

Initial Sign Up

- 1) Go to the Claims App at www.theclaimsapp.com
- 2) Sign Up and agreeing to our Terms and Services and Privacy Policy

THE CLAIMS APP You can't buy time but you can save it with The Claims App!

SIGN UP / CREATE AN ACCOUNT

Name
Individual Account

Email
individual1@cpsmi.com

Username
individual1

Password

Confirm Password

I agree to our [Terms of Service](#) and [Privacy Policy](#). We will automatically continue your membership and charge you the membership fee on a monthly basis until you cancel your membership. You may cancel your membership at any time by emailing us at support@theclaimsapp.com.

I Agree. Sign Me Up!

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THANK YOU, PLEASE CLICK LOGIN TO GET STARTED!

LOG IN

THE CLAIMS APP You can't buy time but you can save it with The Claims App!

LET'S GET STARTED!

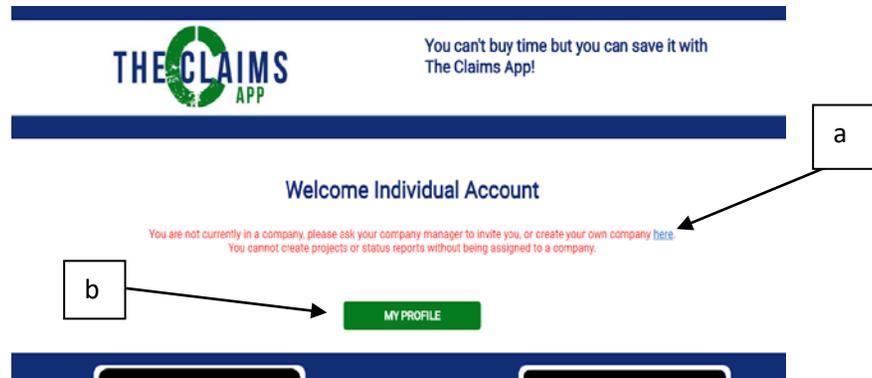
Username
ex: JohnSmith

Password

Log In

ANDROID APP ON **Google play** Download on the **App Store**

- 3) A user on The Claims App must be assigned to a company profile; either self-employed or an employee of a firm
- (a) After accepting Terms and Conditions, you can create your business profile here for either a self-employed (single user) or a firm (a company with more than one person/user for The Claims App)



- (b) The user/creator can add information to their profile, edit, or change their password. They cannot move forward on the app unless they click “here” (a) to either create a company profile or they can contact their company manager to be added to The Claims App under their direction
- If an individual user already has a device activated for The Claims App and want to be reassigned to a firm then they need to contact their company account manager to link them to the company – This is done on step 6. Once they are assigned, the user can skip to step 6

4) Create a company account

- (a) Upload your company logo (for best results a small company logo is preferred, 400px width maximum)

THE CLAIMS APP

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[DASHBOARD](#)

CREATE BUSINESS

Company Name
Sunny Restoration

Address 1
123 Main St.

Address 2

City
Brighton

State
Michigan

ZIP Code
48116

Phone
555-555-5555

Fax
555-555-5555

Company Logo (400px wide or tall preferred (PNG, JPG))
Choose File sunshine.jpg

Next Step

Back

5) Set Up Payment Arrangement

- (a) Choose Account Type (single or multi-users)
- (b) Choose Subscription Type (monthly or yearly for multi-users only)
- (c) Add promotional code if available

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[DASHBOARD](#)

CREATE PAYMENT

Name on Card
Sunny Restoration

Card Number
1234123412341234

Card Expiration Date
MM / YY

CVV2
123

Account Type
Multiple User Account

Subscription Type
Yearly - \$19.95/mo

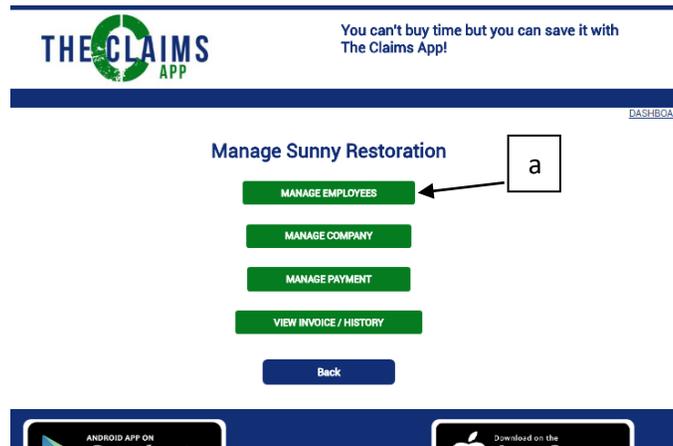
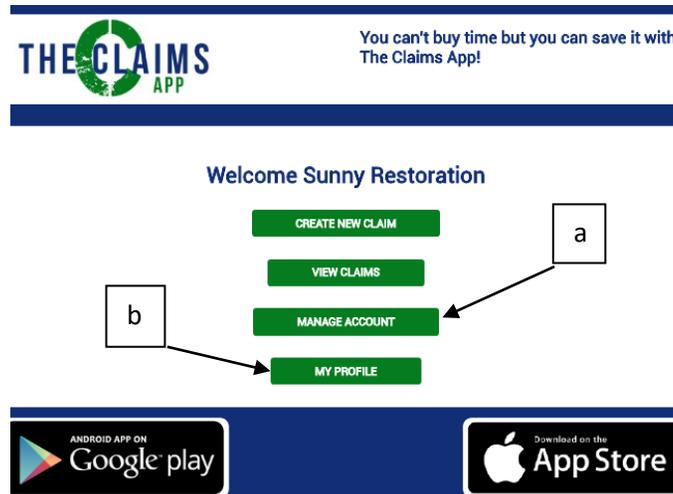
Promo Code

Create Account

Back

6) Set Up Company Account

- (a) Manage the company information here and create employee accounts or link existing users/ accounts to your company
- (b) Edit profile information for the creator/account manager – now becomes “Manager” level not just “User” level - or choose level type in dropdown



- (a) Account managers can create a new user or (b) add an existing user. In order to add an existing user, you will need their account user name. Once this is complete an individual user can access their account from their device.
- (c) Employees/users will populate in the company account table

Insurance Company Employees

CREATE A NEW USER ACCOUNT

Name: ex. John Smith
 Email: ex. johnsmith@email.com
 Username: ex. JohnSmith
 Password: [Redacted]
 Confirm Password: [Redacted]

ADD AN EXISTING ACCOUNT

(Enter Existing Account Username Here)
 ex. JohnSmith

Name	Login	Access Level	Status	Devices
Company Account	Company1	Manager	Active	0

Sunny Restoration Employees

CREATE A NEW USER ACCOUNT

Name: ex. John Smith
 Email: ex. johnsmith@email.com
 Username: ex. JohnSmith
 Password: [Redacted]
 Confirm Password: [Redacted]

ADD AN EXISTING ACCOUNT

(Enter Existing Account Username Here)
 ex. John Smith

Name	Login	Access Level	Status	Devices
Sunny Restoration	Sunny2	Manager	Active	Unset Device
John Doe	johndoe	User	Active	Unset Device
Jane Doe	janedoe	User	Active	Unset Device

- Individual users and account managers will log into their accounts at www.theclaimsapp.com

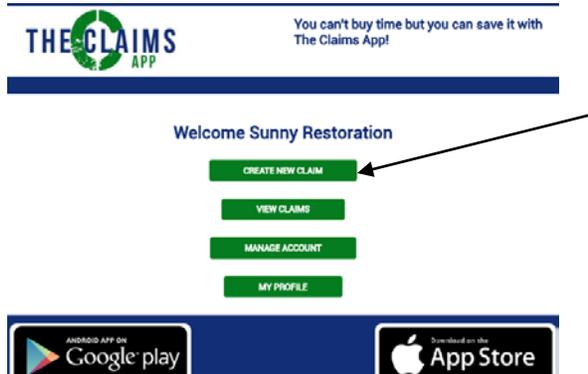
Account Manager Screen

Individual Account Screen

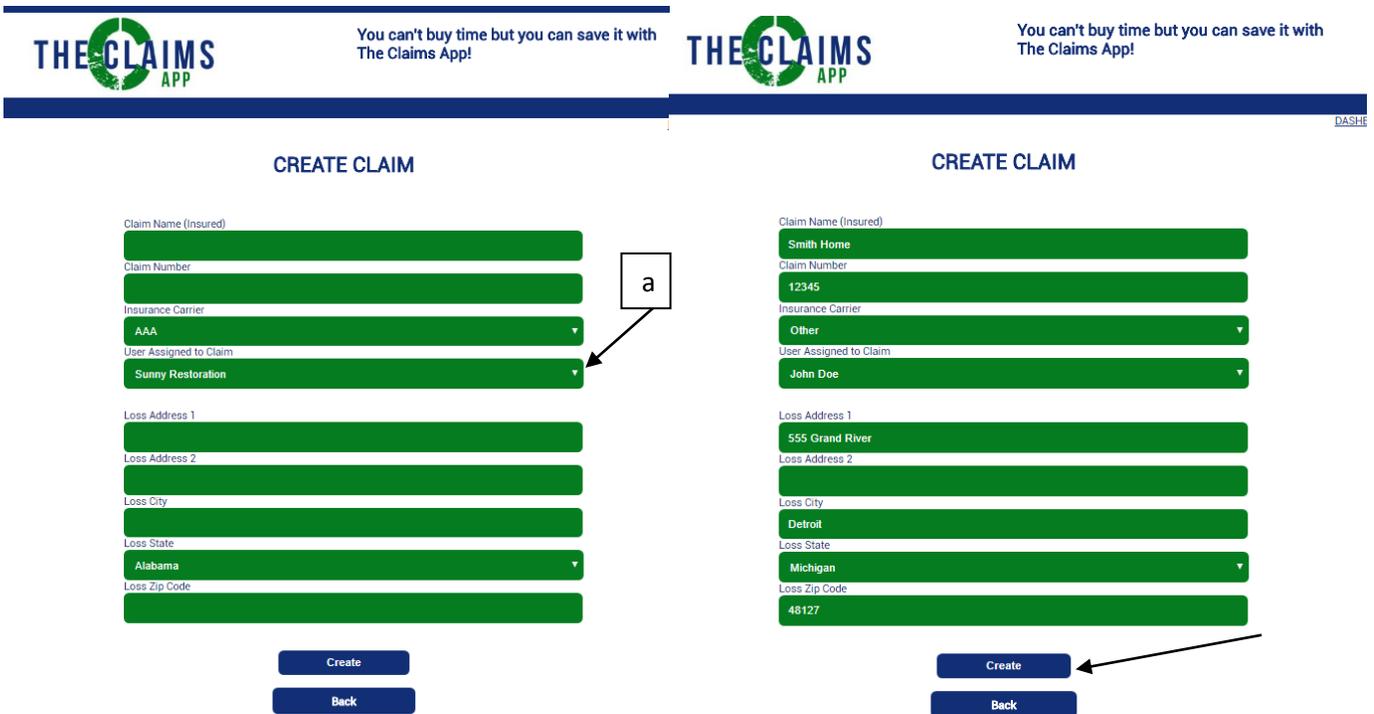
Account Manager Screen: Shows the 'Welcome Sunny Restoration' screen with buttons for 'CREATE NEW CLAIM', 'VIEW CLAIMS', 'MANAGE ACCOUNT', and 'MY PROFILE'.

Individual Account Screen: Shows the 'Welcome John Doe' screen with buttons for 'CREATE NEW CLAIM', 'VIEW CLAIMS', and 'MY PROFILE'.

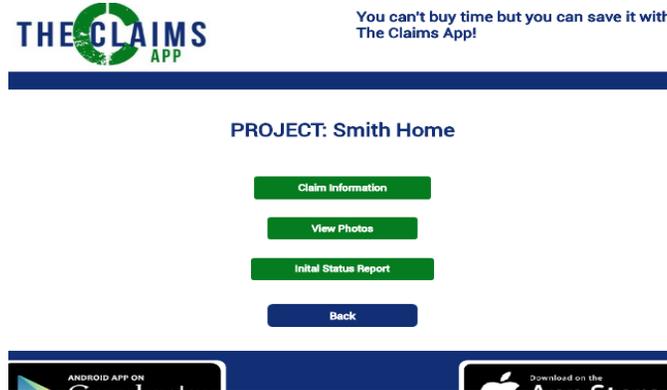
7) Create your claim



- (a) Account Managers can assign claims to a specific user within your company



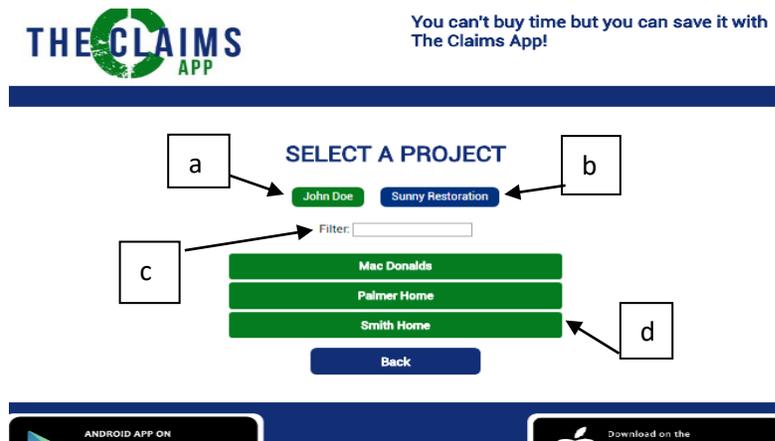
- Menu after the claim is created and/or a user selects the project/claim



- 8) Users main menu after logging in and selecting a claim

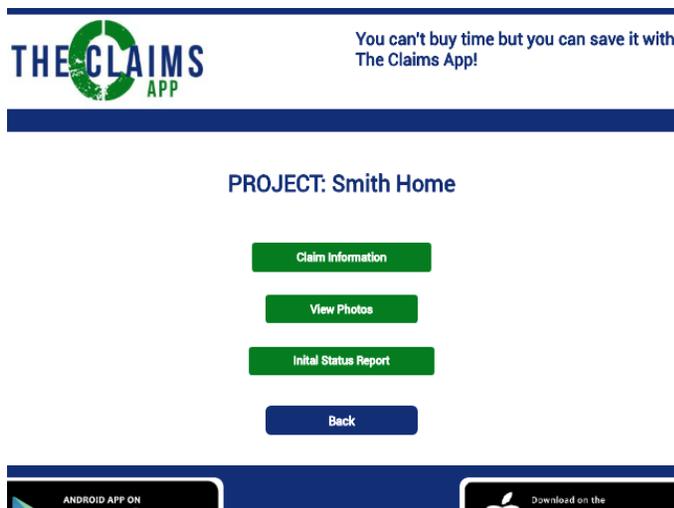


- Under View Claims, the user can use the search filter (a) to view their own claims or (b) to see all claims for the company
- (c) Search for a claim by Claim Name
- (d) Choose a claim

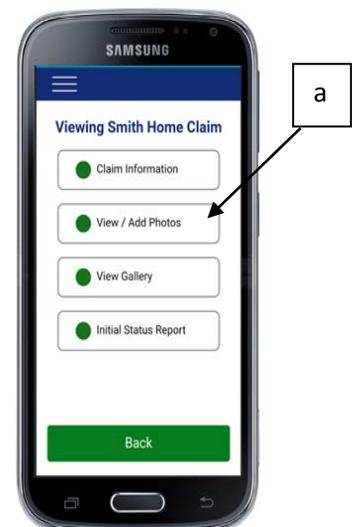


- 9) To Add/View photos (different menus on website and app) The user can only add photos into The Claims App per their mobile device (a)

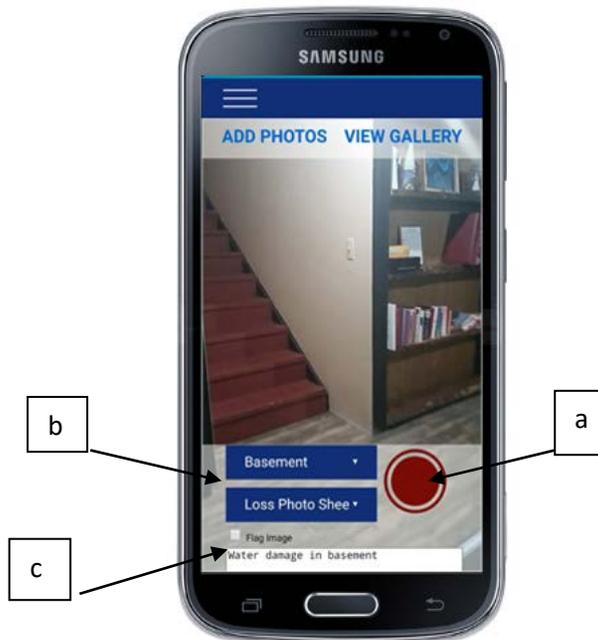
Desktop Website View



Phone App View



10) Taking a picture is easy and fast (a). Select the room location or the type of photo sheet needed (b).
Flag important images and type or speech to text specific details regarding the image (c).

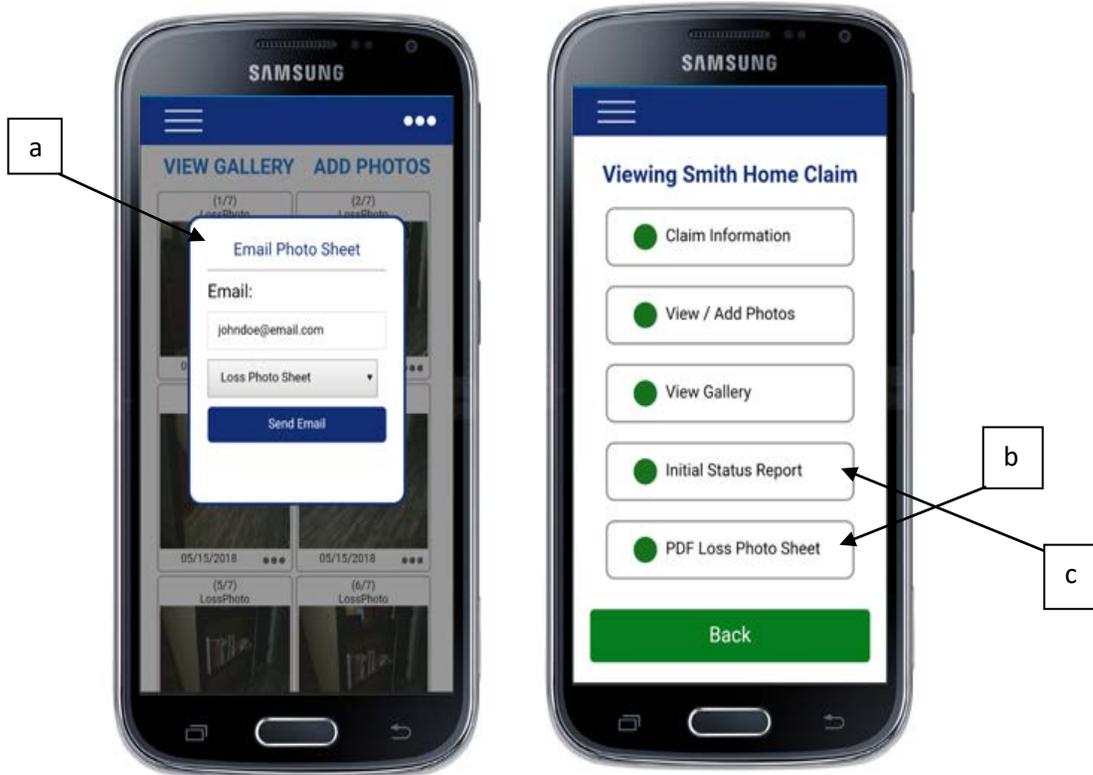


11) Under View Gallery you can review all of your images for a specific claim categorized by room location and type of photo sheet

- (a) returns you to the main app menu
- (b) gallery menu: email photo sheets here and add a new room location
- (c) Image options: edit room or description information or delete an image



12) Send your Photo Sheets quickly and easily anywhere from either your gallery (a) or from the claim main menu (b). Also easily send the Status Reports (c).



13) If you have further questions regarding using The Claims App, please email us at support@theclaimsapp.com