

## MEMORANDUM

TO: Diocese of Fargo  
Locations with Automobile Coverage

FROM: Kris Westlake  
Member Services Representative

DATE: November 6, 2018

RE: Driver Information

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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](http://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](mailto: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](mailto: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](http://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 screenshots illustrate the registration process on the CMG Connect website. The first screenshot shows the 'Welcome to CMG Connect' page with instructions. The second screenshot shows the 'Existing Accounts' section. The third screenshot shows the 'Register for a New Account' form with tabs for Account, Personal, and Affiliation. The fourth screenshot shows the 'Affiliation' tab with a list of roles, including 'Driver' which is highlighted with a red arrow.

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 screenshot shows the login page of the CMG Connect website. It includes the CMG Connect logo, a login form with fields for username and password, a 'Log me in' button, and links for 'Forgot Password?' and 'Remember Me'.

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.

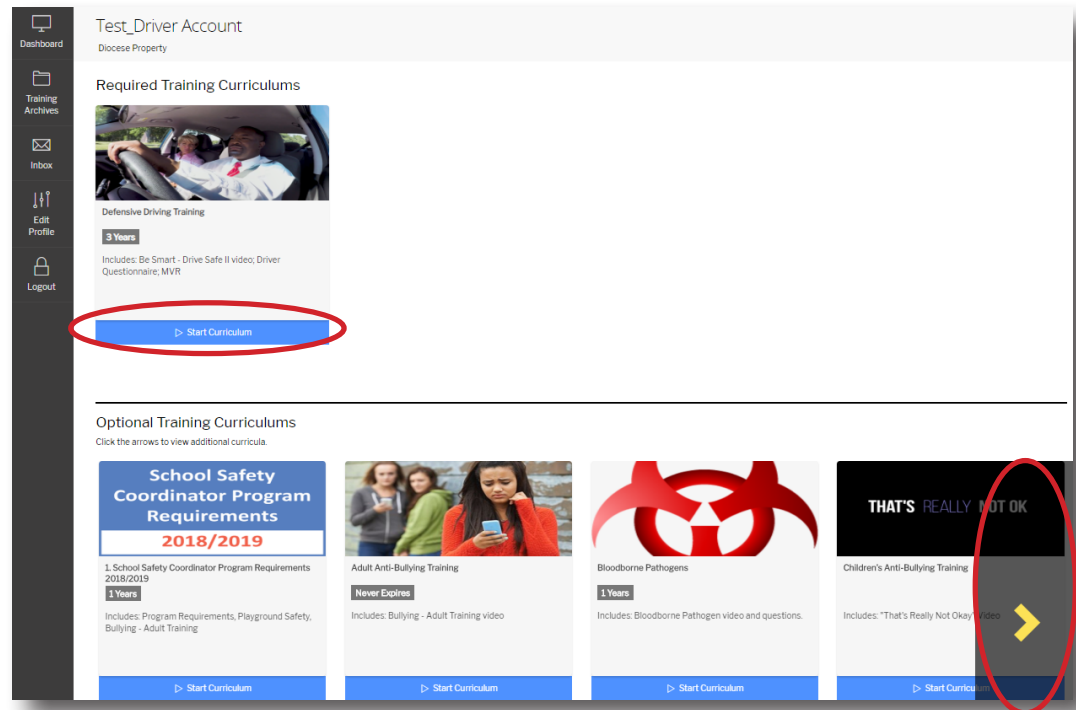
If you cannot remember your password, click 'Forgot Password'. If your email address is not recognized or you do not have an email address in the system, contact [cmgconnect@catholicmutual.org](mailto:cmgconnect@catholicmutual.org) to request a password reset.

**If you are responsible for managing approved drivers**, please send your username to [cmgconnect@catholicmutual.org](mailto: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.



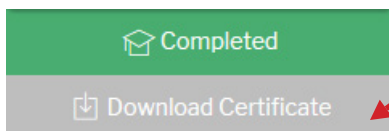
## Step 3: Complete Training

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.

The screenshot shows the 'MVR Check' form. On the left is a 'Training Overview' sidebar listing: 'Be Smart - Drive Safe II' (Video Page, Done), 'Vehicle Policy' (Read and Acknowledge Page, Done), 'Vehicle Safety Policy' (Read and Acknowledge Page, Done), 'Passenger Van Policy' (Read and Acknowledge Page, Done), 'Driver Questionnaire' (Question/Answer Page, Done), and 'MVR Check' (MVR Check Page, Progress). The main form has fields for: First name (Sample), Last name (Account), Address 1, Address 2, City, State (CT), Zipcode, Phone, Date of Birth (1928, January, 18), Driving License State, Driving License Number (XX999999), Confirm Driving License Number (XX999999), Social Security Number (000-00-0000), and Confirm Social Security Number (000-00-0000). There is a checkbox for 'I agree to terms and conditions' with a link to 'Read terms And conditions'. A blue 'Submit MVR Check Request Details' button is at the bottom.

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

**ATTENTION:** If you are responsible for managing approved drivers, please send your username to [cmgconnect@catholicmutual.org](mailto: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.