

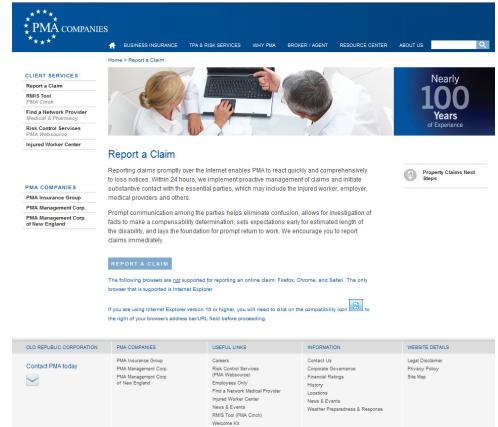


REPORTING A NEW CLAIM

User Name: 0808899
Password: newclaim



Open an Internet browser session. On the URL address line, type **www.pmacompanies.com** See the PMA Companies' Home Page. In the upper left, Click **Report a Claim**. See the Report a Claim landing page. Click **REPORT A CLAIM**.



See the login screen. Type your **User Name** and your **Password** in the spaces provided. Click **OK**.

After a few seconds, you will see the New Claim Entry main screen.

For Worker's Compensation only, choose your accident state (Georgia).

Type the information about the claim in the boxes provided. Move between sections by clicking the blue headings. Required fields are blue. You must complete these items before you can submit the claim.

For all dates, use the format mm/dd/yyyy, like 06/20/2013 for June 20, 2013. For telephone numbers and social security number, do not type the dashes.

On the last page, check the Record Only box only when the claim is for informational purposes. For Worker's Compensation, this means an injured worker who will not be seeking medical treatment. Type any additional information about the claim into the Comments box.

Click the "Send Email Copy" and type your email address in order to receive a copy of these screens after you submit the claim. Add additional recipients to the list by typing a comma and then adding the next address.

Click **Submit Claim**. You will receive a claim number immediately. Record this claim number for your records.

Attach reports, photos or other documents with the Attach File(s) button. Select files on your computer and then click Upload File(s). Common file formats like .pdf, .doc, .xls, .mov, .mpg can be added, in sizes up to 50 megabytes each.

To enter another claim, choose New Claim from the bottom of the screen. When you are finished entering claims, choose Exit from the menu. Click Yes to close PMA New Claim Entry.

