

# CATHOLIC MUTUAL WEBSITE INSTRUCTIONS

Catholic Mutual Group's website offers claims reporting, risk management program materials, training videos and forms. Access instructions are as follows:

The website address is: [www.catholicmutual.org](http://www.catholicmutual.org)

1. Along the blue tool bar, double click on link for "Member Login"
2. User name: 0065mil
3. Password: service
4. After clicking "login" you will be directed to the member home page with options:

## REPORT A CLAIM:

Online submission for property, liability or auto claims. (You may also fax or scan loss reports)

## MY DIOCESE

Archdiocese of Milwaukee specific forms and policies covering property, liability and workers compensation

## RISK MANAGEMENT:

Extensive library of risk management, loss prevention and safety resources

## ONLINE FORMS

Currently unpopulated. Obtain forms under MY DIOCESE

## CONTACT CATHOLIC MUTUAL

Provides staff and telephone number for Catholic Mutual Group's Milwaukee Service Office

## ONLINE TRAINING:

Access to Catholic Mutual's safety and risk management training videos (except for Defensive Driving) is found by clicking on this ONLINE TRAINING box. Current videos are: *Fire Safety; Preventing Slips, Trips and Falls; Preventative Maintenance; Youth Ministry Everything Matters and Everyone has a Role; Safe and Successful Parish Festivals; The Business of the Church: Best Practices in Human Resource Management, Best Practices for Facilities Usage Management; Best Practices for Financial Management and Cash Handling.*

Instructions are:

- a. Click on the link to programs, "Please Click Here"
- b. Participant then selects his/her preferred language "English" or "Spanish"
- c. Select a subgroup: "Archdiocese of Milwaukee"
- d. Select the next subgroup, "your parish, school or agency's affiliation"
- e. Confirm your parish or select "back" to correct
- f. Select your chosen course and proceed

The *Be Smart – Drive Safe* and *Church Transportation – Is It Necessary and Ministry Based?* videos are accessed under the Defensive Driving icon on Catholic Mutual's home page. The instructions are linked immediately beneath the Defensive Driving icon on the home page. Please contact our office for help with any of the online training.