RISK MANAGEMENT SERVICES

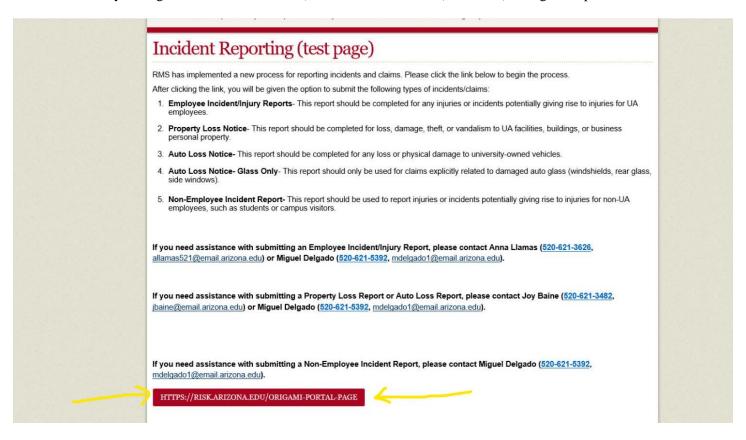
University Services Annex 300B 220 W Sixth St., East Building 2nd Floor PO Box 210300

Tucson, Arizona 85721-0300

Ofc: (520) 621-1790 Fax: (520) 621-3706 http://risk.arizona.edu/

QUICK REFERENCE GUIDE- AUTO LOSS NOTICE¹

1- From the Incident Reporting Page (can be accessed through UAccess Manager Self Service Page for supervisors or directly through the UA-RMS Website), select the red button (see below) to begin the process.



2- Once arriving at the incident report landing page, select the "Submit a New Auto Loss Report" tile or "Submit a New Auto Loss Report- Glass Only" tile.

Welcome			Log Out an	nd Exi
UA-Risk Management Services has implemented a new process for reporting incidents and claims. To start the reporting process, please select the applicable tile below and the appropriate form will load. After completing the form, you will be given the option to attach files to the report.				
Submit an Employee Incident/Injury Report	Submit a New Property Loss Report	Submit a New Auto Loss Report	Submit a New Auto Loss Report - Glass Only	
Submit a Non-Employee Incident Report				

¹ Version 1: January 2019



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- **3-** Complete the form using all information currently available. Mandatory fields are marked with an *. Please complete non-mandatory fields when information is known and applicable.
 - Data fields that contain a magnifying glass to the right of the box allow the user to look-up and select UA employees and UA Locations.
 - If the exact *Date of Loss* is unknown, please enter the date of discovery and indicate this in the *Description of Incident/Loss Description* field or in the *Summary- Additional Details field*.
- **4-** After completing the incident report, users will be given the option to attach relevant documents such as pictures, estimates, written statements, etc.
- **5-** An email notification will be sent to Risk Management and the person who completed/submitted the form.

