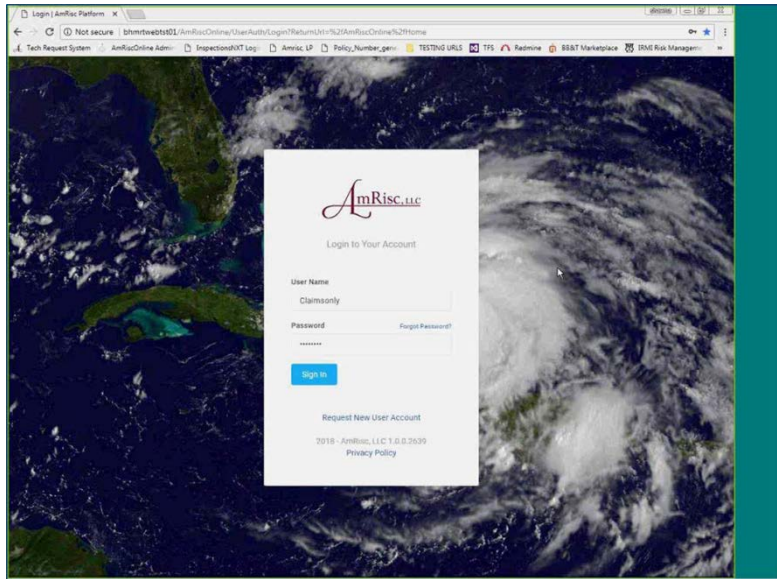


AmRisc Claims Portal – User Guide

Access via www.amrisconline.com

Login Screen



Enter your AmRisc login credentials

OR

Request NEW USER ACCOUNT - newuserrequest@amrisc.com

STEP ONE – Account Search

***Red Asterisks are REQUIRED FIELDS**

1. Enter DATE OF LOSS
2. Then [SEARCH FOR ACCOUNT] by Policy # or Account ID or Named Insured.
 - a. Note – the Search Results will only return [IDs/Insureds/Policies] which are in-force at the date/time of loss.

AmRisc Claims Portal – User Guide

AmRisc, LLC Home Logged in as srasch

Claims

1 STEP ONE Search For Your Account 2 STEP TWO Review Claim History 3 STEP THREE Create Your Claim 4 STEP FOUR Submit Supporting Documents

Account Search

* Date of Loss
07/31/2018

* Search Options
Account ID Numbers only
Policy #
Account ID
Name Insured

Search For Account

Search Results

- Account ID: 567148
Named Insured: Claims Test Named Insured
DBA:
Effective Date: 04/03/2018 Expiration Date: 04/03/2019
- Account ID: 584537
Named Insured: Claims Test Named Insured 2
DBA:
Effective Date: 06/25/2018 Expiration Date: 06/25/2019

Previous Next

3. Select [Radio Button] which corresponds to the correct [ID/Insured/Policy] for the Claim being reported.
4. Click [NEXT] to proceed to STEP TWO - CLAIMS HISTORY

STEP TWO - CLAIMS HISTORY

You can review existing claims reported on the selected account.

Note: Please do not enter/create a new claim if the claim is already shown in Claims History.

To report a NEW claim, press [\[Report New Claim\]](#).

AmRisc Claims Portal – User Guide

AmRisc, LLC Home Logged in as jhorton

Claims

1 STEP ONE Search For Your Account 2 STEP TWO Review Claim History 3 STEP THREE Create Your Claim 4 STEP FOUR Submit Supporting Documents

Claim History

Account ID: 567148
Named Insured: Anish Prod test for AROL
DBA:
Effective Date: 04/03/2018 Expiration Date: 04/03/2019

[Report New Claim ->](#)

Existing Claims

ClaimID: 26494
Date of Loss: 07/25/2018
Loss Type: Theft
Loss Description:
Entering a loss for this account. It's not so good.

[Previous](#) [Next](#)

STEP THREE – CREATE YOUR CLAIM

***Red Asterisks are REQUIRED FIELDS**

1. The Date of Loss entered in STEP ONE will carry over to this screen.
2. Select Loss Type:
 - a. Fire, Lightning, Explosion, etc.
 - b. [TS-NS-H] = Tropical Storm, Named Storm, or Hurricane
 - c. [Wind] = all other windstorm except [HAIL]
3. Severity of the damage []
 - a. Cosmetic
 - b. Damage exists to both the Exterior and Interior
 - c. Damages are unknown and need to be visually confirmed to rate further
 - d. Damages have been visually confirmed and are substantial to both exterior and interior
 - e. Total Loss
4. Enter a Loss Description
5. Producer Name, Phone & Email will auto populate from AmRisc producer database. This can be changed if needed.
6. Insured Name, Phone & Email will auto populate on subsequent claims created but must be completed on initial claim created.
7. Additional Contact information can be entered but is not required.

AmRisc Claims Portal – User Guide

AmRisc, LLC Home Logged in as jhorton

Claims

1 STEP ONE Search For Your Account 2 STEP TWO Review Claim History **3 STEP THREE Create Your Claim** 4 STEP FOUR Submit Supporting Documents

Create Claim

* Date Of Loss:

* Loss Description:

* Loss Type:

* Severity (Preliminary Estimate Only):

- Cosmetic
- Damage exists to both the Exterior and Interior
- Damages are unknown and need to be visually confirmed to rate further
- Damages have been visually confirmed and are substantial to both exterior and interior
- Total Loss

Producer Contact

* Name:

* Phone:

* Email:

* Confirm Email:

Insured Contact

* Name:

* Phone:

Email:

Confirm Email:

Additional Contact

8. [LOCATIONS OPTIONS] -
- a. SELECT locations that auto display based on active locations on the policy
 - OR**
 - b. Manually ENTER the location/address information

* Location Options:

Select Locations/Buildings Enter Additional Addresses

| | Location/Building Name | Address | City | State | Zip |
|--------------------------|------------------------|--|------------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text" value="3405 N NEBRASKA AVE"/> | <input type="text" value="Tampa"/> | <input type="text" value="FL"/> | <input type="text" value="33629"/> |

9. Select the Location and press **[CREATE CLAIM]**

| | Location/Building Name | Address | City | State | Zip |
|-------------------------------------|------------------------|---------------------|-------|-------|-------|
| <input checked="" type="checkbox"/> | | 3405 N NEBRASKA AVE | Tampa | FL | 33629 |

10 Items per page 1 - 1 of 1 items

Create Claim
Next Step: Upload Documents

10. Upon pressing **[CREATE CLAIM]**, the Producer is asked to confirm claims submittal.

Are you sure you want to submit this claim ?

Cancel OK

11. To confirm Press **[OK]**

12. Producer is provided with the Claims Number (CLM-#####) and notified the claim is under review with the claims team and then directed to upload supporting documentation.

Claim# CLM-38599 Generated. Your Claim submission is under review with Claims Team.

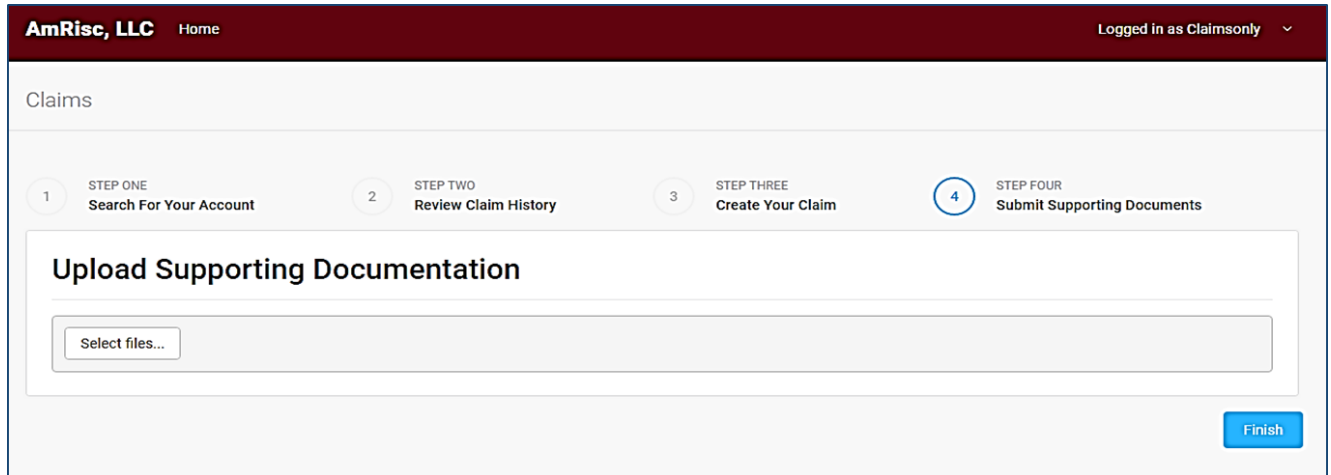
OK

13. Press **[OK]** to close Claim Number notification window & Producer is automatically directed to STEP FOUR – SUBMIT SUPPORTING DOCUMENTATION

STEP FOUR – Submit Supporting Documentation

Screen where one can upload any file type supporting documentation (i.e. pdf, jpegs, word, xls, etc.).

1. If uploading, [Select Files] and drop into Upload Supporting Documentation window and press [Upload].
2. When file names turn Green and Done is shown, upload is complete.



The screenshot displays the AmRisc, LLC Claims portal interface. At the top, the header shows 'AmRisc, LLC Home' on the left and 'Logged in as Claimsonly' on the right. Below the header, the page title is 'Claims'. A progress bar indicates four steps: 'STEP ONE Search For Your Account', 'STEP TWO Review Claim History', 'STEP THREE Create Your Claim', and 'STEP FOUR Submit Supporting Documents', with the fourth step being the active one. The main content area is titled 'Upload Supporting Documentation' and features a large 'Select files...' button. A 'Finish' button is located at the bottom right of the page.

3. Pressing **[Finish]** redirects the Producer back to the Account Search screen.

End.