



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>

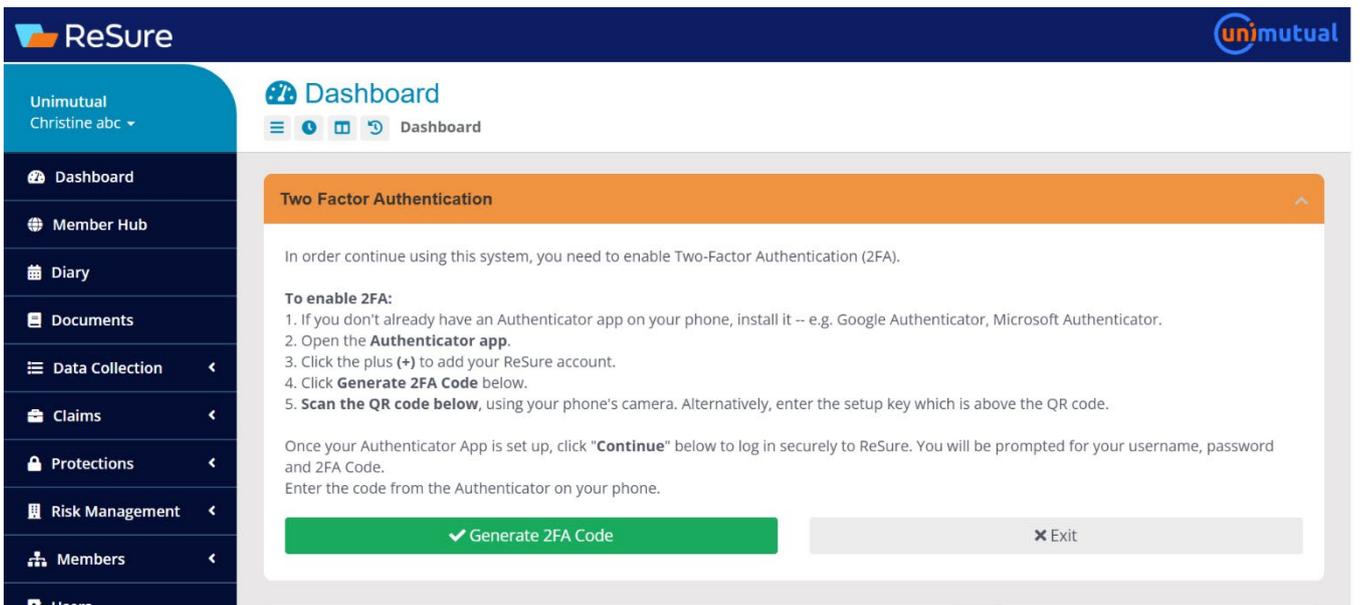


Enter your ReSure username and password.

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.

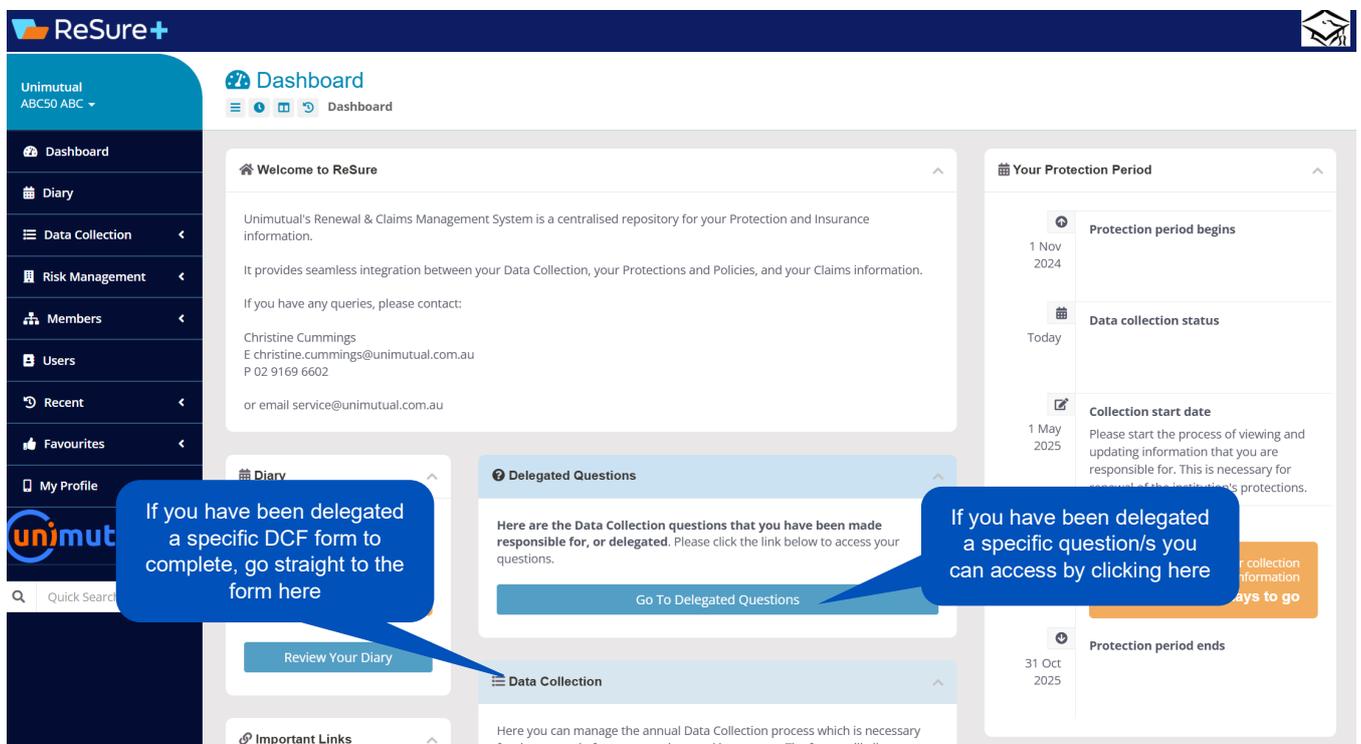
Enter the code from the Authenticator on your phone.

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.



The screenshot shows the ReSure+ dashboard interface. On the left is a navigation menu with options like Dashboard, Diary, Data Collection, Risk Management, Members, Users, Recent, Favourites, and My Profile. The main content area is titled 'Dashboard' and includes a 'Welcome to ReSure' message, a 'Delegated Questions' section with a 'Go To Delegated Questions' button, and a 'Data Collection' section. On the right, there is a 'Your Protection Period' section with dates and status indicators. Two blue callout boxes provide instructions: one points to the 'Data Collection' section with the text 'If you have been delegated a specific DCF form to complete, go straight to the form here', and another points to the 'Go To Delegated Questions' button with the text 'If you have been delegated a specific question/s you can access by clicking here'.

Answering Specific Questions

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

The screenshot shows the ReSure+ interface with a sidebar on the left containing navigation options like Dashboard, Diary, Data Collection, Risk Management, Members, Users, Recent, Favourites, and My Profile. The main content area is titled 'Questions as at 31 Oct 2025' and 'Delegated Questions'. It features a 'Your Information' section with a 'Select a Risk Class' dropdown set to '[All]'. Below this are tabs for 'Questions', 'Standard Filter', and 'Advanced Filter'. A 'Select' section shows 'Your Questions' as the selected item. A table lists questions with columns for Member, Class, Title, Question, Person Responsible, Delegated To, Value, Last Updated By, and Last Updated Date. A blue callout box points to the first row of the table, containing the text: 'Any specific questions that you have to complete will be listed below. Click on the question'.

Member	Class	Title	Question	Person Responsible	Delegated To	Value	Last Updated By	Last Updated Date
ABC University	GENERAL INFORMATION	ABC - General Information	PAYROLL AND REVENUE	UNI11, ABC	ABC, ABC50			
			3.2 (a) Payroll - as at 31 Dec Last Year	UNI11, ABC	ABC, ABC50	20000	resure.admin@unimutual	3 Feb 2025 17:10:26

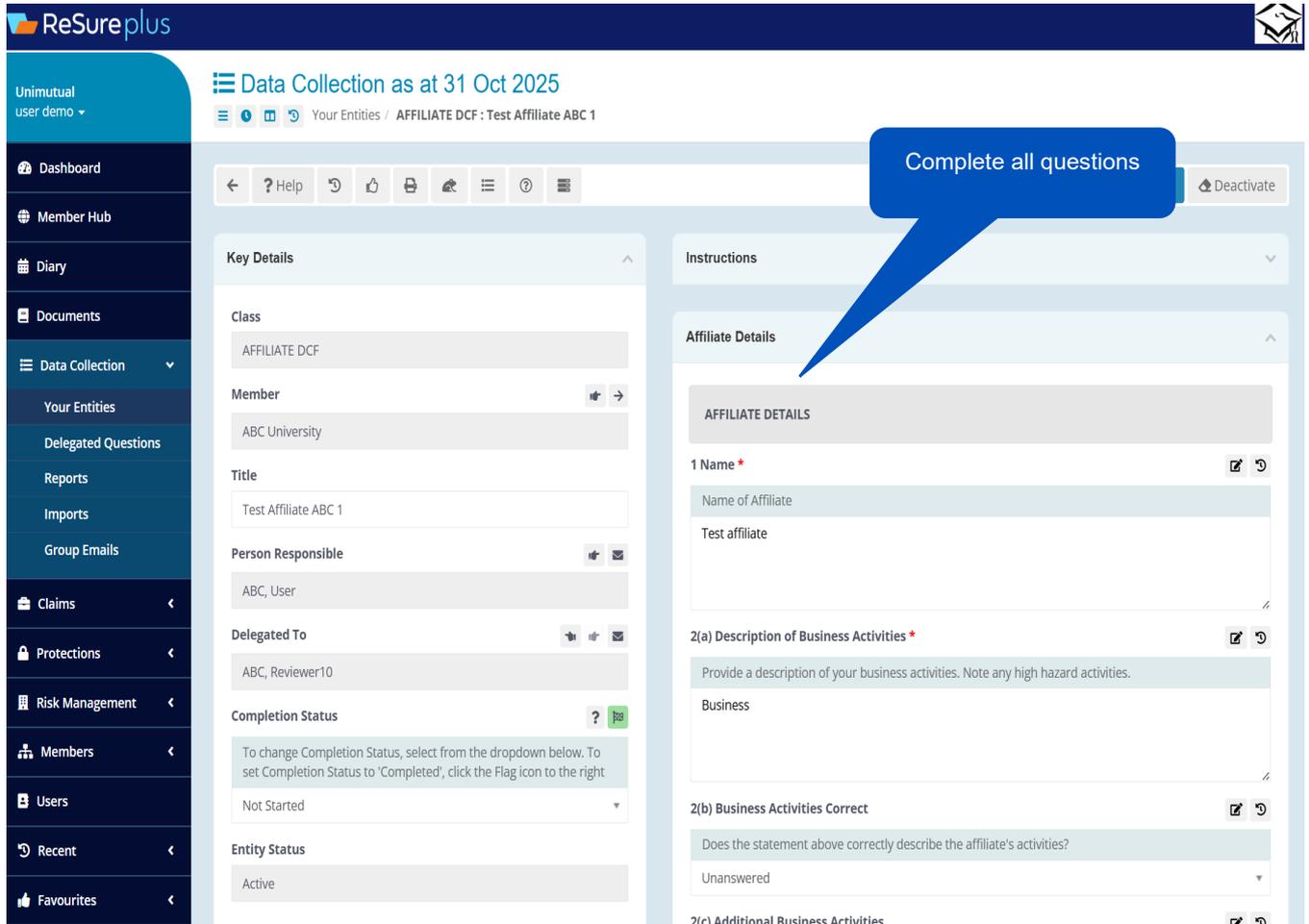
Answer all questions and Save.

The screenshot shows the 'Delegated Questions' page for 'GENERAL INFORMATION : ABC - General Information'. The left sidebar is the same as in the previous screenshot. The main content area shows a form with a 'Save' button in the top right. A blue callout box points to the form with the text: 'All questions to be answered for a specific form will appear. Answer each question and save'. The form is divided into sections: 'GENERAL INFORMATION', 'Member' (ABC University), 'Title' (ABC - General Information), 'Person Responsible' (UNI11, ABC), 'Delegated To' (Smith, John), 'Completion Status' (Part Completed), and 'Entity Status' (Active). The 'Payroll and Revenue' section contains several input fields: 'PAYROLL AND REVENUE', '3.2 (a) Payroll - as at 31 Dec Last Year' (with value 20,000), '3.2 (b) Est Payroll - as at 31 Dec Current Year' (with value 0), '3.2 (c) Revenue - as at 31 Dec Last Year' (with value 0), '3.2 (d) Est Revenue - as at 31 Dec Current Year' (with value 0), and '3.2(e) Contractor Payments'.

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



The screenshot shows the ReSureplus interface for completing a Data Collection Form. The top navigation bar includes the ReSureplus logo and a user profile 'Unimutual user demo'. The main header indicates the form is for 'Data Collection as at 31 Oct 2025' and is titled 'AFFILIATE DCF : Test Affiliate ABC 1'. A sidebar on the left lists various navigation options, with 'Data Collection' selected. The main content area is divided into two columns. The left column, 'Key Details', contains fields for Class (AFFILIATE DCF), Member (ABC University), Title (Test Affiliate ABC 1), Person Responsible (ABC, User), Delegated To (ABC, Reviewer10), Completion Status (Not Started), and Entity Status (Active). The right column, 'Affiliate Details', contains a section for 'AFFILIATE DETAILS' with three questions: '1 Name *' (Name of Affiliate: Test affiliate), '2(a) Description of Business Activities *' (Provide a description of your business activities. Note any high hazard activities. Business), and '2(b) Business Activities Correct' (Does the statement above correctly describe the affiliate's activities? Unanswered). A blue callout bubble with the text 'Complete all questions' points to the 'Affiliate Details' section. A 'Deactivate' button is visible in the top right corner of the form area.

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.

You can check which questions are still unanswered

Click on the flag when all questions are done, this will set the Status to Completed

You can also at any time set the Status to Part Completed

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.

Click here to just highlight unanswered questions on the form

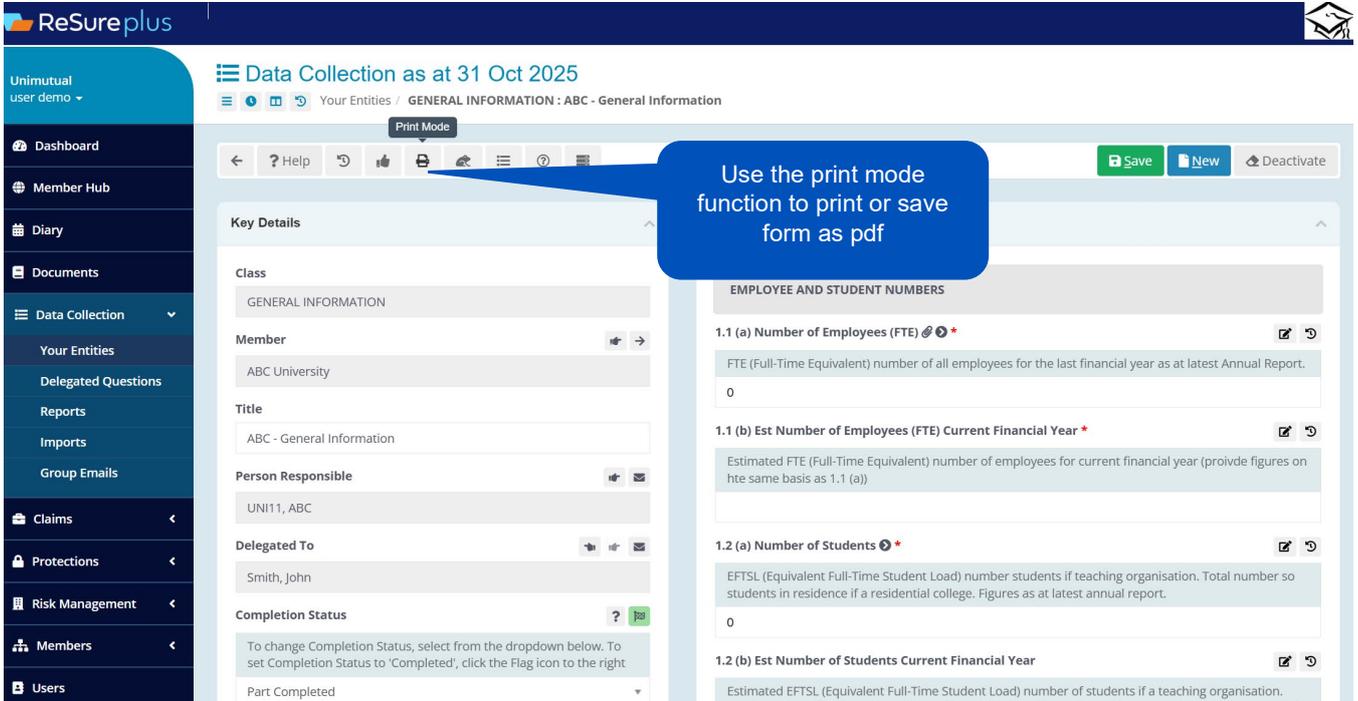
Click this button to highlight all the information to be updated on the form

You can also click on the individual link/s below to display

- 2(b) Business Activities Correct cannot have a value of Unanswered
- 3(b) Management Control cannot have a value of Unanswered
- 3(d) AFS cannot have a value of Unanswered
- 6(a) Goods and/or Products Sold or Supplied cannot have a value of Unanswered
- 7(a) Member Protocols and Procedures cannot have a value of Unanswered

Downloading the Forms into Pdf

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



ReSureplus

Unimutual user demo

Dashboard

Member Hub

Diary

Documents

Data Collection

Your Entities

Delegated Questions

Reports

Imports

Group Emails

Claims

Protections

Risk Management

Members

Users

Data Collection as at 31 Oct 2025

Your Entities / GENERAL INFORMATION : ABC - General Information

Print Mode

Save New Deactivate

Key Details

Class

GENERAL INFORMATION

Member

ABC University

Title

ABC - General Information

Person Responsible

UNI11, ABC

Delegated To

Smith, John

Completion Status

To change Completion Status, select from the dropdown below. To set Completion Status to 'Completed', click the Flag icon to the right

Part Completed

EMPLOYEE AND STUDENT NUMBERS

1.1 (a) Number of Employees (FTE) *

FTE (Full-Time Equivalent) number of all employees for the last financial year as at latest Annual Report.

0

1.1 (b) Est Number of Employees (FTE) Current Financial Year *

Estimated FTE (Full-Time Equivalent) number of employees for current financial year (provide figures on hte same basis as 1.1 (a))

1.2 (a) Number of Students *

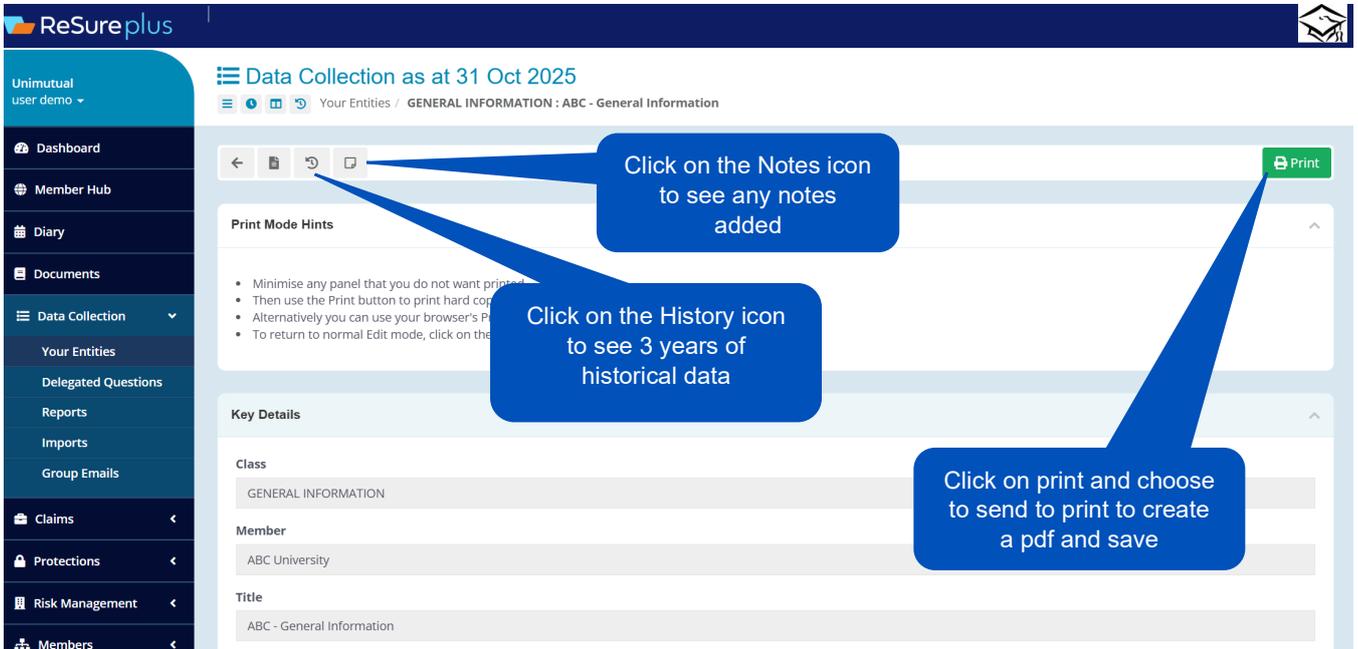
EFTSL (Equivalent Full-Time Student Load) number students if teaching organisation. Total number so students in residence if a residential college. Figures as at latest annual report.

0

1.2 (b) Est Number of Students Current Financial Year

Estimated EFTSL (Equivalent Full-Time Student Load) number of students if a teaching organisation.

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



ReSureplus

Unimutual user demo

Dashboard

Member Hub

Diary

Documents

Data Collection

Your Entities

Delegated Questions

Reports

Imports

Group Emails

Claims

Protections

Risk Management

Members

Users

Data Collection as at 31 Oct 2025

Your Entities / GENERAL INFORMATION : ABC - General Information

Print Mode Hints

- Minimise any panel that you do not want printed
- Then use the Print button to print hard copy
- Alternatively you can use your browser's Print function
- To return to normal Edit mode, click on the History icon

Key Details

Class

GENERAL INFORMATION

Member

ABC University

Title

ABC - General Information

Print

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.

Key Details

Class: GENERAL INFORMATION

Member: ABC University

Title: ABC - General Information

Person Responsible: UNI11, ABC

Delegated To: Smith, John

Completion Status: Part Completed

Entity Status: Active

Employee & Students

EMPLOYEE AND STUDENT NUMBERS

1.1 (a) Number of Employees (FTE)

FTE (Full-Time Equivalent) number of employees for current financial year (provide figures on latest Annual Report).

Reported	Value	Effective Date	Date Updated	Updated By
2024/25		1 Nov 2023	31 Oct 2023 20:20:15	Admin RESURE
2023/24	266	31 Oct 2023	5 Jun 2023 13:06:23	Admin RESURE
2022/23	150	31 Oct 2022	22 Dec 2021 12:57:39	Admin RESURE

1.1 (b) Est Number of Employees (FTE) Current Financial Year *

Estimated FTE (Full-Time Equivalent) number of employees for current financial year (provide figures on hte same basis as 1.1 (a))

Reported	Value	Effective Date	Date Updated	Updated By
2024/25				

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

Key Details

Class: GENERAL INFORMATION

Member: ABC University

Title: ABC - General Information

Person Responsible: UNI11, ABC

Delegated To: Smith, John

Completion Status: Part Completed

Entity Status: Active

Employee & Students

EMPLOYEE AND STUDENT NUMBERS

1.1 (a) Number of Employees (FTE)

FTE (Full-Time Equivalent) number of employees for current financial year (provide figures on latest Annual Report).

0

1.1 (b) Est Number of Employees (FTE) Current Financial Year *

Estimated FTE (Full-Time Equivalent) number of employees for current financial year (provide figures on hte same basis as 1.1 (a))

1.2 (a) Number of Students

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.

0

1.2 (b) Est Number of Students Current Financial Year

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

Responsibility

Information to be updated

GENERAL INFORMATION
Employee & Students

1.1 (a) Number of Employees (FTE)

FTE (Full-Time Equivalent) number of all employees for the last financial year as at latest Annual Report.

Notes

Show: 3 Years

Attachments and Notes can be added here

Notes can be deleted. Click on the note in the list and delete

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

ReSure+

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Data Collection as at 31 Oct 2025

Your Entities / GENERAL INFORMATION : ABC - General Information

Key Details

Class
GENERAL INFORMATION

Member
ABC University

Title
ABC - General Information

Person Responsible
Smith, John

Details

EMPLOYEE AND STUDENT NUMBERS

1.1 Number of Employees *
FTE (Full-Time Equivalent) number of all employees as at latest Annual Report.
0

1.2 Number of Students *
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.
0

Paperclip indicates an attachment has been added

Adding Information to Tables in the form

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

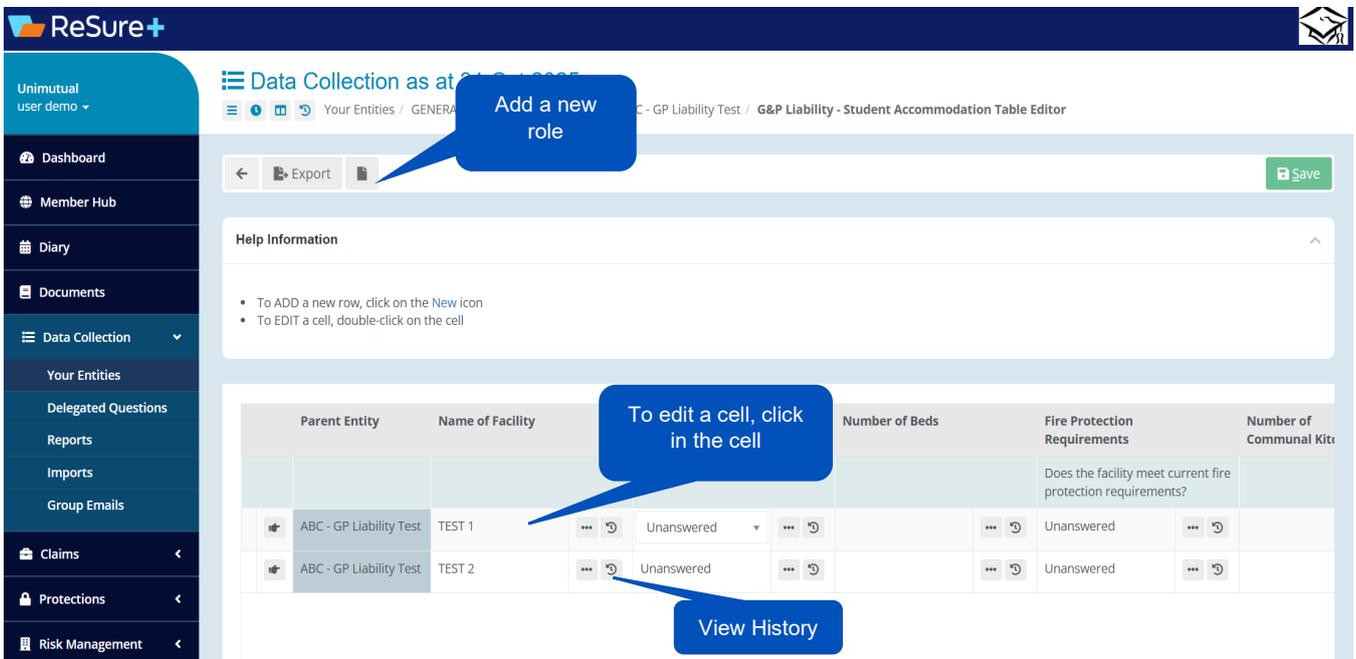
3.6 (b) Student Accommodation Listing

If you have answered YES to the above question please provide details of the student accommodation.

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.



ReSure+

Unimutual user demo

Data Collection as at 01/01/2025

Your Entities / GENERAL / ABC - GP Liability Test / G&P Liability - Student Accommodation Table Editor

Export Save

Help Information

- To ADD a new row, click on the New icon
- To EDIT a cell, double-click on the cell

Parent Entity	Name of Facility	Number of Beds	Fire Protection Requirements	Number of Communal Kits
ABC - GP Liability Test	TEST 1	Unanswered	Does the facility meet current fire protection requirements?	Unanswered
ABC - GP Liability Test	TEST 2	Unanswered	Unanswered	Unanswered

To edit a cell, click in the cell

View History

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.

Add new attachment and edit

Change attachments shown over the last 3 years or click all

This attachment is relevant to the question on - Number of Employees

Document Type	Question	Document Date	Date Attached	Description
General	Number of Employees (FTE)	2 Apr 2023	3 Apr 2023 09:15:08	Test attachment
General	Number of Employees (FTE)	3 Apr 2023	3 Apr 2023 09:14:03	Another attachment
General	Number of Employees (FTE)	24 Apr 2020	16 Jan 2023 15:28:50	Number of employees note
General	Annual Report	8 Apr 2022	8 Apr 2022 09:48:05	Test 2
General		8 Apr 2022	8 Apr 2022 09:47:16	Test

Adding an Attachment

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

Existing Attachments

Document Type	Document Date	Date Attached	Description	File Name
General	2 Apr 2023	3 Apr 2023 09:15:08	Test attachment	Screen Shot 2023-02-28 at 9.42.06 am.png
General	3 Apr 2023	3 Apr 2023 09:14:03	Another attachment	Screen Shot 2023-02-28 at 9.30.59 am.png
General	24 Apr 2020	16 Jan 2023 15:28:50	Number of employees note	ABC Logo.jpeg
General	8 Apr 2022	8 Apr 2022 09:48:05	Test 2	Sites Export (12).csv
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

Add New Attachments

Document Type: [Please Select]

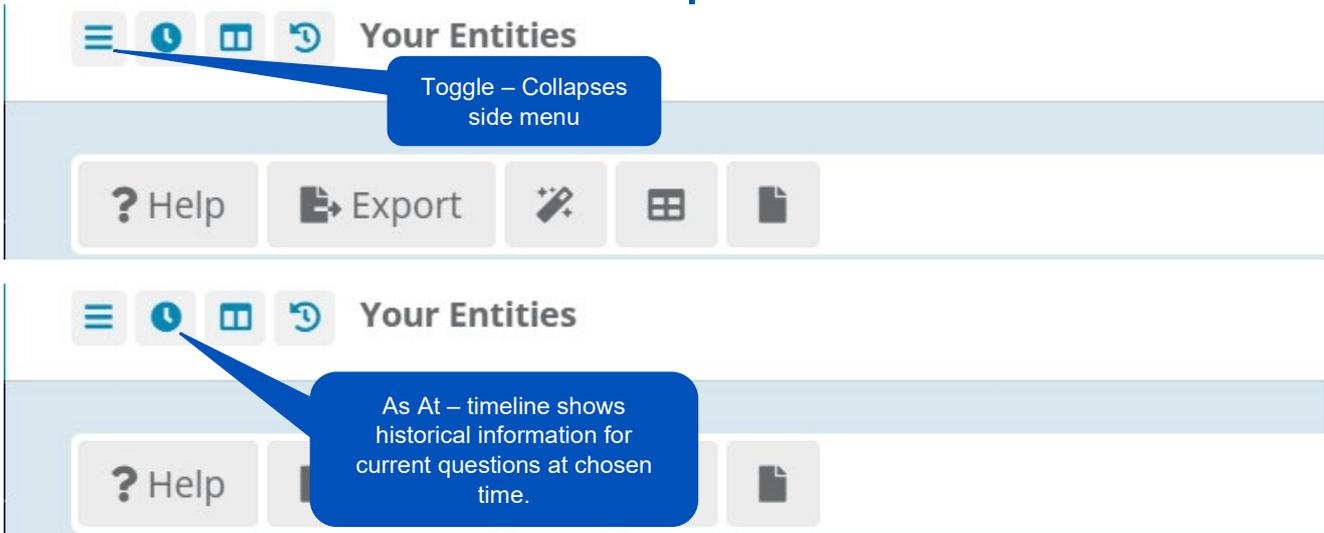
Document Date: 21 Feb 2025

Description: *

1. Select a file from your system and attach or use the drag and drop function

2. Once you have selected the file, add a description and then click attach file, it should appear in the list

Icons Explained



Toggle – Collapses side menu

As At – timeline shows historical information for current questions at chosen time.

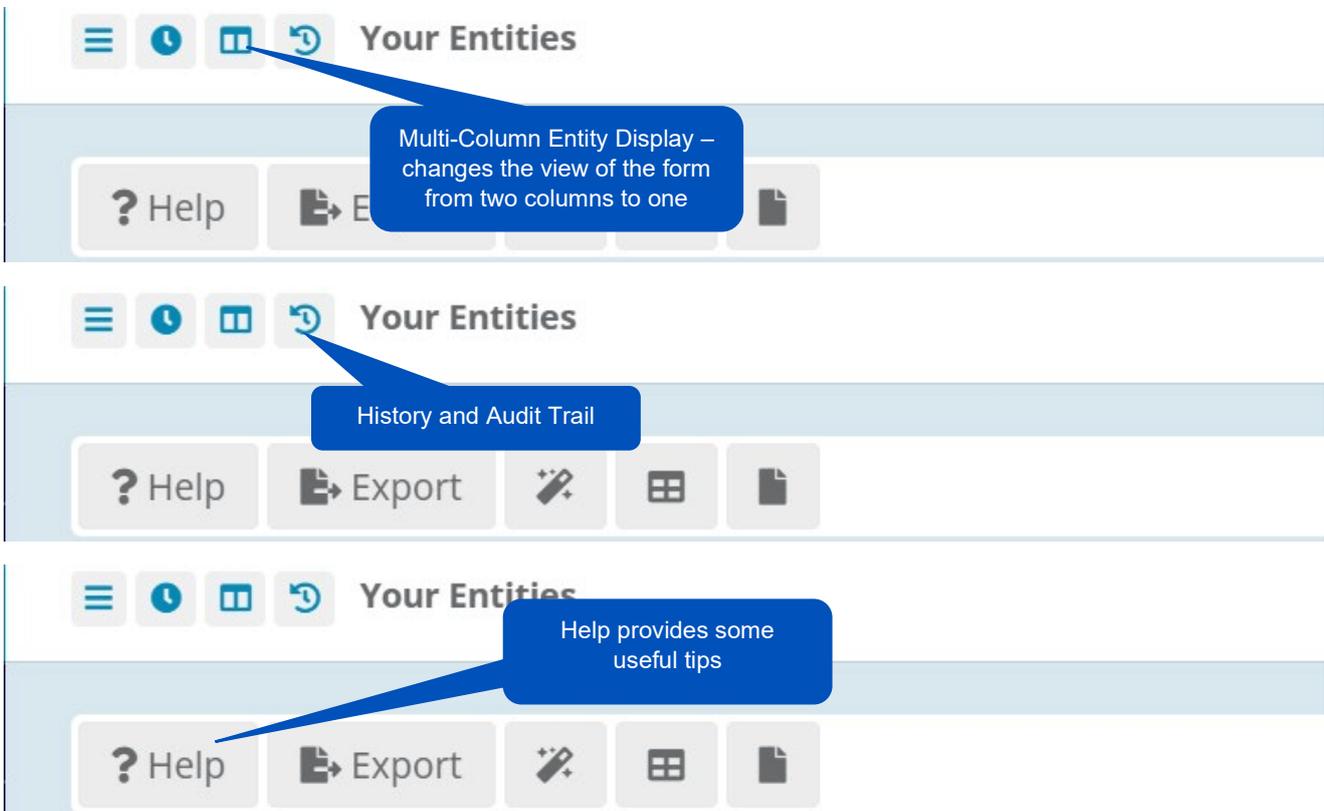
Move the timeline to the desired date in the past.



Dashboard

As At 31 Oct 2010 | As At 31 Oct 2012 | As At 31 Oct 2014 | As At 31 Oct 2016 | As At 31 Oct 2018 | As At 31 Oct 2020 | As At 31 Oct 2022 | As At 31 Oct 2024 | As At Today

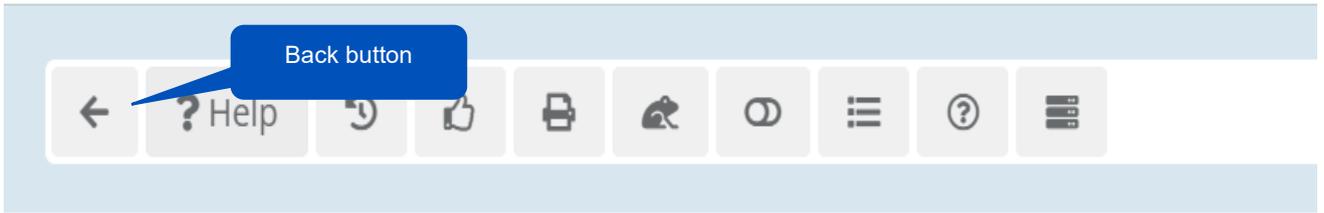
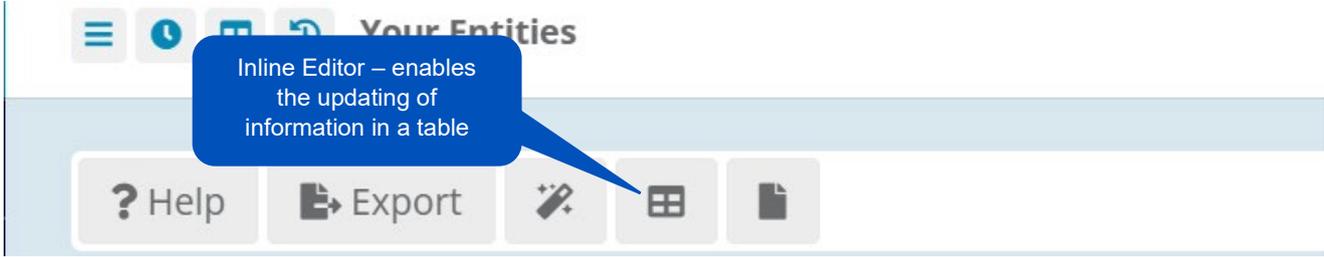
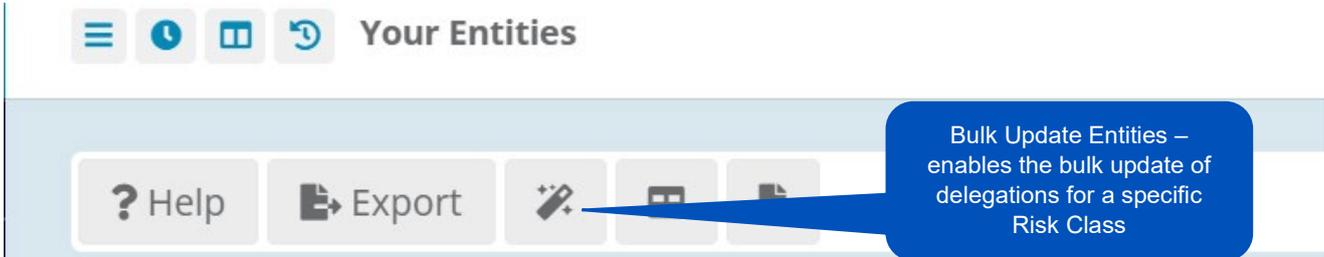
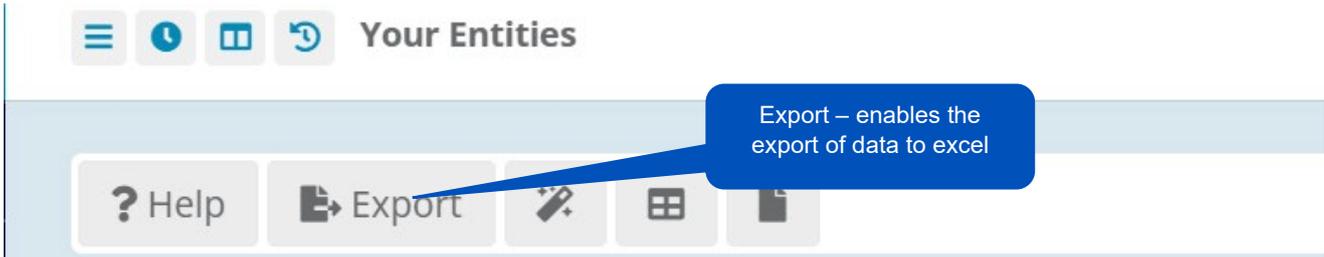
Click on the icon again and the timeline will disappear.



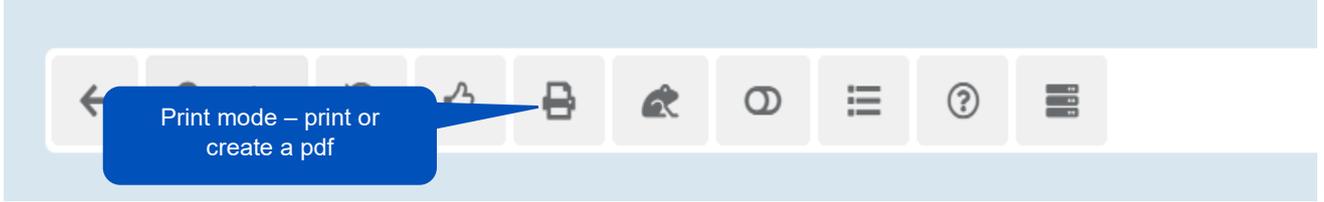
Multi-Column Entity Display – changes the view of the form from two columns to one

History and Audit Trail

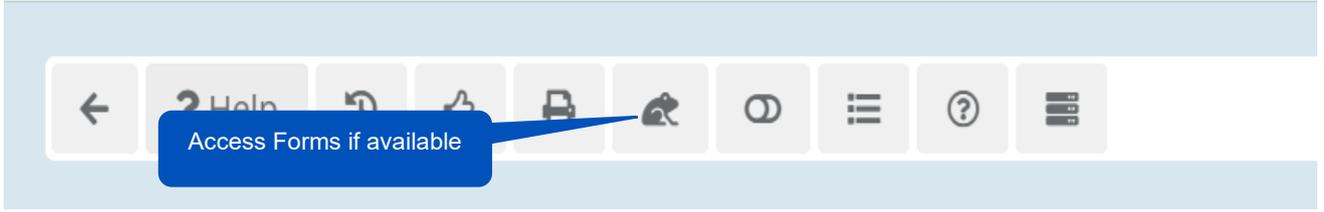
Help provides some useful tips

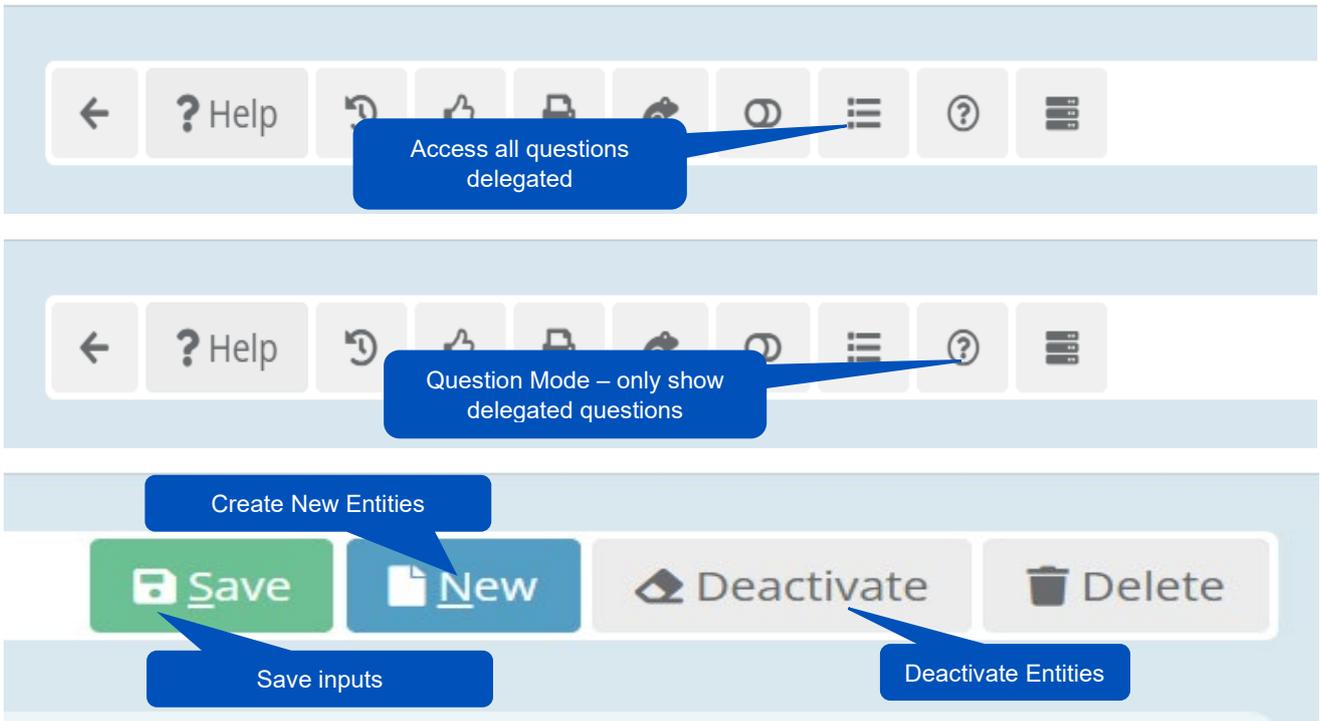


Allow you to go back to previous screen

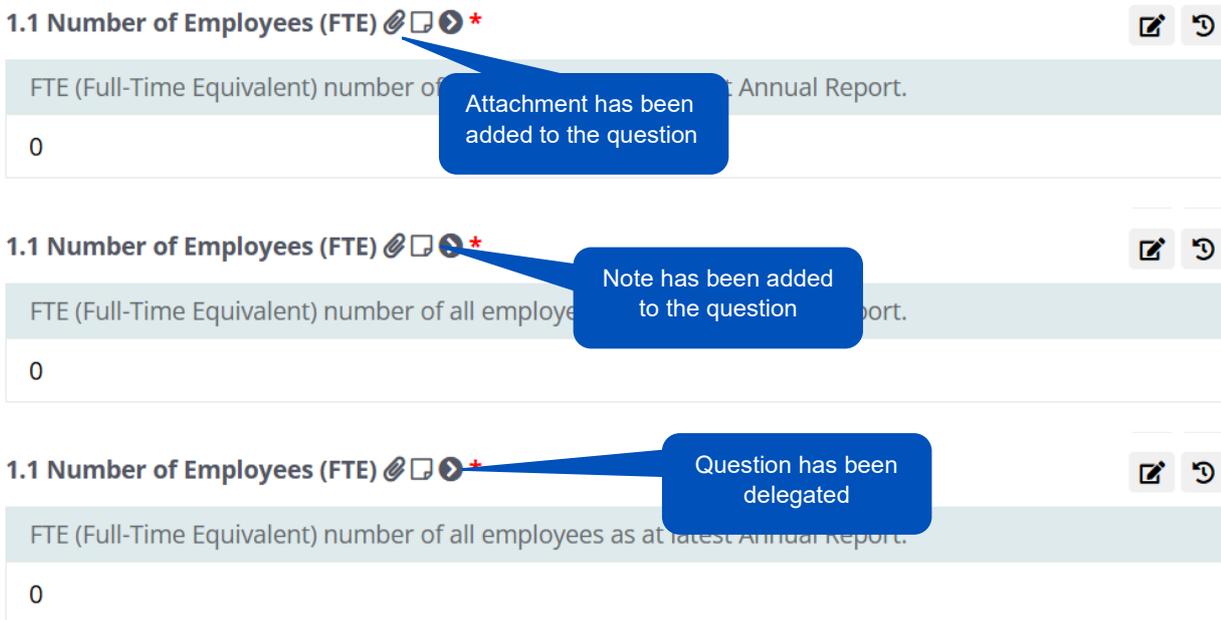


Favourite – you can make a risk class, entity or claim as a favourite for quick and easy access. Marked favourites will be listed in the left-hand side menu under favourites.





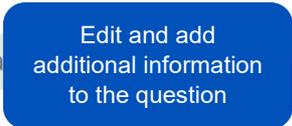
You can also you the function Alt +S to Save at anytime.



1.1 Number of Employees (FTE)    *

FTE (Full-Time Equivalent) number of all employees as at latest A

0



1.1 Number of Employees (FTE)    *

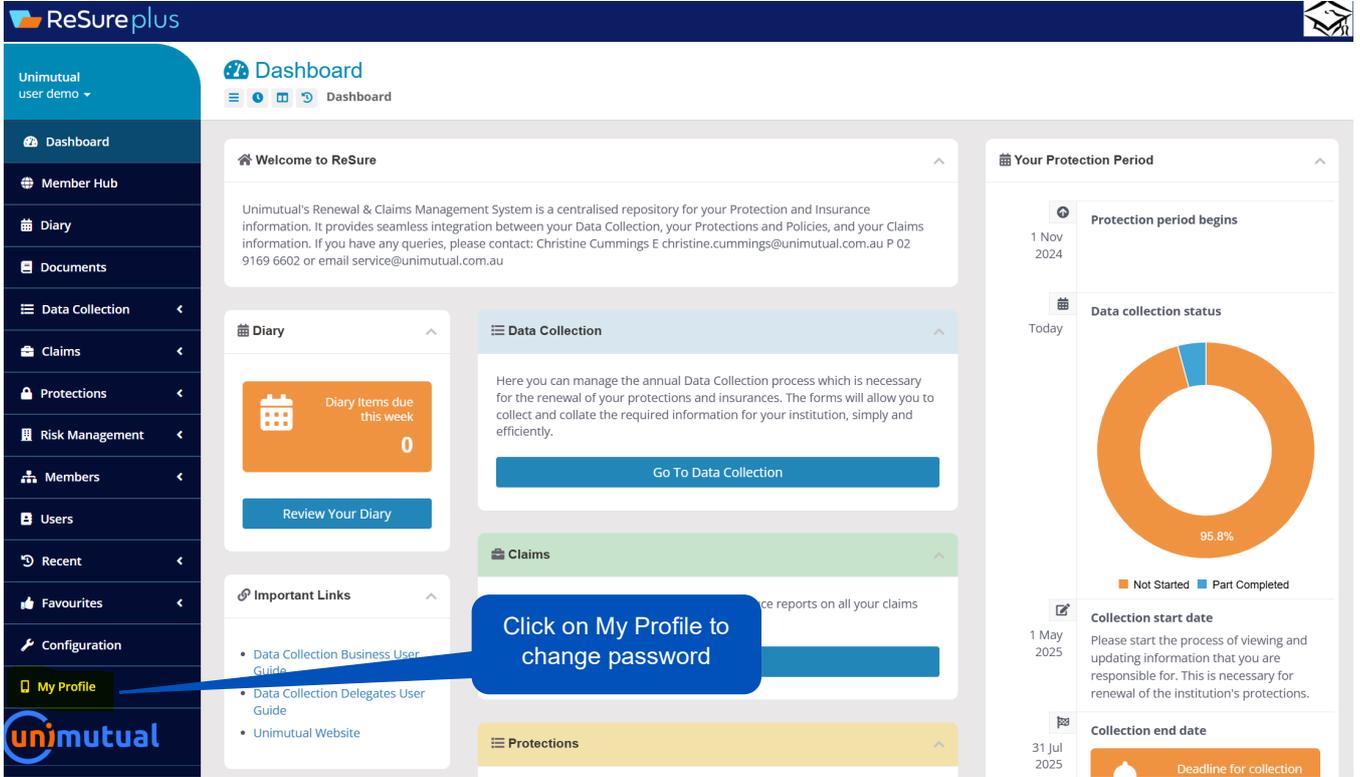
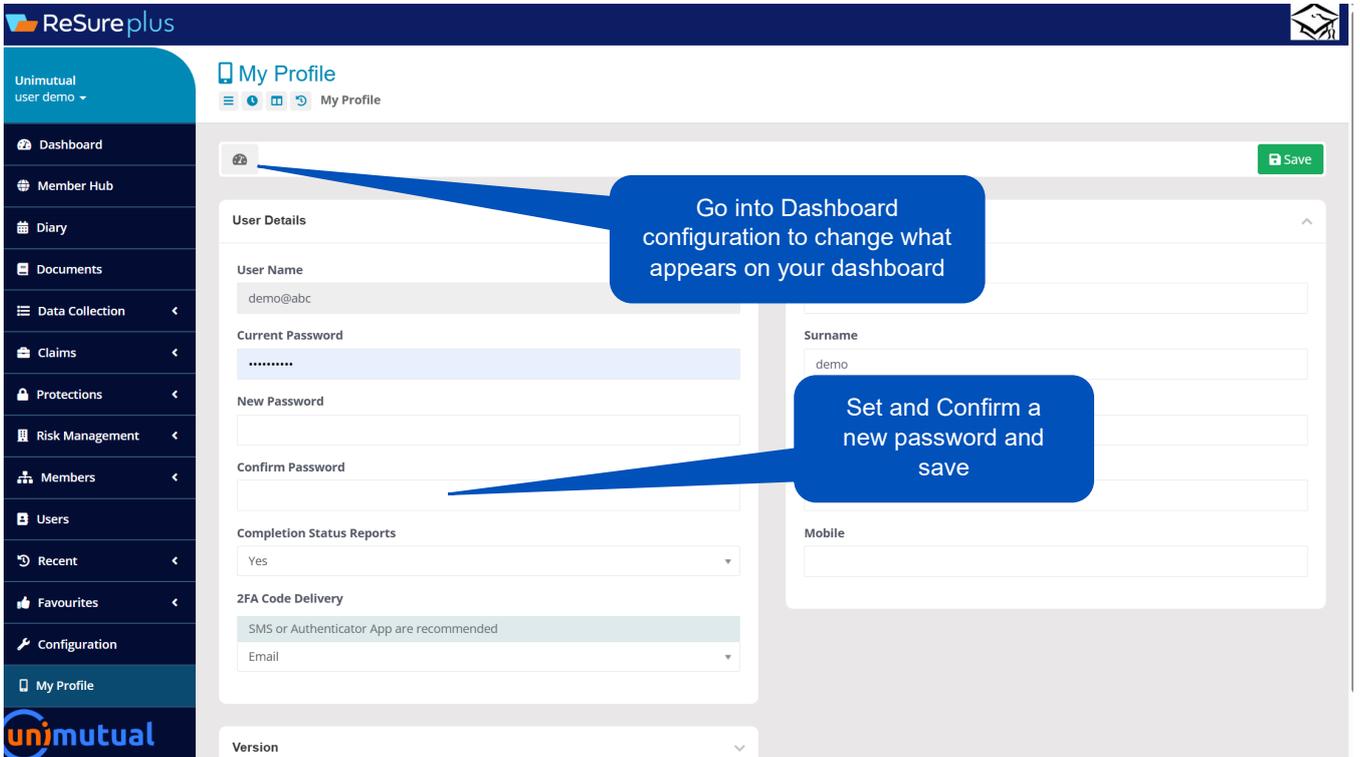
FTE (Full-Time Equivalent) number of all employees as at latest A

0



Changing Password and Configuring Dashboard

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

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

ReSureplus

Unimutual user demo

My Profile

My Profile / Dashboard Items

Save Reset

Select Dashboard Panels

<input checked="" type="checkbox"/>	Welcome
<input checked="" type="checkbox"/>	Diary - Summary
<input type="checkbox"/>	Diary - Detailed
<input type="checkbox"/>	Your Questions
<input checked="" type="checkbox"/>	Data Collection
<input checked="" type="checkbox"/>	Claims
<input checked="" type="checkbox"/>	Protections
<input type="checkbox"/>	Quotations
<input type="checkbox"/>	Risk Management
<input checked="" type="checkbox"/>	Important Links
<input checked="" type="checkbox"/>	Product Updates
<input type="checkbox"/>	Hub
<input checked="" type="checkbox"/>	Your Protection Period
<input type="checkbox"/>	Switch Space
<input type="checkbox"/>	AFFILIATE DCF
<input type="checkbox"/>	CLINICAL TRIALS - Details

You can choose what you want to appear on your dashboard – tick or untick boxes and save

unimutual