## Fast Access to Loss Runs



To quickly receive policyholder loss runs, you can access them via your RMIS account immediately. To run the report,

- 1 Go to the "Reports" page and select "3CU Loss Run."
  - To run the report within your browser window, click "Run Report."
- 3 To export the report into Excel or as a PDF, click "More" and select the appropriate link.

To conduct the report at a regularly scheduled time,



After selecting a report, click "More -> Add Schedule."



Choose the frequency you wish to receive the report and when the schedule should begin and end.

3 If you only want to email it to yourself, select "Me" in the "Send To" box. To send the scheduled report to others, select "Email List." In the "Email List" box, enter the emails of the individuals you want to receive the report separated by a comma (e.g., alvaromorata@anon. com, tommueller@anon.com, jennynguyen@anon.com.)



Choose your preferred file format (e.g., PDF or Excel) and add a custom subject line and email body.

Hit "Save Schedule" in the top right-hand corner of the page.

If you do not have a RMIS logon, please contact your web administrator. If you don't know who the administrator is or would like additional information about RMIS, please email Help@3cu.com or call 312-443-9813.





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