



SIMS Claims

Quick Guide Claims Reporting

Version 1.2

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Claim Reporting Portal: Used for reporting new claims

1. Navigate to the portal at www.bwood.com
2. Click Submit a Claim – Get Started
3. Choose which type of claim – WC, GL, Property or Auto – and click “GO”



SUBMIT A CLAIM

GET STARTED

SUBMIT A CLAIM

What type of claim are you submitting?

WORKERS' COMPENSATION

GO →

GENERAL LIABILITY

GO →

PROPERTY

GO →

AUTO

GO →

ABOUT US MENU

- Company Overview
- Our Mission
- Our People
- The BSI Difference
- Client Testimonials
- In The Community
- Office Locations
- Career Opportunities

SERVICES MENU

- Loss Control
- Self-Insureds

SIMS Access Guide

Created: February 19, 2015

Updated: February 20, 2015

Purpose

The information below is intended to provide you with the minimum (or suggested) requirements for utilizing SIMS Claims on your computer. If you are unable to determine whether your system meets these requirements, please discuss with a member of your Information Technology department.

Minimum Desktop Requirements

Operating Systems: Windows XP, Windows 7, or later (OS X presently not supported)

Hardware

Recommended Specifications are:

- Processor \geq 2GHz
- RAM \geq 2GB
- Resolution 1024 x 768
- Hard Drive Space Required \geq 1GB

Applications

- Internet Explorer, IE 6 and higher
- Microsoft Word and Excel, version 2003 or later
- Adobe Acrobat Reader 9.2 or later
- Microsoft Silverlight 5

Other

- It is recommended that claims.bwood.com and reports.bwood.com are added to the Internet Explorer compatibility view list.

Accessing SIMS

1. Verify that you meet the above listed minimum desktop requirements.
 - Your version (and installation status) of Microsoft Silverlight can be verified by using the following link: <http://www.microsoft.com/getsilverlight>
 - Follow the instructions in the following links to add claims.bwood.com and reports.bwood.com to Internet Explorer's compatibility view list:
 - i. [Internet Explorer version 11](#)
 - ii. [Internet Explorer version 10](#)
 - iii. [Internet Explorer version 9](#)
 - iv. [Internet Explorer version 8](#)

2. Browse to <https://claims.bwood.com/sims/sims.hta> and download the file named “sims.hta” to your desktop. Be sure to save this file as opposed to clicking run.
3. Double-click the sims.hta file to launch SIMS. The first time you run this it will enhance your Internet Explorer settings and prompt you to close and reopen Internet Explorer.
 - If the sims.hta file does not automatically open with Internet Explorer, please use the following links to change which program Windows uses to open .hta files by default:
 - i. [Windows 7](#)
 - ii. [Windows 8](#)
4. When prompted, enter your credentials and click the button to login.

SIMS Solutions:

System Access Issues: (forgot user name/password): Submit a ticket to Support@bwood.com

System Navigation Questions: Contact your BSA adjuster or Eryn Crawford at Eryn.Crawford@bwood.com

SIMS Client Overview Video: Approximately 20 minutes - <https://vimeo.com/123342868>

Password: Brentwood

Errors Running Reports: Before contacting BSA, please review the SIMS Access Guide to ensure that your settings are correct.