

COVID-19 P&C RESOURCES COMPLIANCE GRID INSTRUCTIONS

GENERAL INSTRUCTIONS

1. Open a Chrome browser. Go to the compliance survey database, <https://compliance.namic.org/surveys>
2. You'll see a topic box on the list. Second in that list is "COVID-19 P&C Resources." Click that entry in the list.

COVID-19 P&C Resources

3. A drop down with the same name will appear. Click the checkmark.

COVID-19 P&C Resources

COVID-19 P&C Resources



4. Now you have the survey, but you're only seeing a small part of what's in there.
5. Click the "Show Additional Information" button.



6. Now all the survey content that will fit on your screen is revealed.
7. If you press and hold the scroll wheel on your mouse, you can slide the survey horizontally.
8. Alternatively, you can click on a single state anywhere on that state's row and all the detail for that state pops up in a single box.

A blue rectangular button with the word "Details" written in white text.

9. In the “Citations” box, there are links to the source documents. Click on any entry to see that document.

Citations	Bulletin B 20-06 - Extended Rate/Form Review Period Insurance Department COVID-19 Webpage Bulletin B 20-10 - premium adjustments Workers' Compensation Bulletin 20-03 - COVID-19 Guidance Bulletin B 20-08 - Moratorium on Cancellation
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FILTERING RESULTS

1. You can also filter by state in case you don't want to see all of them. Scroll down and under the topic list you will see a blue box that says STATES.



2. Click the checkmark for the states you only want to see. If you want to go back to all 50 states, or a fewer number, click the checkmark again.

Alabama ✓ x

SAVING A FILTER

1. You can save this filtering of the survey intro. Click “SAVE FILTER” at the top of the survey.



2. A new box will appear. Type in the name of the survey and click save.



A dialog box titled "Save Filter Preset" with a close button (X) in the top right corner. It contains a label "Filter Preset Name:" followed by a text input field containing the word "Name". At the bottom right, there are two buttons: "Cancel" and "Save".

3. If you want to re-run this search, click on “MY FILTERS.”



4. The filters you’ve saved will be visible. Click on either the filter name or the down arrow icon to re-run your search.

COVID-19



EMAIL ALERTS

1. You can also elect to receive an email when something in your filter has been updated, daily weekly or monthly.

2. Go to MY FILTERS.



3. Click on the envelope icon in next to your filter.

COVID-19



4. A dropdown will appear. It will give you never, daily, weekly or monthly options. Select which one you want and click save.

COVID-19



A dropdown menu with a light blue border and a white background. The text "Never" is displayed in the center. A small black down arrow icon is visible in the bottom right corner of the dropdown.

Save

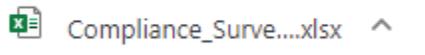
5. When the content in any of your filters is updated, you'll receive an email – daily, weekly or monthly.

EXPORTING TO EXCEL

1. You can export the results of your filter – or an entire survey – to excel.
2. Click “EXPORT” above the survey.



3. A spreadsheet of the results will automatically download.



4. Using normal excel tools, you can manipulate the results as you can with any normal spreadsheet.

If you have questions, please contact Geoff Baker at gbaker@namic.org.