



Exhibit Production System
**Requesting Company
Publications**

User Guide

Version 1.02

July 2012

Revision History

Date	Document Version	Section Modified	Modification
May 2012	PROD 1.0	--	Initial Document
June 2012	PROD 1.01	--	Modified screen shots and clarified application availability
July 2012	PROD 1.02		Access control advice

This material is intended to provide orientation and guidance to users accessing the Exhibit Production System (EPS). Due to ongoing enhancements, the depictions of the online applications in this document may not be exact representations.

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1. INTRODUCTION

1.1. Overview of the Request Company Exhibits Process

The Exhibit Production System (EPS) Request Company Exhibits application in the GISA Portal provides authorized individuals with on-line access to the create individual or grouped reporting insurer ASP exhibits and supporting CSV formatted data files for their associated group of companies.

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1.2. Getting Started

Browser Requirements

The GISA EPS Request Company Exhibits application is available through the ASP Portal. To access the Portal you must use a browser that supports 128-bit encryption.

The Portal and the EPS Request Company Exhibits application are compatible with Microsoft Internet Explorer 7.0 and greater. Earlier versions of Explorer and other browsers are not supported.

Application Availability

The EPS Request Company Exhibits application's prime production hours of availability are from 8.30 am to 4.30 pm (ET) on business days. The application will remain available outside of the production hours, but may be temporarily unavailable for system maintenance activities.

Notification will be provided if there are any interruptions during prime production hours.

Obtaining Access

Access to GISA's web-based ASP applications is managed through GISA's service provider, Insurance Bureau of Canada (IBC). IBC's Communications department is responsible for assigning and terminating user IDs, changing access privileges (such as giving users access to application modules and company information), resetting passwords, and providing and tracking access request forms to enable IBC to manage a user's profile.

IBC's Communications department can be reached by phone at 416-362-2031 ext. 4605 or 1-800-761-6703, or by e-mail at memberservices@ibc.ca.

Importance of Access Control

Although access to GISA's web-based ASP applications is managed by GISA's service provider, IBC. IBC is not responsible for ensuring that access privileges remain current. Insurers who have requested access for its personnel or contracted workers must ensure that appropriate efforts are made to notify IBC of any access changes so that it can appropriately manage each user's profiles.

You, as the insurer are responsible for maintaining the confidentiality of your assigned sign-in details and are fully responsible for all activities that occur under your accounts. GISA and IBC, acting as GISA's service providers shall not be liable for any loss or damage arising from your failure to comply with this responsibility. It is your sole responsibility to protect your user name and password and not share your password with any other people. Accordingly, you understand and agree that you shall be liable for any activity performed by any person using the Services under your user name and password until IBC is notified of change of access.

Please remember that access to your company's proprietary information may have been provided and authorized by you and that access to the GISA's web-based ASP applications should be treated in a similar manner as you treat your in-house access and security procedures.

If you have any questions or concerns, IBC's Communications department can be reached by phone at 416-362-2031 ext. 4605 or 1-800-761-6703, or by e-mail at memberservices@ibc.ca.

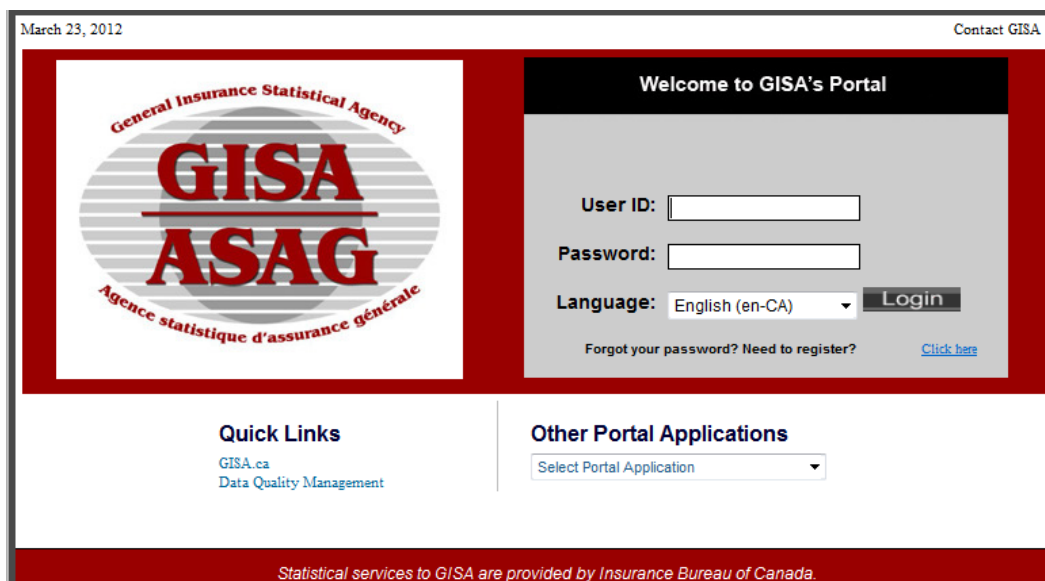
Logging In

You can access the GISA EPS Request Company Exhibits application via GISA's service provider, Insurance Bureau of Canada at www.portal.ibc.ca. This URL will bring you to the Portal log-in screen. Log in to the Portal by entering the user ID and password provided by IBC, and click on the LOG ON button. The first time you log in, you will be prompted to change the password given to you by IBC.


New passwords must:

- Have a minimum of 7 and a maximum of 32 characters
- Contain characters from three of the following four groups:
 - uppercase letters (A, B, C...)
 - lowercase letters (a, b, c...)
 - numerals (1, 2, 3...)
 - symbols (! @, #, \$, %, etc.)
- Not be the same as your five previous passwords
- Not contain your name, user ID, or either of these spelled backwards

Users will be locked out after attempting to log in three consecutive times with incorrect username/password combinations. To reset your access, please see [Contacting Support](#).



March 23, 2012 Contact GISA



General Insurance Statistical Agency
GISA
ASAG
Agence statistique d'assurance générale

Welcome to GISA's Portal

User ID:

Password:

Language: English (en-CA) ▾ Login

Forgot your password? Need to register? [Click here](#)

Quick Links

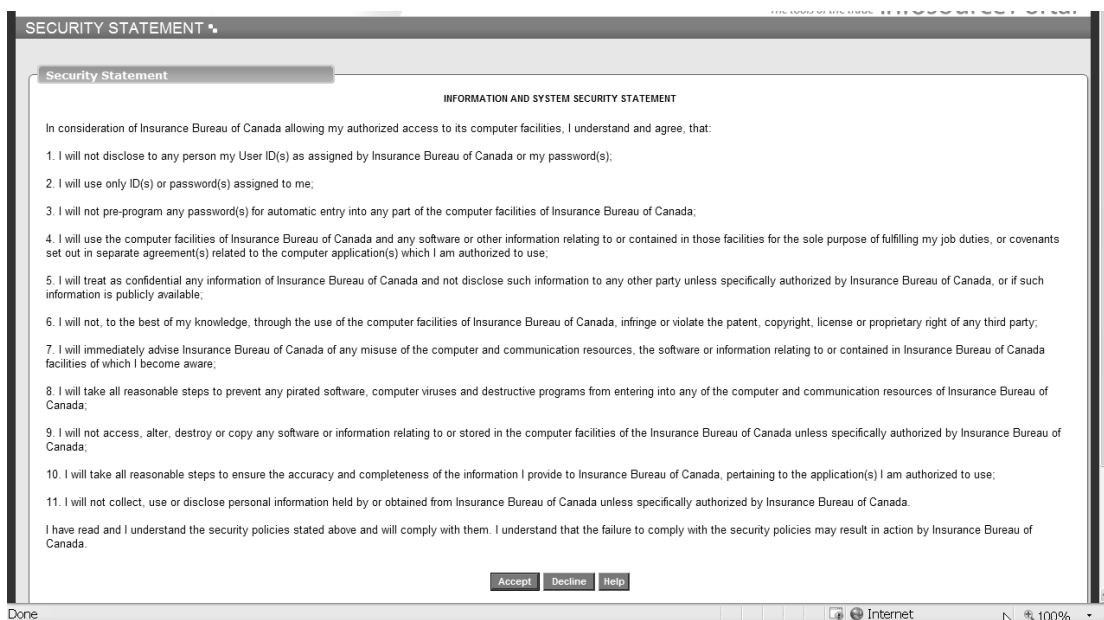
[GISA.ca](#)
[Data Quality Management](#)

Other Portal Applications

Statistical services to GISA are provided by Insurance Bureau of Canada.

ASP Portal Log-in Screen

The first time you log in, you will be presented with an electronic Security Statement. Please read it carefully and click on the ACCEPT button to access the application.



Security Statement

2. REQUEST COMPANY EXHIBITS

Request Company Exhibits Process Overview

Authorized individuals for a company may request the production of ASP exhibits in the same format(s) as the industry publications for their own insurer or insurer group based on the reporting company numbers that the insurer reported data under the ASP.

Log into GISA's ASP Portal to access the Request Company Exhibits module via the Main Menu. Once you select the Request Company Exhibits function within the GISA Exhibit eLibrary module, the Request Company Exhibits screen will be displayed.

Follow the steps below to request the ASP exhibits and supporting CSV formatted data files. You will need to provide your responses using the Request Company Exhibits function and Company Exhibits function.

1. Select a publication from the Request Company Exhibits and provide the requested details on how you would like the exhibit to be produced. For more information, please see section [2.1 Request Company Exhibits List](#)
2. View the provided details for the select ASP exhibits and supporting CSV formatted data file. For more information, please see section [2.2 View and Download Company Exhibits](#).

To obtain access to the All Industry Products function, please see [Obtaining Access](#).

2.1. Request Company Exhibits List

The Request Company Exhibits screen provides a list the ASP exhibits and supporting CSV formatted data files that are comparable to those published to the industry but for your own company's or company group's data as reported under the ASP.

The available products are identified based on a similar name structure as those that are released on an industry level.

Table 1 describes the information that you find numbered in the screenshot below.

The screenshot shows a web form titled "Request Company Product" with a red header bar. Below the header, there is a red box labeled "* Required Fields". The form contains several sections:

- Valuation Date:** A dropdown menu with an asterisk next to the label.
- Product:** A section with two columns: "Available" and "Selected". The "Available" column lists product codes: AUTO1005-AB, AUTO7001-AB, AUTO7001-ATL, AUTO7001-ON, and AUTO7011-ON. There are right and left arrow buttons between the columns.
- Company:** A dropdown menu with an asterisk next to the label. It lists company names: 003 - Facility Association, 004 - The Nordic Insurance Company of Canada, 005 - Nipponkoa Insurance Company Limited, 007 - The Dominion of Canada General Insurance Company, 008 - Federated Insurance Company of Canada, 009 - Municipal Electric Association Reciprocal Insurance E, and 010 - XYZ Test Company. There is an "All" button to the right.
- Combine Companies:** A section with radio buttons for "Yes" and "No".
- Lead Company:** A text input field.
- Buttons:** "Submit" and "Reset" buttons at the bottom.
- System Messages:** A red box at the very bottom.

Numbered callouts (1-6) point to the following elements:

- 1: Valuation Date dropdown
- 2: Product label
- 3: Company dropdown
- 4: Selected column
- 5: Company dropdown list
- 6: Lead Company text field

Request Company Exhibits

Table 1: Request Company Exhibits

No.	Content	Description	Links
1	Valuation Date	Publication year and month of the ASP exhibit	- This dropdown box allows the user to select from a list of available PITs (Point-in-Time) views for the Valuation Period desired for the exhibit
2	Product	Available Products and their applicable Rules	- This box displays and allows the user to select the product rules that are available to produce exhibits by selecting and moving the products to the selected box by using the right facing chevrons
3	Company	List of Companies that the authorized user has access to	- This box displays and allows the user to select the reporting company numbers within their group
4	Combine Companies	Indicate Combined or Individual company exhibits (only available if more than one reporting company is selected.)	- Radio button selection to determine whether to combine selected companies into a single group or to produce each company in individual reports
5	Lead Company	Identify primary reporting Company	- Select reporting company number to be displayed as the primary company where a grouped exhibit has been requested

No.	Content	Description	Links
6	Submit	Submission of Request	- Submits the request into the queue for processing

At any point, click the RESET button to refresh the screen.

2.2. View and Download Company Exhibits

The Company Exhibits screen provides access to the company ASP exhibits and supporting CSV formatted data files that have been requested by you. Under the heading PDF, you will see either the status of your request or a PDF file symbol indicating that the process has completed and the resultant PDF(s) and CSV files(s) are available for viewing and download. There may be a delay

Please note that the publication will remain online for retrieval for only a limited time. Once expired, you will have to request processing again.

Table 2 describes the information that you find numbered in the screenshot below.

The screenshot shows the 'Company Exhibits' interface. At the top, there is a red header bar with the title 'Company Exhibits'. Below it is a red warning message: 'NOTE: By Company/Group Products are available on this site for 60 days. Please download and save locally in your system.' The main content is a table with columns: PDF, Dataset, Product Name, Valuation Date, Company(s), Combined, Lead, Requestor, Request TimeStamp, Completion TimeStamp, Product Expiry Date, and Delete. The table contains several rows of data, with 'Pending' status in the PDF column. Below the table is a 'System Messages' section. Numbered callouts 1 through 12 point to various elements: 1 points to the PDF column header, 2 to the 'Pending' status, 3 to the 'Dataset' column, 4 to the 'Product Name' column, 5 to the 'System Messages' section, 6 to the 'Company Exhibits' header, 7 to the warning message, 8 to the 'Delete' column, 9 to the 'Request TimeStamp' column, 10 to the 'Completion TimeStamp' column, 11 to the 'Product Expiry Date' column, and 12 to the 'Delete' column.

View and Download Company Publications

Table 2: Company Publications

No.	Content	Description	Links
1	PDF	Displays icons when there are files that are available. Displays Pending when	- Display only when request is pending - Clicking on an icon will

No.	Content	Description	Links
		requests are in the queue for processing.	<p>display a popup window asking "Do you want to open or save this file?"</p> <ul style="list-style-type: none"> - Select Open to display the selected ASP exhibit publication - Select Save to save the selected ASP exhibit locally - Select Cancel to cancel access to the selected ASP exhibit - Your browser security settings may require your permission to download the PDF files. Please see APPENDIX A - BROWSER SECURITY SETTINGS for further information
2	Dataset	Displays icons when there are files that are available.	<ul style="list-style-type: none"> - When request completed, icon(s) will allow the downloading of the CSV dataset(s). - See notes in 1 about the downloading process
3	Product Name	Identifies the requested Product	<ul style="list-style-type: none"> - Display only
4	Valuation Date	Publication year and month of the ASP exhibit	<ul style="list-style-type: none"> - Display only
5	Company or Companies Requested	Displays the company or companies selected for processing.	<ul style="list-style-type: none"> - Display only

No.	Content	Description	Links
6	Combined	Displays whether the selected companies are to be combined into a group or produced individually	- Display only
7	Lead	Displays reporting company to be placed on exhibit as the primary company	- Display only
8	Requestor	Displays user who requested this exhibit	- Display only
9	Request Timestamp	Date and time of the request	- Display only
10	Completion Timestamp	Date and time of the completion of the request	- Display only
11	Product Expiry Date	Date the completed request will expire and files deleted	- Display only
12	Delete	Delete	- When available, this allows you to delete completed requests prior to the expiration date

3. CONTACTING SUPPORT

Support services for GISA's ASP Portal are delivered by IBC.

IBC is committed to providing superior customer service. We provide full support to our clients through our various support teams:

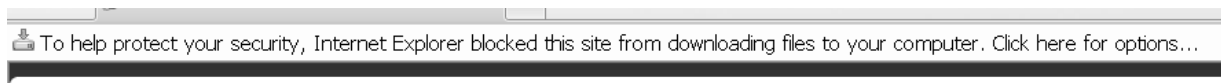
- Data Quality Management
- Helpdesk
- Member Services

For support please contact the IBC Helpdesk, who can be reached by phone at 416-644-3100 or 1-800-761-6703, or by e-mail to helpdesk@ibc.ca.

For further information, visit IBC's website at www.IBC.ca.

APPENDIX A – BROWSER SECURITY SETTINGS

Based on your browser security settings, you may see an Information bar when you try to download a file to your computer. The Information bar is the place where Internet Explorer displays information about security, downloads, blocked pop-up windows, and other activities. It is located at the top of the webpage.



When you see a message in the Information bar, click the message to see more information or to take action.

To stop the Information bar from blocking file and software downloads

1. Open Internet Explorer.
2. Click the **Tools** button, and then click **Internet Options**.
3. Click the **Security** tab, and then click **Custom level**.
4. Turn off the Information bar for file downloads, scroll to the **Downloads** section of the list, and then, under **Automatic prompting for file downloads**, click **Enable**.
5. Click **OK**, click **Yes** to confirm that you want to make the change, and then click **OK** again.

Note: The GISA ASP Portal and the Product eLibrary are compatible with Microsoft Internet Explorer 7.0 and greater. Earlier versions of Explorer and other browsers are not supported.