

## **Renewal Data Collection**

## How To Guide for Delegates

2025





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### How to Log in to the system

Go to the link below.

https://app.resure.com.au



Enter your ReSure username and password.

If you have forgotten your password use the 'Forgot your password' link

#### Click on the Log On button

After you log into the ReSure system you will see the below screen.





- 1. If you don't already have an Authenticator app on your phone, install it eg. Google Authenticator, Microsoft Authenticator etc
- 2. Open the Authenticator app.
- 3. Click on the (+) to add your ReSure account.
- 4. Click on the green Generate 2FA Code button.
- 5. Open your camera and scan the QR code which will appear on your screen.

Once your Authenticator App is set up, click **Continue** below to log in securely to ReSure. You will be prompted for your username, password and 2FA Code.

Enter the code from the Authenticator on your phone.



### How To Complete the Data Collection Form and/or Specific Questions

As a Delegate you will have been assigned either a Data Collection form to complete or just specific questions.

Click on go to Delegated Questions to see the questions which have been assigned.

Click on the Title of the Data Collection form which has been assigned to go straight into the form.





### Answering Specific Questions

Click on Go To Delegated Questions in the Dashboard (see previous page)

🍗 ReSure 🕇										
Unimutual ABC50 ABC <del>v</del>	i≣ Questi ≡ o ⊡ つ	ONS AS AL	31 Oct 202 stions	25						
🚯 Dashboard	? Help	Export								Q Search
苗 Diary										
E Data Collection	Your Information	ation								^
📕 Risk Management 🛛 <	Select a Risk	< Class								
🚓 Members 🛛 <	[All]									*
Li Users	Question	ns Standar	d Filter Ad	vanced Filter	Any sp	ecific que	stions th	at		
්ට Recent <	Select				you habe lis	ave to con ted below.	Diete wi	וו ר		
🖬 Favourites <	$\odot$	Your Question	s			the quest	ion			
🔲 My Profile										
unimutual										
Q Quick Search	Member	Class	Title	Question	W	Person Responsible	Delegated To	Value	Last Updated By	Last Updated Date
	ABC University	GENERAL INFORMATION	ABC - General Information	PLAROLL AND REVENUE	All current Payroll and Revenue figures to be taken from the latest Annual Report.	UNI11, ABC	ABC, ABC50			
				3.2 (a) Payroll - as at 31 Dec Last Year	Total Staff Payroll (including on- costs, superannuation) for the Member and its affiliates as at 31 Dec last year (use figure in later Annual Papart)	UNI11, ABC	ABC, ABC50	20000	resure.admin@unimutual	3 Feb 2025 17:10:26

#### Answer all questions and Save.

🍗 ReSure 🕂				
Unimutual ABC50 ABC 🛩	E Questions as at 31 Oct 2025 Delegated Questions / GENERAL INFORMATION	ION : ABC - Gener	ral Information	
₽ Dashboard	All questions to be answered for a specific form will			∎ <u>S</u> ave
E Data Collection      ✓	<sup>ĸ</sup> appear. Answer each	^	Payroll and Revenue	^
🗓 Risk Management <	question and save		PAYROLL AND REVENUE 🔕	
A Members <	Member		A vrent Payroll and Revenue figures to be taken from the latest Annual Report	t.
E Users	ABC University		3.2 (a) Payroll - as at 31 Dec Last Year 🔕	<b>Z</b> 3 0
්ට Recent <	Title		Total Staff Payroll (including on-costs, superannuation) for the Member and its	affiliates as at 31 Dec last
📩 Favourites 🛛 <	ABC - General Information		year (use rigure in latest Annual Report). 20,000	
D My Profile	Person Responsible		3.2 (b) Est Payroll - as at 31 Dec Current Year 🜒	<b>2</b> 3 0
unimutual	Delegated To		Estimated Total Staff Payroll (including on-costs, superannuation) for the Men 31 Dec this year.	ber and its affiliates as at
	Smith, John		0	
Q Quick Search	Completion Status		3.2 (c) Revenue - as at 31 Dec Last Year 🔕	<b>Z</b> 3 0
	Part Completed		Total Revenue for the Member and its affiliates as at 31 Dec last year (use the Report).	figure in the latest Annual
	Entity Status		0	
	Active		3.2 (d) Est Revenue - as at 31 Dec Current Year 🔕	<b>Z</b> 3 0
			Estimated Total Revenue for the Member and its affiliates as at 31 Dec this year	ar.
	Other Details		0	
			3.2(e) Contractor Payments 🔕	<b>C D</b>
	Audit	~	Provide the estimated amount paid to contractors per annum for manual serv maintenance, repairs, gardening etc	rices eg cleaning,
				6



### **Completing a Data Collection Form**

If you have been delegated a Data Collection Form to click on the link in the Dashboard for the specific form (see page 4).

Complete all the questions under Details

<b>ReSure</b> plus				
Unimutual user demo <del>-</del>	■ Data Collection as at 31 Oct 2025 ■ • • • • • • • • • • • • • • • • • • •	BC 1		
🚯 Dashboard	← ?Help <sup>1</sup> →		Complete all questions	<b>⊉</b> Deactivate
# Member Hub				
<b>曲</b> Diary	Key Details	~	Instructions	~
Documents	Class			
🗮 Data Collection 🛛 🗸	AFFILIATE DCF		Affiliate Details	^
Your Entities	Member	ur →	AFFILIATE DETAILS	
Delegated Questions	ABC University			
Reports	Title		1 Name *	<b>2</b> 3
Imports	Test Affiliate ABC 1		Name of Affiliate	
Group Emails	Person Responsible	1 <b>1</b>	Test attiliate	
🖨 Claims 🛛 <	ABC, User			4
A Brotections	Delegated To	a at 🗖	2(a) Description of Business Activities *	<b>2</b> "D
	ABC, Reviewer10		Provide a description of your business activities. Note any high hazard activities.	
Risk Management <	Completion Status	? 🔯	Business	
击 Members 🛛 <	To change Completion Status, select from the dropdown belo set Completion Status to 'Completed', click the Flag icon to th	w. To e right		4
Users	Not Started	Ŧ	2(b) Business Activities Correct	<b>2</b> 9
් Recent <	Entity Status		Does the statement above correctly describe the affiliate's activities?	
- Equipitor	Active		Unanswered	v
			2(c) Additional Business Activities	<b>1</b>

When all questions have been complete set the form status to complete by clicking on the green flag.

During the process of completing the form you can set the Completion Status to Part Completed and you can easily check which questions are unanswered.



Documents	Class		Affiliate Details			
🗮 Data Collection 🛛 🗸	AFFILIATE DCF		Annual Details			
Your Entities	Member	utr >	AFFILIATE DETAILS			
Delegated Questions	ABC University		ATTEIATE DETAILS			
You can ch	eck which		1 Name *		63	1
auestions	are still		Name of Affiliate			
unansv	vered	* 3	Test affiliate	Click on the flog when all		
Claims K				questions are done this		,
	Delegated To	* * *	2(a) Description of Busine	will set the Status to	<b>Z</b> 3	i.
Protections <	ABC, Reviewer10		Provide a	Completed		
🗒 Risk Management <	Completion Status	? 🔯	conness			
🚠 Members 🛛 <	To change Completion Status, select for set Completion Status to 'Completed',	rom the dropdown below. To click the Flag icon to the right				4
🖴 Users	Not Started	*	2(h) Rusiness Activities Co	rrect	6 3	ģ.
්ර Recent <		You can als	o at any time	correctly describe the affiliate's activities?		
	Not Started	set the Sta	atus to Part		*	
	Part Completed	Com	pleted	tivities	2 3	ġ.
🗲 Configuration				to the above question, please provide details of any additional busi	ness	
📮 My Profile	Other Details	~	acuvities			
	Attachments	^			1.	ş

If you try and set the form to Complete and there are unanswered questions a message will appear in red listing the unanswered questions the unanswered questions will also be highlighted in red in the form.

Your Entities			Member's Management and Control of Affiliate	~
Delegated Questions	ABC University			
Reports	Title		MEMOED'S MANAGEMENT AND CONTROL OF AFEILIATE	
Imports	Test Affiliate ABC 1		MEMDER 3 MANAGEMENT AND CONTROL OF AFFILIATE	
Group Emails	Person Responsible	18 20	3(a) Ownership % *	<b>2</b> " "
🚔 Claims <	ABC, User		Member's Ownership of Affiliate (%)	
A Directory	Delegated To	10 10 프	30	
Protections	ABC, Reviewer10		3(b) Management Control	<b>E</b> 3 0
📱 Risk Management <	Completion Status	? 🛤	Click here to just	management control of the affiliate?
🚓 Members 🛛 <	To change Completion Status, select from set Completion Status to 'Completed', cli	n the dropdown below. To ck the Flag icon to the right	highlight unanswered nanswered	
B Users	Not Started	•	questions on the form	<b>2</b> "D
් Recent <	The following information needs to be upd the entity.	ated before you can Complete	, please provide d another and the reason to include under the Protection: applicable):	etails of the Affiliate's relationship s (and Management Liability Policy if
📩 Favourites 🛛 <	the entity as Completed again.			
Configuration	Click this button to highlight all the inf the form	formation to be updated on		4
🛿 My Profile	ቐ You can also click on the individual l	link/s below to display	3(d) AFS	<b>2</b> 3
unimutual	2(b) Business Activities Correct cannot ha	ve a value of Unanswered	Is the Affiliate's Audited Financial Statements (AFS) Consolidated i attach Affiliate's AFS.	n the Member's AFS. If No, then please
$\checkmark$	3(b) Management Control cannot have a	value of Unanswered	Unanswered	Ψ
<b>)</b> Quick Search	3(d) AFS cannot have a value of Unanswe	red	3(d) AFS cannot have a value of Unanswered	
	6(a) Goods and/or Products Sold or Suppl Unanswered	lied cannot have a value of		
	7(a) Momber Protocols and Procedures s	apport have a value of	Pevenue and Pavroll	



### Downloading the Forms into Pdf

You can download any of the Risk Class forms to a pdf document by using the Print Mode function.



You can choose to include notes and history. Then print or save as pdf





Additional Question Functionality You can see three years of historical information by clicking on the history icon, click again to hide or alternatively click on the show All History Button to open the historical view on all questions.

ReSure plus						
Unimutual user demo ←	E Data Collection as at 31 Oct 2025 Vour Entities / GENERAL INFORMATION : ABC - General Info	ormation				
Dashboard	← ?Help 𝔅 👪 🔒 🚓 🗮 🔞 🜉				■ <u>S</u> ave	New Deactivate
🜐 Member Hub						
曲 Diary	Key Details	Employee & S	tudents			^
E Documents	Class	EMPLOYEE	AND STUD	ENT NUMBERS		
🗮 Data Collection 🛛 🗸	GENERAL INF Alternatively click	11(a) Numbe	r of Emplo	VARS (ETE)		
Your Entities	Member here to open	FTE (Full-Tim	e Equivaler	nt) number of	icon to view	atest Annual Report.
Delegated Questions	ABC Universit history view on all	0				
Reports	Title questions	Reported	Value	Effortivo Dato	Data Undated	Lindated Ry
Imports	ABC - General Information	Reported	value	Effective Date	Date Opdated	ороатео ву
Group Emails	Person Responsible 🔹 🖉	2024/25		1 Nov 2023	31 Oct 2023 20:20:15	Admin RESURE
🚔 Claims 🖌 🗸	UNI11, ABC	2023/24	266	31 Oct 2023	5 Jun 2023 13:06:23	Admin RESURE
A Protections <	Delegated To 👘 👘 🖉	2022/23	150	31 Oct 2022	22 Dec 2021 12:57:39	Admin RESURE
Bick Management	Smith, John					
Risk Management K	Completion Status ? 🕅	1.1 (b) Est Nur	nber of Em	ployees (FTE) Cur	rent Financial Year *	<b>E</b> D
👬 Members <	To change Completion Status, select from the dropdown below. To set Completion Status to 'Completed', click the Flag icon to the right	Estimated FT hte same ba	re (Full-Time sis as 1.1 (a	e Equivalent) numb ))	er of employees for current finan	cial year (proivde figures on
E Users	Part Completed 🔹					
් Recent <	Entity Status	Reported	Value	Effective Da	te Date Updated	Updated By
	Activo					

Clicking on the question edit view icon will enable additional information to be added to the question response.

Unimutual user demo 🗸	Data Collection as at 31 Oct 2025 Vour Entities / GENERAL INFORMATION : ABC - C	eneral Inform	ation	
🙆 Dashboard	← ?Help *3 👪 🗗 🌊 🗮 0 🗮		🖬 Save 🖹 New 🗷 Deal	ctivate
🌐 Member Hub				
🛗 Diary	Key Details	~	Employee & Students	^
Documents	Class		EMPLOYEE AND STUDENT NUMBERS	
🗮 Data Collection 🛛 🗸	GENERAL INFORMATION			
Your Entities	Member	ntr →	1.1 (a) Number of Employees (FTE) 🖉 🔮 *	· •
Delegated Questions	ABC University		Ouestion edit view	Jrt.
Reports	Title			
Imports	ABC - General Information		1.1 (b) Est Number of Employees (FTE) Current Financial Year *	C 1
Group Emails	Person Responsible	* 2	Estimated FTE (Full-Time Equivalent) number of employees for current financial year (proivde figures https://www.same.basis.ac.1.1.(a))	on
🚔 Claims 🛛 <	UNI11, ABC			
Protections <	Delegated To 🔹	* 8	1.2 (a) Number of Students 🔕 *	5
Risk Management <	Smith, John Completion Status	? [23]	EFTSL (Equivalent Full-Time Student Load) number students if teaching organisation. Total number sudents in residence if a residential college. Figures as at latest annual report.	0
👬 Members <	To change Completion Status, select from the dropdown below. set Completion Status to 'Completed', click the Flag icon to the r	To	0	
😫 Users	Part Completed	*	1.2 (b) Est Number of Students Current Financial Year	C

Question Edit View - Here you can add notes and attachments to the individual questions if required

## Presure ReSure

Member Hub     Member Hub		
苗 Diary	Responsibility	~
Documents		
	Information to be updated A Value	History V
🗮 Data Collection 🛛 🗸		
Your Entities	GENERAL INFORMATION	
Delegated Questions	Employee & Students	
Reports	1.1 (a) Number of Employees (FTE)	
Imports	FTE (Full-Time Equivalent) number of all employees for the last financial year as at	
Group Emails	latest Annual Report.	
🚔 Claims <		
Protections <		
	Notes	^
🚓 Members 🛛 <	Show	
🕒 Users	3 Years Attachments and Notes	*
්රි Recent <	can be added here	
Favourites <	5	
✗ Configuration	Date	
🔲 My Profile	15 Apr 2025	Notes can be deleted.
	Description	Click on the note in
unimutual		the list and delete

You can also see if a note or attachment has been added to a question.

🍗 ReSure 🕇		$\widehat{\mathbf{A}}$
Unimutual user demo <del>-</del>	<ul> <li>Data Collection as at 31 Oct 2025</li> <li>Your Entities / GENERAL INFORMATION : ABC - General Information</li> </ul>	
2 Dashboard	← ? Help <sup>1</sup> 3 # ⊕ & ≔ ® ■ • • • • • • • • • • • • • • • • • •	ate
🌐 Member Hub		
🛱 Diary	Key Details A Details	^
E Documents	Class Paperclip indicates an EMPLOYEE AND STUDENT NUMBERS attachment has been	
🗮 Data Collection 🗸 🗸	GENERAL INFORMATION added	ŋ
Your Entities	Member w → FTE (Full-Time Equivalent) number of all employees as at latest Annual Report.	9
Delegated Questions	ABC University	
Reports	Title	
Imports	ABC - General Information	J
Group Emails	Person Responsible <ul> <li>EFTSL (Equivalent Full-Time Student Load) number students if teaching organisation. Total number so students in residence if a residential college. Figures as at latest annual report.</li> </ul>	
🚔 Claims 🖌	Smith, John 0	



#### Adding Information to Tables in the form

Where you have a table that needs to be completed. Click on the Inline Edit Button

lf you ha	ve answered YES	to the above	e question please pr	ovide details of	the student ac	commodation.	
Name of Facility	Own and/or Operate	Number of Beds	Fire Protection Requirements	Number of Communal Kitchens	Number of Private Kitchens	Comments	
TEST 1	Unanswered		Unanswered				
TEST 2	Unanswered		Unanswered				
⊞							
							▼

This will allow you to easily edit information in each cell and delete or deactivate the information in a row. You can also add a new row.





### **Attachments**

An attachment can be added to an individual question, or it can be added in the form attachment area.

You can add or edit attachments. Attachments added to any individual question will also appear in the main attachment listing. If an attachment has been added to a question a reference to the question will be shown. Attachments can be shown for 3 Years, 2 Years, 1 Year or All.



### **Adding an Attachment**

After clicking on the add new attachment icon the following page will open.

🗧 Data Collection 🛛 👻								
Your Entities	Existing	Attachments				^		
Delegated Questions								
Reports	File Nar	ne	Docur	ment Type		Q Search		
Imports			[All]	*				
Group Emails								
Claims <		Document Type	Document Date	Date Attached	Description	File Name		
Protections <	*	General	2 Apr 2023	3 Apr 2023 09:15:08	Test attachment	Screen Shot 2023-02-28 at 9.42.06 am.png		
Risk Management <	*	General	3 Apr 2023	3 Apr 2023 09:14:03	Another attachment	Screen Shot 2023-02-28 at 9.30.59 am.png		
Members <	*	General	24 Apr 2020	16 Jan 2023 15:28:50	Number of employees note	ABC Logo.jpeg		
Users	Ŧ	General	8 Apr 2022	8 Apr 2022 09:48:05	Test 2	Sites Export (12).csv		
Bocont d	Ŧ	General	8 Apr 2022	8 Apr 2022 09:47:16	Test	Sites Export (12).csv		
	*	General	25 Apr 2020	25 Apr 2020 15:23:27	Test	TEST Document for demo user.docx		
Favourites <								
Configuration	A did Nov	v Attechmente				2.Once you have selecte		
My Profile	Add Nev	Attachinents		1.Select a file	e from your	the file, add a description		
	Docume	ent Type		system and a	ttach or use	and then click attach file,		
mutual	Ual [Please Select]		the drag a	nd drop	should appear in the list			
	Docume	ent Date *		funct	ion			
Quick Search		21 Feb 2025						
	Descrip	tion *						

## Presure ReSure

Icons Explained					
	3 Your Entities				
	Toggle – Collapses side menu				
? Help	Export 🗱 🖽				
E O T Your Entities					
? Help	As At – timeline shows historical information for current questions at chosen time.				

Move the timeline to the desired date in the past.

### Dashboard

≡ 0	🗖 🗂 Da	shboard							
	As At 31 Oct 2010							As At 31 Oct 2025	
As At 31	'   Oct 2010	1   1   As At 31 Oct 2012	As At 31 Oct 2014	As At 31 Oct 2016	1   1   As At 31 Oct 2018	1   1   As At 31 Oct 2020	i   i   As At 31 Oct 2022	As At 31 Oct 2024 As At Today	ſ

Click on the icon again and the timeline will disappear.



## 🔁 ReSure

E Vour Entities
Export – enables the export of data to excel
?Help ► Export 🗱 🖿
E Vour Entities
Bulk Update Entities –
?Help Export Export Help Export Help E
E C Vour Entities Inline Editor – enables the updating of
information in a table
?Help Export 🛪 🖽 🗎
Back button
← ?Help '9 t) ➡ ✿ O \= ⑦ =

Allow you to go back to previous screen



Favourite – you can make a risk class, entity or claim as a favourite for quick and easy access. Marked favourites will be listed in the left-hand side menu under favourites.

← 2 Holp つ ろ 日 ⑦ 目 ⑦ 目 Access Forms if available
---

# Presure Resure

+ ?Help	all questions legated	?		
← ?Help う Quest de	ion Mode – only show legated questions			
Create New Entities				

You can also you the function Alt +S to Save at anytime.



## ReSure

1.1 Number of Employees (FTE) @ □ ♥ *	Edit and add	<b>I</b> J
FTE (Full-Time Equivalent) number of all employees as at la	additional information	
0	to the question	
1.1 Number of Employees (FTE) 🖉 🗔 📎 *	View historical	<b>7</b> 3
<b>1.1 Number of Employees (FTE)                                    </b>	View historical est A question response	73

## Presure ReSure

## Changing Password and Configuring Dashboard

Located in My Profile enables the user to modify their individual dashboard configuration.

<b>Pesure</b> plus				
Unimutual user demo →	② Dashboard ≡ ● □ ⑦ Dashboard			
🔁 Dashboard	Welcome to ReSure		m Your Prote	action Period
🌐 Member Hub				
🛗 Diary	Unimutual's Renewal & Claims Manage information. It provides seamless integ information. If you have any queries, pl	ment System is a centralised repository for your Protection and Insurance ration between your Data Collection, your Protections and Policies, and your Claims ease contact: Christine Cummings E christine.cummings@unimutual.com.au P 02	• 1 Nov	Protection period begins
Documents	9169 6602 or email service@unimutual	com.au	2024	
🗮 Data Collection 🛛 🖌	# Dian/		today.	Data collection status
🚔 Claims 🛛 <	in oury			
A Protections <	Diary Items due this week	Here you can manage the annual Data Collection process which is necessary for the renewal of your protections and insurances. The forms will allow you to collect and collate the required information for your institution, simply and		
👖 Risk Management 🛛 <	0	efficiently.		
👬 Members 🛛 <		Go To Data Collection		
E Users	Review Your Diary			95.8%
ී Recent <		a Claims		
📫 Favourites 🛛 <		ce reports on all your claims	18	Not Started Part Completed
🌶 Configuration	Data Collection Business User	Click on My Profile to change password	1 May 2025	Collection start date Please start the process of viewing and updating information that you are
My Profile	Data Collection Delegates User			responsible for. This is necessary for renewal of the institution's protections.
unimutual	Guide  Unimutual Website	≡ Protections	31 Jul	Collection end date

Pesure plus			$\widehat{\mathbf{x}}$
Unimutual user demo 🗸	My Profile		
🚯 Dashboard	Ø.		a Save
Member Hub			
🛗 Diary	User Details	Go into Dashboard configuration to change what	^
E Documents	User Name	appears on your dashboard	
🗮 Data Collection 🛛 <	demo@abc		
🚔 Claims 🔹 📢	Current Password	demo	
Protections <	New Password	Set and Confirm a	
🚊 Risk Management 🛛 <		new password and	
🚓 Members 🛛 <	Confirm Password	save	
B Users	Completion Status Reports	Mobile	
ී Recent <	Yes	*	
📩 Favourites 🛛 <	2FA Code Delivery		
🗲 Configuration	SMS or Authenticator App are recommended		
My Profile	Lindi	-	
unimutual	Version	~	



You can modify by ticking and unticking the dashboard elements to configure your own dashboard.

<b>ReSure</b> plus					$\langle \rangle$
Unimutual user demo →	I My Profi ≡ ● ■ う	e My Profile / Dashboard Items			
Dashboard	*			Save	් <b>ට</b> Reset
Member Hub					
🛗 Diary	Select Dashbo	ard Panels			^
Documents		Welcome			— i
🗮 Data Collection 🛛 <		Diary - Summary	want to appear on your		_
🚔 Claims 🔹 🔇		Diary - Detailed	dashboard – tick or untick		
A Protections <		Your Questions	boxes and save		
		Data Collection			- 1
		Protections			- 1
👬 Members <		Quotations			- 1
Users		Risk Management			- 1
් Recent <		Important Links			
🔹 Favourites 🗸		Product Updates			
✗ Configuration		Hub			
		Your Protection Period			
		Switch Space			
unjmutual 👘		AFFILIATE DCF			
		CLINICAL TRIALS - Details			