

MEMORANDUM

TO: Diocese of Sioux City
Locations with Automobile Coverage

FROM: Nichol Farnan
Account Manager

DATE: March 19, 2020

RE: Driver information

Part of managing the auto insurance program for the diocese on behalf of Church Mutual Insurance Company (CMIC) necessitates the collection of confidential driver information for individuals who are **driving parish/location owned vehicles**. This information is needed in order to obtain motor vehicle record (MVR) on each driver. 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.

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 Nfarnan@catholicmutual.org or by phone at 800-228-6108, ext. 2362. 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!

CMGConnect

Defensive Driving Curriculum & Motor Vehicle Report

Defensive Driving Curriculum & Motor Vehicle Report

For Drivers of
DIOCESAN/PARISH
Owned Vehicles

Getting Started:

1. Go to <https://cmgconnect.org/>
2. Locate your Arch/Diocese from the "Find Your Diocese" drop-down list. Once selected, click "**Go to Diocese**" to bring you to your specific landing page.
3. Create a new account by completing all the boxes under "**Register for a New Account**". This includes address, primary parish, and how you participate at your parish or school. *You will need to select 'Driver' along with how you participate.*
4. Your main learning dashboard will show you all of the requirements and optional training curriculums that have been customized for your particular role within the Diocese.
5. Click **Start** under the 'Defensive Driving Training & Motor Vehicle Report'.
6. Once training is completed, you can access your completion certificate by returning to the training dashboard and clicking **Print Certificate**.

NOTE: It can take up to a week for your MVR to return and be reviewed, where your training will remain 'Resume' until it is updated.

Please contact cmgconnect@catholicmutual.org or click  button if you need assistance accessing your account.

For more information, please use your FAQ or Support tab at the top of the screen.

Last Updated: 12/18/19

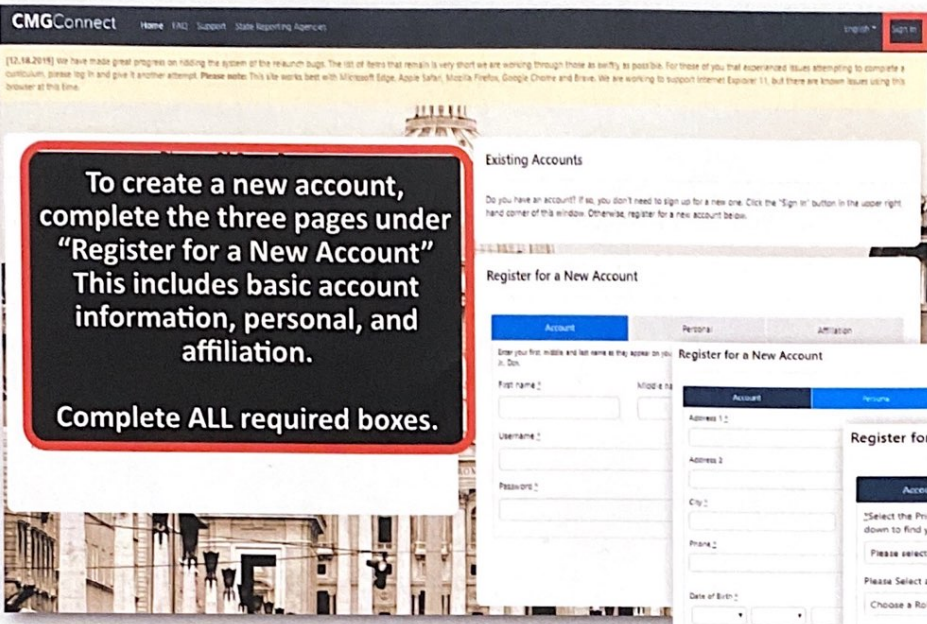
 **CATHOLIC
MUTUAL GROUP**

- Locate your Arch/Diocese from the drop-down list. Once it is selected, click **GO** to be brought to your landing page. (sample below)

CONNECT
Find your Diocese below.

Select a Diocese ▼

Go to Diocese



- You will progress through ALL three account creation screens before your registration is complete.

Register for a New Account

Account Personal Affiliation

Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)

Please select: ▼

Please Select a Role: ▼

Choose a Role: ▼

I participate as a(n):

Driver (Select with other category)

Employee

Volunteer

Previous Register

- Select 'Driver' along with how you participate.
- Under the **"Required Training Curriculums"** heading click **Start** under the 'Defensive Driving Curriculum & MVR' training.

Defensive Driving Curriculum & Motor Vehicle Report

For Drivers of
DIOCESAN/PARISH
Owned Vehicles

Expires every 5 Years

Defensive Driving Curriculum & Motor Vehicle Report –

Includes: Be Smart – Drive Safe II video; Driver Questionnaire; Diocesan

Start

- Watch videos all the way to the end—when the video is completely finished, the page will show as **Done** and automatically progress to the next page of training.

Overview
Training information and results

Warning Page
Read and Acknowledge Page

Done

Be Smart - Drive Safe II Video
Video Page

In Progress

Driver Questionnaire
Question/Answer Page

Testing

- You can download and print your certificate when your MVR has returned.
- NOTE:** It can take up to a week for your MVR to return and be reviewed, where your training will remain 'Resume' until it is updated.

Complete

Print Certificate

<https://CMGconnect.org/>