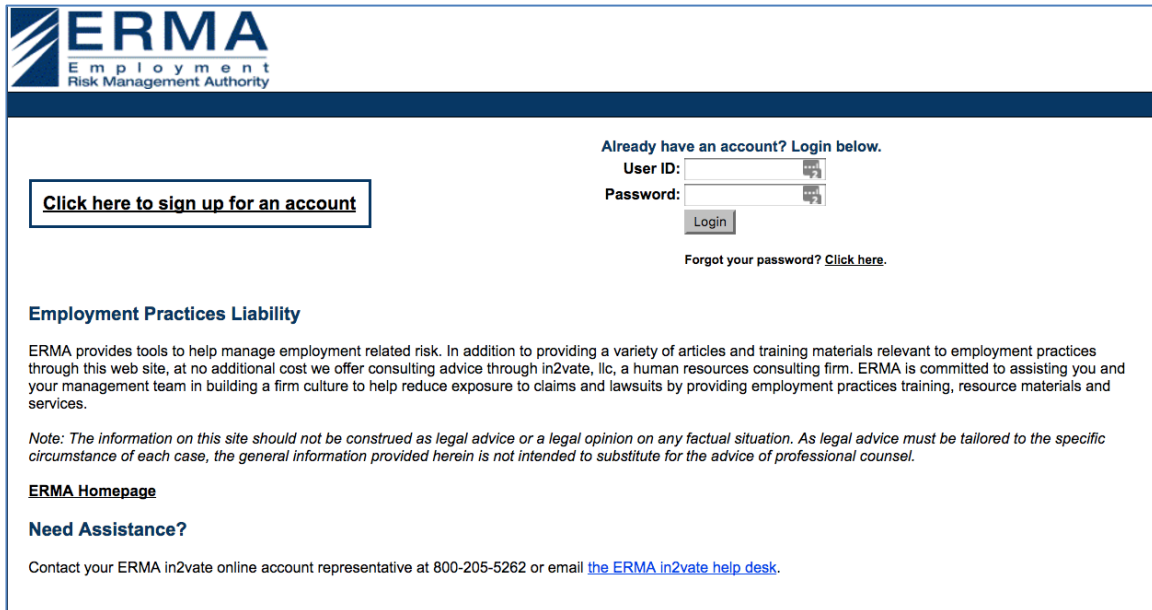


ERMA Policy Survey

ERMANet Login

1. You will use your existing ERMANet login if you are responsible for completing the policy survey:
 - a. Visit ins.ilearningengines.com/erma
 - b. Enter Username and Password. *Notice: Passwords are case sensitive.*
 - c. Hit the "Login" button.
 - d. If you have forgotten your Username and/or Password, hit the "Forgot your password? [Click here](#)" link and complete the fields.
 - e. If the system successfully finds your account, you will receive an email with instructions to log in and change your password.
2. If you do not have an existing ERMANet login, please contact Yvette Flama at Yvette.Flama@sedgwick.com



ERMA
E m p l o y m e n t
R i s k M a n a g e m e n t A u t h o r i t y

[Click here to sign up for an account](#)

Already have an account? Login below.

User ID:

Password:

Login

Forgot your password? [Click here.](#)

Employment Practices Liability

ERMA provides tools to help manage employment related risk. In addition to providing a variety of articles and training materials relevant to employment practices through this web site, at no additional cost we offer consulting advice through in2vate, llc, a human resources consulting firm. ERMA is committed to assisting you and your management team in building a firm culture to help reduce exposure to claims and lawsuits by providing employment practices training, resource materials and services.

Note: The information on this site should not be construed as legal advice or a legal opinion on any factual situation. As legal advice must be tailored to the specific circumstance of each case, the general information provided herein is not intended to substitute for the advice of professional counsel.

[ERMA Homepage](#)

Need Assistance?

Contact your ERMA in2vate online account representative at 800-205-5262 or email [the ERMA in2vate help desk](#).

Completing the Survey

1. Click on the new tab, "Survey" if you are not already there.
2. Click on "Manage Assessments" in the left navigation menu.
3. Locate the policy survey that should be listed and then click the edit icon in the "Actions" column noted below to begin the survey.

ERMA
E m p l o y m e n t
R i s k M a n a g e m e n t A u t h o r i t y

Update My Account | Logout

System Admin
ERMA TRAINING SuperAdmin

My Platform SuperAdmin Users Surveys Administration

Assessments
- Manage Assessments

Organizational Reports
Assessment:
- Status Charts
- Summary Report
- Detailed Listing
- Scores

Other:
- Action Plans
- Action Item
- Status

Manage Assessments

Launch Date From: 11/01/2022 To: 11/16/2023 Status: All Apply

Excel PDF Print Show 10 entries Search

Assessment	Parent	Child	Site	Started	Last Updated	Launched By	Updated By	Status	Actions
ERMA: EPL Policy Survey 2023	ERMA LMS PARENT	Test ERMA Member Platform		11/06/2023 10:27 AM (CST)	11/15/2023 08:18 AM (CST)	Maxey, Traci	Maxey, Traci	Completed	
ERMA: EPL Policy Survey 2023	ERMA LMS PARENT	Test ERMA Member Platform				Maxey, Traci		Pending	

Showing 1 to 2 of 2 entries

Previous Next

NOTE: If you do not see the above screens, contact Yvette Flama at Yvette.Flama@sedgwick.com

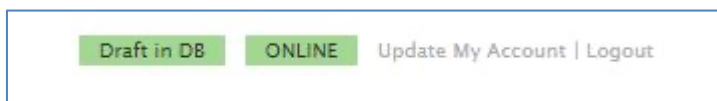
4. You do not have to complete the survey in one sitting. Simply click "Save Draft" or "Save and Exit" to come back to it later. You can also navigate through the survey by clicking the category to the right on the web page.

You will also see indicators at the top right of the browser window:

- a. when you begin a survey



- b. when you save a draft



If you are offline, the survey will not save so pay special attention to confirmation screens and the above indicators.

5. Uploading documents:

- a. Queue your documents first by selecting them or dragging them into the box. You can remove them from the *queue* before uploading by clicking the minus sign in the upper right corner of the document/photo. (Step 1)
- b. Once you have your documents queued, click "Start Upload" to upload them. You will then see them listed to the right. (Step 2)
- c. To remove an *uploaded* document, uncheck the box to the left of the filename. When you save or submit, they will not be uploaded.

NOTE: Please remove special characters from file names prior to upload (i.e., commas, apostrophes, slashes, quotes) and ensure that all files have a valid extension (i.e., .doc, .pdf, .xls).




The screenshot shows a file upload interface. At the top left, there is a section labeled "Add File(s):" with a "Show/Hide Upload Tool" button. Below this is a red warning message: "Warning: Please remove special characters from file names prior to upload (i.e., commas, apostrophes, slashes, quotes) and ensure that all files have a valid extension (i.e., .doc, .pdf, .xls)." In the center is a "Select files" window with the instruction "Add files to the upload queue and click the start button." It contains three image thumbnails: "75858_15145..." (32 kb), "75377_15145..." (24 kb), and "keith_urban4..." (11 kb). Red arrows point to the first two thumbnails, labeled "Step 1" and "Step 2" respectively. Below the thumbnails are buttons for "1 files queued" and "Start Upload", with a progress indicator showing "96% 264 kb". On the right side, under "Files to attach to this assessment:", there is a red warning: "Files listed here after uploaded. To remove, uncheck the box(es). When you save or submit they will not be uploaded." Below this are two checked items: "75858_1514520751195_4058816_n.jpg" and "75377_1514521391211_3943886_n.jpg".

6. All questions require a response as indicated by the red asterisk (*). [Do NOT click "section skipped"]
7. Once your survey is completed, click "Save and Submit" found on the LAST page of the survey and wait for the confirmation "The form has been saved to the server."

The screenshot shows a navigation bar with five buttons: "Reset", "Save & Prev", "Save Draft", "Save & Exit", and "Save and Submit". The "Save and Submit" button is highlighted with a red rectangular box.


View Your Completed Survey

1. You may view/print a web page summary or PDF of your completed survey from the “Manage Assessments” dashboard.

Assessment	Parent	Child	Site	Started	Last Updated	Launched By	Updated By	Status	Actions
ERMA: EPL Policy Survey 2023	ERMA LMS PARENT	Test ERMA Member Platform		11/06/2023 10:27 AM (CST)	11/15/2023 08:18 AM (CST)	Maxey, Traci	Maxey, Traci	Completed	  

Create a New User to Take the Survey

1. Navigate to the “Administration” tab in the horizontal bar at the top of the page
2. Click “Users” from the left navigation menu
3. Click the “add new user” button at the top of the page
4. Create a User ID (*must be unique; keep in mind this user may already exist on an ERMA platform elsewhere on iLearningEngines’s system*)
5. Provide first name, last name, email address
6. Create a password that is at least 6 characters long (the user can change this once logged in for the first time)
7. Click “Continue” to the User Permissions page
8. Choose a profile that provides the user access to the Assessments tab and permissions as shown below in addition to any other permissions the user needs. More information on profiles can be found on page 7 of this guide.
9. Scroll to the bottom and click “Save.”

Rights:  **AssessmentsTab**
 Organization Level Assessments
 View Reports

If you have any questions or need assistance, please contact the Help Desk at iLearningEngines helpdesk@ins.ilearningengines.com or 800-205-5262.