QUICK REFERENCE GUIDE

FMIT

FLORIDA MUNICIPAL INSURANCE TRUST

Member Portal

POWERED BY ORIGAMI

Table of Contents

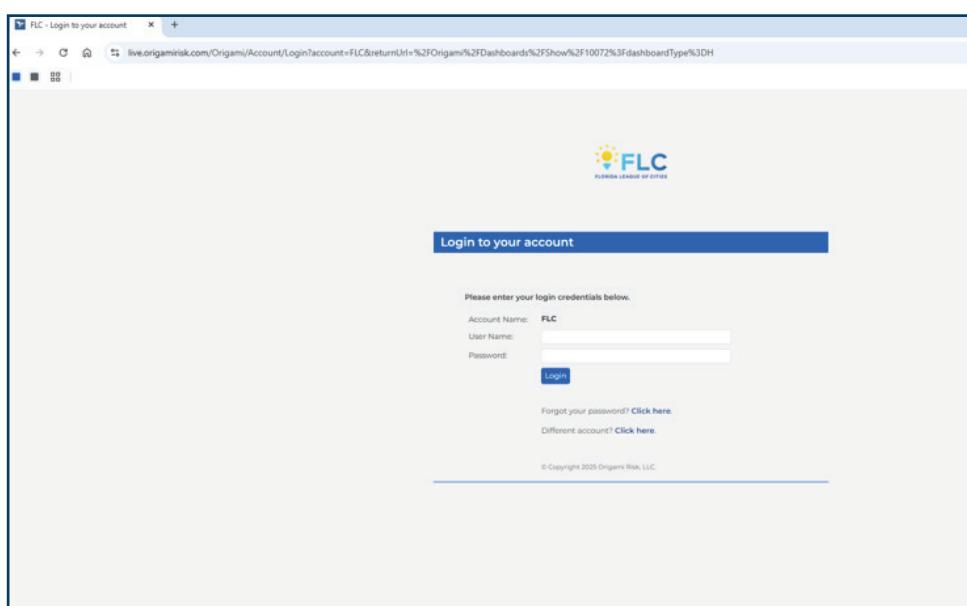**FMIT** FLORIDA MUNICIPAL INSURANCE TRUST

Protecting The Communities We Call Home

Logging In

On the FMIT homepage, click the log in button to get redirected to the Origami login page.

This is the screen you will see after clicking the dashboard button on the FMIT page.

Your username will be your email address and the FMIT number for the applicable account you're trying to access.

FIRST TIME LOGGING IN/FORGOT YOUR PASSWORD

To set up your account, click Forgot Your Password to set a password.

Enter your username, which is [email][FMIT number], and click Reset My Password. (Example: *questions@flcities.com0000*)

You will see this screen. If you don't receive the email, please check your junk or spam folder first. If you still can't find it, contact Insurance Member Services at *questions@flcities.com*.

Origami Risk Password Reset Notification

N   notifications@origamirisk.com
To   ● Christina Malhotra

Origami

Account: FLC
You recently requested a password reset. Please click the link below to reset your password.
Click Here to Reset Password
If you did not request to reset your password, please ignore this email. This password reset is only valid for the next 30 minutes.

You will receive this email to follow the instructions.

Change your password

Your new password must satisfy the following criteria:
▷ Be different from the current password.
▷ Be at least 6 characters long.

New Password: *   [   ]

Confirm New Password: *   [   ]   ▷ Retype your new password.

Change Password

After clicking the link in the email, you'll be prompted to this screen to change your password.

You can log in with your username (email plus FMIT number) and new password.

DASHBOARD

Once you are logged in, you will see this screen.

Your Insurance Policies
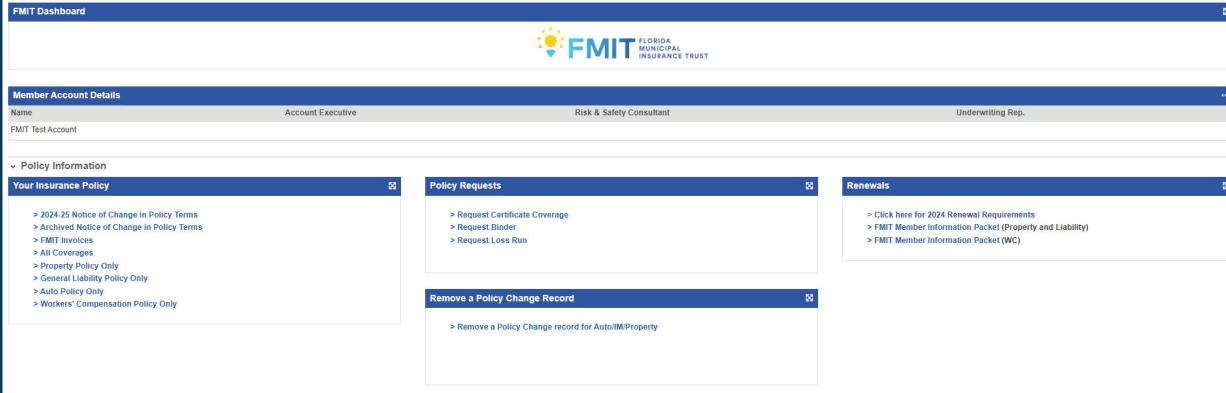
Under Policy Information, almost everything is the same as the old dashboard. Here, you can view and download policies, request certain documents, and, coming soon, renew or make policy changes.

When you click on any of the links under Your Insurance Policy, it will take you to that specific document queue. If you click the blue arrow next to the document name, you can quickly download the document that way.
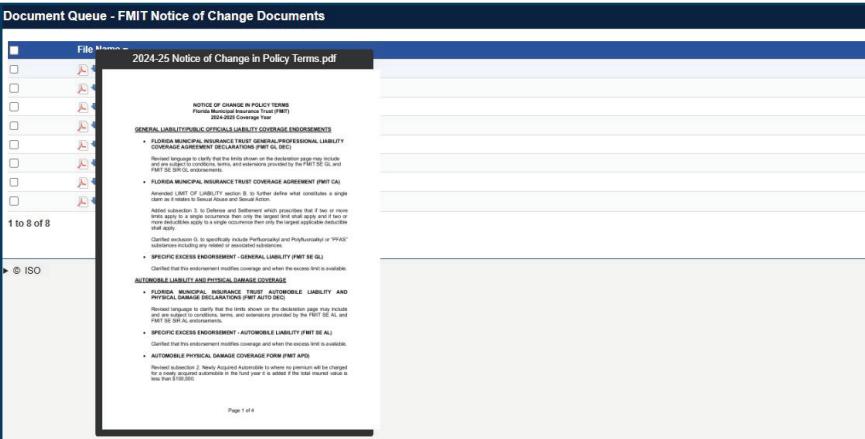
If you hover over the Adobe PDF icon, you can preview the document from this screen.

If you want to download multiple files, you can either check each box or click the box to the left of File Name to select all. Then click Download Selected in the top right corner.

If you click on the document's name, you will be taken to a screen like this to view it.

Here in this view, you can also choose to download it, rotate the pages, and zoom in or out.

Policy Requests

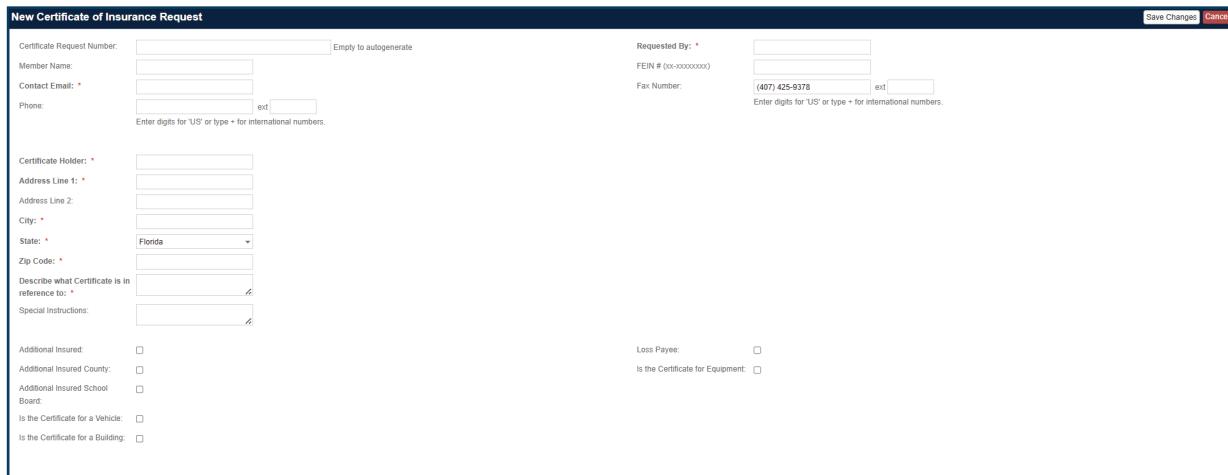## REQUESTING CERTIFICATES OF COVERAGE (COIS)

To request a COI, click Request Certificate Coverage under Policy Requests.

This screen will populate. After you fill in all required fields (red asterisk), click Save Changes at the top right. The underwriting team is notified of the request and will start working on it.

REQUESTING BINDER

To request a binder, click Request Binder.

It'll take you to this screen. Click Save Changes to confirm the submission request. Nothing needs to be filled in or completed. You will then receive an email containing your binder.

REQUESTING LOSS RUNS

To request a loss run report, click Request Loss Run.

Select the line of business from the drop-down menu.

Select the format you would like the report delivered in.

Select the As of Date. Reports only go back as far as a year from today's date. If you want the most current loss runs, you want to select today's date. Just like you are used to, the loss run reports will still contain 10 years of claims data.

After everything is selected, click Save Changes in the top right corner.

When you see this screen, you'll know the request was submitted. FMIT staff will receive it and begin working on it.

REMOVING A POLICY CHANGE RECORD

Click on Remove a Policy Change record for Auto/IM/Property Record.

You'll see this screen. Click on the magnifying glass next to the policy field.

You'll see this screen. Select the policy number to which the removal is in reference.

Click on Lookup Policy Change to view a list of what you want to remove. If you don't see anything to select from, that means there are no change records you can remove. Make sure all required fields are completed before clicking Save Changes.

Invoice and Payments
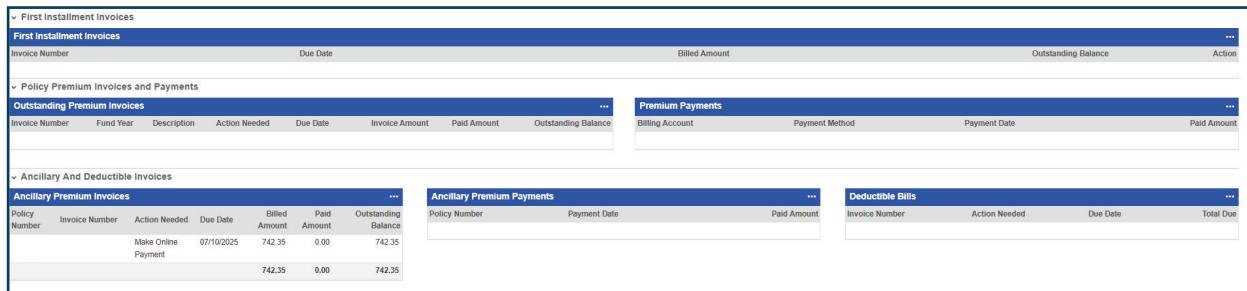
These three tabs on the dashboard are where you can view and track issued invoices and payments.

First Installment Invoices are only for the first installment FMIT invoices.

Policy Premium Invoices and Payments is where you can see other FMIT installment invoices, endorsement invoices, make payments for those invoices, and view confirmation of those payments.

Ancillary and Deductible Invoices is where you will view all ancillary and deductible invoices and payments. Like the other tabs, you can also make payments on these by clicking on the invoice number.

After a payment is made, the dashboard will auto update to show that the policy invoice was paid under the applicable payment section.
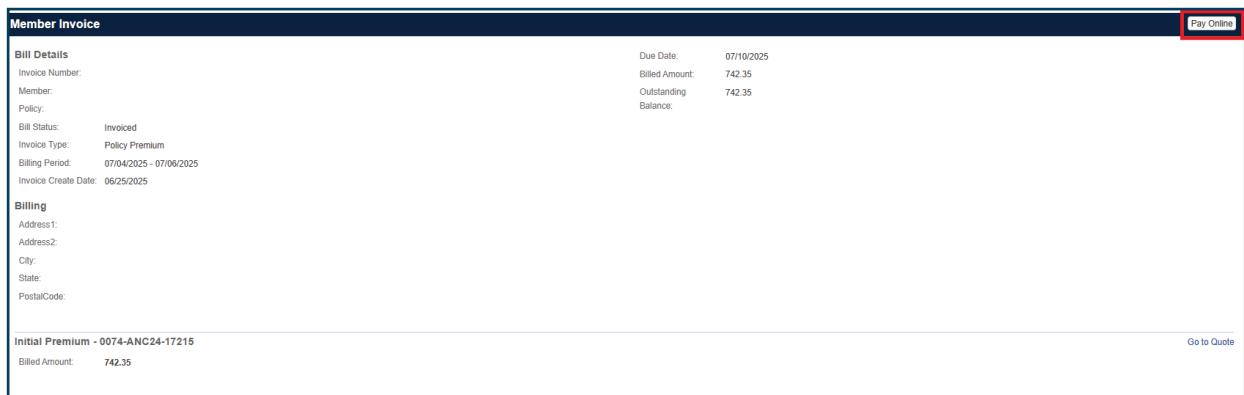
When you click on the invoice number, you will see this screen. Click Pay Online to pay it through the Wells Fargo payment portal.

This screen confirms the policy you're paying for and the amount. Click Pay Online to get redirected to the Wells Fargo site.

Select the Banking Type and complete all required fields. Click Enter Account.

Verify Payment

▣ PAYMENT SUMMARY

1 Invoice $742.35

* Payment Method

⊕ Enter

* Payment Date

6/27/2025

Payments confirmed before Friday, June 27, 2025 6:00 PM EST will be posted on Friday, June 27, 2025.
Payments confirmed after Friday, June 27, 2025 6:00 PM EST will be posted on Monday, June 30, 2025.

Payment Terms & Conditions

These terms and conditions govern your use of the Internet Bill Presentment and Payment Service (the "Service"). As used in these Terms, the words "we," "us," and "our" refer to Wells Fargo Bank, N.A. (or its affiliate). The words "you" and "your" refer to you as the business entity accepting these Terms and using the Service. The words "you" and "your" also include any user you authorize to use the Service on your behalf.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.

2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers

🖶 Print Terms and Conditions

* Company Name

* Email ❓

Phone

* By clicking the **Make Payment** button you agree to the terms and conditions stated above.

Make Payment	Cancel

▼ PAYMENT DETAILS

Export

	Invoice Date	Due Date	Invoice Number		Amount Due	Payment Amount	
▼	REFERENCE NUMBER 0282						
✅					742.35	742.35	🔍

Fill in your name under the company name, an email for confirmation purposes, and optionally a phone number. Then click Make Payment.
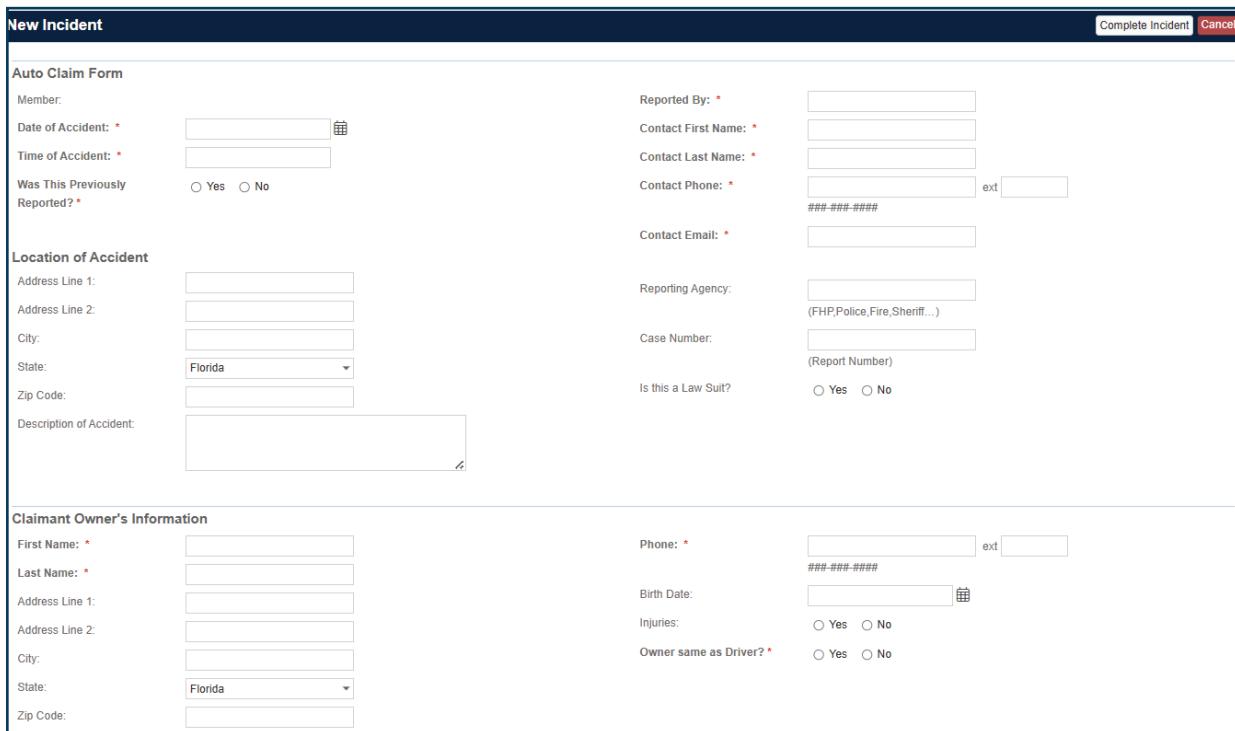
Claims

In the claims tab of the dashboard, you can submit claims, view all claims, and, depending on your access level, view workers' compensation adjuster claim notes as well.

When you need to submit an auto claim, this is the form you'll see. All required fields must be completed before submission. Once ready, you click Complete Incident in the top right corner. Same process for other lines of coverage.

This is the General Liability Claim form.

This is the Property Claim form.

This is the Workers' Compensation Claim form.

When you want to view all auto claims, this is the screen you'll see. You can sort the page by clicking on the headers. You can also search for a specific claim by using the filter on the right side of the page.

When you click on a claim number on this page, you can see more details like this regarding the claim.

With Workers' Compensation, if you click on the claim number, you can also see the specific claim notes affiliated with this claim on the right side (if you have that level of access).
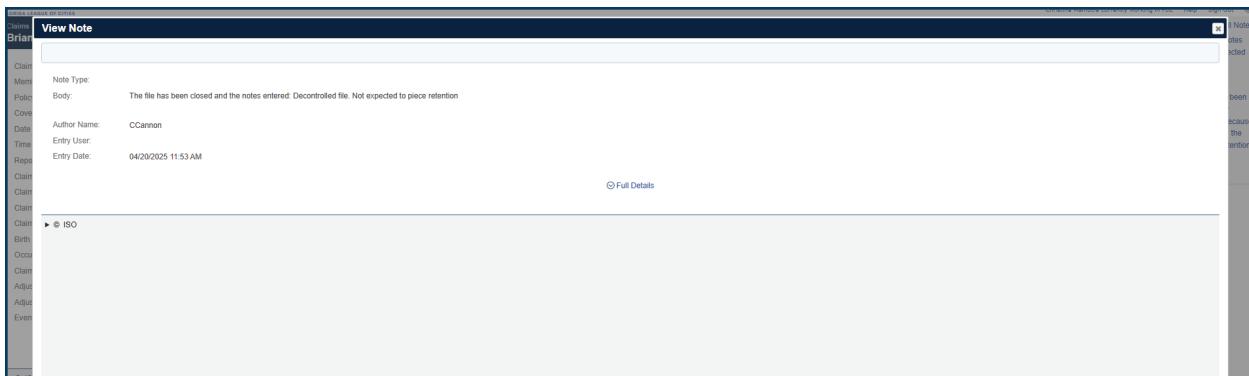
When you click on one of those notes, it makes it full screen for better readability.

If you click Workers' Compensation Claim Notes, you will see this screen. You can do the same filter and sort features as from the other claims screens. You can also expand a note by clicking on the carrot under Action.
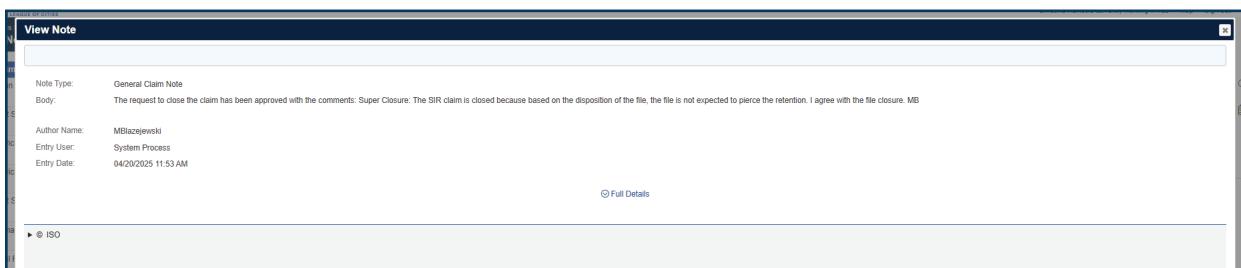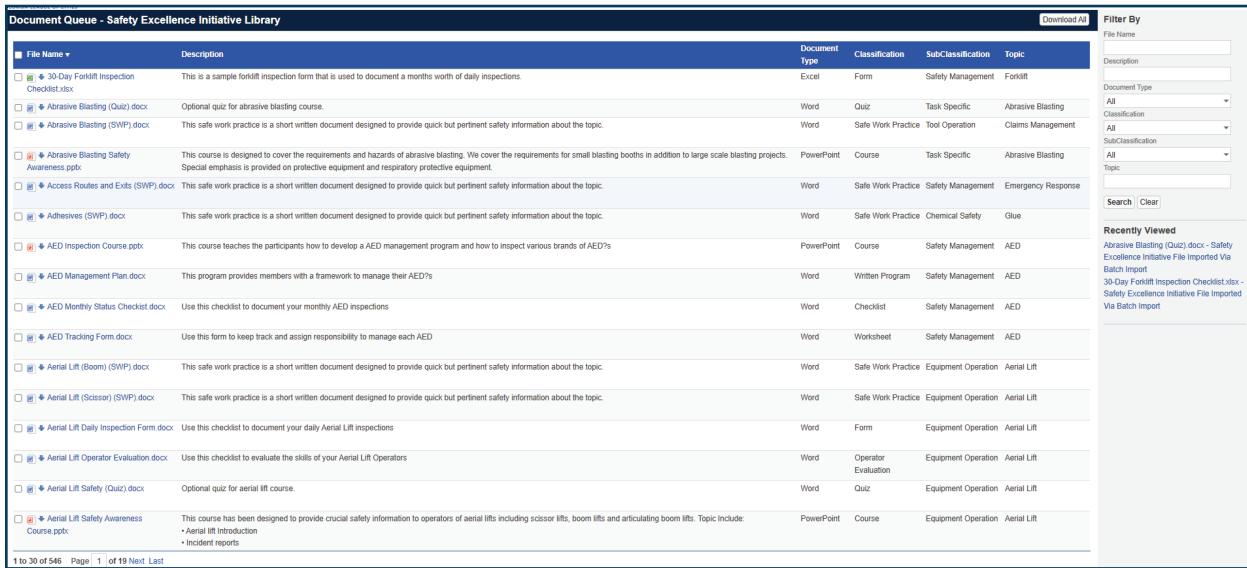

If you click on the claim number, it expands the note for better readability.

Risk & Safety

Similar to the old dashboard, the Risk & Safety section contains everything related to the Safety Excellence Initiative (SEI) and Safety Grant.

When you click on the Safety Excellence Initiative Library, it takes you to this screen of the SEI library. Here you can search for certain files that are needed by using the filter feature on the right side. You can also sort the list using the headers. If you click on the check boxes, you can easily download multiple files at once, or click on the blue down arrow next to the file name to quickly download that specific file.
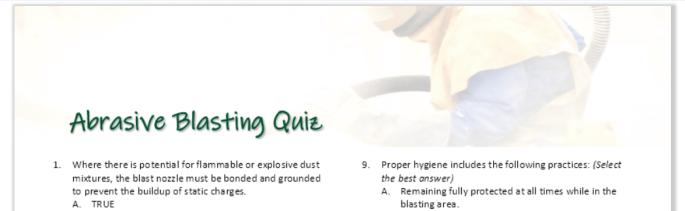
If you click on the filer name, you'll be taken to a screen like this, where you can view the file and download it from here as well.

Clicking on the SEI Details takes you to the SEI page on the FMIT website.

When you click on the Safety Grant Application, you'll get this screen. Fill in the required fields and hit Save and Continue at the bottom left.

Once you hit save, the bottom of the page changes so you can upload files (copies of the receipt needed for the application). You can either click Upload File at the bottom right, click Here at the top right, or just drag files to the right.
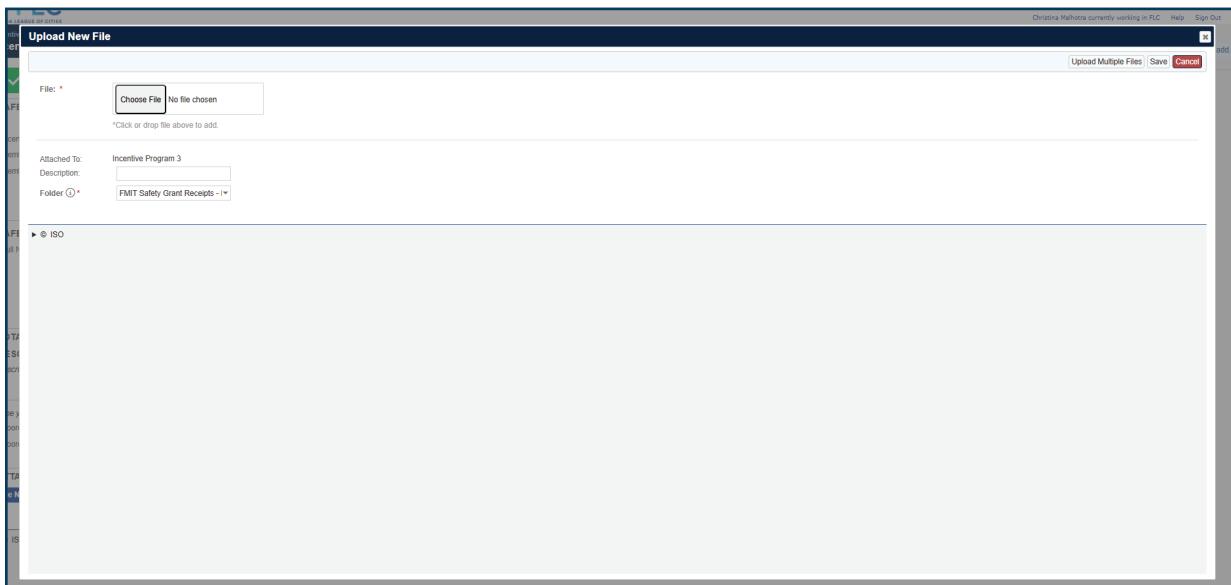
When you click Upload File or Here, you'll get this pop-up, where you can choose the file on your computer. After selecting the file, nothing else is needed except to click on Save at the top right or Upload Multiple Files if you need to add more.

You'll know it was saved and uploaded successfully when you see the document on the right side and the green banner at the top stating so.

When you click Safety Grant Awards, you'll see this page with all past awards granted to the municipality.

When you click on the FMIT number on the previous page, you'll see a new page with more details on the awards.

Automobile

This is the auto section where you can click to view your auto schedule, make and view changes, as well as request the auto ID cards.

VIEW CURRENT AUTO SCHEDULE

When you click on View Current Auto Schedule, this is the screen you'll see. It has the same features as other pages, and you can sort by the header or filter using the fields on the right side.

VIEW ALL POLICY CHANGE RECORDS
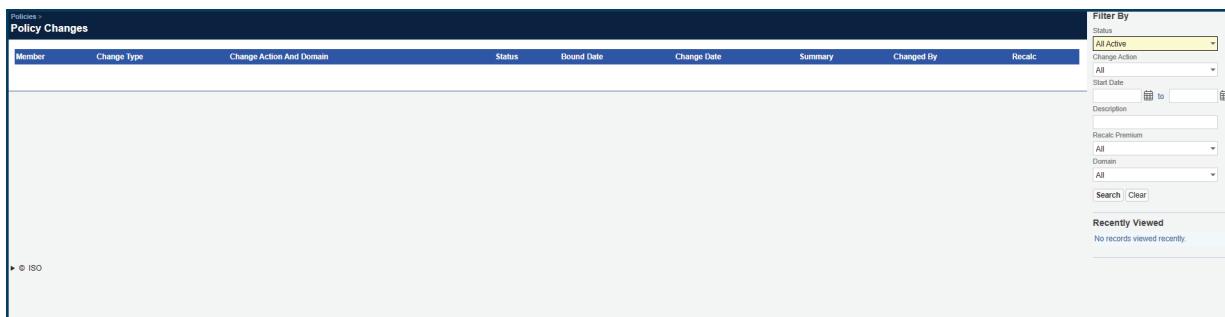
When you click on View all Policy Change Records, this is where you'll see any endorsements made, if any. You can filter and sort this page.

ADD/UPDATE/REMOVE A VEHICLE

If you want to add, update, or remove a vehicle, you will see this endorsement page. Click on the magnifying glass next to Policy to select the correct auto policy to endorse.
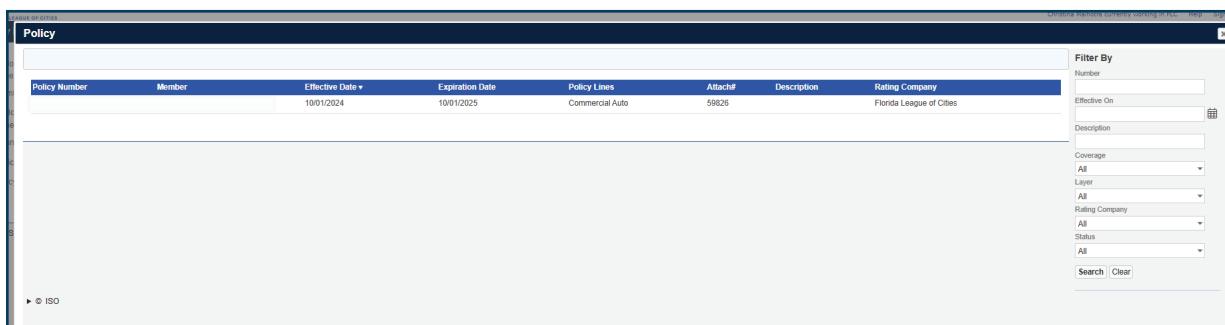
This is the screen you'll see to select the policy. Click the policy number to select.

After you click the policy, the Lookup Location on the right will appear. Click on it to view the next screen.

Select the location number where the vehicle is scheduled.

More fields will now populate. You can either manually enter the vehicle information or click Lookup Auto Vehicle (lookup is for update or removal, not adding).

When you click Lookup Auto Vehicle, you see the auto schedule. Click on the Vin/ Serial number for the auto you want to remove or update.

After you select the vehicle, it'll auto-populate the vehicle information. Select the date you want this change to be effective. Then hit Save Changes on the top right corner.

AUTO ID CARD REQUEST FORM

After clicking on the Auto ID Request Form on the homepage, you'll see this screen. Click Save Changes at the top right to submit the request.
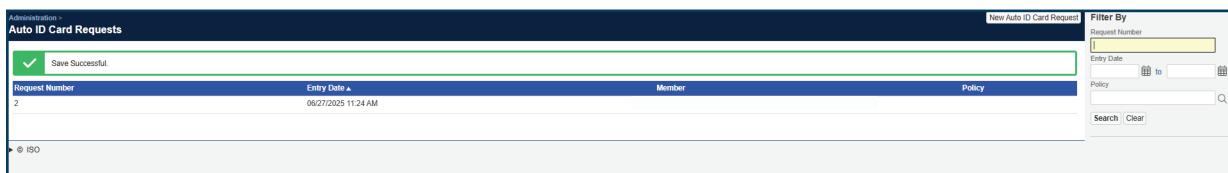
You'll see this confirmation page that it went through. The ID cards will be emailed directly to you.

Property

MANAGE PROPERTY SCHEDULE/INLAND MARINE SCHEDULE

Similarly to the Auto section, this is where you can view both your property and Inland Marine schedule, policy change records, and make endorsements to these policies.

When you click on either of the schedules, you'll see a full list of the insured buildings or items and can sort by the headers or filter on the right side.

New Endorsement Schedule

Endorsement Schedule Number:	[ ] Empty to autogenerate
Member:	
Endorsement Schedule Type: *	Property ▼
Change Action:	Update ▼
Policy: *	[ ] 🔍
Policy ID Number:	[ ]

© ISO

If you need to add, remove, or update a building or item, you'll see this screen. The same process follows: click the magnifying glass to view applicable policies to endorse.

After a policy is selected, you'll either manually enter the information if you're adding something new, as this screen shows, or you'll see a Lookup option to find the schedule item or building, so that most of the fields auto-populate. Select the effective date.

This is what it looks like if you're updating or removing (with the Lookup Location button).

Workers' Compensation
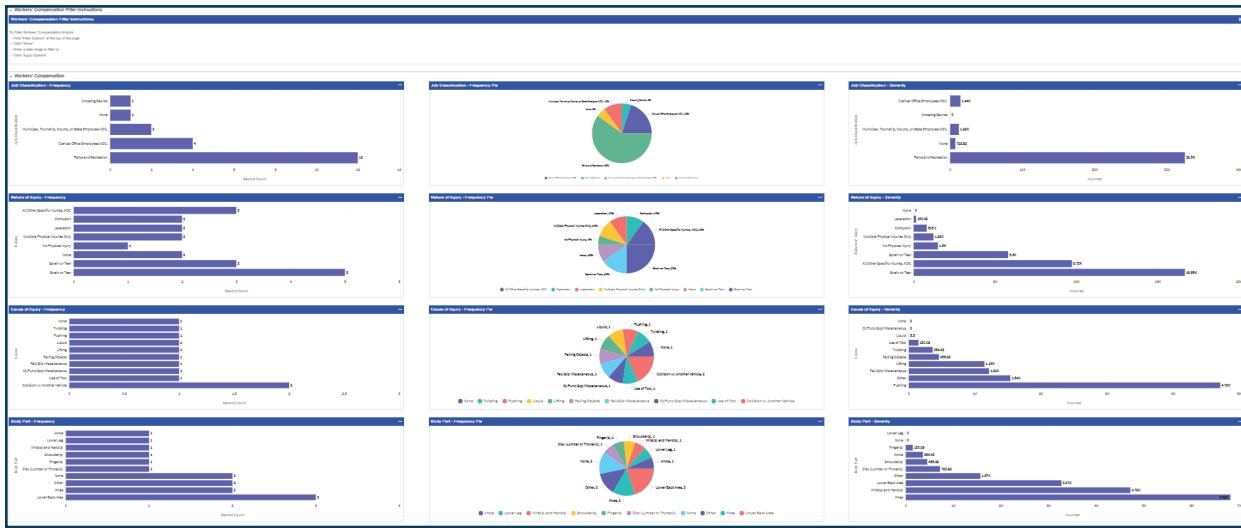
The Workers' Compensation (WC) section has two tabs. The first one includes instructions on how to filter and use the graphs section. The second section includes a bunch of graphs and charts regarding WC claims data.

New User Account

Request a New User Account

Request a new User Account

> Click here to request a new User Account

At the bottom of the dashboard, there is a section to request a new user. This is for cases when an existing user wants to grant a new user access to the dashboard. When you click the link, you'll view the standard Cognito form here.

FMIT Dashboard Request a Login

First Name *

Last Name *

Position Title *

Email *

Phone *

Member Name *

FMIT Number

0000

To search, click in the box and type in your member name or use the scroll bar.

Address *

Address Line 1

Address Line 2

City

State

Zip Code

What do you need access to?

☐ Dashboard

☐ Claim Notes

☐ Safety Grant Application

☐ Safety Excellence Initiative (SEI) Library

☐ Other

If one of the items listed above does not capture your request, select 'Other' and enter in the item you need to capture this request.

Submit

After you complete and submit the above form, the new user will be added within 48 business hours.