STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
BOARD OF RISK AND INSURANCE MANAGEMENT

Allan L. McVey
Cabinet Secretary

Mary Jane Pickens
Executive Director
Deputy Cabinet Secretary
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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.

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Charleston, West Virginia 25301
www.brim.wv.gov

(304) 766-2646
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eRIMS2 ®

WV Mine Subsidence
Reporting- Complete

AssetWORKS

Last updated April 2021

Contents

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**.

Policies and Premium

Policy Counts

Policy Count By County

Insurer *	:		Contact Person	:	
NAIC Number *	:				
Telephone	:		Email Address	:	
Fiscal Year	:	2021	Quarter	:	04/01/21 - 06/30/21

Co # Name	#Policies	Co # Name	#Policies	Co # Name	#Policies
01 Barbour		20 Kanawha		39 Preston	
02 Berkeley		21 Lewis		40 Putnam	
03 Boone		22 Lincoln		41 Raleigh	
04 Braxton		23 Logan		42 Randolph	
05 Brooke		24 McDowell		43 Ritchie	
06 Cabell		25 Marion		44 Roanne	
07 Calhoun		26 Marshall		45 Summers	
08 Clay		27 Mason		46 Taylor	
09 Doddridge		28 Mercer		47 Tucker	
10 Fayette		29 Mineral		48 Tyler	
11 Gilmer		30 Mingo		49 Upshur	
12 Grant		31 Monongalia		50 Wayne	
13 Greenbrier		32 Monroe		51 Webster	
14 Hamshire		33 Morgan		52 Wetzel	
15 Hancock		34 Nicholas		53 Wirt	
16 Hardy		35 Ohio		54 Wood	
17 Harrison		36 Pendleton		55 Wyoming	
18 Jackson		37 Pleasants			
19 Jefferson		38 Pocohontas			
		Policies with more than one county			

Enter the **Premium Transactions for the Quarter** information.

Premium Transactions For the Quarter					
Prepared By	:	M. Webley	Adjusted Gross Premiums	:	903,000
Title	:	AMP Support	Less Ceding Commissions	:	780,000
Date Prepared	:	01/05/2021 [?]	Premium Due State	:	13,000

Save

Once completed with the complete Policy Count form, click **Save**.

Policies and Premium

Policy Count By County

Policy Counts

Insurer * : 10006		Contact Person :
NAIC Number * : 55555		
Telephone : 444-888-8888		Email Address : elliott.holmes@assetworks.c
Fiscal Year : 2021 ⌄		Quarter : 04/01/21 - 06/30/21 ⌄

Co # Name	#Policies	Co # Name	#Policies	Co # Name	#Policies
01 Barbour	5	20 Kanawha	5	39 Preston	5
02 Berkeley	55	21 Lewis	5	40 Putnam	5
03 Boone	5	22 Lincoln	5	41 Raleigh	5
04 Braxton	5	23 Logan	55	42 Randolph	55
05 Brooke	5	24 McDowell	5	43 Ritchie	5
06 Cabell	5	25 Marion	55	44 Roanne	5
07 Calhoun	5	26 Marshall	55	45 Summers	5
08 Clay	5	27 Mason	55	46 Taylor	5
09 Doddridge	5	28 Mercer	5	47 Tucker	1
10 Fayette	61	29 Mineral	61	48 Tyler	1
11 Gilmer	1	30 Mingo	1	49 Upshur	1
12 Grant	1	31 Monongalia	1	50 Wayne	1
13 Greenbrier	1	32 Monroe	1	51 Webster	1
14 Hamshire	11	33 Morgan	1	52 Wetzel	1
15 Hancock	1	34 Nicholas	11	53 Wirt	1
16 Hardy	1	35 Ohio	1	54 Wood	1
17 Harrison	1	36 Pendleton	1	55 Wyoming	11
18 Jackson	1	37 Pleasants	1		
19 Jefferson	1	38 Pocohontas	1		
		Policies with more than one county			

Premium Transactions For the Quarter

Prepared By	:	E. Holmes	Adjusted Gross Premiums	:	123,456
Title	:	Test	Less Ceding Commissions	:	12,345
Date Prepared	:	04/13/2021 [?]	Premium Due State	:	1,234

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.

19 Jefferson	9	38 Pocohontas	9			
		Policies with more than one county	2			

Premium Transactions For the Quarter

Prepared By	:	M. Webley	Adjusted Gross Premiums	:	903,000.00
Title	:	AMP Support	Less Ceding Commissions	:	780,000.00
Date Prepared	:	01/05/2021	Premium Due State	:	13,000.00

Print   Edit   Export to Excel