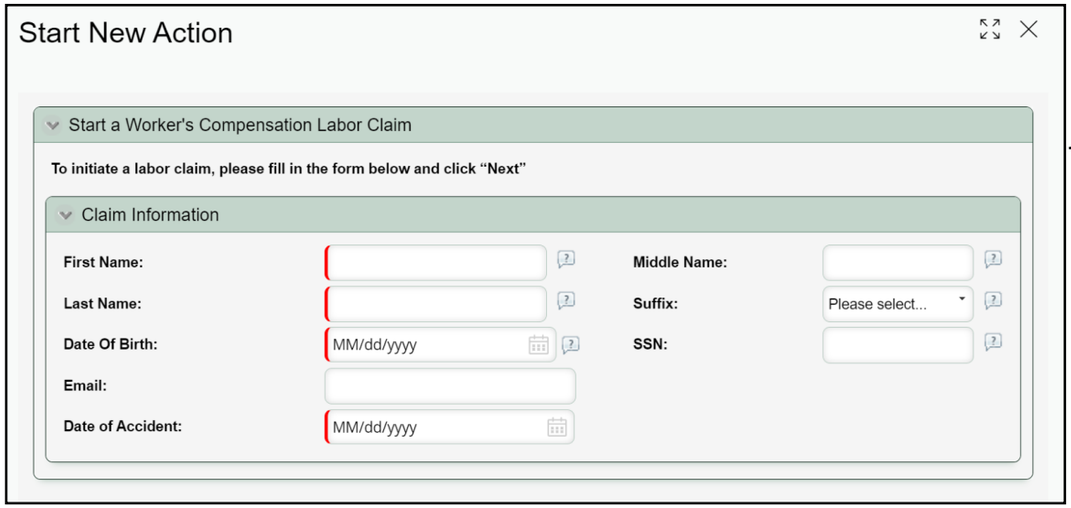
Labor Claims - External

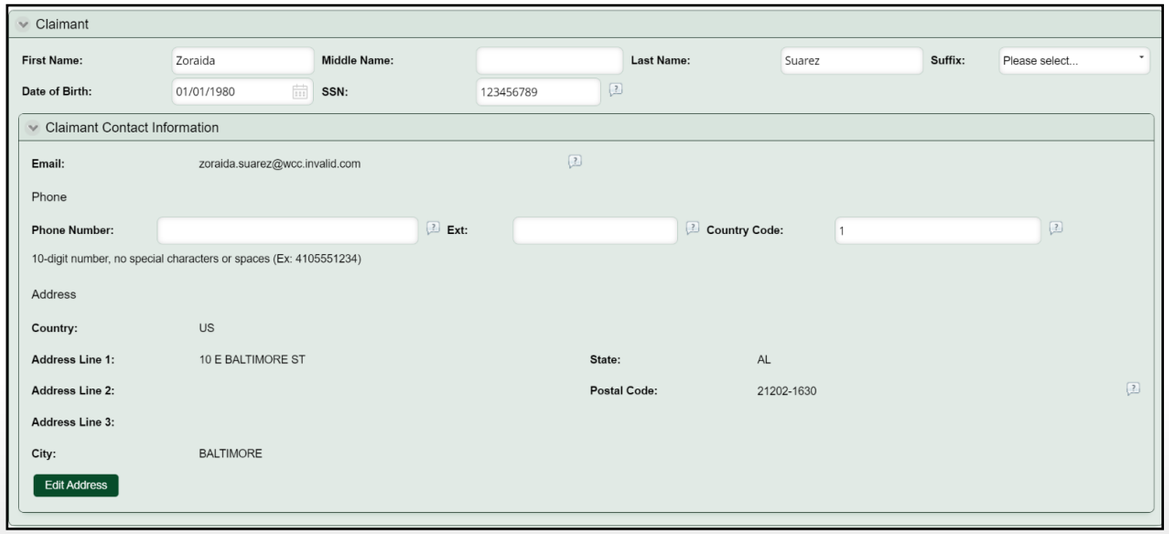
Filing a Claim

Once the Labor Claim process has been initiated, the Start Form will display, enter some preliminary information and then you can start filing the Claim

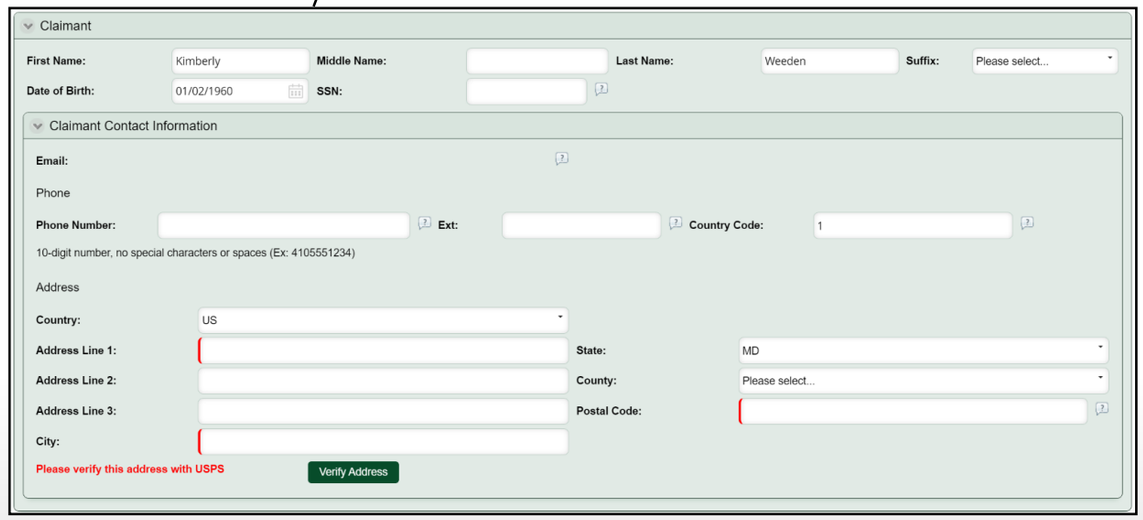


1 *Enter the Labor Claim information on the Start Form. If the user is found to be registered to CompHub, the Claimant Contact information will be pulled directly from their profile*

2 *If necessary, enter the Contact Information in the proper section.*



Claimant Contact Info. Prefilled

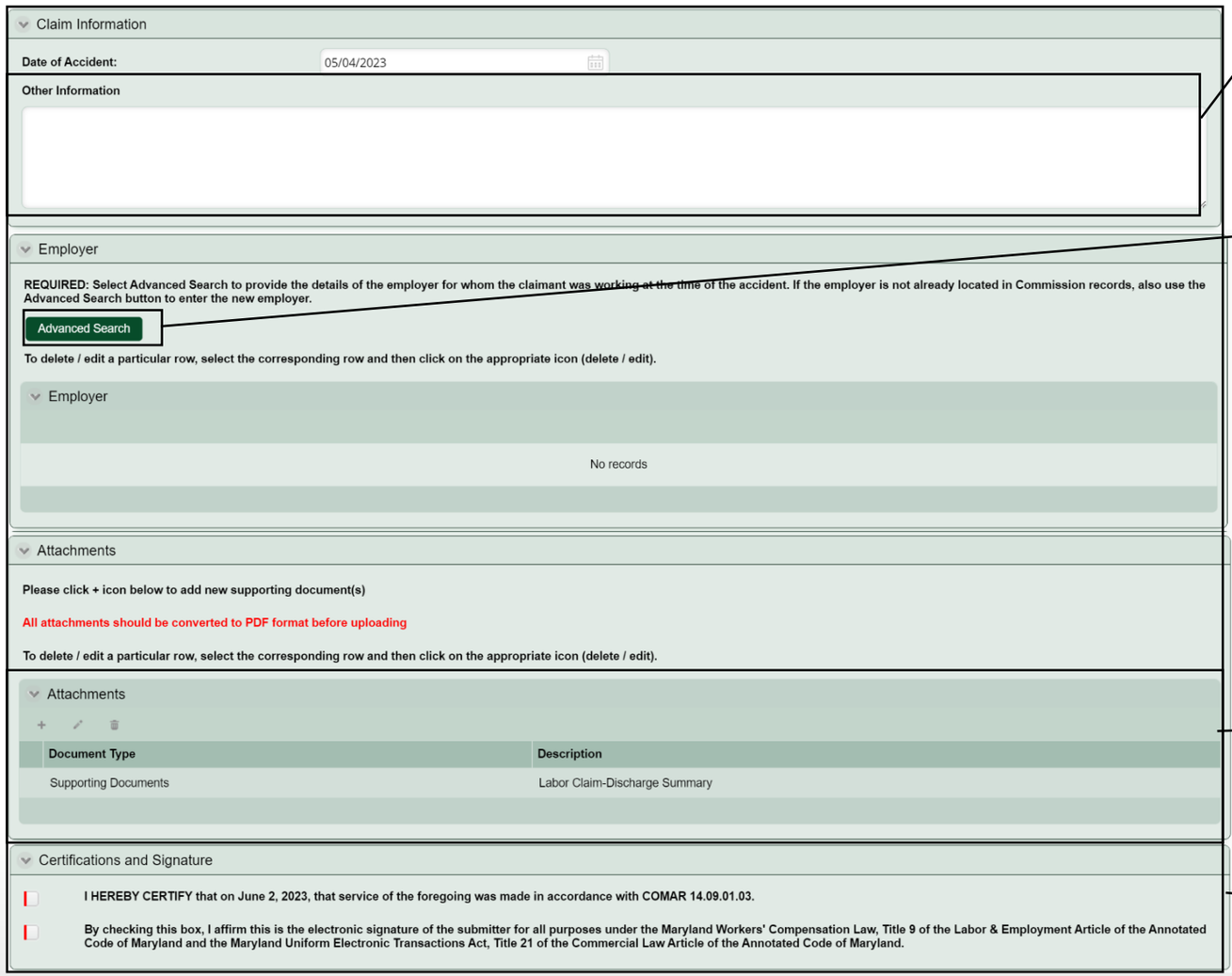


Claimant Contact Info. Blank

Labor Claims - External

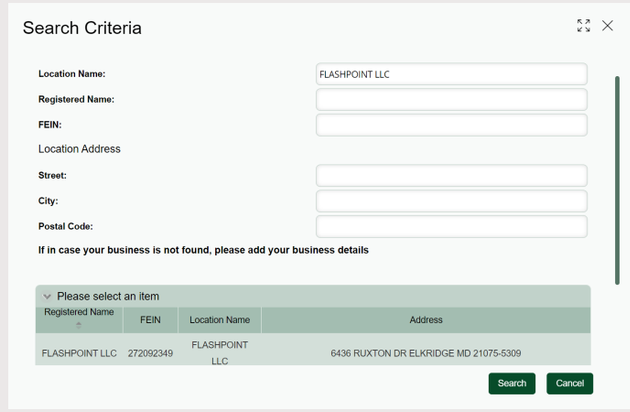
Filing a Claim (Cont.)

Fill out the remainder of the Claim Form using the various textboxes, dropdowns, and checkboxes provided.



1 *Enter the Claim Information in the textbox provided.*

2 *Click Advanced Search to open the Search form and find the proper Employer.*



3 *Add any attachments using the Attachments table.*

4 *Don't forget to Sign & Certify*

Labor Claims - External

Filing a Claim (Cont.)

Once the Claim has been successfully submitted, CompHub presents a three(3)-tab form; The PDF view tab allows a user to view/print/download the PDF copy of the form, Labor Claim shows a read-only version of the submission, and Claim Documents displays all documents in the Claim File.

To print or download the document use the icons in the top right hand corner.