

Submit a Loss Event

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If loss event owners are aware of a loss event that has not yet been logged, they are able to submit the event themselves. Once a loss event has been submitted, it is sent to the Risk Team to be triaged.

To submit a loss event:

1. Log into an account that's been added to the **Loss Event Owners** user group.
2. Click the dropdown menu in the **nav bar**, then click **Portal**.



The Portal application in the nav bar.

3. Click **New Loss Event** to open the **Submit an Event** form.

Loss Event **Creation**

Submit an Event

LE-XXX



Welcome to the Loss Event Submission web-portal. This avenue offers you the ability to provide vital information to our teams regarding operational loss events.

Please attempt to be as descriptive as possible when describing the event, including information such as: location, involved parties, timelines and any other relevant details.

If there is an immediate threat to self or others, weapons present, indications of suicide contemplation, injuries to self or others, or any scenario that requires immediate response **seek immediate assistance by calling 911.**

In order to make a submission anonymously, click [here](#) to access the Anonymous portal.

Description of Event

Observed Date/Time

📅
▼

Type of Event

Select one...
▼

Estimated Loss (\$)

Attachments

Drag files here or click to select...

or

Click to add a web link to a file...

SUBMIT EVENT

CANCEL

The Submit an Event form.

4. **Optional:** Click the link in the bolded paragraph to submit the event Confidentially.

Submit an Event

LE-XXX



Welcome to the Confidential Loss Event Submission web-portal. This avenue offers you the ability to provide vital information to our teams regarding operational loss events.

Please attempt to be as descriptive as possible when describing the event, including information such as: location, involved parties, timelines and any other relevant details.

If there is an immediate threat to self or others, weapons present, indications of suicide contemplation, injuries to self or others, or any scenario that requires immediate response **seek immediate assistance by calling 911.**

Remain Confidential

No, Provide Name & Contact
▼

Observed By

Observed Contact Info

Description of Event

The Submit an Event Confidentially form.



Users submitting an event confidentially will have access to the same fields and buttons described below, but with the option to remain confidential.

5. Enter the details of the event in the **Description of Event** field.
6. Select a date and time from the **Observed Date/Time** field.
7. Select an appropriate event type from the **Type of Event** dropdown list.
8. Enter the expected loss caused by the event in the **Estimated Loss** field.
9. Add attachments by either dragging the desired files to the **Attachments** field or clicking the field to browse your computer.
10. Click **Submit** to send the event to the risk team for review.