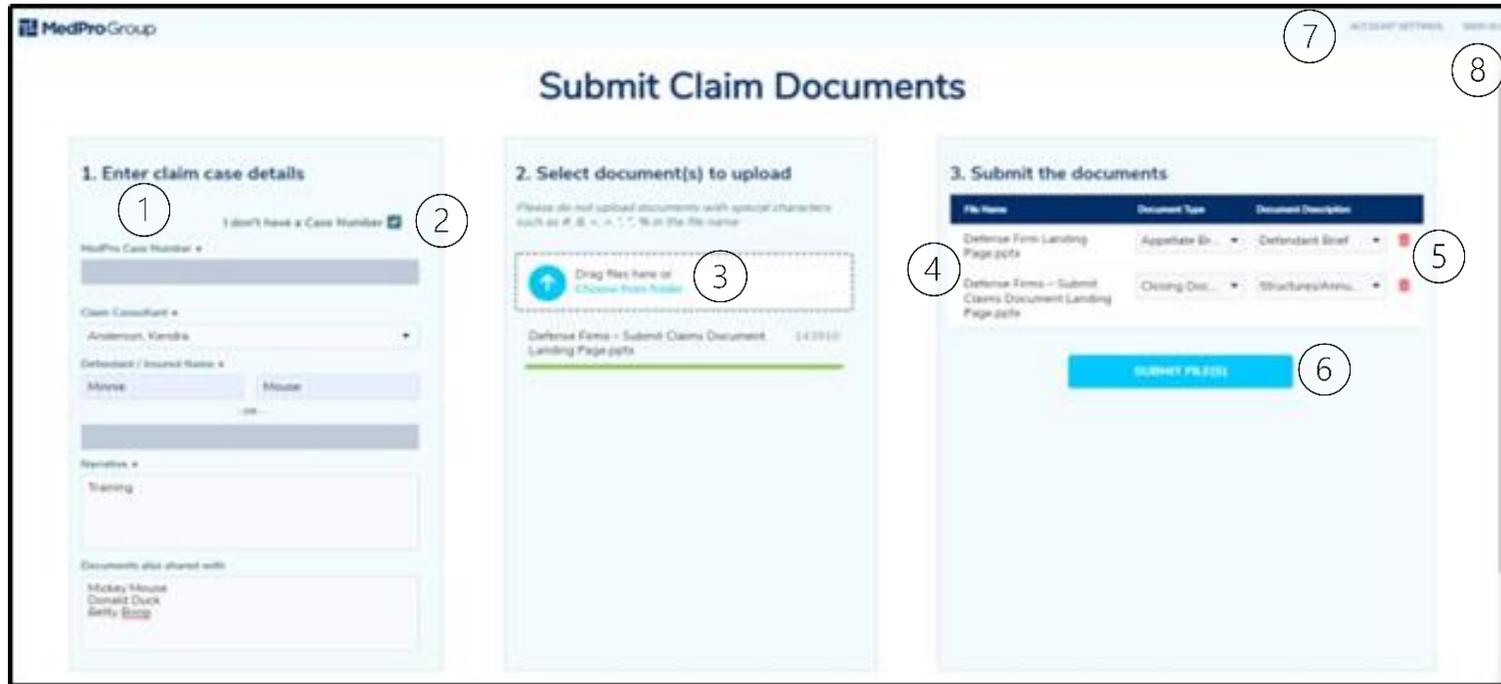


# Defense Firm User: Submit Claim Documents Overview



Item	Description
1	Enter in case details and all required * fields. Enter in either the Defendant/Insured first and last name AND/OR the organization.
2	Enter case # and auto-populate Claims Consultant name OR select "I don't have a case number" and then manually select Claims Consultant name
3	Upload any/all documents by selecting the blue hyperlink "Choose from folder". Documents will load into the "Submit the documents" section of screen.
4	In this section, you can review all the documents uploaded (File name) and select "Document Type and Document Description".

Item	Description
5	Delete any unwanted documents.
6	Submit documents by selecting "Submit file(s)".
7	Account Settings. Edit your profile information such as your password and email address.
8	Log out of the Claims Communication Portal

