

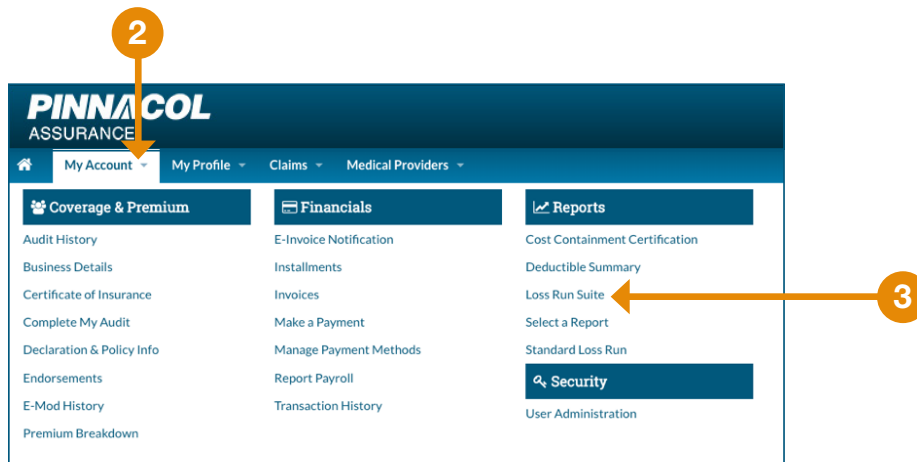
Policyholder Portal User Guide

Loss Run Reports for Safety Grants

STEP 1: Log in to the portal at policyholder.pinnacol.com.

STEP 2: From the homepage click **My Account**.

STEP 3: Click **Loss Run Suite** from the **Reports** section.



STEP 4: From the Loss Run Report page click on the Date Range tab.

STEP 5: From the Loss Run Report page enter **Injury Start Date** as 07/01/2020.

Use today's date for the **Injury End Date**.

- Select PDF for the **Report Format**.
- Click on **Run Report**.

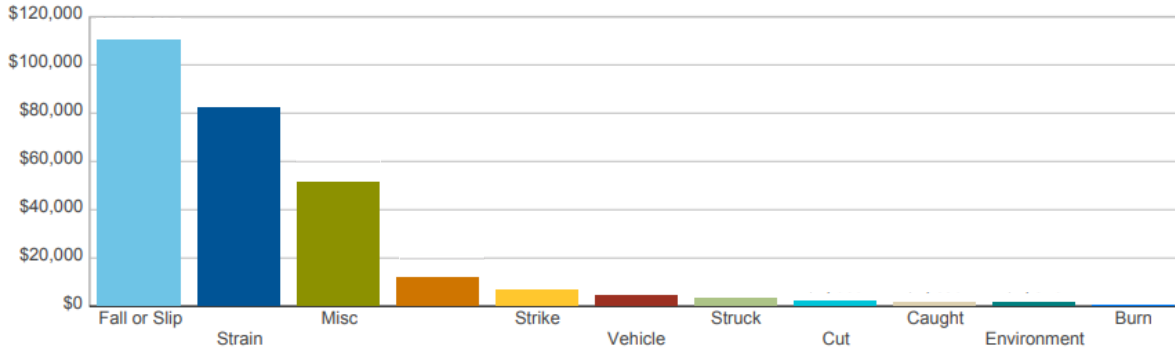
A screenshot of the 'Reports' page in the Policyholder Portal. The page title is 'Reports' and the subtitle is 'All your reporting in one place. To get started, choose a report from the drop down to run.' Below this, there is a 'Report' dropdown menu with 'Loss Run Suite' selected. There are three tabs: 'Multiple Periods', 'Single Period', and 'Date Range'. The 'Date Range' tab is selected and highlighted with a blue bar. Below the tabs, there are two date input fields: 'Injury Start Date' with the value '07/01/2020' and 'Injury End Date' which is empty. Below the date fields, there is a 'Report Format' section with two radio buttons: 'PDF' (selected) and 'Microsoft Excel (2007+)'. At the bottom, there is a 'Run Report' button. Orange arrows labeled '4' and '5' point to the 'Date Range' tab and the 'Injury End Date' field, respectively. An orange arrow points to the 'PDF' radio button, and another orange arrow points to the 'Run Report' button.

STEP 6: Allow the report to download and then click to open. Once the report is open, scroll down until you see the colored bar charts labeled Charts of Frequency and Severity by Injury Cause Group.

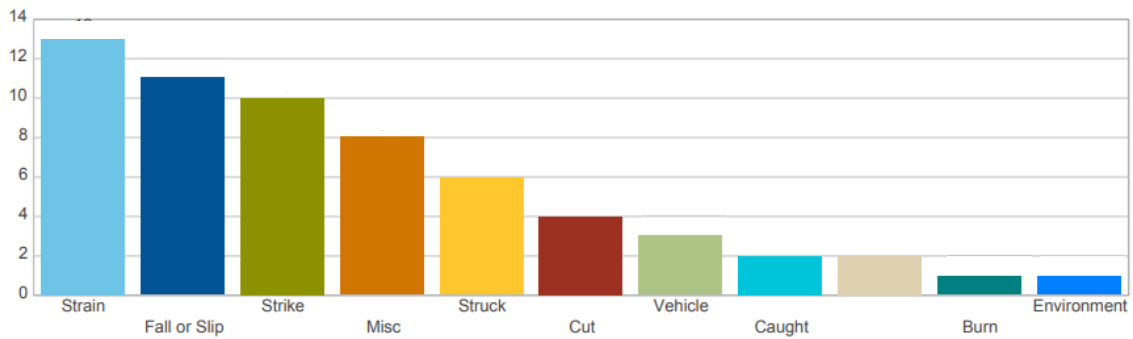
The first chart will show **Total Cost by Injury Cause Group**. The second chart will show **Frequency by Injury Cause Group**.

6 →

Total Cost by Injury Cause Group



Frequency by Injury Cause Group



Grant application tip: The strongest safety grant applications focus on mitigating hazards in one of the top three injury cause groups by cost or frequency. In the Total Cost by Injury Group Chart above, Fall or Slip is the most expensive cause by cost. In the Frequency by Injury Cause Group Chart, Fall or Slip ranks as the second most frequent type of claim. A safety grant initiative that addresses falls or slips would be more likely to receive a safety grant than a proposal that addresses cuts, which in this example are far less frequent and costly.