icare | Insurance for NSW

icare Insurance for NSW portal access

What is the purpose of this request?

[ ] New user   [ ] Change user access

1. Applicant details

First name

Last name

Role/Title

Contact number

Email address

Primary agency

2. Access request

Please select relevant applications

2.1   Claims lodgement

[ ] **Workers Compensation (WC) Claims**
Lodging and managing workers compensation claims on behalf of your agency

Are you responsible for more than one agency?

[ ] Yes   [ ] No

If yes, list each additional agency

[ ] **General Lines (GL) Claims**
Lodging general lines claims on behalf of your agency

2.2   Reporting

☐ **Treasury Managed Fund (TMF) Reporting Dashboard - Qlik**
Self service claims reporting for your agency

What do you need access for?

☐ Workers Compensation   ☐ General Liability   ☐ Property   ☐ Motor Vehicle   ☐ Miscellaneous

What is the level of access you need?

☐ **Basic (recommended)** - access to your agency's standard reports and dashboards

OR

☐ **Advanced** - this access should only be requested if you require the ability to modify and create reports/dashboards

As part of your role, do you require access to personal information such as claimant name, date of birth etc?

☐ Yes   ☐ No

> **Please Note: The content, applications and reports provided in the reporting tool is highly confidential information.** Information sourced from the reporting should not be released to third parties or claimants except in accordance of applicable legislation. This content is restricted to those with a current valid user account.

Are you responsible for more than one agency?

☐ Yes   ☐ No   ☐ Same as WC Claims

If yes, list each additional agency

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2.3   Treasury Managed Fund Declarations

☐ To submit and approve yearly asset declarations by lines of business

2.4   Certificate of Currency

☐ To view and download Certificates of Currencies on behalf of my agency

2.5   Construction Risks Insurance Fund

☐ To get a quote, bind insurances, process endorsements and view policy documents for construction insurance

3. User Declaration

As a registered user of the portal, I am aware of the legal obligations outlined in the terms and conditions when accessing, viewing or otherwise using the icare Insurance for NSW Portal. By using the Portal I accept these Terms and Conditions and acknowledge I am bound by them or any other notice on the icare Insurance for NSW Portal or icare website. All information provided by me is correct and true to the best of my knowledge.

☐ **I accept the Terms and Conditions**

Name

Signature

Date (DD/MM/YY)

4. Approver Authority

For government agency and claims manager users please seek authority from an Authorised Approver (Senior Manager with relevant role responsibility. If unsure, please speak to your Client Engagement Manager or Account Manager for guidance. For icare users please seek approval from your line manager.

☐ **I hereby authorise access to be given to the user identified in this request and only for the functions identified.**

☐ **All above information provided is correct and true to the best of my knowledge.**

Name

Signature

Date (DD/MM/YY)

Role/Title

Email

Agency

5. Terms and Conditions

These Terms and Conditions set out the initial conditions of access to the icare Insurance for NSW Portal. They apply in addition to the full Terms and Conditions and Privacy Policy available on the Portal (as amended from time to time).

> Privacy Policy | icare
> Terms and Conditions | icare

Account Access and Management

You will be provided with a username and password following authorisation of your access. You must keep this information secure.

If you change job role, agency, line of business or responsibility, you must contact icare Insurance for NSW immediately to update your account status. Your access is wholly dependent on your continuing employment status and authority with the relevant agency, auditor or provider. You may be liable to prosecution or suit for accessing the icare Insurance for NSW Portal without appropriate authority, regardless of whether you have access credentials. Unauthorised access (e.g. using another's credentials) is prohibited and may result in administrative, legal or other action.

For security, you will be required to reset your password within 90 days of last use. User accounts that have not been accessed within a period of 90 days will be deemed inactive and access rights will be disabled. To reactivate the account, users must complete a new access request form.

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