

# Claims Summary Page Overview

## Claims in Insured Portal

From the Claims summary page, users can:

- Download their claims as an Excel file

Additionally, users can search, sort, and filter their claims to quickly locate specific information and access the Claim Details page.

To access the Claims summary page, click **Claims** in the left-hand navigation menu.

The screenshot displays the 'Claims' page in the Great American Insurance Group portal. The left-hand navigation menu includes 'All Divisions', 'Dashboard', 'Policies', 'Claims', 'Billing', and 'Resources'. The 'Claims' section is active. The main content area shows a table of claims with the following columns: INSURED, CLAIMANT, CLAIM #, PRODUCT, POLICY #, LOSS DATE, and REPORT DATE. A search bar is located at the top, and a 'Download as Excel' button is in the top right. Callouts A, B, C, and D highlight specific features: A points to 'Download as Excel', B points to the search bar, C points to the 'Sort By' dropdown, and D points to a claim number link in the table.

INSURED	CLAIMANT	CLAIM #	PRODUCT	POLICY #	LOSS DATE	REPORT DATE
✓	██████	██████	PAC	██████	09/14/21	04/05/24 OPEN
✓	██████	██████	PAC	██████	08/28/23	02/07/24 OPEN
✓	██████	██████	PAC	██████	05/23/22	05/03/23 OPEN
✓	██████	██████	PAC	██████	01/10/22	12/20/22 OPEN
✓	CAPTAIN'S INSURANCE, INC.	LOFTO PAUL	OMH	██████	06/24/16	06/27/16 CLOSED

- A** Click **Download as Excel** to download your claims into an Excel spreadsheet.
- B** To search for an account, enter the **Claim #**, **Claimant Name**, **Insured Name**, or **Policy #** in the search bar then click **Search**.
- C** Click **Sort By** to sort accounts by any of the column headers.  
Click **Filters** to open the filters pane and select from the available criteria (i.e., Billing Status, Total Due, or Due Date).
- D** Click the **Claim #** link to go directly to the Claim Details page.