

AEGIS Online Fire Protection Impairment Reporting System Address

- Navigate to www.aegislink.com.
 - Hover over **Loss Control** along the top of the page. Select **Member Support**.
 - Scroll down to **Impairment Reporting** in the left-side column.

Or use this link: <https://www.aegislink.com/loss-control-overview/member-support.html>

After clicking the above link, you will be directed to the **Fire Protection Impairment Reporting** landing page.



The screenshot shows the landing page for the Fire Protection Impairment Reporting system. At the top, there are two links: "Manage Existing Impairments" and "Report a New Impairment". Below these is a section titled "Supporting Documents" which contains four links: "Guideline: AEGIS Fire Protection Impairment", "Form: AEGIS Fire Protection Impairment", "Quick Guide: AEGIS Fire Protection Online Impairment Reporting System", and "User Manual: AEGIS Fire Protection Online Impairment Reporting System". At the bottom, there is a section titled "FAQs" with two questions: "What is a Fire Protection System Impairment?" and "What is a One Time Password (OTP) and how does it work?".

Documentation

The following supporting documentation can be downloaded from the landing page:

- **Guideline:** AEGIS Fire Protection Impairment
- **Form:** AEGIS Fire Protection Impairment
- **Quick Guide:** AEGIS Fire Protection Online Impairment Reporting System
- **User Manual:** AEGIS Fire Protection Online Impairment Reporting System

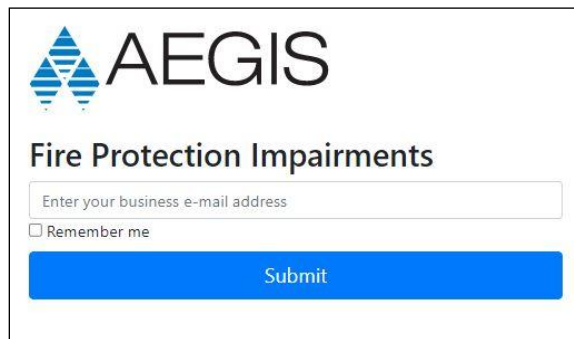
Logging In

NOTE: Preferred web browsers are Microsoft Edge or Google Chrome.

From the landing page:

- To report a new impairment, select **Report a New Impairment**.
- To update an existing impairment, select **Manage Existing Impairments**.

Once **Report a New Impairment** or **Manage Existing Impairments** is selected, you will be directed to the login screen:

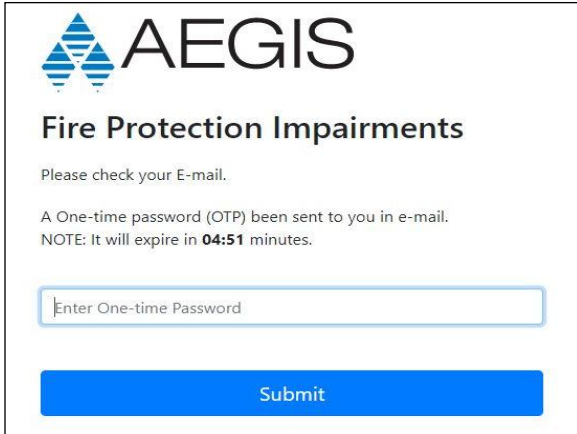


The screenshot shows the login screen for the Fire Protection Impairment Reporting system. It features the AEGIS logo at the top, followed by the title "Fire Protection Impairments". Below the title is a text input field labeled "Enter your business e-mail address". There is a checkbox labeled "Remember me" below the input field. At the bottom, there is a blue "Submit" button.

NOTE: If an issue should arise while attempting to log in to the system, clear the cache in your web browser, close and restart the web browser and try again. If the issue persists, contact Portal Support either via e-mail (portalsupport@aegislimited.com) or by phone (1-866-692-3447). Directions for clearing the cache for a browser are located in ATTACHMENT 1 of the AEGIS Online Impairment Reporting System User Manual.

Enter your business e-mail address as described above; check the **Remember me** box and click **Submit** to receive your one-time password (OTP). The one-time password request screen (see below) will appear.

For security purposes, the AEGIS Fire Protection Online Impairment Reporting System uses a two-factor authentication process by assigning an OTP for access. The OTP will be e-mailed directly to your e-mail account. Look for an e-mail from the Portal Technical Team that will contain your OTP similar to what is shown below.



One-time Password Request



One-time Password (OTP)

You will need an OTP every time you want to log in to the system; it will be a different code each time. Once you enter the code, click **Submit**. You will be logged into the system and directed to the appropriate page based on your initial selection.

NOTE: Once an impairment is submitted, the only people who can access that impairment are the *Person Reporting* the impairment and the *Alternate Contact* provided for the impairment. Both the *Person Reporting* and the *Alternate Contact* are required inputs, and they must be different.

Multiple User Setup

If there are multiple people responsible for impairment reporting, the following setup will allow for multiple users to access all the station's impairments:

- Set up a separate e-mail address for the station to use when submitting fire impairments to AEGIS (e.g., SITENAME_FireImpairments@DomainName.com).
 - Everyone responsible for reporting or updating impairments for that facility should have the ability to access this e-mail account.
- Use this newly created e-mail address whenever accessing the Fire Protection Impairment Reporting System.
- When inputting a new impairment:
 - Input the **site name** into the *Name* field for the Alternate Contact (See below).
 - Input the **newly created e-mail address** into the *E-mail* field for the Alternate Contact (See below).
 - Input the **control room phone number** into the *Phone* field for the Alternate Contact (See below).
- Whenever an impairment is entered or updated, the system should be accessed using this e-mail address.

