



STEAMSHIP MUTUAL

Steamship Mutual Extranet Functionality Overview

The following information provides an outline of the services and functions available from within the Extranet.

User Registration / Login

- To register for Extranet access, it is first necessary to complete a basic registration form, available on the Steamship Mutual website.
- The following details need to be entered; Title, First Name, Last Name, Role, Email Address and Steamship Mutual Contact (select from drop-down) and a 'security question'.
- Review and accept the 'Terms and Conditions'. This is mandatory and it is not possible to register for Extranet access without having accepted the Terms and Conditions.
- When the form is completed, a registration request email is sent to the email address provided advising that the request for access will be dealt with as soon as possible.
- When the registration is confirmed, an email is sent to the email address provided with a temporary password which is valid for 24 hours.
- The user can login via the Extranet homepage and reset their password.

SSM STEAMSHIP MUTUAL

Welcome to the Extranet

Login

Username

Password

[Forgotten password?](#)
[Register](#)

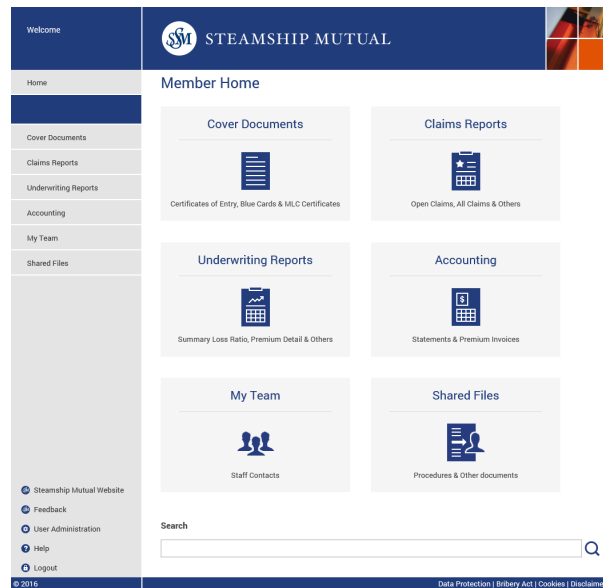
Login

Landing Pages

Members

When a registered Member logs in, they will be taken directly to the Members Home screen, where it is possible to access:

- Cover Documents
- Claim Reports
- Underwriting Reports
- Accounting
- My Team
- Shared Files

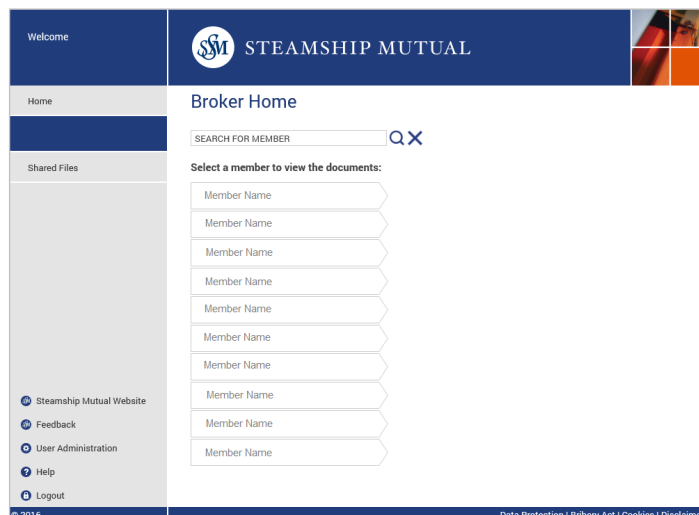


Brokers

The broker home screen will initially list all Members for that broker, where a current broker agreement is in place.

To view the information for a particular Member, select them from the list available.

Once a member is selected their Member home page will be shown.



Content

Cover Documents

Certificates of Entry

- List of all certificates for current entered vessel / fleet / crew entries, which are bound and closed, sorted in vessel name order.
- Only the latest versions of the certificates are shown.

Blue Cards and MLC Certificates

- Lists all current blue cards and MLC certificates for current entered vessels, sorted in vessel name order.

Reports

Underwriting and Claims Reports

- A total of 12 reports are updated daily, with the previous working days data available.
 - Reports include Owned P&I and FD&D Summary Loss Ratio and Owned P&I Fleet List report.
- Reports are available in both PDF & Microsoft Excel (XLS) versions.

Accounting

Premium Invoices, Statements & Claims Invoices

- List of all Premium Invoices *for* current entered vessel / fleet / crew entries in the current policy year, sorted by date issued, most recent first.
 - Premium invoices will be stored singularly per vessel.
- List of all Statements sorted by date issued, most recent first.
 - Available for 3 months from the date of issue.
- List of all Claims invoices sorted by date issued, most recent first.
 - Available 12 months from the date of issue.

Shared Files

Procedures, meeting Minutes & Others

- This area will enable staff, member and broker users to add and share content.
- Member users will be able to add content onto their sites, which will be accessible to other users within the member group users and SIMSL staff only.
- Broker users will be able to add content onto their sites, which will be accessible to the broker company users and SIMSL staff only.

My Team

Underwriting and Claims Teams

- Full contact details of the Underwriting and Claims teams responsible for the member including email, phone and mobile.

All content can be opened directly, downloaded individually or many at a time (into a zip file) either as a whole or by filtering your selection.

Security

User Security

- Users may only gain access to the system via registration and approval.
- Users passwords expire every 6 months and are required to be changed.
- User sessions will time-out after a period of 20 minutes inactivity.

Broker Permissions

- Brokers can only access members where a current broker agreement in place, with at least one current cover.
- Brokers can only access documents related to an attachment/cover they have an agreement against.
- If a broker only has an attachment level agreement on one of the attachments they will only be able to see the documents for that attachment.
 - these documents include; certificates of entry, blue cards, MLC certificates and premium invoices.
- If a broker has a cover level agreement the broker will be able to access all cover level documents and all attachment level documents.
 - these documents include; certificates of entry, blue cards and premium invoices.
- Brokers can view all reports for all members they have access to.
- Brokers can view all statements for all members they have access to.
- Brokers can view all claims invoices for all members they have access to.
- Brokers cannot view member's shared files.

Member Permissions

- Members must have at least one closed cover to access the Extranet.
- Members can access all documents relating to their covers as well as their own shared files.
- Members cannot access other member areas.

Responsive system

The system will render the page according to the size and resolution across all internet enable devices.

