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
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)

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
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

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