



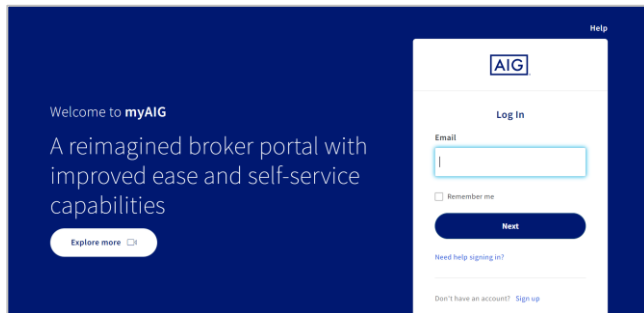
IntelliRisk® Quick Reference Guide – Broker (myAIG)

Log In

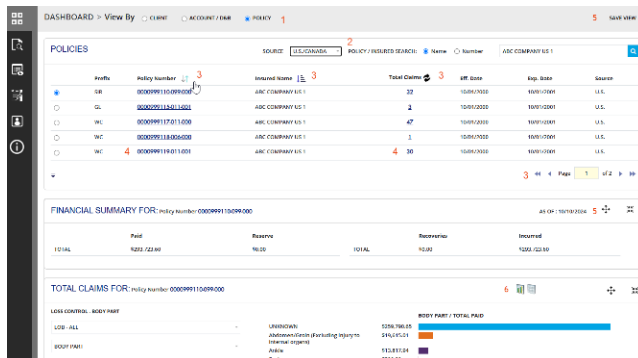
Log in using your email and password: [myAIG](#)

Multifactor Authentication (MFA) is required for accessing AIG Applications. Learn more about MFA [here](#).

If you have forgotten your password, click on the **Need help signing in?** link and follow the prompts.



Dashboard



1. View the dashboard by **Client**, **Account/D&B**, or **Policy**. Grid populates based on your access.
2. Use Search to isolate by Name or Number. (Use source dropdown to choose US/Canada or International).
3. Hover to display sort options on columns. Use arrows to page through results.
4. Use Policy or Claim hyperlink to drill down to detail.
5. Dashboard containers can be rearranged to customize page view. Drag and drop containers using the icon and click **Save View** to retain changes. Use the icon to collapse or expand containers.
6. View data in chart or list format. Click on chart to reveal claim lists and drill down to claim details via hyperlinks.
7. Create a report via dashboard for a single policy, Client, or Account/D&B. For multiple policies, use the Report Module. See following steps for report creation.

Getting Started

To view your data and run reports you must first conduct a search. Select your view prior to your search.

1. In the **Search/Policy** container, prior to initiating the search you must select whether the policy coverage is International or in the U.S./Canada. Then you can enter the policy number or insured name.
2. Click on the icon.
3. The container will populate with the policies you have access to.

Loss Runs - Dashboard

Single Policy Report

1. Select report type and other report criteria from the drop down lists, and select report format.

2. Click on **Submit**. The Reports Library will display, listing requested reports and status of same (e.g., **Processing**).
3. Click on the **Refresh** link to update the report Status.
4. When Status is **Download**, click on the hyperlink. The report will appear onscreen.

Name	Date Requested	Format	Purge*	Status	Delete
CLR Policy 0000999110-099-000	01/28/2025 14:46	PDF	90 Days	Processing	
CLR Policy 0000999110-099-000	01/27/2025 16:28	PDF	89 Days	Download	

Multiple Policy Report

1. Click on **select multiple policies**. The Reports Library screen will display.
2. Continue to Step 2 of the instructions for creating reports from the Report Module.

Loss Runs - Reports Module



1. Select the **Reports** icon on the left navigation bar. The Reports Library screen will display.
2. Click **Create Report** in the right.
3. Search by Client, Account D&B, or Policy to populate results of your search.
4. Select a single Client or Account/D&B, or select up to 40 policies for the report by clicking on the checkbox next to each policy. The data you select will appear in the **Selected Policies** box.
5. Provide a report name, select report type, valuation date, and delivery (e-mail or library). If e-mailing the report, enter e-mail address then complete subject and e-mail description. Confirm authorization acknowledgement in lower left.
6. Click on **Submit**. The requested report will appear immediately in grid, with a status of **Processing**.
7. Click on the **Refresh** link to update report Status. When status changes to **Download**, click on the hyperlink to access the report.

Claim Search



1. Use the **Search** icon on the left navigation bar, then click Claim.
2. Prior to initiating the claim search you must select whether the policy coverage is handled/adjudicated in the U.S./Canada or Internationally. Enter claim number or claimant name and click on the icon. The claim(s) meeting the criteria entered will display.

Claim Number	Claimant Name	Loss Date	Status	Total Paid	Source
111081295001	010128912001	12/18/2008	CLOSED	\$758.02	U.S.

Report Scheduling

IntelliRisk offers the option to schedule reports on a Monthly, Quarterly, Semi-Annual, and Annual interval for a maximum of two years. Users will receive an e-mail notification 30 days and 7 days prior to report expiration.

1. Select the Reports icon on the left navigation bar, then click the **Create Report** button.
2. Search by Client, Account/D&B or Policy to locate and select the relevant data set, as outlined in prior steps.
3. Provide a report name, select report type, valuation date, and deliver (email or library). Then use the Interval dropdown to choose the frequency. Use the calendar to specify start and end date for report schedule.
4. After applying optional filters, selecting report type, valuation date, and delivery (e-mail or library), use the drop-down menu to set delivery interval and the calendar to specify start and end date for the report.
5. If e-mailing the report, proceed to entering e-mail address then complete subject and e-mail description. Confirm authorization acknowledgement in lower left, and click **Submit** to generate the scheduled report.
6. Navigate to **Scheduled Reports** tab in the **Report Library** to modify or delete scheduled reports.

Name	Delivery To	Format	Interval	Expiration	Action	Delete
ABC Co	LIBRARY	PDF	Monthly	01/01/2016		

Note: Scheduled IntelliRisk reports are static. Renewal accounts and policies will not automatically link to an existing scheduled report. If scheduling a report at the account or policy level, it will be necessary to re-create the report if renewal accounts or policies are issued in order to capture all accounts and policies. Keep this in mind when duration of schedule is set.



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