



Membership Services Orientation

**Presented by: Shannon Pursley,
Communications & Engagement Manager**





OUR CULTURE

CIRSA and its members embrace a proactive risk management culture. Through the power of pooling, our programs, services, and coverages enable CIRSA members to act with confidence so that they, in turn, can enable their organizations and communities to thrive.

OUR MISSION

CIRSA is the leader in risk management and insurance coverage for Colorado local governments.



OUR VISION

CIRSA is revolutionizing risk management for Colorado communities.



OUR MEMBERS

Managing risk is the way our pool members foresee and protect against potential losses and liabilities facing their communities, and recover from them should they occur.



OUR VALUES



In the name of Community, we serve the greater good.
In the name of Partnership, we foster collaboration for problem-solving.
In the name of Ethical conduct, we do the right thing.
In the name of Stewardship, we aim for long-term sustainability.

ABOUT US

CIRSA is a public entity self-insurance pool serving Colorado municipalities and affiliated entities. CIRSA staff are subject matter experts in Colorado public entity insurance, liability, and risk management issues. CIRSA is accountable to each member individually and to the membership as a whole, NOT to stockholders seeking a profit.

What Membership Services does for CIRSA Members

Member Relations

- Provides member access to the website and claims portal; manages the member database; recruits new members; gauges member satisfaction

Events, Programs, & Conference Sponsorships

- General Membership Meeting, Member Appreciation Lunches, Law Enforcement Endowment Fund, conference sponsorships & scholarships (CCCMA, CML, CMCA, CGFOA, ICMA, CO PRIMA)

Communications & Engagement

- Website, Annual Report, CIRSA Safety YouTube Channel, Safety Quizzes, LinkedIn, and the monthly e-newsletter, The CIRSA Source

Team: Shannon Pursley, Communications & Engagement Manager; Alex Orford, Senior Graphic Design & Production Specialist; and Amanda Hentz, Membership Services Coordinator

Contact Information & Website Access

- CIRSA needs current and accurate information to get in touch with you!
- Email: Membership@CIRSA.org
- You can also view and change your information on the [Member Dashboard](#)



3655 Cherry Creek N. Drive
Denver, CO 80209
P: 800.228.7136
www.cirsa.org

Member Contact Information

If you designate more than one contact for the applicable roles below, the first contact will receive correspondence via postal mail. The secondary will be copied on all email correspondence.

CIRSA Member Information	
MEMBER NAME: _____	MAIN PHONE: _____
MAIN FAX: _____	WEBSITE: _____
MAILING ADDRESS: _____	PHYSICAL ADDRESS: _____
_____	_____
Manager/Clerk	
Municipal Manager/Administrator	Municipal Clerk
NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
EMAIL: _____	EMAIL: _____
PHONE: _____	PHONE: _____
Municipal Attorney	
<i>Receives correspondence from CIRSA's Claims Department and assigned defense counsel on high profile and litigated claims. Provides input on behalf of member for claims which involve complex issues. One designated contact per member is recommended. Due to system limitations, only two city/town attorney contacts are permitted.</i>	
NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
EMAIL: _____	EMAIL: _____
PHONE: _____	PHONE: _____
Designated Primary Contact	
<i>Main point of contact for CIRSA correspondence; distributes information to appropriate member staff; maintains member contact information, website users, and system access. One designated contact per member is recommended. Due to system limitations, only two primary contacts are permitted.</i>	
NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
EMAIL: _____	EMAIL: _____
PHONE: _____	PHONE: _____

CIRSA Member Directory (page 1)



Website User Registration

Entity: _____

REGISTRANT	REGISTRANT
Name: _____	Name: _____
Title: _____	Title: _____
Email: _____	Email: _____
Phone: _____	Phone: _____
Property/Casualty Claims	Property/Casualty Claims
<input type="checkbox"/> File claims online	<input type="checkbox"/> File claims online
-OR-	-OR-
<input type="checkbox"/> Full access (file claims online, look-up submitted claims and run claims reports)	<input type="checkbox"/> Full access (file claims online, look-up submitted claims and run claims reports)
Workers' Compensation Claims	Workers' Compensation Claims
<input type="checkbox"/> File claims online	<input type="checkbox"/> File claims online
-OR-	-OR-
<input type="checkbox"/> Full access (file claims online, look-up submitted claims and run claims reports)	<input type="checkbox"/> Full access (file claims online, look-up submitted claims and run claims reports)
Training & Prevention	Training & Prevention
<input type="checkbox"/> Register for seminars, access safety resources and check-out training materials	<input type="checkbox"/> Register for seminars, access safety resources and check-out training materials
Coverage Center	Coverage Center
<input type="checkbox"/> Request Certificates of Insurance and Application Amendment Requests	<input type="checkbox"/> Request Certificates of Insurance and Application Amendment Requests
<input type="checkbox"/> Complete the online PC Renewal Application (Limit 2 per entity)	<input type="checkbox"/> Complete the online PC Renewal Application (Limit 2 per entity)
<input type="checkbox"/> Complete the online WC Renewal/Audit Application (Limit 2 per entity)	<input type="checkbox"/> Complete the online WC Renewal/Audit Application (Limit 2 per entity)
*Name: _____	Title: _____ Date: _____

*By completing and submitting this form, you affirm that you have approval from the entity's Primary Contact to register for CIRSA website access; the member agrees that no person shall be permitted to view or obtain the information accessed through passworded portions of the CIRSA website other than the CIRSA contact and/or other representatives of the member specifically authorized by the member to view or obtain such information; and that the use, safeguarding, and control of access to the passworded portions of the CIRSA website, including the use, safeguarding, and control of its own password, is the member's responsibility.

Please submit completed form to membership@cirsa.org

Rev: 1.18.22



Website Resources

- New to CIRSA Resources
- News Posts
- Training & Events Calendar and registration
- Access to Member Portal & Origami
- Access to Online Course Training access (LocalGovU)

The screenshot displays the CIRSA website interface. At the top, the CIRSA logo is on the left, and a navigation menu includes 'ONLINE COURSE TRAINING' (highlighted), 'REPORT A CLAIM', 'REQUEST A QUOTE', 'NEW TO CIRSA?', 'LOGIN', and search icons. Below this, a secondary menu lists 'JOIN CIRSA', 'COVERAGE & PROGRAMS', 'CLAIMS', 'TRAINING & PREVENTION', and 'NEWS & EVENTS'. The main banner features a scenic mountain landscape with the text 'SAFER TOGETHER' and 'Great coverage, fewer claims, member-owned – that's CIRSA.' Navigation arrows are at the bottom of the banner. A dark overlay on the right side of the banner contains three buttons: 'MEMBER WEBSITE LOGIN', 'ONLINE COURSE TRAINING', and 'LAW ENFORCEMENT INFORMATION AND RESOURCES'. To the right of the banner is a 'Welcome New Members' sidebar with a welcome message and a grid of service tiles: CIRSA Services, CIRSA Orientation, On-Site Training Course Catalog, Online Training Catalogs, Liability Hotline, Member Travel Reimbursement Policy, Member Website Access, Loss Control Audit Standards, Frequently Asked Questions, and Member Dashboard (with a note to update entity info).

Member Dashboard in Member Portal

- You can report claims, contact your reps, bookmark useful forms and tools.
- View your current entity contacts and make changes, depending on your role at the organization.
- Read the latest CIRSA Blog and News Posts

REPORT A CLAIM **MY COVERAGE** **MEMBER INFO** **CONTACT REPS**

My Saved Resources
You have 0 items saved.

Latest CIRSA News and Blog

The CIRSA Source – March 2023
The CIRSA Source is a monthly newsletter that contains the latest news, events, training,...

[View Post >](#)

Useful Forms & Tools

- [Certificate of Insurance](#)
- [Application Amendment Request](#)
- [Training Library](#)
- [Update Contact Info](#)
- [Travel Reimbursement](#)
- [Bill Pay](#)
- [Dashboard Tour](#)
- [Website/Claims Access](#)
- [Member Equity Policy](#)

Member Forms & Tools

General Membership Meeting

- Annual Meeting
 - Includes lunch and speakers when
- Board of Director Elections (in even years) & Bylaw Amendments
 - Entity's Voters & Alternate Voters highly encouraged to attend
 - Often in conjunction with CML Annual Conference in June
- Travel Reimbursement provided (any trip 50 miles or over one way)

Member Appreciation Lunches & Conference Sponsorships

Lunch, Learn, and Network with Fellow Members and CIRSA Staff

- July through October
- All entity staff are welcome and encourage to attend.

Conferences

Colorado City & County Management Association (CCCMA)

Colorado Municipal League (CML) annual conference and district meetings

Colorado Public Risk Management Association (COPRIMA)

International City/County Management Assoc. (ICMA) CO State Delegation Reception

Colorado Municipal Clerks Association (CMCA)

Colorado Government Finance Officers Assoc. (CGFOA)

Thank You for your Partnership!



SHANNON PURSLEY
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MANAGER

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