

SEARCH A CLAIM

After signing into the agent portal and navigating to the Policy, search a claim by clicking the Additional Info tab in the middle bar of the Policy page.

The screenshot shows a web interface for searching a claim. At the top, there are several action buttons: log, Attachment, Dec Page, Create Endorsement, Cancel Policy, Report A Claim, and Document Help. Below these are two dropdown menus: 'Terms Selection' (2022-05-11 / 2023-05-11) and 'Transaction Selection(242)' (Renewal : Ann. Renewal : ISSUED). A navigation bar contains tabs for Application, Coverage, Property Info, Additional Info (highlighted with a yellow box), Forms, and Billings. The main content area displays policy details for application 9905379889. A yellow box highlights the 'Additional Info' section, which lists various fields such as Policy #/Holder Name, Terms Start date, Transaction Effective date, Transaction Type, Total Premium Change, Total Premium, Total Claim, Serv Rep, Transaction Exp. Dt., Bill to, Product Name, U/writer, and Transaction Note. Below this is a 'Claim Information' section with a table showing 1 total claim and a total payment of 21678.22.

Claim Information			
Total Claim	1	Total Payment	21678.22

Claim Information will be displayed below

A close-up view of the 'Claim Information' table, which is highlighted with a yellow border. The table has a teal header and contains the following data:

Claim Information			
Total Claim	1	Total Payment	21678.22