



## Establishing Access

Welcome to RamMutual.EmployerProtection.net. Before you can begin to utilize the site, you must register yourself and your organization.

### Initial Registration

An insured organization must set up initial access to the site by following these steps:

1. Enter [RamMutual.employerprotection.net](http://RamMutual.employerprotection.net) in your browser.
2. On the home page, select "Register Here".
3. Select "Register a new organization".
4. Complete the information on the "Registration - About You" screen and click "Next".
5. Enter your user name and password of your own choosing and click "Next".
6. Agree to the Terms of Use on the next screen and click "Submit".
7. The next screen will show your organization code. When this is entered by a new user when they register, it will associate them with the insured organization.



The first person registering an insured organization will default as the site administrator. Once registered, the site administrator will receive a confirmation email. They can schedule a free telephone walk-through of the features of the site by clicking the "Schedule Walk-through" link in the email.

### Site Administrator

The site administrator will establish initial access to the site and have access to several website functions under the Control Panel link, including the:

- **Users function** to approve pending users (users who self-registered), recruit new users (a request from the administrator to employees to self register), add new users (where the administrator adds the user versus the user registering him or herself), edit user information, or delete users (pending or approved users).
- **Profiles function** to configure certain features of the site to best meet the needs of your organization. The administrator can give or take away "Permissions" to the functions that a user can view or use. When a user does not have permission for a function, the user will not be able to view the function let alone use it. The site automatically selects a profile (also known as a "default profile") for each user after they register. The site administrator can view and change the permissions of the default profiles or create profiles of their own.
- **Reports Function** to view usage of the site and training lessons taken.

### Employee Users

Once your organization has been registered, you can allow your employees to establish access for themselves. New users would follow steps 1 and 2 above, and then select "Register in an existing organization" for Step 3 using the organization code established by the site administrator. Please note that the organization code is case-sensitive. They can then complete their own log-in information. Anyone who self-registers will automatically be added to your organization on the site.

If you have any questions about registering, or require technical help with the website, you can click the "Tech Support" link on the website home page, or call 888-712-7667. For questions regarding Employment Practices Liability Coverage, please call 1-800-HSB-1866 (472-1866).

- **Training function** to approve training of registered users and to change the default settings for online training for the organization.