

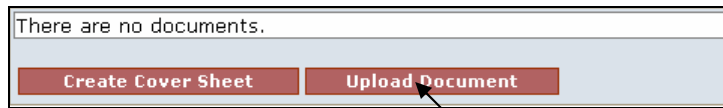
Uploading Documents with New Claim Submission

- After entering all of the claim information, select the tab labeled **Documents** located on the left menu bar of the claim:

Representation
Process
1: Injured Party
2: Injuries
3: Exposure
4: Secondary Exp
5: Litigation
6: Dependent
7: Smoking/Disease
8: Economic Loss
Documents
Finish Claim

- From this page, all supporting documents can be electronically submitted with your claim. Repeat the following steps for each document that needs to be upload.

1. Click on the **<Upload Document>** button.



2. Select the type of document from the Document Type drop-down box, and enter any necessary comments.

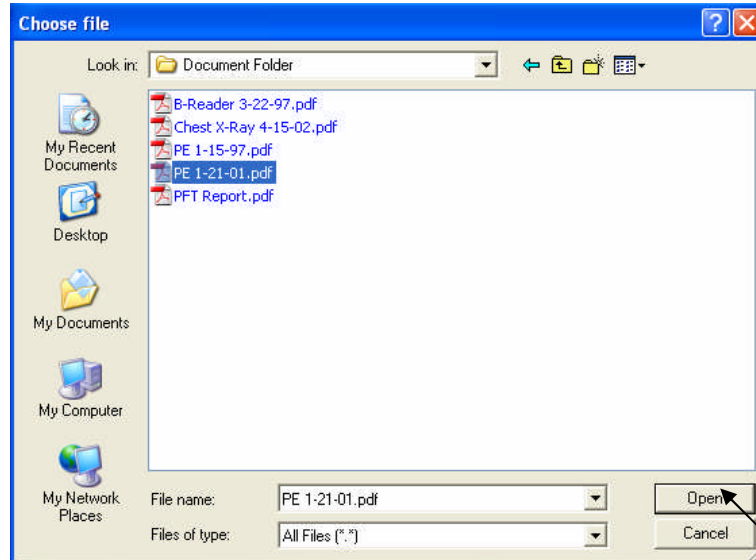
Add Document	
Document Type	Physical Exam
Comments	Report Date 1/21/01
Choose Document	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Send Document"/> <input type="button" value="Cancel"/>	

- **Note:** When uploading several documents of the same type, it is advisable to add a comment to differentiate between documents of the same type. This will also facilitate the review process.

Document ID	Document Type	Comment
266944	Physical Exam	Report Date 12/15/97
268937	Physical Exam	Report Dated 1/21/01

3. Click on the **<Browse>** button.

- From the Choose file box, select the document to be uploaded and click on the **<Open>** button.



- Click on the **<Send Document>** button once the Choose Document field has been populated with the physical address of the document.

Add Document

Document Type

Comments

Choose Document

- The uploaded document creates a record which includes Document ID, Document Type, Comment, Received (date), Edited By, Edited, Created By and Created (date). The last field displays a yellow pencil, a print icon and a blue arrow. (See Appendix C – Document Terms, Icon & Usage).

Document ID	Document Type	Comment	Received	Edited By	Edited	Created By	Created	
269092	Physical Exam	Dated 1-21-01		tpearlman	1/26/2007	tpearlman	1/26/2007	

- After uploading the documents, proceed to the Finish page by either clicking on the **<Finish>** button or the **Finish Claim** tab located on the left side menu bar.
- At the Finish page, you may complete the submission of your claim and supporting documents by clicking on the **<Submit Claim>** button. You may also save the claim as a draft by clicking on the **<Save Draft>** button.