RPS STANDARD EXPRESS℠

External User Manual Updates

Access RPS Standard Lines

Website Login

To access RPS Standard Express, log into https://my.rpsins.com with your pre-established login credentials. Click **RATING PLATFORMS**.
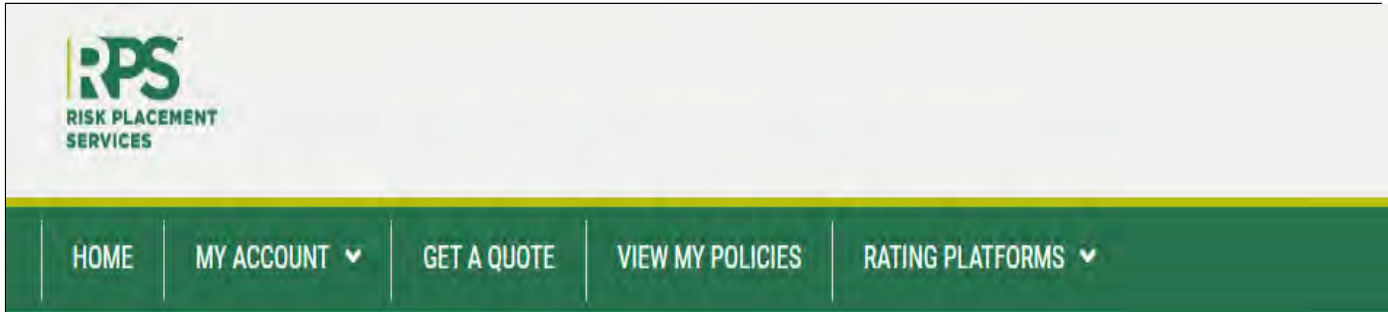
Click on the down arrow under Rating Platforms and pick RPS Standard Lines. There are no additional login credentials needed; the site is single sign-on enabled.

My Agency

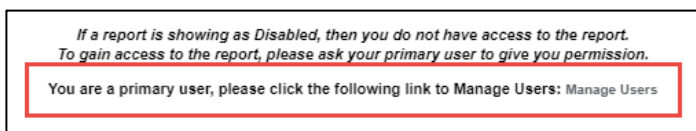| Dashboard	Dashboard Overview Video

Reports

The following reports are available under this tab:
- **Production Report**
- **Agent Commission Statement**
- **Renewal Report**
- **Cancellation Report**

Only the agency's primary user (usually the principal of the agency) can run **Reports**.

To grant **Reports** access to non-primary users, click **Manage Users** on the **Reports** tab and update the permissions.

> *If a report is showing as Disabled, then you do not have access to the report.*
> *To gain access to the report, please ask your primary user to give you permission.*
>
> You are a primary user, please click the following link to Manage Users: Manage Users

Run a Report

Step 1:   To run a report, click **Dashboard.**

Step 2:   Click the **Reports** tab within the **Dashboard**.

✔ Submitted Apps	⏱ Unsubmitted Apps	↻ Re-Quotes	🏷 Remarket	🏁 Reports	⚡ Policies
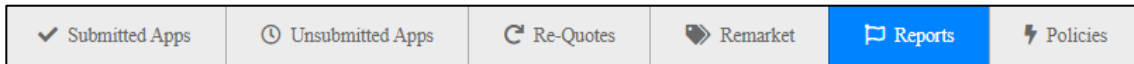
Step 3:   Select the date range for the report using the **From Date** and the **To Date**.

Available Reports

From Date:	4/21/20	📅▾		To Date:	7/20/20	📅▾

Step 4:   Choose the type of report to generate and click **Submit**.

○ **Production Report**   This report lists policies sold or renewed with effective dates in the date range you select above.

○ **Agent Commission Statement**   This report lists checks paid in the date range you select above. Checks dated within the last week were mailed to you earlier this week.

○ **Renewal Report**   This report shows policies set to renew over the next 75 days.

○ **Cancellation Report**   This report lists the policies that were cancelled in the date range you select above.

Submit

Step 5:   A pop-up will indicate when the report is ready. Click the hyperlink (**Click Here for Your Production Report**) to open the PDF document.

Production Report - Google Chrome   — ☐ ✕

🔒 secure.insurezone.com/brand/rps/direct.jsp?ToPage=ViewAccountRep...

Production Report Processing Complete.
Jul 20, 02:36 PM

Click Here for Your Production Report
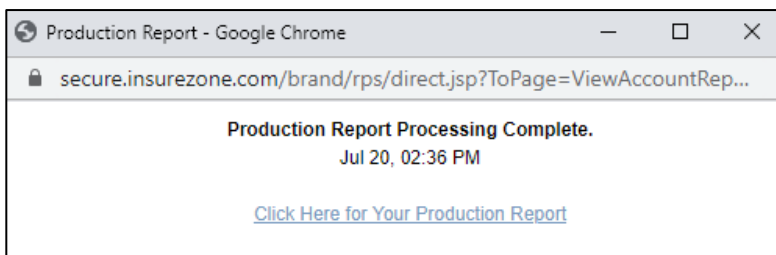
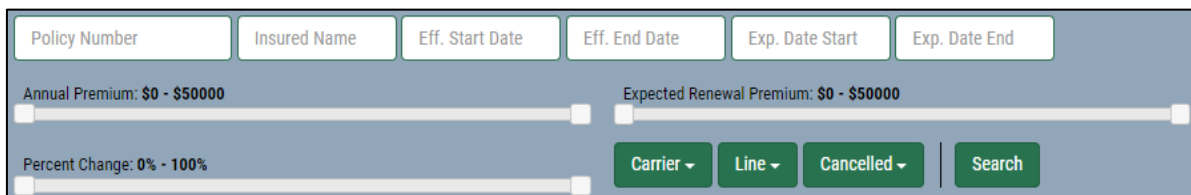Note: The selected report will appear in a separate tab in the web browser.

Policies

The **Policies** tab displays all policies with effective dates from the past 365 days and contains all documents that were previously available in the Treiber Portal.

Access Policy Documents

Step 1: To find a specific document, click the **search** icon 🔍 at the top of the screen.

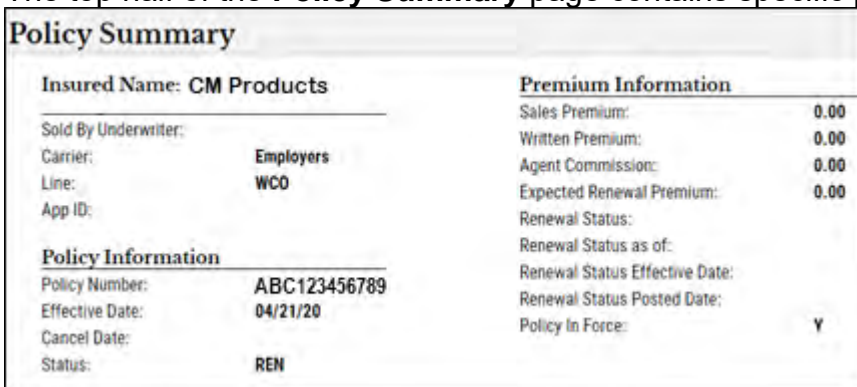*Step 2:* Narrow the list of policies using the desired search parameters available, then click **Search**.

Step 3: Click the **Policy Number** of the desired account to open the **Policy Summary** page, which contains policy information and corresponding documents.

Note: The top half of the **Policy Summary** page contains specific policy information.

The bottom half of the **Policy Summary** page contains all related policy documents.

Source	Req Id	Updated On	Updated By	Document Type	Desc/Eff Date	File Name	Note
CBD Docs	12332	7/8/20...	sandra kemp jr	Other	SBU-Work Comp / 2020	20 INV EPL WCO INVOICE EFF 05-06-20	INVOICE EFF 05-06-20
CBD Docs	12332	7/8/20...	sandra kemp jr	Other	SBU-Work Comp / 2020	20 INV EPL WCO INVOICE 20-21	INVOICE 20-21
CBD Docs	12332	7/8/20...	sandra kemp jr	Other	SBU-Work Comp / 2020	20 INV EPL WCO INVOICE 20-21	INVOICE 20-21 SCANNED COPY
CBD Docs	12332	7/8/20...	sandra kemp jr	Other	SBU-Work Comp / 2020	20 INV EPL WCO INVOICE 20-21 (3)	INVOICE 20-21 SCANNED COPY

Step 4: To open a specific document, click the file under **File Name**. This opens the PDF file in a separate window.

Note: All documents have been moved from the Treiber Portal to the **Policies** tab in RPS Standard Express. They are no longer available within the Treiber Portal and must always be accessed here instead.

Step 5: Return back to the full list of policies, click **Return to Policies in Force**.

Policy Data

To view the entire list of policies (not limiting the policy list to only display policies with effective dates within the last 365 days), click **Show All**. To export the list of policies to an Excel spreadsheet, click either **View Current Results in Excel** or **Export All Policies in Force to Excel**.

The **Summary** key at the bottom of the grid displays the **Number of Policies** and the corresponding **Total Annual Premium**.

If you are unable to find a particular policy, use the email links at the bottom of the page to directly contact RPS.CL.Service@rpsins.com (Commercial Lines) or RPS.PL.Service@rpsins.com (Personal Lines).