

Quick Reference Guide to On-Line Claims Reporting

Benefits of Reporting On-Line

- Safe and secure transmittal of personal data
- Instant acknowledgement of submittal
- Internal controls
- Multiple users are allowed

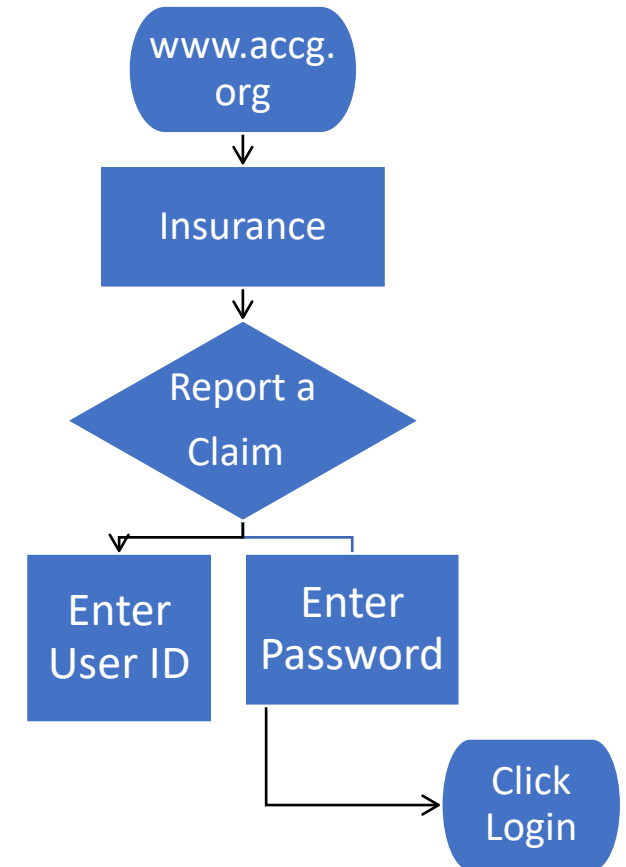
Log-In Credentials

- Request access via Mary Reid
- A User ID and Password will be created and emailed to you
 - These credentials are different from the Origami sign-on
- Google Chrome is the recommended browser

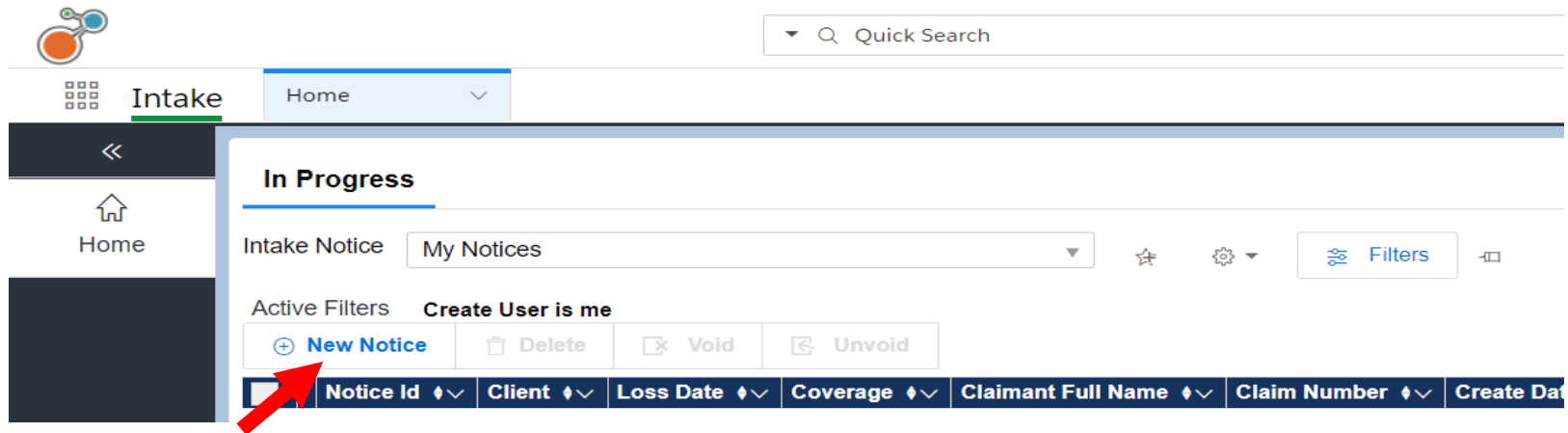
Questions

- Contact Mary Reid – Insurances Services Supervisor
 - Email: mreid@accg.org
 - Phone: 678-225-4263

Let's get started!



Quick Reference Guide to On-Line Claims Reporting



Intake Notice: My Notices

Active Filters: Create User is me

Buttons: [New Notice](#), Delete, Void, Unvoid

Notice Id	Client	Loss Date	Coverage	Claimant Full Name	Claim Number	Create Date
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Click "New Notice" to enter your claim

Choose which program your new claim relates to

Choose A Template

IRMA Claim

WC Claim

Choose A Template

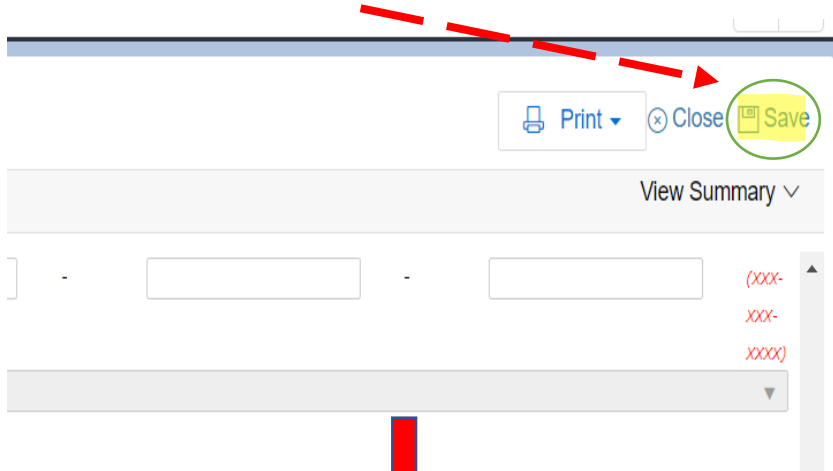
IRMA Claim

WC Claim

Complete Form. Questions or information with an "*" must be answered or entered to submit a claim.

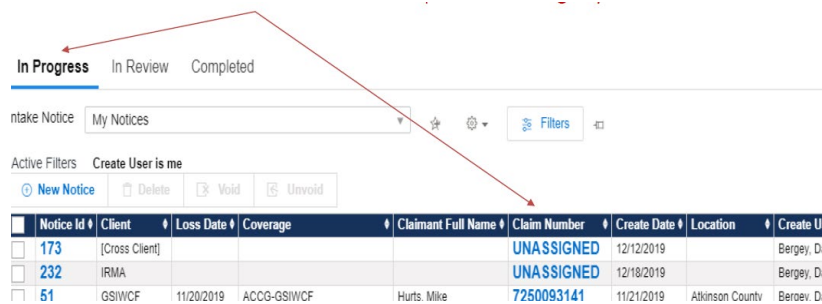
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For some reason if you are unable to complete your submission click the "Save" button in the top right corner.



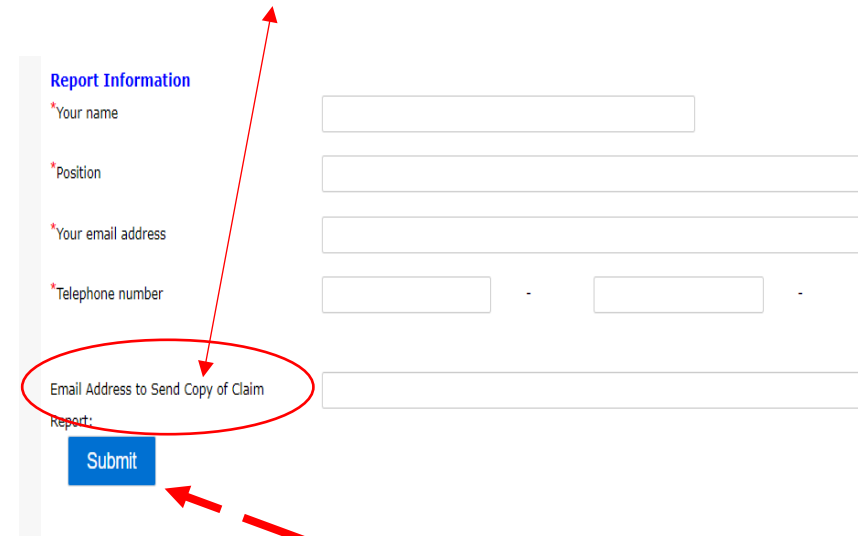
If you saved an incomplete submission.....

You will find it here.....and can complete submission at your convenience.



Notice Id	Client	Loss Date	Coverage	Claimant Full Name	Claim Number	Create Date	Location	Create Us
173	[Cross Client]				UNASSIGNED	12/12/2019		Bergey, Da
232	IRMA				UNASSIGNED	12/18/2019		Bergey, Da
51	GSIWCF	11/20/2019	ACCG-GSIWCF	Hurts, Mike	7250093141	11/21/2019	Atkinson County	Beroev, Da

This section also allows you the opportunity to send the confirmation notice to another email address.



Once all information is entered, click "Submit".

After the claim is submitted, you will be provided with a claim number, and you will be able to attach and upload documents.

To attach documents related to this claim, please click here ----->

Attach Documents