

MEMORANDUM

TO: Diocese of Fargo
Locations with Automobile Coverage

FROM: Kris Westlake
Member Services Representative

DATE: November 6, 2018

RE: Driver Information

Managing the auto insurance program for the diocese and Church Mutual Insurance Company (CMIC) necessitates the collection of confidential driver information for those who are driving on behalf of the church. Catholic Mutual takes your privacy very seriously and, as such, has evaluated our processes and procedures to ensure that we are managing your personal information in the most secure manner. Moving forward, rather than submitting your driver information via USPS or email, we will be utilizing our platform, CMGConnect.org in order to securely collect this data. **Each driver** will be required to log in, view a 12 minute safety video and complete an MVR check approval form.

Enclosed you'll find instructions which will assist with accessing CMGConnect and walking through the required steps to create a user account, complete the training and fill out the driver questionnaire. This process will have to be repeated for each driver every five years. There is no cost to you or the Diocese for this service.

***To note:** Each location will need to assign one person to manage approved drivers. This person must send their username to cmgconnect@catholicmutual.org to request Driving Coordinator access. The guide to navigating CMG Connect will be located under the Resources tab of your updated sign-on.*

Our goal is to ensure the privacy of our members as well as maintain our objective to *protect* our members. Our hope is that working through the curriculum will result in mindful driving, fewer accidents and safer ministry. If at any point you have questions about this new program, please contact me by email at kwestlake@catholicmutual.org or by phone at 800-228-6108, ext. 2327. If you have questions specific to the CMGConnect process, please contact one of the CMGConnect team members at:

CMGConnect
Toll Free: (800) 228-6108
cmgconnect@catholicmutual.org

Thank you!

Diocese of Fargo

Defensive Driving Training Instructions

Step 1: Accessing CMG Connect

Go to <https://Fargo.CMGconnect.org/> to register for an account. Complete the three pages of "Register for a New Account" — basic account information, personal, and affiliation. Complete all required boxes.

The image shows a collage of screenshots from the CMG Connect website. The top left screenshot shows the homepage with a "Welcome to CMG Connect" message and a "Sign In Here" button. The middle section shows the "Existing Accounts" and "Register for a New Account" forms. The bottom right screenshot shows the "Affiliation" step of the registration process, where a red arrow points to the "Driver" checkbox in the "I participate as a/an:" list.

Select the **"Driver"** participation category on the last step, in addition to any other selections that describe your role at your primary location. This allows the platform to automatically assign the correct training(s).

If you are unsure of what category to select, please contact your diocese.

The image shows the login page for CMG Connect. It features the CMG Connect logo, a "Log me in" button, and fields for "Enter your username" and "Enter your password". There are also links for "Forgot Password?" and a "Remember Me" checkbox.

If you completed training in the past, you may already have an account. Log in with your previous username and password by clicking the green "Sign in Here" button at the top right of the page.

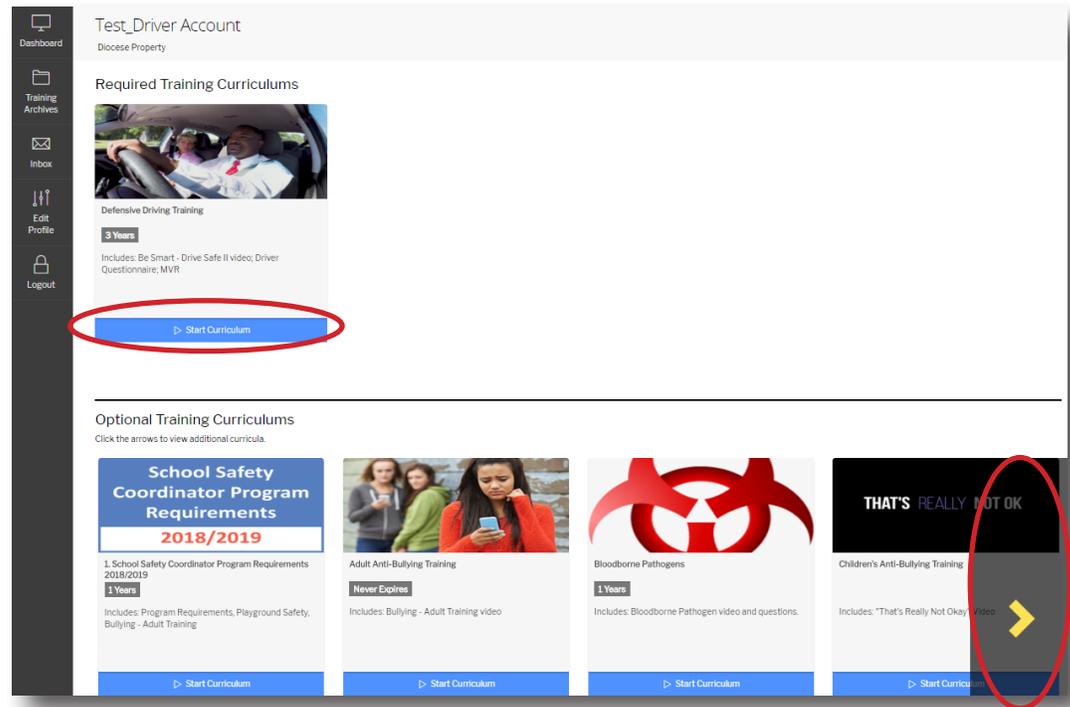
If you cannot remember your password, click 'Forgot Password'. If your email address is not recognized or you do not have an email address in the system, contact cmgconnect@catholicmutual.org to request a password reset.

If you are responsible for managing approved drivers, please send your username to cmgconnect@catholicmutual.org to request Driving Management access. Your guide to navigating CMG Connect as an administrator will be available by clicking **Resources** on the left side of the screen in your updated account.

Step 2: Locate and Start Trainings

Once you have completed the registration process, you will be directed to your dashboard. Click "Start Curriculum" to begin. **Note: Available curriculums will vary based on the participation category you selected when registering. To update, click 'Edit Profile' and select applicable categories.**

To view other Optional Training Curriculums, click the yellow arrow.



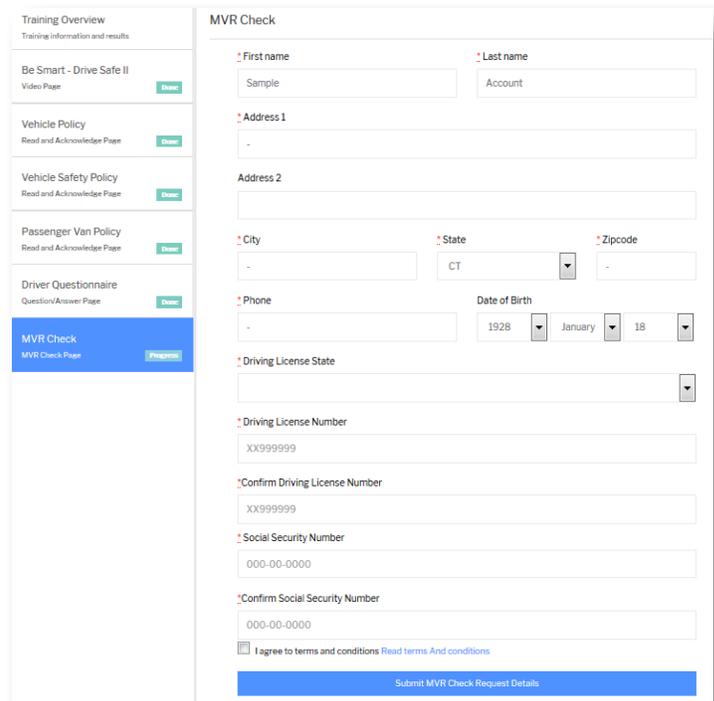
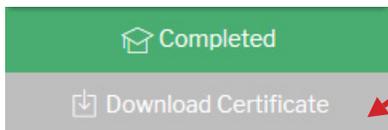
Step 3: Complete Training

Watch the training video, acknowledge diocesan policies, fill out the driver questionnaire, and submit your MVR check via the curriculum.

Each training page will be marked 'Done' as you progress.

Step 4: Access Certificate

After your MVR has been reviewed and approved, you will be able to log back in to the system to access your completion certificate. Locate your completed curriculum and select the gray 'Download Certificate' button.



<https://Fargo.CMGconnect.org/>

ATTENTION: If you are responsible for managing approved drivers, please send your username to cmgconnect@catholicmutual.org to request Driving Coordinator access. Your guide to navigating CMG Connect will be located under the Resources tab of your updated account.