

# Dram Shop Insurance Report Online User Manual

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*Missouri Department of Insurance, Financial Institutions and Professional Registration*

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## Summary

To further assist our patrons, Dram Shop Insurance Reports can now be created and updated online through DIFP Statistics Claim Reporting Portal. This tutorial guides users through the online system for data management. This guide does not provide information about requirements or regulations.

## Site Address

<https://apps.difp.mo.gov/ProfLiab/Login.aspx>

## Account Management

Users require an approved account to create and update data. New users must create an account and receive approval prior to creating and updating data. Existing users will need to sign in to manage their account information.

## Account Registration

**Required Information:** Users will need to create and/or provide the following information when registering for an account with DIFP:

- Create a User Name
- Provide a valid Email Address

- Create a Password
- Provide Contact Name
- Provide Contact Phone Number
- Provide Contact Address Information
- Provide NAIC number(s) associated with type of filing(s)

### Registration Process

New users must register with DIFP to gain access to the application. See instructions for new user sign up: <https://apps.difp.mo.gov/ProfLiab/Login.aspx>

### Contact Information Updates

It is important to keep your contact information up-to-date, log into the account to manage account settings. You can change your password, email account, and contact information online through the account settings option. The system automatically approves updates immediately but account changes process nightly.

To log in, provide your username and password.

- If you forget your account login information, you may request your information be sent to your on-file email address by selecting the “Can’t access your account?” link.

**STATISTICS CLAIMS REPORTING REGISTRATION**

**SIGN IN**

Account Information

Please enter your username and password.

Username:

Password:

[User Guide](#)

[Can't access your account?](#)

Not Registered? [Sign up](#)

[Contact Us](#)

Once you log in, the page redirects to the portal homepage. From the portal homepage, select your NAIC Code and form type.

### Reporting

Once you have selected the NAIC Code for your company and form selection you will be directed to the reporting form. Verify the Name of the Company, NAIC Group and Company Codes are correct. NOTE: Companies who have nothing to report are not required to file.

The Dram Shop form will appear as follows:

Classification: This drop down box lists the Classification Codes and their descriptions.

- Select
- A1 - Taverns / Restaurants (>= 50% sales are alcohol)
- A2 - Taverns / Restaurants (<50% alcohol sales)
- B1 - Concerts / Other public performances
- B2 - Sports Events
- B3 - Other Special Events
- C - Private Clubs
- D - Night Club / Comedy Club
- E - Casino / Gambling
- F - Bowling Alley
- G - Caterer
- H - Hall or Banquet Facility (No Sale of Alcohol)
- I - All Other

**Comment Fields:** The Comments text box is accessed by clicking on the “callout” icon:  . Each Class of Business type has a comments field associated with it at the end of its row. The comments field is optional and can be used when an explanation needs to be provided.

Add to Grid – Selecting this box takes you to the page to enter details for the classification

After the details are saved, they will populate to the main Dram Shop page.

Classification Code	Direct Premiums written	Direct Premiums Earned	Direct Losses Paid	Direct Losses Incurred	Direct Defense and Cost Exp Paid	Direct Defense and Cost Exp Incurred	Written Exposure (Annual)	Paid Loss Count	Comments	Edit	Delete
B2	\$12345	\$12345	\$12345	\$12345	\$12345	\$12345	123	123	Testing Comment box		

Same as Above  
 First name of report Preparer:   
 Last name of report Preparer:

Clicking the EDIT icon allows for the editing of the associated Classification entry.

Clicking the DELETE icon allows for the removal of the associated Classification entry.

Make sure to enter all classifications your company has to report before clicking the submit button.

To SUBMIT the completed form:

Check the SAME AS ABOVE checkbox to fill the following preparer information with the information from the User Account. If other Preparer information is desired, it may be entered in the boxes.

The SUBMIT button checks to verify fields have been completed properly. If not, a Notice Box will appear at the top of the screen and will give direction to what and where the error is. (See example below):

The screenshot shows the Missouri Department of Insurance website interface. At the top, there is a navigation bar with the department's logo on the left, the text "Missouri Department of Insurance Financial Institutions & Professional Registration Dram Shop" in the center, and "Welcome [username] Log Off" on the right. Below the navigation bar, the page title "Dram Shop" is centered. A prominent yellow box with a red border contains the message "Please correct the following:" followed by three red triangle icons and the text: "First Name Required", "Last Name Required", "Phone Required", and "Email Required". Below this box, the form fields are visible: "Name of Company:" (with a dropdown menu), "NAIC Company Code:" (with a dropdown menu and a link "Change NAIC Company Code"), "NAIC Group Code:" (with a dropdown menu), "For Year Ending:" (with a dropdown menu set to "2014"), "Name of Submitter:" (with a dropdown menu), "Title:" (with a dropdown menu), and "Telephone Number:" (with a text input field).

Once SUBMITTED and ACCEPTED by our office you will receive a confirmation number. Please print and keep for your records.

The screenshot shows the Missouri Department of Insurance website interface after successful submission. The navigation bar and page title "Dram Shop" are the same as in the previous screenshot. Below the page title, the form fields are now populated with the following information: "Confirmation Number : DS29D4A15D", "For Year Ending : 2014", "NAIC : [redacted]", and "Status : Submitted". Below the form fields, there are two buttons: "Home" and "Print". At the bottom of the page, there is a footer with links for "Privacy Policy", "Accessibility", "Contact Us", "Data Policy", "Alerts", and "Follow us on Google+".

SAVE: Save the form in its current form.

PRINT: Print the form.

HOME: Returns to the HOME screen for form selection OR to enter/submit data for another company you are reporting for.

CANCEL: Removes all unsaved entries and returns to the HOME screen

## Contact Us

Contact the Department of Insurance, Financial Institutions, and Professional Registration, Statistics Section, for help with completing this online report by emailing: [Statistics@insurance.mo.gov](mailto:Statistics@insurance.mo.gov)

## User Guide

This User Guide can be obtained from the **User Guide** menu as well as from the DIFP web site at [http://insurance.mo.gov/industry/filings/stats/Stats\\_Portal\\_Dram\\_Shop\\_Guide.pdf](http://insurance.mo.gov/industry/filings/stats/Stats_Portal_Dram_Shop_Guide.pdf)

## Logout

Before closing the application, be sure to logout. To logout, select the Sign Out hyperlink at the top right corner of the page. Upon successful logout, the system redirects you to a confirmation page.