![State Of Louisiana Office of Risk Management logo] ![Sedgwick logo]

Request for Sedgwick smart.ly Access

Purpose and Directions – For Authorized State Employees Only! Send completed form by email to SolaSecurityRequest@sedgwickcms.com Your login name and initial password will be emailed to you within 3 business days. Do not share your login info. For login information or password resets please call (888)290-0895.

Select Line(s) of coverage for Internet Reporting:

	Workers' Compensation Claims		Property Claims
	General Liability Claims		Transportation Claims

Monthly Reports: Form is located on the Loss Analysis tab: http://laorm.com/analysis.html

Today's Date:

First Name: **Last Name:**   **Email:**

Job Title: **Telephone Number:**   **Address:**

Your Agency's ORM 4 Digit Location Code(s) – To view an agency location code listing, please visit http://laorm.com/documents/loccodes.pdf

List D location/s if you need access to all S and L locations under the D level
List S location/s if you need access to all L locations under the S level
Otherwise, list each L location you need access to

D Location Level: Department Name:
S Location Level: Agency/Division Name:
L Location Level: Agency/Division Name:

Additional locations needed: (attach a separate list if needed)

Level (D, S, or L)	Location Code (4 digits)	Department or Agency/Div Name

- -

Requested by: Email:

Supervisor's Name: Phone Number:

Job Title:

Authorization: (system access must be approved by your agency's appointing authority) "I verify that the above-named individual is currently employed at the agency listed and I authorize this employee to report claims. I understand that should this person leave the agency or is assigned to another duty station; I am to email SOLAsecurityRequest@sedgwickcms.com within one working day of the employee's change in status."

Authorized by:(Print Name)

Authorized by: (Signature)

This section reserved for security use only	(22) GROUP – LA State Agencies Access Level
Verified by_____	
Audited by _____on _____	ORM State Agency Version 2.91 (valid as of 7/7/2021)