

Accessing Washington Surveying & Rating Bureau Information with the Building Metrix Web site

Accessing WSRB products within the Building Metrix Web/InsureSafe Web site will only take a few short steps. This guide was created with detailed instructions explaining the processes of registering for the first time with Washington Survey & Rating Bureau, accessing InsureSafe and logging into each site.

If you are a new user, please refer to step 1 on page 2.

If you are a returning user, please refer to step 8b on page 5.

If you are a verified user, please refer to step 15 on page 8.

User Definitions

New User: Never registered with WSRB or BMI

Returning User: Already registered and verified with WSRB, but not Building Metrix

Verified User: Access granted to InsureSafe within Building Metrix

If you have any questions or concerns about this guide, please feel free to contact one of our Customer Service Representatives at 206-217-0101.

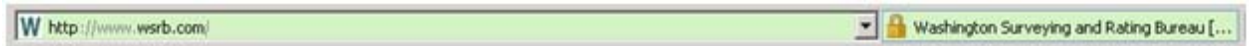
Registration Process for a New User

1) Getting Started

- a) Open your Web browser: Internet Explorer, Firefox or Safari

2) Accessing the Washington Surveying & Rating Bureau Web site

- a) Type the following address into your address bar: <http://www.wsrb.com/>



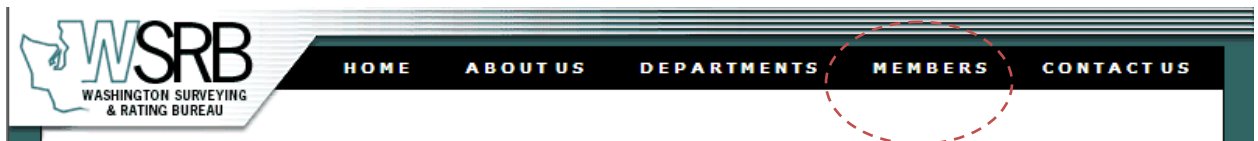
- b) then select “Enter” on your keyboard

The homepage of Washington Surveying & Rating Bureau will then appear in your browser window.

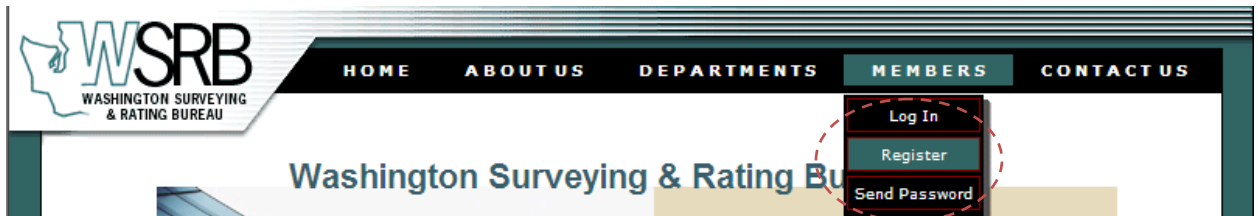
3) Accessing the Registration Form

- a) Rollover to the “Members” tab in the menu and scroll down to select “Register”:

- i) To the right of the WSRB logo, there is a menu:



- ii) On the menu, scroll your mouse to the “Members” tab and scroll down to select “Register”



The Registration form will now appears in your browser.

The following example is what should appear in your Web browser after clicking “Register” under the “Members” tab in the main menu. If this is correct, you may proceed to step 4.

Members » [Registration Form](#)

WSRB Website Registration Form

1) Fill out the form to request access to the WSRB Web site.

2) After you submit your application, for security purposes, you will be required to verify your email address before your account can be activated. An email will automatically be sent to the address you provided containing your login details and web address.

You will need to use the link contained in the email to confirm your email address.

****If you are using an e-mail spam filter, allow mail from webmaster@wsrb.com.**

4) Filling in Registration Form

- a) You are now ready to register your information with WSRB. Read and follow the directions that are on this page. Remember, if required fields are missing, your information will not be processed.
- b) Note: Passwords need to be 5 characters or more.

* indicates a required field

Please enter your Full & Complete Email Address. You must enter a correct email address as your login details will be emailed to you.

Email Address*

Please enter and confirm your Password

Password*

Confirm*

Additional Information

First Name*

Last Name*

Company*

Address*

City*

State*

Zip*

Phone*

Company Type*

Specify if Other

Job Role*

Specify if Other

Subsidiary

DISCLAIMER OF WARRANTY:

The user expressly acknowledges that the FEMA flood model data and graphics displayed may contain some nonconformities, defects, or errors.

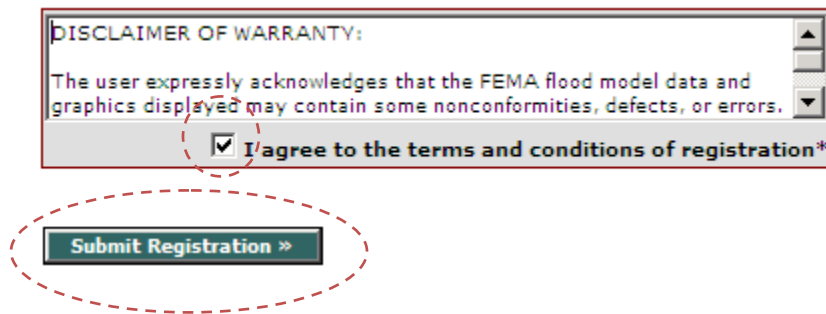
I agree to the terms and conditions of registration*

Submit Registration »

Example of a completed registration form

5) Verifying Information and Terms and Conditions

- a) When you have filled in all of the required and optional fields with your correct information, proceed to read the “Terms and Conditions” in the dialog box above the “Submit Registration” button.
- b) Once you have read and accepted the “Terms and Conditions” (by adding a check to the checkbox), you are now ready to send off your information to WSRB by clicking the “Submit Registration” button.



- c) Your registration will now be sent off to the webmaster. Please allow up to 24 hours to process your information.

6) Verification of E-Mail

- a) For security purposes, you will be required to verify your email address before your account can be activated. An email will automatically be sent to the address you provided containing your login details and Web address. Please note you will need to use the link contained in the email to confirm your email address.

**If you are using an e-mail spam filter, allow mail from webmaster@wsrb.com.

7) Building Metrix Inc. and Insure Safe

- a) For security purposes, new users (just registered) are now considered to be held in a verification period. Until your (WSRB) Web account is confirmed to be open, contact a WSRB Customer Service Representative at 206-217-0101 for Loss Costs, Reports or PPCs.
 - i) The verification period for **BMI** may take several days to complete, and for a short term, you will use the WSRB Web site. When your BMI account is open, you will be notified by email, so you can start using the new BMI/InsureSafe product.

8) Getting Started in Insure Safe

- a) New Users: Proceed to Step 10a.
- b) Returning Users: Open your Web browser: Internet Explorer, Firefox or Safari

9) Accessing Building Metrix Inc Website

- a) Type the following address into your address bar: <http://www.buildingmetrix.com/>

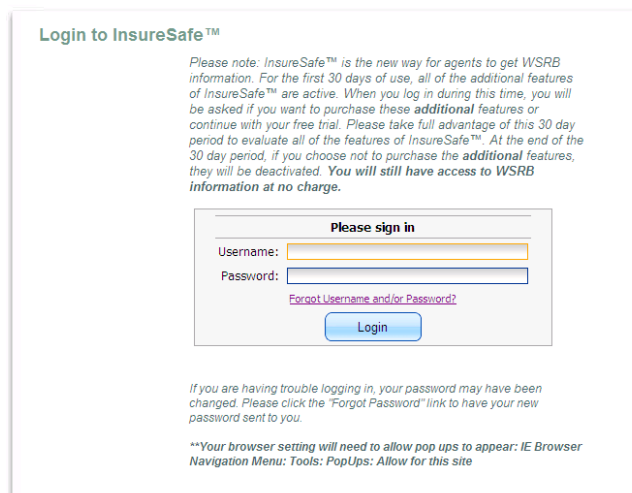


10) Logging into InsureSafe

- a) In the menu double-click the “LOGIN TO INSURESAFE” icon.



A new screen will appear for login procedure



Login to InsureSafe™

Please note: InsureSafe™ is the new way for agents to get WSRB information. For the first 30 days of use, all of the additional features of InsureSafe™ are active. When you log in during this time, you will be asked if you want to purchase these additional features or continue with your free trial. Please take full advantage of this 30 day period to evaluate all of the features of InsureSafe™. At the end of the 30 day period, if you choose not to purchase the additional features, they will be deactivated. You will still have access to WSRB information at no charge.

Please sign in

Username:

Password:

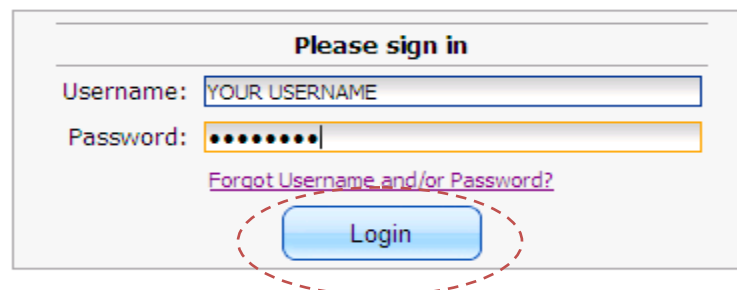
[Forgot Username and/or Password?](#)

If you are having trouble logging in, your password may have been changed. Please click the "Forgot Password" link to have your new password sent to you.

**Your browser setting will need to allow pop ups to appear: IE Browser Navigation Menu: Tools: PopUps: Allow for this site

Example of how your Web browser should appear after clicking the Login to InsureSafe

- b) Enter your correct Username and Password
- c) Single-click the “Login” button.



Please sign in

Username:

Password:

[Forgot Username and/or Password?](#)

A pop-up window will appear.

11) 30-Day Trial Offer

For the first 30 days of use, all of the additional features of InsureSafe™ are active. When you log in during this time, you will be asked if you want to purchase these **additional** features or continue with your free trial. Please take full advantage of this 30 day period to evaluate all of the features of InsureSafe™. At the end of the 30 day period, if you choose not to purchase the **additional** features, they will be deactivated. **You will still have access to WSRB information at no charge.**

12) Congratulations

If successful, a new web browser window should pop up, as shown below.



YOUR LOGO HERE  **INSURESAFE™**
powered by
SUCCEED Management Solutions, LLC

QuickNav WSRB/BMI Portal Library My Tools Applications Clients & Prospects Service Partners Logout

Information

Register today for the InsureSafe™ Sales Suite. It will provide you with powerful tools and applications designed to help you capture new business, while retaining your current clients.

Utilize the comprehensive library containing nearly 1500 customizable documents in English and Spanish, and provide these valuable resources to your clients! We have documents that focus on Human Resources, safety and risk management, OSHA regulations, and more. Equip your clients with training materials, online training programs, posters, and quizzes related to these topics.

Virtually guarantee renewals by registering your clients for the applications they need, and will use every day, tools that they can't get from any other product.

You can use your InsureSafe™ Sales Suite every day to become a trusted business partner.

 **QuickNav**
Quickly and easily find a variety of information

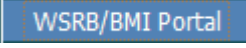
 **Daily News & Current Events**
Click to view daily articles and events!

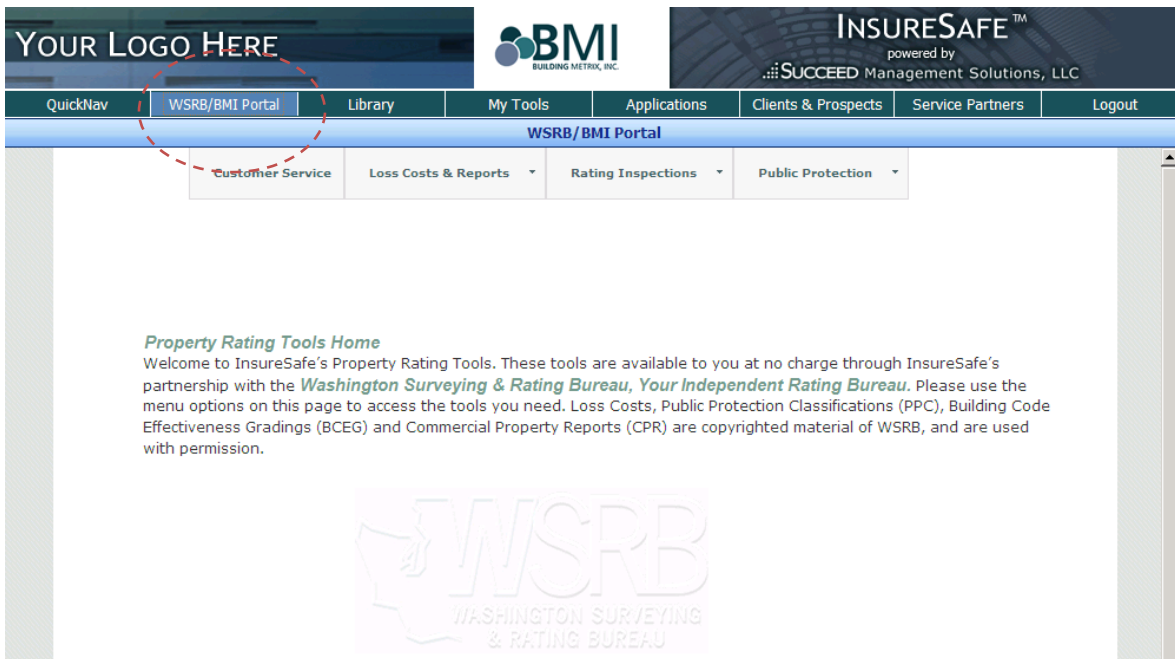
(1 item remaining) Downloading picture https://www.lossfreerx.com/SalesSuite/Img.axd?ss=intro... Internet 100%

13) Accessing all your company needs

- a) Under the BMI logo, is a menu. You can use this menu to navigate throughout the Web site.

14) WSRB Material

- a) For accessing common features that are shown on the usual WSRB site:
 - i) Click  button. You now have access to: Customer Service, Loss Costs & Reports, and Rating Inspections and as well as Public Protection. Click on one of the buttons and you will be directed to that particular page.



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