

EACCESS[®] Agent Training Guide

Contents

Initial Login	2
Login Page	2-3
Need help signing in?	4-5
EACCESS Dashboard	7
Left-Hand Navigation	7
Center Dashboard	7
Agency Reports	8
My Alerts	9
Quick Links	10
Announcements & Events	10
Policy Search	11
Policy Summary	11-18
Document Search.....	19
Downloading a Document	19-20
E-Mailing a Document	21-22



Initial Login

To login the first time, you will click on "EACCESS Sign In" from the www.employers.com homepage or log-in directly by visiting eaccess.employers.com.

Note: EMPLOYERS sites and tools perform best when using the Google Chrome browser.



Login Page

A screenshot of the EMPLOYERS login page. The page has a light gray background. At the top left is the EMPLOYERS logo. Below it is a large, light gray circular placeholder for a profile picture. Underneath the placeholder is the text "Sign In". Below that is a "Username" label followed by a text input field. Below the input field is a checkbox labeled "Remember me". Below the checkbox is a blue "Next" button. At the bottom left is a link that says "Need help signing in?".

Once on the login page, enter your existing EACCESS username and click Next.

The system will display a message regarding security measures and will prompt you to enter your password.

Then you will enter your current password and click "Sign In."

The first screenshot shows the 'Sign In' page with fields for Username and Password, a 'Remember me' checkbox, and a 'Sign In' button. A blue arrow points to the 'Sign In' button. The second screenshot shows the 'Set up multifactor authentication' page with options for SMS Authentication and Voice Call Authentication, each with a 'Setup' button. A blue arrow points from the 'SMS Authentication' option to the third screenshot. The third screenshot shows the 'Receive a code via SMS to authenticate' page with a dropdown for 'United States', a 'Phone number' field with a '+1' prefix, a 'Sent' button, an 'Enter Code' field, and a 'Verify' button. A 'Back to factor list' link is at the bottom.

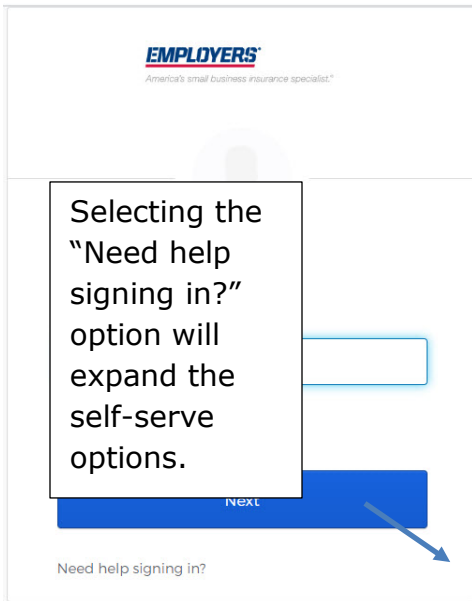
Next you will be required to select a two-factor authentication method with a choice between SMS Authentication (Text) or Voice Call Authentication.

The screenshot shows the 'Your password needs to be reset' page. It includes a message about password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, does not include your first name, does not include your last name, and your password cannot be any of your last 4 passwords. Below this are three input fields: 'Old password', 'New password', and 'Repeat password'. A blue 'Change Password' button is at the bottom.

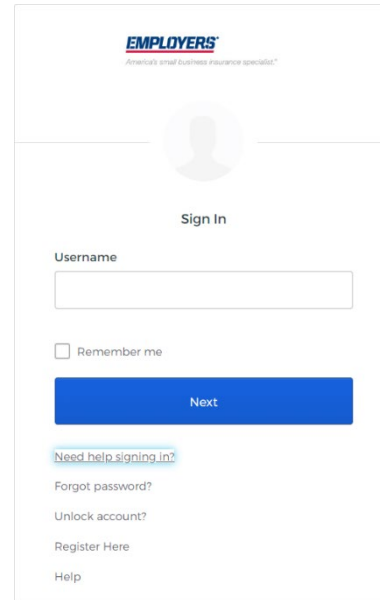
After you receive and enter the code, you will be required to update your password by entering your old password, followed by your new password and confirming the new password. After selecting verify, you will be directed to the new EACCESS Dashboard.

Need help signing in?

We are now offering the ability to self-serve if you have forgotten your password or locked your account. You must choose an authentication method and enter the relevant information. After you receive and enter the code, you will update your password and your account will be unlocked.



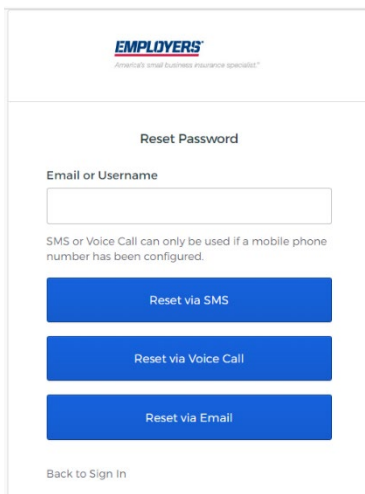
The screenshot shows the EMPLOYERS login page. A callout box with a white background and a black border contains the text: "Selecting the 'Need help signing in?' option will expand the self-serve options." A blue arrow points from the callout box to the "Need help signing in?" link at the bottom of the page. The page features the EMPLOYERS logo at the top, a "Sign In" button, and a "Next" button. A "Remember me" checkbox is also present.



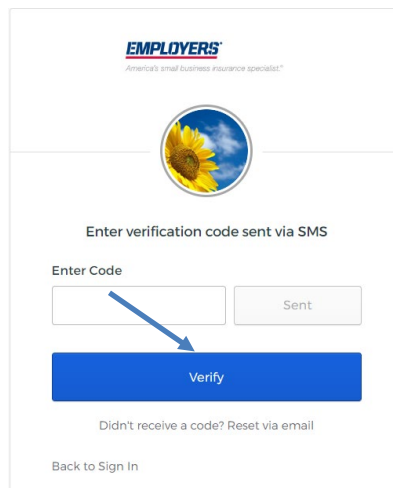
The screenshot shows the EMPLOYERS login page with the self-serve options expanded. The "Need help signing in?" link is highlighted in blue. Below it, the following links are visible: "Forgot password?", "Unlock account?", "Register Here", and "Help". The "Sign In" button and "Remember me" checkbox are also present.

Forgot Password

When you select "Forgot Password," you will have the option of resetting the password by entering your username and selecting an authentication option to reset.



The screenshot shows the EMPLOYERS "Reset Password" page. It features a "Reset Password" heading, a "Email or Username" input field, and a note: "SMS or Voice Call can only be used if a mobile phone number has been configured." Below this, there are three blue buttons: "Reset via SMS", "Reset via Voice Call", and "Reset via Email". A "Back to Sign In" link is at the bottom.



The screenshot shows the EMPLOYERS "Enter verification code" page. It features a "Enter verification code sent via SMS" heading, a "Enter Code" input field, and a "Sent" button. A blue arrow points from the "Enter Code" field to the "Verify" button. Below the "Verify" button, there is a link: "Didn't receive a code? Reset via email". A "Back to Sign In" link is at the bottom.

Once you have selected the method, the system will prompt you to enter the code.



Once you have entered the code and selected "Verify," you must enter a new password that meets the system requirements.

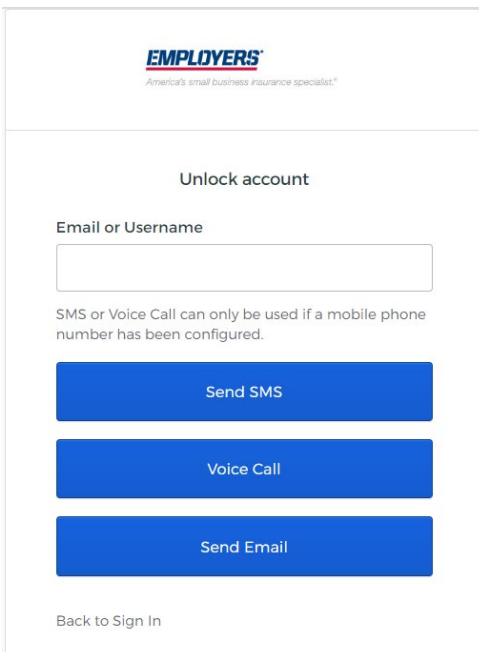
The image displays two sequential screenshots of the EMPLOYERS authentication interface. The left screenshot shows the initial selection screen with the EMPLOYERS logo at the top. Below the logo is a circular icon with 'SMS' and a dropdown arrow. A dropdown menu is open, showing 'Select an authentication factor' with two options: 'SMS Authentication' (selected) and 'Voice Call Authentication'. A blue arrow points to the 'SMS Authentication' option. Below the menu is a checkbox labeled 'Do not challenge me on this device for the next 15 minutes' and a large blue 'Verify' button. A 'Sign Out' link is at the bottom right. The right screenshot shows the 'SMS Authentication' screen. It features the EMPLOYERS logo, the 'SMS' icon, and a phone number field with the placeholder '(+1 XXX-XXX-XXXX)'. Below this is an 'Enter Code' field, a 'Send code' button, and a large blue 'Verify' button. A checkbox for 'Do not challenge me on this device for the next 15 minutes' is also present, along with a 'Sign Out' link at the bottom right.

When you have entered the new password and selected "Reset Password," you will be prompted for another code for verification.

You can use the drop-down arrow to choose the method of authentication. You will then enter in the verification code and select "Verify." You will then be directed to the EACCESS dashboard.

Unlock Account

When you receive a warning that your account is locked, you can select the “Unlock account” option.



EMPLOYERS
America's small business insurance specialist.

Unlock account

Email or Username

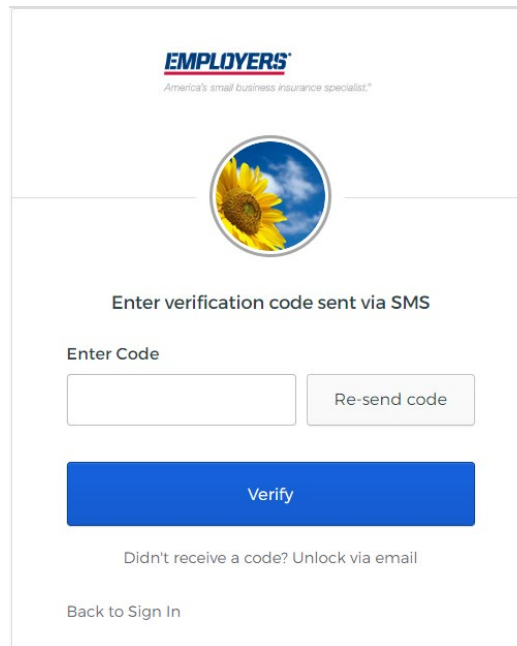
SMS or Voice Call can only be used if a mobile phone number has been configured.

Send SMS

Voice Call

Send Email

[Back to Sign In](#)



EMPLOYERS
America's small business insurance specialist.

Enter verification code sent via SMS

Enter Code

Re-send code

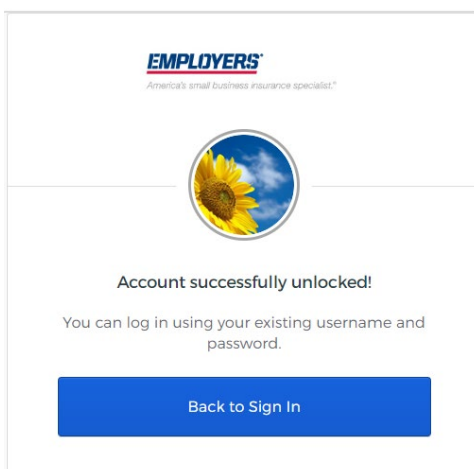
Verify

[Didn't receive a code? Unlock via email](#)

[Back to Sign In](#)

Enter the email or username and select an option to unlock the account.

Once the system has verified the code, the account will be unlocked and then you will be able to sign back in with your valid credentials.



EMPLOYERS
America's small business insurance specialist.

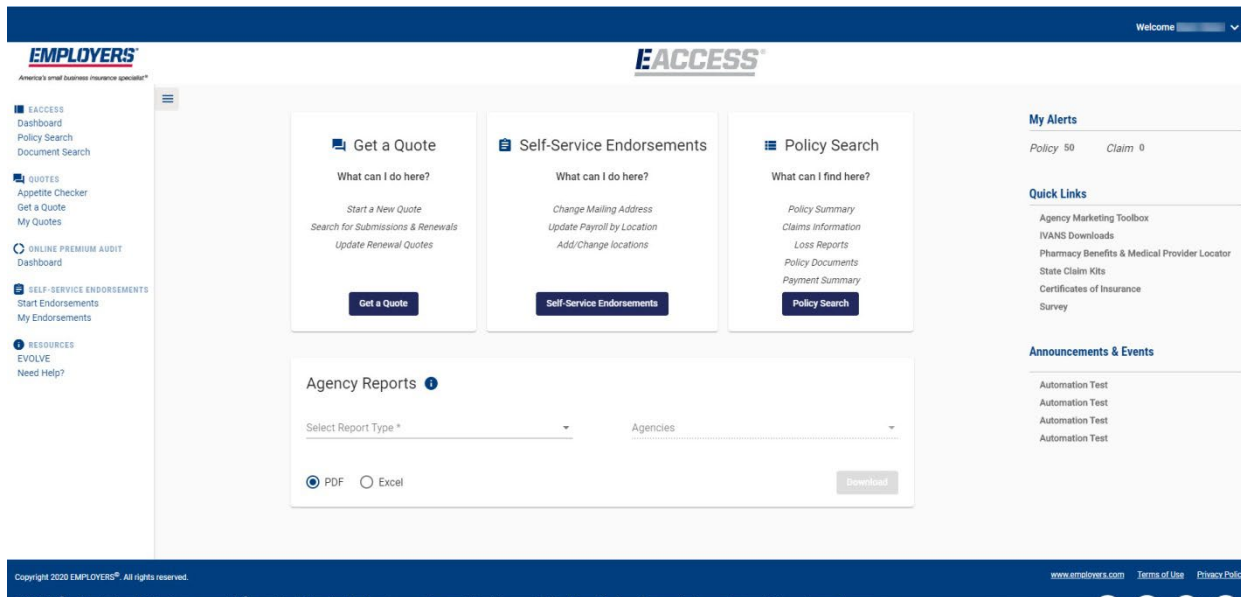
Account successfully unlocked!

You can log in using your existing username and password.

Back to Sign In

EACCESS Dashboard

The EACCESS dashboard has been updated with a more modern look and feel. It has been redesigned with easier navigation to the self-service tools EMPLOYERS offers. The dashboard has three main sections; the left-hand navigation, center display and right-hand reference materials.



Left-Hand Navigation

The left-hand navigation menu is new to EACCESS and is common across several EMPLOYERS self-service tools. This will allow you to search policies within your book of business, search for associated documents and navigate back and forth between the other tools as you access information to service your clients and conduct business.

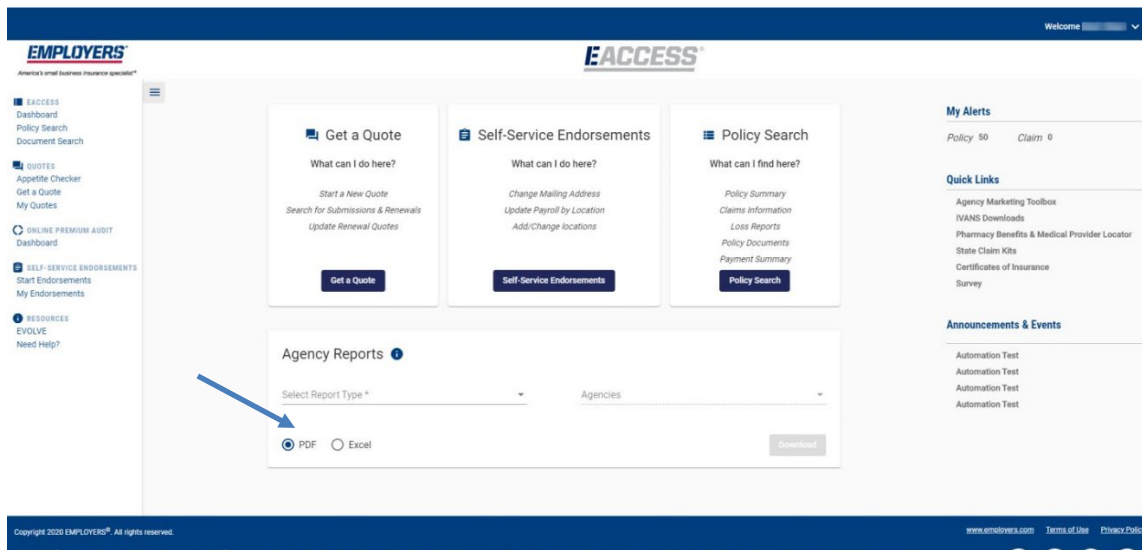
Center Dashboard

The center display provides easy access to primary self-service tools. Click on the button within each card to navigate to that tool or search functionality.

Agency Reports

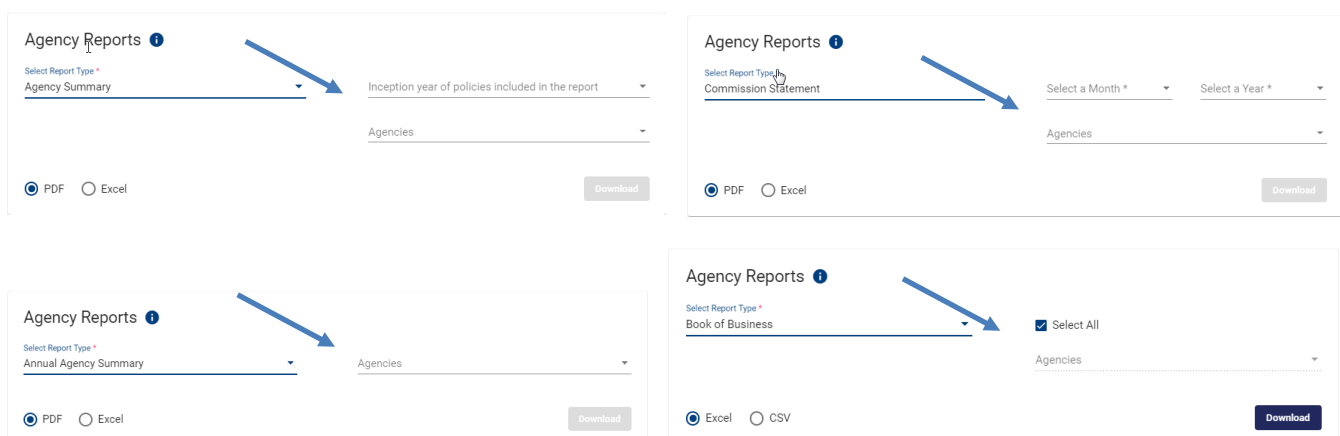
The lower section of the center dashboard is where you can find Agency-level reports.

Agency level reporting is centralized and made available on the dashboard for ease of access. Agency Summary, Annual Agency Summary and Book of Business reports can be accessed here. If you have the appropriate access, the Commission Statement can also be downloaded.



To download a report, you will select the report type. Agency Summary will prompt you to select the inception year and the Agency code. Annual Agency Summary and Book of Business will prompt you to select which agency/agencies to run the report for. For those with access to the Commission Statement, you will select the month, year and which agency/agencies to be downloaded. Next, click "Download." A dialog box will appear and select "Save." Next, a PDF or Excel download box will appear in the lower left-hand corner. Click on it, and the selected report will open.

Note - For the Commission Statement report, we only provide access going back 2 years from the current month.



My Alerts

The “My Alerts” section provides a snapshot of the Alerts for your Book of Business. They are categorized by Policy and Claim. When you click on the number next to the category, the screen will refresh with relevant alerts listed.

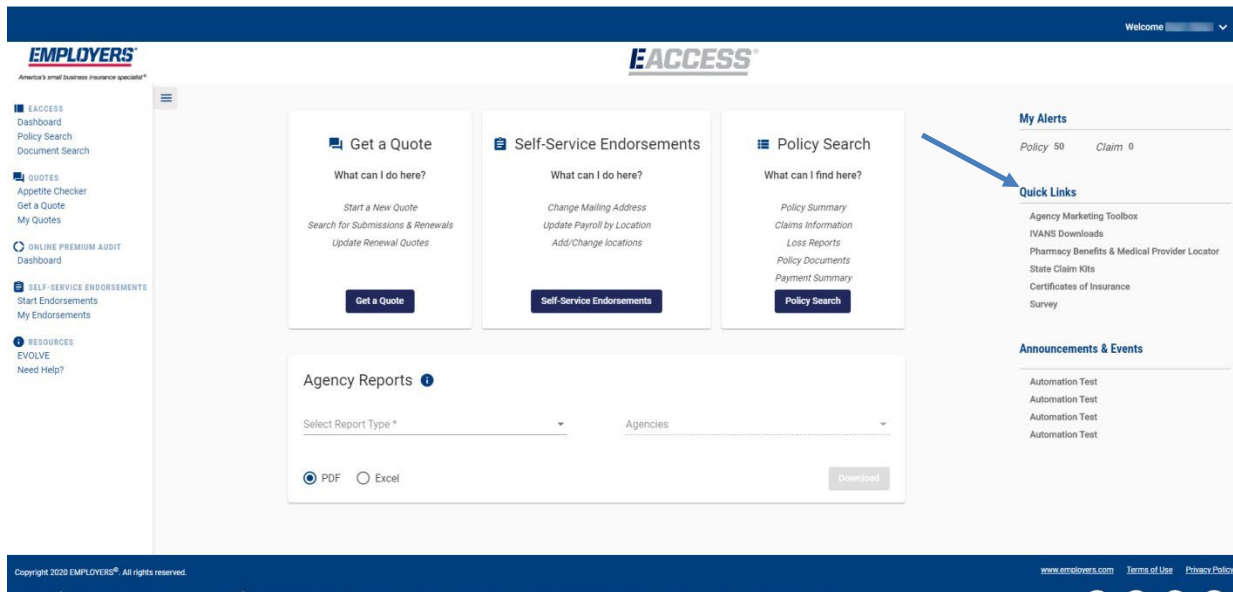
The screenshot shows the EMPLOYERS EACCESS dashboard. The left sidebar contains navigation links for EACCESS, QUOTES, ONLINE PREMIUM AUDIT, SELF-SERVICE ENDORSEMENTS, and RESOURCES. The main content area has three columns: 'Get a Quote', 'Self-Service Endorsements', and 'Policy Search'. Below these is an 'Agency Reports' section with a dropdown for 'Select Report Type' and radio buttons for 'PDF' and 'Excel'. The right-hand navigation menu includes 'My Alerts' (with counts for Policy: 50 and Claim: 0), 'Quick Links', and 'Announcements & Events'. A blue arrow points to the 'My Alerts' link in the navigation menu.

If you would like to view a particular alert type or one associated with a specific Policy, you can sort the Alerts by clicking on any of the column headers. The Details column provides a brief description of the alert which is intended to assist you with determining the appropriate action to take. You can click on the Policy Number which will direct you to the Policy Summary screen to see more policy detail and information about the cause of the Alert.

The screenshot shows the EMPLOYERS EACCESS dashboard with the 'Alerts' table displayed. The table has columns for Alert Type, Alert Date, Policy Name, Policy Number, and Details. A blue arrow points to the 'Alert Type' column header, another points to the 'Policy Name' column header, a third points to the 'Policy Number' column header, and a fourth points to the 'Details' column. The table contains five rows of alerts, all labeled 'POLICY ALERT'. The 'Details' column provides a brief description of the alert, such as 'Policy [redacted] is PAST DUE and in EXPIRED status.' Blue arrows also point to the 'Items per page' dropdown and the pagination controls.

Quick Links

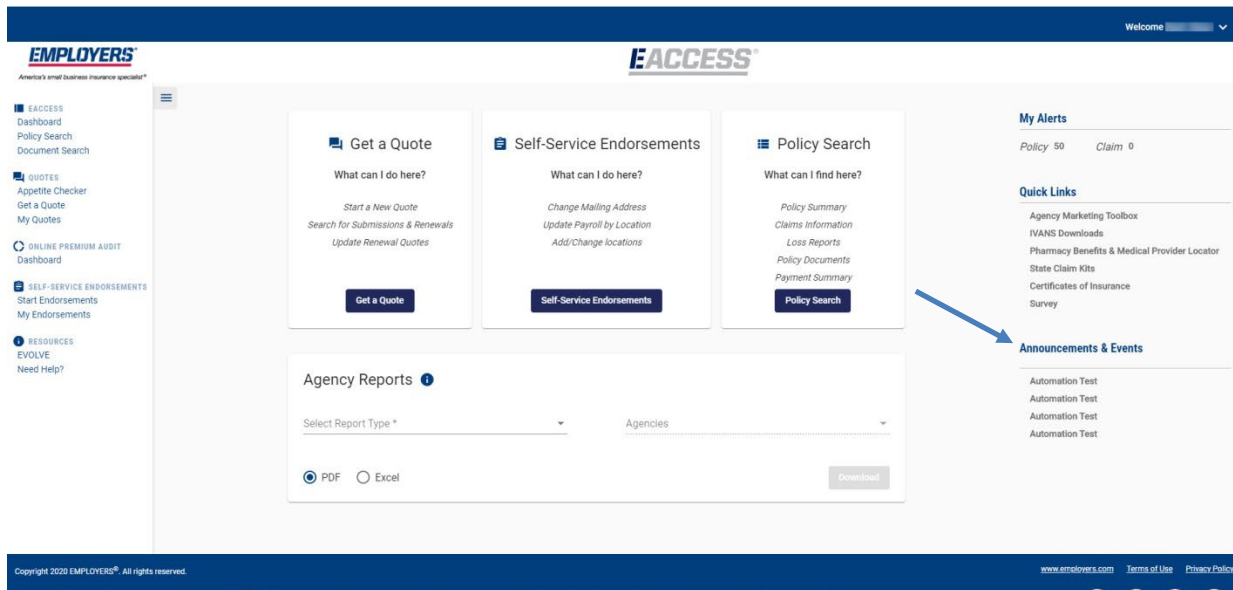
The Quick Links section provides you with quick access to tools and information.



The screenshot shows the EMPLOYERS EACCESS dashboard. The left sidebar contains navigation links for EACCESS, QUOTES, ONLINE PREMIUM AUDIT, SELF-SERVICE ENDORSEMENTS, and RESOURCES. The main content area features three primary action cards: 'Get a Quote', 'Self-Service Endorsements', and 'Policy Search'. Below these is an 'Agency Reports' section with a dropdown for 'Select Report Type' and radio buttons for 'PDF' and 'Excel'. On the right side, the 'My Alerts' section shows 'Policy: 50' and 'Claim: 0'. The 'Quick Links' section is highlighted with a blue arrow and lists various resources like 'Agency Marketing Toolbox', 'IVANS Downloads', and 'Pharmacy Benefits & Medical Provider Locator'. Below that, the 'Announcements & Events' section lists several 'Automation Test' entries. The footer includes copyright information and links to the website, terms of use, and privacy policy.

Announcements & Events

This section provides current EMPLOYERS news and notifications of upcoming events.



This screenshot is identical to the one above, showing the EMPLOYERS EACCESS dashboard. In this instance, a blue arrow points to the 'Announcements & Events' section on the right side of the dashboard, which lists multiple 'Automation Test' notifications. The rest of the dashboard layout, including the sidebar, main action cards, and other sections, remains the same.

Policy Search

We have moved to a search format that is less field-specific, favoring a free form approach. You can search using the data from any of the columns. As you enter the search criteria, the results will pair-down with each additional character after the 3rd character entered. A maximum of 30 characters can be entered for a search.

EMPLOYERS
America's small business insurance specialist®

EACCESS

Welcome [User Name]

Policy Search
Search by Policy Number, First Named Insured, Agency Code, DBA or FEIN

Items per page: 50 | 1 - 50 of 69 | < > |

Policy Number	First Named Insured	Agency Name	Agency Code	DBA	Effective - Expiration	Status	EAP	FEIN
					10/30/2018 - 10/30/2019	Expired	\$21,224.00	XX,XXX
					04/01/2019 - 04/01/2020	Expired	\$6,393.00	XX,XXX
					09/01/2019 - 09/01/2020	Cancel	\$13,500.00	XX,XXX
					10/01/2019 - 10/01/2020	Cancel	\$20,907.00	XX,XXX
					01/01/2020 - 01/01/2021	Active	\$5,101.00	XX,XXX
					01/01/2020 - 01/01/2021	Cancel	\$33,297.00	XX,XXX
					01/01/2020 - 01/01/2021	Cancel	\$8,799.00	XX,XXX
					01/01/2020 - 01/01/2021	Cancel	\$44,507.00	XX,XXX
					01/01/2020 - 01/01/2021	Cancel	\$10,256.00	XX,XXX

You can sort the data by clicking on the column headers.
Selecting a Policy will navigate you to the Policy Summary tab.

Policy Summary

Once a Policy is selected from the Policy Search you will be directed to the Policy Summary tab.

EMPLOYERS
America's small business insurance specialist®

EACCESS

Welcome [User Name]

Expired 9/1/2017 - 9/1/2018

FIRST NAMED INSURED: [Redacted] AGENCY NAME: [Redacted]

Policy Summary | Claims | Reports | Policy Documents | Payment Summary

Exp Mod	Payroll	EAP	Earned Premium	Claims	Total Paid	Total Incurred	Net Expenses	Loss Ratio
.77	\$3,262,145.00	\$16,962.00	\$18,331.00	2	\$899.00	\$899.00	\$33.00	5.10%

Location 1 - [Redacted]

Copyright 2020 EMPLOYERS®. All rights reserved.

www.employers.com | Terms of Use | Privacy Policy

EMPLOYERS® and America's small business insurance specialist® are registered trademarks of Employers Insurance Company of Nevada. Insurance is offered through Employers Compensation Insurance Company, Employers Insurance Company of Nevada, Employers Preferred Insurance Company, and Employers Assurance Company. EIO Services, Inc. (in California, dba EIO Insurance Services) is an affiliated agency and adjuster. Not all insurers do business in all jurisdictions. A forward-looking statement disclaimer is an integral part of this website.

The information provided is for the most recent Policy period. If applicable, you can choose a different term from the dropdown on the upper left corner of the Policy Summary screen.

EMPLOYERS
America's small business insurance specialist®

EACCESS

Dashboard
Policy Search
Document Search

QUOTES
Appetite Checker
Get a Quote
My Quotes

ONLINE PREMIUM AUDIT
Dashboard

SELF-SERVICE ENDORSEMENTS
Start Endorsements
My Endorsements

RESOURCES
EVOLVE
Need Help?

View all policy terms
Expired 9/1/2017 - 9/1/2018
Expired 9/1/2016 - 9/1/2017
Expired 9/1/2015 - 9/1/2016
Expired 9/1/2014 - 9/1/2015

Reports Policy Documents Payment Summary

	EAP	Earned Premium	Claims	Total Paid	Total Incurred	Net Expenses	Loss Ratio
45.00	\$16,962.00	\$18,331.00	2	\$899.00	\$899.00	\$33.00	5.10%

Location 1

Copyright 2020 EMPLOYERS®. All rights reserved.
EMPLOYERS® and America's small business insurance specialist® are registered trademarks of Employers Insurance Company of Nevada. Insurance is offered through Employers Compensation Insurance Company, Employers Insurance Company of Nevada, Employers Preferred Insurance Company, and Employers Assurance Company. EIG Services, Inc. (in California, d/b/a EIG Insurance Services) is an affiliated agency and adjuster. Not all insurers do business in all jurisdictions. A forward-looking statements disclaimer is an integral part of this website.

www.employers.com Terms of Use Privacy Policy

f t y in

We also provide a “View all policy terms” selection for those who want to see all available periods on the screen.

EMPLOYERS
America's small business insurance specialist®

EACCESS

Dashboard
Policy Search
Document Search

QUOTES
Appetite Checker
Get a Quote
My Quotes

ONLINE PREMIUM AUDIT
Dashboard

SELF-SERVICE ENDORSEMENTS
Start Endorsements
My Endorsements

RESOURCES
EVOLVE
Need Help?

View all policy terms
Expired 9/1/2017 - 9/1/2018
Expired 9/1/2016 - 9/1/2017
Expired 9/1/2015 - 9/1/2016
Expired 9/1/2014 - 9/1/2015

Reports Policy Documents Payment Summary

	EAP	Earned Premium	Claims	Total Paid	Total Incurred	Net Expenses	Loss Ratio
45.00	\$16,962.00	\$18,331.00	2	\$899.00	\$899.00	\$33.00	5.10%

Location 1

Copyright 2020 EMPLOYERS®. All rights reserved.
EMPLOYERS® and America's small business insurance specialist® are registered trademarks of Employers Insurance Company of Nevada. Insurance is offered through Employers Compensation Insurance Company, Employers Insurance Company of Nevada, Employers Preferred Insurance Company, and Employers Assurance Company. EIG Services, Inc. (in California, d/b/a EIG Insurance Services) is an affiliated agency and adjuster. Not all insurers do business in all jurisdictions. A forward-looking statements disclaimer is an integral part of this website.

www.employers.com Terms of Use Privacy Policy

f t y in

The header provides information about the First Named Insured and the Agency.

In the center we have high level policy information.

The screenshot shows the EMPLOYERS EACCESS dashboard. The header includes the EMPLOYERS logo and the EACCESS logo. The main content area displays policy information for a policy that expired on 9/1/2017 - 9/1/2018. The policy summary table shows the following data:

Exp Mod	Payroll	EAP	Earned Premium	Claims	Total Paid	Total Incurred	Net Expenses	Loss Ratio
.77	\$3,262,145.00	\$16,962.00	\$18,331.00	2	\$899.00	\$899.00	\$33.00	5.10%

Below the table, there is a section for Location 1, which is currently blank. The footer includes copyright information and social media links.

The next section is the location or locations, if applicable, which provides the address, class codes and associated payroll.

The screenshot shows the EMPLOYERS EACCESS dashboard with the location details expanded. The location information for Location 1 is as follows:

Risk Class	Class Description	Payroll
4992 50	DENTAL LABORATORY	\$2,229,162.00
7380 50	DRIVERS, CHAUFFEURS, MESSENGERS, AND THEIR HELPERS	\$102,643.00
8742 50	SALESPERSONS OR COLLECTORS - OUTSIDE	\$603,354.00
8810 50	CLERICAL OFFICE EMPLOYEES NOC	\$326,986.00

Claims

The Claims tab provides the same Policy period access to Claim information beginning with the compensation benefits.

The screenshot shows the EACCESS Claims tab interface. The top navigation bar includes the EMPLOYERS logo, EACCESS logo, and a 'Welcome' dropdown. The left sidebar contains navigation links for EACCESS, QUOTES, ONLINE PREMIUM AUDIT, SELF-SERVICE ENDORSEMENTS, and RESOURCES. The main content area displays a 'Claims' tab with a summary table. A blue arrow points to the 'Claim #' column header.

Medical (2)	Indemnity (0)	Recovery	Deductible	Total	Claims (2)
Paid \$898.00 Reserve \$0.00 Incurred \$898.00	Paid \$0.00 Reserve \$0.00 Incurred \$0.00	Paid \$0.00 Reserve \$0.00 Incurred \$0.00	Paid \$0.00 Reserve \$0.00 Incurred \$0.00	Paid \$898.00 Reserve \$0.00 Incurred \$898.00	Open 0 Closed 2 Reopen 0

Below the summary table, there is a 'Claims' section with a list of claims. A blue arrow points to the 'Claim #' column header.

Claim #	Location
Claim # [redacted]	Location 1 - CO
Claim # [redacted]	Location 1 - CO

To see the Claim detail, click anywhere on the banner with the Claim number and the Injured Worker's name.

The screenshot shows the EACCESS Claims tab interface with detailed claim information. A blue arrow points to the 'Claim #' column header.

Medical (2)	Indemnity (0)	Recovery	Deductible	Total	Claims (2)
Paid \$898.00 Reserve \$0.00 Incurred \$898.00	Paid \$0.00 Reserve \$0.00 Incurred \$0.00	Paid \$0.00 Reserve \$0.00 Incurred \$0.00	Paid \$0.00 Reserve \$0.00 Incurred \$0.00	Paid \$898.00 Reserve \$0.00 Incurred \$898.00	Open 0 Closed 2 Reopen 0

Below the summary table, there is a 'Claims' section with a list of claims. A blue arrow points to the 'Claim #' column header.

Claim #	Location
Claim # [redacted]	Location 1 - CO

Below the claims list, there is a table with detailed claim information.

Injured Employee	Injury Date	Total Incurred	Total Recovery	Deductible	Total Paid	Total Reserve	Net Expense
[redacted]	2/1/2018	\$597.00	\$0.00	\$0.00	\$597.00	\$0.00	\$24.00

Below the detailed claim table, there is a table with additional information.

Date Closed	Examiner	Examiner Email	Branch	Claims Type	Injury Type	Body Part	Injury Source	Medical Only	Laceration	Thumb(S)	Cut-Misc	Report Days	Class Code	Litigation	1	4692	No

Below the additional information table, there is a table with accident description.

Accident Description
Saw Slipped And Out Lt Thumb

To collapse the information, click on the up arrow toward the right.

We also provide a Payment Summary which lists payments associated with the Claim.

EMPLOYERS
America's small business insurance specialist®

EACCESS

Welcome [User Name]

Accident Description: Saw Slipped And Out Lt Thumb

Payment Summary

Type	Description	Service Date	Paid	Date Paid
Expense	Bill Audit Fees (NCCI)	2/1/2018	\$5.94	2/15/2018
Expense	Bill Audit Fees (NCCI)	2/8/2018	\$5.94	7/12/2018
Expense	PPO fees (NCCI)	2/8/2018	\$1.88	7/12/2018
Expense	PPO fees (NCCI)	2/15/2018	\$2.09	3/2/2018
Expense	Bill Audit Fees (NCCI)	2/15/2018	\$5.94	3/2/2018
Expense	PPO fees (NCCI)	2/1/2018	\$2.10	2/15/2018
Medical	Doctor visit	2/1/2018	\$199.76	2/15/2018
Medical	Doctor visit	2/8/2018	\$198.74	7/12/2018
Medical	Doctor visit	2/15/2018	\$198.74	3/2/2018

Claim # [Redacted] Location 1 - CO

Reports

You can download Policy level reports from the Reports tab. To download a report, you would select the report type from the dropdown, the report format and then select "Download."

EMPLOYERS
America's small business insurance specialist®

EACCESS

Welcome [User Name]

Expired 9/1/2017 - 9/1/2018

FIRST NAMED INSURED AGENCY NAME

Policy Summary Claims **Reports** Policy Documents Payment Summary

Select Report Type *

Select the report format

☒ PDF ☐ Excel

Download

Copyright 2020 EMPLOYERS®. All rights reserved.

EMPLOYERS® and America's small business insurance specialist® are registered trademarks of Employers Insurance Company of Nevada. Insurance is offered through Employers Compensation Insurance Company, Employers Insurance Company of Nevada, Employers Preferred Insurance Company, and Employers Assurance Company. EIG Services, Inc. (in California, dba EIG Insurance Services) is an affiliated agency and adjuster. Not all insurers do business in all jurisdictions. A [forward looking statement](#) is an integral part of this website.

www.employers.com [Terms of Use](#) [Privacy Policy](#)

[f](#) [t](#) [in](#)

EMPLOYERS
America's small business insurance specialist®

EACCESS®

Welcome [User Name]

First Named Insured: [Redacted] Agency Name: [Redacted]

Expired 9/1/2017 - 9/1/2018

Policy Summary Claims Reports Policy Documents Payment Summary

Select Report Type *

- Claims History Report (Loss Run)
- Claims History Report (Loss Run) by Location
- Loss Trend Analysis
- Excel

Download

Copyright 2020 EMPLOYERS®. All rights reserved.

EMPLOYERS® and America's small business insurance specialist® are registered trademarks of Employers Insurance Company of Nevada. Insurance is offered through Employers Compensation Insurance Company, Employers Insurance Company of Nevada, Employers Preferred Insurance Company, and Employers Assurance Company. EIO Services, Inc. (in California, also EIO Insurance Services) is an affiliated agency and adjuster. Not all insurers do business in all jurisdictions. A [Tentative Soliciting Statement Disclosure](#) is an integral part of this website.

www.employers.com Terms of Use Privacy Policy

f t yd in

For the Loss Trend Analysis, you are required to select an Inception Year. After download is selected a dialog box will appear. Click "Save."

EMPLOYERS
America's small business insurance specialist®

EACCESS®

Welcome [User Name]

First Named Insured: [Redacted] Agency Name: [Redacted]

Expired 9/1/2017 - 9/1/2018

Policy Summary Claims Reports Policy Documents Payment Summary

Select Report Type *

- Loss Trend Analysis

Inception Year:

- All, 2017, 2016, 2015, 2014

Select the report format

- ☒ PDF
- ☐ Excel

Download

Copyright 2020 EMPLOYERS®. All rights reserved.

EMPLOYERS® and America's small business insurance specialist® are registered trademarks of Employers Insurance Company of Nevada. Insurance is offered through Employers Compensation Insurance Company, Employers Insurance Company of Nevada, Employers Preferred Insurance Company, and Employers Assurance Company. EIO Services, Inc. (in California, also EIO Insurance Services) is an affiliated agency and adjuster. Not all insurers do business in all jurisdictions. A [Tentative Soliciting Statement Disclosure](#) is an integral part of this website.

www.employers.com Terms of Use Privacy Policy

f t yd in

Then you will click on the Adobe or Excel download box which will appear in the lower left-hand corner to open the report.

EMPLOYERS
America's small business insurance specialist®

EACCESS®

Welcome [User Name]

First Named Insured: [Redacted] Agency Name: [Redacted]

Expired 9/1/2017 - 9/1/2018

Policy Summary Claims Reports Policy Documents Payment Summary

Select Report Type *

- Loss Trend Analysis

Inception Year:

- All, 2017, 2016, 2015, 2014

Select the report format

- ☒ PDF
- ☐ Excel

Download

Copyright 2020 EMPLOYERS®. All rights reserved.

EMPLOYERS® and America's small business insurance specialist® are registered trademarks of Employers Insurance Company of Nevada. Insurance is offered through Employers Compensation Insurance Company, Employers Insurance Company of Nevada, Employers Preferred Insurance Company, and Employers Assurance Company. EIO Services, Inc. (in California, also EIO Insurance Services) is an affiliated agency and adjuster. Not all insurers do business in all jurisdictions. A [Tentative Soliciting Statement Disclosure](#) is an integral part of this website.

www.employers.com Terms of Use Privacy Policy

f t yd in

LossAnalysisTrend...pdf Show all X

Policy Documents

The Policy Documents tab provides you with access to policy related documents for the policy term selected from the dropdown. You can sort the information by any of the columns from "Document Type" to "Effective Date". Once the document is located, it can be downloaded to view, save or print.

The screenshot shows the EACCESS web interface. The top navigation bar includes the EMPLOYERS logo and the EACCESS logo. The left sidebar contains links to EACCESS Dashboard, Policy Search, Document Search, QUOTES, Appetite Checker, Get a Quote, My Quotes, ONLINE PREMIUM AUDIT, Dashboard, SELF-SERVICE ENDORSEMENTS, Start Endorsements, My Endorsements, and RESOURCES, EVOLVE, Need Help?. The main content area displays the "Policy Documents" tab. A dropdown menu shows "Expired 9/1/2017 - 9/1/2018". Below this, a table lists documents with columns: Document Type, First Named Insured, Effective Date, and Actions. The table contains 10 rows of data.

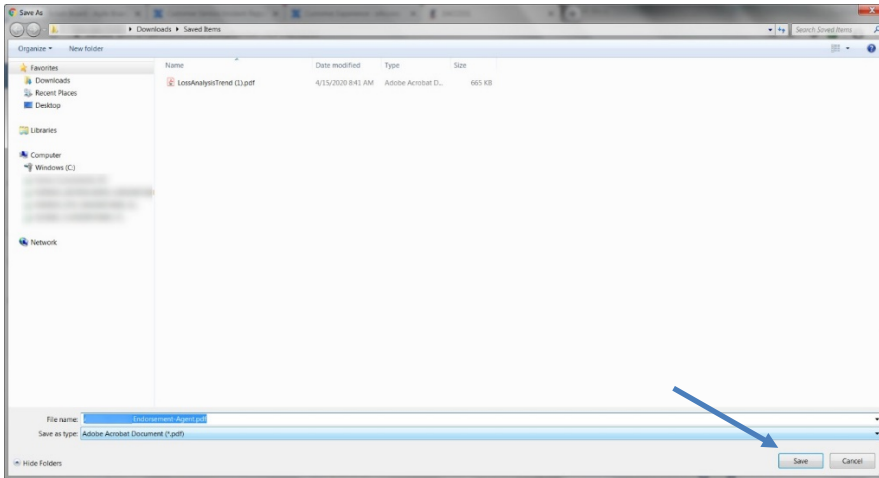
Document Type	First Named Insured	Effective Date	Actions
Endorsement	[REDACTED]	11/6/2018	[Cloud Icon] [Envelope Icon]
Invoice	[REDACTED]	5/11/2018	[Cloud Icon] [Envelope Icon]
Invoice	[REDACTED]	4/10/2018	[Cloud Icon] [Envelope Icon]
Invoice	[REDACTED]	3/12/2018	[Cloud Icon] [Envelope Icon]
Invoice	[REDACTED]	2/8/2018	[Cloud Icon] [Envelope Icon]
Reinstatement	[REDACTED]	1/12/2018	[Cloud Icon] [Envelope Icon]
Invoice	[REDACTED]	1/12/2018	[Cloud Icon] [Envelope Icon]
Cancellation	[REDACTED]	1/5/2018	[Cloud Icon] [Envelope Icon]

To download a document, you would click on the cloud icon and select the version.

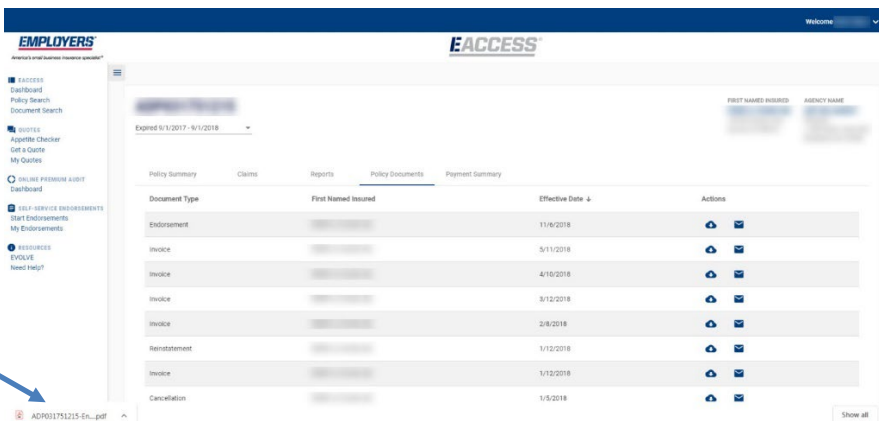
This screenshot is similar to the previous one, but with a dropdown menu open for the "Download Documents" action. A blue arrow points to the "Download Documents" button (cloud icon) in the "Actions" column of the first row. The dropdown menu shows three options: "Download Documents", "Agent Version", and "Policyholder Version".

Document Type	First Named Insured	Effective Date	Actions
Endorsement	[REDACTED]	11/6/2018	[Cloud Icon] [Envelope Icon]
Invoice	[REDACTED]	5/11/2018	[Cloud Icon] [Envelope Icon]
Invoice	[REDACTED]	4/10/2018	[Cloud Icon] [Envelope Icon]
Invoice	[REDACTED]	3/12/2018	[Cloud Icon] [Envelope Icon]
Invoice	[REDACTED]	2/8/2018	[Cloud Icon] [Envelope Icon]
Reinstatement	[REDACTED]	1/12/2018	[Cloud Icon] [Envelope Icon]
Invoice	[REDACTED]	1/12/2018	[Cloud Icon] [Envelope Icon]
Cancellation	[REDACTED]	1/5/2018	[Cloud Icon] [Envelope Icon]

After selecting the version, a dialog box will appear and select Save.

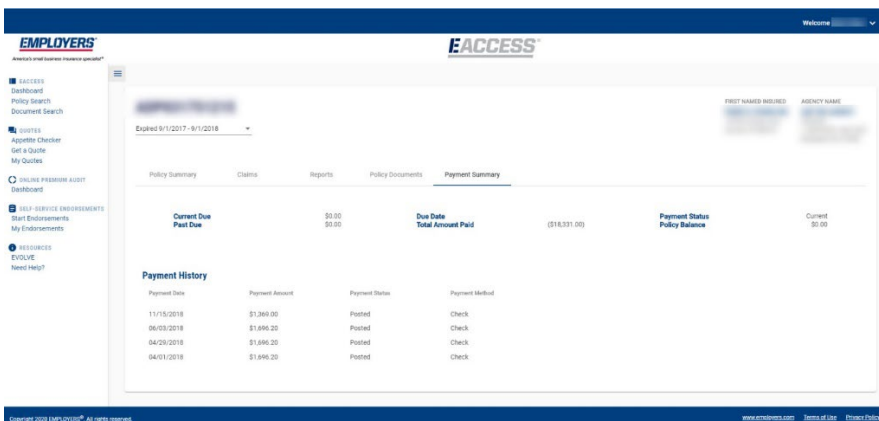


Next, you will click on the Adobe or Excel box which will appear in the lower left-hand corner to open the document.



Payment Summary

The Payment Summary tab provides a snapshot of payment related information. You can quickly view the status of the Policy and if it is current or past due.



We also provide a payment history of the last four payments posted, if applicable. Your Policyholders also have access to a View Billing Details link which directs them to where they can view their complete payment history and installment schedule, if any. This functionality will be made available to Agents this summer.

Document Search

Document Search is similar to a Policy Search, but it allows you to search by Quick Search or Search by Date. Quick Search functions the same as the Policy Search in terms of the search format, search criteria, and pairing-down. Both search methods allow for the ability to sort the data by clicking on the column headers.

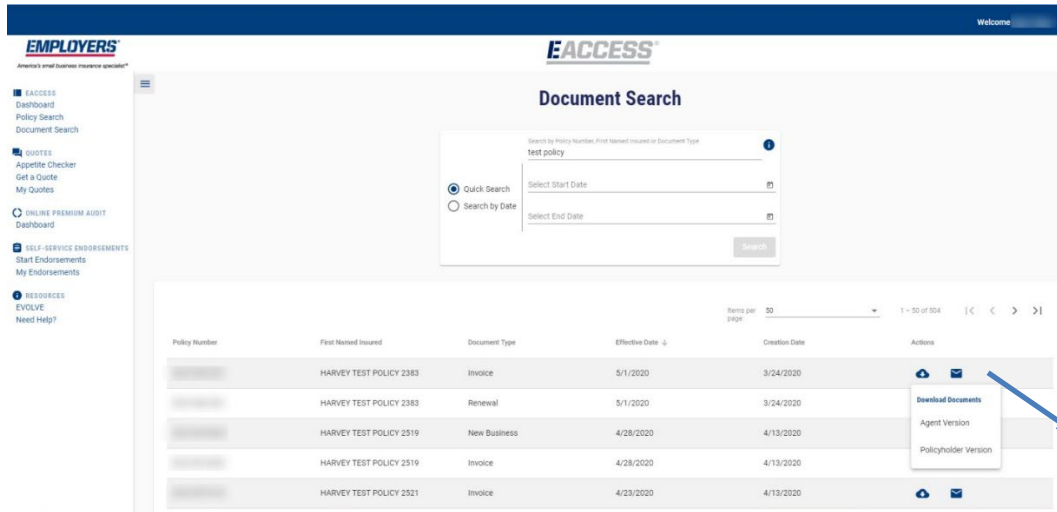
The screenshot shows the EACCESS Document Search interface. The sidebar on the left contains links for EACCESS, DASHBOARDS, POLICY SEARCH, DOCUMENT SEARCH, QUOTES, AGENT CHECKER, GET A QUOTE, MY QUOTES, ONLINE PREMIUM AUDIT, DASHBOARD, SELF-SERVICE ENDORSEMENTS, START ENDORSEMENTS, MY ENDORSEMENTS, RESOURCES, EVOLVE, and NEED HELP?. The main content area is titled 'Document Search' and features a search form with a text input field for 'Search by Policy Number, First Named Insured or Document Type', two radio buttons for 'Quick Search' (selected) and 'Search by Date', and two date pickers for 'Select Start Date' and 'Select End Date'. Below the search form is a table of results. The table has columns for Policy Number, First Named Insured, Document Type, Effective Date, Creation Date, and Actions. The table shows four rows of results, each with a document icon and a download icon in the Actions column.

Policy Number	First Named Insured	Document Type	Effective Date	Creation Date	Actions
123456789	JOHN DOE	Renewal	5/21/2020	4/13/2020	
123456789	JOHN DOE	Renewal	5/20/2020	4/10/2020	
123456789	JOHN DOE	Invoice	5/20/2020	4/10/2020	
123456789	JOHN DOE	Renewal	5/15/2020	4/6/2020	

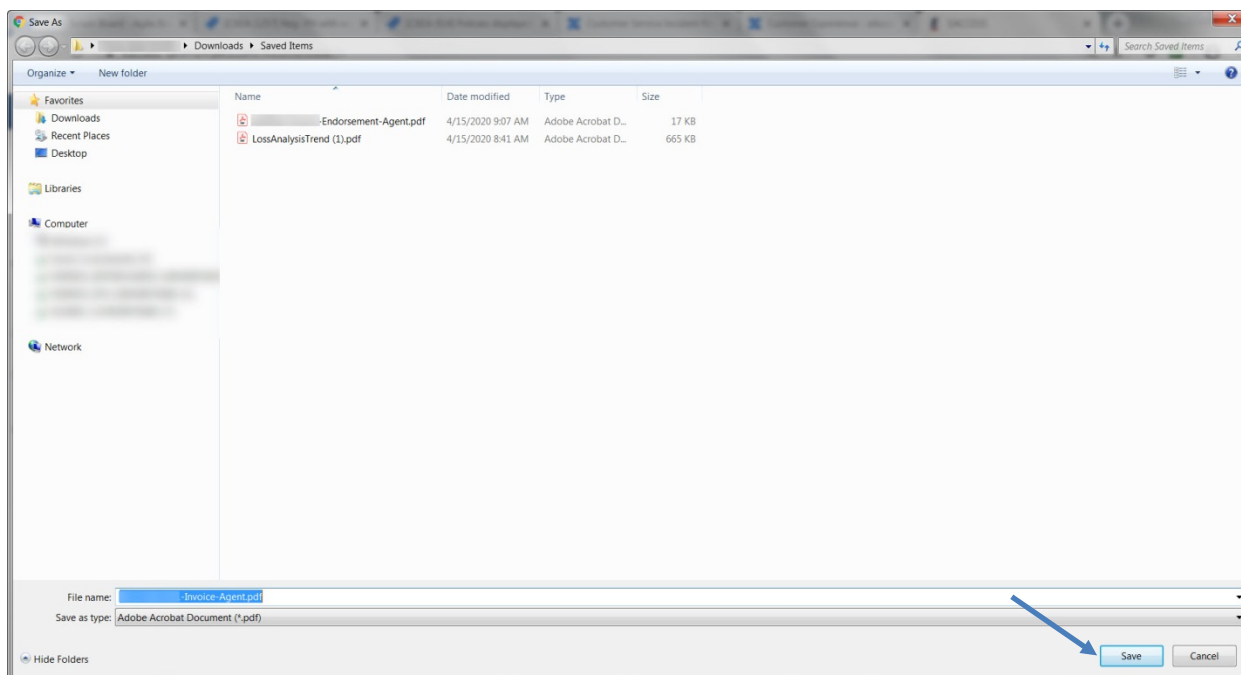
You can search for and download documents. You can sort the information by any of the columns from Policy Number to Effective Date. As in Policy Search, you can search by criteria to locate the document to download to view, save or print.

Downloading a Document

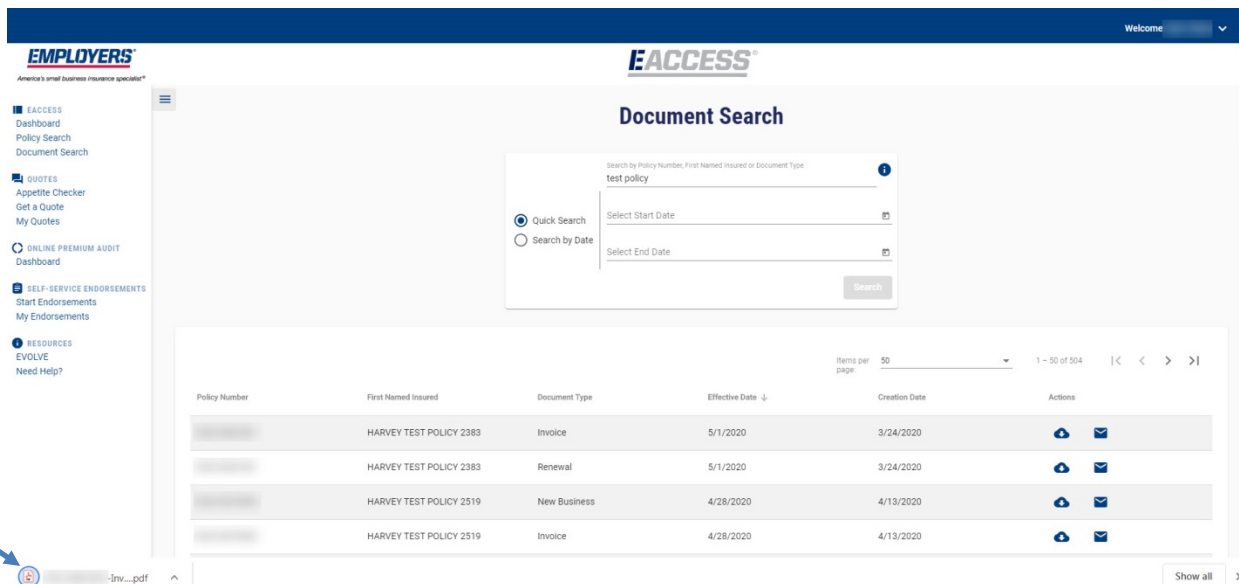
To download a document, click on the cloud icon and select the version.



After selecting the version, a dialog box will appear and select Save to download.



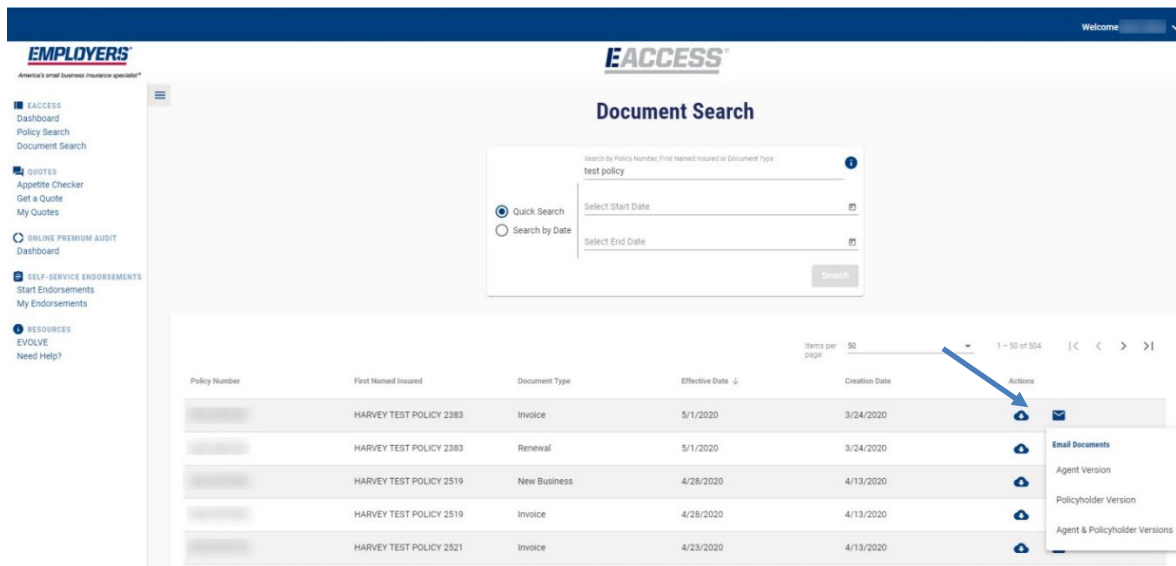
Next click on the Adobe or Excel download box which will appear in the lower left-hand corner to open the document.



Your selected document will open in the selected format.

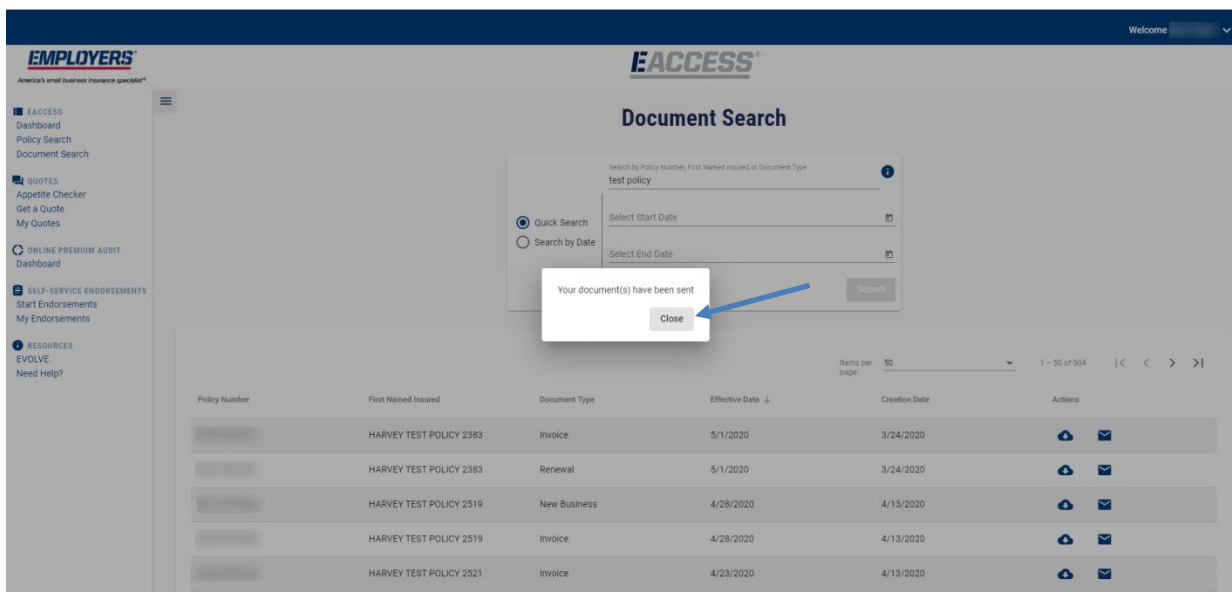
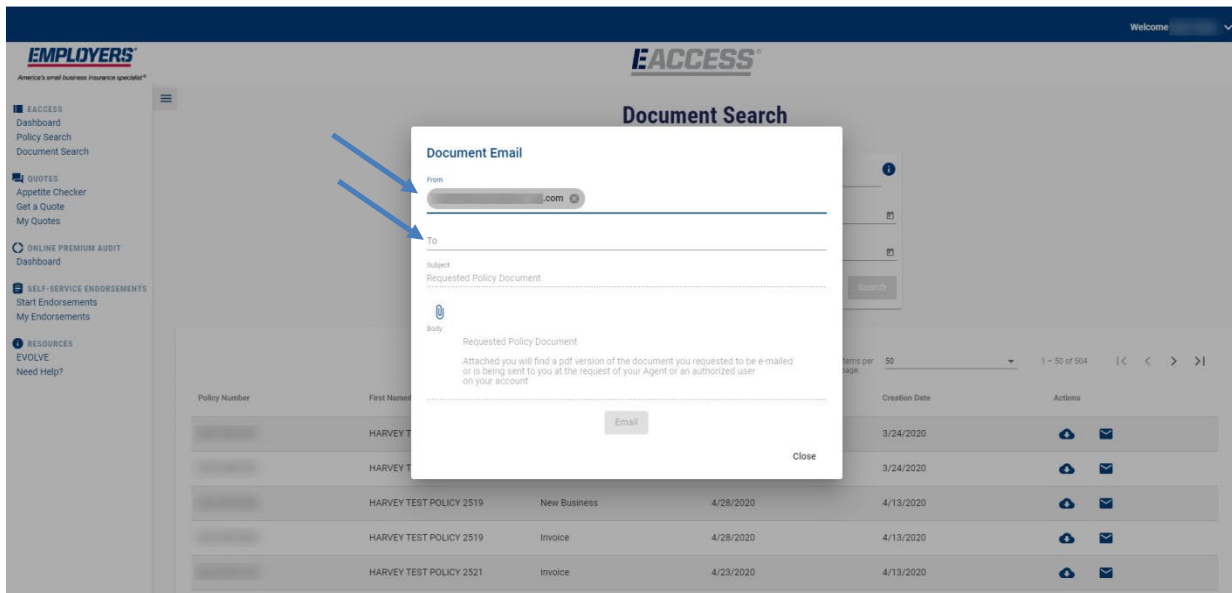
E-Mailing a Document

You can e-mail documents directly from the system. To e-mail a document, click the envelop icon and select the version.



The Document Email box will appear. The system will default the "From" field to the e-mail address of the logged-in user. You have the option to change it to another valid e-mail address. This is being offered so you can brand the e-mail and have it coming from a recognized sender. If left blank, it will be sent with a no reply address.

Next enter the e-mail address to which the document is to be sent. Click "Email" and a dialog box will appear once it has been sent.



Resources

Visit <https://www.employers.com/insurance-agents/eaccess-help> to access short 'how to' videos and additional training materials.

Good faith efforts have been made to confirm the accuracy of the information in this document. However, no guarantee is offered that all features will be available to all users or that all information contained in this document is accurate. If you have any questions, please contact your Sales representative or our customer service advocates.