



Experience the commitment®

Quick Reference Guide

AutoPlus, MVR, HITS, CTS & FleetPlus

CGI

Insurance Information Services (IIS)

May 31 2025

Confidential

Table of Contents

1 Logging in & Setting up Password

2 AutoPlus

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7 Billing Activities

Revision History of this document

Date	Section	Details
May 31, 2025	Changing and Set up your Password	After a change password, the time lag to redirect to Welcome page changed from 8 seconds to 5 seconds. Added examples with 'On Behalf of Select a Sponsor Company'
May 10, 2025	Changing and Set up your Password Forgot password	After changing password, users no longer need to log out and log in again.
March 8, 2025	Changing and Set up your Password Forgot password	Change password enhanced messages "Please log out and log back in to ensure the changes take effect." Forgot password functionality workflow enhancement.

How to access the IIS Portal

CGI's IIS Portal can be found at...

<https://iis.cgi.com/rapidweb/en/>

Through the following browsers...

- Internet Explorer (IE), Edge
- Chrome

How to Login to our IIS Portal



Click Login to open Login drawer

Inside the Login Drawer

The screenshot shows a web interface for logging in. It features a 'System Alerts' section on the left, a 'More Services' section in the middle, and a login form on the right. The login form includes fields for 'Login ID' and password, a 'Remember me' checkbox, a 'Forgot password?' link, and a 'Login' button. The interface is in French, as indicated by the 'Français' label.

Real time System Alerts

Enter your User ID and password. User ID is your email address.

Select 'Forgot Password?' if you do not remember your password

Select 'Remember me' to have the system remember your User ID

For Your organizations User Administrators: Link to access Rapidweb User Administration site

Changing and Set up your Password

If you are a new user on the IIS portal, the temporary password that you have been issued has been set to expire.

Even if your password has expired, you can still use it to login, but you will be prompted to change it when you login.

See “Settings” page for more information.

Tip:

- You may also change your password as needed.

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IIS PORTAL | MY SERVICES

HOME AUTO RISKS PROPERTY RISKS ANALYTICS TRAINING MANUALS

May Spring | Contact | Help | Billing | 1 | More Services | LOGOUT

⚠ Your password expires today. You will be locked out if your password expires. Change your password by clicking on your username.

Password & Security
Preferences

Settings

You are logged in as **May Spring**

Password Reset Asterisks (*) indicate mandatory fields

Your password expires today and security question is not set up. Please change your password and set a security question today. You will be locked out if your password expires. X

Current Password*

New Password*

Retype New Password*

Set Security Question

Security Question * Please select a security question

Answer *

Save Exit Clear All Inputs

Passwords are set to expire every 90 days. You will be notified when your password is about to expire. If you do not change your password before it expires, you will be prompted to change it the next time you login.

Changing and Set up your Password – with dropdown

If you are a new user on the IIS portal, the temporary password that you have been issued has been set to expire.

Even if your password has expired, you can still use it to login, but you will be prompted to change it when you login.

See “Settings” page for more information.

Tip:

- You may also change your password as needed.

The screenshot shows the CGI IIS Portal interface. At the top, the CGI logo is on the left, and user information 'May Smith | Contact | Help | Billing' is on the right. Below this is a navigation bar with 'IIS PORTAL | MY SERVICES' and a dropdown menu 'On Behalf of: Select a Sponsor Company'. A secondary navigation bar contains links: 'HOME', 'AUTO RISKS', 'PROPERTY RISKS', 'ANALYTICS', and 'TRAINING MANUALS'. A yellow warning banner states: 'Your password expires today. You will be locked out if your password expires. Change your password by clicking on your username.' The main content area is titled 'Settings' and shows 'You are logged in as May Smith'. The 'Password & Security' section is active, displaying the 'Password Reset' form. A red error message at the top of the form reads: 'Your password expires today and security question is not set up. Please change your password and set a security question today. You will be locked out if your password expires.' The form includes fields for 'Current Password*', 'New Password*', and 'Retype New Password*'. Below these is the 'Set Security Question' section with a 'Security Question*' dropdown menu (showing 'Please select a security question') and an 'Answer*' text field. At the bottom of the form are 'Save', 'Exit', and 'Clear All Inputs' buttons.

Passwords are set to expire every 90 days. You will be notified when your password is about to expire. If you do not change your password before it expires, you will be prompted to change it the next time you login.

Changing Password for New users

Enter your current password and the new password twice

Set your Security Question and answer

Click 'Save' to complete

Password criteria:

- At least 8 alpha-numeric characters
- At least one capital letter and one number
- No special characters

The screenshot shows the CGI IIS Portal interface. At the top, the CGI logo and navigation links are visible. A yellow warning banner states: "Your password expires today. You will be locked out if your password expires. Change your password by clicking on your username". The main content area is titled "Settings" and shows the user is logged in as "Greta Smith". Under the "Password & Security" section, the "Password Reset" form is displayed. It includes a red error message: "Your password expires today and security question is not set up. Please change your password and set a security question today. You will be locked out if your password expires." The form has three input fields: "Current Password*", "New Password*", and "Retype New Password*". Below these is the "Set Security Question" section, which includes a dropdown menu for "Security Question *" and an input field for "Answer *". At the bottom of the form are "Save" and "Exit" buttons, along with a "Clear All Inputs" link.

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IIS PORTAL | MY SERVICES

HOME AUTO RISKS ▼ PROPERTY RISKS ▼ ANALYTICS TRAINING MANUALS

Greta Smith | Contact | Help | Billing ▼ 1 | More Services | LOGOUT

⚠ Your password expires today. You will be locked out if your password expires. Change your password by clicking on your username

Password & Security
Preferences

Settings

You are logged in as **Greta Smith**

Password Reset

Asterisks (*) indicate mandatory fields

Your password expires today and security question is not set up. Please change your password and set a security question today. You will be locked out if your password expires. X

Current Password*

New Password*

Retype New Password*

Set Security Question

Security Question * Please select a security question ▼

Answer *

Save Exit Clear All Inputs

Changing Password for New users

Settings

You are logged in as **Greta Smith**

Password Reset

Asterisks (*) indicate mandatory fields

Your password expires today and security question is not set up. Please change your password and set a security question today. You will be locked out if your password expires.

Current Password*

.....

New Password*

.....

Retype New Password*

.....

Set Security Question

Security Question *

What is your favorite food?

Answer *

.....

Save

Exit

Clear All Inputs

Click 'Save' to complete

Changing Password for New users

Confirmation message

Password and Security Question updated successfully.

The message will display for 5 seconds. The user will be directed to the Welcome page

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IIS PORTAL | MY SERVICES

HOMEAUTO RISKS▼PROPERTY RISKS▼ANALYTICSTRAINING MANUALS

Your password expires today. You will be locked out if your password expires. Change your password by clicking on your username

Password & Security Preferences

Settings

You are logged in as Greta Smith

Password Reset

Asterisks (*) indicate mandatory fields

Password and Security Question updated successfully.

X

Current Password*

New Password*

Retype New Password*

Save

Clear All Inputs

Do you wish to change your Security Question


Security Question *Answer *

What is your favorite food?

>

Submit

Exit



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[Greta Smith | Contact | Help | Billing](#)
[Log In](#)
[More Services](#)
[Logout](#)





[IIS PORTAL](#)
[MY SERVICES](#)

[HOME](#)
[AUTO RISKS](#)
[PROPERTY RISKS](#)
[ANALYTICS](#)
[TRAINING MANUALS](#)

Welcome

to the CGI Insurance Information Services site, your online resource for essential tools and expert information to help you serve your clients better.

Simply select a service or sponsor from the top menu to continue.

System Alerts

2025-03-26 15:06 EST

All systems are currently available.

IIS Messages

IIS has prepared a Site Guide that contains helpful notes about the system. [View Guide](#)

For IIS Product and Ministry availability see: [Product and Ministry Availability](#)

Tip: No services are assigned to your profile, please contact your administrator.



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IIS PORTAL | MY SERVICES

HOME AUTO RISKS PROPERTY RISKS ANALYTICS TRAINING MANUALS

3251new Broker | Contact | Help | Billing

▼ 1 | More Services | LOGOUT

⚠ Your password expires today. You will be locked out if your password expires. Change your password by clicking on your username

⚠ No services are assigned to your profile, please contact your administrator.

Password & Security

Preferences

Settings

You are logged in as 3251new Broker

Password Reset

Asterisks (*) indicate mandatory fields

Your password expires today and security question is not set up. Please change your password and set a security question today. You will be locked out if your password expires.

Current Password*

New Password*

Retype New Password*

Set Security Question

Security Question *

Please select a security question

Answer *

Save

Exit

Clear All Inputs

If you see this message, that means the set up of your user ID profile needs attention. Please reach out to your user id administrator.

You can update your password and Security question

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Tip: No services are assigned to your profile, please contact your administrator.



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IIS PORTAL | MY SERVICES

3251new Broker | Contact | Help | Billing

▼ 1 | More Services | LOGOUT


HOME

AUTO RISKS

PROPERTY RISKS

ANALYTICS

TRAINING MANUALS

 No services are assigned to your profile, please contact your administrator.

If you see this message, that means the set up of your user ID profile needs attention

Changing your Password

You can change your password at any time by clicking on your name and you will be directed to the Settings page.
You may or may not have a 'On Behalf of: Select a Sponsor Company' dropdown


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IIS PORTAL | MY SERVICES

HOME | AUTO RISKS ▼ | PROPERTY RISKS ▼ | ANALYTICS | TRAINING MANUALS

Dermo User | Contact | Help | Billing

▼ 1 | More Services | LOGOUT

Welcome

to the CGI Insurance Information Services site, your
online resource for essential tools and expert
information to help you serve your clients better.

System Alerts

2025-02-27 22:26 EST
All systems are currently available.




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IIS PORTAL | MY SERVICES

On Behalf of: Select a Sponsor Company ▼

HOME | AUTO RISKS | PROPERTY RISKS | ANALYTICS | TRAINING MANUALS

Susan Smith | Contact | Help | Billing

▼ 1 | More Services | LOGOUT

 Your password expires in 5 days. You will be locked out if your password expires. Change your password by clicking on your username.

Changing your Password

Settings

You are logged in as **Dermo User**

Password Reset

Asterisks (*) indicate mandatory fields

Current Password*

New Password*

Retype New Password*

Save

Clear All Inputs

Do you wish to change your Security Question

Security Question *

Who was your favourite teacher? ▼

Answer *

Submit

Exit

Enter your current password and your new password. Click 'Save'.

Note: You can only change your password once a day. Please contact your User Administrator for help.

You can also update your Security Question at any time. Click 'Submit' to update.

Security Question will be asked when you use the 'Forgot Password' function.

Changing your Password Confirmation

Password & Security
Preferences

Settings

You are logged in as **Demo User**

Password Reset

Asterisks (*) indicate mandatory fields

Password updated successfully. X

Current Password*

New Password*

Retype New Password*

Save

Clear All Inputs

Do you wish to change your Security Question

Security Question *

Who was your favourite teacher?

Answer *

Submit

Exit

Once you have successfully changed your password, you will see a confirmation message.

You will be automatically redirected to the Welcome page

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IIS PORTAL | MY SERVICES

HOME

AUTO RISKS ▼

PROPERTY RISKS ▼

ANALYTICS

Demo User |

Welcome

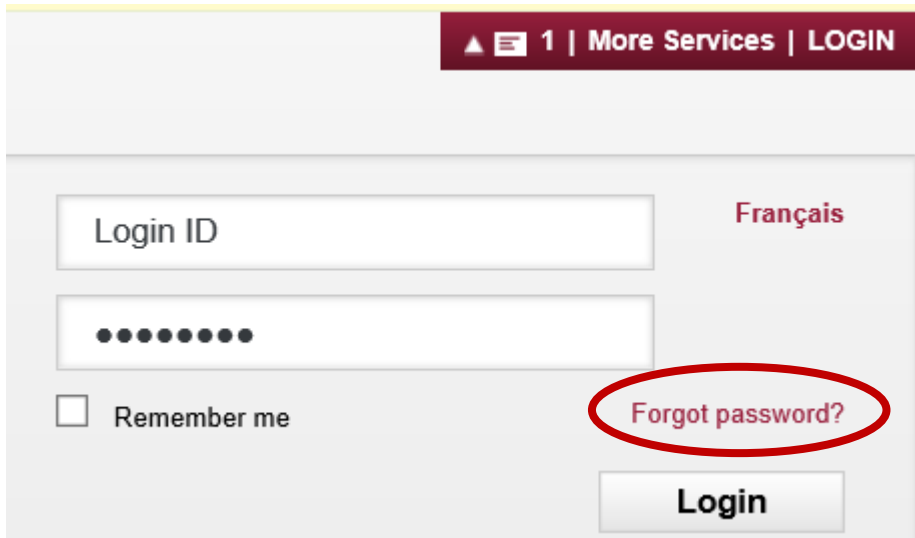
to the CGI Insurance Information Services site, your online resource for essential tools and expert information to help you serve your clients better.

Simply select a service or sponsor from the top menu to continue.



Did you forget your password?

Click on 'Forgot password?' in the Login Drawer. Note that this feature can only be used if your user ID is a valid email address.



▲ 1 | More Services | LOGIN

Login ID

Franglais

●●●●●●●●

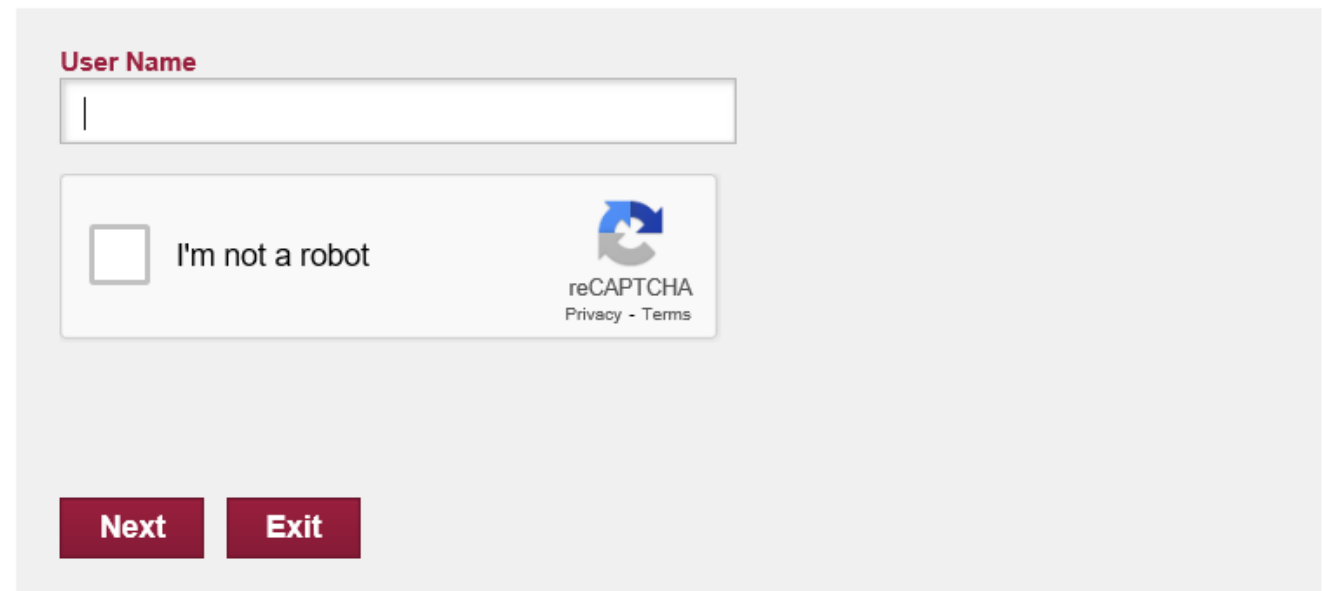
☐ Remember me

Forgot password?

Login

Forgot Password

Wednesday, February 17, 2021 09:19 AM



User Name

|

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Next Exit

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Did you forget your password? Continued

Forgot Password

Wednesday, February 17, 2021 09:19 AM

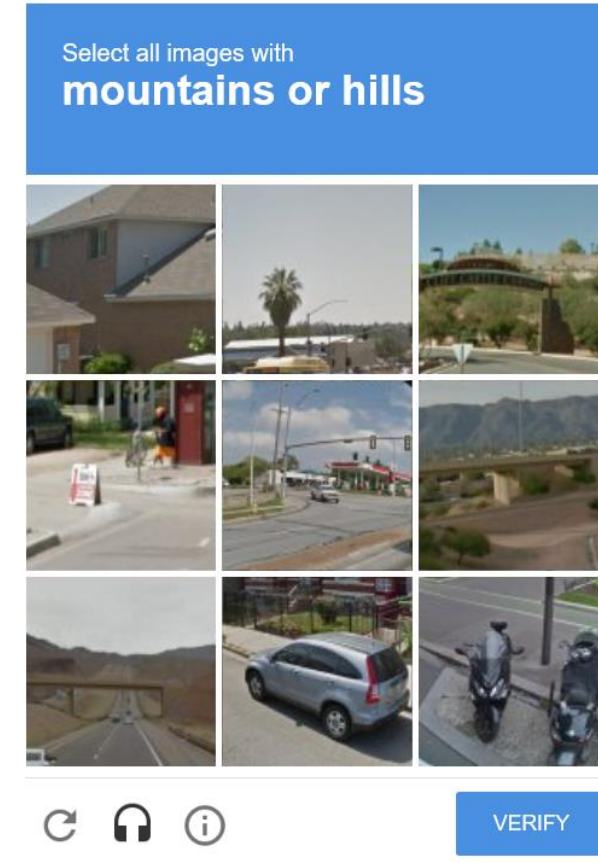
User Name

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Next **Exit**

- (1) Enter User ID in the User Name field
- (2) Check 'I'm not a robot'
- (3) Select the images and Click 'VERIFY'
- (4) Click 'Next'





Did you forget your password? Continued

Security Question *
What is your mother's city of birth?

Answer *

Submit **Exit**

 An email has been sent to [redacted]@[redacted].com containing information on how to reset your password. Please check your email momentarily. 

- (5) Answer your Security Question and Click 'Submit'
- (6) A yellow warning message will show up on the top of the page confirming that the email was sent. Please check your 'Junk' folder as well.
- (7) The email contains a link to reset your password. This link will expire in 15 minutes.

Did you forget your password? Continued



From: do_not_reply@cgi.com <do_not_reply@cgi.com>
Sent: Thursday, February 27, 2025 10:48 PM
To: outlook.com>
Subject: Your recent request

Please click the below link to reset your password. This link will expire in 15 minutes.
<https://outlook.com/public/ResetPassword.aspx?PRK=15345c83>



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▼ 1 | More Services | LOGIN

AUTO RISKS ▼PROPERTY RISKS ▼ANALYTICS ▼SPECIALTY ▼PARTNERS ▼CONSUMERABOUT US ▼

Reset Password

Password Reset

Asterisks (*) indicate mandatory fields

New Password*

Retype New Password*

Save

Clear All Inputs

How can we help you?

- Contact HelpDesk
- 1-888-430-9906
- New clients
 - Contact Sales
- Existing clients
 - Contact Business Services
- Feedback
 - Email us

Reset Password

Password Reset

Asterisks (*) indicate mandatory fields

Another Password change is not allowed within the same day X

New Password*

Retype New Password*

Save

Clear All Inputs

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How to Order an AutoPlus Report

AutoPlus provides detailed and up-to-date automobile insurance claims and policy information

The screenshot shows the CGI IIS Portal homepage. At the top, the CGI logo is on the left, and navigation links for 'Demo User', 'Contact', 'Help', 'Billing', and a notification bell with '1' are on the right. Below this is a secondary navigation bar with 'IIS PORTAL' and 'MY SERVICES'. The main navigation bar includes 'HOME' (highlighted with a red callout), 'AUTO RISKS', 'PROPERTY RISKS', 'ANALYTICS', and 'MOBILE'. The 'HOME' callout box contains the text: 'Click to access AutoPlus and the other auto risk services that you are authorized to access.' The main content area features a 'Welcome' message, a brief description of the site as a resource for tools and expert information, and instructions to select a service or sponsor from the top menu. Below the text are four icons: a steering wheel, a car wheel, a pie chart, and a gear. On the right side, there are sections for 'System Alerts' (showing a test case update) and 'IIS Messages' (linking to a site guide).

How to Order an AutoPlus Report

The Search Screen

AutoPlus™ Gold Search

Asterisks (*) indicate mandatory fields

Search by Licence

Province *
Ontario

Licence *

[Search by Policy](#)

Reference for Request

Insured

Reference (For example Quote number Policy number)

Get Report Clear All Inputs

There are two search methods - Driver's License Number and Insurance Company and Policy #. Enter Driver's Licence Number here.

Click to search by Insurance Company and Policy #.

IMPORTANT: Enter the insured's name so that it shows on your billing activity files. This information is important if your organization should ever be audited.

The AutoPlus Report

- **Summary Tab:** Summarizes the claims (if any) on the inquired driver and all reported policies (shown right).
- **Policies Tab:** Displays the policy history of the inquired driver in date sequence.
- **Vehicles Tab:** Displays information on vehicles insured on the driver's current policy, followed by vehicle information from previous policies (if applicable). For commercial or possible commercial policies, vehicle information is only listed if the inquired driver is the principle operator.
- **Claims Tab:** Displays claims information in date order from all policies listed on the report. Only claims in which the inquired driver was involved are shown for commercial or possible commercial policies.
- **Other Losses Tab:** Displays information on all claims where the inquired driver was listed as a claimant on another policy, often as a third party.

Autoplus Gold Report

Print Print All

Summary	Policies	Vehicles	Claims	Other Losses												
<p>Requested By: Bob's Brokerage; John Public Identifier: New Business-Mark Red</p> <p>For: RED, MARK Search By: NB; 9521714</p> <p>Address: 1001 KING ST, FREDERICTON, NB E3A 1C7</p> <p>*** Claim Check - AutoPlus Check Passed ***</p> <p>*** ALERT - Branded vehicles found - see Vehicles tab ***</p> <p>*** This Autoplus report includes commercial or possible commercial policy information. Only applicable information has been displayed in those cases.***</p> <p>*** ATTENTION - 3 INQUIRIES IN LAST 12 MONTHS ***</p>																
<p><u>Inquired Driver</u></p> <table border="0"> <tr> <td>Licence Number:</td> <td>NB; 9521714</td> <td>Years Licensed:</td> <td>12</td> </tr> <tr> <td>Birth Date:</td> <td>3 Apr 1980</td> <td>Age:</td> <td>N/A</td> </tr> <tr> <td>Gender:</td> <td>Male</td> <td></td> <td></td> </tr> </table>					Licence Number:	NB; 9521714	Years Licensed:	12	Birth Date:	3 Apr 1980	Age:	N/A	Gender:	Male		
Licence Number:	NB; 9521714	Years Licensed:	12													
Birth Date:	3 Apr 1980	Age:	N/A													
Gender:	Male															
<p>Years Insured on AutoPlus: 5</p> <p>Claims in the Last 6 years: 1</p>																
<p><u>Claims on all policies</u></p> <table border="0"> <tr> <td>Number of Claims:</td> <td>3</td> </tr> <tr> <td>Third party claims:</td> <td>0</td> </tr> </table>					Number of Claims:	3	Third party claims:	0								
Number of Claims:	3															
Third party claims:	0															
<p><u>Previous Inquiries</u></p> <table border="0"> <tr> <td>Norwood Mutual</td> <td>Jan 2013</td> </tr> <tr> <td>Acme General</td> <td>Dec 2012</td> </tr> <tr> <td>ABC Insurance Co</td> <td>Dec 2012</td> </tr> </table>					Norwood Mutual	Jan 2013	Acme General	Dec 2012	ABC Insurance Co	Dec 2012						
Norwood Mutual	Jan 2013															
Acme General	Dec 2012															
ABC Insurance Co	Dec 2012															

Related Links

[AutoPlus Gold Quick Reference Guide](#)

[IBC Claim Codes](#)

[AutoPlus Gold - Report Interpretation](#)

[Policy Number Format](#)

[Company Directory](#)

REFER TO:

Sample AutoPlus Gold Report shown above. AutoPlus Classic and AutoPlus Platinum show essentially the same information, but in a different format. For more information, click the Quick Reference Guide link under "Related Links".

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How to Print an AutoPlus Report

AutoPlus Gold Report

Defaults to Print All to print all tabs. Select Print to print only the selected tab.

Click to print your report to PDF

When printing to PDF, a new window opens with the file name populated with the licence entered

Summary Policies Vehicles Claims Repair History Other Losses

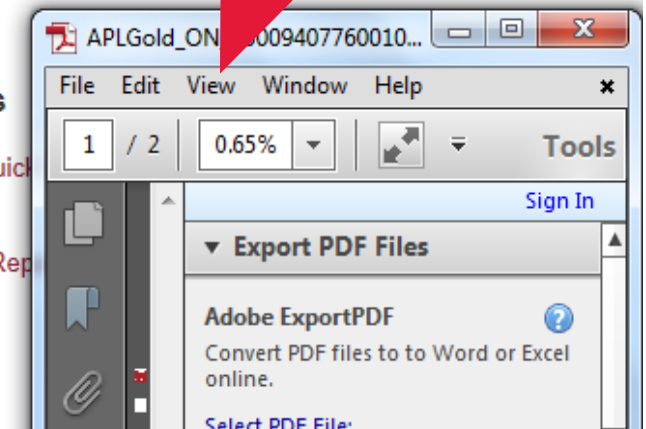
Requested By:	Demo Insurance Company: Broker Demo User	Identifier:	My demo report
For:	John Black	Search By:	ON; B50094077600101
Address:	170 Jackson ST. E, Hamilton, ON, L8N1L4		
*** ATTENTION - 3 INQUIRIES IN LAST 12 MONTHS ***			
*** Claim Check - AutoPlus Check Unknown ***			
<u>Inquired Driver</u>			
Licence Number:	ON; B50094077600101	Years Licensed:	53
Birth Date:	1 Dec 1960	Age:	

Print All ☒ PDF

New AutoPlus

Related Links

[AutoPlus Gold Quick](#)
[IBC Claim Codes](#)
[AutoPlus Gold - Rep](#)



TIP:

- Your popup blocker must be disabled in order for the PDF save window to open.

Ordering an MVR from an AutoPlus Report

AutoPlus Gold Report

Click to order a new AutoPlus report

Print All PDF

New AutoPlus

Order Related MVRs

Click to order an MVR

Related Links

[AutoPlus Gold Quick Reference Guide](#)

[IBC Claim Codes](#)

[AutoPlus Gold - Report Interpretation](#)

[Policy Number Format](#)

[Company Directory](#)

Summary	Policies	Vehicles	Claims	Other Losses
---------	----------	----------	--------	--------------

Latest Carrier:	725 - Atlantic Insurance Com. Ltd.	Policy #:	72-511					
Recorded Dates:	1 May 2003 to 1 May 2020	Status:	CANC FOR NON-PAYMENT					
Endorsement Date:	N/A	Cancellation Date:	1 May 2003					
Policy Holder:	ORANGE, DEREK	Last IBC Update:	15 Jun 2003					
Alberta Grid Policy:	No	Group Marketing Policy:	Yes	No Frill Policy:	Unknown			
Name	Licence	G	DOB	Age	MS	Rel	Lic.	Trn
ORANGE, DEREK	ON; 071881640830409	M			T	INS	9+	No

- A list of the available license numbers listed on the current policy will be displayed.
- Select the desired license number or click the **NEW REQUEST** tab to add a driver not listed on the current policy.
- Confirm the license number and driver's name then click **SEND**.
- 'Immediate' MVRs will be returned to you momentarily.
- 'Overnight' MVRs will be available to print the following morning.

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Ordering an MVR from the Auto Risks Tab

The screenshot shows the CGI IIS Portal interface. At the top, there's a navigation bar with the CGI logo, 'IIS PORTAL | MY SERVICES', and user links like 'Demo User | Contact | Help | Billing |'. A dropdown menu for 'AUTO RISKS' is open, listing options: AUTOPLUS™ CLASSIC, AUTOPLUS™ GOLD, MVR ONTARIO, MVR NEW BRUNSWICK, MVR NEWFOUNDLAND, MVR NOVA SCOTIA, MVR P.E.I., VINCLAIMS GOLD, AUTOPLUS™ COMPANY DIRECTORY, and POLICY NUMBER FORMAT. A red callout bubble points to the 'MVR ONTARIO' option with the text: 'Each province for which you are authorized to order MVR's will appear on this tab.'

TIP:

- Each province has its own MVR menu and the menu for each province is the same.

MVR Menu

Province: ONTARIO

- | | |
|---------------------------|----------------------------|
| ▶ New Requests | ▶ Print MVR (Unprinted) |
| ▶ Inquiry/Search Requests | ▶ Reprint MVR (By Date) |
| ▶ List Requests | ▶ Reprint MVR (By Licence) |

Ordering an MVR Report

New MVR Request

Asterisks (*) indicate mandatory fields

Province:
ONTARIO

Driver

Driver's Licence:*

Driver's Name (Last,First,Middle):

Date of Birth (dd/mm/yyyy):

Reference

Reference Purpose:* --Select Purpose--

Reference:*(For example Quote number or Policynumber)

Comment:

☒ Immediate MVR

“Immediate MVR” will be checked if your profile allows for you to order immediate MVRs. Uncheck to order an overnight MVR instead.

Enter Insured's name in either the name field or reference field so that it appears on your activity log files. This information is relevant in the event of an audit.

Tip:

- Further information on ordering MVRs can be found in the [MVR Training Notes](#) under [Related Links](#).

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Related Links

[MVR Training Notes](#)

Ordering a HITS Report

Select HITS from the Property Risks tab.

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IIS PORTAL | MY SERVICES

HOME AUTO RISKS ▼ PROPERTY RISKS ▼ ANALYTICS MOBILE

Demo User | Contact | Help | Billing | 1 | More Services | LOGOUT

Welcome

to the CGI Insurance Information Services site, your online resource for essential tools and expert information to help you serve your clients better.

Simply select a service or sponsor from the top menu to continue.

System Alerts

2019-07-18 10:00 EST
The current Client test published is CT Test Cases (ver 2.54)
_Published_July_18_2019.xls

IIS Messages

IIS has prepared a Site Guide that contains helpful notes about the system. [Guide](#)

TIPS:

- Your company name will appear on the “on behalf of” dropdown menu even if you do not have access to billable services. This allows you to access features such as the monthly billing activity log and the participating company directory.
- Additional companies can be added to your “on behalf of” dropdown menu upon CGI receiving a written request from an authorized contact person at that company to sponsor you.
- HITS reports can only be ordered on behalf of companies who contribute their historical claims data to CGI to be loaded into the HITS database. There is a link to a list of these companies on the HITS search screen.

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The HITS Search Screen

HITS™

Comments entered here (ie: reason for ordering the report) will appear on your billing activity log and can be used for audit purposes.

A prior policy may have been under the secondary insured's name only. Enter both names, if applicable.

Both Prior Carrier and Policy Number must be entered for this information to be used in the search.

Select BOTH to search for claims for both the insured name and property address for one inquiry charge.

See Tips for Entering Address for a list of Rural Address Abbreviations.

If yes, you will be prompted to enter previous address. See Tips for Entering Address.

Only services that you are authorized to access can be selected. See next page for more information.

The screenshot shows the HITS Search Screen with the following sections:

- SEARCH** (tab)
- Reference for Request**
 - Reference:
- Search By** ☐ Insured ☐ Property ☒ Both
- Primary Insured**
 - Last Name: First Name:
- Secondary Insured**
 - Last Name: First Name:
- Prior Carrier and Policy**
 - Carrier: Policy Number:
- Insured Address**
 - Apt. No.: Street No.: Street Name: Suffix: Direction:
- Rural Address**
 - ID: ID: ID: ID:
- City, Prov & Postal Code**
 - City: Province: Postal Code:
- Has insured been at current address less than three years?**
 - ☒ No ☐ Yes
- HITS™ Additional Report Options**
 - ☒ Hits™ Report
 - ☐ GEOProfile
 - ☐ Inspection Report
- Get Report** **Clear All Inputs**

HITS Report Options

- **HITS Report:**
 - Tracks claims information by insured name and/or property location.
- **GEOProfile:**
 - Provides information about claims frequency for the postal code entered on the inquiry screen within the past 5 years. If your username has been validated for GEOProfile, this box will automatically be checked. If you do not wish to receive a GEOProfile with your inquiry, you may unselect this box before clicking on SUBMIT. There is an additional nominal charge for this report.

Tips for Entering Insured's Name

- You can use an ASTERISK (*) in the insured's first name to search for names matching the letters before the asterisk. This feature is ideal for common names and names with multiple spellings. If you do not enter an asterisk, HITS will use the first character (for names containing three or fewer characters) or the first three characters (for names greater than three characters) in its search. For example:

If you enter:

Lastname: Jones, Firstname: Steve

Lastname: Jones, Firstname: Ste*

Lastname: Jones, Firstname: Sam

Lastname: Jones, Firstname: Sa*

Lastname: Jones, Firstname: Steve*

Lastname: Jones, Firstname: Steve Ray*

HITS will search for:

Ste...Jones (ie: Steve, Steven, Stephen, Stephanie, etc)

Ste...Jones (ie: Steve, Steven, Stephen, Stephanie, etc)

S...Jones (ie: Sam, Sophie, Steve, Stephanie, etc)

Sa...Jones (ie: Sam, Samantha, Sandra, etc)

Steve Jones (ie: Steve or Steven, but not « Stephen »)

Steve Ray Jones (but not Steve, Steven Ray)

Tips for Entering Address

- Previous address is used only in the insured search. If entered, HITS will find claims for your insured at that address, but will not show any losses against the property that occurred while your insured lived elsewhere.

Rural Address Abbreviations:

- **BK - Block**
- **BX - Box**
- **CC - Concession**
- **RR - Rural Route**
- **LT - Lot**
- **PC - Parcel**
- **PL - Plan**
- **SI - Site**
- **SN - Station**
- **RG - Regional Road**
- **TWP - Township**

The Summary Tab

HITS™ Report

Print All ☒ PDF

Wednesday, July 31, 2019 02:22 PM

New Search

Previous Search

Related Links

[HITS™ User Guide](#)

[HITS™ Contributing Companies List](#)

[HITS™ Kind of Loss](#)

Comments entered in the Reference Field on the HITS Search Screen

Inquiry information entered on the HITS Search Screen.

Possible claims may or may not belong to your insured or property. Select the claim and then click on the Claims Tab to see the details of exact claims and the selected possible claims. All claims may be viewed without incurring an additional inquiry charge.

Summary Policies Locations Claims GEOProfile

Reference:
Requested by: Test BrokerONE Demo Broker Tracking by: Insured and Property
Primary Insured: DRAGON, ALVEENO Secondary Insured:
Primary Address: 130 YORKVIEW DRIVE, NORTH YORK, ON, M2R1K1
Previous Address:
Prior Carrier: Policy Number:
Exact Policy Matches - 0
Possible Policy Matches - 0

Exact Claim Matches - 3

Claim Type	Kind of Loss	Date of Loss	Amount	Expense	Status	Carrier
Insured	Vandalism, Malicious Acts	2014/05	10	0	CLOSED	Pilot Insurance
Insured	Burglary/Theft, Off Premises Loss	2014/06	45	85	OPEN	Pilot Insurance
Insured	Fire, Contents	2012/02	65	96	CLOSED	Pilot Insurance

Possible Claim Matches - 0

Additional Products and Services
Inspection Reports: Not authorized for inspections.

List of companies that contribute their claims data to CGI to be loaded into the HITS database.

The Claims Tab

HITS™ Report

Wednesday, July 31, 2019 02:28 PM

Summary Policies Locations **Claims** GEOProfile

Exact Claim	
Insured	Date of loss : 2014/05
Name of Insured: ALVEENO DRAGON	
Location of loss : 130 YORKVIEW DRIVE, NORTH YORK, ON, M2R1K1	
Insurer: Pilot Insurance	Kind of Loss : Vandalism, Malicious Acts
Policy Number: 00000120	Claims Paid: \$10 CLOSED
Claims Number: 20000130	Expenses Paid: \$0 CLOSED
Territory/Protection: [811]Water Supply - Hydrant System	
IBC Classification: [151135]No CreditPolicy Includes Replacement CostSingle-Family homeHomeow ners Comprehensive Form\$500 Ded (For F) on all PP except Liab	
Claim Type: Insured	
Date of loss : 2014/06	
Name of Insured: ALVEENO DRAGON	
Location of loss : 130 YORKVIEW DRIVE, WILLOWDALE, ON, M2R1K1	
Insurer: Pilot Insurance	
Kind of Loss : Burglary/Theft, Off Premises Loss	
Policy Number: 00000120	
Claims Paid: \$45 OPEN	
Claims Number: 20000131	
Expenses Paid: \$85 OPEN	
Territory/Protection: [705]Unprotected Class	
IBC Classification: [151115]No CreditPolicy Includes Replacement CostSingle-Family homeHomeow ners Standard Form\$500 Ded (For F) on all PP except Liab	
Claim Type: Insured	
Date of loss : 2012/02	
Name of Insured: ALVEENO DRAGON	
Location of loss : 130 YORKVIEW DRIVE, TORONTO, ON, M2R1K1	
Insurer: Pilot Insurance	
Kind of Loss : Fire, Contents	
Policy Number: 00000120	
Claims Paid: \$65 CLOSED	
Claims Number: 20000132	
Expenses Paid: \$96 OPEN	
Territory/Protection: [605]Unprotected Class	
IBC Classification: [151122]No CreditPolicy Includes Replacement CostSingle-Family homeBroad Buildings Standard Form\$200 Ded (For F) on all PP except Liab	
Possible Claim Matches	

Print All PDF

New Search

Previous Search

Related Links

[HITS™ User Guide](#)

[HITS™ Contributing Companies List](#)

[HITS™ Kind of Loss](#)

Select Print to print the Claims Tab. Select Print All to print all tabs. Select PDF to create a PDF document. TIP: Your browser must be configured to allow for pop-up windows in order to be able to print reports to PDF.

Kind of Loss by IBC
Kind of Loss Code

Claims and expense amounts paid to date. Reserve amounts are not shown.

GEOProfile Tab

HITS™ Report

Wednesday, July 31, 2019 02:34 PM

Summary Policies Locations Claims **GEOProfile**

GEOProfile

Postal Code: M2R1K1

Wind storm/Hail

Type of Loss	Five Year Total	2018/02 to 2019/01	2017/02 to 2018/01	2016/02 to 2017/01	2015/02 to 2016/01	2014/02 to 2015/01
Building	0	0	0	0	0	0
Contents	0	0	0	0	0	0
Special	0	0	0	0	0	0

Water

Building	0	0	0	0	0	0
Contents	0	0	0	0	0	0
Special	0	0	0	0	0	0

Fire

Building	0	0	0	0	0	0
Contents	0	0	0	0	0	0

Burglary

On Premises	0	0	0	0	0	0
Off Premises	1	0	0	0	0	1

Other

All Others	1	0	0	0	0	1
------------	---	---	---	---	---	---

PLEASE NOTE: HITS™ GEOProfile provides a list of claims frequency within the past 5 years for the searched postal code area. This statistical information was obtained solely from the claims information submitted to HITS™ by participating companies.

Print All PDF

New Search

Previous Search

Select Print to print the GEOProfile Tab. Select Print All to print all tabs. Select PDF to create a PDF document.


Related Links

[HITS™ User Guide](#)
[HITS™ Contributing Companies List](#)
[HITS™ Kind of Loss](#)

Number of claims in the inquired postal code by type of claim for previous five years.

Ordering a FleetPlus Report

Select FleetPlus from the Auto Risks tab





IIS PORTAL | SERVICES | On Behalf of Demo Carrier

HOME | **AUTO RISKS** | PROPERTY RISKS | ANALYTICS | MOBILE

WELCOME

to the CGI Insurance Information System (IIS) online resource for essential information to help you manage your risk.

Simply select a service to continue.



AUTOPLUS™ CLASSIC

AUTOPLUS™ GOLD

FLEETPLUS

MVR ONTARIO

MVR NEWBRUNSWICK

MVR NEWFOUNDLAND

MVR NOVASCOTIA

MVR P.E.I.

VINCLAIMS GOLD

AUTOPLUS™ COMPANY DIRECTORY

POLICYNUMBER FORMAT

System Alerts

2019-07-18 10:00 EST
The current Client test published is CT Test Cases (ver 2.54)
_Published_July_18_2019.xls

System Alerts

IIS has prepared a Site Guide that contains helpful notes about the system. [Guide](#)

FleetPlus Search Tab

Comments entered here (ie: reason for ordering the report) will appear on your billing activity log and can be used for audit purposes.

Specific trade that is related to this claim

FleetPlus Search

On Behalf Of: Demo Carrier

Reference for Request

Asterisks (*) indicate mandatory fields

Reference

Choose any one of the four search options from below

Option# 1

Trade Name

Address

Province

Postal Code

Search

Option# 2

Company*

Policy*

Search

Option# 3

Province*

Licence Number*

Search

Option# 4

VIN*

Search

Clear All Inputs

The FleetPlus Report

FleetPlus Report

Thursday, August 01, 2019 09:34 AM

Print All PDF CSV

Classic View

New Search

Summary

Policies

Claims

Requested By : Demo Carrier: Demo Broker
Reference :
Trade Name : SS SMITH'S ROOFING LTD.
Search Criteria:
Trade Name : Roofing

Insurance Company	Policy#	Status	Policy Period	Claims	Paid Amt.	Exp Amt.	Catastrophic	At Fault
Northbridge General Ins. Cor.	50900311	RENEWAL	Apr 01,2000 to Apr 30,2020	10	\$25,670	\$10,000	0	0
Nordic Ins. Co. of Can. (FAC)	40825827	RENEWAL	May 05,2018 to May 05,2019	0	\$0	\$0	0	0
Intact Ins - (Western Region)	7V1154536	RENEWAL	Oct 01,2007 to Oct 31,2014	1	\$2,222	\$0	0	0
Total				11	\$27,892	\$10,000	0	0

Related Links

[Policy Number Format](#)
[Autoplus™ Company Directory](#)
[IBC Claim Codes](#)
[Coverage Description](#)
[FleetPlus Reference Guide](#)

For more detailed information on FleetPlus click these links for our Reference Guides


Insurance company that made the claim

Total claim amounts paid

CGI and its Partners shall take reasonable steps to ensure that database information or data obtained from various sources is reliable and accurate. However, CGI does not guarantee the accuracy of information obtained from these sources, and in no event shall CGI be liable in any manner whatsoever for any loss or injury to CUSTOMER resulting from the obtaining or furnishing of such information. CGI shall not be liable under this Agreement to any third party for any damages or losses arising out of a breach by CUSTOMER.

Ordering a CTS Report

Select CTS from the Property Risks tab



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Test BrokerONE

[HOME](#) | [AUTO RISKS](#) | [PROPERTY RISKS](#) | [ANALYTICS](#) | [MOBILE](#)





HITS™

CTS

Welcome

to the CGI Insurance Information Services site, your online resource for essential tools and expert information to help you serve your clients better.

Simply select a service or sponsor from the top menu to continue.




System Alerts

2019-07-18 10:00 EST

The current Client test published is CT Test Cases (ver 2.54)
_Published_July_18_2019.xls

i

IIS Messages

IIS has prepared a Site Guide that contains helpful notes about the system.  [Guide](#)

Ordering a CTS Report

CTS Search

On Behalf Of: **Test BrokerONE**

Reference Request

Asterisks (*) indicates mandatory fields

Reference:

Choose any one of the two search options from below

Option#1

Trade Name:

Address:

Province:

Postal Code:

Search

Option#2

Company:

Policy:

Search

Clear All Inputs

System Alerts

2019-07-18 10:00 EST
The current Client test published is CT
Test Cases (ver 2.54)
_Published_July_18_2019.xls



IIS Messages

IIS has prepared a Site Guide that contains
helpful notes about the system. [Guide](#)

Related Links

- [Industry Classification Codes](#)
- [Industry Classification Descriptions](#)
- [Cause of Loss](#)
- [Kind of Loss](#)
- [CTS Quick Reference Guide](#)
- [CTS Contributing Companies List](#)

Comments entered here (ie: Reason for ordering the report) will appear on your billing activity log and can be used for audit purposes.

Select the 'CTS Quick Reference Guide' to find more detailed information on a CTS Report

The Loss Analysis Tab

CTS Report

Print All ☐ PDF CSV

Thursday, August 01, 2019 08:54 AM

Collapse All

New Search

Inquiry information entered on the HITS Search Screen.

Loss Analysis Insured Location

Requested By: Test BrokerONE Demo Broker
Reference:
Search Criteria:
Company: Intact (Western Union) - 028
Policy: 5V2193459

KIND OF LOSS ANALYSIS BY TRADE NAME

TESTWATER MARINE GROUP & TEST HOLDING | D

PROPERTY

Kind of Loss	Claims	Claim Paid (Open)	Expense Paid (Open)	Claim Paid (Closed)	Expense Paid (Closed)
40 - Crime - On Premises	1	\$0	\$0	\$5000	\$262

LIABILITY

Kind of Loss	Claims	Claim Paid (Open)	Expense Paid (Open)	Claim Paid (Closed)	Expense Paid (Closed)
12 - Premises/Operations - Property Damage	1	\$54000	\$0	\$0	\$0

Total	2	\$54000	\$0	\$5000	\$262
-------	---	---------	-----	--------	-------

Related Links

- Industry Classification Codes
- Industry Classification Descriptions
- Cause of Loss
- Kind of Loss
- CTS Quick Reference Guide
- CTS Contributing Companies List

Click on links to find more information on what is provided by a CTS report

Claims and expense amounts paid to date. Reserve amounts are not shown.

The Insured Tab

CTS Report

Thursday, August 01, 2019 09:08 AM

Shows details for which Insurer was used for each claim

Date the loss occurred

Kind of Loss for claim of the insurer

Loss Analysis

Insured

Location

TEST WATER MARINE GROUP & TEST HOLDING | D

Kind of Loss for claim of the insurer

Date of Loss	Kind of Loss	Industry Code	Claim Paid	Status	Expense Paid	Status
<input checked="" type="checkbox"/> 2013/06/19	12 - Unknown	5433 - Food Stores - Other	\$54,000	Open	\$0	Open
Carrier : Intact (Western Union) - 028 Participation : 50% Policy Number : 5V2193459 Claim Number : WC2H005135 Location of Loss : 6000 RUSS CHEF WAY UNIT 115, B.C. V7B1B4 Cause of Loss : Coverage and Construction : Operations and/or Failure of Equipment Compreh/Comm Gen Lib-w prod/completed operations						
<input checked="" type="checkbox"/> 2013/04/01	40 - Crime - On Premises	0000	\$5,000	Closed	\$262	Closed
Carrier : Intact (Western Union) - 028 Participation : 50% Policy Number : 5V2193459 Claim Number : WC3H002686 Location of Loss : 6000 RUSS CHEF WAY UNIT 115, B.C. V7B1B4 Cause of Loss : Coverage and Construction : Fire-Resistive Incl w alls, floors or other non-combustible material with high fire resistive rating						
Total (2 Claims)			\$59,000		\$262	

Claims and expense amounts paid to date.

Confidential

Billing Activity Files

Click to access the Billing Activity Files for your organization. This link will only be active if you have been approved to access these files.


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Test BrokerONE

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[Demo Broker](#) | [Contact](#) | [Help](#) | [Billing](#) |

1 | [More Services](#) | [LOGOUT](#)

If you can order reports for more than one company, you will need to select your company name from this dropdown to activate the billing link.

Billing Backup

Sponsor Company: **Test BrokerONE**

Subscriber Activity Download

DL	File Name by Date	File Size	Creation Date	# Downloads	First Download	Last Download
	5-30-6-21_2019.zip	341	21/6/2019 3:24:10 PM	0		
	7-30-5-30_2018.zip	1286	30/5/2019 11:07:13 AM	0		
	5-3-7-30_2018.zip	341	30/7/2018 11:45:45 AM	0		
	9-1-5-3_2017.zip	341	3/5/2018 2:35:35 PM	0		
	11-29-9-1_2016.zip	341	29/9/2017 3:05:43 PM	0		
	6-28-11-29_2016.zip	2859	29/11/2016 12:55:41 PM		24/5/2017 4:09:49 PM	
	4-28-6-28_2016.zip	341	28/6/2016 12:55:41 PM			

10

Rows per page

Download Reference Guide

Download AutoPlus File Description

Download FleetPlus File Description

Download HITS File Description

Download CTS File Description

Click to download billing file. See next page for more information.

Available files by month. For example, 4-1-5-1_2015 contains April 2015 billing data. It is important to download this file each month and save it on your hard drive or server as CGI only stores a limited number of files.

TIPS:

- The Billing/Activity files are generated for all subscribers, regardless if you pay for your own services or not.
- These files can be used to satisfy the transaction log audit requirements of your SubLicense Agreement (AutoPlus and HITS) and ARIS Agreement (Ontario MVRs). CGI only stores a finite number of files, so these files should be downloaded each month and stored on your system so that you can retrieve them in the event of an audit.

Confidential

Billing Activity Files

Click to download billing file.

Subscriber Activity Download						
DL	File Name by Date	File Size	Creation Date	# Downloads	First Download	Last Download
	5-30-6-21_2019.zip	341	21/6/2019 3:24:10 PM	0		
	7-30-5-30_2018.zip	1286	30/5/2019 11:07:13 AM	0		
	5-3-7-30_2018.zip	341	30/7/2018 11:45:45 AM	0		
	9-1-5-3_2017.zip	341	3/5/2018 2:35:35 PM	0		
	11-29-9-1_2016.zip	341	1/9/2017 3:05:43 PM	0		
	6-28-11-29_2016.zip	2859	29/11/2016 12:55:44 PM	1	24/5/2017 4:09:49 PM	
	4-28-6-28_2016.zip	341	28/6/2016 12:45:43 PM	0		

10

Rows per page

Click Save to save the zipped billing file to your system.

Click Open to open your WinZip program and unzip the billing file. The “RPC” files contain HITS billing data.

Do you want to open or save 5-30-6-21_2019.zip from uat.iis.cgi.com?

OpenSaveCancel

FileHomeInsertPage LayoutFormulasDataReviewViewCGI WizKitTell me what you want

CutCopyPasteFormat Painter

Clipboard

Calibri11

B*I*U

General

\$ % '

A1

ActivityID

	A	B	C	D
1	ActivityID	SubscriberName	SponsorSubscriberName	GroupName
2	36541678	Test BrokerONE	Test BrokerONE	own group has TCQ
3	36541677	Test BrokerONE	Test BrokerONE	own group has TCQ

TIP: After you have downloaded and saved the file, you can format the data any way you choose, create custom reports or import the data into your accounting program.

Questions?

Please contact...

autoplus@cgi.com

