



**Safety Engineering & Claims Management**  
**Tennessee Risk Management Trust**

## **CLAIMS INTAKE INSTRUCTIONS**

*(Online Claims Reporting)*

**1**

To access the claims 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. Click on the link in the window	

*Alternatively, you can navigate directly to the reporting site at:*

<http://www.tnrmt.com/reportclaims> or <http://www.sectn.com/reportclaims>

**2**

Choose the type of claim you wish to report:

•What would you like to report?

**Student Accident**  
Athletic & Student Accident Notification of Injury Start

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**Worker's Compensation**  
An incident involving an employee who was injured Start

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**General Liability**  
An incident involving bodily injury or property damage to a third party. Also used for Errors and Omissions claims. Start

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**Auto Liability**  
An incident involving a vehicle and another person/object Start

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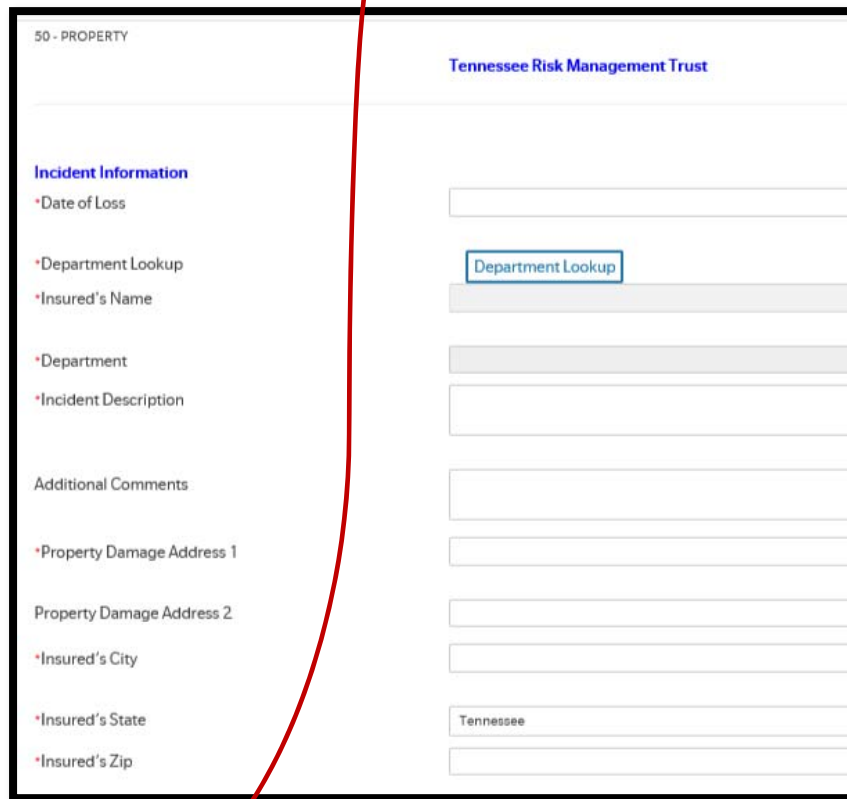
**Auto Collision/Comp**  
Auto Collision/Comp Start

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**Property**  
An incident involving damage to a property which you own (non-vehicle) Start

3

Complete form, then click on 'Preview':



Preview

4

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.