## **HOW TO SUBMIT A CLAIM**

**Connect** to our <u>online portal</u> using your user name and password, and **download a copy of the claim form** from the online portal or by <u>clicking here</u>





Complete the form with your and your clients details. It is important to fill the fields correct.

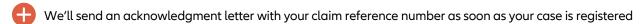
**Attach** the form to an email with supporting documentation (statement of account, invoices, orders, proof of delivery, etc.) and add a subject line that includes "New claim" as well as your Policy name and Policy number





Send the email to: claims-collections.fi@eulerhermes.com

## WHAT'S NEXT...



IF WE ASK FOR MORE INFO
Please send it as soon as possible so we can progress your claim quickly.

