

A decorative graphic on the left side of the slide, consisting of a network of thin, light-colored lines and small circles, resembling a circuit board or data flow diagram. The lines are vertical and horizontal, with some diagonal connections, and the circles are small and light-colored, scattered along the lines.

# Using our Web Portal Upload

The following provides instructions on viewing information as well as securely submitting your files, documents or photo loss documentation to our secure web server.

On the Web Portal page select the below, or similar section where you are able to securely upload your loss documentation.

### The Claims Department has sent a file request

Your name, file number & description of the upload (i.e. photos) is required in the "Your name" field.

Your name



Drag files here

or

Add Files

Please enter your name, file number and a brief description of what you are uploading in the “Your name” field.

## The Claims Department has sent a file request

Your name, file number & description of the upload (i.e. photos) is required in the "Your name" field.

Your name

John Doe 098764 Photos



Drag files here

or

Add Files

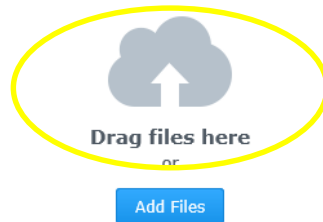
There are two simple methods of uploading your file(s). The first is to simply drag and drop them as many times as needed onto the “Drag files here” icon shown below.

## The Claims Department has sent a file request

Your name, file number & description of the upload (i.e. photos) is required in the "Your name" field.

Your name

John Doe 098764 Photos



The second method is to click on the “Add Files” icon. This way will open your PC or other device file system allowing you to choose what you are sending.

## The Claims Department has sent a file request

Your name, file number & description of the upload (i.e. photos) is required in the "Your name" field.

Your name

John Doe 098764 Photos



Drag files here

or



Add Files

After your first file is selected, you will see the below screen.

## The Claims Department has sent a file request

Your name, file number & description of the upload (i.e. photos) is required in the "Your name" field.

**Your name**

 IMG_2209.jpg	<div style="width: 50px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"></div>	×
 IMG_2249.jpg	<div style="width: 50px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"></div>	×

[+ select files for upload](#) Uploaded 0/2 files

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Here you will be able to add additional, delete or upload files.

### The Claims Department has sent a file request

Your name, file number & description of the upload (i.e. photos) is required in the "Your name" field.

Your name

John Doe 098764 Photos

IMG\_2209.jpg

IMG\_2249.jpg

+ select files for upload

Uploaded 0/2 files

Upload

Add more again by a drag & drop or by "+ select more files for upload".

Use the "X" next to a file name to remove it.







Select the "Upload" button to complete your submission.

After you use the Upload button, there will be a green checkmark to indicate that the upload was successful. Your uploaded file(s) will be immediately available to us and you can close the browser window.

## The Claims Department has sent a file request

Your name, file number & description of the upload (i.e. photos) is required in the "Your name" field.

**Your name**

 IMG_2209.jpg	<div style="width: 50px; height: 10px; background-color: #007bff;"></div>		
 IMG_2249.jpg	<div style="width: 50px; height: 10px; background-color: #007bff;"></div>		

[+ select files for upload](#)Uploaded 2/2 files

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