

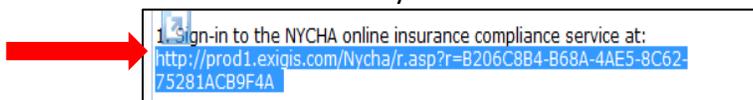
NYCHA Risk Finance Portal Vendor Help Sheet

The Overall Process

NYCHA is having the companies/individuals with which it does business provide proof of insurance through their online Risk Finance portal provided by Exigis®. A NYCHA buyer/requestor enters vendor/lessee/contractor contract details into the system. An e-mail or fax is generated to the specified contact person to provide the contact information for the insurance broker(s) for the company. Coverage details and a certificate of insurance are then requested directly from the broker(s).

How to Fill Out the Insurance Compliance Request

1. After you begin the awarding process, you will receive an e-mail asking you to verify your insurance compliance by providing your broker’s contact details. The e-mail you receive will contain a web address. Copy and paste the link from the e-mail into your web browser address bar



- If you do not have an e-mail address on file with NYCHA, you will receive either a call or fax from EXIGIS®
- If you are not the correct contact for this request, forward the e-mail or fax to a colleague, or let the EXIGIS® Customer Support know who the correct person is when you receive a call

2. The Introduction screen explains the request process

3. Step 1:

Update your contact information and specify how many brokers provide insurance for your company

Click **Next** to continue

A screenshot of the "Step 1 of 4" form. The header shows the NYCHA logo and "NEW YORK CITY HOUSING AUTHORITY". The form fields are: "Your First Name" (Emma), "Your Last Name" (Emu), "Your Email" (none@none.com), "Your Phone" (800-867-5309), and "How many insurance brokers service the policies that cover your NYCHA contract?". A "Next" button is at the bottom right.

4. Step 2:

Provide company and contact details for the insurance broker(s) for your company

- An e-mail address for the broker contact is required
- If your Workers Compensation and/or Employers Liability are carried with the New York State Insurance Fund directly and not through a broker, or if you are exempt under NYS Workers Compensation Law from carrying Workers Compensation and will be supplying an affidavit (CE-200) attesting to this fact, **add yourself as a broker during this step.**
- Click **Next** to continue

A screenshot of the "Step 2 of 4" form. The header shows "Step 2 of 4". The form is titled "Insurance Broker" and includes a link "Click here to remove this contact". The fields are: "Company Name", "Contact Name", "Email", "Phone", "Fax", "Street", "Street(cont)", "City", "State/Province", "Postal Code", "Country" (United States), and "Role" (with checkboxes for "He/She places my insurance" and "He/She provides certificate of insurance"). A link "Click here if you want to add more contacts" is at the bottom. "Previous" and "Next" buttons are at the bottom.

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5. Step 3:

Select the coverage lines for which the broker(s) you listed are responsible

- If multiple brokers are listed, you will have the opportunity to specify which broker is responsible for each required coverage line
- For each coverage line that your

company does not carry, click the “not applicable” check box and provide a reason as to why this insurance coverage is not being provided. **If this coverage is required for the contract type and it is marked as unavailable or not required, the coverage will be non-compliant with NYCHA’s insurance standards for its contractors. Please refer to the insurance requirements link for the contract types below.**

- Click Next to continue

Step 3 of 4

What coverage line(s) are they responsible for?

	Bob Broker (none@none.com) Phone:800-555-4444 Fax: 456 Fake Street Springfield KY 12345 United States	If Not Applicable, please explain below
General Liability	<input type="checkbox"/>	<input type="checkbox"/> [Text Box]
Business Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/> [Text Box]
Workers' Compensation	<input type="checkbox"/>	<input type="checkbox"/> [Text Box]
Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/> [Text Box]
Excess/Umbrella Liability - Layer 1	<input type="checkbox"/>	<input type="checkbox"/> [Text Box]

6. Step 4:

Provide a comment to the broker(s) listed in

Step 2

- This step is optional
- Click Save to send an e-mail with a request for the required insurance information to your insurance broker(s)

Step 4 of 4 (optional)

Please enter any comments you want to be included in the message sent to your contacts:

To: **Broker Contact**
(broker@none.com)
Phone:800-555-4444
Fax:
123 Fake Street
Springfield KY 12345
United States

[Text Box]

Previous **Save**

7. After your broker submits your insurance information for NYCHA Risk Finance review, you will receive an e-mail indicating either that your information has been received or an e-mail indicating that your insurance information is not compliant with NYCHA’s requirements. If your insurance coverage is not compliant with NYCHA Risk Finance standards, you will have the option to either submit your information to NYCHA Risk Finance for review as-is, or to work with your broker to meet the requirements.

How to View a List of Insurance Requirements

You can access a list of NYCHA’s insurance requirements through the following link:

<https://prod1.exigis.com/nycha/clientFiles/compliance/requirements.asp>

Type this link into your web browser to view a listing of contract types and the coverage NYCHA requires for each. The initial e-mail you receive will include your contract type and the link above.

How to Get Help

If you have any question about this process, or require any assistance submitting information, call the Customer Support team at 888-808-0872, or e-mail us at support@exigis.com, and we will be glad to help!