



Safety Engineering & Claims Management
Tennessee Risk Management Trust

CLAIMS INTAKE INSTRUCTIONS

(new online reporting)

1

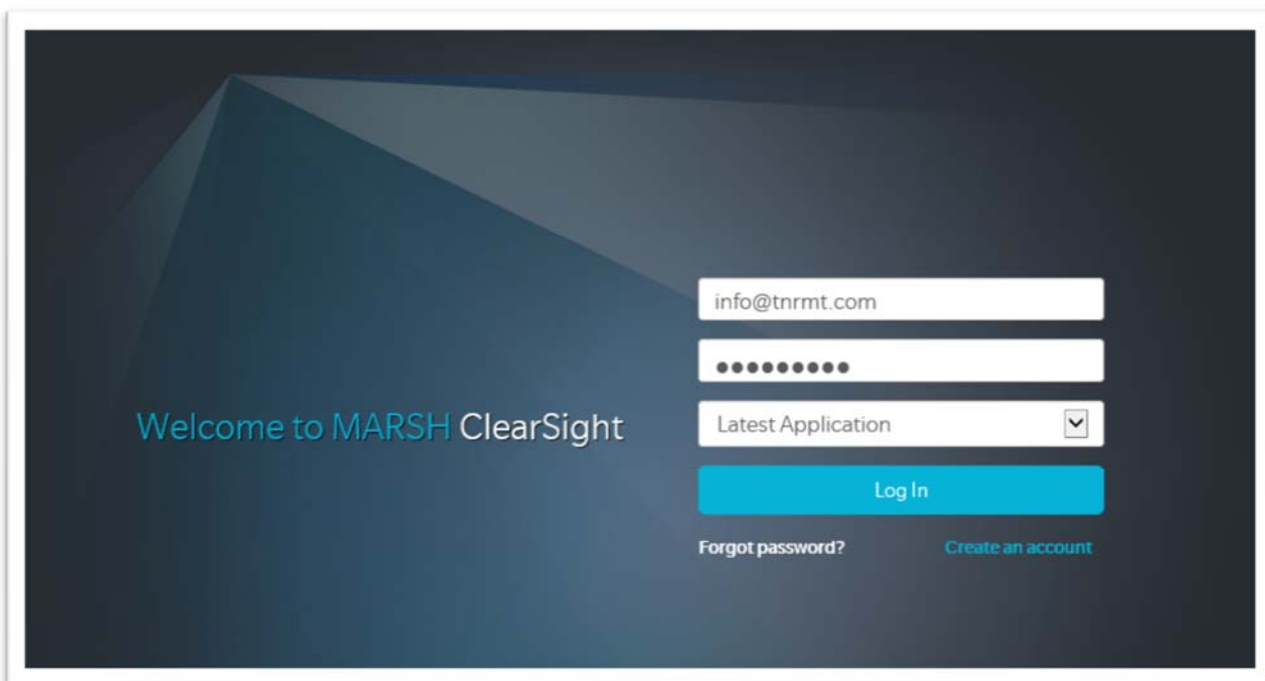
To access the new reporting website: **From any browser, navigate to <http://www.tnrmt.com> OR <http://www.sectn.com>.**

From TNRMT website	From SECTN website
1. Click on 'Claims Reporting'	1. Click on 'File a New Claim'
2. Click on 'Report a Claim'	2. Click on 'Click Here'
3. Login (<i>below</i>)	3. Login (<i>below</i>)

Alternatively, you can navigate directly to the reporting site at <https://my.marshclearsight.com/>.

If you have not yet been provided unique login credentials, input the following generic credentials and click 'Log In':

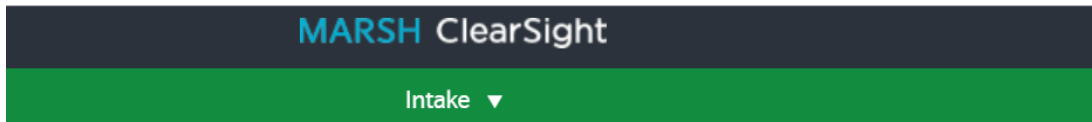
- Username:** info@tnrmt.com
- Password*:** Welcome1!
- Edition:** "Latest Application"



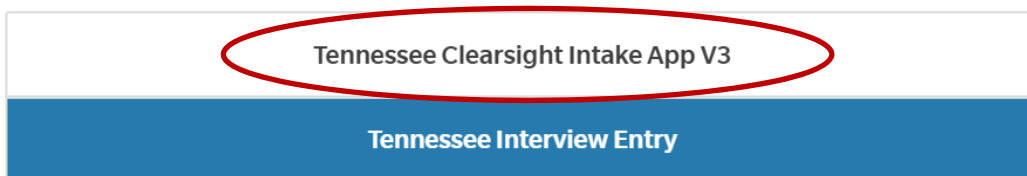
**password is case sensitive*

2

If prompted, choose 'Tennessee ClearSight Intake App V3'.



CHOOSE A TEMPLATE



Cancel

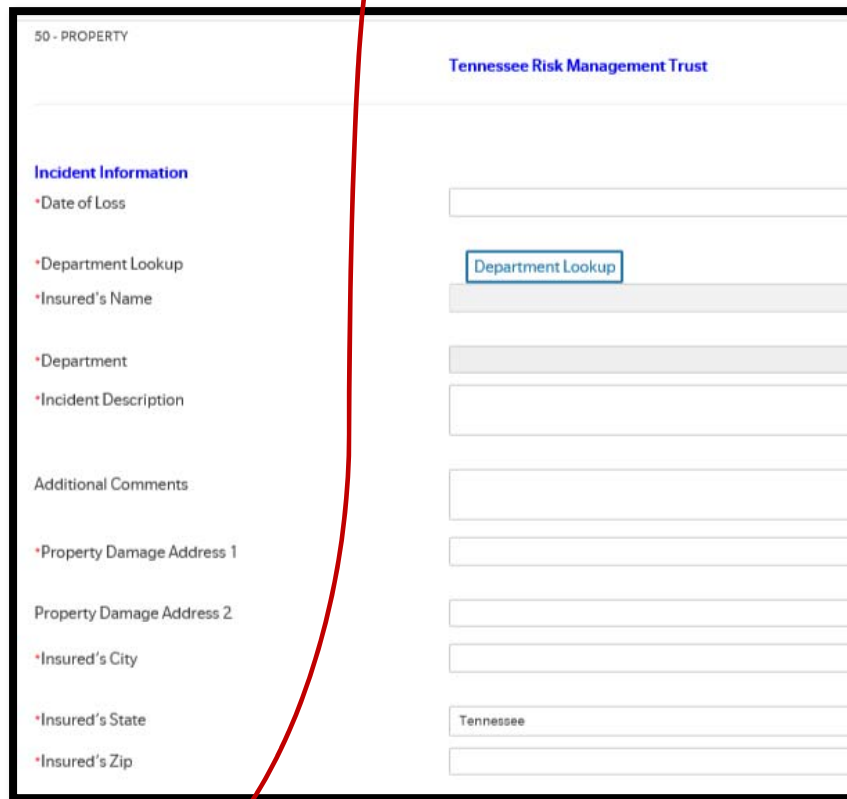
3

Choose the type of claim you wish to report:

A screenshot of a web form titled "What would you like to report?". The form lists several claim categories, each with a description and a "Start" button. The categories are: Student Accident (Athletic & Student Accident Notification of Injury), Worker's Compensation (An incident involving an employee who was injured), General Liability (An incident involving bodily injury or property damage to a third party. Also used for Errors and Omissions claims.), Auto Liability (An incident involving a vehicle and another person/object), Auto Collision/Comp (Auto Collision/Comp), and Property (An incident involving damage to a property which you own (non-vehicle)).

4

Complete form, then click on 'Preview':



[Preview](#)

5

Review the information, then click 'Submit' to submit the claim. If you need to edit the information, click 'Back'. You may also print the page using the print button located at the top right of the screen.

[Back](#)

[Submit](#)

 Print  CLOSE  SAVE

Once Submitted, you will get an event number in the format 'EV-#####'. Keep this event number for your reference.