

icare Insurance for NSW portal access

Fields marked with an * need to be completed

What is the purpose of this request?*

New user access
 Change/reactivate user access
 Delete user access

1. Applicant details

First name* Last name* Preferred name

Organisation/Agency*

Position Title*

Address*

Suburb* State* Postcode*

Phone* Email*

Are you responsible for more than one agency?

Yes
 No

If yes, list each additional agency

2. What are you seeking access to?

All accesses include access to Risk Education eXpress. You may select more than one function. If you require access to TMF Dashboard (Qlik Sense) please go to page 2. Please see terms and conditions on page 3.

- Claims First notification of loss
- Certificate of Currency
- Construction Risk Insurance Fund: CRIF access will allow agencies to acquire construction insurance. Users will be able to get a quote, bind insurances, process endorsements and view policy documents.
- TMF Declaration: TMF declaration access allows agency users to submit yearly asset declarations (Workers Comp, Liability, Motor, Property, Miscellaneous) to icare.

3. TMF Dashboard (Qlik Sense)

There are additional TMF Dashboard (Qlik Sense) Terms and Conditions of Use for access to data reporting. We will require approval for the level you are requesting.

What level of access do you require?

Basic (**Recommended**) – Access to your agency’s standard reports and dashboards

Advanced – This access should only be requested if you require the ability to modify and create reports/dashboards and query tools.

Which Lines of Business do you require access to?*

Workers Compensation Public Liability Property Motor Vehicle Miscellaneous

Why do you require this access?*

Access to information in the TMF Dashboard (Qlik Sense) reporting tool – Terms and Condition of Use

The content, applications and reports provided in the icare Insurance for NSW Qlik Sense reporting tool are highly confidential and secured information. Content derived from the reporting tool is restricted to those with a current valid user account.

Information sourced from the reporting tool is not to be released to third parties or claimants except in accordance with applicable legislation.

4. User Declaration*

All of the above information that has been given is correct and true to the best of my knowledge

As a registered user of the portal I am aware of the legal relationship that exists in accessing, viewing or otherwise using the icare Insurance for NSW Portal.

By using the Portal I accept these Terms and Conditions and are bound by them or any other notice on the icare Insurance for NSW Portal or icare website.

I accept the Terms and Conditions

Name

Signature

Date (DD/MM/YYYY)

5. Approver Authority*

For government agency and claims manager users please seek authority from an authorised approver (senior manager with relevant role responsibility. Please reach out to your Client Engagement Manager or Account Manager for guidance if unsure). For icare users please seek approval from your line manager.

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

All of the above information that has been given is correct and true to the best of my knowledge

Name

Signature

Date (DD/MM/YYYY)

Position

Email

6. Terms and conditions of use

These Terms and Conditions set out 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).

Account access and management

You will be provided with a user name 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 and 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 others' 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.

Liability

The icare Insurance for NSW portal may contain links to websites operated by third parties. icare Insurance for NSW accepts no responsibility for the accuracy, currency, reliability and correctness of any information included on websites managed by third parties nor for the accuracy, currency, reliability and correctness of links or references to information sources (including internet sites) outside of icare.

icare Insurance for NSW disclaims in connection with the Portal (including its contents, functionality, links, data and information) to you or any third party and you accept this disclaimer as a condition of access.

Copyright

The content, reports and applications on the icare Insurance for NSW Portal are covered by the *Copyright Act 1968* (Cth). You may download, display, print and copy any material for use relating to agency/government purposes, auditing and contracted service provision to icare Insurance for NSW (or by express authorisation from icare Insurance for NSW) and subject to the applicable legislation.

Privacy and Confidentiality

You must treat as confidential all information obtained through the Portal (except that which is in the public domain). You must not copy, reproduce, use, disclose or make public any confidential information except for agency/government purposes, the purpose of audit or provision of contracted services to icare Insurance for NSW (or otherwise with the prior written consent of icare Insurance for NSW).

Various functions of this Portal contain or produce personal information within the meaning of the *Privacy and Personal Information Protection Act 1998* (PPIPA) or health information within the meaning of the *Health Records and Information Privacy Act 2002* (HRIPA). You must not do any act or engage in any practice that would breach, or cause icare Insurance for NSW to breach, PPIPA, HRIPA or any other applicable privacy legislation.

Modifications

icare Insurance for NSW reserves the right to change any of its Terms and Conditions or Privacy Policy without notice and your use of the Portal in any way constitutes acceptance thereof. icare Insurance for NSW has complete discretion to modify or remove any part/function of the Portal without warning or liability arising from such action.

FOR OFFICE USE ONLY:

Agency Access Requests - Approved by: Client Engagement Manager (CEM)

Name	Signature
<input type="text"/>	<input type="text"/>
Agency code	Date (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>
Additional notes	
<input type="text"/>	

CRIF access requests - CEM to email: cpai@icare.nsw.gov.au when sending request to BT (for noting only)

TMF Declaration requests - CEM to email: declarations@icare.nsw.gov.au when sending request to BT (for noting only)

Qlik Sense - internal **icare user** Workers Comp Access requests - Approved by: Manager TMF Technical Claims

Name	Signature	Date (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Qlik Sense - internal **icare user** General Lines access requests - Approved by: Technical Claims Lead, GL Claims

Name	Signature	Date (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Qlik Sense - General Lines Claims Manager access requests - Approved by: Manager Partner Performance, GL Claims

Name	Signature	Date (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Qlik Sense - Workers Comp Claims Manager access requests - Approved by: Manager Panel Performance, Provider Outcomes

Name	Signature	Date (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>