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.

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**QUICK REFERENCE GUIDE- AUTO LOSS NOTICE:

1 Version 1: January 2019**
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.