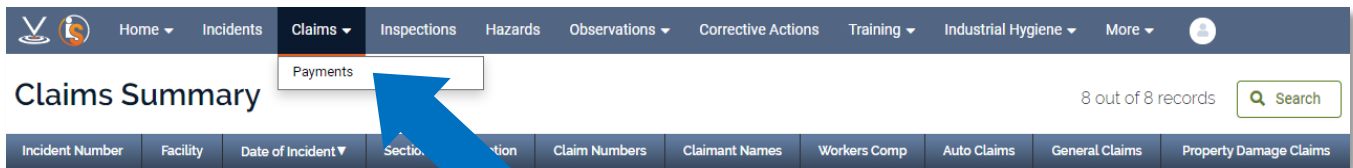


IndustrySafe Claim Payments Guide

This guide describes the process for entering claim payments using the IndustrySafe Safety Management Software.

1 Open the Claims Module

1.1 Hover over the **Claims** tab and click on **Payments**.



2 Add a Payment from the Claims Form

2.1 Locate the incident in the summary screen that you wish to add a claim payment to and click on the **Incident Number** link.

Claims Summary 7 out of 7 records

Incident Number	Facility	Section	Location	Claim Numbers	Claimant Names	Workers Comp	Auto Claims	General Claims	Property Damage Claims
FY19-00098	Facility F-001	Section Eight	Location Nine	1303		0	0	1	0
FY19-00097	Facility F-174	Section Eight	East Falls			0	0	0	0
FY19-00096	Facility F-072	Section Eight	Location Eight	1302, 1301	Shamar Bruce, Shamar Bruce	2	0	0	0
FY19-00094		Section Eight	Location Eight			0	0	0	0

2.2 Click on the claim you wish to add a payment to.

Claim Summary - Incident Number: [FY19-00096](#) 2 out of 2 records

Claim Number	Date Claim Initiated	Type of Claim	Claimant	Total Reserves	Total Paid	Total Outstanding	Claim Status	Submit Date
1302	12/03/2019	Worker's Comp	Shamar Bruce	13,800.00	12,000.00	1,800.00	Open	
1301	12/03/2019	Worker's Comp	Shamar Bruce	0.00	0.00	0.00	Open	

Claims Summary

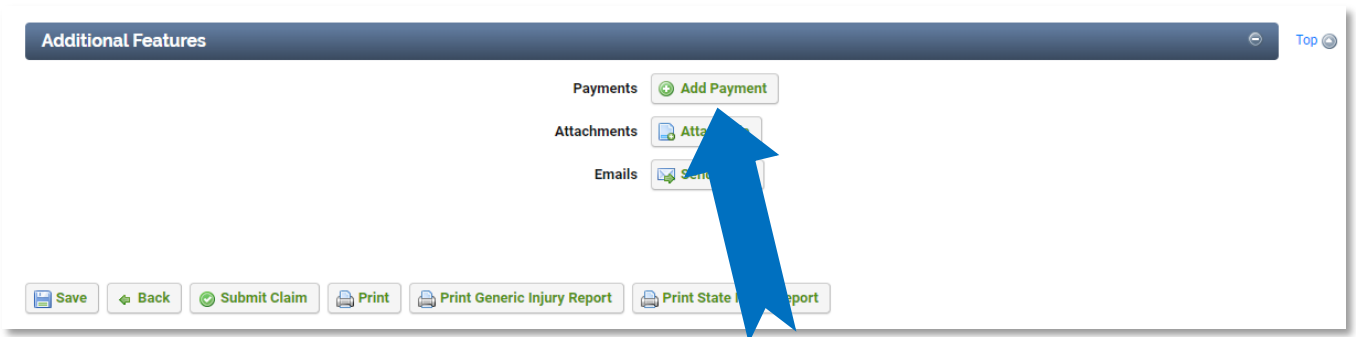
Number of Claims: 2

Total Reserves: 13,800.00

Total Paid: 12,000.00

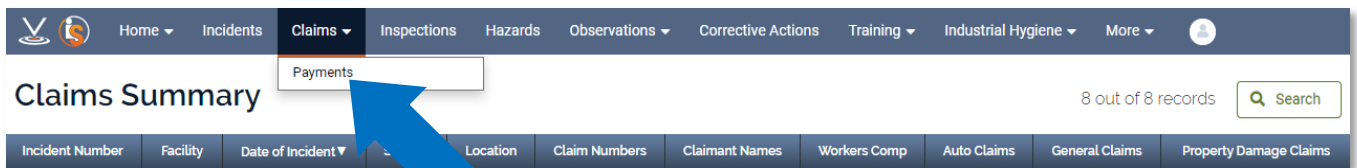
Total Outstanding: 1,800.00

2.3 Scroll to the bottom of the form to the Additional Features section and click on **Add Payment**.

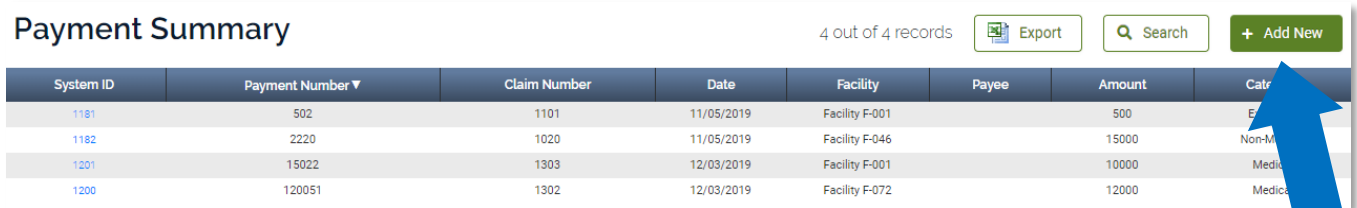


3 Add a Payment from the Payments Summary

3.1 Hover over the **Claims** module and click on **Payments**.



3.2 Click on the green **x** button located to the top right-hand side.



4 Complete the Payment Form

4.1 Entering the Claim Number

If you added the payment from the Claim Form, the Claim Number and Claimant will automatically be filled in. However, if you added the payment from the payment summary, you will need to enter the claim number for the payment.

To search for the claim number, click on the Claimant field and start typing the first or last name to search for the claimant. When you find the name, click on it to fill in the person's name and the claim number.

Payment Information Recording Form:

[Save](#) [Save and Add](#) [Close](#) [Print](#)

[Payment Information](#) | [Additional Features](#) | [History Section](#)

Payment Information Top

Claim Number * <input type="text"/>	Payment Number <input type="text"/>
Claimant <input type="text" value="Start typing name here"/>	Date of Payment * <input type="text" value="12/3/2019"/>
Name of Payee <input type="text"/>	Payment Amount <input type="text" value="\$"/>
Address <input type="text"/>	Services <input type="text"/>
City <input type="text"/>	Category * <input type="text"/>
State <input type="text"/>	Payment Issued By <input type="text"/>
Zip Code <input type="text"/>	Notes <input type="text"/>
Phone Number <input type="text"/>	


4.2 Save the form.

Additional Features Top

Attachments [Attach File](#)

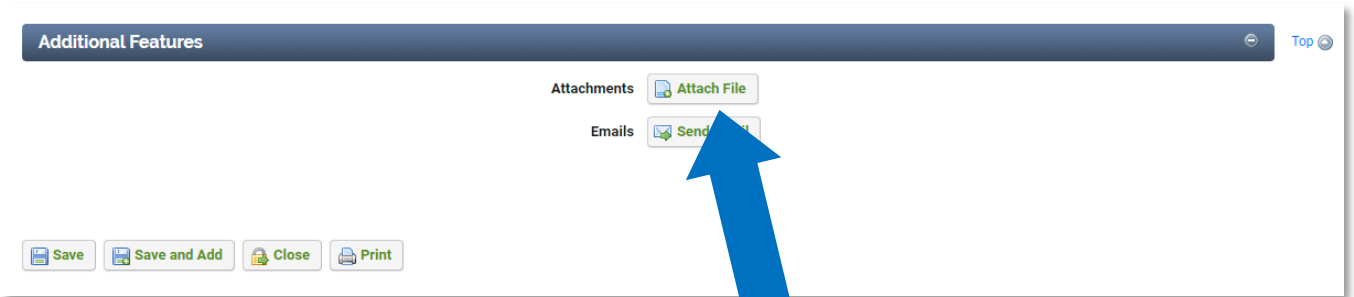
Emails [Send Email](#)

[Save](#) [Save and Add](#) [Close](#) [Print](#)



5 Additional Features

5.1 To attach supporting documents (Photos, etc.), click the **Attach File** button



6 General Notes about IndustrySafe

- Fields with a red * are required.
- Ensure that your browser allows pop-ups from IndustrySafe. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.
- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.

