

NEW CLAIM FORM INSTRUCTIONS - OFFICIALS

1. Go to SportsPak online
2. From the Officials' drop list choose "Submit Claims"
3. Enter your Username and Password and click on "Sign In"
4. Enter your sport and click on the space for the dates (give it a second and the dates will appear)
5. Click "Display"
6. Look over your claim form

a. If the claim is correct then:

- i. Check box to certify
- ii. Enter your name in the signature box
- iii. Click "Accept"
- iv. Click "Print" to give yourself a copy

(DO NOT SEND A COPY TO THE OFFICE)

b. If you have a discrepancy then:

- i. Click box to certify
- ii. Click "Decline"
- iii. You will receive a message telling you to call the office
- iv. Call the office to review your claim
- v. Once clarified with the office go back to the beginning and follow directions from 1 through 6a.