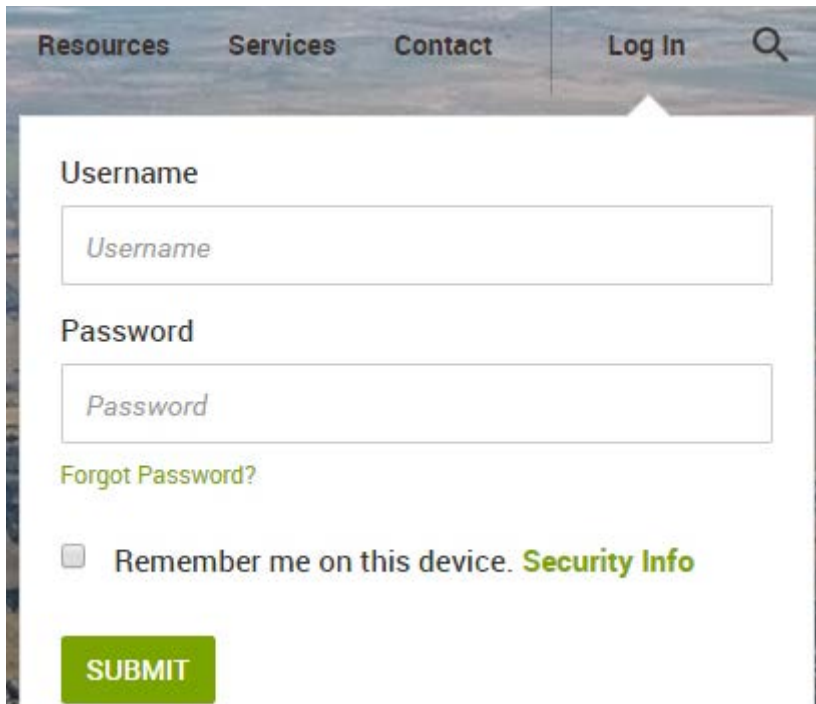


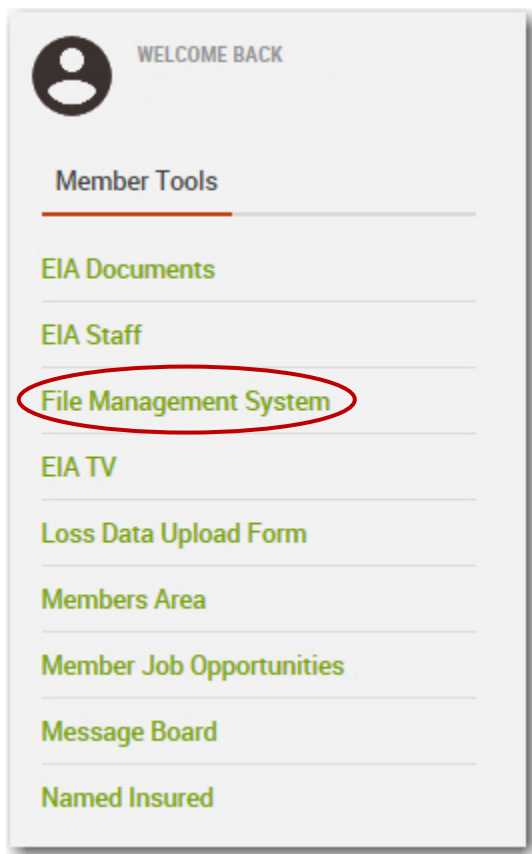
Accessing Files in New File Management System

From the [EIA homepage](#), log in. If you need your username/password, email [EIA Staff](#).



The image shows a login form on a website. At the top, there is a navigation bar with links for 'Resources', 'Services', 'Contact', and 'Log In'. Below the navigation bar, the login form is displayed. It has two input fields: 'Username' and 'Password'. The 'Username' field has a placeholder text 'Username' and the 'Password' field has a placeholder text 'Password'. Below the password field, there is a link 'Forgot Password?'. Underneath that, there is a checkbox labeled 'Remember me on this device.' followed by a link 'Security Info'. At the bottom of the form, there is a green 'SUBMIT' button.

Click on **File Management System** under Member Tools on the right:



You will next see a listing of the various documents for your entity.

My Entity

My Documents

CSAC EXCESS INSURANCE AUTHORITY

Coverage

Coverage Name





Category / Type

Coverage Year

Keywords

CLEAR FILTERS

SEARCH

	COVERAGE	EFFECTIVE	EXPIRATION	TITLE	TYPE	SIZE	
<input type="checkbox"/>	Cyber	7/1/2016	7/1/2017	CSAC EIA Cyber Policy	Policy	272.1kb	 
<input type="checkbox"/>	EWC	7/1/2016	7/1/2017	CSAC EIA Coverage Binder	Binder	276.3kb	 

You can filter the files by **Coverage** types:

Coverage Name

Excess Workers' Compensation (EWC)

Primary Workers' Compensation (PWC)

General Liability 1 (GL1)

Property (Property)

Dental (Dental)

Vision (Vision)

Or by **Document** types:

Category / Type

Certificates

Policy

Binder

Coverage

Schedule

Endorsement

To open or download a document, click the download icon  on the far right of the file's title.

For Meeting Documents (agendas, for example) click on the **My Documents** tab.

My Entity

My Documents