MEMORANDUM

TO: Mine Subsidence Companies

FROM: Melody Duke, Deputy Director/Underwriting Manager

DATE: April 28, 2021

RE: New Mine Subsidence Online Electronic Reporting

Effective with the first quarter of 2021, the mine subsidence policy count reports will be submitted electronically online in the Board of Risk and Insurance Management’s (BRIM) new risk management system. Instructions on how to access the risk management system are enclosed with this memo. The instructions provide guidance for entering company information, including NAIC, recording county policy counts and reporting applicable premium due the State.

All reports, whether they are zero policy reports or reports showing policies sold, must be submitted electronically. If a company has sold policies, it will still need to send the report via regular U.S. mail or email to BRIM’s Finance Department and remit the premium. Do not submit zero policy reports by U.S. mail or email. It is crucial that the contact person and email address be entered on the electronic form as this will be used to send out quarterly reminders when the reports are due.

If you have any questions, including, address or company name changes, please feel free to email me at Melody.A.Duke@wv.gov or phone at 304-766-2646 x 20230.
WV Mine Subsidence Reporting - Complete

AssetWORKS

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Mine Subsidence Reporting Link
To access the Mine Subsidence Reporting click the link to the WV eRIMS2 site- Risk Insurance Management System (erims2.com) - wv.erims2.com.

Mine Subsidence Reporting
The link will navigate you to the WV eRIMS2 login screen. At the bottom of the screen, click the link that reads **Click Here for Mine Subsidence Reporting-No Login Required.**
The policy count screen form has two sections.

The first section is **Policy Count by County**.

Users will enter the five-digit numerical NAIC number on the Insurer and NAIC Number line. (This is necessary for backend reports to generate internally.)

Fill out the Policy information at the top of the screen, and then enter a number for the policy count by counties. If you have a count that is negative, meaning you have a cancelled policy to report, you will enter a – in front of the number. For example, -1 or -2. Use the Tab key to navigate through each policy count box. It is not necessary to enter 0’s if you have no policies sold to report.

Once you have finished with the Policy Count by Counties section, scroll to the bottom of the page to fill out the second section- **Premium Transactions for the Quarter**.

Enter the **Premium Transactions for the Quarter** information.
Once completed with the complete Policy Count form, click **Save**.
After clicking **Save**, you will then have three options to **Print** the policy count form, **Edit** the policy count form, and/or **Export** the policy count form into an excel spreadsheet.

To print, click the **Print** button. The policy count form loads in a PDF document that you can save and print. This feature allows you to have the Policy Count form saved for your own records.

To edit, click **Edit** button. The policy count form returns to edit mode that you can update any information, and the Save again.

To export into an excel spreadsheet, click **Export to Excel** button. The Policy Count form exports into an excel spreadsheet that can viewed and saved. This feature also allows you to have the Policy Count form saved for your own records.