



USER ONBOARDING GUIDE



How to Get Started

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INTRODUCING A **SMARTER
WAY** FOR PROPERTY
MANAGEMENT
PROFESSIONALS TO
MANAGE INSURANCE.

Welcome to myNIME!

This guide is designed to help you quickly **get started** with the platform. It provides step-by-step instructions for setting up your account, exploring key features, and understanding your **role-based functionalities**.

Whether you're a property manager, broker, or building board member, this guide ensures you can easily navigate myNIME's **insurance management tools**, **streamline compliance tracking**, and **communicate in real-time** with your stakeholders.



Who We Are and What We Do

myNIME provides an **all-in-one insurance management platform** that streamlines the insurance purchasing lifecycle, COI tracking, and claims processing, helping property professionals **stay compliant**, minimize **financial risks**, and **automate insurance workflows**.

Who Is This For?

1 Property Managers

All your insurance policies, COIs, and claims securely stored in one centralized platform.

2 HOA & Condo Boards

Quickly verify vendor compliance and choose the best insurance plan for your building.

3 Insurance Brokers

Focus on growing your business while we ensure all your requirements are met seamlessly.

4 Vendors & Contractors

Get verified in an instant and never miss work due to expired or insufficient insurance coverage.

Activate Your Account

- Check your inbox for your admin invitation.
- Follow the link provided.
- Set your password.
- Log in at www.mynime.com.

Complete Your Registration on myNIME

Hello Sarah,

Welcome Property Manager! You've been invited to register on the myNIME app. To get started, please complete your registration by following the link below.

[Register your account](#)

Clicking the link will prompt you to set up a password for your account. Once you've completed this step, your registration will be confirmed, and you'll be ready to sign in.

If you did not request this invitation, please ignore this email.

Best regards,
myNIME Team

Welcome Back

Welcome back! Please enter your details

Email Address

sarahnorman535@gmail.com

Password

.....

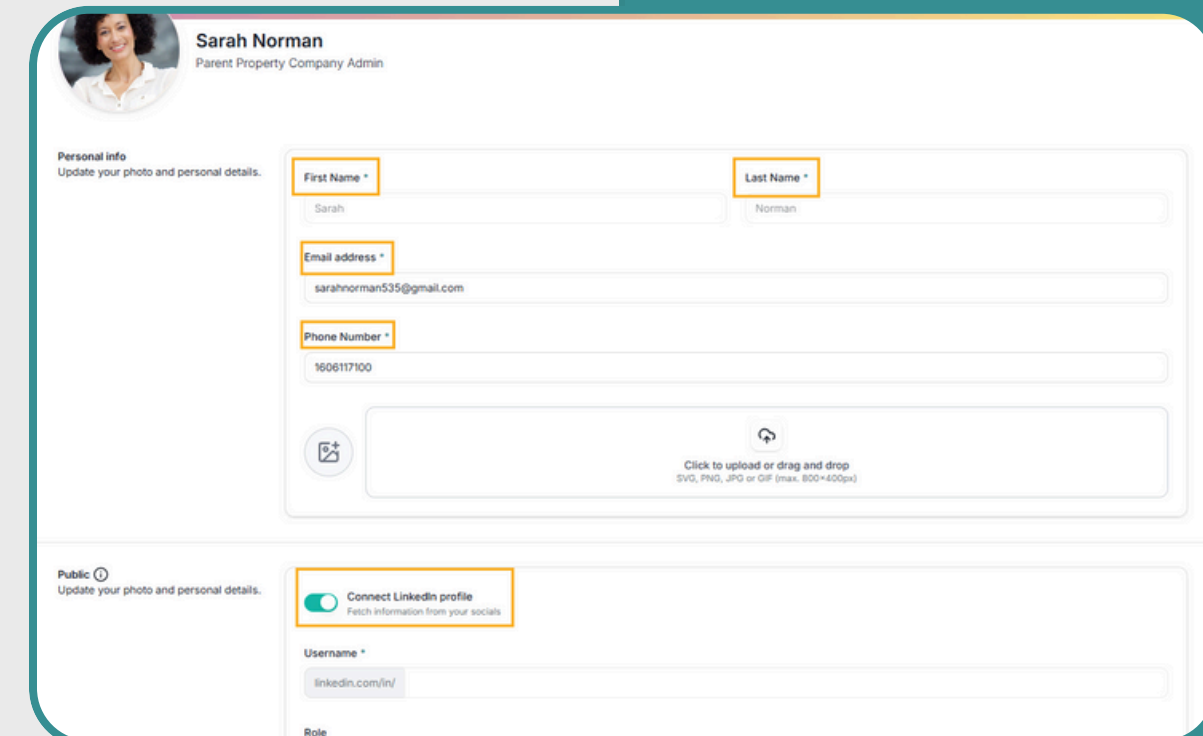
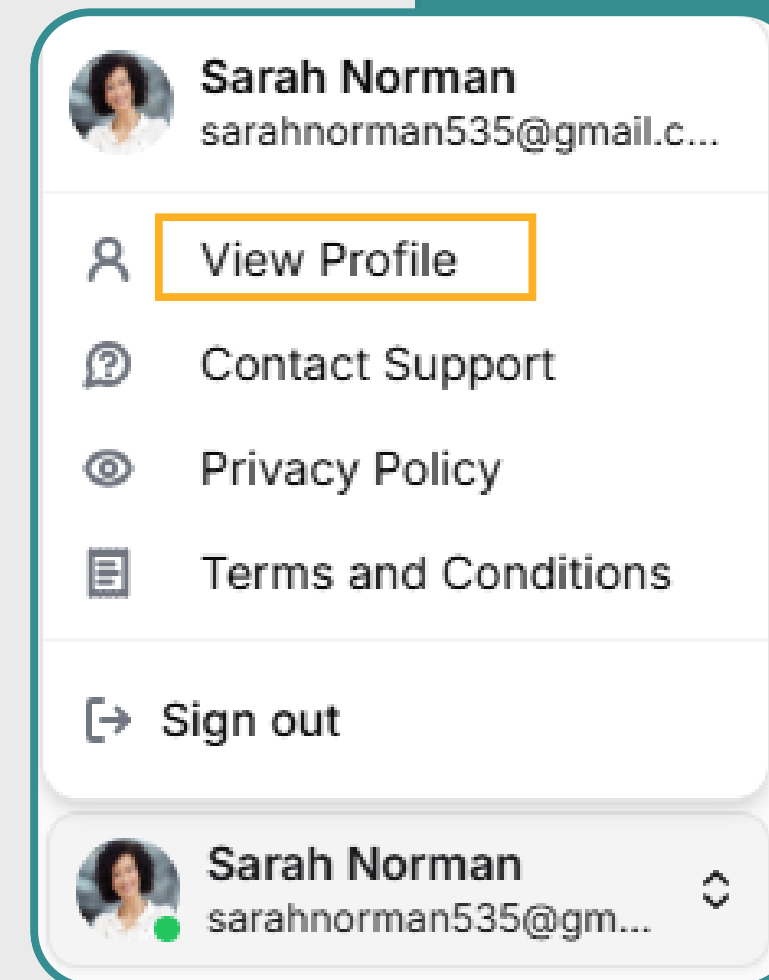
[Forgot password](#)

[Sign In](#)

Need an account? [Contact us](#)

Set Up Your Profile

- Click your name (bottom-left corner).
- Select View Profile.
- Upload your photo.
- Update your details.

A screenshot of a profile update form for Sarah Norman. The form is white with a teal border. At the top is a circular profile picture of Sarah Norman, followed by her name 'Sarah Norman' and title 'Parent Property Company Admin'. Below this is a section titled 'Personal info' with the subtitle 'Update your photo and personal details.' The form contains several input fields: 'First Name' (with 'Sarah' entered), 'Last Name' (with 'Norman' entered), 'Email address' (with 'sarahnorman535@gmail.com' entered), and 'Phone Number' (with '1606117100' entered). There is a large area for a profile picture with a camera icon and the text 'Click to upload or drag and drop' and 'SVG, PNG, JPG or GIF (max. 800x400px)'. Below this is a section titled 'Public' with the subtitle 'Update your photo and personal details.' It contains a toggle switch for 'Connect LinkedIn profile' (which is turned on) and a text input field for 'Username' (with 'linkedin.com/in/' entered). There is also a 'Role' field.

Explore the Dashboard

Your dashboard is your command center. Here you can:

- View high-level metrics on buildings, insurance, and claims.

Buildings

224



Buildings Insured

215  8.6% vs last month



Open Claims

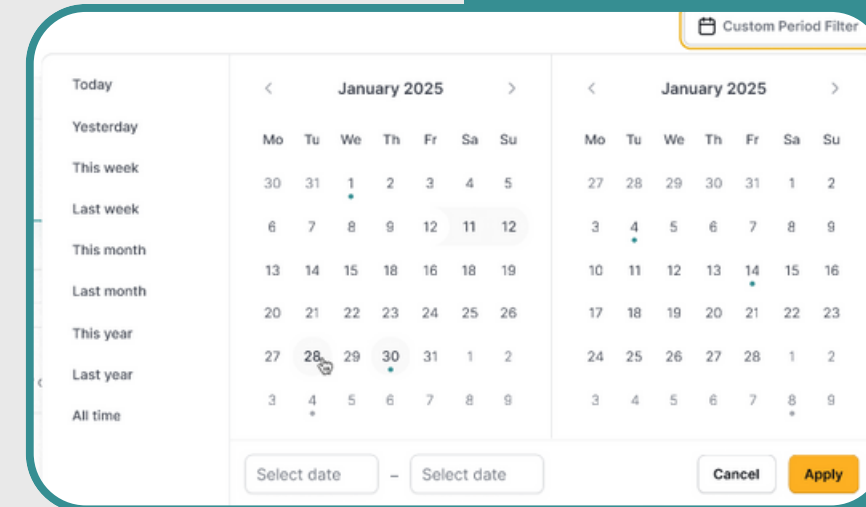
7  6.0% vs last month



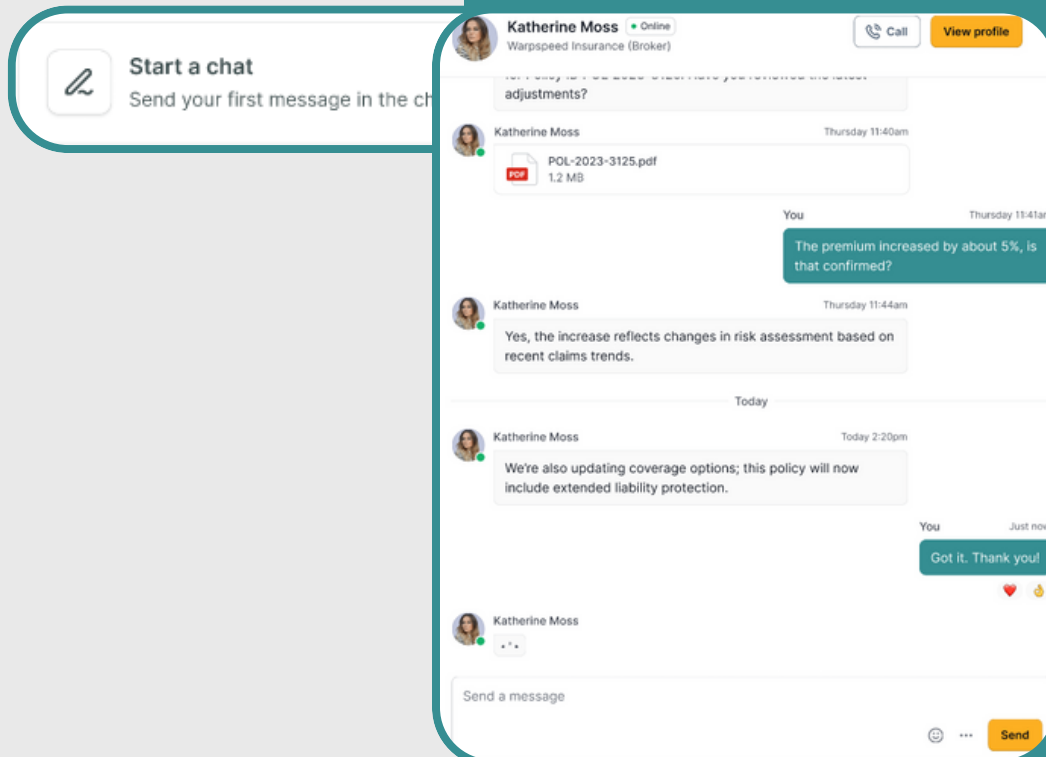
Explore the Dashboard

1. Customize by selecting different viewing periods.
2. Send instant messages and get real-time updates.
3. Access key data quickly using intuitive filters and smart visualizations.

01.



02.



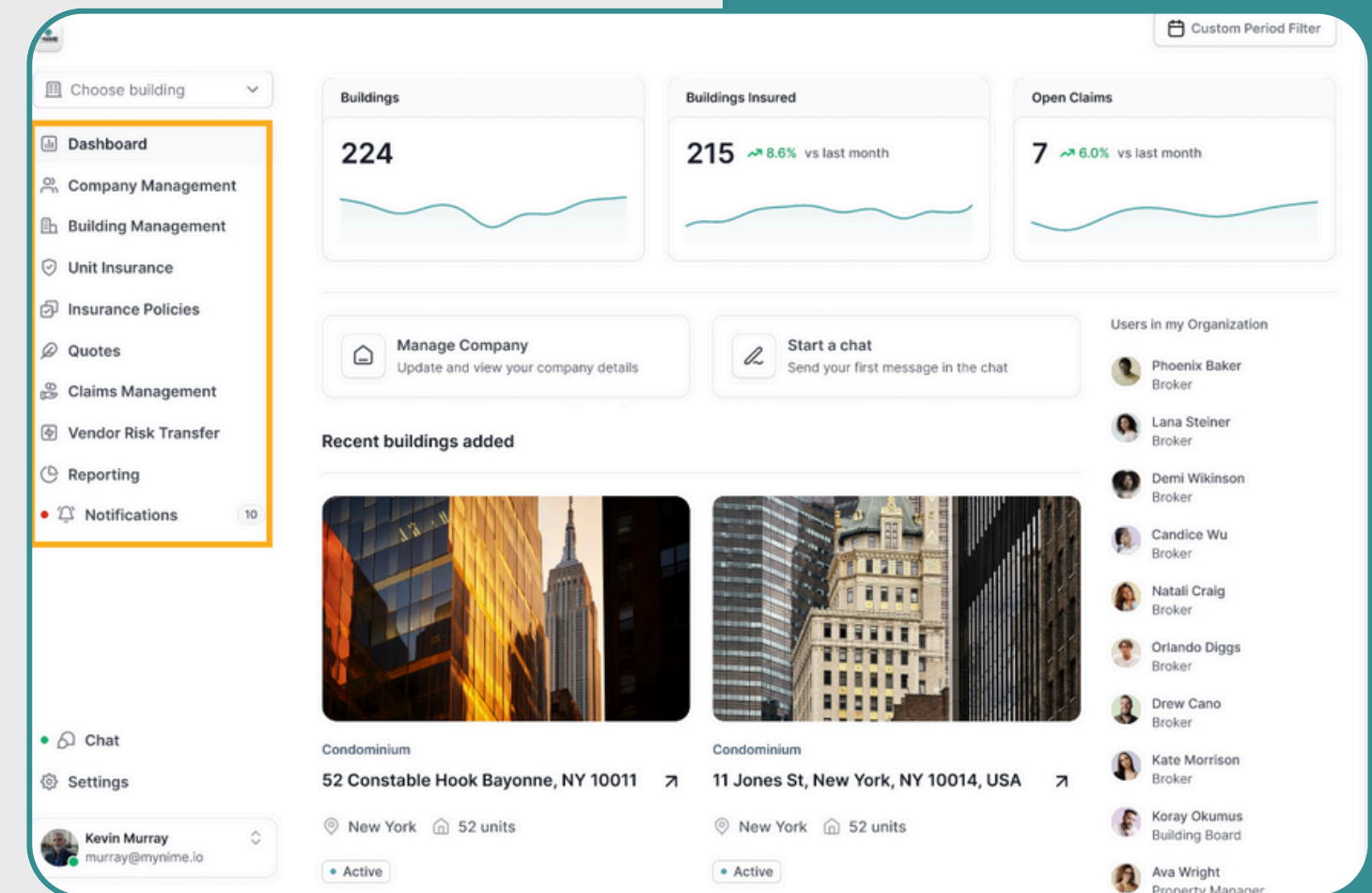
03.



Platform Navigation

Use the left-hand menu to explore the platform's key modules:

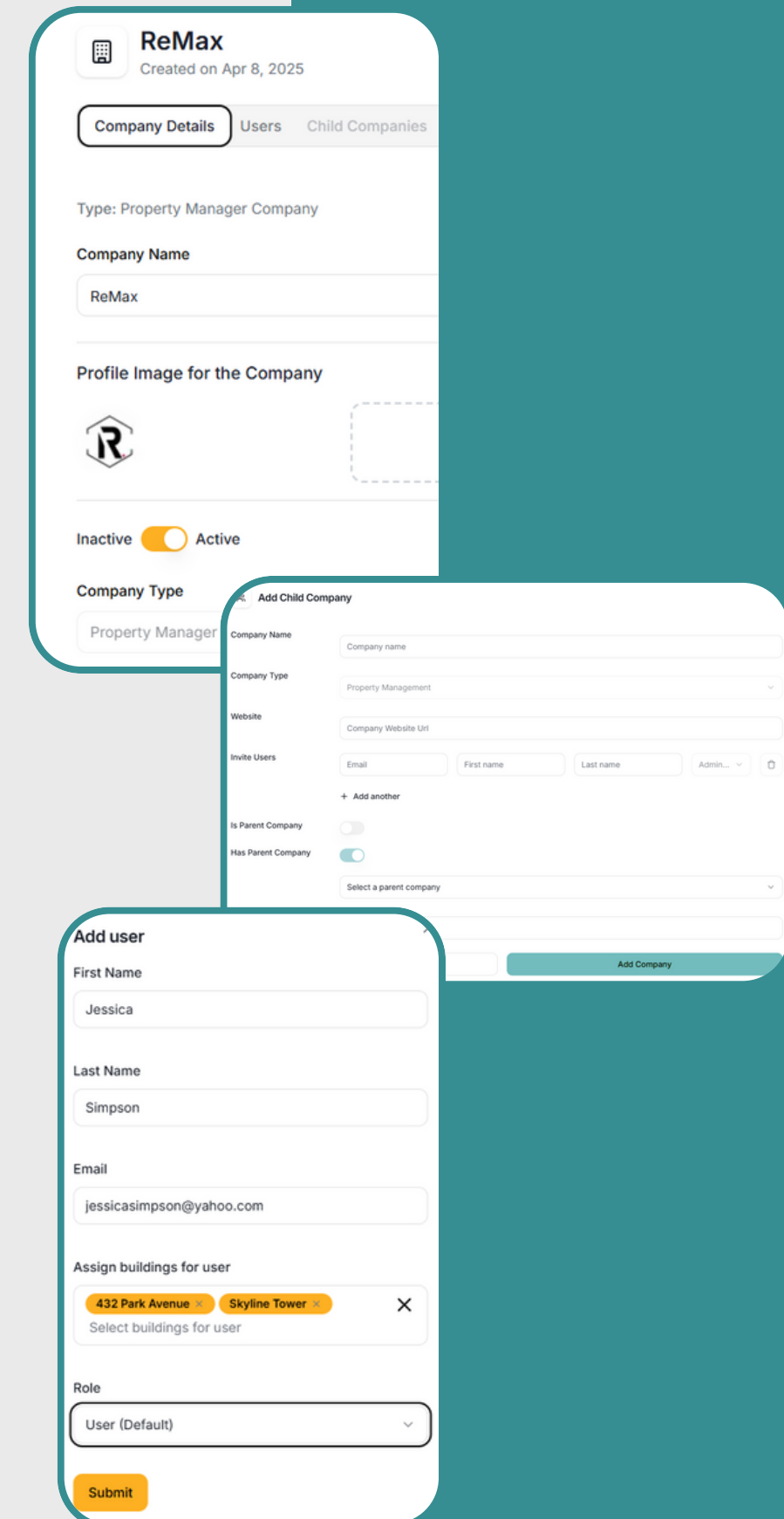
- Company Management
- Building Management
- Unit Insurance
- Insurance Policies
- Claims
- Quotes
- Vendor Risk Transfer
- Reports



Admin Tools

If you're an Admin, you can also:

- Create company profiles.
- Add child companies.
- Invite new users.
- Assign user roles and permissions.



The image displays three overlapping screenshots of the ReMax admin interface. The top screenshot shows the 'Company Details' page for 'ReMax', created on Apr 8, 2025. It includes tabs for 'Company Details', 'Users', and 'Child Companies'. The 'Company Details' tab is active, showing the company type as 'Property Manager Company', the company name as 'ReMax', and a profile image of a house with an 'R'. There are toggle switches for 'Inactive' and 'Active' (currently 'Active'). The bottom-left screenshot shows the 'Add user' form with fields for 'First Name' (Jessica), 'Last Name' (Simpson), and 'Email' (jessicasimpson@yahoo.com). It also has a section for 'Assign buildings for user' with '432 Park Avenue' and 'Skyline Tower' selected, and a 'Role' dropdown set to 'User (Default)'. The bottom-right screenshot shows the 'Add Child Company' form with fields for 'Company name', 'Company Type' (Property Management), 'Company Website Url', and 'Email'. It also has toggle switches for 'Is Parent Company' and 'Has Parent Company', and a 'Select a parent company' dropdown.



TOOLS AND FEATURES FOR PROPERTY MANAGERS

Property Managers Tools & Features

Manage day-to-day building insurance and vendor compliance with ease:

- Monitor building metrics and insurance statuses.
- Track and manage vendor COIs .

The screenshot shows the 'Insurance Policies' section of a software interface. On the left is a sidebar with navigation links: Dashboard, Company Management, Building Management, Unit Insurance, Insurance Policies (highlighted), Quotes, Claims Management, Vendor Risk Transfer, Reporting, and Notifications. The main area is titled 'Insurance Policies' with a subtitle 'Manage insurance policies in the platform' and a '+ Add Insurance Policy' button. Below this is a search bar and filters for Status, Effective date, and Expiration date. A table lists various insurance policies with columns for Policy type, Insurance Carrier Name, Policy Number, Effective Date, Expiration Date, and Status. Each row includes a progress bar and a 'See details' link.

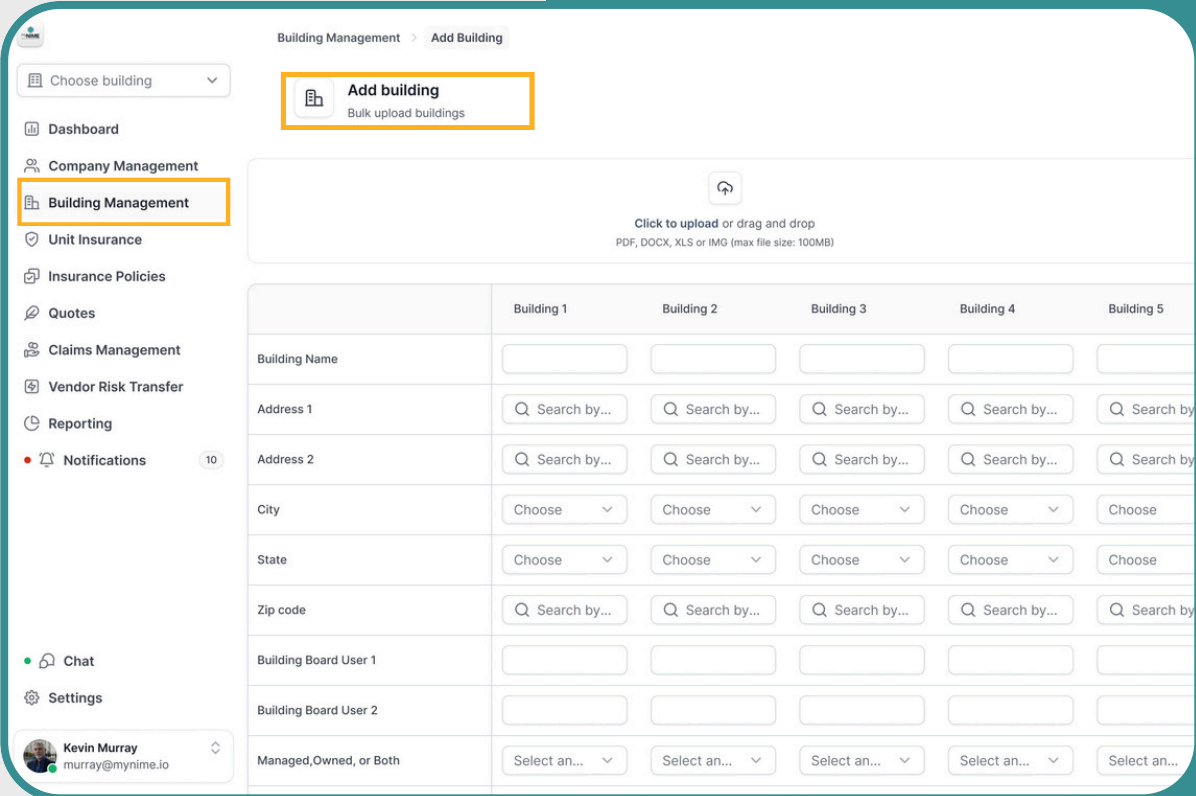
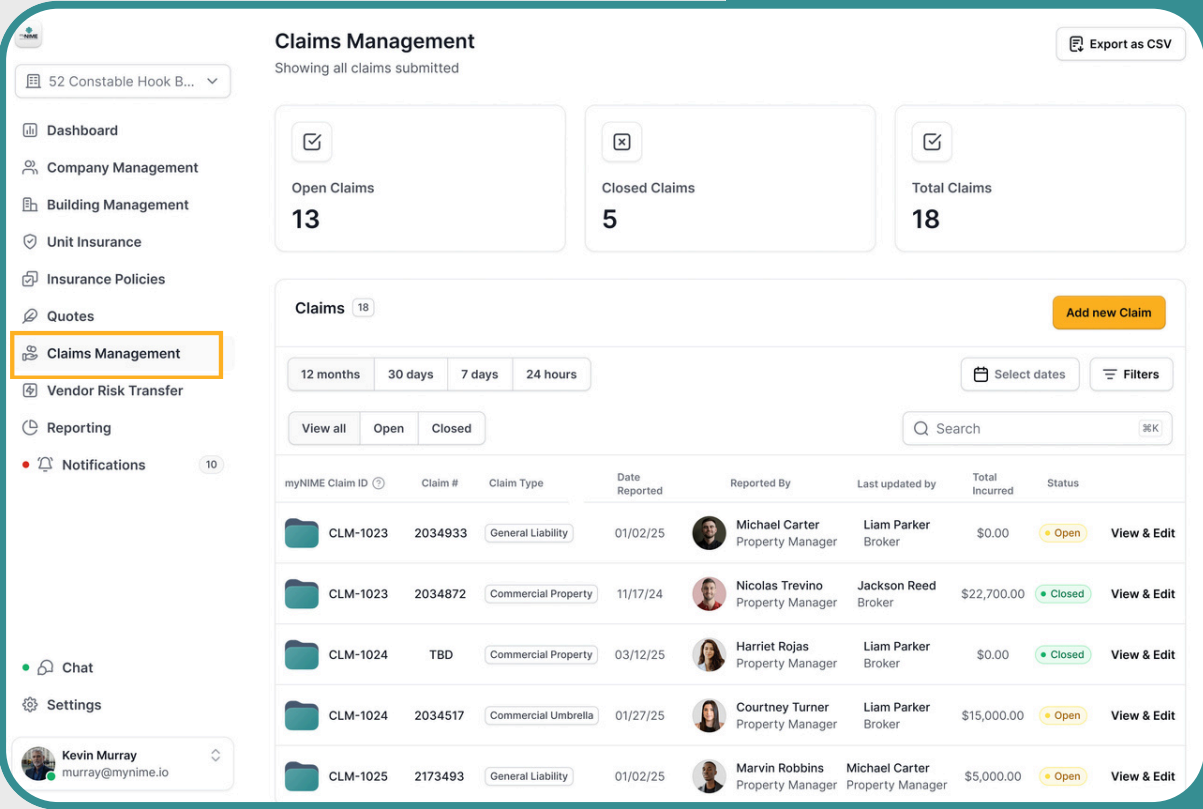
Policy type	Insurance Carrier Name	Policy Number	Effective Date	Expiration Date	Status
Commercial Property	Zurich Insurance Group	INS-001232	01/06/2025	01/06/2027	Not Started yet
General Liability	Zurich Insurance Group	INS-001233	01/06/2025	01/06/2027	Not Started yet
Commercial Property	Zurich Insurance Group	INS-001234	01/06/2025	01/06/2027	42 Days left
General Liability	Zurich Insurance Group	INS-001235	01/06/2025	01/06/2027	194 Days left
Umbrella	Zurich Insurance Group	INS-001236	01/06/2025	01/06/2027	15 Days left
Excess Cyber Liability	Zurich Insurance Group	INS-001237	01/05/2025	01/05/2027	202 Days left
Pollution Liability	Affiliated	INS-001238	01/05/2025	01/05/2027	Expired
Risk Management Services	Zurich Insurance Group	INS-001239	01/05/2025	01/05/2027	69 Days left
Commercial Flood	Zurich Insurance Group	INS-001240	01/04/2025	01/04/2027	Cancelled

The screenshot shows the 'Vendor Risk Transfer' section. The sidebar is identical to the previous screenshot, with 'Vendor Risk Transfer' highlighted. The main area is titled 'Vendor Risk Transfer' with a subtitle 'Review contractors and their insurance policies to ensure proper risk transfer.' and buttons for 'Export as CSV' and '+ Add new contractor'. It features three summary cards: 'Total Contractors' (5), 'Pending Reviews' (1), and 'Approved Contractors' (1). Below these are two 'Broker Recommendation' cards showing liability requirements for exterior/roofing work (\$10,000,000) and interior work (\$5,000,000). A 'Contractors' table lists contractors with their scope of work, broker status, contact information, expiration date, and limit, along with an 'Update Insurance' link.

Contractor Name	Scope of Work	Broker Status	Contractor Contact	Expiration Date	Limit
ABC Construction General Contractor	Roof Repair	Pending	Ryan Brooks	N/A	\$9,000,000.00
Abella Maintenance General Contractor	Window Replacement	Not Approved	Ethan Johnson	N/A	\$12,000,000.00
Glass & Door General Contractor	Maintenance	Expired Insurance	Ethan Johnson	01/01/25	\$4,000,000.00
BooMan Company			Michael Carter		

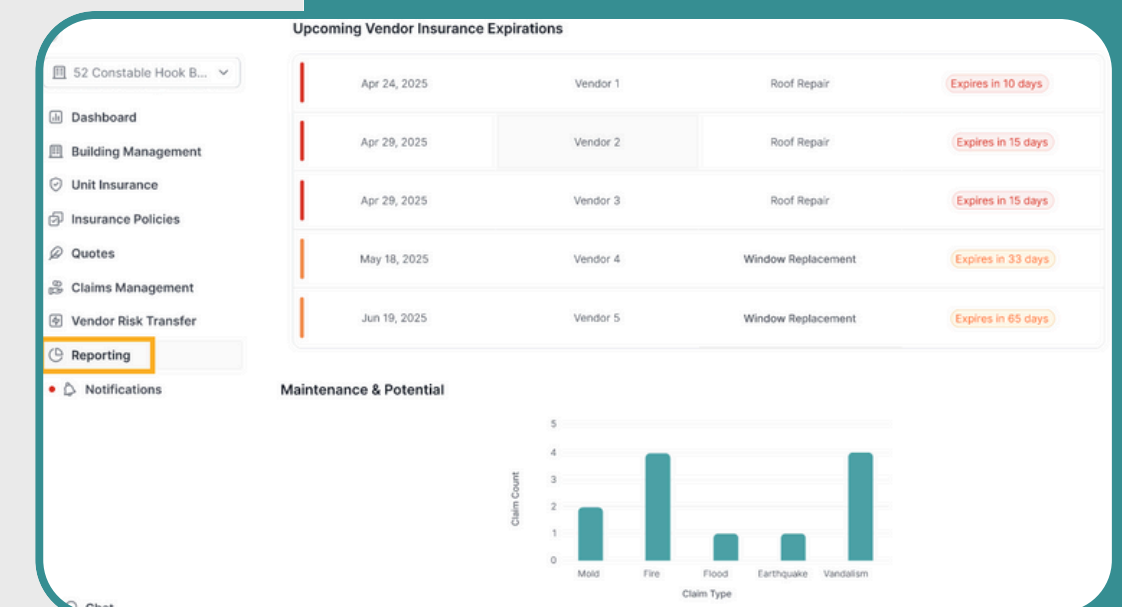
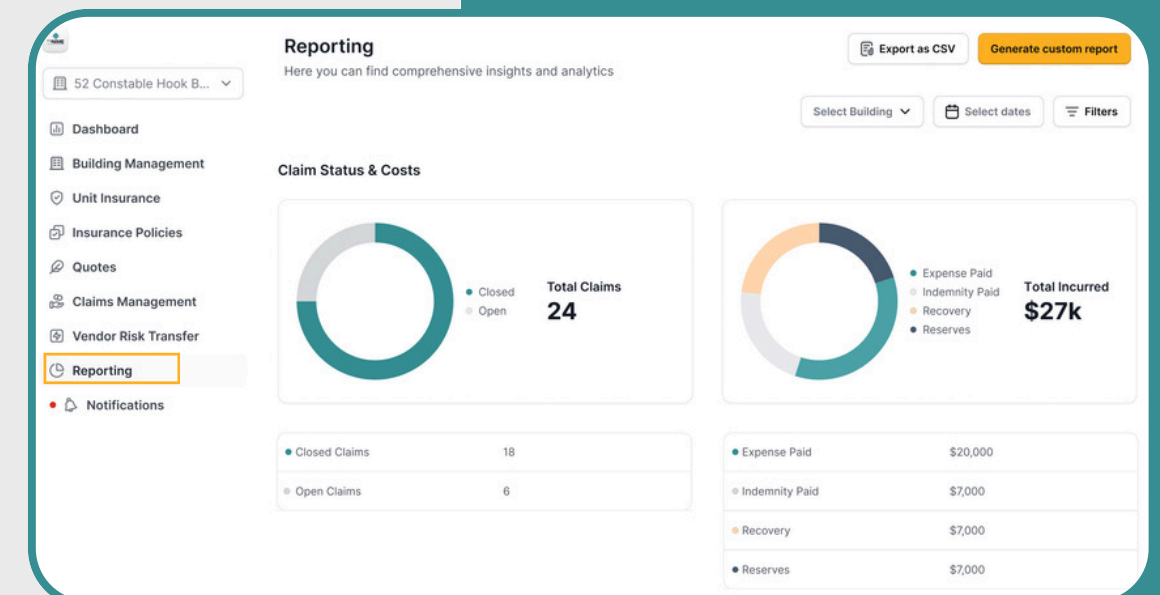
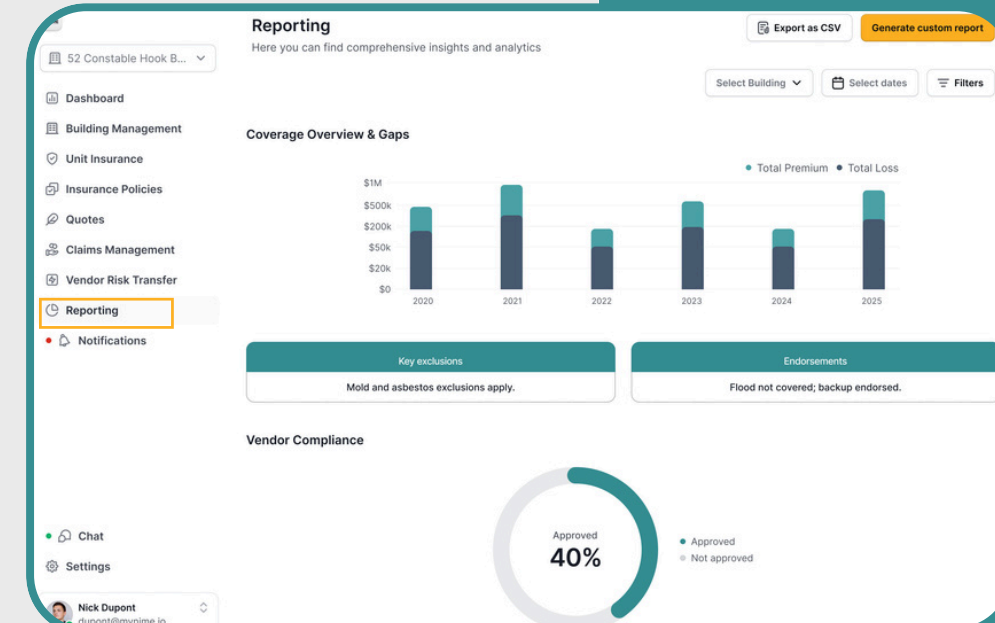
Property Managers Tools & Features


- Submit claims.
- Bulk upload building data to accelerate onboarding and management.



Property Managers Tools & Features

- Generate reports on claims, costs, coverage gaps, maintenance and vendors.





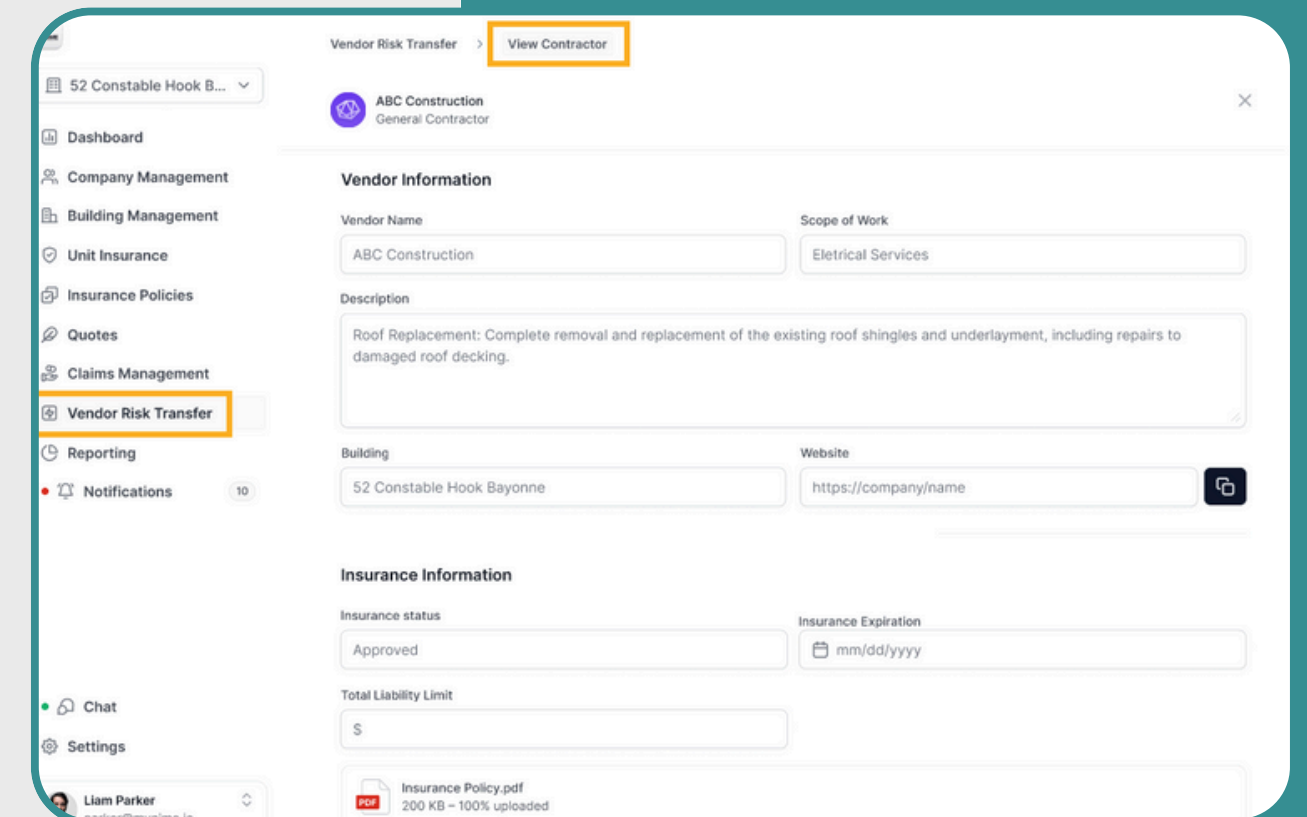
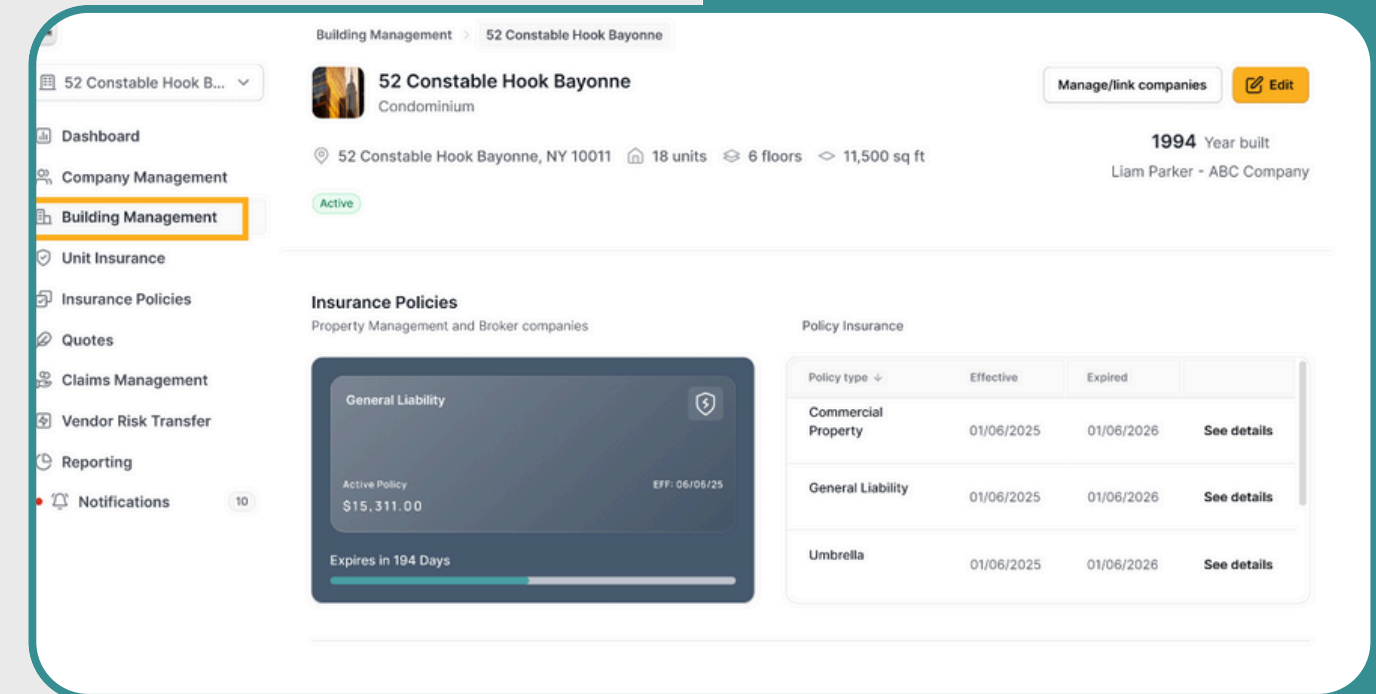
TOOLS AND FEATURES

BUILDING BOARD MEMBERS

Board Members Tools & Features

Make informed decisions and ensure accountability:

- Get a high-level view of building compliance.
- Review vendor insurance and coverage in real time.



Board Members Tools & Features

- Vote on quotes and approve policy decisions.
- Access all related claims, COIs, and shareholders insurance in one place.

52 Constable Hook Bayonne

Policy Coverage

	Current	Option 1	Option 2
Commercial Property	Zurich Insurance Group 02/01/2024 - 02/01/2025	Zurich Insurance Group 02/01/2025 - 02/01/2026	Affiliated 02/01/2025 - 02/01/2026
AM Best Rating	A++ Admitted	A++ Admitted	A++ Admitted
Building Value	\$47,685,000.00	\$49,592,400.00 +4% (\$1,907,400.00)	\$47,685,000.00 %0 (\$0.00)
Business Income	\$3,520,000.00	\$3,520,000.00 %0 (\$0.00)	\$3,520,000.00 %0 (\$0.00)
Business Personal Property	\$500,000.00	\$500,000.00 %0 (\$0.00)	\$500,000.00 %0 (\$0.00)
Total Insured Value (TIV)	\$51,705,000.00	\$53,612,400.00 %0 (\$0.00)	\$51,705,000.00 %0 (\$0.00)
Premium-Property	\$43,440.00	\$50,673.00 +17% (\$7,233.00)	\$65,000.00 +49.63% (\$21,560.00)
Replacement Cost	\$391.00	\$406.00 %0 (\$0.00)	\$391.00 %0 (\$0.00)
Property Rate (per \$100 TIV)	\$0.084	\$0.095 +12% (\$0.011)	\$0.126 +50% (\$0.042)

+ Add Row + Add Carrier

View all Open Closed

myNIME Claim ID	Claim Type	Claim #	Status	Total Incurred
CLM-1023	Commercial Property	2034933	Open	\$1318.99
CLM-1024	General Liability	2034934	Open	\$400.50
CLM-1025	General Liability	2034935	Closed	\$88.00

Shareholder insurance

Manage shareholder insurance

Individual insurance
18 units

- 13 insured
- 2 not insured
- 3 pending

42% Percentage of units insured

This section provides a visual overview of insured and uninsured units, helping to track compliance and ensure all residents meet insurance requirements.

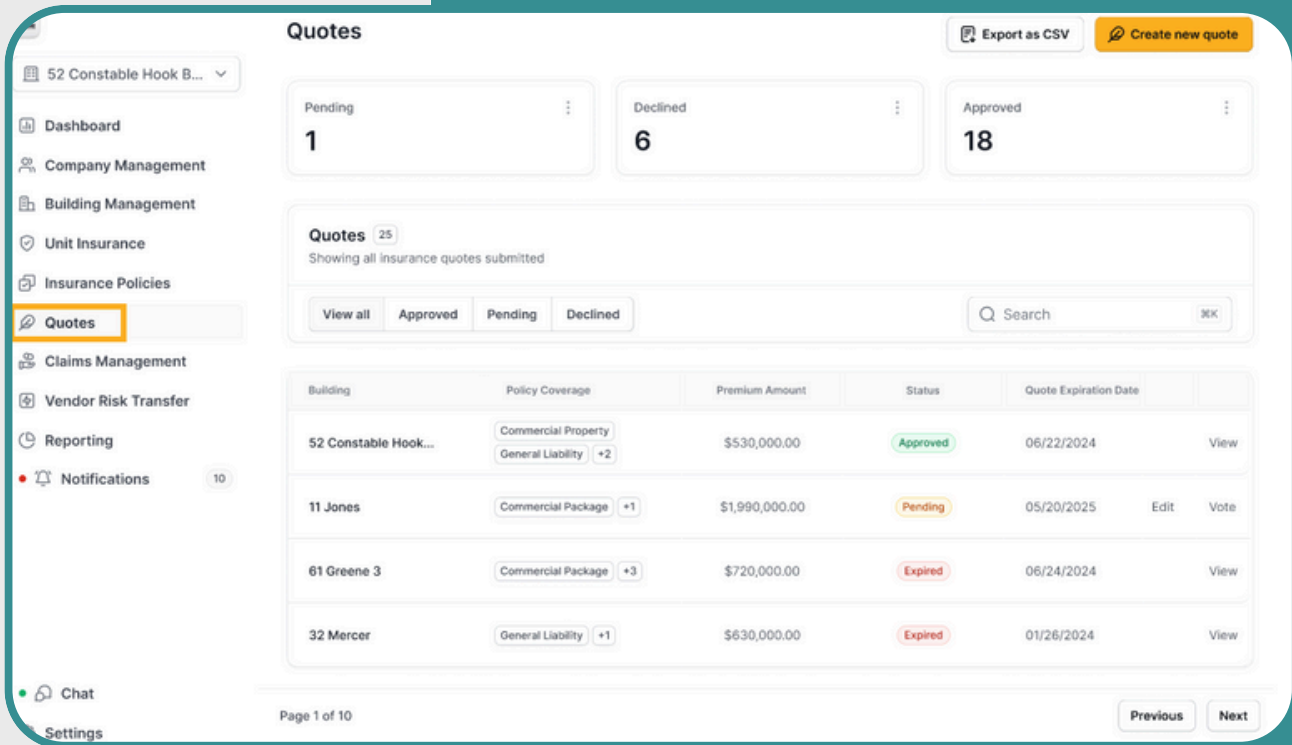
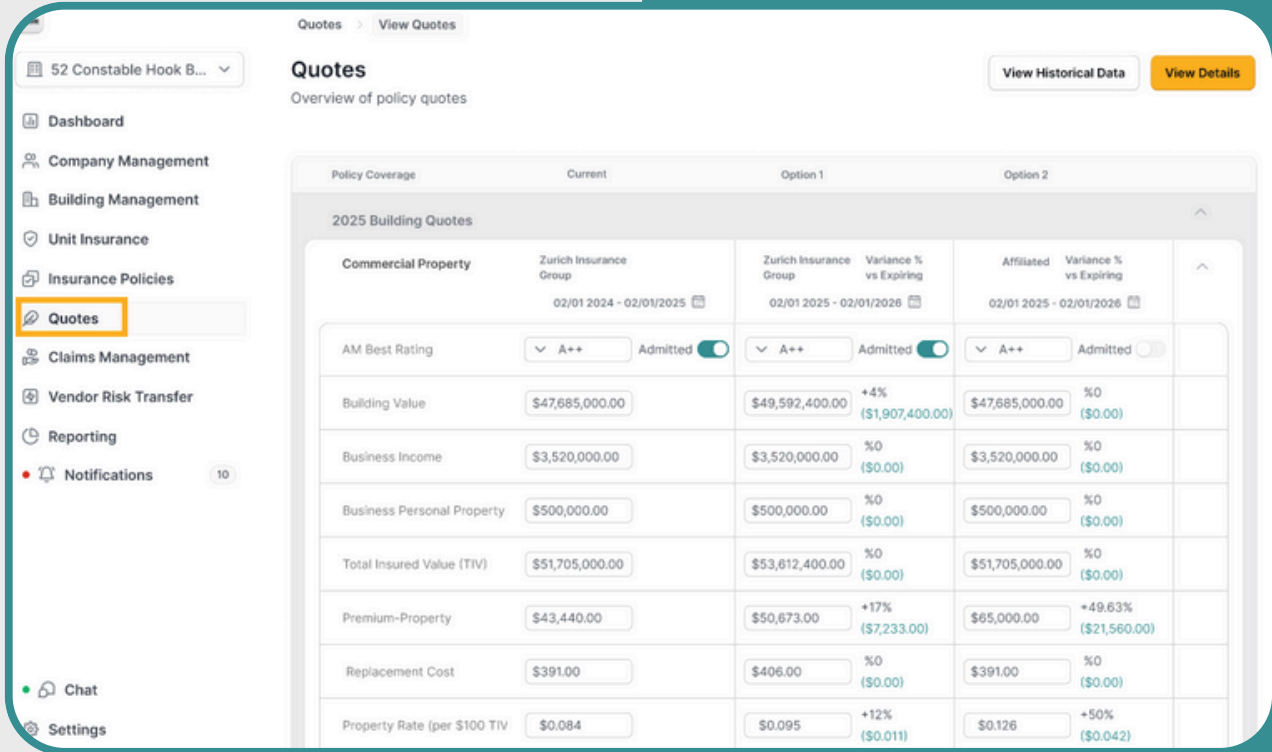
TOOLS AND FEATURES

INSURANCE BROKERS

Insurance Broker Tools & Features

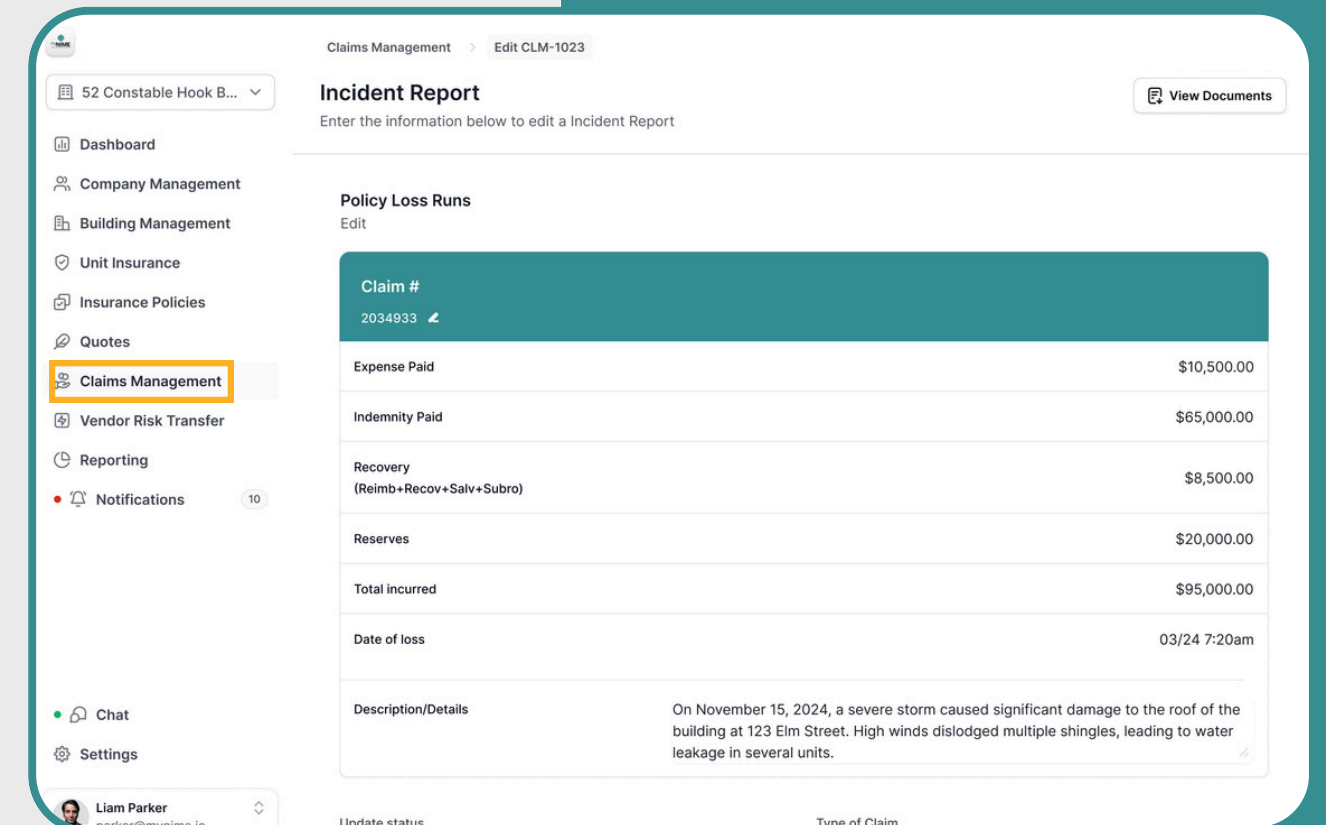
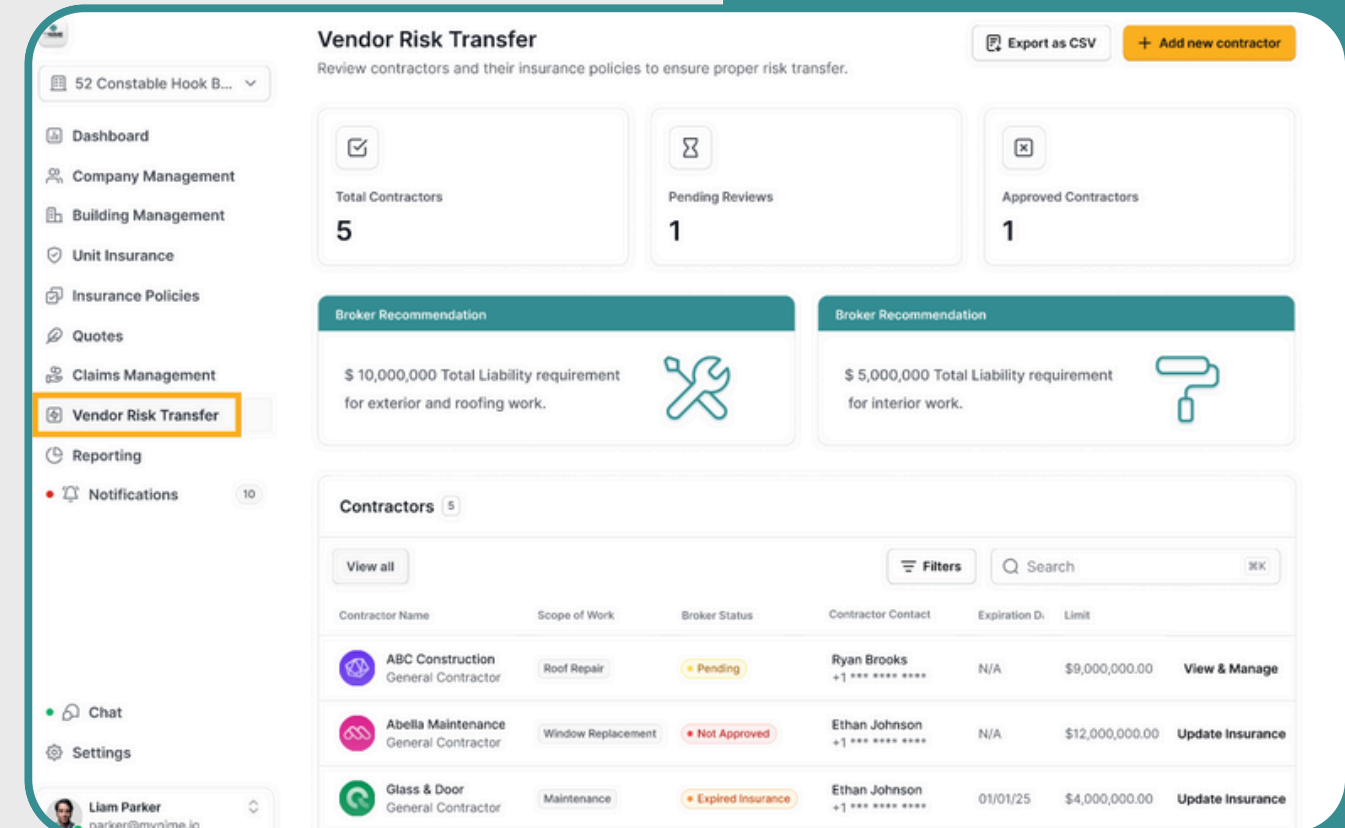
Stay organized and proactive across multiple clients:

- Upload quote documents and track approvals



Insurance Broker Tools & Features

- Manage and track COIs across properties and organizations
- Submit, monitor, and update claims on clients' behalf



Need Help?

We're here to make onboarding easy.
If you have questions or need assistance:

- ✉ Email us at support@mynime.com
- 🌐 Visit www.mynime.com for help guides, FAQs and direct chat.