



Quick Reference Guide AutoPlus, MVR, HITS, CTS & FleetPlus

CGI's Insurance Information Services (IIS)

May 2021

Table of Contents



- Logging in & Setting up Password
 - 2 AutoPlus
- 3 MVR
- 4 HITS
- 5 FleetPlus
- 6 CTS
- 7 Billing Activities

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How to access the IIS Portal



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

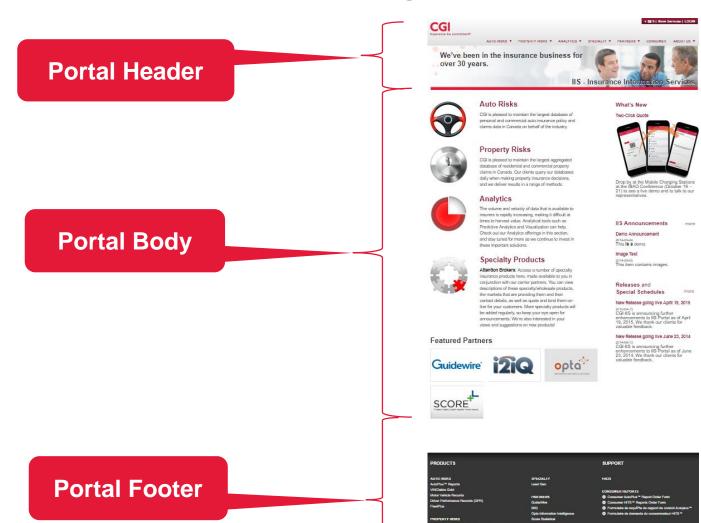
https://iis.cgi.com/rapidweb/en/

Through the following browsers...

- Internet Explorer (IE), Edge
- Chrome

IIS Portal Home Page





CGI.COM FOLLOWCOI () ()

How to Login





Click Login to open Login Drawer



Auto Risks

CGI is pleased to maintain the largest database of personal and commercial auto insurance policy and claims data in Canada on behalf of the industry.



Property Risks

CGI is pleased to maintain the largest aggregated database of residential and commercial property claims in Canada. Our clients query our databases daily when making property insurance decisions, and we deliver results in a range of methods.

What's New

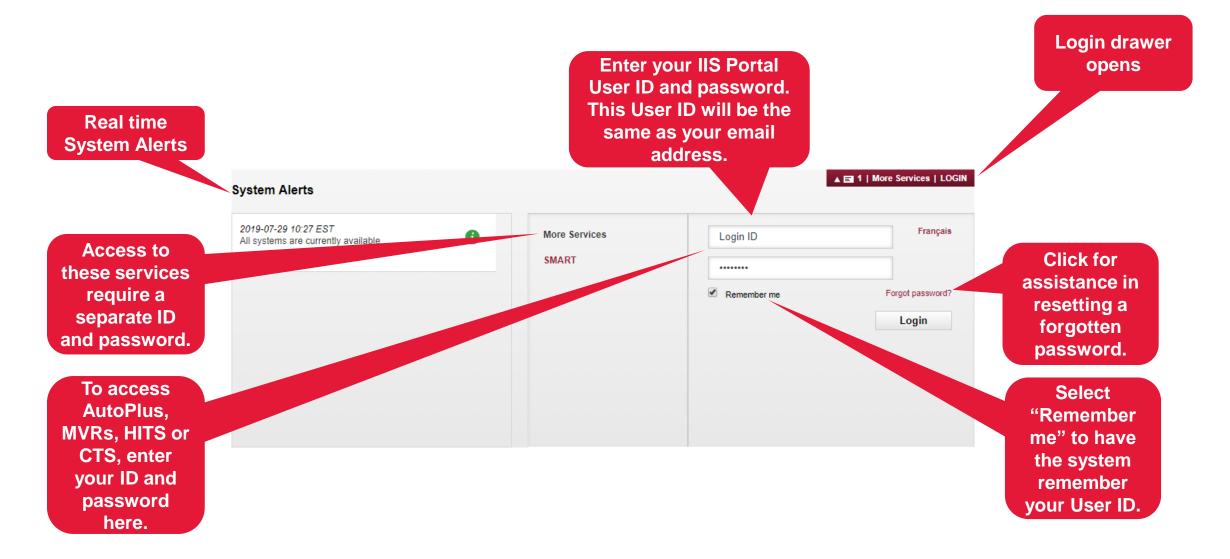
Two-Click Quote



Drop by at the Mobile Charging Stations at the IBAO Conference (October 19 – 21) to see a live demo and to talk to our

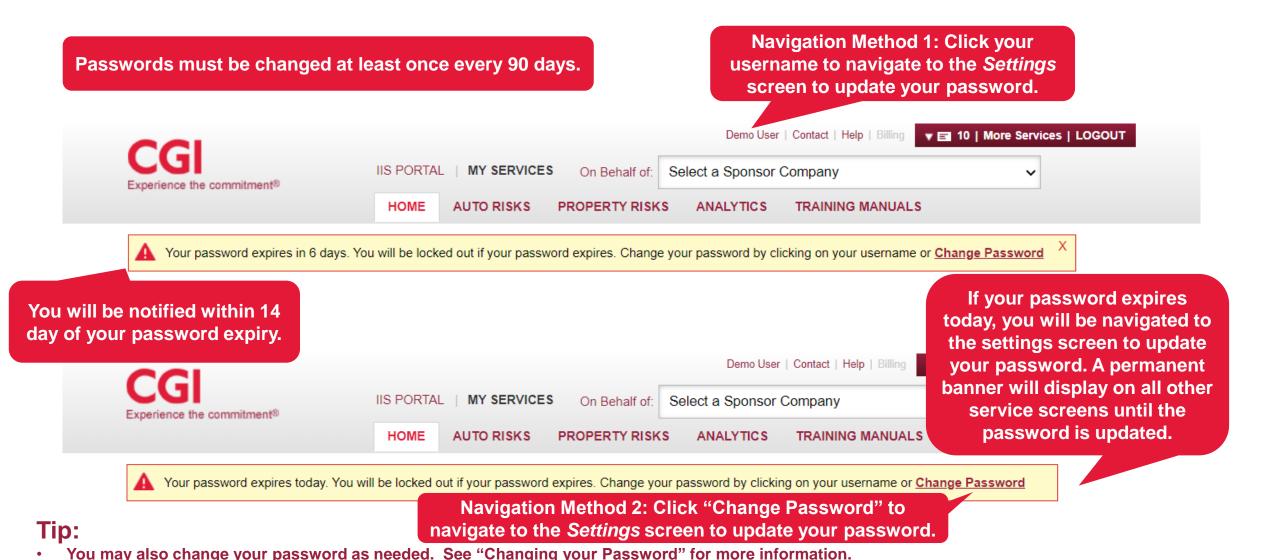
Inside the Login Drawer





Changing your Password – Password Expiry Banner

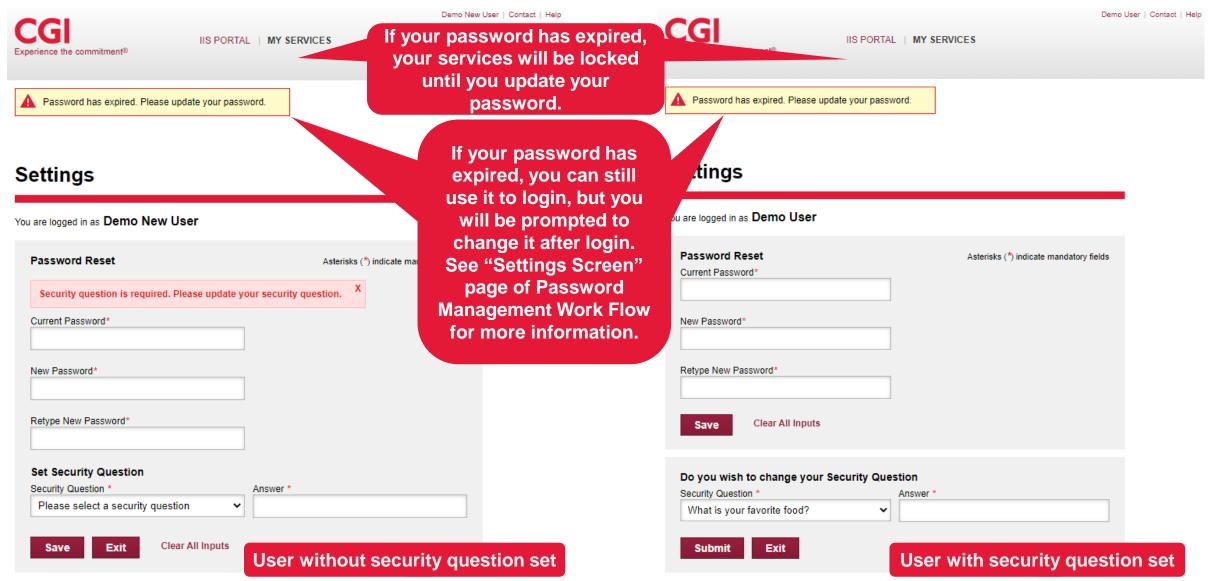




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Changing your Password



Passwords that have not yet expired can be changed by clicking on your name and following the password management workflow prompts on the Settings Screen.



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

Changing your Password – Settings Screen

CGI

If your password has expired when you try to log in or you have clicked on your name on the CGI Insurance Information Services Welcome Page, the Settings Screen Password Management Workflow will be displayed.

Settings You are logged in as Demo New User Password Reset Asterisks (*) indicate mandatory fields Security question is required. Please update your security question. Current Password* When updating your password you must set up a security question if you do not currently have one. A security New Password* question is required when you use the 'Forgot Password' function. The Retype New Password* security question answer must be at least 6 characters long (no spaces permitted and not case sensitive). Set Security Question Security Question * Answer Please select a security question Clear All Inputs User without security question set

Settings

You are logged in as Demo User

Password Reset

Current Password*

New Password*

Save

Retype New Password*

Enter your temporary or current password in the current password field and a password of your choice in the new password field. Your new password must be at least 8 alpha-numeric characters and contain at least one capital letter and one numeric.

You can reset your security questions at any time in the "Do you wish to change your Security Question" area at the bottom of the page. Your current selected security question will be displayed. The security question answer must be at least 6 characters long (no spaces permitted and not case sensitive).

Asterisks (*) indicate mandatory fields

Do you wish to change your Security Question

Security Question * Answer *

Clear All Inputs

Submit Exit

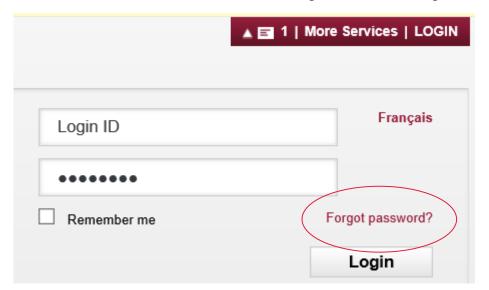
What is your favorite food?

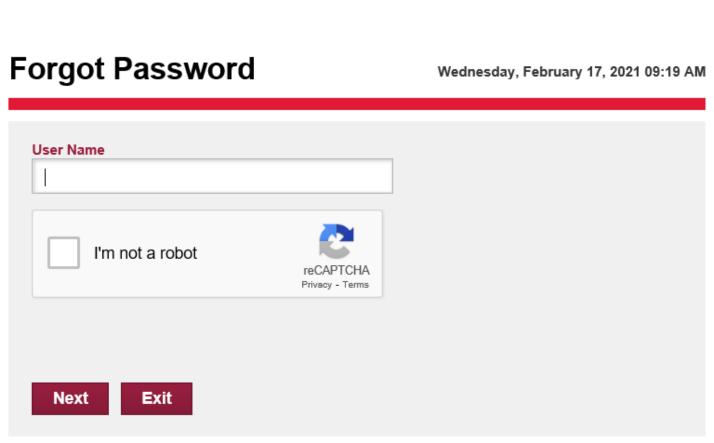
User with security question set





Click on the "Forgot password?" link in the Login Drawer for assistance in resetting a forgotten password. Note that this feature can only be used if your user ID is a valid email address.



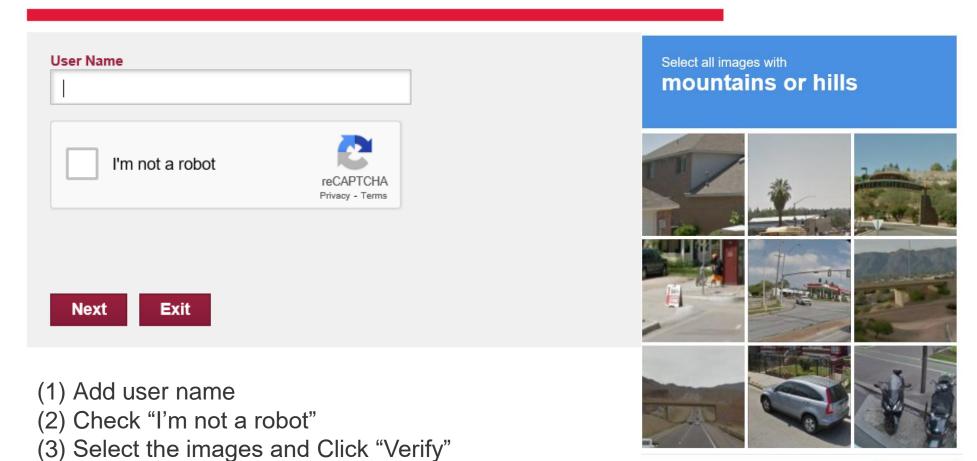


Did you forget your password? Continued



Forgot Password

Wednesday, February 17, 2021 09:19 AM







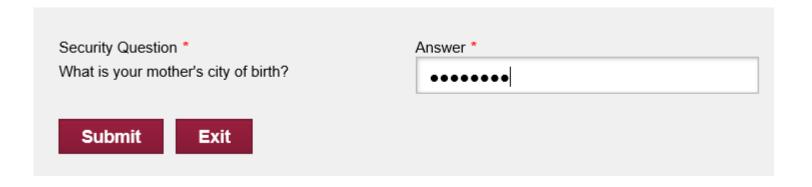


VERIFY

(4) Click "Next"

Did you forget your password? Continued





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

- (1) Add user name
- (2) Check "I'm not a robot"
- (3) Select the images and Click "Verify"
- (4) Click "Next"
- (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.

How to Order an AutoPlus Report



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



Click to access AutoPlus and the other auto risk services that you are authorized to access.

Come

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

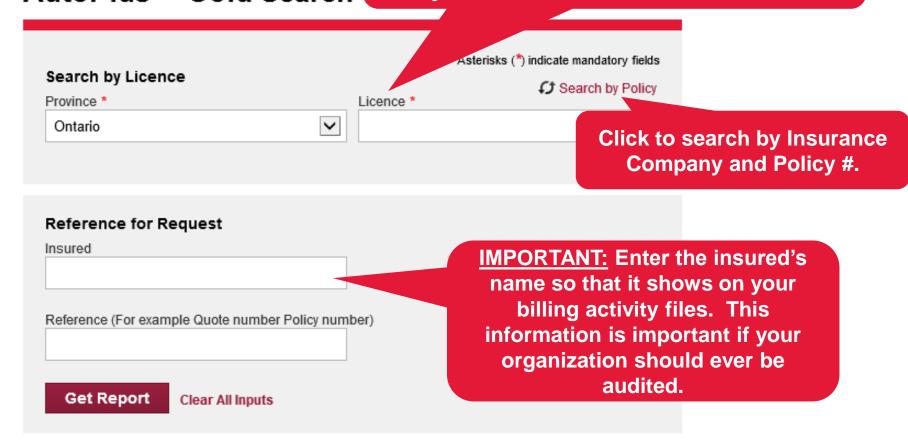
How to Order an AutoPlus Report



The Search Screen

AutoPlus™ Gold Search

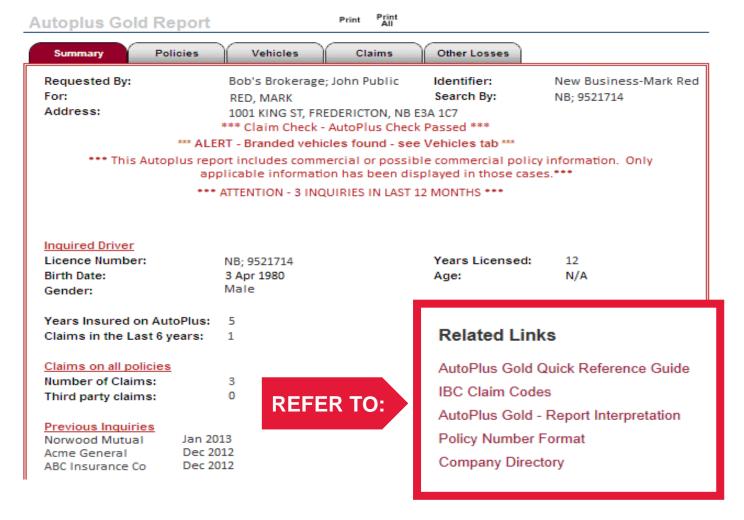
There are two search methods - Driver's License Number and Insurance Company and Policy #. Enter Driver's Licence Number here.



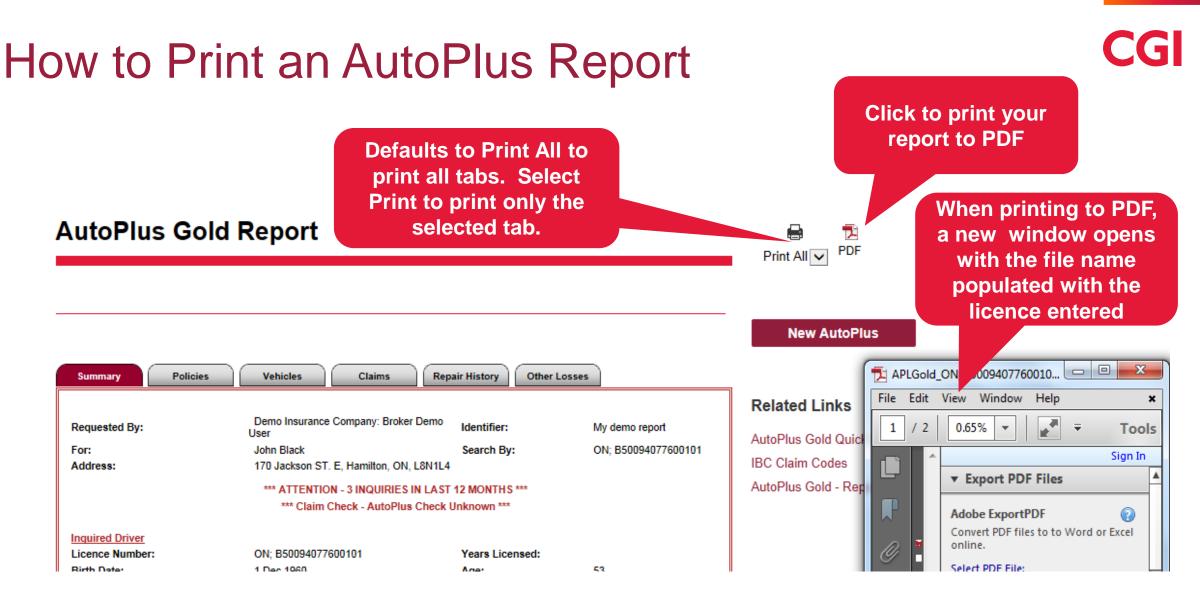
The AutoPlus Report

CGI

- <u>Summary Tab:</u> 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.



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".

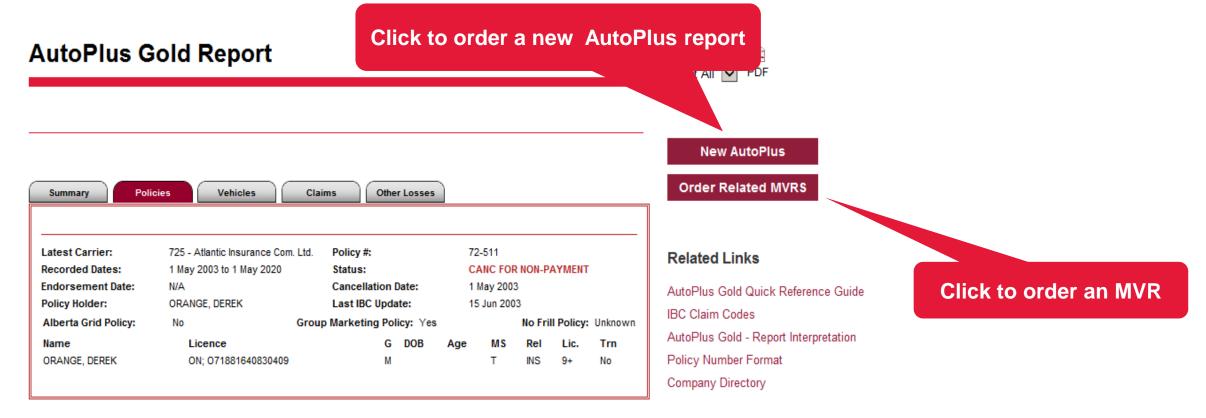


TIP:

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



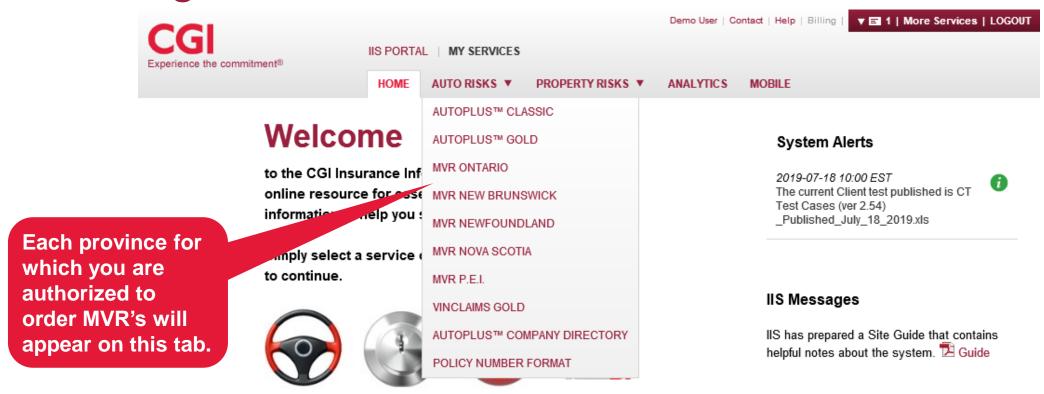




- A list of the available license numbers listed on the current policy will be displayed.
- Select the desired license number or click the NEW REQUEST tab to add a driver not listed on the current policy.
- Confirm the license number and driver's name then click SEND.
- 'Immediate' MVRs will be returned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

Ordering an MVR from the Auto Risks Tab





TIP:

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

MVR Menu

Province: ONTARIO

- New Requests
- Inquiry/Search Requests
- ▶ List Requests

- ▶ Print MVR (Unprinted)
- ▶ Reprint MVR (By Date)
- ► Reprint MVR (By Licence)

Ordering an MVR Report

New MVR Request

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

Asterisks (*) indicate mandatory fields Province: ONTARIO Driver Driver's Licence:* Driver's Name (Last,First,Middle): Date of Birth (dd/mm/yyy): Enter Insured's name in either the name field or reference field so that it appears on your activity log files. This Reference information is relevant in the event of an audit. --Select Purpose--Reference Purpose:* Reference:*(For example Quote number or Policynumber) Comment: ✓ Immediate MVR Get Report Clear All Inputs

Tip:

Further information on ordering MVRs can be found in the MVR Training Notes under Related Links.

MVR Training Notes

Related Links

Ordering a HITS Report



Select HITS from the Property Risks tab.



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.









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IIS Messages

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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.

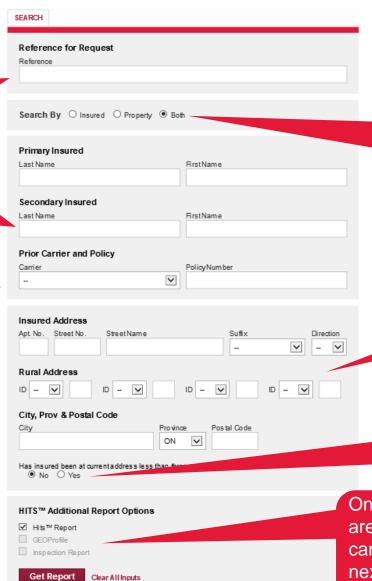
The HITS Search Screen

CGI

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.

HITS Report Options



HITS Report:

Tracks claims information by insured name and/or property location.

GEOProfile:

O 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

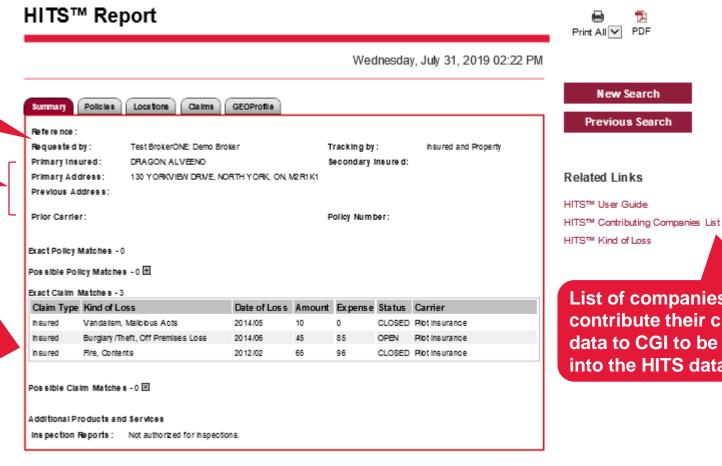
The Summary Tab



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.





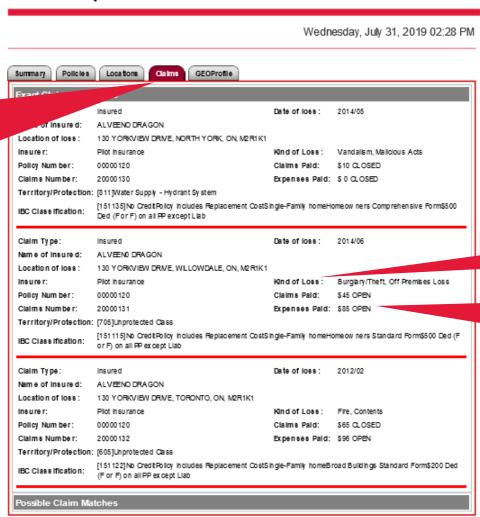
List of companies that contribute their claims data to CGI to be loaded into the HITS database.

The Claims Tab



HITS™ Report

Shows details for exact claims as well as for the possible claims that were selected on the Summary Tab.





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.

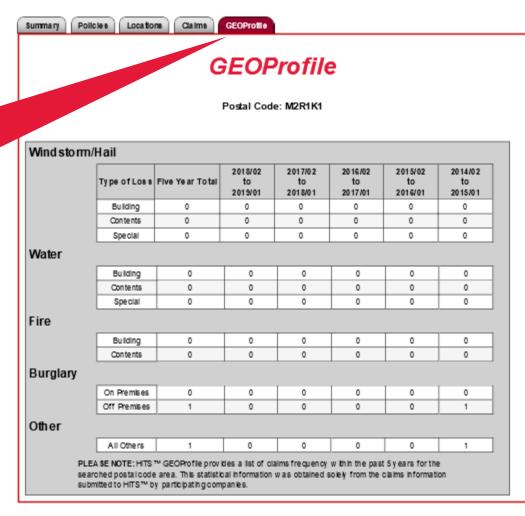
GEOProfile Tab



HITS™ Report

Wednesday, July 31, 2019 02:34 PM

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





Related Links

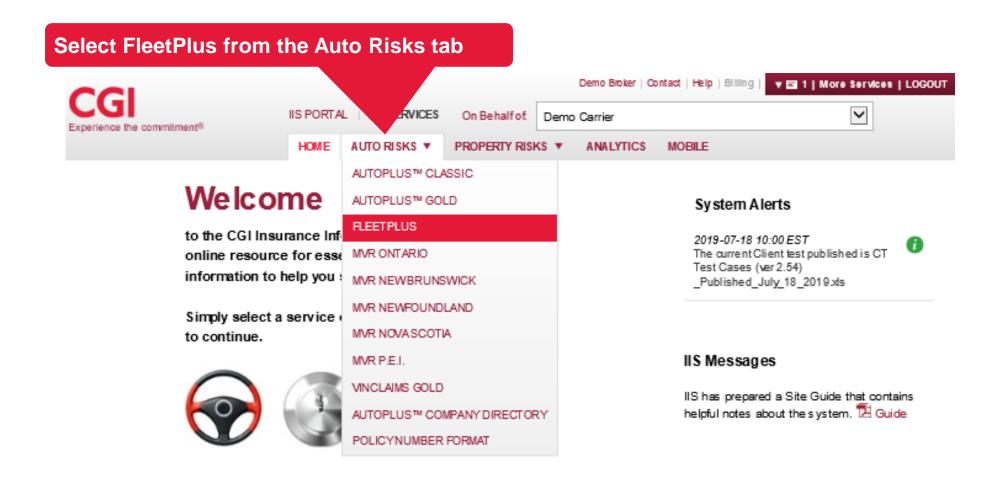
HITS™ User Guide

HITS™ Contributing Companies List

HITS™ Kind of Loss

Ordering a FleetPlus Report



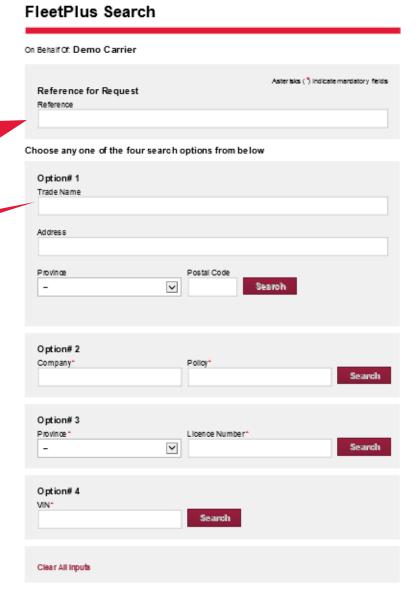


FleetPlus Search Tab

CG

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



The FleetPlus Report



FleetPlus Report

Print All PDF CSV

Classic View

Thursday, August 01, 2019 09:34 AM

Policies Claims Requested By: Demo Carrier: Demo Broker Reference: Trade Name: SSSMTH'S ROOFING LTD. Search Criteria: Trade Name: Roofing Insurance Company Policy # Statu a Policy Period Claims Paid Amt. Exp Amt. Catastrophic At Fault Apr 01,2000 to Northbridge General Ins. Cor. \$0900311 RENEWAL \$25,670 \$10,000 0 May 05,2018 to Nordic Ins. Co. of Can. (FAC) 40825827 RENEWAL 0 May 05,2019 Oct 01,2007 to Intact Ins - (Western Region) 7V1154536 RENEWAL \$2,222 \$27,892 \$10,000

New Search
For mo

Related Links

Policy Number Format
Autolplus ™ Company Directory
IBC Claim Codes
Coverage Description
FleetPlus Reference Guide

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

Total claim amounts paid

Insurance company

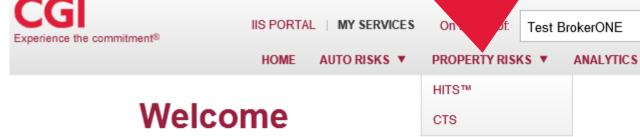
that made the claim

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







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

MOBILE

2019-07-18 10:00 EST
The current Client test published is CT
Test Cases (ver 2.54)
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▼ **■ 1 | More Services | LOGOUT**

>

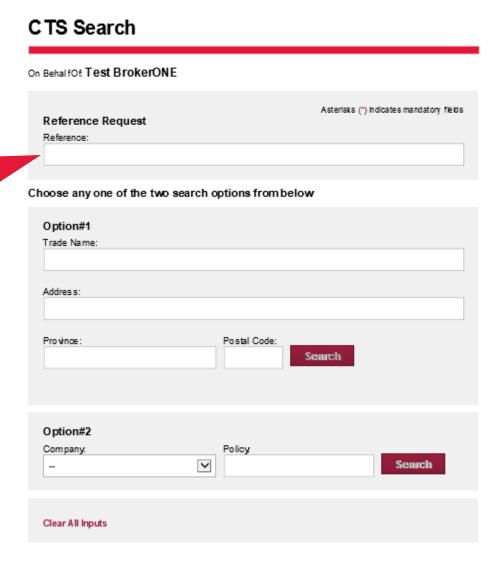


IIS has prepared a Site Guide that contains helpful notes about the system. Guide

Ordering a CTS Report



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



System Alerts

2019-07-18 10:00 EST
The current Client test published is CT
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_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
Caus e of Loss
Kind of Loss
CTS Quick Reference Guide
CTS Contributing Companies List

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

The Loss Analysis Tab

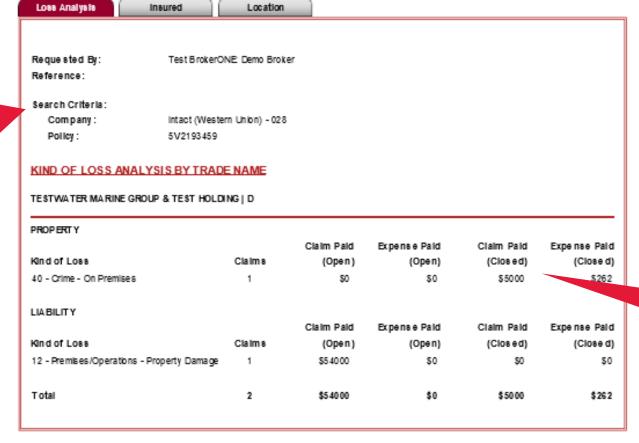




Print All ✓ PDF CSV

Thursday, August 01, 2019 08:54 AM

Inquiry information entered on the HITS Search Screen.



Collapse All

New Search

Related Links

Industry Classification Codes

Industry Classification Descriptions
Cause of Loss

Kind of Loss

1 (11) 01 2 2 2 2

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

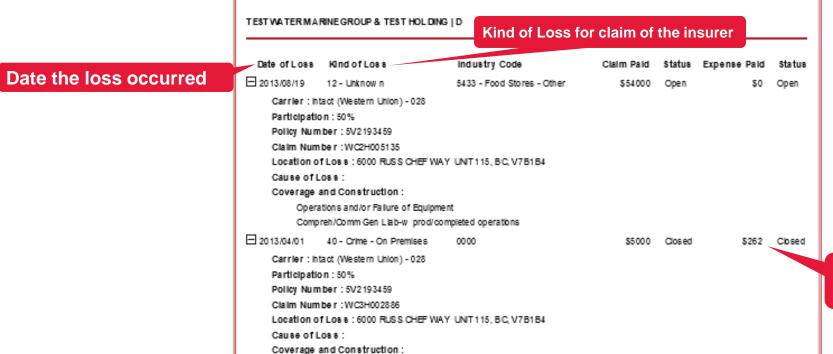
Loss Analysis

Total (2 Claims)

Insured

Shows details for which Insurer was used for each claim

Thursday, August 01, 2019 09:08 AM



Location

Claims and expense amounts paid to date.

\$59000

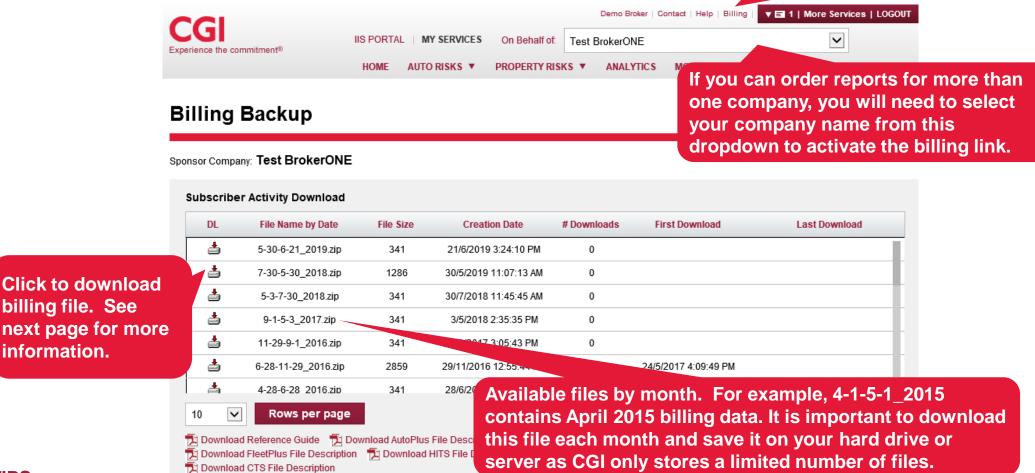
\$262

Fire-Resistive incliw alls floors or other non-combustible material with high fire resistive rating

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.





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.

billing file. See

information.

Billing Activity Files

CGI

Cancel

Open

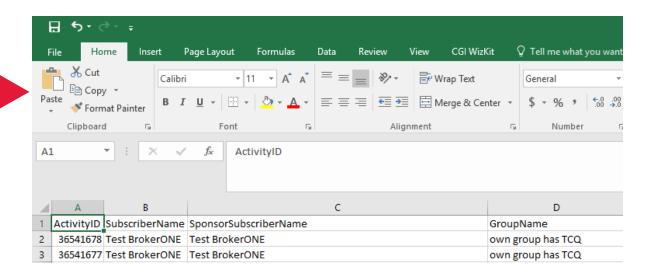
Save

Click to download billing file.

Subscriber Activity Download File Size File Name by Date Creation Date # Downloads First Download Last Download 5-30-6-21_2019.zip 341 21/6/2019 3:24:10 PM 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 24/5/2017 4:09:49 PM 4-28-6-28 2016.zip 341 28/6/2016 12:45:43 PM 0 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?

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

