Claims Summary Page Overview

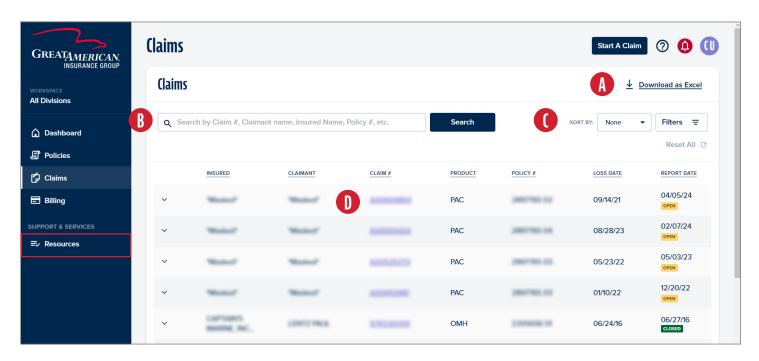
Claims in Insured Portal

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.



- Click **Download as Excel** to download your claims into an Excel spreadsheet.
- To search for an account, enter the Claim #,
 Claimant Name, Insured Name, or Policy # in
 the search bar then click Search.
- 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).

Click the **Claim #** link to go directly to the Claim Details page.

