

# IndustrySafe Claim Payments Guide

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

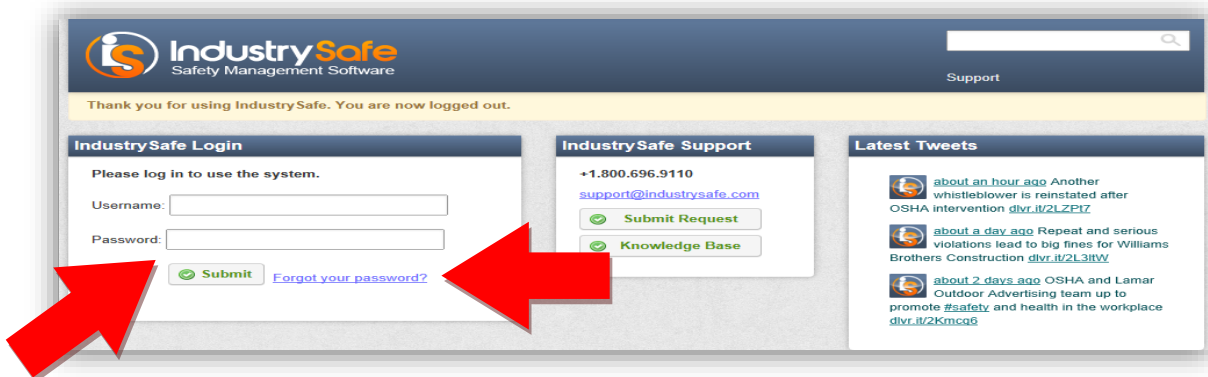
## 1 Log in to IndustrySafe

1.1 Using your preferred browser, go to <http://www.industrysafe.com>

1.2 Click on the **Login** button at the top right corner of the page.



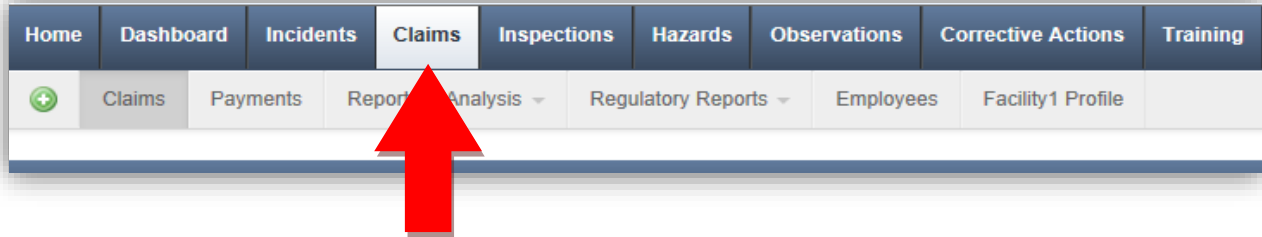
1.3 Enter your username and password and click the **Submit** button.



**Note:** If you forget your username or password, click the **Forgot your password?** button to have your username and a new password emailed to you. The next time you log in you will be asked to change your password.

## 2 Open the Claims Module

2.1 Click on the **Claims** tab



## 3 Add a Payment from the Claim Form

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

A screenshot of the 'Claims Summary' screen. The screen shows a table with the following columns: Incident Number, Date of Incident, Subcontractor, Location, and Workers Comp. The table contains 16 records. A red arrow points to the 'Incident Number' column. The table data is as follows:

Incident Number	Date of Incident	Subcontractor	Location	Workers Comp
<a href="#">FY13-0031</a>	10/18/2012	Staff		0
<a href="#">FY13-0029</a>	10/04/2012		IT Location	0
<a href="#">FY13-0030</a>	10/04/2012		IT Location	0
	09/28/2012	Computer		1
	09/19/2012			1
	09/13/2012			0
	09/13/2012			0
	09/13/2012			0
<a href="#">FY13-0028</a>	09/13/2012			0
<a href="#">FY13-0024</a>	09/13/2012			0
<a href="#">FY13-0021</a>	09/10/2012	Craft	IT Location	0

3.2 Locate the claim you wish to add a payment to and click on the **Claim Number** link.

Home Dashboard Incidents **Claims** Inspections Hazards Observations Corrective Actions Training Industrial Hygiene

Claims Payments Reports & Analysis Regulatory Reports Employees Facility1 Profile

Claim Summary - Incident Number: FY13-0028 View Incident Forms 2 out of 2 records

Claim Number	Date Claim Initiated	Type of Claim	Claimant
<a href="#">5680</a>		Worker's Comp	New Person
<a href="#">5700</a>	10/01/2012	Auto Claim	teybe 3 6 56ryrh

Claims Statistics

Number of Claims:	2
Total Reserves:	\$0.00
Total Paid:	\$0.00
Total Outstanding:	\$0.00

3.3 Scroll to the end of the form and click the **Add Payment** Button.

Submitted by: [Name]

**Additional Features**

Payments [+ Add Payment](#)

[Save](#) [Delete](#) [Back](#) [Print](#)

**Note:** See Section 5 for steps to complete the payment form.

## 4 Add a Payment from the Payments Summary

4.1 From within the **Claims** module, click on the **Payments** tab in the second-tier horizontal menu.

The screenshot shows the top navigation bar with tabs: Home, Dashboard, Incidents, Claims, Inspections, Hazards, Observations, Corrective Actions, and Training. Below this is a second-tier menu with a green plus icon, Claims, Payments, Reports & Analysis, Regulatory Reports, Employees, and Facility1 Profile. A large red arrow points to the 'Payments' tab. Below the menu is a 'Payment Summary' header with a search icon, a magnifying glass, and '63 out of 63 records'. The table below has columns: System ID, Payment Number, and Claim Number.

System ID	Payment Number	Claim Number
<a href="#">1122</a>		
<a href="#">1441</a>		3260
<a href="#">1300</a>		
<a href="#">1180</a>		

4.2 Click on the green and white addition sign icon, and then click **Add Payments**.

The screenshot shows the top navigation bar with tabs: Home, Dashboard, Incidents, Claims, Inspections, Hazards, Observations, Corrective Actions, Training, Industrial Hygiene, and Security. Below this is a second-tier menu with a green plus icon, Claims, Payments, Reports & Analysis, Regulatory Reports, Employees, and Facility1 Profile. A blue button labeled 'Add Payment' is highlighted with a red arrow. To the right is a 'Search Criteria' box with a magnifying glass icon and the text 'Date: 8/21/2000 - 9/20/2012'. Below the menu is a 'Payment Summary' header with a search icon, a magnifying glass, and '63 out of 63 records'. The table below has columns: System ID, Payment Number, Claim Number, Date, and Facility1.

System ID	Payment Number	Claim Number	Date	Facility1
<a href="#">1122</a>			09/10/2008	
<a href="#">1441</a>		3260	08/30/2011	Long Island Facility
<a href="#">1300</a>			11/10/2010	
<a href="#">1180</a>			06/03/2010	
<a href="#">1280</a>			11/09/2010	
<a href="#">1320</a>			11/10/2010	

## 5 Complete the Payment Form

### 5.1 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.

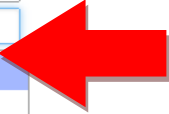
**Payment Information Recording Form:**

[Payment Information](#) ||

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**Payment Information**



Claim Number *	<input type="text"/>
Claimant	<input type="text" value="Scott"/>
Payment Number	<input type="text" value="Scott Kaminski -- 09/19/2012 -- 5660"/>
Date of Payment *	<input type="text"/>
Name of Payee	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
Payment Amount	\$ <input type="text"/>
Services	<input type="text"/>



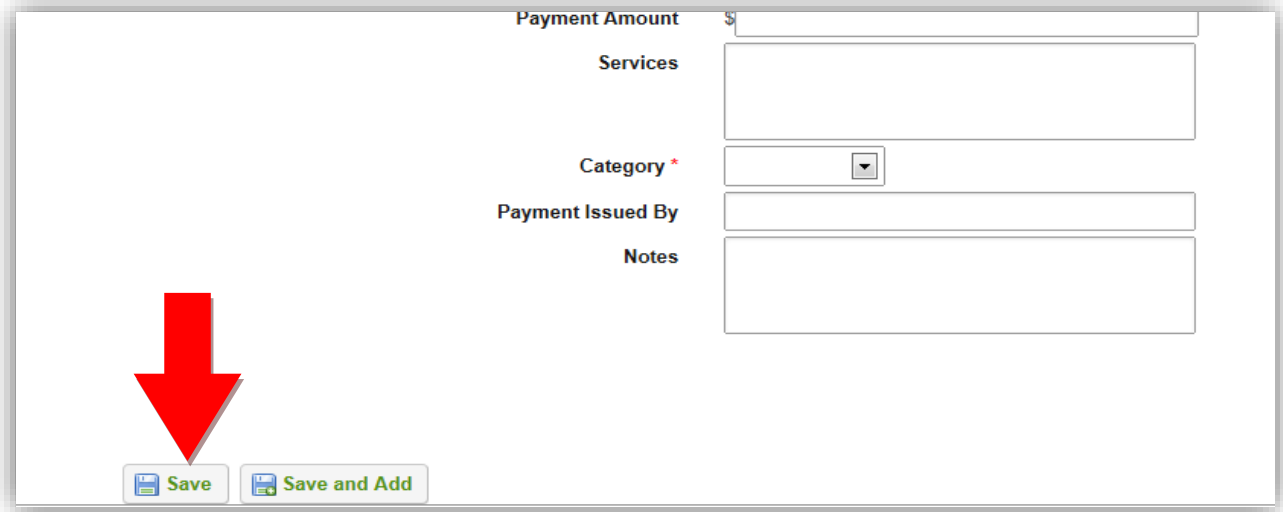
5.2 Complete the remaining fields on the form.

### Payment Information

Claim Number *	5660
Claimant	Scott Kaminski 09/19/2012
Payment Number	
Date of Payment *	10/19/2012 
Name of Payee	
Address	
City	
State	
Zip Code	
Phone Number	
Payment Amount	\$
Services	
Category *	
Payment Issued By	
Notes	

 Save  Save and Add

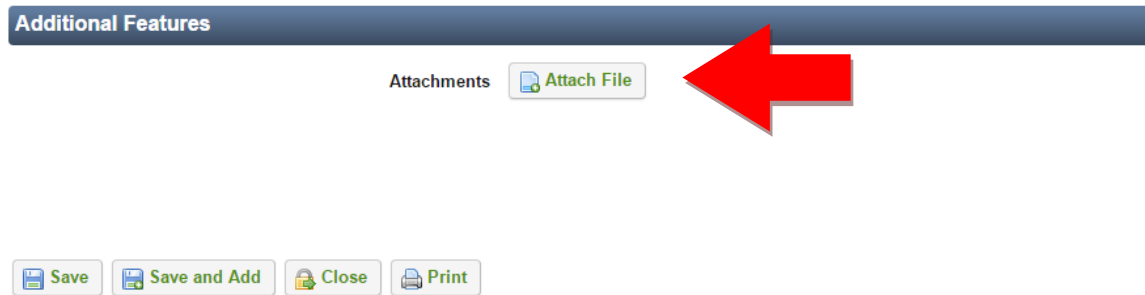
### 5.3 Save the form.



The screenshot shows a web form for entering claim information. The fields include: Payment Amount (with a dollar sign), Services (a large text area), Category\* (a dropdown menu), Payment Issued By (a text field), and Notes (a large text area). At the bottom left, there are two buttons: 'Save' and 'Save and Add'. A large red arrow points directly to the 'Save' button.

## 6 Additional Features

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



The screenshot shows a dark blue header bar labeled 'Additional Features'. Below it, the word 'Attachments' is followed by an 'Attach File' button. A large red arrow points to the 'Attach File' button. At the bottom, there is a row of four buttons: 'Save', 'Save and Add', 'Close', and 'Print'.

## 7 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.

