Defense Firm User: Submit Claim Documents Overview

Bubmit Claim Documents				7 8
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(1)	Enter in case details and all required * fields. Enter in either the Defendant/Insured first and last name AND/OR the organization.		5	Delete any unw anted documents.
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		6	Submit documents by selecting "Submit file(s).
3	Upload any/all documents by selecting the blue hyperlink "Choose from folder". Documents will load into the "Submit the documents" section of screen.		(7)	Account Settings. Edit your profile information such as your password and email address.
4	In this section, you can review all the documents uploaded (File name) and select "Document Type and Document Description".		8	Log out of the Claims Communication Portal