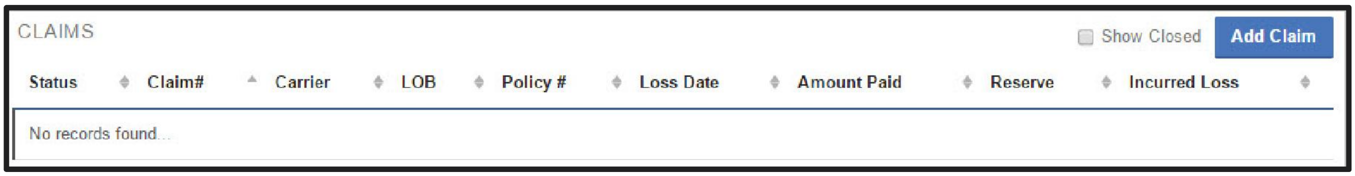
With EZLynx Management System, an agency can track claim information within applicant accounts.

Add a Claim

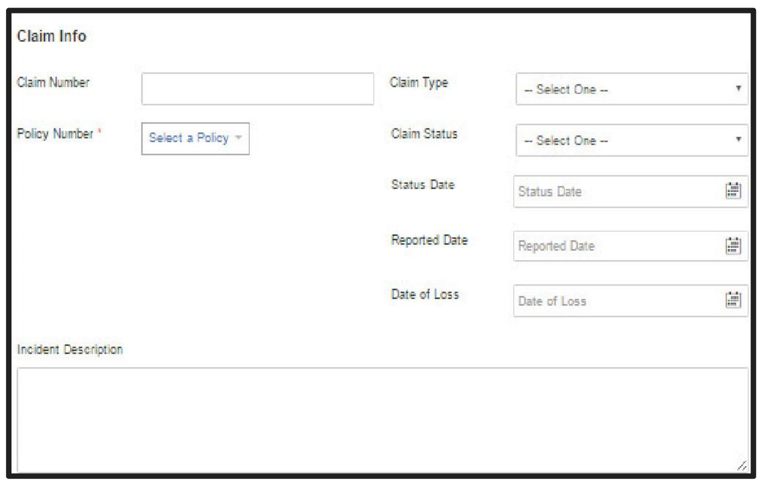
1. Go to the applicant's **Overview** tab, down to the **Claims** area.
2. On the right, click the **Add Claim** button.
3. Enter the **Claim Info.**
4. **Reserve, Payment and Adjuster Info** can be entered now, or later from the **Actions** menu.
5. Click **Save**.



Add a Reserve, Payment or Adjuster

Add any of these items by locating the claim and using the Actions menu.

1. Go to the applicant's **Overview** tab, and go to the claim.
2. Click **Actions** on the right, and select **Reserve, Payment or Adjuster**.
3. Enter the **Info**.
    a. **When adding a Payment**, the Reserve Amount fluctuates based on payment type, and the Incurred Loss updates. (Amount Paid + Reserve = Incurred Loss).
4. Click **Save**.



View Claim Details

1. Go to the claim, and click **Details** on the right.
2. Land on the **Policy Overview**, and locate the claim.
3. Click the "**V**" **icon** to expand to the claim details.
4. Transactions are in **chronological order** with the most recent at the top.
    a. Optionally, use filter drop-down to locate specific transaction types.

Questions? Contact support@ezlynx.com.