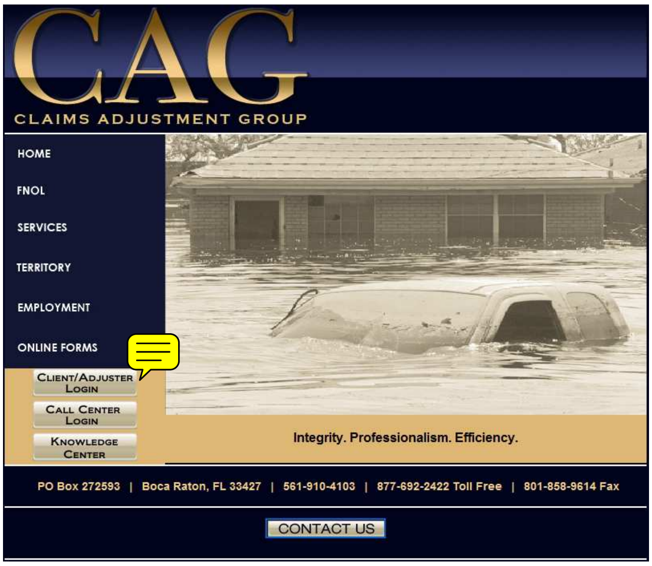
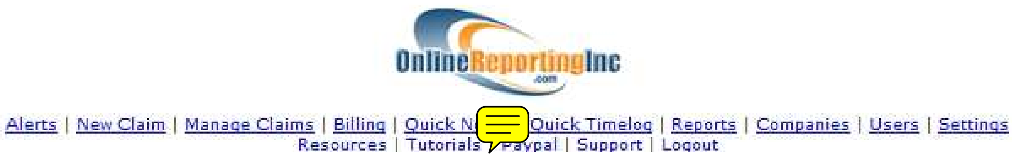
Instructions for logging in to Filetrack and viewing tutorials.

1) Go to www.claimsadjustmentgroup.com
2) Select the “Client / Adjuster Login.



3) Log in.
4) Scroll down to bottom of page.
5) Select Tutorials.



6) Select relevant item from list. (Note – Adjuster Training Video at bottom of list)

- Add Companies
- Adding a User, Editing a User, & adding User Alerts
- Set Services & Fees, Format Templates, Upload Generic Documents, Assign Reports to Adjusters, Set your Loss Types, Unit Types and Claim Status', Custom File #'s & Expenses
- Using your Alerts Page
- Entering a new claim, assigning adjusters
- Uploading your reports, enclosures, Pictures, Media Items, E-mailing out the finished products, allowing Reports to be viewed by Clients & Document Management (Sort all uploads and create a PDF)
- Using your Managed Claims Page & Edit Claims Page
- Using Associated Documents, Entering Contacts and Producing Letters, Changing the Status of a file
- Entering Notes, Setting your reminders, Including recipients
- Entering in Timelog information, Editing your Timelog
- Quick Notes, Quick Timelog
- ***NEW - Creating an Invoice**
- Billing & Batch Payments
- ***NEW - Adjuster Payout Module**
- Generate Diary, Aging, Revenue & Custom reports
- Log in as your Client and see what they see
- ***NEW - Adjuster Training Video**