

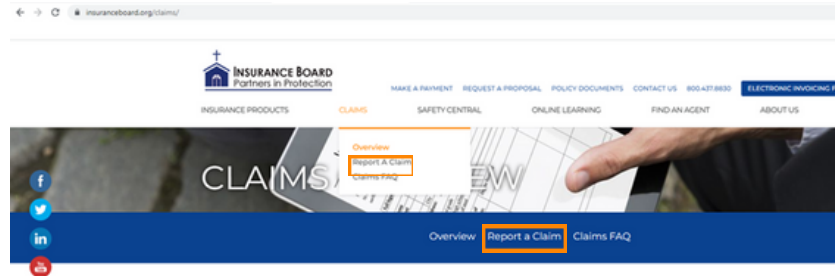
HOW TO SUBMIT A CLAIM

CLAIMS ARE TO BE REPORTED ONLINE THROUGH INSURANCE BOARD'S WEBSITE*

Before you begin, have your Insurance Board number and the details of the loss available. The following are the fields **REQUIRED** to report a claim.

•General & Contact Information

- o Loss type
- o Agent name
- o Have you discussed claim w/ your agent?
- o Your first and last name
- o Date of accident
- o Church / Organization name
- o IB Church ID#
- o City and state of Church / Organization
- o Did the loss occur at the address above?
- o Contact person's name, business phone, mobile and email address



•General description of what happened / Details of loss Including the building(s) involved.

- o Has a police report been completed?
- o Is it possible that you or anyone else previously reported this claim?

•Property Specific Questions (including Crime and Employee Theft)

- o How was it damaged?
- o Has an estimate been received? (Property); Estimated amount of loss (Crime / Employee Theft)

•General Liability Specific Questions

- o Claimant name
- o If injury occurred, has there been medical treatment?
- o Was a non-owned or hired vehicle involved?

•Professional Liability Questions

- o Attachments (i.e. lawsuit, demand letter, communication regarding demands)

INSTRUCTIONS

1. On the Claims page within the Insurance Board website (<https://www.insuranceboard.org/claims>), click on the "Report a Claim" button.
2. Select the appropriate Loss Type to get started. Once selected, additional fields will appear depending on the type of claim being submitted.
3. Complete all required and necessary fields, then click "Submit Claim" at the bottom of the screen.

IMPORTANT DETAILS

When your claim is submitted AND accepted, you will receive a message indicating your claim has been received. IF YOU DO NOT receive that message, we have not received your claim. After the initial message, you will also receive an email from us within 48 hours.

Claims Contact Information is on the Insurance Board website (<https://www.insuranceboard.org/claims>).

Cy McFarlin, Director, Claims

Mark Zimmerman, Senior Claims Analyst; Property Claims (Including Crime and Employee Theft)

Monroe Moore, Senior Claims Analyst; Liability, Auto, WC Claims (Including Cyber)

Workers Compensation and Auto Claims are to be reported directly to Cincinnati