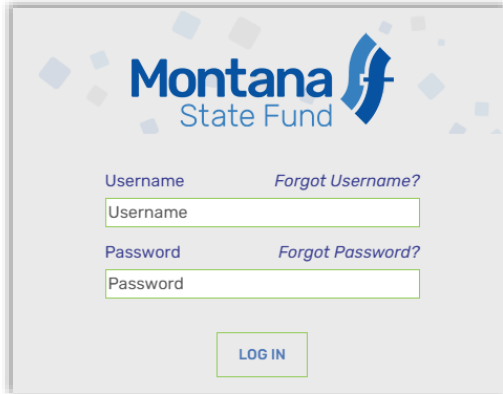
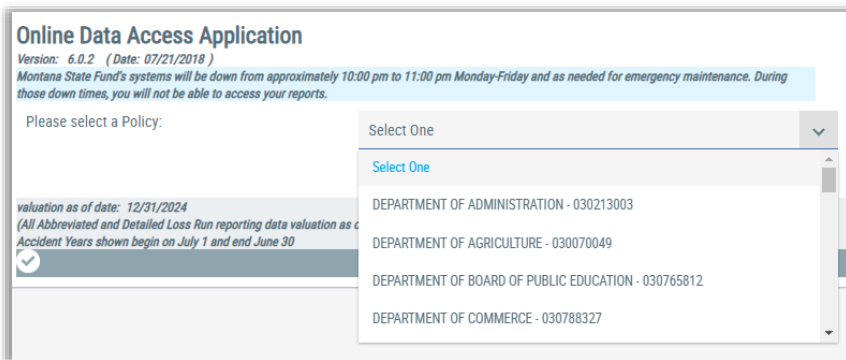


HOW TO GENERATE A LOSS RUN REPORT

1. Go to montanastatefund.com and login to your account



2. Click “Manage Policy” on the top task bar, select “Online Data Access”
3. From the dropdown menu, selected your policy (agency name) then click “Submit.” *(This may take a moment to load)*



4. The “Loss Run Reporting” page will load. The policy years shown include the current policy period, along with five years prior.

| | For Employer, MSF or Authorized Agent Use ONLY | | To be Provided to external parties (other than Employer or Authorized Agent) | | |
|---|--|-------------------|--|-------------------|---------------------------|
| 07/01/2019 - 07/01/2025 All Policy periods | Abbreviated Loss Run | Detailed Loss Run | Abbreviated Loss Run | Detailed Loss Run | |
| 07/01/2024 - 07/01/2025 | Abbreviated Loss Run | Detailed Loss Run | Abbreviated Loss Run | Detailed Loss Run | Policy Period Information |
| 07/01/2023 - 07/01/2024 | Abbreviated Loss Run | Detailed Loss Run | Abbreviated Loss Run | Detailed Loss Run | Policy Period Information |
| 07/01/2022 - 07/01/2023 | Abbreviated Loss Run | Detailed Loss Run | Abbreviated Loss Run | Detailed Loss Run | Policy Period Information |
| 07/01/2021 - 07/01/2022 | Abbreviated Loss Run | Detailed Loss Run | Abbreviated Loss Run | Detailed Loss Run | Policy Period Information |
| 07/01/2020 - 07/01/2021 | Abbreviated Loss Run | Detailed Loss Run | Abbreviated Loss Run | Detailed Loss Run | Policy Period Information |
| 07/01/2019 - 07/01/2020 | Abbreviated Loss Run | Detailed Loss Run | Abbreviated Loss Run | Detailed Loss Run | Policy Period Information |

valuation as of date: 01/31/2025
(All Abbreviated and Detailed Loss Run reporting data valuation as of date: 02/21/2025
 Accident Years shown begin on July 1 and end June 30)



Within each of the policy periods, you can upload the following:

a. Abbreviated Loss Run

- Gives a synopsis of the injured employees name, claim number, accident date, claim status, medical and indemnity paid loss, part of body affected, accident type and loss event description.

| | | | |
|---|------------------------------|---|--|
| Insured: | Department Of Administration | | |
| Policy Number: | 030213003 | | |
| Total Claims Found: | 5 (3 Open Claims) | | |
| To view all columns and data for the "Detailed Loss Run" Report, choose one of the options below: | | | |
| Click Here for Detailed Instructions for Saving To Excel | | Click Here for Excel Version | |
| Click Here for PDF Version - Open & Closed Claims | | Click Here for PDF Version - Open Claims Only | |

b. Detailed Loss Run- *Excel Version*

- Gives comprehensive synopsis of the following claim details: Name of Insured, Claim #, Injured Employees' Time of Injury Age, Accident Date, Disability Code (*i.e. medical only or indemnity*), Department Codes, Claim Examiner Name, Time of Injury, Date MSF Notified, Part of Body Affected, Nature of Injury, Total Amount Paid to Date, Total Estimated Liability, Loss Event Description, and a Description of the Actual Incident.

c. Policy Period Information

- Shows information related to Estimated and Final Reported Premiums.

| | | | |
|---------------------------|------------------------------|------------------------|------------------|
| Insured: | Department Of Administration | | |
| Policy Number: | [REDACTED] | | |
| | Policy Period: | 07/01/2024- 07/01/2025 | |
| | Expense Constant: | | \$180.00 |
| | Dividend: | | \$0.00 |
| | Retro Premium Adjustment: | | \$0.00 |
| | | Estimated Premium | Reported Premium |
| Payroll | | [REDACTED] | [REDACTED] |
| Manual Premium | | [REDACTED] | [REDACTED] |
| Modified Manual Premium | | [REDACTED] | [REDACTED] |
| Standard Premium | | [REDACTED] | [REDACTED] |
| Modified Standard Premium | | [REDACTED] | [REDACTED] |
| Final Premium | | [REDACTED] | [REDACTED] |

If you need help with your agency Loss Run Report or need assistance obtaining a login to your Montana State Fund, account email WCMB@mt.gov.