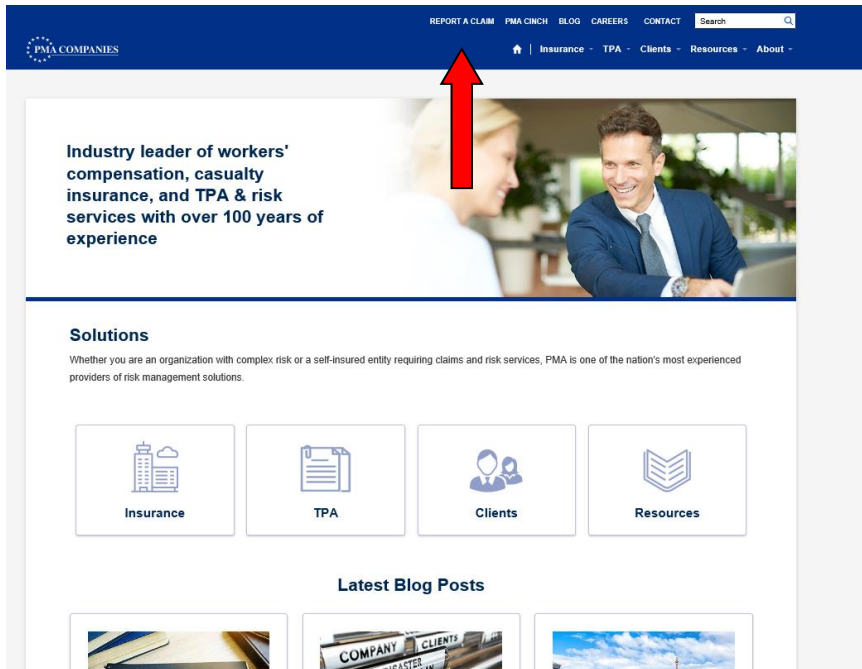


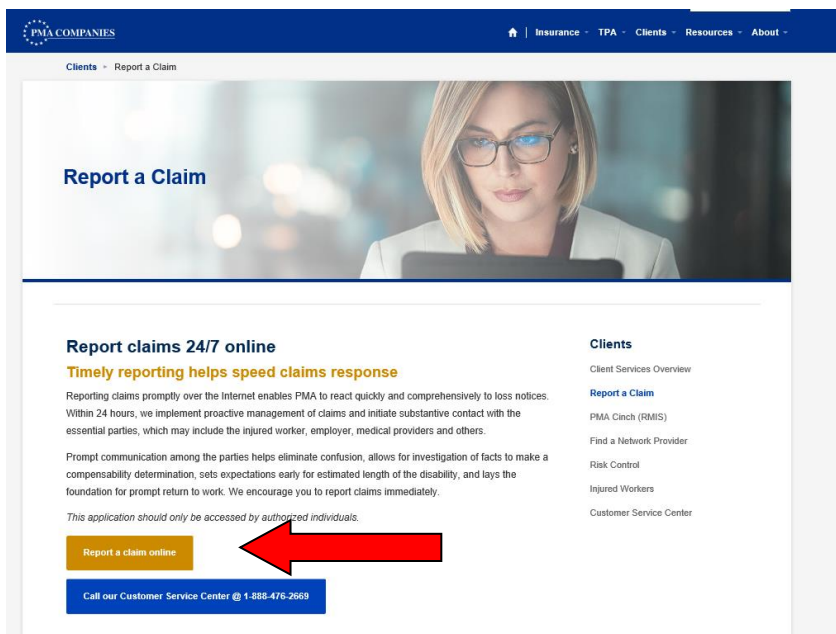
HARVARD UNIVERSITY REPORTING A NEW CLAIM

User Name:	0790121
Password:	newclaim

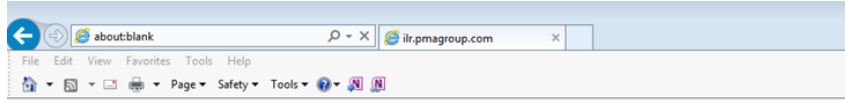
1. Open any Internet browser and type www.pmacompanies.com on the URL address line.
2. Arrive at the PMA Companies' Home Page. Click **“Report a Claim”** on the upper left side of the page.



3. Once on the Claim Landing page, click **“REPORT A CLAIM”**.



4. Type your **User Name** and your **Password** (listed at the top of Page 1 of this document) in the spaces provided on the Log In Screen (pictured below). Click “**OK**”.



Username = 0790121
Password = newclaim

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

5. Choose your accident state and Click **Go**.
6. Enter the employee’s **Harvard University ID (HUID)**.



Enter search criteria and click the Search button to generate a list of employees.

Employee ID Search Search

7. Click on the employee’s name.



Enter search criteria and click the Search button to generate a list of employees.

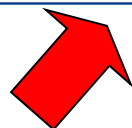
Employee ID Search Search

ID	NAME	SSN	BIRTH DATE
60338	SMITH, JOHN	###-##-####	**/**/****

- Enter the claim information in the boxes provided. Move between sections by clicking the blue headings. **Required fields are blue and begin with an asterisk (*).** You must complete all required fields before you can submit the claim.

Dates: Use the format mm/dd/yyyy, for example 06/20/2016. Telephone numbers: Do not type the dashes.

- On the last page, check the Record Only box only when the claim is for informational purposes. For Workers' Compensation, this means an injured worker who will not be seeking medical treatment.
- Type any additional information about the claim into the Comments box. Stick to the facts of the case only.
- Click the **“Send Email Copy”** and type your email address in order to receive a copy the information you entered after you submit the claim. Add additional recipients to the list by typing a comma and then adding the next email address.
- Click **“Submit”** to submit the claim. You will receive a claim number immediately. Keep this claim number for your records.



13. 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. Examples include doctor’s notes, job descriptions, photos, etc.

The screenshot shows a web application window titled "Claim Number". The claim number is "W002033877". Below this is a section titled "Add Attachments". It lists "Allowed file extensions: .bmp, .gif, .jpg, .tiff, .tif, .html, .txt, .doc, .xml, .rtf, .docx, .pdf, .xls, .xlsx, .ppt, .mpg, .aiff, .wav, .mov, .asf, .avi". There is a "Browse..." button next to a text input field labeled "Select multiple files...". Below this, two files are listed: "DSCN4067.JPG" and "Emergency Response Plan.pdf", each with a "Remove" link. To the right is an "Attached Files" section, which is currently empty. At the bottom of the window are two buttons: "Attach File(s)" and "New Claim".

14. 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.