



# 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](http://www.mynime.com).

## Welcome Back

Welcome back! Please enter your details

Email Address

sarahnorman535@gmail.com

Password

.....

[Forgot password](#)

Sign In

[Need an account? Contact us](#)

## 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




# Set Up Your Profile

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




Sarah Norman


sarahnorman535@gmail.c...




View Profile




Contact Support




Privacy Policy



Terms and Conditions





Sign out



Sarah Norman

sarahnorman535@gm...





Sarah Norman

Parent Property Company Admin

Personal info

Update your photo and personal details.

First Name \*

Sarah

Last Name \*


Norman


Email address \*

sarahnorman535@gmail.com

Phone Number \*

1606117100





Click to upload or drag and drop  
SVG, PNG, JPG or GIF (max. 800x400px)

Public ⓘ

Update your photo and personal details.

☒ Connect LinkedIn profile

Fetch information from your socials

Username \*

linkedin.com/in/

Role



# Explore the Dashboard

Your dashboard is your command center. Here you can:

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

## Buildings Insured

215  8.6% vs last month



## Open Claims

7  6.0% vs last month



## Buildings

224

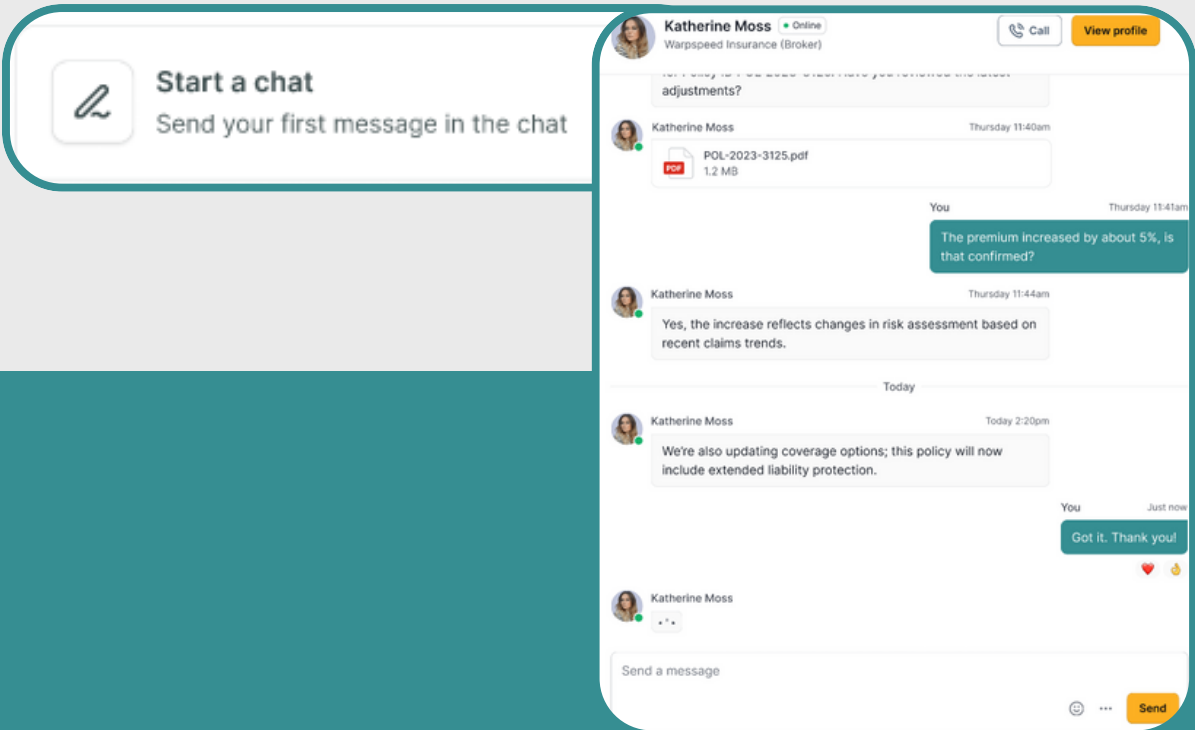




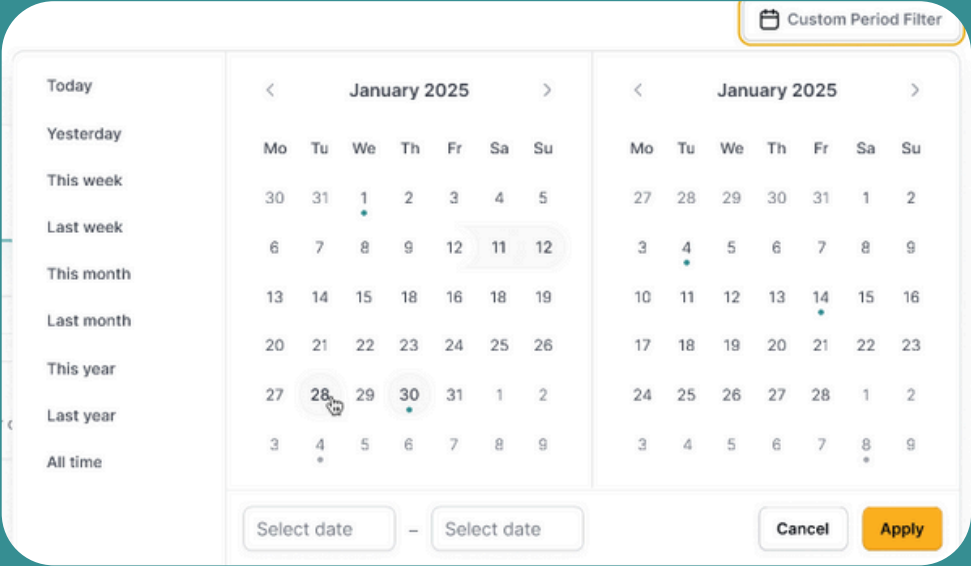
# Explore the Dashboard

- 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.

02.



01.



03.

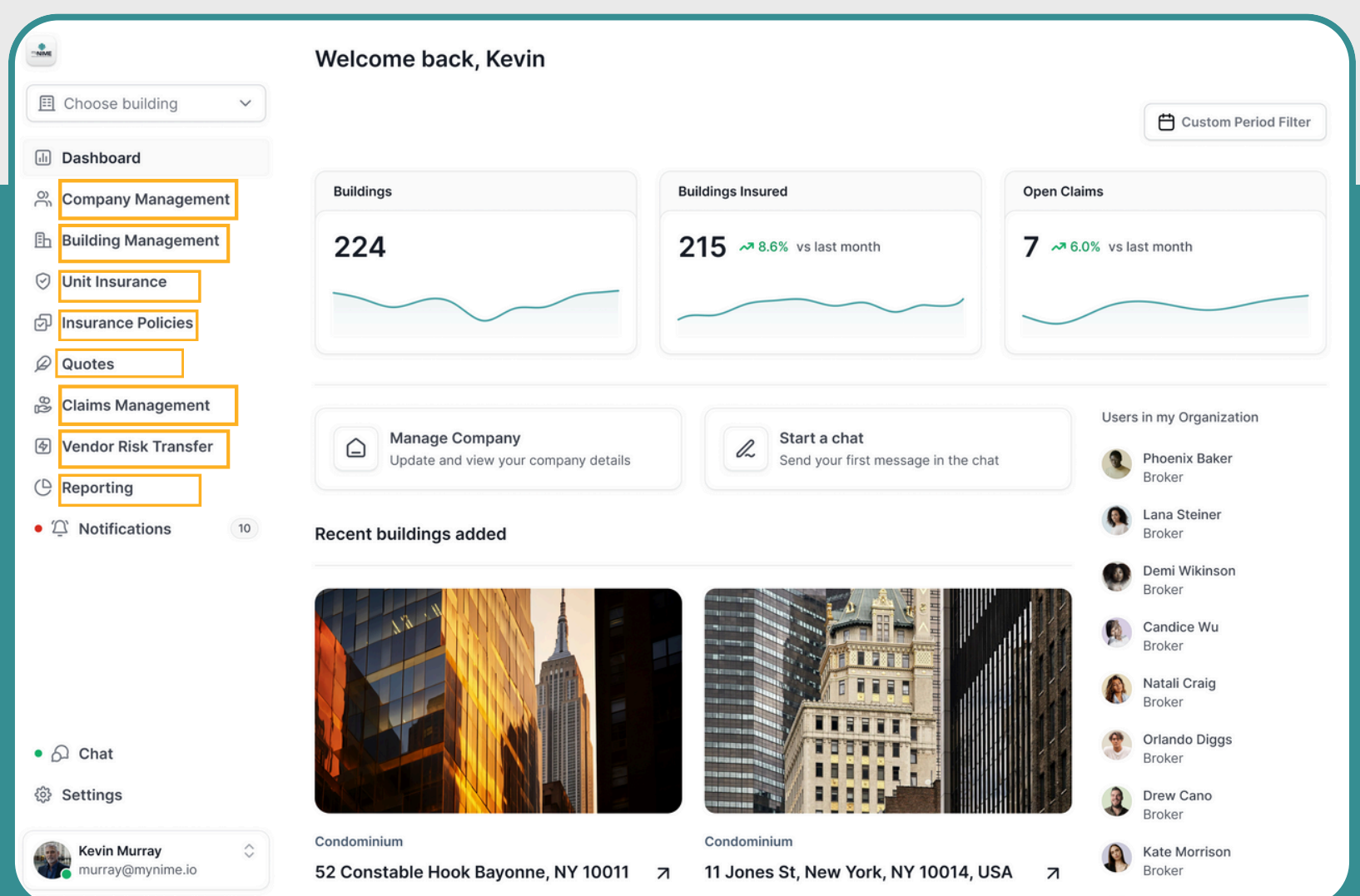




# Platform Navigation

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.



ReMax

Created on Apr 8, 2025

Company Details

Users


Child Companies

Type: Property Manager Company

Company Name

ReMax

Profile Image for the Company



Inactive

Active

Company Type

Property Manager Company

Add user

First Name

Jessica

Last Name

Simpson

Email

jessicasimpson@yahoo.com

Assign buildings for user

432 Park Avenue

Skyline Tower

X

Select buildings for user

Role

User (Default)

Submit

Add Child Company

Company Name

Company name

Company Type

Property Management

Website

Company Website Url

Invite Users

Email

First name

Last name

Admin...

+ Add another

Is Parent Company

Has Parent Company

Select a parent company

Image

Paste image url

Cancel

Add Company





# 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 .

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Dashboard

Company Management

Building Management

Unit Insurance

Insurance Policies

Quotes

Claims Management

Vendor Risk Transfer

Reporting

Notifications10

Chat

Settings

Kevin Murray  
murray@myname.io

Vendor Risk Transfer

Review contractors and their insurance policies to ensure proper risk transfer.

Export as CSV

Add new contractor

Total Contractors5

Pending Reviews1

Approved Contractors1

Broker Recommendation

\$ 10,000,000 Total Liability requirement for exterior and roofing work.

Broker Recommendation

\$ 5,000,000 Total Liability requirement for interior work.

Contractors5

View all

Filters

Search

Contractor Name	Scope of Work	Broker Status	Contractor Contact	Expiration Date	Limit	
ABC Construction General Contractor	Roof Repair	Pending	Ryan Brooks +1 *** **	N/A	\$9,000,000.00	Update Insurance
Abella Maintenance General Contractor	Window Replacement	Not Approved	Ethan Johnson +1 *** **	N/A	\$12,000,000.00	Update Insurance
Glass & Door General Contractor	Maintenance	Expired Insurance	Ethan Johnson +1 *** **	01/01/25	\$4,000,000.00	Update Insurance
RoofMan Company			Michael Carter			

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Dashboard

Company Management

Building Management

Unit Insurance

Insurance Policies

Quotes

Claims Management

Vendor Risk Transfer

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Kevin Murray  
murray@myname.io

Insurance Policies

Manage insurance policies in the platform

Add Insurance Policy

Search for policy

Status

Effective date

Expiration date

Search by Policy Type

All

All

All

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 See details
General Liability	Zurich Insurance Group	INS-001235	01/06/2025	01/06/2027	194 Days left See details
Umbrella	Zurich Insurance Group	INS-001236	01/06/2025	01/06/2027	15 Days left See details
Excess Cyber Liability	Zurich Insurance Group	INS-001237	01/05/2025	01/05/2027	202 Days left See details
Pollution Liability	Affiliated	INS-001238	01/05/2025	01/05/2027	Expired See details
Risk Management Services	Zurich Insurance Group	INS-001239	01/05/2025	01/05/2027	69 Days left See details
Commercial Flood	Zurich Insurance Group	INS-001240	01/04/2025	01/04/2027	Cancelled See details

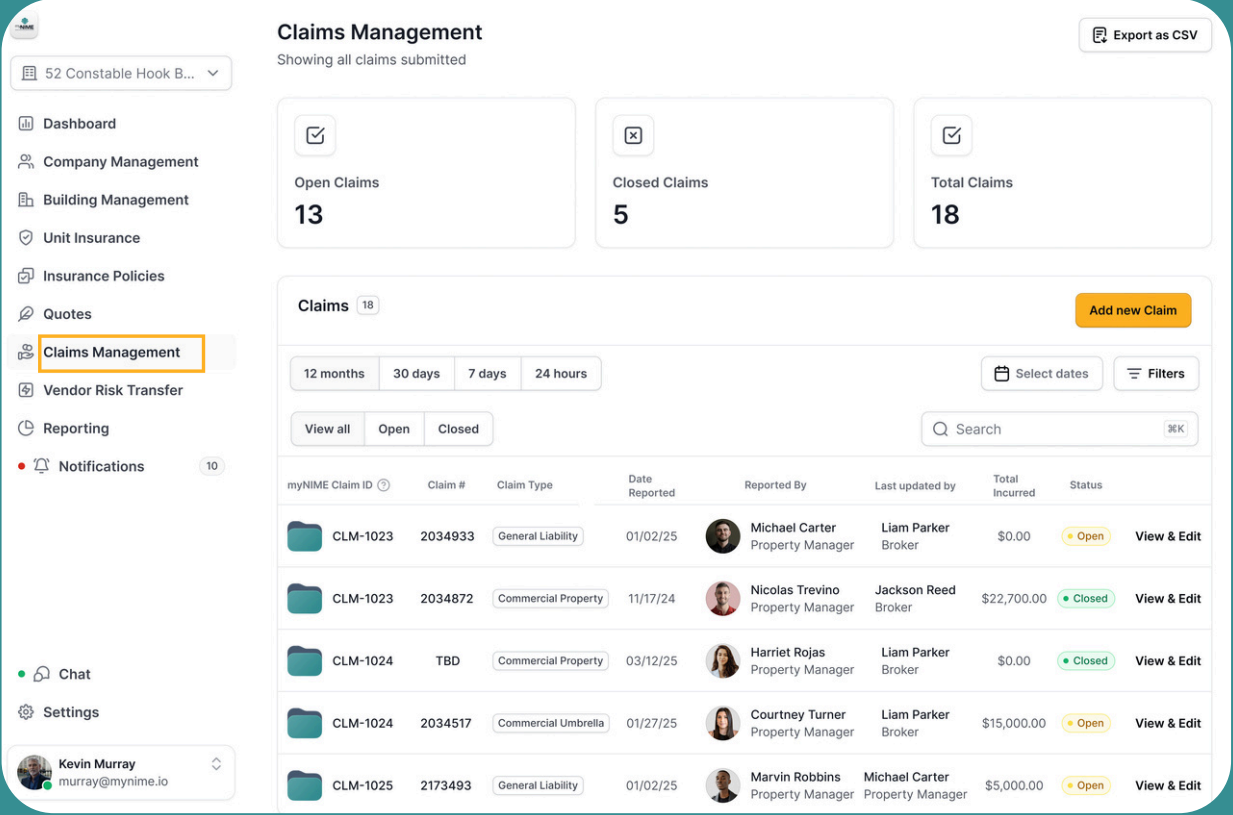
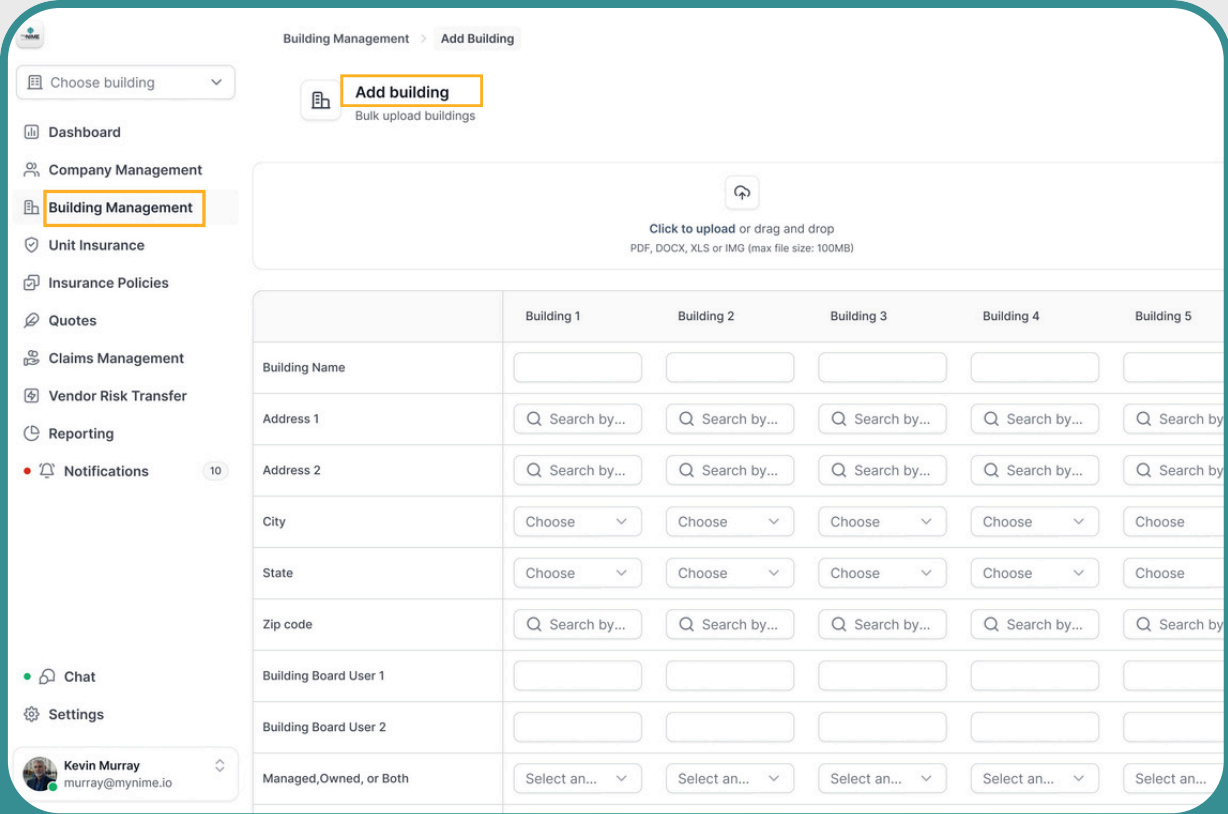
© Property of myNIME

14



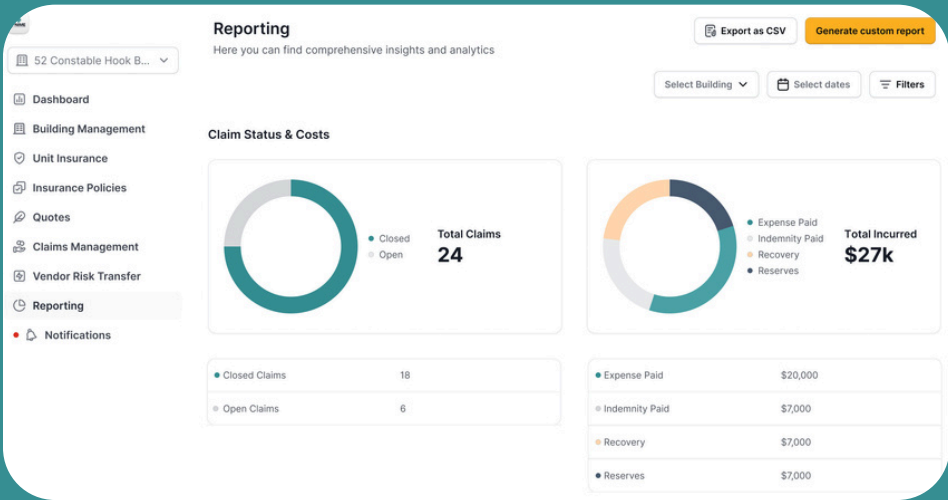
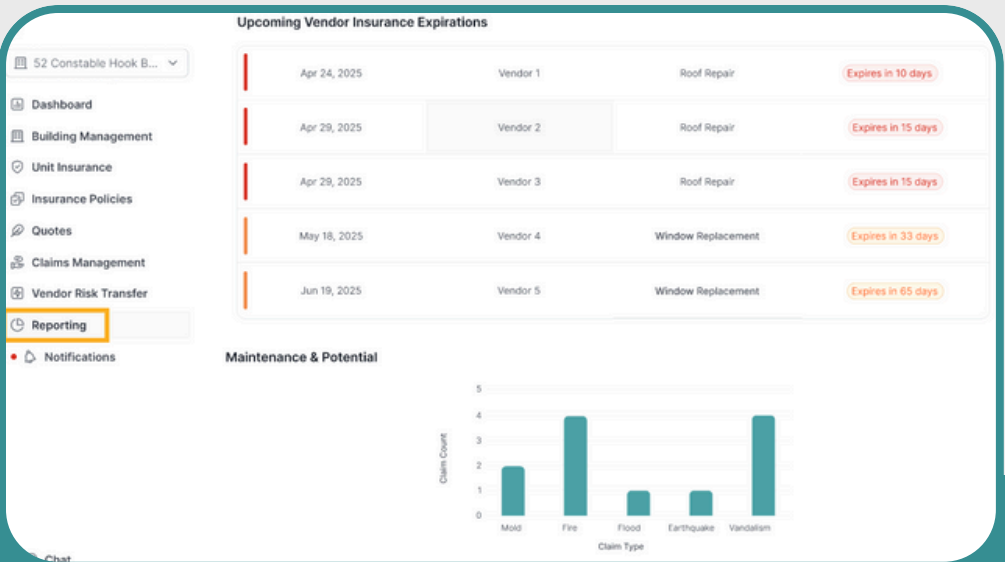
# Property Managers Tools & Features

- 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.







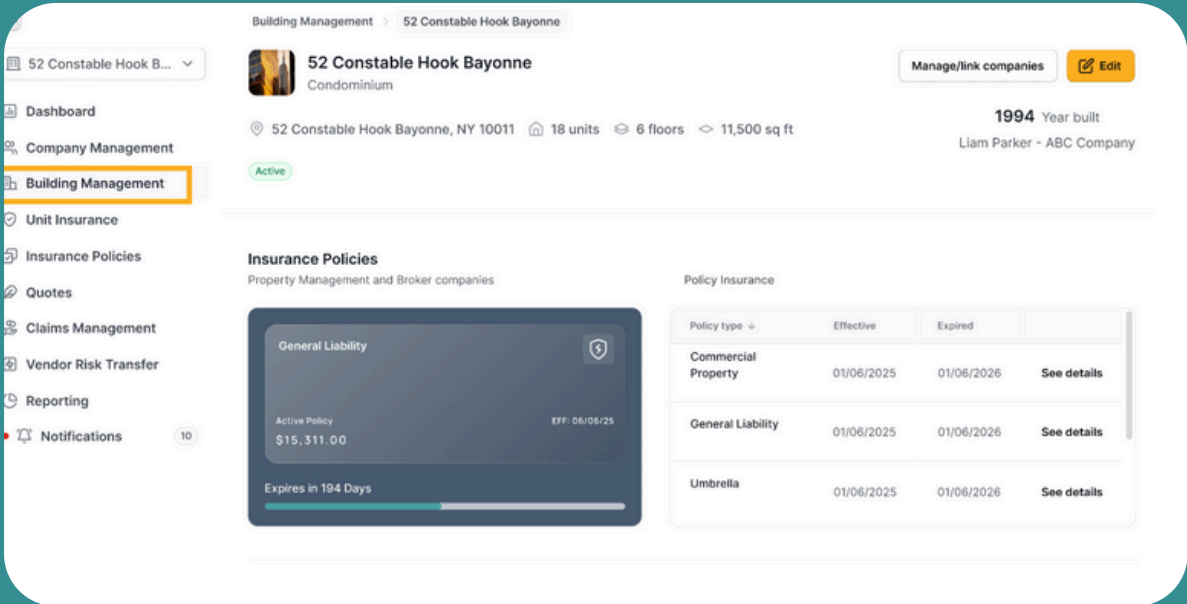
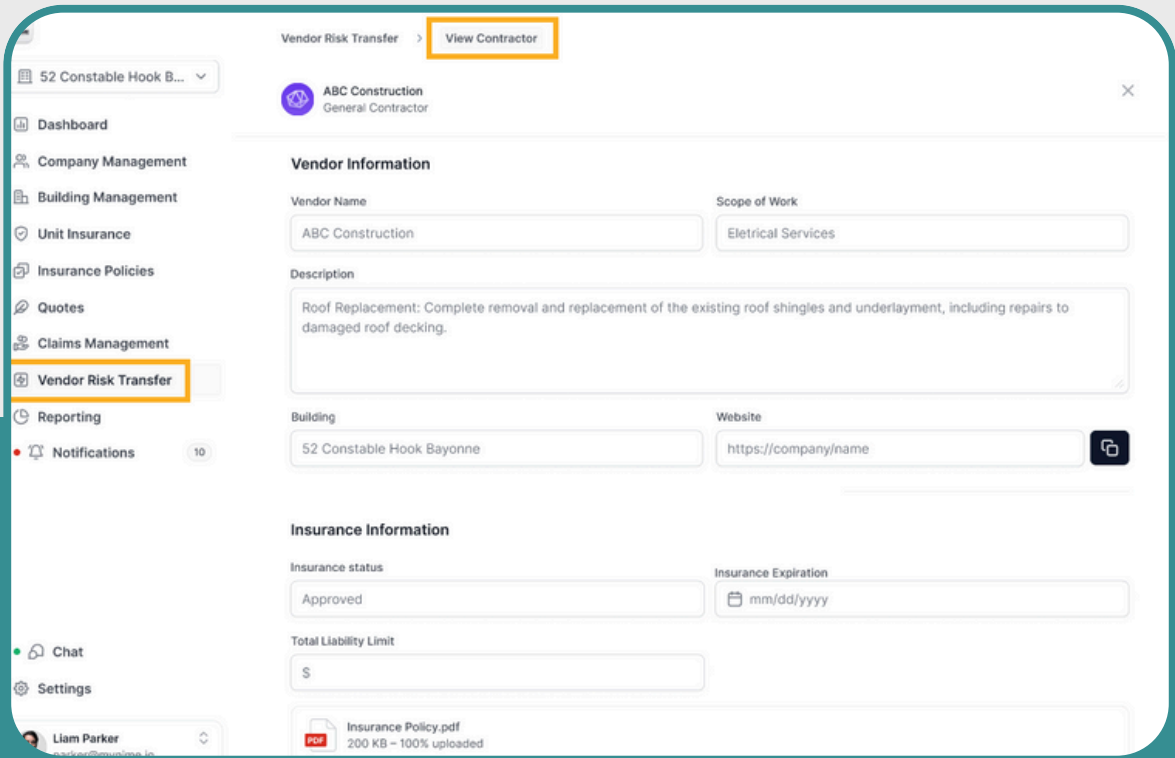
# TOOLS AND FEATURES FOR BUILDING BOARD MEMBERS



# 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.

View allOpenClosed

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 insuranceManage 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.

52 Constable Hook B...

DashboardCompany ManagementBuilding ManagementUnit InsuranceInsurance PoliciesQuotesClaims ManagementVendor Risk TransferReportingNotifications10

52 Constable Hook Bayonne

Policy Coverage	Current	Option 1	Option 2
Commercial Property	Zurich Insurance Group 02/01/2024 - 02/01/2025 AM Best Rating: A++ Admitted: <input type="checkbox"/>	Zurich Insurance Group 02/01/2025 - 02/01/2026 AM Best Rating: A++ Admitted: <input checked="" type="checkbox"/>	Affiliated 02/01/2025 - 02/01/2026 AM Best Rating: A++ Admitted: <input type="checkbox"/>
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





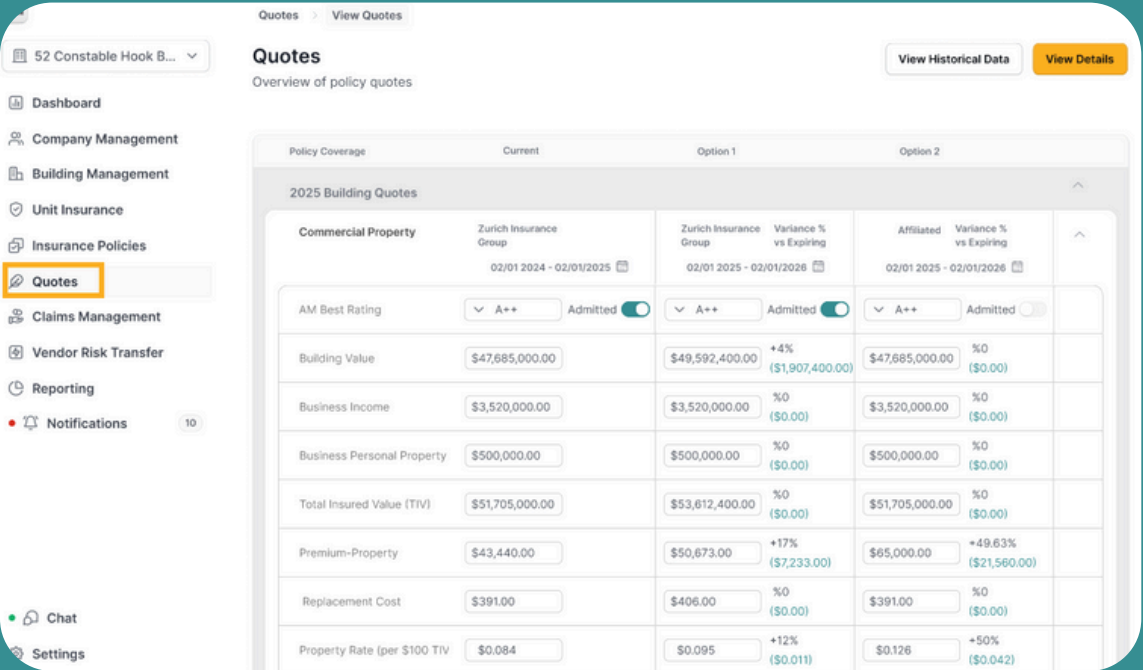
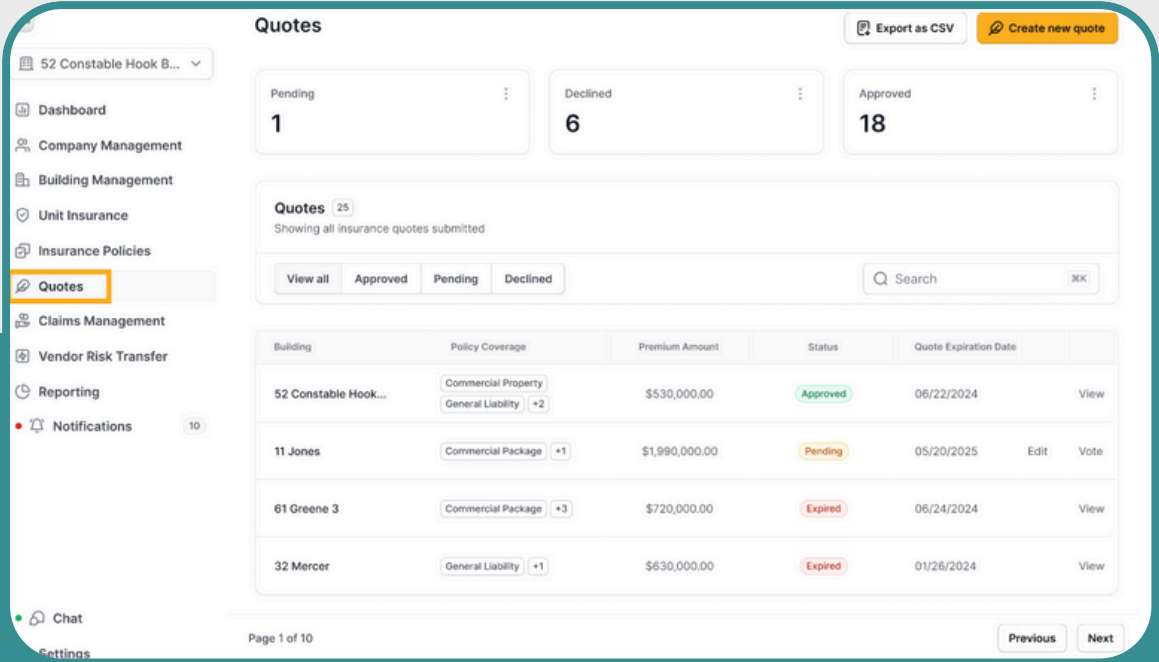
# TOOLS AND FEATURES FOR INSURANCE BROKERS



# Insurance Broker Tools & Features

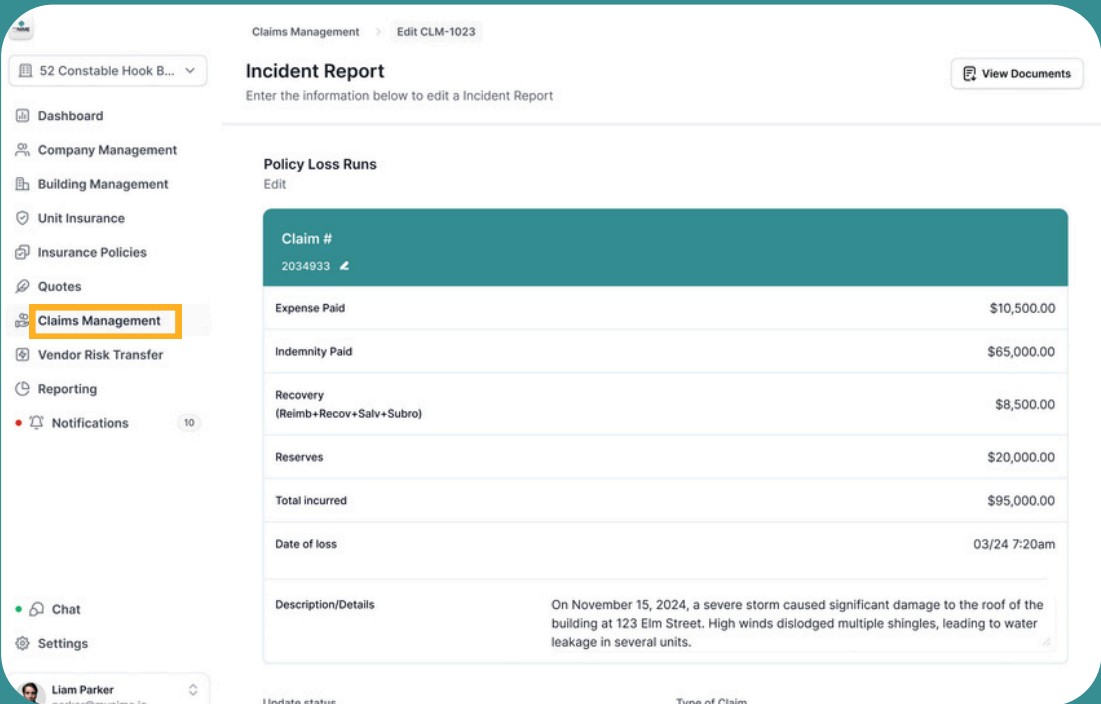
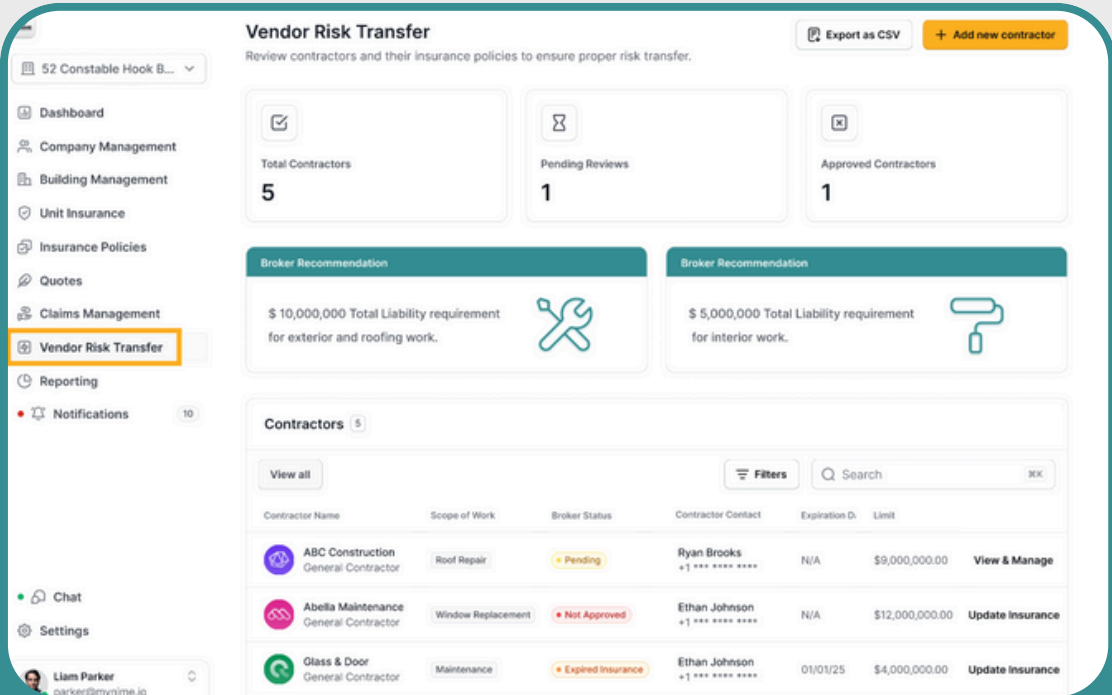
Stay organized and proactive across multiple clients:

- 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](mailto:support@mynime.com)

 Visit [www.mynime.com](http://www.mynime.com) for help guides, FAQs and direct chat.