

# MyWave® PORTAL

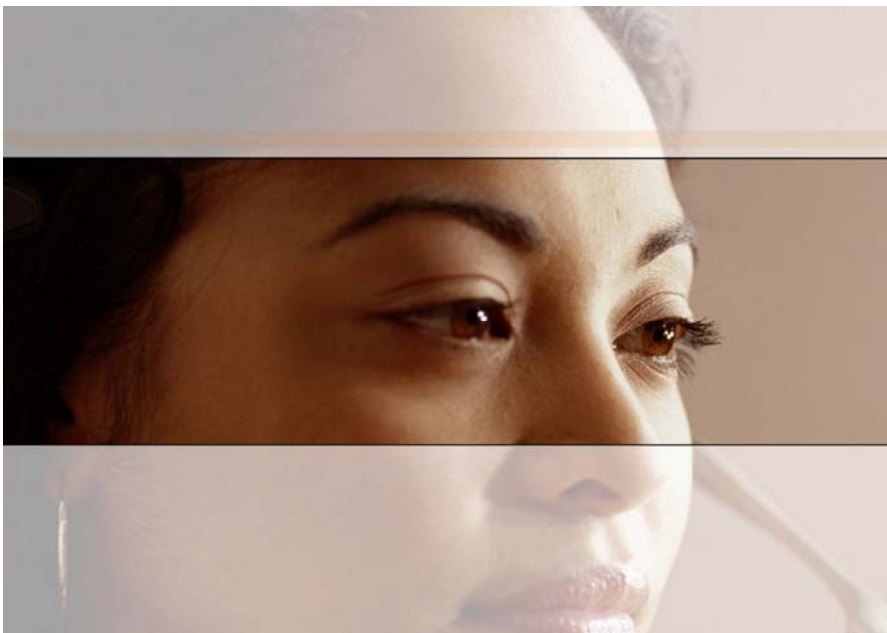


# MyWave® Portal

## Click+Connect+Communicate

Welcome to a whole new way of working — MyWave is your personalized Web site that allows you to effortlessly click, connect, and communicate with [B\_Officialname].

It's designed to offer you time-saving tools and resources that build convenience into managing your everyday work tasks. Whether you want to collaborate with our agency online, quickly access timely news, information, and resources, or connect with over 200,000 peers in your industry, this is the place to be. It's easily accessible, hardworking, and just one of the many value-added services available to you when you partner with us.



"The Community section allows us to easily find out what other companies are doing in a variety of situations. I can get answers quickly from other colleagues in the industry; the Community has become my personal sounding board."

**Trevor**, MyWave Portal User, Northeast

### Collaboration Center

- Our two-way document posting capabilities allow a seamless exchange of information sharing and collaboration
- Users can download and share documents, make updates, and track a document's history – simplifying updates to reports, worksheets, questionnaires, and policies
- Saves time by allowing you to manage team projects and streamline everyday work tasks

### Survey Benchmarking

- Participate in benefit plan and/or P&C program surveys
- Allows you to determine how your plans and programs compare to other employers across the U.S.

### Community

- Through MyWave Community, you have access to a vast and knowledgeable network of colleagues from across the country
- Share information and resources via the Community's interactive forum that allows you to post questions to your peers, provide insight into other users' questions, and allows you to track responses based on topics or individual questions
- Community topics include Compensation, Employee Relations, HR Development, HR Management Topics, Recruitment, Risk Management, and Other



"MyWaveRM is the perfect vehicle to further enhance our Safety and Loss Control efforts. The information is absolutely tremendous!"

Scott, MyWaveRM Client User, Mid-Atlantic

## MyWave<sup>®</sup>RM: Efficiency meets Productivity

What's in your current Risk Manager's toolbox? Whether you're looking for flyers to help support your employee safety programs or searching for Workers' Compensation information, our Risk Management Center combines efficiency with user-friendly tools and resources you will use time and time again to streamline your everyday work tasks.

### SafetyZone

Look to *SafetyZone* for a series of ready-to-print newsletters covering a variety of industry-related topics designed to support your key safety messages and programs. Content is organized by general category that includes Auto Safety, Employee Protection, Organizational Safety, and Personal Risk Management.

### Documents on Command

We speak your language and understand your needs.

When you need to access information fast, Documents on Command provides instant access to a library of downloadable articles, brochures, forms, and reports covering a variety of insurance-related topics — precisely when you need it. Content is grouped by general category such as Cost Containment, Loss Control, and Employee Communications. Or, search by keyword to locate related information. You'll also have access to up-to-date state Workers' Compensation Statutes and related links for quick reference.

### Resources

Just as its name implies, Resources offers you quick and easy access to useful, industry-related links and articles from the convenience of your MyWaveRM site. The links are grouped by general category, and you can search the entire library by

key word, or restrict your search to a specific category to find what additional resources are available — fast!

### Online Services

Online Services is your personal hotline to our agency, allowing you to instantly e-request often-asked-for information, such as claims report submissions, directly from your MyWave RM Client Center to our customer service department.

Automated requests include:

- Motor Vehicle Record requests,
- Fleet Option requests,
- Certificate of Insurance requests,
- Auto Claim reports,
- General Liability reports, and
- Property Claim reports.

It's online, anytime!



"The MyWaveOSHA is so easy to use and has totally simplified my OSHA reporting process. I can easily keep my OSHA log updated and source information about record keeping guidelines. You have just jumped to the top of my Christmas list!"

Carolyn, MyWaveOSHA User, Southeast

## MyWave<sup>®</sup> OSHA: When it Comes to OSHA Compliance, We've Got You Covered

When it comes to OSHA, compliance is the name of the game. To help you simplify and manage your OSHA reporting, we've gathered the occupational safety resources you need into one easily-accessible spot, with functionality and content designed to help you efficiently meet your OSHA reporting needs.

### Logical and Resourceful

The site's intuitive, user-friendly format will allow you to:

- Set-up your reporting to reflect the groups or divisions within your company,
- Create accurate OSHA logs for each recordable accident,
- Generate accurate reports on demand and analyze related costs, and
- Compile your annual 300A Summary in seconds flat.

### OSHA Log Forms...Fast

When recordable accidents happen, you'll know exactly where to go to log your OSHA incidences. With online access

to log forms, you can easily locate and create OSHA forms at the click of a mouse, quickly logging new incidents as they occur. You can also easily edit, view, or delete log entries, which makes maintenance a snap and guarantees your records are always current. Also, with the Log's handy at-a-glance view, you can effortlessly stay up-to-date on your most current entries, viewing all the pertinent information entered into your OSHA Log Analysis at any time.

### Reports & Analysis

You'll be able to generate up-to-the-minute OSHA reports, drilling-down by injury type, body part, group or divisions, and time period to include. The system stores your information from year to year, and by tracking work hours, it automatically calculates your incident rate and allows you to make comparisons to national averages based on your SIC (Standard Industrial Classifications) code as reported

by the Bureau of Labor Statistics.

Best of all, with accurate reporting, we will be able to help you spot injury trends and work with you on the right corrective actions to take before they become serious problems.

### FAQs: Resources Right When You Need Them

We know you don't have time to hunt around for the OSHA information you need, so we included a link to FAQs, where you'll find useful information about OSHA record keeping guidelines and related resources. This includes:

- Basic OSHA recordkeeping concepts and guidelines,
- Legislative Updates to OSHA compliance,
- Guidelines to Determination of Recordability for OSHA 300, and
- Access to OSHA forms, along with explanations of the OSHA log and its use.