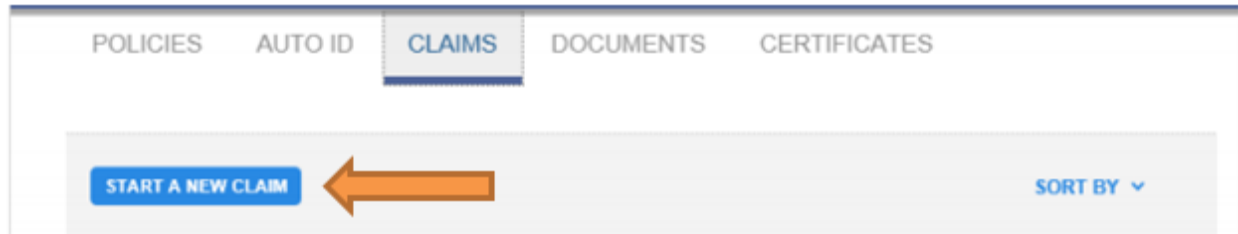


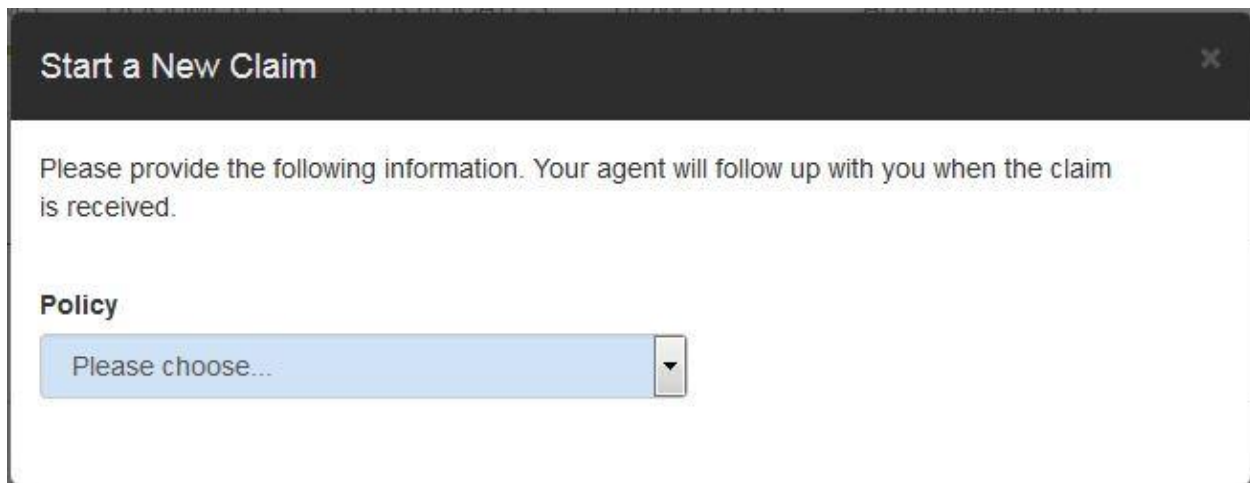
## The Claims Tab

On this tab you can view claims entered by our agency as well as submit a claim. Based on your permissions you may not be able to enter a new claim.

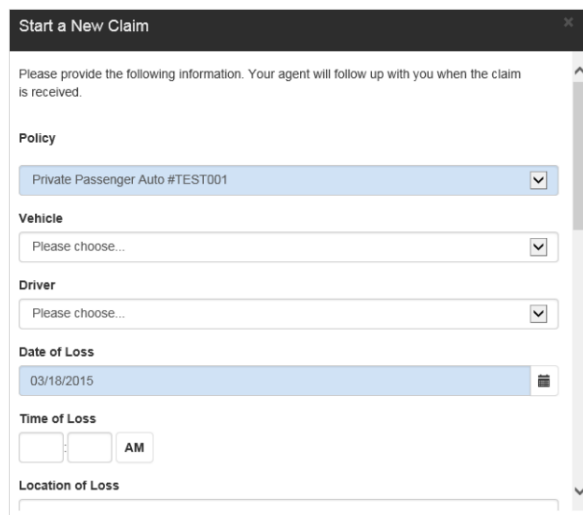


### Do the following to submit a claim:

1. On the Claims tab click **Start a New Claim**.
2. The first thing you need to do is choose the policy for which you are filing the claim

A screenshot of a modal window titled 'Start a New Claim'. The window has a dark header with a close button (X) in the top right corner. Below the header, there is a text prompt: 'Please provide the following information. Your agent will follow up with you when the claim is received.' Underneath this, the word 'Policy' is displayed in bold. Below 'Policy' is a dropdown menu with a light blue background and the text 'Please choose...' inside. A small downward-pointing arrow is visible on the right side of the dropdown.

3. Complete the fields on the Claim form. Some selections you choose from a list while others you type in the information.

A screenshot of the 'Start a New Claim' modal window, showing the form fields filled out. The text prompt is visible at the top. Below it, the 'Policy' dropdown is selected with 'Private Passenger Auto #TEST001'. The 'Vehicle' dropdown is set to 'Please choose...'. The 'Driver' dropdown is also set to 'Please choose...'. The 'Date of Loss' field is filled with '03/18/2015' and has a calendar icon to its right. The 'Time of Loss' field consists of two input boxes for hours and minutes, followed by 'AM'. The 'Location of Loss' field is currently empty.

4. When you have finished entering all of the information, click **Submit**.

**Start a New Claim** ✕

**Who was contacted (police, fire department, etc.)?**

**Please provide a report, ticket, or case number**

**Please describe the Loss**

Your agent may wish to contact you to verify details. Please provide the following:

<b>Phone Number</b>	<b>Ext.</b>	<b>Email Address</b>
<input type="text" value="( ) -"/>	<input type="text"/>	<input type="text" value="laytonfrederick@tcomanagemet"/>

**Other Details or Comments**

By clicking on the "SUBMIT" button below, you agree not to include any health-related information, whether or not related to your claim, in any information you provide. If you need to disclose health-related information, please contact your Agency directly.

5. After entering the claim you'll see the claim you've entered with a status of Pending and a notation of Sent to Agent.

6. When your claim has been reviewed by our staff, the status changes to Open.