

Below are the instructions for the Exposure Based Inquiry survey system. If you experience any technical issues while attempting to complete this survey, please contact Greg Alford via e-mail at Greg.Alford@myfloridacfo.com or (850) 413-4708.

1. Click the hyperlink in the e-mail. In the example below the link is underlined and blue.

Greg Alford,

The link provided is to the Exposure Based Inquiry survey system. This survey represents the agency's current account design structure listing only active cost centers with their current exposure values displayed. For each location listed on the survey, please verify the information provided. Any changes to your agency's budget entity, on/off budget status, vehicle count, or Full Time Equivalent count should be made in the system according to the [instructions here](#).

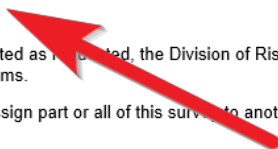
For changes greater than 10%, the system will require the reason for the change to be entered in the comment section.

<https://live.origamirisk.com/Origami/ValuesIntake/Direct?token=1j8VJq8U4NHfwM0gsIVswzL5bzMValw0JuK9BoiuLDzox6SFKGsGn2JEyLVWXQmQiJFOaX5W8a6frJKy7IkKvdBLdhh139%2fDEetg8jnt6vLqeodqyftH5BjFuCrEG7YtqQ2wkuIb%2fc8m6UOouB6cg%3d%3d>

It is extremely important that this survey be submitted by the due date. If not submitted as requested, the Division of Risk Management will assume that no changes are required, and the prior values will be used when calculating next fiscal year's premiums.

If you are not the correct person to provide these values, you have the ability to reassign part or all of this survey to another user. Please refer to the user guide for this process.

Please e-mail Pat Vice at Patricia.Vice@myfloridacfo.com if you have any additional questions.



- Clicking the hyperlink will pull up the welcome page for the survey. Once you have read the instructions, please click on the "Go to My Values Survey" button.

ORIGAMI RISK
2019 Exposure Based Inquiry Survey

Greg Alford,

Welcome to the Division of Risk Management's annual Exposure Base Inquiry (EBI) survey system in Origami. This survey will be used in the calculation of next fiscal year's casualty premiums. New to the survey this year is the collection of data used in calculating the off-duty law enforcement coverage premium. Only agencies with off-duty law enforcement (ODLE) officers requesting this coverage need to provide the ODLE data. If this does not apply to your agency, please leave it blank. This survey is to collect values, not to add or remove locations. **If you do need to add or remove a location, please contact Pat Vice via the email address provided below.**

The EBI survey requests the updated budget entity, on/off budget status, total full time equivalent employees, and total vehicles for each location. Full time equivalents (FTE) are used in the calculation of general liability, federal civil rights, workers' compensation, and off-duty law enforcement coverage premiums. Vehicle counts are used for calculating automobile coverage premiums. The system has pre-populated the prior year's values, except for the ODLE officer count. The ODLE field can be left blank if your agency has no off-duty law enforcement officers requesting this coverage.

When determining the number of FTEs, include all OPS workers and agency volunteers. Some agencies have additional coverage requirements established by statute. For those agencies, FTE counts may vary by line of coverage. When calculating FTEs, divide the total annual work hours by 2080.

This system only requires you to make changes where updates are needed. If the change is greater than 10%, the system will require the reason for the change in the comments field before moving on to the next location.

Please complete the survey and submit no later than Friday, October 4, 2019.

If you are not the correct person to provide these values, you have the ability to reassign part or all of this survey to another user. Please refer to the user guide for this process.

Please e-mail Pat Vice at Patricia.Vice@myfloridacfo.com if you have any additional questions.

[Go to My Values Survey](#)

- You will be taken to the first cost center location with the values required for premium generation listed. The survey has been prepopulated with the prior year's values. Please provide your current values as of today in the 01/01/2019 column.

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Location: COMPLETE COLLEGE PLUS (0161) Mark as Complete

Cost Center Values

Value	Prior Value	01/01/2019 Value	
On Budget *		<input type="text" value="Yes"/>	
Budget Entity		<input type="text" value="48900100"/>	
GL Full Time Equivalents *	91	<input type="text" value="91"/>	<input type="text" value="enter comments"/>
FCR Full Time Equivalents *	91	<input type="text" value="91"/>	<input type="text" value="enter comments"/>
WC Full Time Equivalents *	91	<input type="text" value="91"/>	<input type="text" value="enter comments"/>
Vehicles (Total) *	8	<input type="text" value="8"/>	<input type="text" value="enter comments"/>
Off Duty Law Enforcement Officers	None	<input type="text"/>	<input type="text" value="enter comments"/>

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- Any change that exceeds a ten percent increase or decrease in the Full Time Equivalents fields will require a comment explaining the reason for the change. Once the reason for the change is entered into the survey, the warning message will disappear. You will then be able to click the “Mark as Complete” button in the current location and advance to the next one. Please note you can change the values on a completed location prior to submission at the end of the survey. Do this by selecting the location from locations list on the right side of the screen.


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Location: COMPLETE COLLEGE PLUS (0161)

Cost Center Values Mark as Complete

Value	Prior Value	01/01/2019 Value
On Budget *		Yes ▾
Budget Entity		48900100
GL Full Time Equivalents * 91		20 <input type="text" value="enter comments"/> Your new value exceeds a 10% change from the previous year. Please give the reason for the change.
FCR Full Time Equivalents * 91		91 <input type="text" value="enter comments"/>
WC Full Time Equivalents * 91		91 <input type="text" value="enter comments"/>
Vehicles (Total) *		8 <input type="text" value="enter comments"/>
Off Duty Law Enforcement Officers	None	<input type="text" value="enter comments"/>

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ORIGAMI RISK

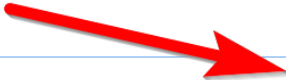

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Location: COMPLETE COLLEGE PLUS (0161)

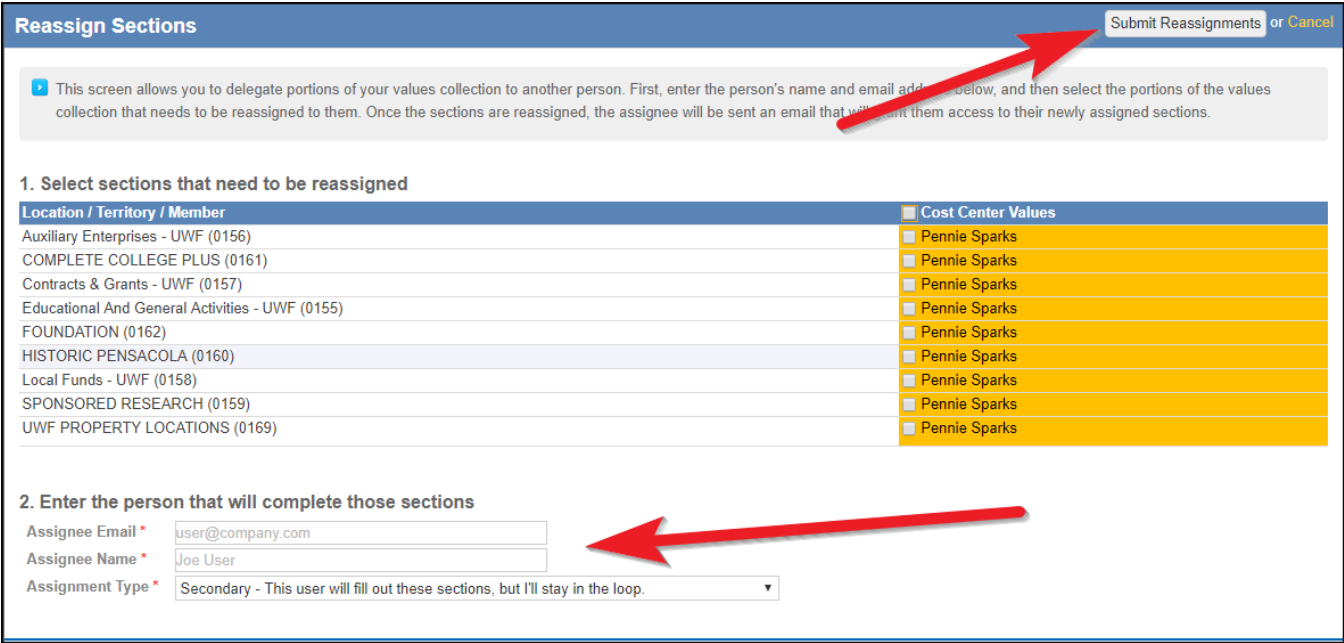
Cost Center Values Mark as Complete

Value	Prior Value	01/01/2019 Value
On Budget *		Yes ▾
Budget Entity		48900100
GL Full Time Equivalents *	91	20 <input type="text" value="Program moved to other location"/>
FCR Full Time Equivalents *	91	91 <input type="text" value="enter comments"/>
WC Full Time Equivalents *	91	91 <input type="text" value="enter comments"/>
Vehicles (Total) *	8	8 <input type="text" value="enter comments"/>
Off Duty Law Enforcement Officers	None	<input type="text" value="enter comments"/>

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- 5. Along the top of the survey there is a "Reassign Sections" button. Clicking this will bring up a screen where any or all locations can be reassigned to the appropriate person within your agency of university. Select the checkbox next to the locations you would like to reassign. Once you fill in the new assignee and their e-mail address at the bottom of the form, the system automatically tracks any reassignments to ensure follow-up e-mails go to the newly assigned user. Upon completion click the "Submit Reassignments" button. If you have additional locations to reassign, begin this process again and it will display the remaining locations.



- 6. Once all assigned locations have been completed, you will be asked for confirmation that the survey has been completed. This section also provides an area for comments to be added to the submission. Once completed click on the "Submit" button. Doing so will close the survey for all locations you have been assigned or reassigned. If you have any issues or concerns after this appoint please reach out to Pat Vice.

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One More Step...

For our tracking purposes, we need to know if you feel you have completed this values survey. Whether you have completed this survey, or you want to return to it later, you can always come back to it at a later time using the link that had been previously sent to you by email.

You can also click on the Previous Page button above if you want to review your answers.

1 of 1 assigned sections have been marked as completed.

I have completed this survey.

This survey is still incomplete. I will return to this at a later time.

Enter general comments for this submission (optional)

- 7. Once you have submitted your values they will be reviewed by Division of Risk Management staff. In the event we need further clarification on a large change, you will receive an e-mail requesting it.