

# Fast Access to Loss Runs

## Risk Management Information System

Quickly access policyholder loss runs with 3CU's Risk Management Information System (RMIS).

- 1 Log in to RMIS and select "Reports," then "3CU Loss Run."
- 2 To view the report in a web browser click "Run Report."

*Alternately, users can log in to their 3CU digital customer portal account at 3CU.com and click "Generate Loss Runs" from the Quick Links menu on the homepage to automatically launch the report.*

- 3 To export the report as an Excel or PDF file, click "More."

Schedule a report to automatically run at regular intervals.

- 1 Select the desired report, then click "More" and "Add Schedule."
- 2 Set the report run frequency and schedule begin/end dates.
- 3 Email the report to yourself by selecting "Me" in the "Send To" field or email to a group by adding individual email addresses in the "Email List" field – separating each address with a comma.
- 4 Select the file format (e.g., PDF or Excel) and add a subject line.
- 5 Click "Save Schedule" in the top right-hand corner of the page.

For digital customer portal assistance, contact your security administrator. For assistance and additional information on the benefits and capabilities of RMIS, email [Help@3CU.com](mailto:Help@3CU.com), call 312-443-9813 or contact your dedicated 3CU business development consultant.

3CU.com  
1-866-641-23CU

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