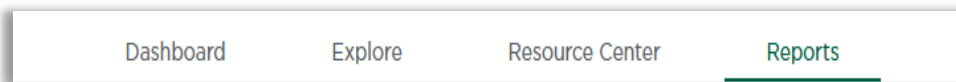


Agency Loss Runs Report

Step-by-step instructions for generating and exporting Agency Loss Runs from the LUBA Connect Portal.

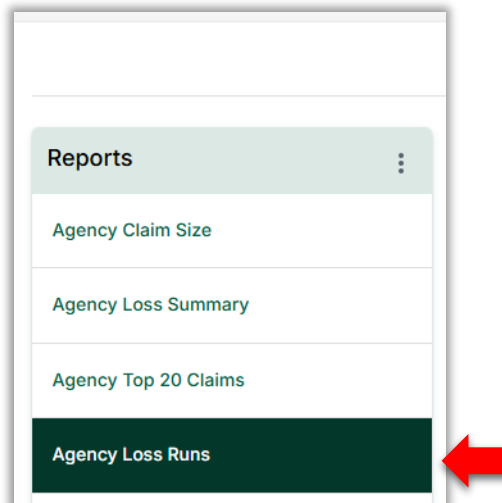
1 Log In & Navigate to Reports

- Go to **lubawc.com**, click **Sign In**, choose **Agent Profile**, and enter your credentials.
- From the dashboard, select the **Reports** tab from the main menu.



2 Open the Agency Loss Runs Report

- In the left navigation panel, select **Agency Loss Runs**.

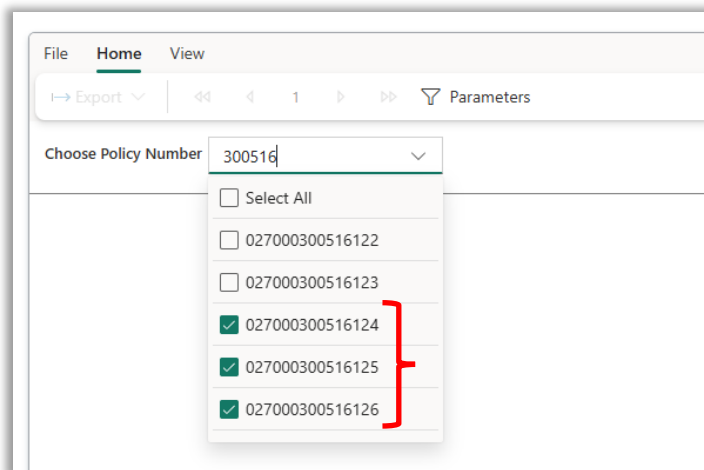


3 Select the Policy

- In the **Choose Policy Number** drop-down menu, enter the appropriate policy number(s).

4 Select Policy Year(s)

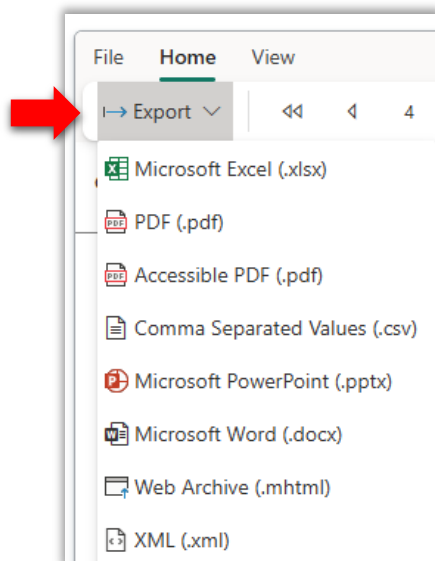
- Check the box next to each **Policy Year** you want to include in the loss run. (i.e. policy number ending 123 = 2023, 124 = 2024)
- Click **View Report**.



5

Export the Report

- Once the report is displayed, click the **Export** drop-down menu.
- Select the desired export format.
- Save the file to your preferred location.



Tip: Policy numbers ending in 123 correspond to 2023, 124 to 2024, and so on — select every year you need before clicking View Report.