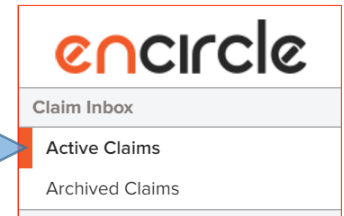


Note: Use a Google Chrome browser to achieve the best performance and pricing automation.

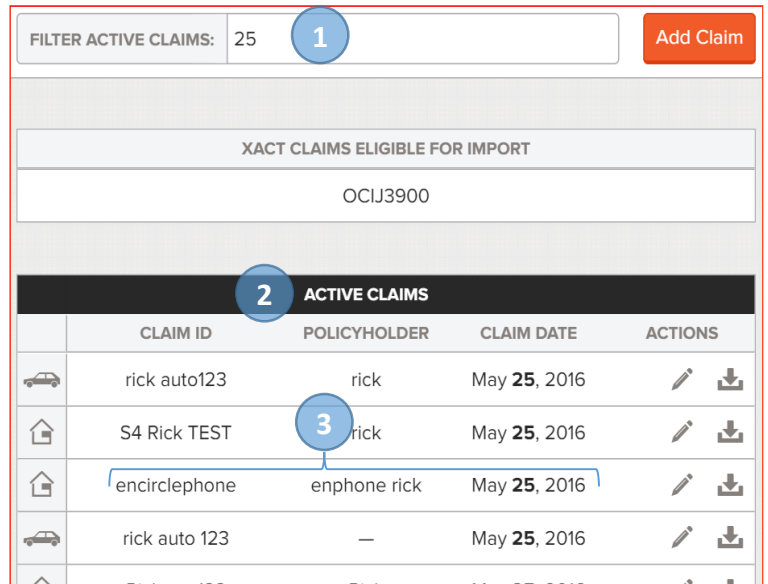
### Finding and Opening Claims

Click on Active Claims (left side menu), ensure you are in the Claim Inbox area.



#### Find an existing Claim

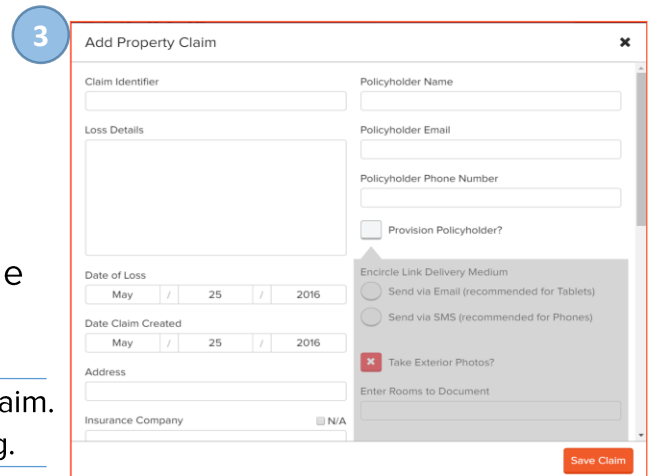
1. Use the **Filter Active Claims** box to find existing claims.
2. The results will appear in the **Active Claims** area as you type.
3. Open the claim by clicking on any of the three fields.



Note: The filter will find results based on Claim ID, Policyholder & Claim Date data.

### Creating a new Claim

1. Click on **Add Claim** Button.
2. Choose **Claim Type** from the list.
3. The Claim Intake form will open; add claim details to the form.
4. Press **Save Claim** button if not provisioning the policyholder.



Note: A **Claim ID** must be entered in order to save the claim. The Claim details can be edited at any time after creating.