



Risk Management Discount Program Tips

As your organization's key contact for the Risk Management Discount Program (RMDP), the following tips will help YOU maximize your organization's benefit from the RMDP, as well as make your job easier by creating cleaner records and more accurate reporting.

1. **As RMDP key contact**, the first time you access the ICRMP Online University this round, the Member Setup tab will appear. You **MUST** complete the steps in that Setup tab first.
2. **On Step 2 of the Member Setup tab**, make sure your employee counts are updated. **ALSO**, you must upload your personnel policy and vehicle use policy here. Afterwards, make sure you click Save.
 - a. The policies **MUST** be in PDF form. If not, they will not upload correctly
 - b. If your vehicle use policy is part of another policy, we suggest saving a separate PDF with just the vehicle use portion.
3. **Have users who are no longer employees of your agency?** In the Member Setup tab, you should de-activate those former employees. Note: de-activating former employees maintains their old training records; however, they aren't a part of your active transcript reports.
4. **Have employees with more than one username in the ICRMP Online University?** Ask those employees to decide which one of the usernames they want to use in the future. Then advise the ICRMP Member Services team via email which usernames those employees don't want to use, so we can merge each employee's training records into the username they'll use going forward. This will produce cleaner reports and a central location for each employee's training records.
5. **Please note the TWO SEPARATE in-person driver safety meetings.** You can find information and suggestions for these meetings on your Dashboard tab. Remember to keep rosters that verify attendance, in the event that ICRMP asks you for them for regulatory auditing purposes.
6. **ICRMP makes announcements about the Risk Management Discount Program** and other relevant topics in the ICRMP Corner portion of both the AIC and IAC free bi-weekly eNewsletters. If you are not already subscribed to one or the other, you can do so by clicking the links below and then clicking "subscribe" in the top left corner.
 - a. [Association of Idaho Cities Newsletter](#)
 - b. [Idaho Association of Counties Newsletter](#)

Thank you for participating in the ICRMP Risk Management Discount Program. If you have questions, contact the ICRMP Risk Management team at (208) 336-3100 or RMDP@icrmp.org.