

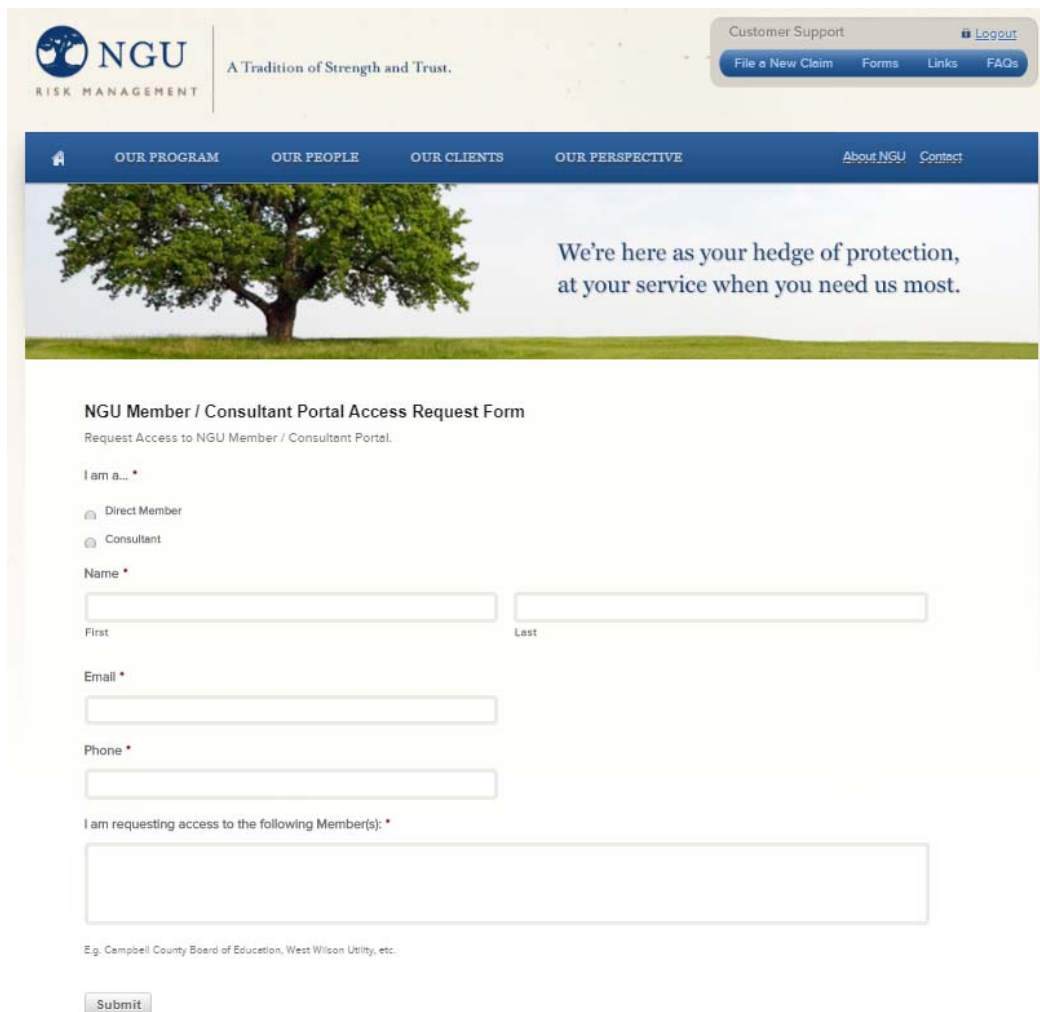
Schedule Maintenance

NGU Risk Management Member Portal

With the NGU Risk Management Member Portal, members and consultants can maintain their Property, Vehicle, and Mobile Equipment schedules for insurance coverage purposes. You'll be able to add, remove, and edit your schedules throughout the year.

Step 1: Request Access to the Portal

If you don't already have access to the NGU Member Portal, you can request access at <http://www.ngutn.com/ngu-portal-access/>. Simply fill in the form and click submit. The request will be sent to the NGU staff for review, and you will be contacted granting access to the portal.



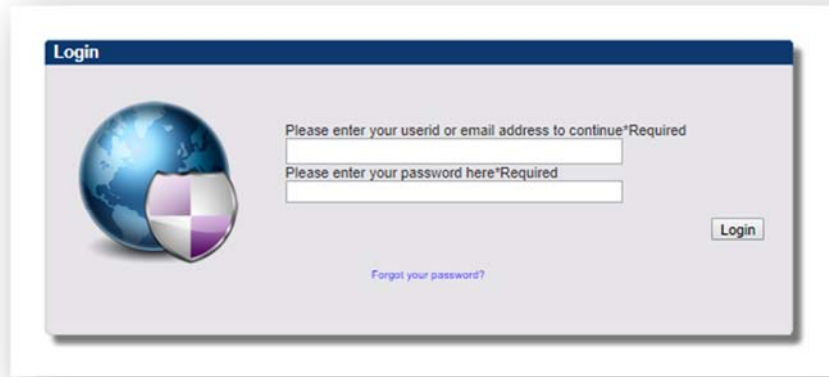
The screenshot shows the NGU Member / Consultant Portal Access Request Form. The form is titled "NGU Member / Consultant Portal Access Request Form" and includes the following fields and options:

- I am a... ***
 - Direct Member
 - Consultant
- Name ***
 - First:
 - Last:
- Email ***
 -
- Phone ***
 -
- I am requesting access to the following Member(s): ***
 -

E.g. Campbell County Board of Education, West Wilson Utility, etc.

Step 2: Login to the Portal

Once you have access to the NGU Member Portal, you can login at <http://www.ngutn.com/portal>.



Step 3: Getting Familiar with the Portal

After login, you'll see 'Member Info', 'Safety', 'Schedules', 'Reports' and 'Information' across the top and across the left navigation. To perform schedule maintenance, click on Schedules. If you need a schedule report(s), including Auto ID cards, click on 'Reports'. More on Reports later in this document.



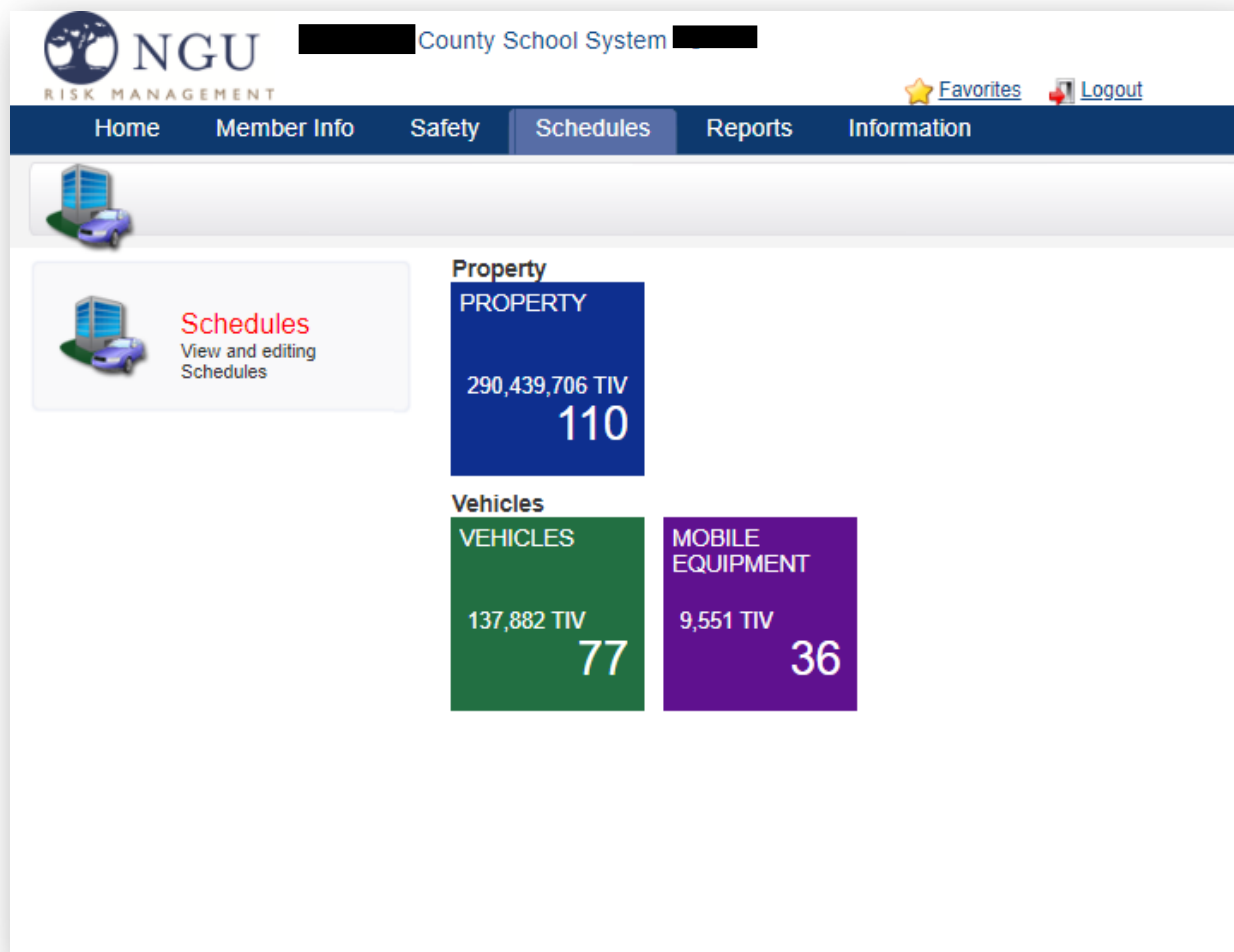
Step 4: Schedule Maintenance

You'll see three tiles representing the three schedule options: Property, Vehicles, and Mobile Equipment. The tiles have grand totals for convenience. In this example you can see that there is a total of 110 property locations with a total insured value (TIV) of \$290,439,706.

As you are aware, TNRMT appraises your buildings. Unless you have made major renovations or additions, please adjust only the contents and equipment values based on your GASB 34 inventory report.

STEP 4.1 – ADDING A PROPERTY RECORD

Let's do some schedule maintenance! For this example, let's choose to add a Property record. Click the blue 'PROPERTY' tile to begin.

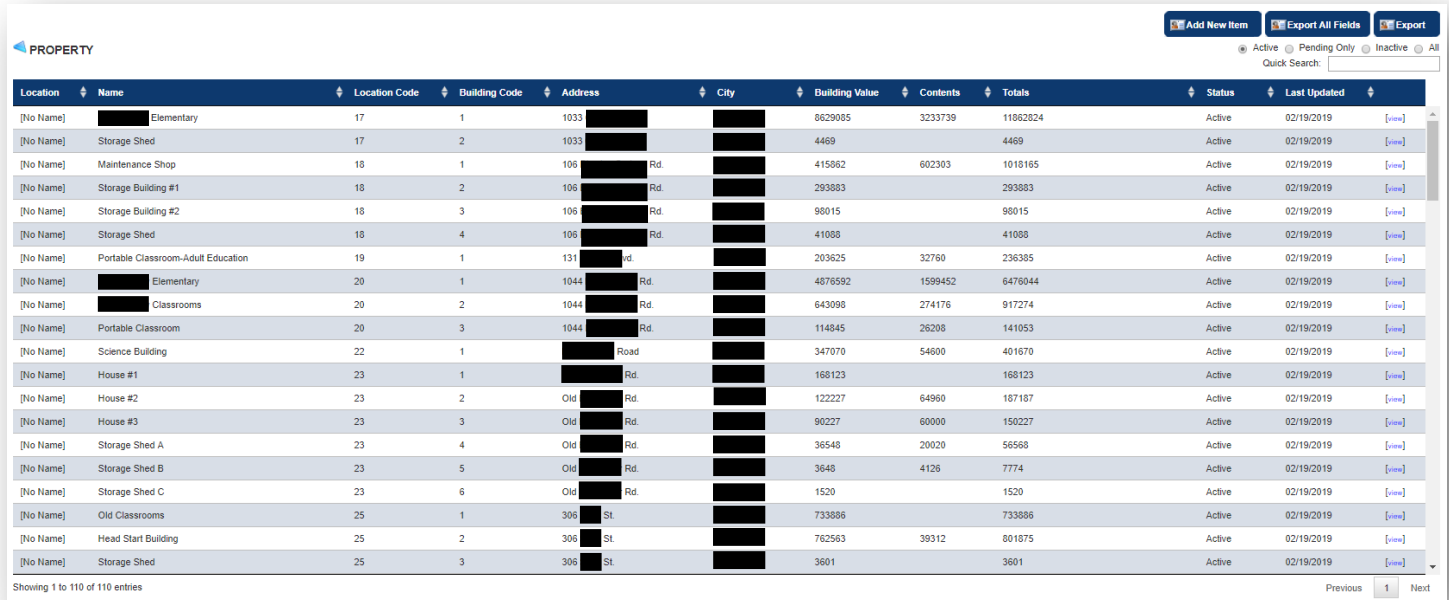


The screenshot shows the NGU Risk Management web application interface. At the top, there is a header with the NGU logo and the text "RISK MANAGEMENT". To the right of the logo, there is a placeholder for the user's name, "County School System". Further right, there are links for "Favorites" and "Logout". Below the header is a navigation menu with the following items: "Home", "Member Info", "Safety", "Schedules", "Reports", and "Information". The "Schedules" item is highlighted. Below the navigation menu, there is a "Schedules" tile with a building and car icon, and the text "Schedules View and editing Schedules". To the right of this tile, there are three data tiles. The first is a blue tile for "Property" with the text "PROPERTY", "290,439,706 TIV", and "110". Below this is a green tile for "Vehicles" with the text "VEHICLES", "137,882 TIV", and "77". To the right of the green tile is a purple tile for "MOBILE EQUIPMENT" with the text "MOBILE EQUIPMENT", "9,551 TIV", and "36".

| Category | TIV | Count |
|------------------|-------------|-------|
| Property | 290,439,706 | 110 |
| Vehicles | 137,882 | 77 |
| MOBILE EQUIPMENT | 9,551 | 36 |

STEP 4.2 – VIEWING OR EDITING THE PROPERTY LISTING

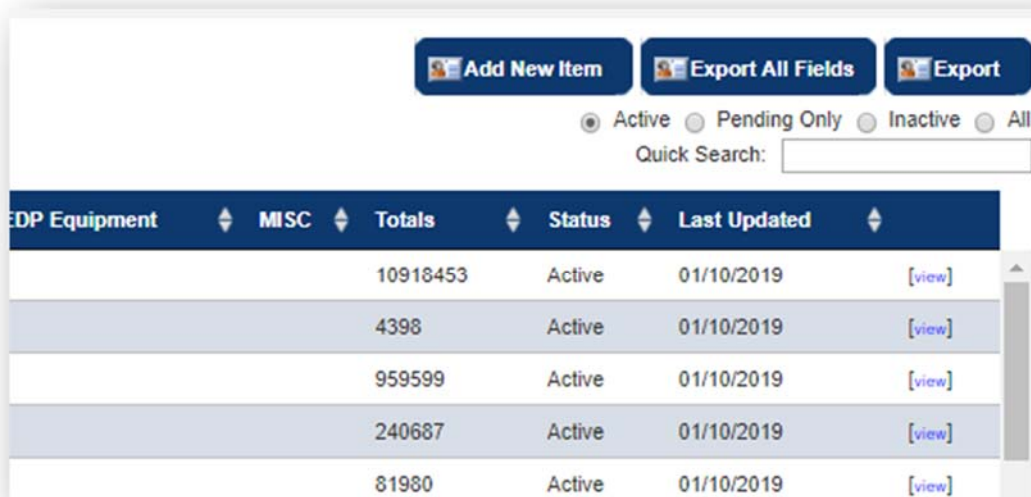
The first thing you see after you click on the PROPERTY tile is your property schedule in a grid format. From here you can edit locations by clicking '[view]' at the far right. If you need to search for a location, you can use the search feature or scroll vertically. Note that the locations are listed in order by Location Code and Building Code. While viewing a record, please refrain from 'Saving' the record unless you are actually making changes.



| Location | Name | Location Code | Building Code | Address | City | Building Value | Contents | Totals | Status | Last Updated |
|-----------|------------------------------------|---------------|---------------|---------|------|----------------|----------|----------|--------|--------------|
| [No Name] | Elementary | 17 | 1 | 1033 | | 8629085 | 3233739 | 11862824 | Active | 02/19/2019 |
| [No Name] | Storage Shed | 17 | 2 | 1033 | | 4469 | | 4469 | Active | 02/19/2019 |
| [No Name] | Maintenance Shop | 18 | 1 | 106 | Rd. | 415862 | 602303 | 1018165 | Active | 02/19/2019 |
| [No Name] | Storage Building #1 | 18 | 2 | 106 | Rd. | 293883 | | 293883 | Active | 02/19/2019 |
| [No Name] | Storage Building #2 | 18 | 3 | 106 | Rd. | 98015 | | 98015 | Active | 02/19/2019 |
| [No Name] | Storage Shed | 18 | 4 | 106 | Rd. | 41088 | | 41088 | Active | 02/19/2019 |
| [No Name] | Portable Classroom-Adult Education | 19 | 1 | 131 | Rd. | 203625 | 32760 | 236385 | Active | 02/19/2019 |
| [No Name] | Elementary | 20 | 1 | 1044 | Rd. | 4876592 | 1599452 | 6476044 | Active | 02/19/2019 |
| [No Name] | Classrooms | 20 | 2 | 1044 | Rd. | 643098 | 274176 | 917274 | Active | 02/19/2019 |
| [No Name] | Portable Classroom | 20 | 3 | 1044 | Rd. | 114845 | 28208 | 141053 | Active | 02/19/2019 |
| [No Name] | Science Building | 22 | 1 | | Road | 347070 | 54600 | 401670 | Active | 02/19/2019 |
| [No Name] | House #1 | 23 | 1 | | Rd. | 168123 | | 168123 | Active | 02/19/2019 |
| [No Name] | House #2 | 23 | 2 | Old | Rd. | 122227 | 64960 | 187187 | Active | 02/19/2019 |
| [No Name] | House #3 | 23 | 3 | Old | Rd. | 90227 | 60000 | 150227 | Active | 02/19/2019 |
| [No Name] | Storage Shed A | 23 | 4 | Old | Rd. | 36548 | 20020 | 56568 | Active | 02/19/2019 |
| [No Name] | Storage Shed B | 23 | 5 | Old | Rd. | 3648 | 4126 | 7774 | Active | 02/19/2019 |
| [No Name] | Storage Shed C | 23 | 6 | Old | Rd. | 1520 | | 1520 | Active | 02/19/2019 |
| [No Name] | Old Classrooms | 25 | 1 | 306 | St | 733886 | | 733886 | Active | 02/19/2019 |
| [No Name] | Head Start Building | 25 | 2 | 306 | St | 762563 | 39312 | 801875 | Active | 02/19/2019 |
| [No Name] | Storage Shed | 25 | 3 | 306 | St | 3601 | | 3601 | Active | 02/19/2019 |

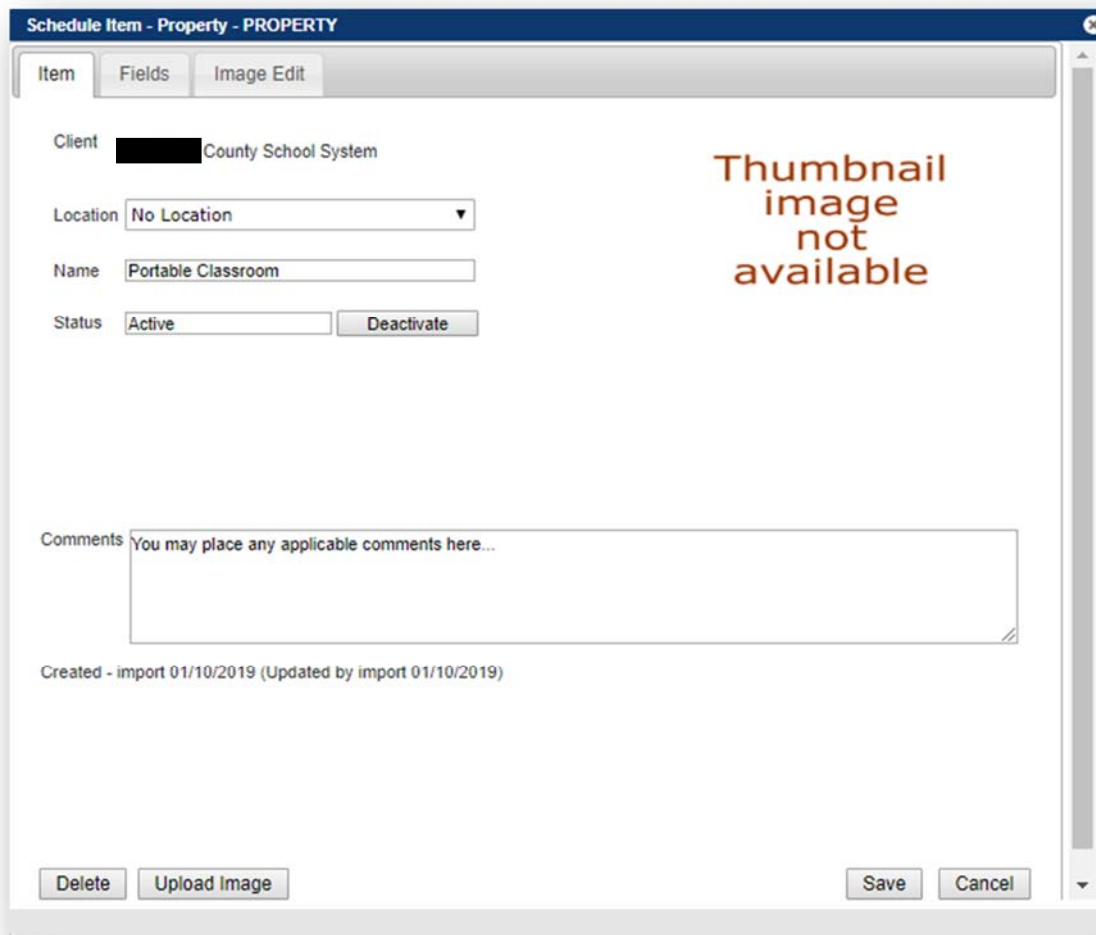
STEP 4.3 – ADDING A NEW LOCATION

- To add a new location, click on 'Add New Item' at the top right of the screen. The new location window will display.



| EDP Equipment | MISC | Totals | Status | Last Updated |
|---------------|------|----------|--------|--------------|
| | | 10918453 | Active | 01/10/2019 |
| | | 4398 | Active | 01/10/2019 |
| | | 959599 | Active | 01/10/2019 |
| | | 240687 | Active | 01/10/2019 |
| | | 81980 | Active | 01/10/2019 |

- On the Item tab, enter the name or description of the location. In this example, we're adding a portable classroom. Add comments if needed, then click 'Save'. Next, choose the 'Fields' tab.



Schedule Item - Property - PROPERTY

Item Fields Image Edit

Client [Redacted] County School System

Location No Location

Name Portable Classroom

Status Active Deactivate

Thumbnail image not available

Comments You may place any applicable comments here...

Created - import 01/10/2019 (Updated by import 01/10/2019)

Delete Upload Image Save Cancel

**Note you do not need to use the 'Location' field or the 'Status' field.*

- On the 'Fields' tab, fill in the applicable information. Required fields have a red asterisk. Once finished, click 'Save'. You can then close the form window using the close (x) icon at the top right.

Schedule Item - Property - PROPERTY

Item Fields Image Edit

General

| Field Name | Value | |
|------------|----------|-----------|
| Date Added | 07/01/20 | [history] |

Address

| Field Name | Value | |
|------------|---------------------|-------------|
| Address | 1044 [REDACTED] Rd. | * [history] |
| City | [REDACTED] | * [history] |
| State | [REDACTED] | * [history] |
| Zip | 37 [REDACTED] | * [history] |

Building Information

| Field Name | Value | |
|---------------------|---------------------------|-----------|
| Number of Stories | 1 | [history] |
| Square Footage | 1269 | [history] |
| Year Built | 1978 | [history] |
| Number of Employees | 1 | [history] |
| Number of Students | | [history] |
| Sprinkler | No | [history] |
| Construction Code | Frame Incl Masonry Vaneer | [history] |
| Protection Class | 04 | [history] |
| Hazard | L | [history] |
| Alarm | Yes | [history] |
| Building Value | 114,156 | [history] |
| Contents | 26,208 | [history] |
| Mobile Equipment | | [history] |
| EDP Equipment | | [history] |

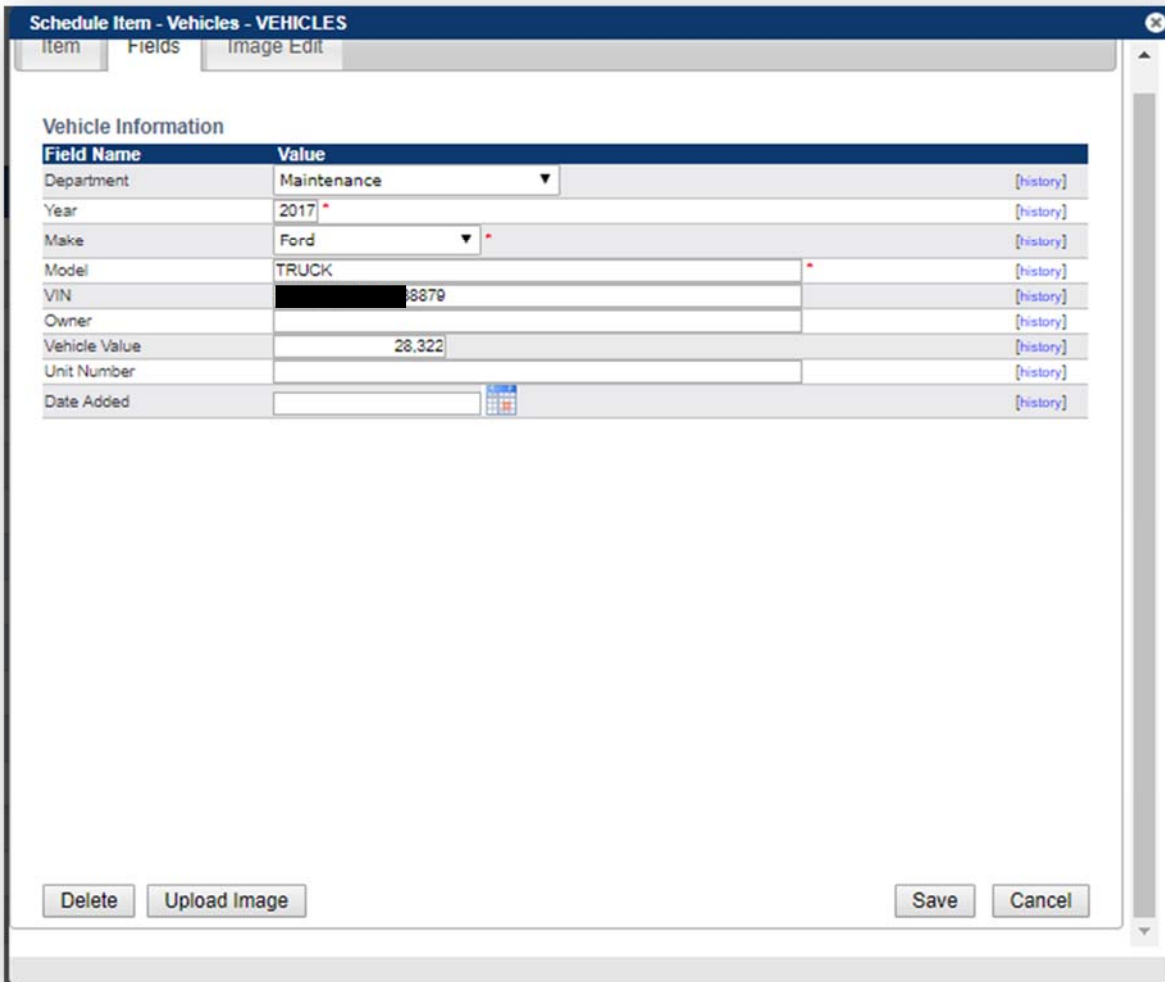
Delete Upload Image Save Cancel

Step 5: Editing Vehicles and Mobile Equipment

Vehicle and Mobile Equipment schedule maintenance is very similar to the procedure used for Property schedule maintenance. Loosely following the details in Step 4 will serve as a good guide for schedule maintenance for your Vehicles and Mobile Equipment. One exception is that you do not need to supply a name for a vehicle or piece of equipment like you do for property in step 4.3, but you do have to click "Save" before you can access the fields tab. As before, required fields have red asterisks.

Please note, coverage does not apply to contract buses unless they have been identified to us.

STEP 5.1 - VEHICLE SCHEDULE FORM



The screenshot shows a web-based form titled "Schedule Item - Vehicles - VEHICLES". The form is divided into a "Vehicle Information" section and a bottom control area. The "Vehicle Information" section contains a table with the following fields and values:

| Field Name | Value | |
|---------------|-------------|-----------|
| Department | Maintenance | [history] |
| Year | 2017 * | [history] |
| Make | Ford * | [history] |
| Model | TRUCK * | [history] |
| VIN | 8879 | [history] |
| Owner | | [history] |
| Vehicle Value | 28,322 | [history] |
| Unit Number | | [history] |
| Date Added | | [history] |

At the bottom of the form, there are four buttons: "Delete", "Upload Image", "Save", and "Cancel".

STEP 5.2 - MOBILE EQUIPMENT FORM

For Mobile Equipment, items valued under \$25,000 can be totaled into one lump amount.

Schedule Item - Vehicles - MOBILE EQUIPMENT

Item Fields Image Edit

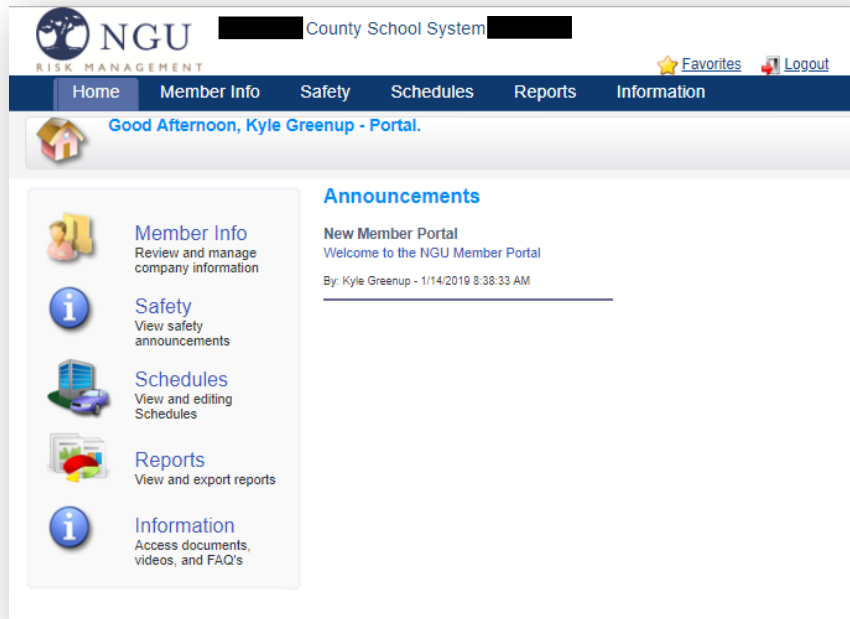
Mobile Equipment

| Field Name | Value | |
|-----------------------|-------------------------|-----------|
| Equipment Description | CONTINENTAL 20' TRAILER | [history] |
| Department | | [history] |
| Year | | [history] |
| Make | | [history] |
| Model | | [history] |
| Serial Number | 07487 | [history] |
| Equipment Value | | [history] |
| Unit Number | | [history] |
| Date Added | | [history] |

Step 6: Printing PDF Reports











You can print PDF reports from the Member Portal. Your options are Property, Vehicle, Mobile Equipment, and Auto ID Cards. To access reports, simply click on 'Reports' in the navigation.

STEP 6.1 – CLICK ON 'REPORTS' IN THE NAVIGATION



STEP 6.2 – CHOOSE THE DESIRED REPORT

You have two output options, PDF or Excel. Each option will prompt you to download a file which is the report itself. Each web browser handles file downloads differently, and it is possible that you'll need to allow pop-ups from the portal site within your browser.

| Reports | | |
|------------------------|------------------------|---|
| NGU | | |
| Report | Description | Output Options |
| Exposure Category | Exposure Category |   |
| Underwriting Detail | Underwriting Detail |   |
| Vehicle Schedule | Vehicle Schedule |   |
| Equipment Schedule | Equipment Schedule |   |
| Auto ID Cards (Portal) | Auto ID Cards (Portal) |   |

REPORT DESCRIPTIONS

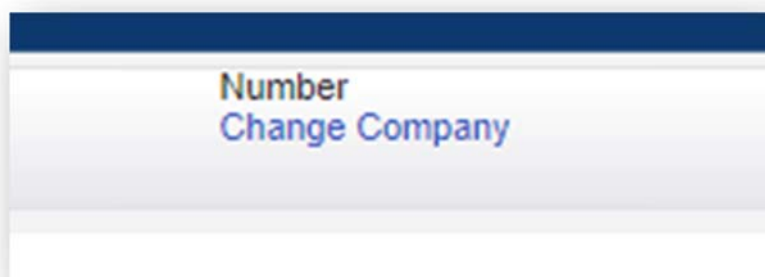
| Report Name | Description |
|-------------------------------|--|
| Auto ID Cards (Portal) | Under Current Law (TCA Title 55, Section 2), it is not necessary or required for you to have Auto ID Cards in government vehicles. Should you choose to do so voluntarily, you may access your Auto ID Cards with this report. Use 'CTRL+F' to quickly find the vehicle. |
| Equipment Schedule | Listing of Mobile Equipment, broken down by department |
| Exposure Category | Listing of all values associated with your Property Schedule |
| Underwriting Detail | Listing of Property including address, location and building code, building value, contents value, and grand total. |
| Vehicle Schedule | Listing of Vehicles, broken down by department. |

ALTERNATIVE EXCEL REPORT FORMAT

While in the Schedule Maintenance section, you may have noticed a button called 'Export All Fields'. This button will export the entire schedule (Property, Vehicle, or Mobile Equipment) into a table-based Excel format.

A Note to Consultants

If you are a consultant and require access to multiple member schedules, you will be able switch between members by clicking the 'Change Company' feature along the top middle of the Home screen:



When you click 'Change Company', you'll see a list of members that have been assigned to you. You can switch between members in order to manage schedules, print reports, etc.

Support

If you have questions or need support, please contact:

Kyle Greenup
NGU Risk Management
111 Hazel Path
Hendersonville, TN 37075
615.822.5454
kgreenup@ngutn.com