INSURANCE BROKERS ASSOCIATION OF ONTARIO
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Important Links for Using the DASH Portal

IBC has put together a comprehensive user manual for the DASH Portal. Here are some quick reference links to key sections in their manual that are of particular importance to brokerage users:

Topic	Manual Link	Overview
The Basics		
Logging into the Portal	Page 5	Contains information on logging in for the first time and subsequent logins, as well as troubleshooting information. Additional information on logging in can also be referenced on the IBC DASH info site.
Forgot User ID or Password	Page 11	Process steps to reset your id or password
Language Setting	Page 14	The DASH Portal is available in both English and French. This section provides the steps to set your language as required.
Driver Report Info		
Searching for a Driver	Page 21	Steps for searching for a driver.
Viewing a Driver Report	Page 27	Detailed information on the driver report.
Key sections and definitions in the Driver Report	Page 29	Specific sections and term definitions for concepts noted on the report, split by: • Summary section • Policies section • Claims section • Previous Inquiries section
Saving a Driver Report	Page 37	How to save the report as a PDF.
Printing a Driver Report	Page 38	How to print the report.

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90 Day Report	Page 49	Section contains the following concepts: • Searching for Changed Reports • Viewing Changed Reports • Exporting Changed Reports
Vehicle Report Info		
Searching for a Vehicle	Page 55	How to search for a vehicle.
Key Section and definitions in the Vehicle Report	Page 57	Specific sections and term definitions for concepts noted on the report, split by: • Summary Section • Claims Section • Policies Section
Admin Processes		
Adding a User	Page 91	Steps to add a new user
Editing a User	Page 84	How to edit a user – note, these steps will be used to add new carriers to your users