, and Number of Employees.

Worker Compensation records can be added, exported, deleted, or edited.



	NCCI Code	NCCI Description	Renewal Payroll	Number of Employees
<input type="checkbox"/>	0170	Animal Shelter	\$54,275.00	50
<input type="checkbox"/>	5506	Streets/Roads	\$293,934.00	38

## Manage Certificates of Insurance

Certificates of Insurance can be accessed by clicking Certificates from the drop-down menu.

Certificates of Insurance can be added, downloaded, or edited.



Created	Certificate Holder	Address	City	State	Zip	Email	Description	Actions
2022/12/15	Lightning Finance	123 My Street	My Town	NM	88888	mail@mail.com	To Cover rented equipment at Salt Yard Rd.	<input type="button" value="Actions"/>

To create a Certificate of Insurance, click the +Add button. This will open the form. Each certificate has a field for certificate holder, attn:, address, city, state, zip, email, and description. It is recommended that you fill in all fields.

Members are then able to choose the coverages they carry with NMSIF. If you do not have a particular coverage, you will not have the option to select it from the Coverages list.

If a member requires a certificate that names an additionally insured party the member should contact NMSIF Underwriting.

Selecting any Save Option will create the Certificate of Insurance and return the Member to the Manage Certificates page.

**+ Add Certificate**

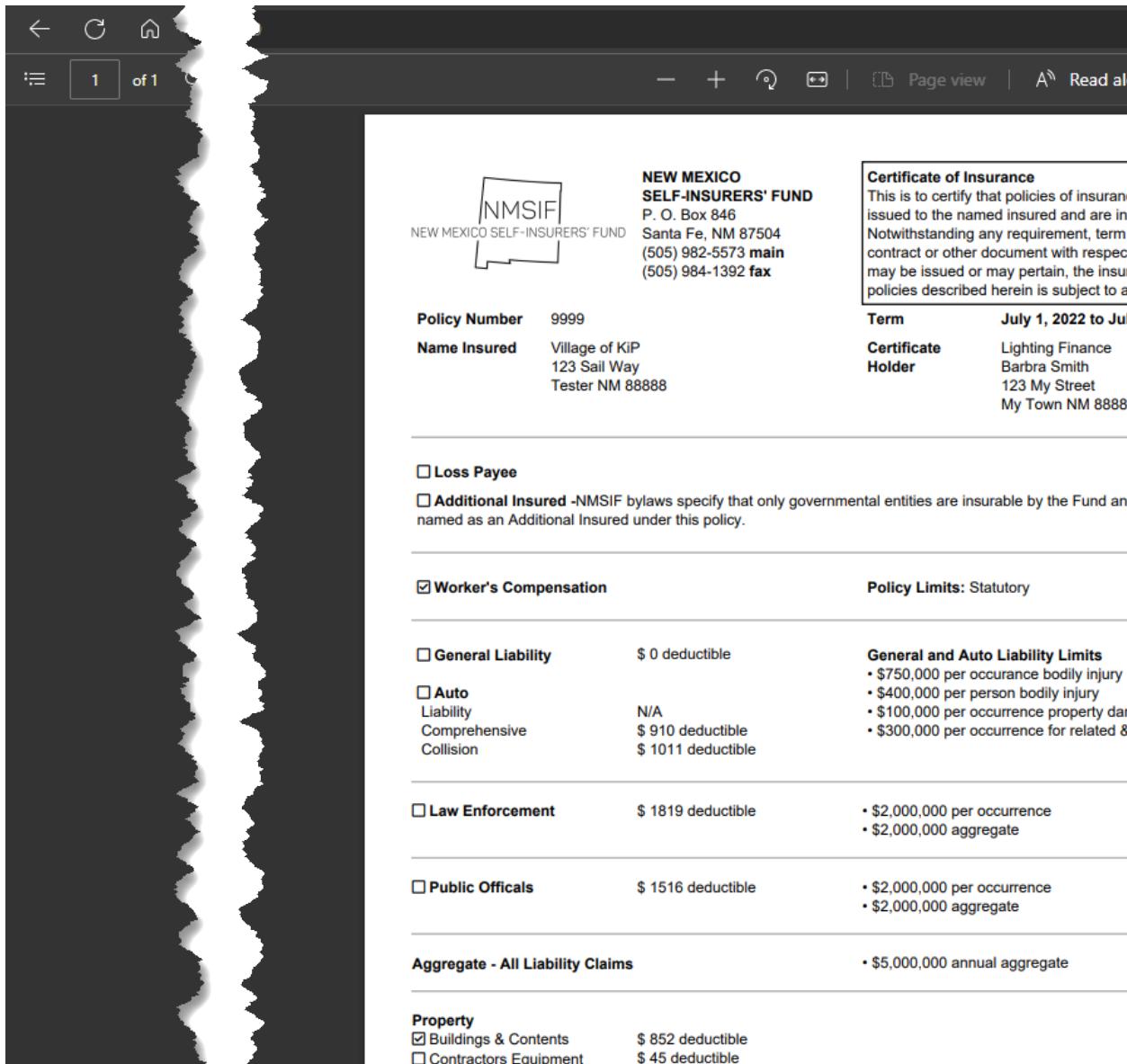
Certificate Holder	
Attn:	
Address	
City	
State	
Zip	
Email	
Term July 1, 2022 to July 1, 2023	
Description	
<b>Coverages</b> <input type="checkbox"/> Loss Payee <input type="checkbox"/> Auto <input type="checkbox"/> Worker's Compensation <input type="checkbox"/> General Liability <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Public Officials <input type="checkbox"/> Contractors Equipment <input type="checkbox"/> Buildings & Contents	
<b>Additional Insured</b> - NMSIF bylaws specify that only governmental entities are insurable by the Fund and thus eligible to be named as an Additional Insured under this policy. Please contact NMSIF Underwriting for additional insured certificates.	

Certificates can be edited and downloaded by using the Actions button on the right side of the table.

**Manage Certificates**

Created	Certificate Holder	Address	Actions
2022-12-15	Lighting Finance	123 My Street	<input type="button" value="edit"/> <input type="button" value="download"/>

When download is selected the certificate will open as a PDF in the browser. It can then be downloaded and saved.



**NEW MEXICO SELF-INSURERS' FUND**  
P. O. Box 846  
Santa Fe, NM 87504  
(505) 982-5573 main  
(505) 984-1392 fax

**Policy Number** 9999      **Term** July 1, 2022 to Jul

**Name Insured** Village of KiP  
123 Sail Way  
Tester NM 88888      **Certificate Holder** Lighting Finance  
Barbra Smith  
123 My Street  
My Town NM 8888

**Loss Payee**

**Additional Insured** -NMSIF bylaws specify that only governmental entities are insurable by the Fund and named as an Additional Insured under this policy.

**Worker's Compensation**      **Policy Limits: Statutory**

**General Liability** \$ 0 deductible      **General and Auto Liability Limits**  
 Auto Liability N/A      • \$750,000 per occurrence bodily injury  
 Comprehensive \$ 910 deductible      • \$400,000 per person bodily injury  
 Collision \$ 1011 deductible      • \$100,000 per occurrence property damage  
      • \$300,000 per occurrence for related &

**Law Enforcement** \$ 1819 deductible      • \$2,000,000 per occurrence  
      • \$2,000,000 aggregate

**Public Officials** \$ 1516 deductible      • \$2,000,000 per occurrence  
      • \$2,000,000 aggregate

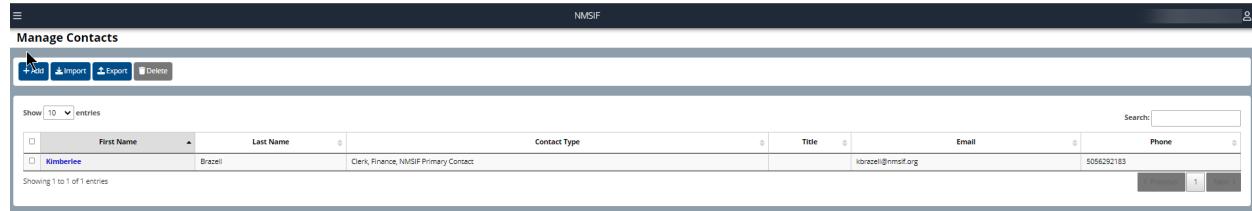
**Aggregate - All Liability Claims**      • \$5,000,000 annual aggregate

**Property**  
 Buildings & Contents \$ 852 deductible  
 Contractors Equipment \$ 45 deductible

## Manage Contacts Details

Contact details can be accessed by clicking on the Contacts Icon on the profile page under the Member Asset Information section or by choosing Contacts from the drop-down menu.

Each contact has a field for first and last name, title, email, phone number, and contact type. Contact Details can be added, exported, deleted, or edited.



The screenshot shows a table with the following data:

First Name	Last Name	Contact Type	Title	Email	Phone
Kimberlee	Brazell	Clerk, Finance, NMSIF Primary Contact		kbrazell@nmsif.org	5056292183

Showing 1 to 1 of 1 entries

## Manage Crime Application Details

Crime Application details can be accessed by clicking on the Crime Icon on the profile page under the Member Asset Information section or by choosing Crime from the drop-down menu.

The First Section of the Crime application asks you to provide information on the number of people who manage cash. By role, please provide the number of people that have access to cash. The number will automatically total at the bottom of the section.

The next section includes questions related to Underwriting. Please answer each question in each of the sub-sections: information, disbursement procedures, audit procedure, vendor information, and funds transfer and computer systems.

At the end of the page, there is a Save and a Cancel button. Be sure to save the form before leaving the page.



Save      Cancel

## Manage Fire Department Information

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Fire Department information can be accessed by clicking on the Fire Department icon on the profile page under the Member Asset Information section or by choosing Fire Department from the drop-down menu.

Please select the type of coverage requested, provide the number of firefighters, and the number of EMS and paramedics. At the end of the page, there is a Save and a Cancel button.

Be sure to save the form before leaving the page.



## Manage Law Enforcement Information

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Law Enforcement information can be accessed by clicking on the Law Enforcement icon on the profile page under the Member Asset Information section or by choosing Law Enforcement from the drop-down menu.

Select whether the department is accredited, who accredited the department, the number of sworn officers, the number of K-9 units, the number of reserve officers, and the total payroll.

At the end of the page, there is a Save and a Cancel button. Be sure to save the form before leaving the page.



## Manage Public Service Liability Information

Public Service Liability information can be accessed by clicking on the Public Service Liability icon on the profile page under the Member Asset Information section or by choosing Public Service Liability from the drop-down menu.

For each Service listed please select the liability option that applies. The dropdown menu options are shown below.

### Liability



Subcontractor

Member Insured

Separate Legal Entity

Service Not Provided

Subcontractor

 Save  Cancel

At the end of the page, there is a Save and a Cancel button. Be sure to save the form before leaving the page.

## Member Limits and Deductibles

To view a summary, click on the Member Limits & Deductibles icon on the profile page under the Member Asset Information section or choose Member Limits & Deductibles from the drop-down menu.

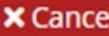
## Manage Worker Compensation Payroll Audit

Worker Compensation Payroll Audit can be accessed by clicking on the Compensation icon on the profile page under the Member Asset Information section or by choosing Worker Compensation Audit from the drop-down menu.

For each employee, select the Fiscal Year, provide their First and Last name, select the appropriate NCCI code, and provide the payroll and overtime.

At the end of the page, there is a Save and a Cancel button. Be sure to save the form before leaving the page.



 Save  Cancel

## Signing the Exposure Survey

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At the beginning of each fiscal year, the exposure survey must be signed. When the new survey is available for the fiscal year, click the actions button and provide your full name and date to certify the exposure survey.

At the bottom of the page, there is a Submit and a Cancel button. Be sure to submit your exposure survey before the deadline.

### Submit Exposure Data for Term Period July 1, 2024 to June 30, 2025

**EXPOSURE CERTIFICATION**

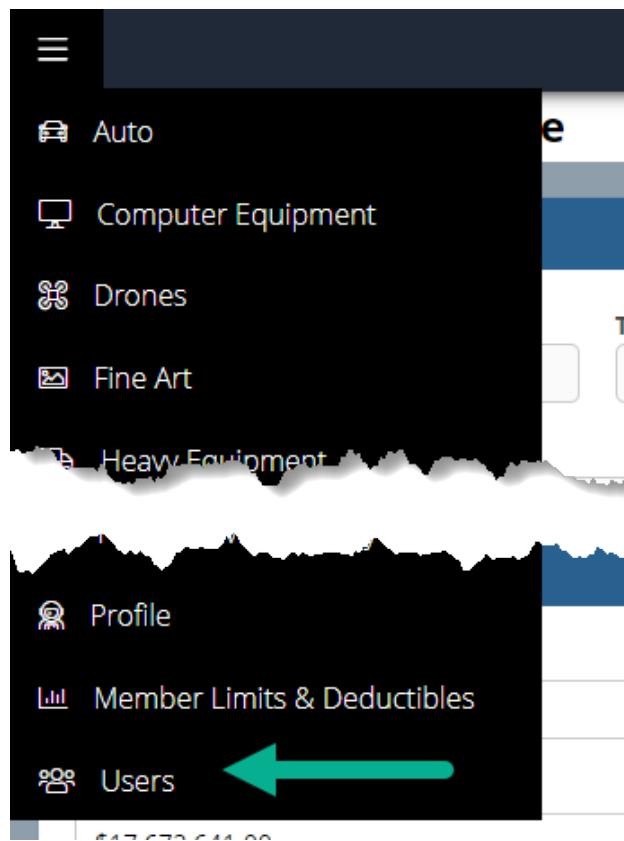
By entering my name and the date below I certify that I have reviewed and updated all exposures and assets included in the SSP. I understand that the information I have provided will be used to develop insurance premiums for the upcoming fiscal year.

**Submit** **Cancel**

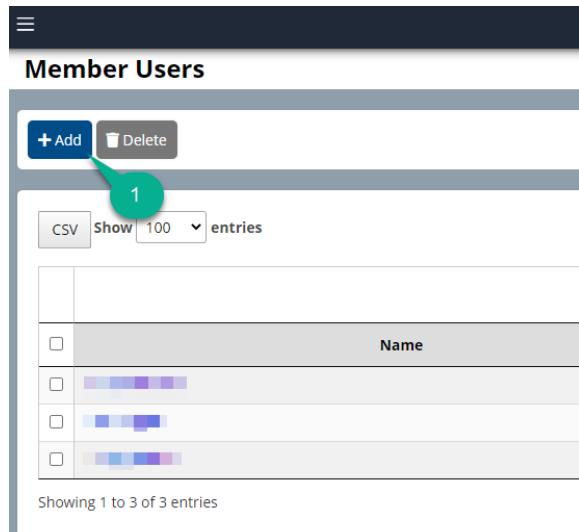
## Adding Users

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Member Insured Administrators can add read/write users to the system by clicking USERS from the main dropdown menu.



1. From the Member Users Screen click +Add.



	Name	Status
<input type="checkbox"/>	[REDACTED]	

Showing 1 to 3 of 3 entries

2. Fill in the User Information.
3. The naming convention established for the system is first initial and last name.
4. Make sure to Enable the user or they will not be able to access the system.
5. Set the user's password. Password must be at least 8 characters and contain an Upper- and lower-case letter a number and a special character.

6. Choose your save option and notify the user or their Username and password.

## Add User

**USER INFO**

First Name: Jack

Last Name: Smith

Email Address: you@main.com

Username: jsmith

Enabled:  Yes  No

**RESET PASSWORD**

New Password: .....

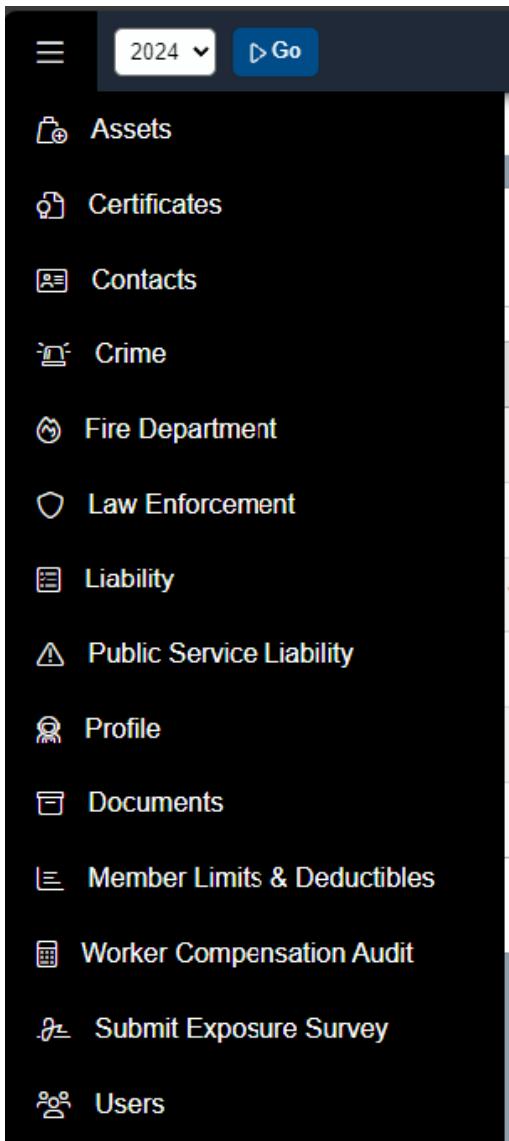
Repeat Password: .....

**Actions**

+ Save & New    ✓ Save & Close    Save    Cancel

## Download Policy Documents

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### To Access FY24 Policy Documents:

1. Log onto the Member Portal using your established credentials.
2. Select Documents from the FY24 Menu.
3. Select the file(s) you want to copy, save locally and/or print locally.

*Available FY24 files include fleet auto ID cards, new/renewal proposal, new/renewal premium invoice, and all in-force policy Declarations pages and policy coverage forms.*

## Help Desk

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Members can contact the System Administrator at NMSIF if they encounter issues. Please include a brief description of what the issue is and your contact information. Requests for help will be responded to within 24 hours.