



CHUBB®

# Vendor Assignment Tool

## Consolidated Vendor User Guides

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Includes help on Registration, login, forgotten passwords and email addresses

Accepting or Declining a New  
Assignment

Includes guidance on accessing the assignment information and attachments, as well as the critical information Chubb requires from you at the point you accept

Searching for an Assignment

How to use the tool to access information on previous assignments

Uploading an Invoice

Using the tool to successfully upload an Invoice\* due for payment by Chubb



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# Vendor Assignment Tool

Vendor User Guide

Accessing the Assignment Tool

# Content

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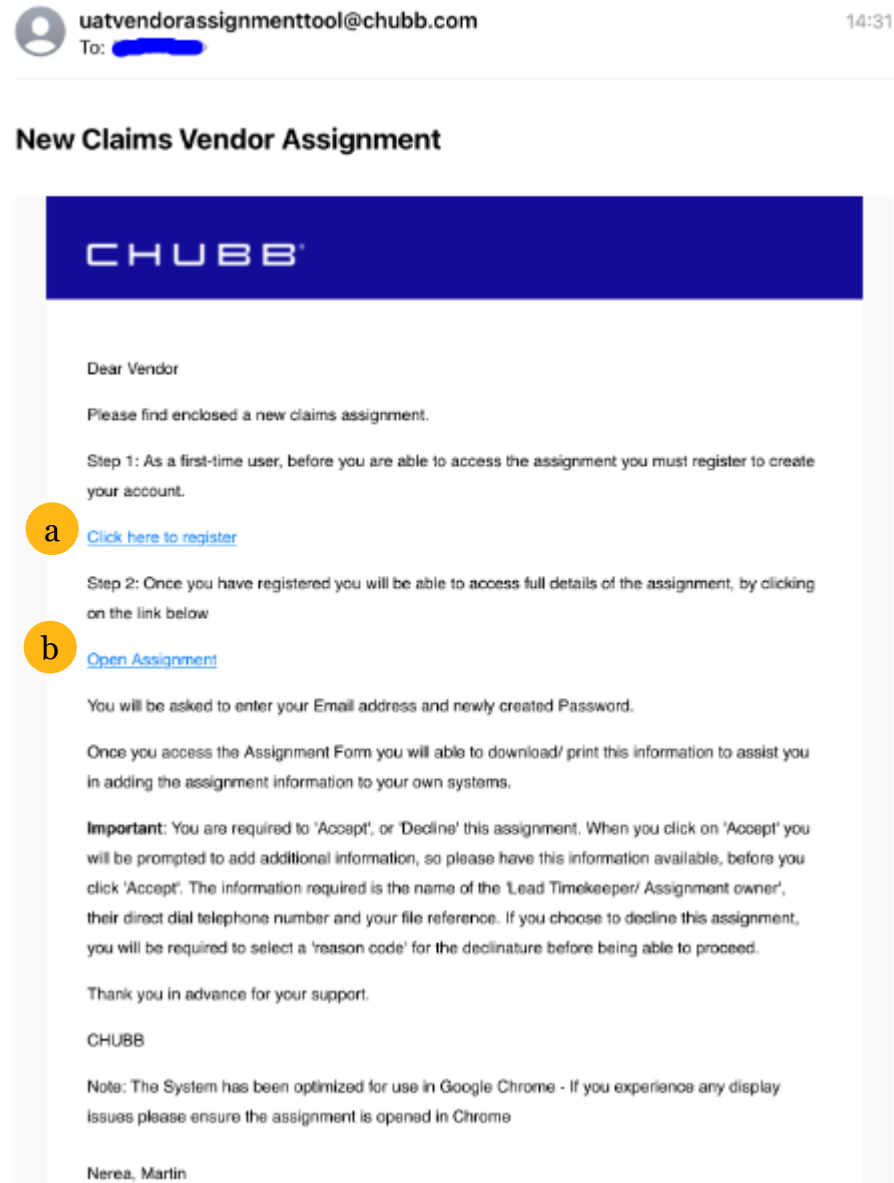


# User Registration



When the Chubb Claims Adjuster has submitted a new assignment, as a Vendor you will receive an automated email.

**NOTE:** If the recipient is not already a registered User, this version of the email will be received:



## Registration Process

- a** If as a recipient of the new assignment email, you are a first time user, please use this link to start the Registration Process (see slides 5-10).
- b** Once you have completed your registration, you will need to return to the email to click on the link to open the new assignment.

1

Registration

2

Log in

3

Retrieve Email Address

4

Forgot Your Password

5

Email Templates

## Registration Process

**a** You should enter the name of your Organization here to initiate the Registration process.

**Note:**  
The name of the Organization entered will be validated against Chubb's existing records.

As you begin to type, suggestions for the correct Vendor name will appear in a drop down list.

**b** Once you have entered or selected the name of your organisation, then click the 'Next' button

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# Welcome to Claims Vendor Assignment Tool

[Contact us](#)

Let's Create Your account

To get started, please enter your organisation name

**a**

Organization name

[Back to Login page](#)

**b**

Next



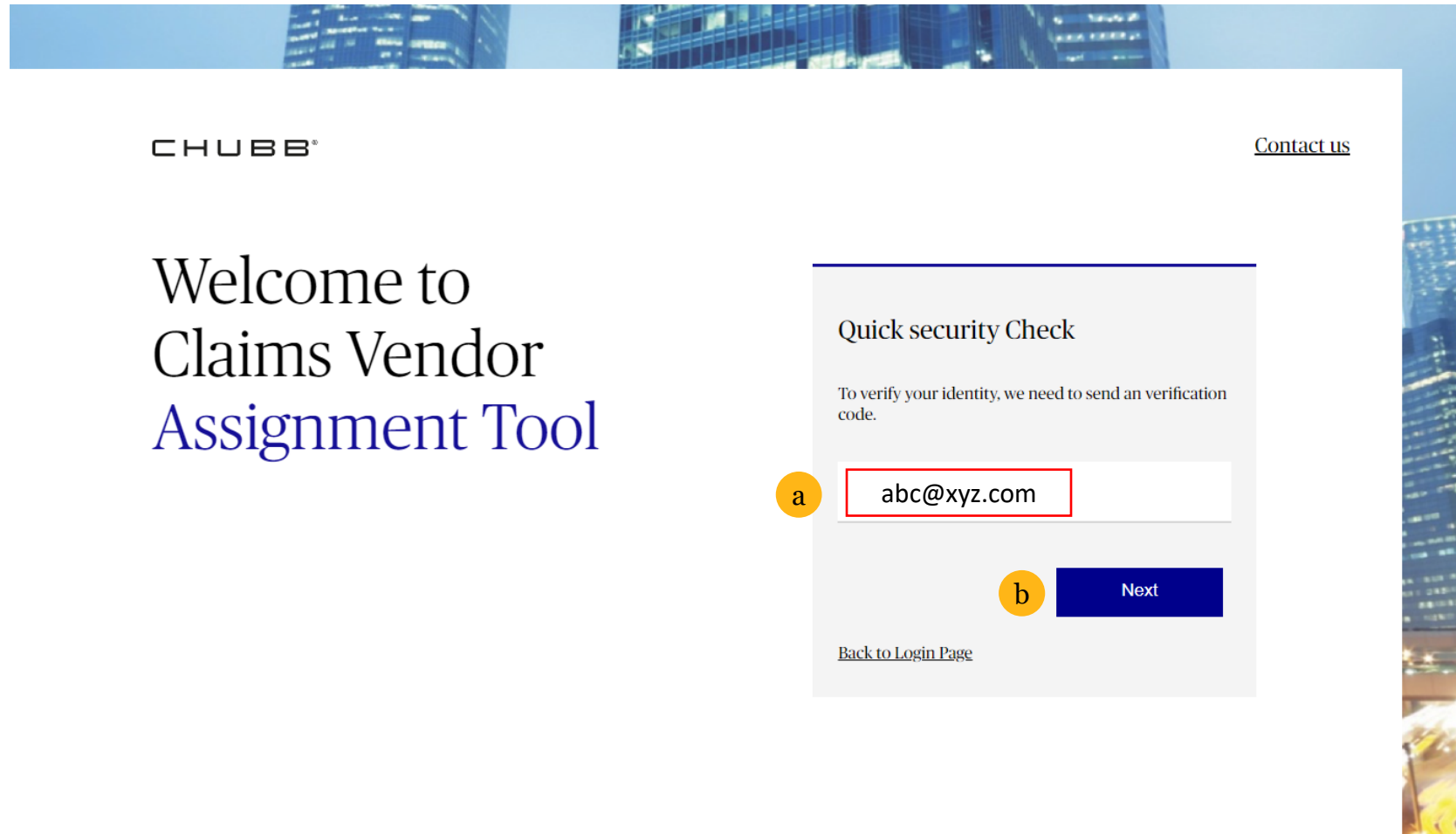
[Vendor User Guide](#)

CHUBB®

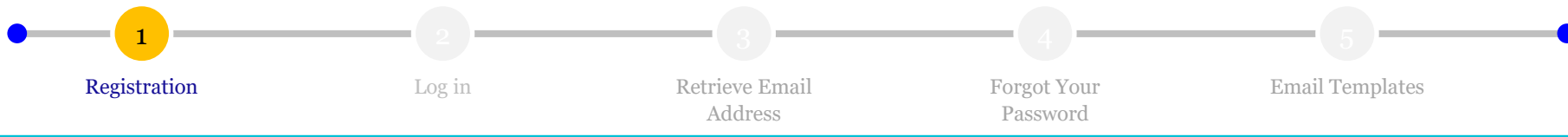


## Registration Process

- a Once you've entered your Organization's name, you will be directed to this screen, where you will be requested to enter your corporate email address so that we can send you a verification code.
- b Click on the 'Next' button to receive the verification code at the email address you've just entered.







## Registration Process

- a You will receive an email (similar to the one shown here) with a one time security code to enter on the next screen

Subject: Your Chubb Access Code

**CHUBB**<sup>®</sup>

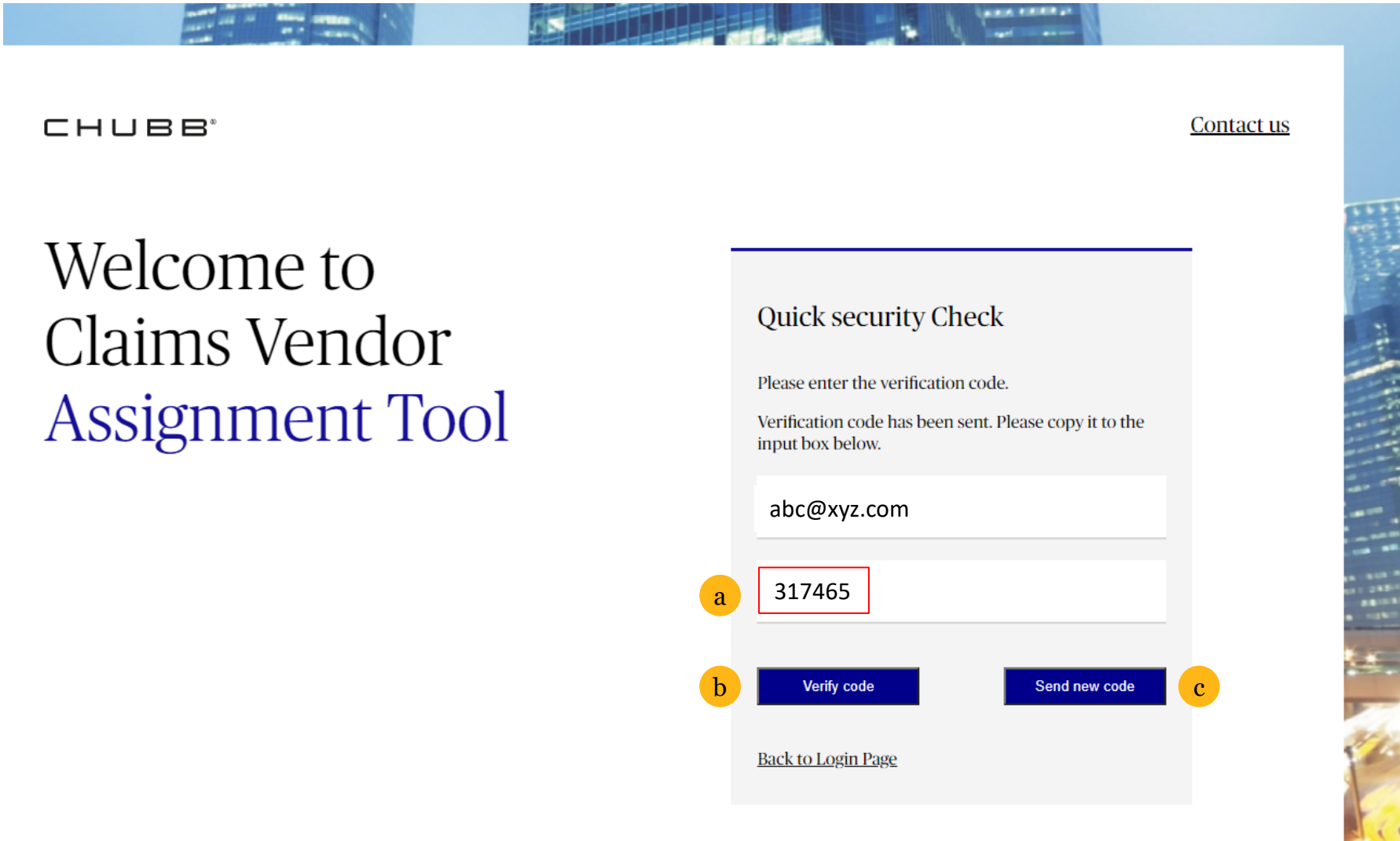
Thank you for verifying your account

a **Your code is: 317465**

This message was sent from an unmonitored email address. Please do not reply to this message.



## Registration Process



- a** The tool will then direct you to enter the security code provided in the email, in order to verify your identity.
- b** Please then click 'Verify Code' to proceed.
- c** If you have not received the email with the code, click on the 'Send new code' button to request for a new email to be sent to you

\*The email with the old code will no longer be active, so please use the newest code to complete the security check process.



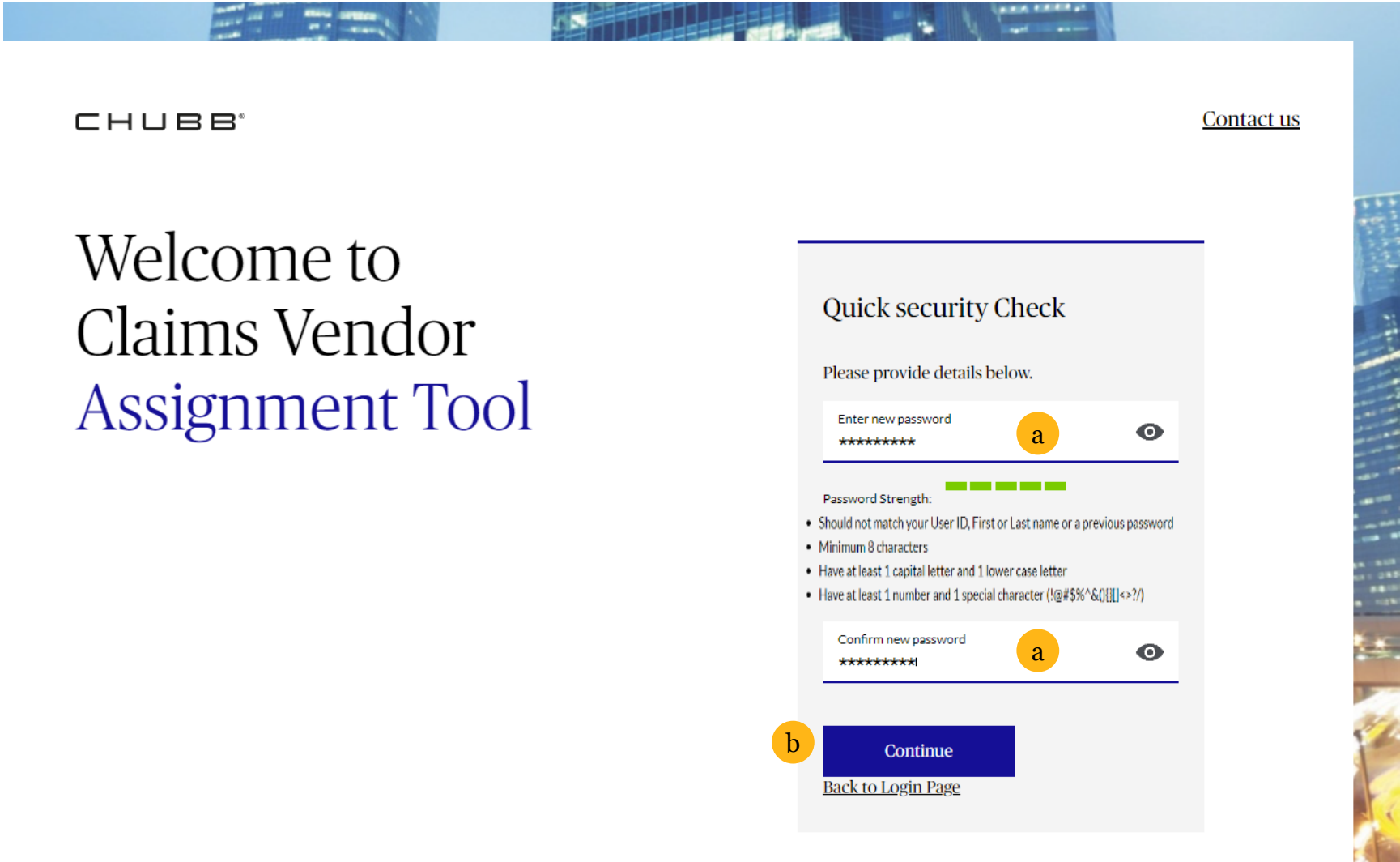
# Registration Process

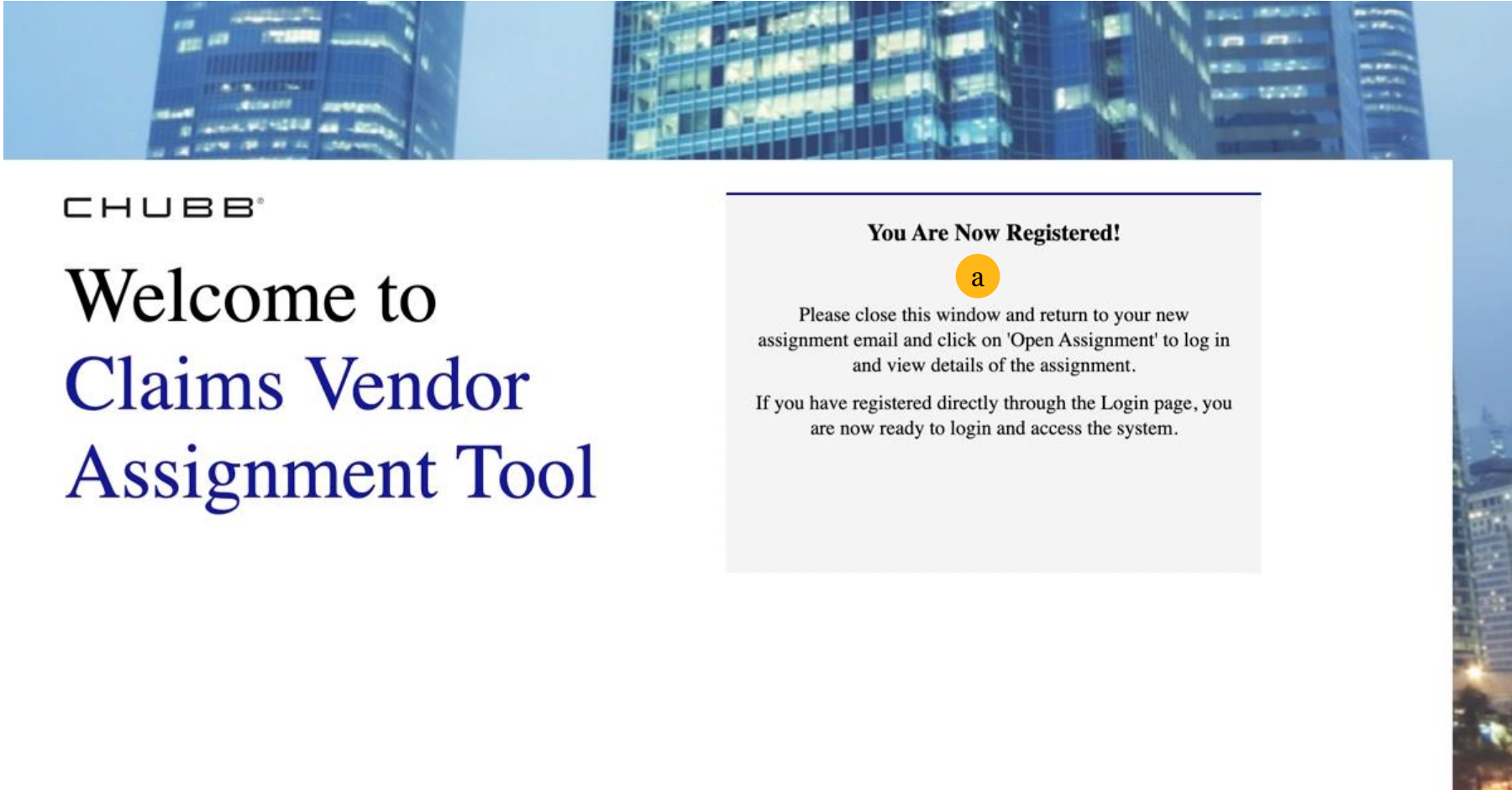
**a** You will be asked to create a password and repeat it to confirm.

**Note:**  
As instructed, the password must match the maximum strength criteria:

- Minimum:
- 8 characters
  - 1 capital letter
  - 1 lower case letter
  - 1 number
  - 1 special character
  - Password should not contain your Username, First or Last name.

**b** Once you've created a password, click on 'Continue' to complete the registration.





## Registration Process

- a After confirming your new password you will have successfully registered.

Please follow the instructions on the screen to access your assignment.





# Troubleshooting Registration



## Organization Not Found

- a If you enter an incorrect Organization name or your Organization name is not found, please click the 'Contact us' option to receive help and support with access.



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# Welcome to Claims Vendor Assignment Tool

[Contact us](#)

a

**Let's Create Your account**

To get started, please enter your organisation name

**!** We are unable to find your information.  
Please check your organization name and try again.

Organization name  
123 Company

[Back to Login page](#) Next

Having issues? [Contact us](#)



[Vendor User Guide](#)

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## Email Address Not Found

- a If you enter an incorrect email address during registration, please refer back to the original email to confirm the correct email address for use, or click the 'Contact us' option to receive help and support creating an account.

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# Welcome to Claims Vendor Assignment Tool

[Back](#)

**Let's Create Your Account**

Please Enter Your Email Address Associated With Your Organisation.

**!** We Are Unable To Find Your Information.  
Please Check Your Organization Name And Try Again.

Email address  
xxxx@xyz.com

[Back to Login page](#) [Next](#)

[Contact us](#)

Having issues? [Contact us](#)



## Email Address Already Registered

- a If you are already Registered then you will receive the following message that registration is not needed and you can proceed to login using your email address and password.

CHUBB® [Contact us](#)

# Welcome to Claims Vendor Assignment Tool

[Back](#)

### Let's Create Your Account

Please Enter Your Email Address Associated With Your Organisation.

**a** ❗ Good News, You Are Already Registered! Please [Login](#) Need More Help? [Reset Your Password](#)

Email address  
xxxx@xyz.com

[Back to Login page](#) [Next](#)

Having issues? [Contact us](#)





## Email Address Already registered

- a If you have forgotten any of your credentials then you can use the ‘forgotten’\* options on the login screen to assist you, or use ‘contact us’ for further support.

\* For retrieval of email address or password, see the relevant sections in this user guide

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# Welcome to Vendor Assignment Tool



Vendor Assignment Tool

[Vendor User Guide](#)

[Contact us](#)

Login

Email address [i](#)

Password [eye](#)

Remember Me

[Forgot Email address or Password?](#)

First time user? [Register Now](#)



Log-in



## User Login

- a As you are already registered, the new claims assignment email you receive contains an embedded link, which when clicked will initiate access to the Vendor Assignment Tool and then the assignment record.



Dear Vendor

a

Please find enclosed a new claims assignment. To access full details of the assignment, click on this [\[link\]](#). You will be asked to enter your Email address and Password, or if you are a new User you will be invited to register.

Once you access the Assignment Form you will be able to download/ print this information to assist you in adding the assignment information to your own systems.

**Important:** You are required to 'Accept', or 'Decline' this assignment. When you click on 'Accept' you will be prompted to add additional information, so please have this information available, before you click 'Accept'. The information required is the name of the 'Lead Timekeeper/ Assignment owner', their direct dial telephone number and your file reference. If you choose to decline this assignment, you will be required to select a 'reason code' for the declination before being able to proceed.

Thank you in advance for your support.

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Note: The System has been optimized for use in Google Chrome - If you experience any display issues please ensure the assignment is opened in Chrome.



## User Login

CHUBB® [Contact us](#)

# Welcome to Vendor Assignment Tool

Vendor Assignment Tool  
[Vendor User Guide](#)

**a** Email address [i](#)

Password [eye](#)

Remember Me [Login](#)

**b** [Forgot Email address or Password?](#)

First time user? [Register Now](#)

- a** You will be able to enter your Email Address and Password and login.
- b** 'Remember me', can be selected to pre-population the Users Email Address and Password.





## User Login

CHUBB English

**ASSIGNMENT FORM**

< Go to Search Assignment

Assignment Status: Pending Vendor Acceptance

Download Report **ACCEPT** **DECLINE**

**a**

- + ASSIGNMENT HISTORY
- + ASSIGNMENT CLAIM INFORMATION
- + ASSIGNMENT VENDOR INFORMATION
- + ASSIGNMENT OTHER INFORMATION
- ATTACHMENT
  - Claim Documents
  - Additional Assignment Documents
  - Invoice Documents

- a** After passing through the login screen you will be taken directly to the Assignment Form where details of the assignment and supporting documentation are available to review.
- b** From here you will also be able to accept or decline the assignment.



# Troubleshooting Log-in



## Incorrect Credentials

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[Contact us](#)

# Welcome to Vendor Assignment Tool



Vendor Assignment Tool

[Vendor User Guide](#)

### Login

**!** Please review your details. The login credentials you entered don't match the informaton we have on file. All are case sensitive.

Your account will be locked after too many incorrect attempts.

**Need more help?**

[Reset your password](#)

[Retrieve your User ID](#)

[Contact us](#)

Email address i

xxxxx@xyz.com

Password o

••••••••

Remember Me
 

Login

**b** Forgot [Email address](#) or [Password](#)?

First time user? [Register Now](#)

**a** If you enter your login credentials incorrectly, this message will appear. You should re-enter your correct credentials to proceed. If you have forgotten your login credentials, help is available.

**b** If you know you have forgotten your login credentials you can also click directly here.

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[Contact us](#)

# Welcome to Claims Vendor Assignment Tool



## Vendor Assignment Tool

[Final content TBD]

### Login

**! Your account has been locked.**

Because you've attempted to log in with incorrect details 5 times, we have locked your account as a safety measure. We're sorry for any inconvenience caused.

Please [contact us](#) so we can verify your identity and help you get access to your account.

**a**

### Chubb news

Latest news summary to go in here morbi nec consequat orci liquam mattis

Latest news summary to go in here morbi nec consequat orci liquam mattis

Latest news summary to go in here morbi nec consequat orci liquam mattis

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## Account Locked

**a** If you enter your login credentials incorrectly too many times the account will be locked.

**b** In this case please click on the 'Contact Us' option for assistance.



Retrieve an Email Address






## Retrieve an Email Address

- a If you have forgotten your registered email address you can retrieve this by clicking on the 'forgot email address' option to initiate this process.

CHUBB® [Contact us](#)

# Welcome to Vendor Assignment Tool



Vendor Assignment Tool  
[Vendor User Guide](#)

**Login**

Email address  ⓘ

Password  ⓘ

Remember Me

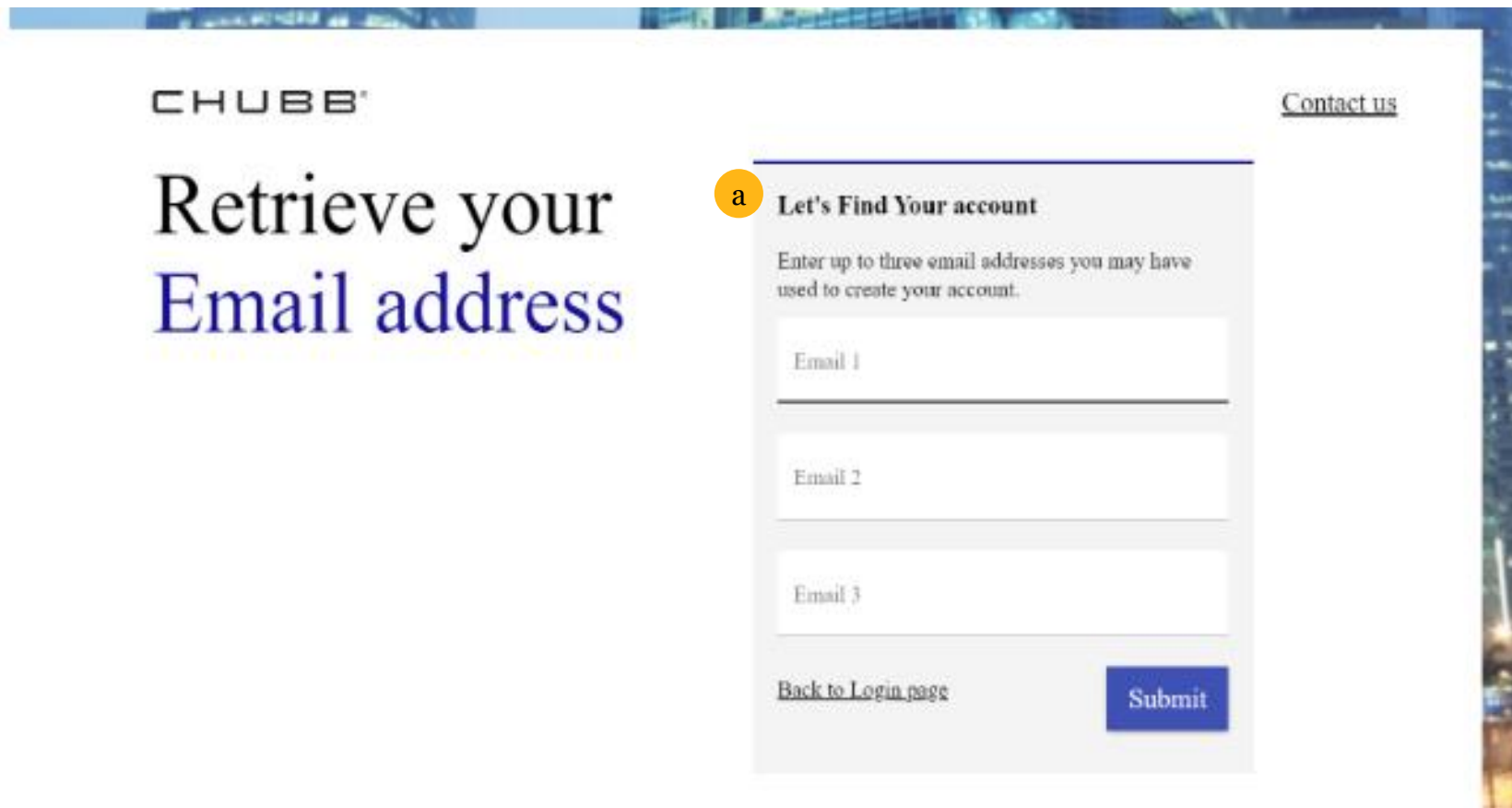
**a** [Forgot Email address or Password?](#)

First time user? [Register Now](#)



## Retrieve an Email Address

- a You will be able to check up to three different email addresses if you have forgotten which email address you initially used to Register.





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## Retrieve your Email address

[Contact us](#)

a

We've found a match!

xxxx@xyz.com

b

Login with your password

Having issues? [Contact us](#)

## Retrieve an Email Address

- a If you input an email address and the tool finds a match, you will see the message as shown with the appropriate email address.
- b You can then click 'Login with your password' to be taken back to the log in page.



# Retrieve an Email Address

- a You may now enter your email address and password to proceed.

CHUBB® [Contact us](#)

## Welcome to Vendor Assignment Tool

Vendor Assignment Tool  
[Vendor User Guide](#)

**Login**

Email address **a** ⓘ

Password ⓘ

Remember Me

**Forgot** [Email address](#) or [Password](#)?

First time user? [Register Now](#)



# Troubleshooting Retrieve an Email Address





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# Retrieve your Email address

**a** Sorry we couldn't find a match!

We didn't recognize any of the email addresses you entered. Please [Contact us](#) for help.

[Back to Login page](#)

**b** [Contact us](#)

Having issues? [Contact us](#)

## No Match Found

- a** If the system cannot find a match to any of the 3 email addresses entered by you, the failed match message will appear on screen.
- b** You should then click 'Contact Us' for further support.



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[Contact us](#)

# Retrieve your email address

**!** You've already attempted to retrieve an email address **a**

For security reasons, you can only attempt to retrieve an email address once. You can [contact us](#) for more assistance.

Chubb. Insured.™

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## Blocked Attempt

- a** If you attempt to retrieve an email address more than once, you will then see this message.
- b** You should then click 'Contact Us' for further support.



Forgot your password



# Forgot Your Password

- a If you have forgotten your password, please click 'Forgot Password?' to reset your password.

CHUBB® [Contact us](#)

## Welcome to Vendor Assignment Tool

Vendor Assignment Tool  
[Vendor User Guide](#)

**Login**

Email address i

Password 👁

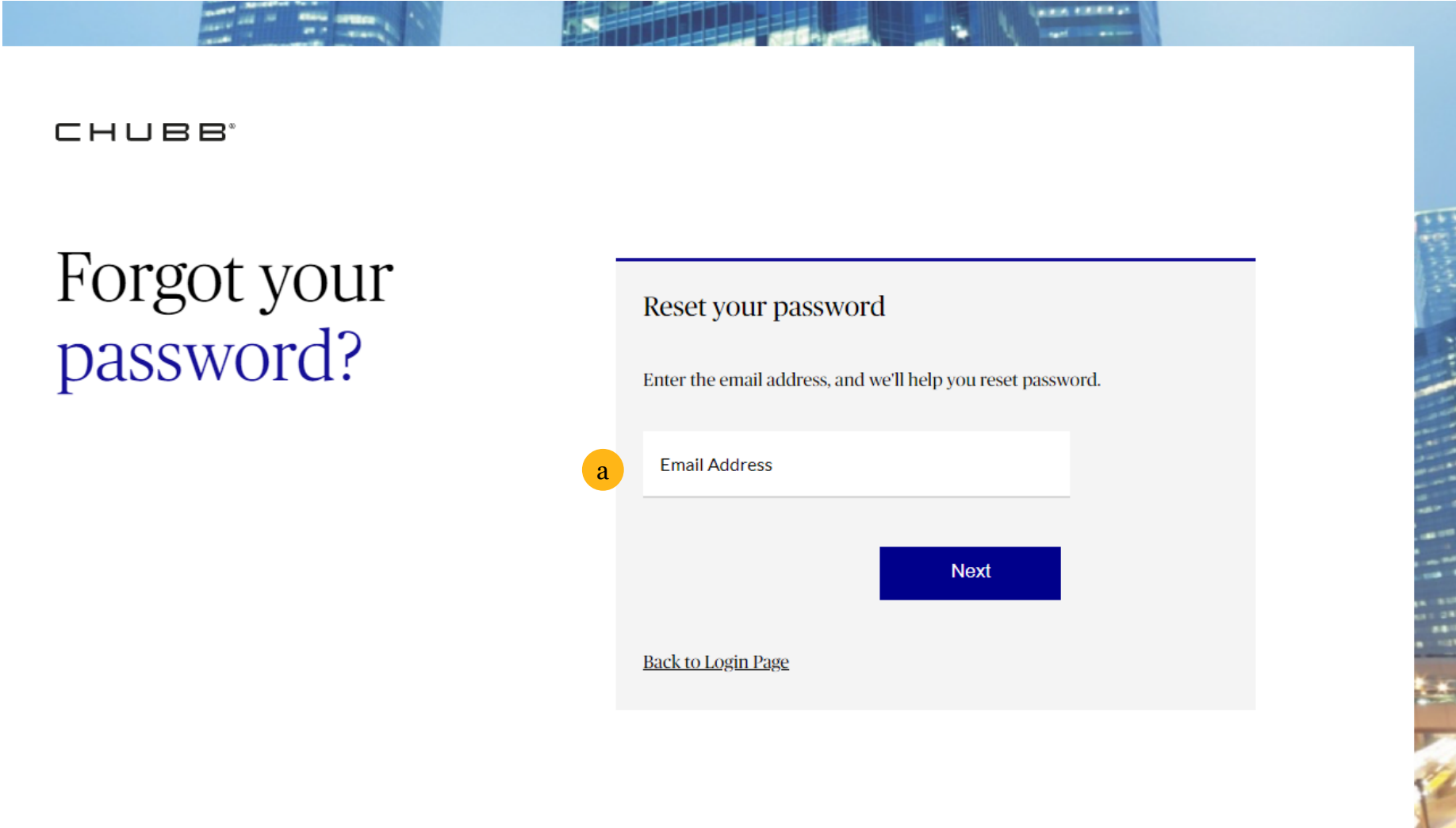
Remember Me Login

Forgot [Email address or Password?](#) **a**

First time user? [Register Now](#)

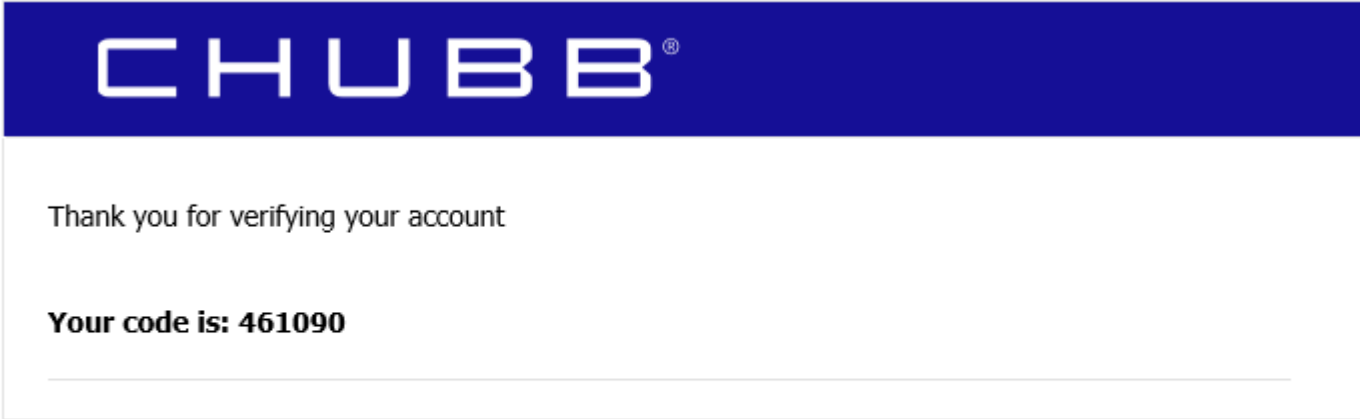


## Forgot Your Password



- a Please enter your email address to initiate the process for resetting your password.





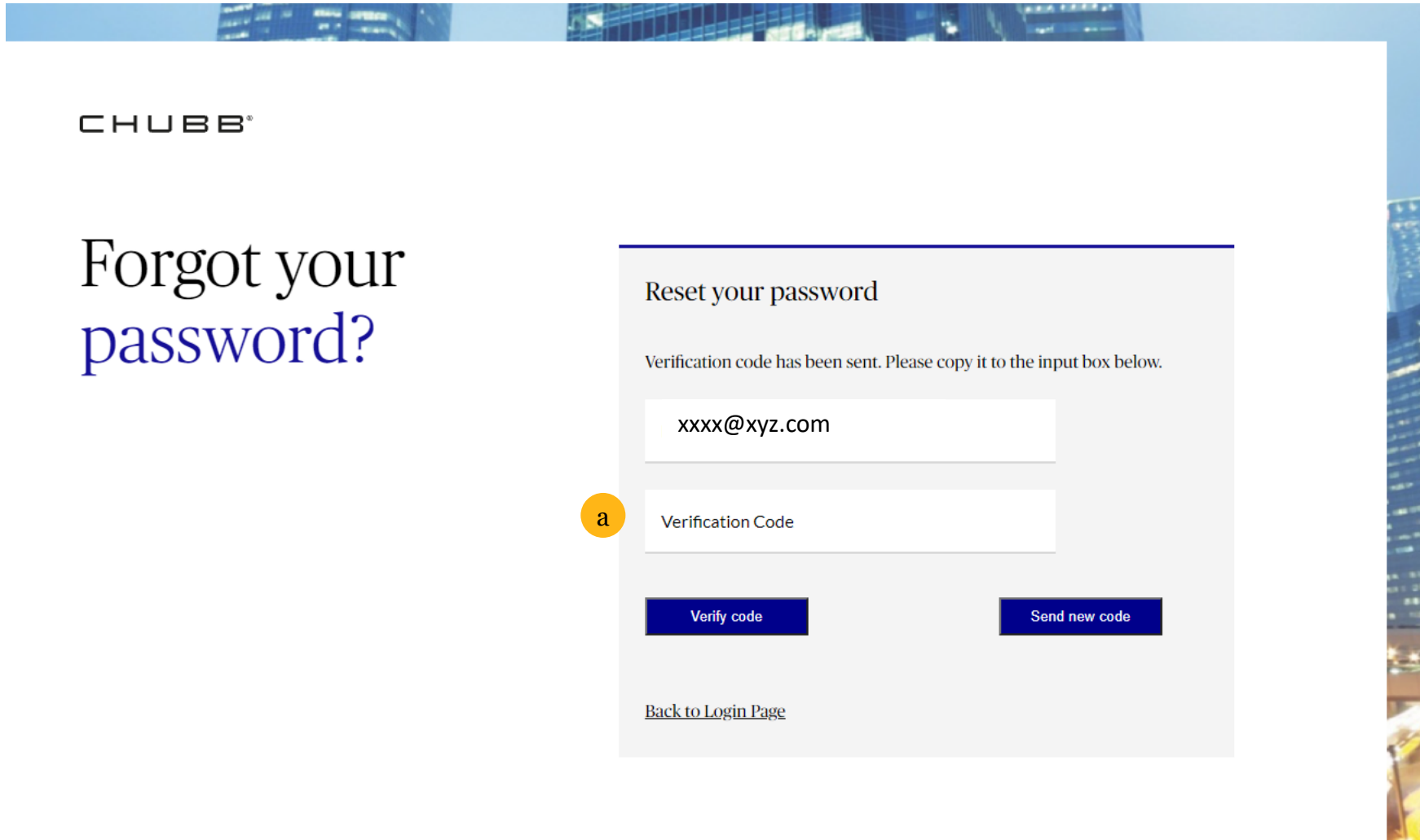
This message was sent from an unmonitored email address. Please do not reply to this message.

## Forgot Your Password

- a After typing in the email address and clicking 'next', you will receive an email containing a one-off security code



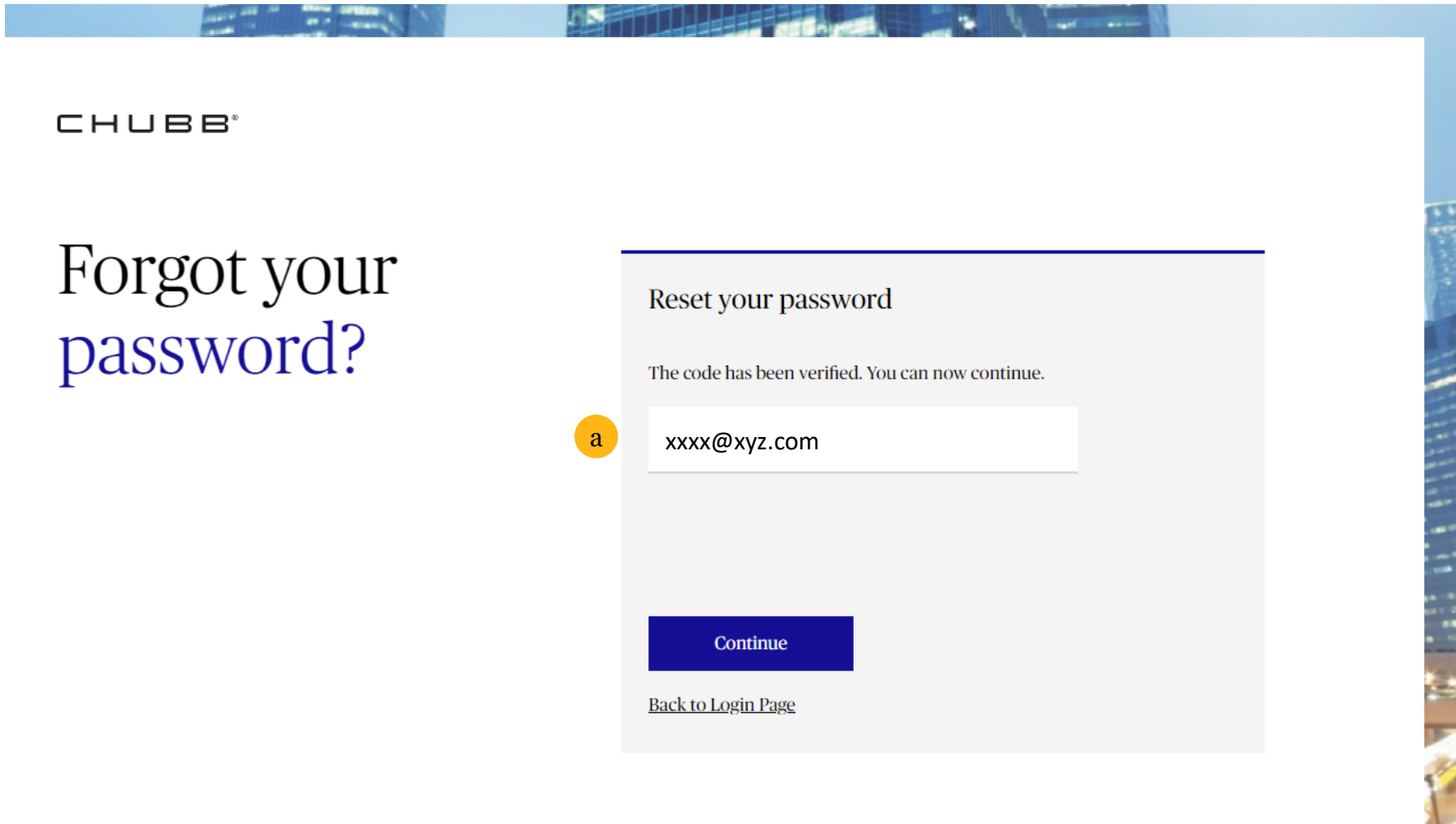
# Forgot Your Password



- a We will use the security code to verify your identity.
- Please input this in the verification code box and click 'Verify Code'.



## Forgot Your Password



- a The tool will confirm your identity and allow you to click 'continue' to input a new password.



# Forgot Your Password

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## Forgot your password?

Reset your password

Please provide the following details.

**a** Enter new password  
\*\*\*\*\*

Password Strength: ■ ■ ■ ■ ■

- Should not match your User ID, First or Last name or a previous password
- Minimum 8 characters
- Have at least 1 capital letter and 1 lower case letter
- Have at least 1 number and 1 special character (!@#\$\$%^&0|[]{}<>?/)

**a** Confirm new password  
\*\*\*\*\*

**b** Continue

[Back to Login Page](#)

**a** You will now be able to create your new password and repeat it to confirm.

**Note:**  
As instructed, the password must match the maximum strength criteria:

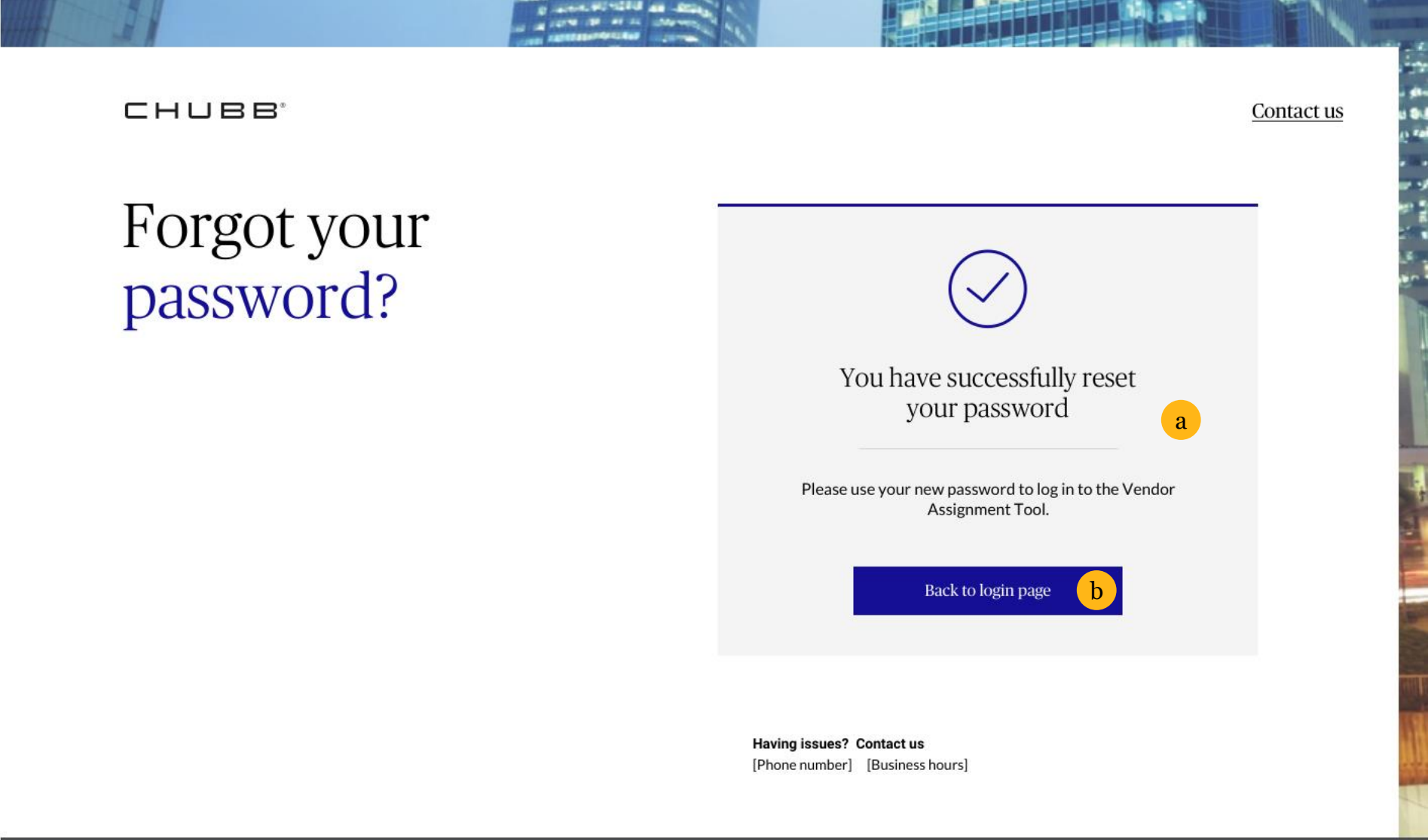
- Minimum:
- 8 characters
  - 1 capital letter
  - 1 lower case letter
  - 1 number
  - 1 special character
  - Password should not contain your Username, First or Last name

**b** Once you have created your new password, click 'Continue'.

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# Forgot Your Password



a You will then see this page confirming your password has been reset successfully.

b You can now click on 'Back to login page' to proceed.

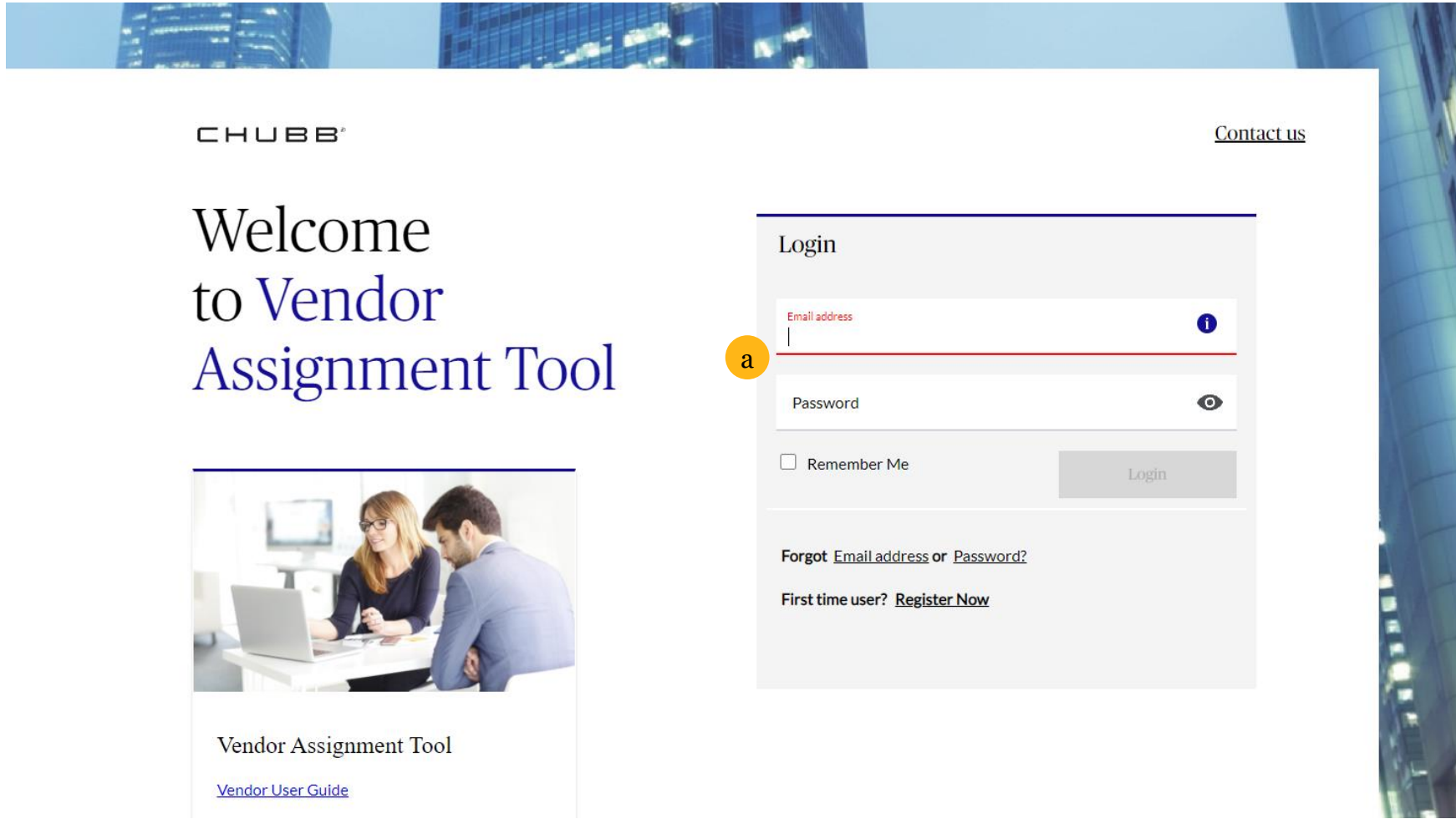




# Forgot Your Password

**a** You can now enter your email address and new password.

This will allow you to access the tool and the assignment.





**Troubleshooting Forgot your password**



# Email Address Not Found

CHUBB®

[Contact us](#)


## Forgot your password?

Reset your password

Enter the email you use for Chubb, and we'll help you reset your password.

**a** Please review the following:  
The email address is not recognized. Your registered email address is the one you used to sign up to the Client Portal. If you require additional support, please contact us via the [help desk](#).

Email address  
mike@email.com

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Back to login page](#) **Next**

Having issues? [Contact us](#)  
[Phone number] [Business hours]

**a** When you try to reset your password and enter an email address that is not recognized, you will see this message.

You should either enter the correct email address if known, or use the retrieve email address functionality if you cannot recall the email you registered with

**b** You can also use 'contact us' for support if the issue persists.



CHUBB®

[Contact us](#)

# Forgot your password?

### Reset your password

**a** Please review the following:  
Your new password must be different from your current or last 12 passwords previously used.

Enter new password  
Chubb@749 **b**

Password Strength:

- Should not match your User ID, First or Last name or a previous password
- Minimum 8 characters
- Have at least 1 capital letter and 1 lower case letter
- Have at least 1 number and 1 special character (!@#\$%^&(){}|<>?/)

Confirm new password  
Chubb@749 **b**

Submit

Having issues? [Contact us](#)  
[Phone number] [Business hours]

CHUBB®

## New Password Already Used

- a** If you are trying to reset your password and enter a password that you have used before, a message showing this will appear.
- b** You should enter a different password than the one used previously.



# New Password, Minimum Characters

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[Contact us](#)

## Forgot your password?

### Reset your password

**a** Please review the following:  
Your new password must have a minimum 8 characters. If you require additional support, please contact us via the [help desk](#).

Enter new password **b**

Ch@7

Password not valid

Password Strength:

- Should not match your User ID, First or Last name or a previous password
- Minimum 8 characters
- Have at least 1 capital letter and 1 lower case letter
- Have at least 1 number and 1 special character (!@#\$%^&\_{}|[]<>~?)

Confirm new password **b**

Ch@7

Password not valid

Submit

Having issues? [Contact us](#)  
[Phone number] [Business hours]

- a** If you are trying to reset your password and try to enter a password that contains less than 8 characters you will see this message.
- b** You should enter a different password, containing 8 or more characters.





# New Password, Special Characters

CHUBB® [Contact us](#)

## Forgot your password?

**Reset your password**

**a** ! Please review the following:  
Your new password must have at least 1 number and 1 special character (!@#\$\$%^&(){}<>?/). If you require additional support, please contact us via the [help desk](#).

Enter new password **b**

Chubbchubb

Password not valid

Password Strength:

- Should not match your User ID, First or Last name or a previous password
- Minimum 8 characters
- Have at least 1 capital letter and 1 lower case letter
- Have at least 1 number and 1 special character (!@#\$\$%^&(){}<>?/)

Confirm new password **b**

Chubbchubb

Password not valid

**Having issues? [Contact us](#)**  
[Phone number] [Business hours]

- a** If you are trying to reset your password and enter a password that does not contain one number and one special character, you will see this message.
- b** You should enter a different password, containing at least one number and one special character.





## New Password, Upper & Lower Case

CHUBB® [Contact us](#)

# Forgot your password?

### Reset your password

**a** ! Please review the following:  
Your new password must have at least 1 capital letter and 1 lower case letter. If you require additional support, please contact us via the [help desk](#).

Enter new password **b**

chubb@749

Password not valid

Password Strength:

- Should not match your User ID, First or Last name or a previous password
- Minimum 8 characters
- Have at least 1 capital letter and 1 lower case letter
- Have at least 1 number and 1 special character (!@#\$%^&(){}|[]<->?)

Confirm new password **b**

chubb@749

Password not valid

Having issues? [Contact us](#)  
[Phone number] [Business hours]

- a** If you are trying to reset your password and enter a password that does not contain one capital letter and one lower case letter, you will see this message.
  
- b** You should enter a different password, containing one capital letter and one lower case letter.



# Email templates





From: Chubb  
Date: Monday, June 14, 2021 7:17 AM  
To: Johnson, Mike  
Subject: [EXTERNAL] Claims Vendor Assignment Reminder



Hi Mike Johnson,

a

In reference to the enclosed new claims assignment. We have not yet received an acceptance or declination from you within the last 3 working days. As a matter of priority can we ask you to please click on the 'link' contained within this email to access the full details of the assignment, and then click on 'Accept' or 'Decline'. To access the 'link', you will be required to enter your Username and Password, or register.

**Important:** When you click on 'Accept' you will be prompted to add additional information, so please have this information available, before you click 'Accept'. The information required is the name of the 'Lead Timekeeper/ Assignment owner', their direct dial telephone number and your file reference. If you choose to decline this assignment, you will be required to select a 'reason code' for the declination before being able to proceed.

[Assignment Details](#)

Thank you in advance for your support.

This message was sent from an unmonitored email address. Please do not reply to this message.

## Email Reminder For Vendor Accept/Decline

- a If the new Claims Assignment is not 'Accepted' or 'Declined' within 3 working days, a reminder email similar to this will be sent to the original recipient.





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# Vendor Assignment Tool

Vendor User Guide

Accepting or Declining a New Assignment

1

Accessing the New Assignment

2

Downloading the Assignment in Excel

3

Downloading the Assignment in PDF

4

Accepting the Assignment

5

Declining the Assignment

# First-Time user login



uatvendorassignmenttool@chubb.com

14:31

To: [Redacted]

## New Claims Vendor Assignment

CHUBB

Dear Vendor

Please find enclosed a new claims assignment.

Step 1: As a first-time user, before you are able to access the assignment you must register to create your account.

a

[Click here to register](#)

Step 2: Once you have registered you will be able to access full details of the assignment, by clicking on the link below

b

[Open Assignment](#)

You will be asked to enter your Email address and newly created Password.

Once you access the Assignment Form you will able to download/ print this information to assist you in adding the assignment information to your own systems.

**Important:** You are required to 'Accept', or 'Decline' this assignment. When you click on 'Accept' you will be prompted to add additional information, so please have this information available, before you click 'Accept'. The information required is the name of the 'Lead Timekeeper/ Assignment owner', their direct dial telephone number and your file reference. If you choose to decline this assignment, you will be required to select a 'reason code' for the declination before being able to proceed.

Thank you in advance for your support.

CHUBB

Note: The System has been optimized for use in Google Chrome - If you experience any display issues please ensure the assignment is opened in Chrome

Nerea, Martin

After Chubb has created the assignment, you will receive an email.

- a If the Recipient is a 'First time User', they should click this link to start the Registration Process (see Accessing the Assignment Tool User Guide)
- b **NOTE:** After registering, please revert back to the original email and click the 'open assignment' link.

As soon as you access the assignment tool, it is only available in English, Spanish and Portuguese languages.

1

Accessing the New Assignment

2

Downloading the Assignment in Excel

3

Downloading the Assignment in PDF

4

Accepting the Assignment

5

Declining the Assignment

CHUBB®

Dear Vendor

a

Please find enclosed a new claims assignment. To access full details of the assignment, click on this [\[link\]](#). You will be asked to enter your Email address and Password, or if you are a new User you will be invited to register.

Once you access the Assignment Form you will be able to download/ print this information to assist you in adding the assignment information to your own systems.

**Important:** You are required to 'Accept', or 'Decline' this assignment. When you click on 'Accept' you will be prompted to add additional information, so please have this information available, before you click 'Accept'. The information required is the name of the 'Lead Timekeeper/ Assignment owner', their direct dial telephone number and your file reference. If you choose to decline this assignment, you will be required to select a 'reason code' for the declination before being able to proceed.

Thank you in advance for your support.

CHUBB

## Already Registered User Login

- a If the user has already been registered, the email contains a link, which when clicked will take you to the log in page shown on the next slide.

**NOTE:** As soon as you access the assignment, it is only available in English, Spanish and Portuguese languages.



1

Accessing the New Assignment

2

Downloading the Assignment in Excel

3

Downloading the Assignment in PDF

4

Accepting the Assignment

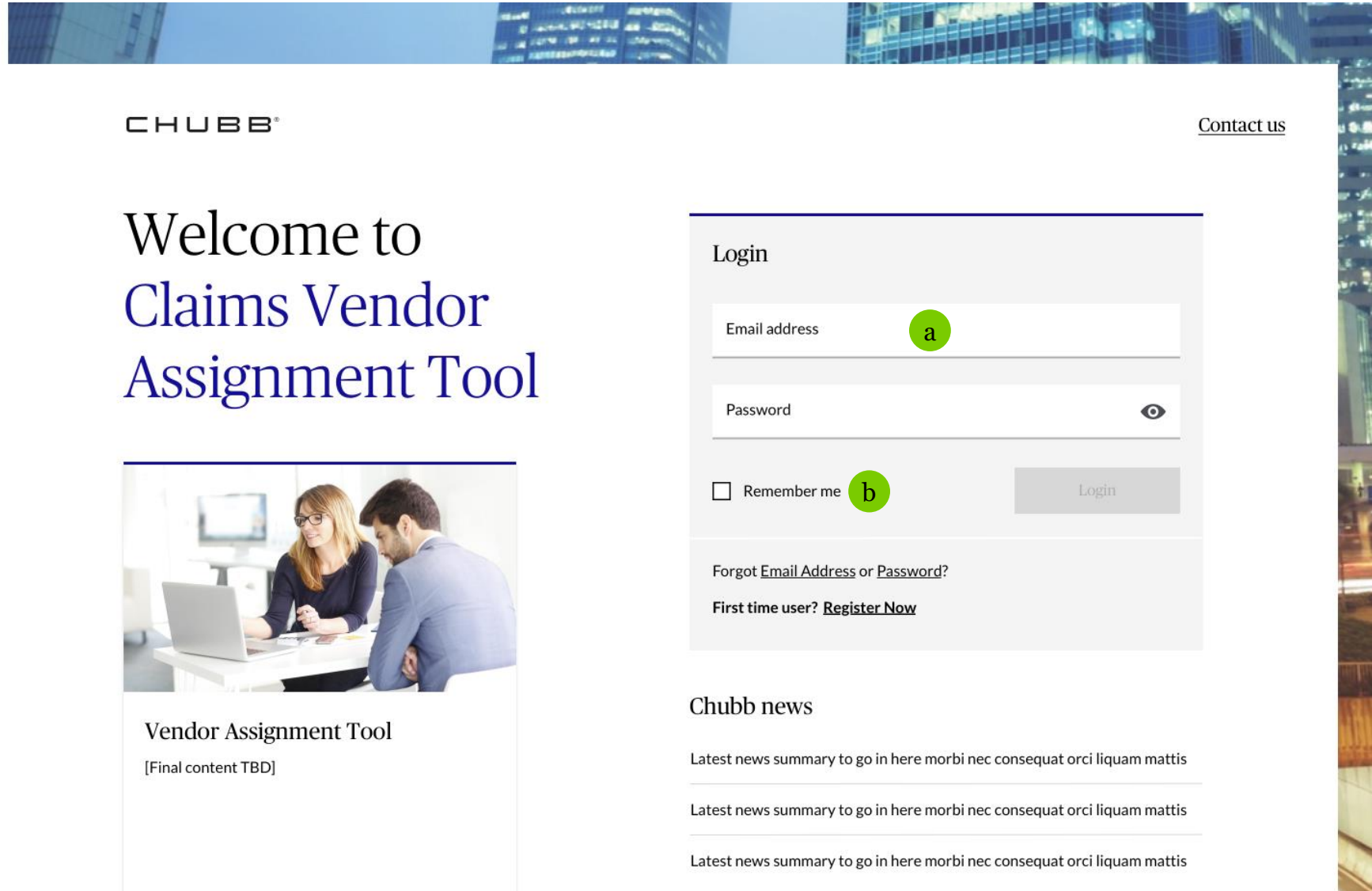
5

Declining the Assignment

# Already Registered User Login

**a** Please enter your Email Address and Password to login.

**b** 'Remember me', can be selected to pre-populate the Users Email Address and Password.



1

Accessing the New Assignment

2

Downloading the Assignment in Excel

3

Downloading the Assignment in PDF

4

Accepting the Assignment

5

Declining the Assignment

CHUBB®

Dear Vendor

In reference to the enclosed new claims assignment. We have not yet received an acceptance or declination from you within the last 3 working days. As a matter of priority can we ask you to please **a** click on this [link](#) to start the process to access full details of the assignment, and then click on 'Accept' or 'Decline'. To access the assignment, you will be required to enter your Email Address and Password, or if you are a new User, you will be invited to register.

**Important:** When you click on 'Accept' you will be prompted to add additional information, so please have this information available, before you click 'Accept'. The information required is the name of the 'Lead Timekeeper/ Assignment owner', their direct dial telephone number and your file reference. If you choose to decline this assignment, you will be required to select a 'reason code' for the declination before being able to proceed.

Thank you in advance for your support.

CHUBB

## Notification reminders

- a** After 3 working days since the assignment was created in Chubb, you will receive this reminder email that contains a link, which when clicked will initiate access to the Vendor Assignment Record.

# IMPORTANT! PLEASE NOTE

When you try to accept any assignment you will be prompted to add 3 pieces of information:

**1. Name of the Lead Timekeeper/ Assignment Owner**

*This is the name of the person who will control/ manage and will be responsible for the claim within your company.*

**2. Lead Timekeeper direct dial telephone number**

*This is the telephone number of the person whose name you have entered in the field above.*

**3. Confirm Vendor Reference (Enter your File/ Case reference)**

*This is your file or case reference. This is **NOT** a CHUBB reference.*

- This information **MUST** be added **BEFORE** you accept any assignment. These fields are mandatory.
- **We strongly recommend you download the Assignment Information into Excel or a PDF & then use this information to create your own File/ Case record on your systems.**
- You can subsequently use the 'Assignment Number' to search for the assignment in the tool to add the Timekeeper and your file/ case reference when accepting the assignment.
- We understand this may require a change in your current processes and thank you for your understanding.



# The Assignment Form

CHUBB English ▾

**ASSIGNMENT FORM**

< Go to Search Assignment

b Assignment Status: Pending Vendor Acceptance

Download Report ✓ ACCEPT ✗ DECLINE

a

- + ASSIGNMENT HISTORY
- + ASSIGNMENT CLAIM INFORMATION
- + ASSIGNMENT VENDOR INFORMATION
- + ASSIGNMENT OTHER INFORMATION
- ATTACHMENT
  - Claim Documents
  - Additional Assignment Documents
  - Invoice Documents

- a Once you have entered your Email address and Password, you will be taken to the Assignment Form. This form will contain all the details that will enable you to manage the assignment. This includes any appropriate attachments.
- b The 'Assignment Status' is always shown in the top right corner of the screen.



# Download in Excel

a You can download a copy of the Assignment Form in Excel by clicking on the 'Download Report' option.

NOTE: If the Assignment form includes attachments, these will not be part of the Excel report and will need to be downloaded separately from the Assignment form.



## Download in Excel

The Excel download will appear in this format.

**a**

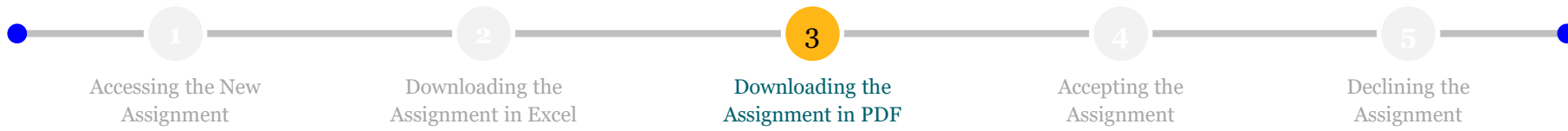
Date of Assignment creation	Current Assignment Status	Date of Assignment submission to vendor	Date of Vendor Acceptance	Date of Vendor Declinature	Reason for Vendor Declinature	Date of Assignment Cancellation	Reason for Assignment Cancellation	Claim Region	Claim Country	Major Line of Business	Chubb Instructing Office
15/Sep/2021	Pending Vendor Acceptance	15/Sep/2021						EMEA	United Kingdom	Package	826 LONDON

**b**

**a** The data field headings will run across the Row 1 as column headings

**b** The data will appear in Row 2 beneath each data field heading.





ASSIGNMENT FORM

< Go to Search Assignment

Assignment Status: Pending Vendor Acceptance

Download Report    ACCEPT  DECLINE

- b + ASSIGNMENT HISTORY

---

- + ASSIGNMENT CLAIM INFORMATION

---

- + ASSIGNMENT VENDOR INFORMATION

---

- + ASSIGNMENT OTHER INFORMATION

---

- ATTACHMENT

---

Claim Documents
Additional Assignment Documents
Invoice Documents

## Downloading in PDF

a The User can download a copy of the Assignment Form as a PDF document by clicking on the PDF icon.

**NOTE:** The PDF extract is a copy of what is showing on the screen. If you want to see all the details shown in the PDF extract, please ensure you have all sections expanded by clicking on +.

b

# Downloading in PDF

a

The User will then be able to access a PDF copy of the Assignment Form

1 / 2 | - 100% + | [ ] [ ]

**ASSIGNMENT HISTORY**

Assignment Number	VEGBR20210915001505	Date of Assignment creation	15/Sep/2021
Current Assignment Status	Vendor Assignment Cancelled	Date of Assignment submission to vendor	15/Sep/2021
Date of Vendor Acceptance	15/Sep/2021	Date of Vendor Declinature	
Reason for Vendor Declinature	Other comment for Vendor Declinature		
Date of Assignment Cancellation	20/Sep/2021	Reason for Assignment Cancellation	Claim settled, no further vendor action required

**ASSIGNMENT CLAIM INFORMATION**

Claim Region	EMEA	Claim Country	United Kingdom
Major Line of Business	Personal Lines	Chubb Instructing Office	826 LONDON
Name of Chubb Claims Adjuster	Garry Copping	Chubb Adjuster Telephone Number	[REDACTED]
Policy Number	UKPCPY16741	Chubb Claim Number	9724992666
Name of Policyholder/ Insured	Harry Potter	Date of Loss	17/Jun/2021
Peril/ Cause of Loss		Date Reported	17/Jun/2021
Name of Claimant/ Third Party	Harry Potter Harry Potter	Loss Description	Assignment Tool Testing
Loss Country	United Kingdom	Broker	
CAT Code			

**ASSIGNMENT VENDOR INFORMATION**

Commercial Vendor Name	[REDACTED]	Vendor Region	EMEA
Vendor Country	United Kingdom	Vendor Service Category	Specialist Motor Restoration (high performance vehicles, classic cars)
Major Line of Business	Personal Lines	Representation Type	N/A

**ASSIGNMENT OTHER INFORMATION**

Is the Vendor Assignment Confidential?	NO	Requested Lead Timekeeper (email address)	
Vendor Instructions	Uploading invoice Test 2	Percentage of Responsibility	100 %
Initial Reserve / Claimed Amount	GBP 2,000.00	Deductible / Policy Excess / S.I.R.	GBP 0.00

**VENDOR ACCEPTANCE INFORMATION**



# Accept

- a You can choose to accept the assignment by clicking on the accept option.

**NOTE:** If an assignment you have received needs editing or needs any additional information, please contact the Claim Adjuster (if possible, before you accept the assignment) and let him/her know what information is missing.

This will enable the Claim Adjuster to edit the assignment and you will receive a new email communicating an assignment has been updated.

**Accept Assignment** a

\* All fields are mandatory

Confirm Lead Timekeeper/Assignment Owner Name\* b

Lead Timekeeper/Assignment Owner Direct Dial... c

Enter your File or Case Reference\* d

e

CANCEL PROCEED

Additional Assignment Documents Invoice

Test 2 attachement.docx

## Accept

- a Once you have clicked on 'Accept', a new dialogue box appears that needs to be completed.
- b You must confirm the name of the Lead Timekeeper/ Owner that has been assigned to the claim.
- c You must confirm the telephone number of the Lead Timekeeper/ Owner.
- d You must confirm your file/ case reference.
- e You can then click on 'PROCEED' to continue

1

Accessing the New  
Assignment

2

Downloading the  
Assignment in Excel

3

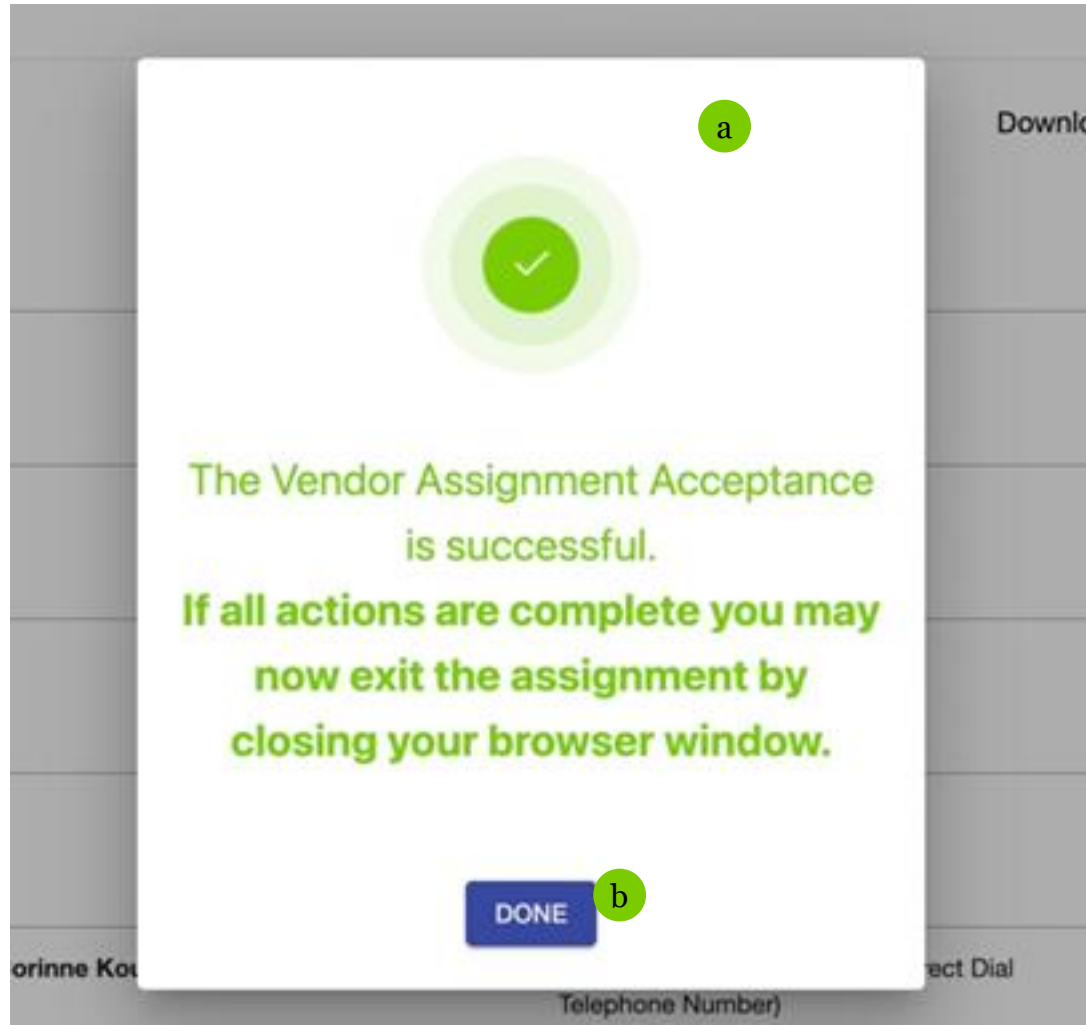
Downloading the  
Assignment in PDF

4

Accepting the  
Assignment

5

Declining the  
Assignment



## Accept

- a After you have clicked on 'Proceed', a new dialogue box appears confirming the assignment has been accepted successfully.
- b You then click on 'Done' to end this process and can close your browser.



## Decline Assignment

a

\* Mandatory field

b

Reason Code\*

\*Please select a Reason Code

c

Other Comment

CANCEL

PROCEED

d

## Decline

- a If you decide to 'Decline' the assignment, a new dialogue box appears that must be completed.
- b You must select a 'reason code' from the drop-down list provided.
- c Then you have the option to add other comments.
- d You can then click on 'PROCEED' to continue.



1

Accessing the New  
Assignment

2

Downloading the  
Assignment in Excel

3

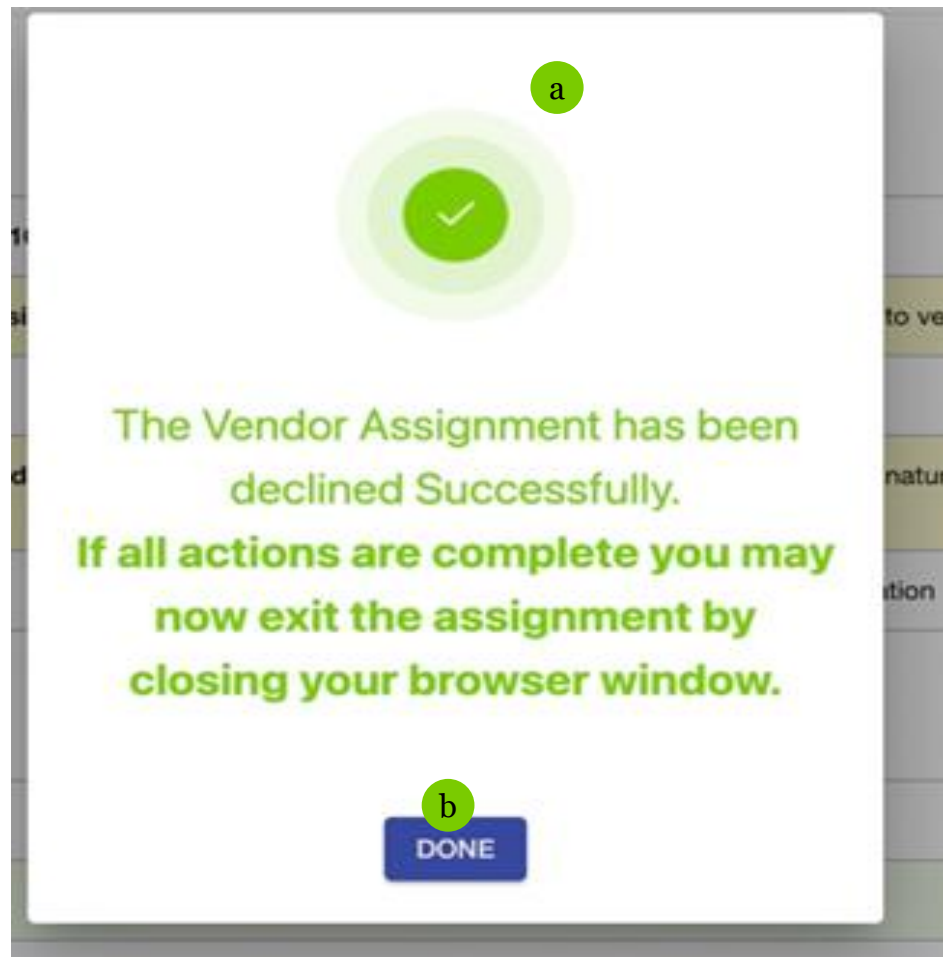
Downloading the  
Assignment in PDF

4

Accepting the  
Assignment

5

Declining the  
Assignment



## Decline

- a After you have clicked on 'Proceed', a new dialogue box appears confirming the assignment has been declined successfully.
- b You then click 'Done' to end this process and can close your browser.

**NOTE:** Declined assignments will not be listed in the search results within the tool.



CHUBB®

# Vendor Assignment Tool

Vendor User Guide

Searching an Assignment

1

How to access the search assignment functionality

2

Specific Search

3

Generic Search

# Access the 'Search Assignment' Function

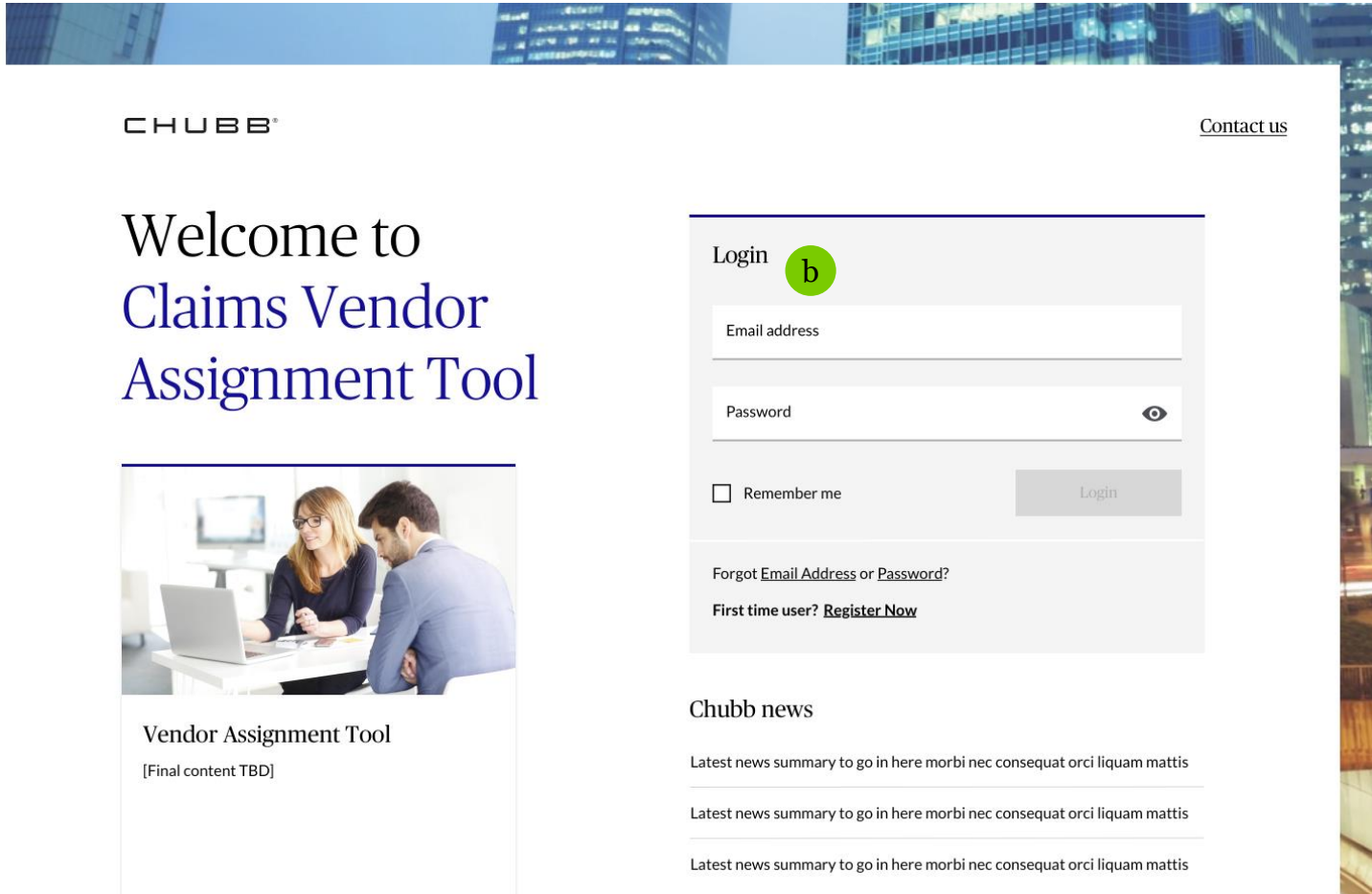
a <https://vendorassignment.chubb.com/vendor>

Hold the Ctrl key to open the link on a different window.

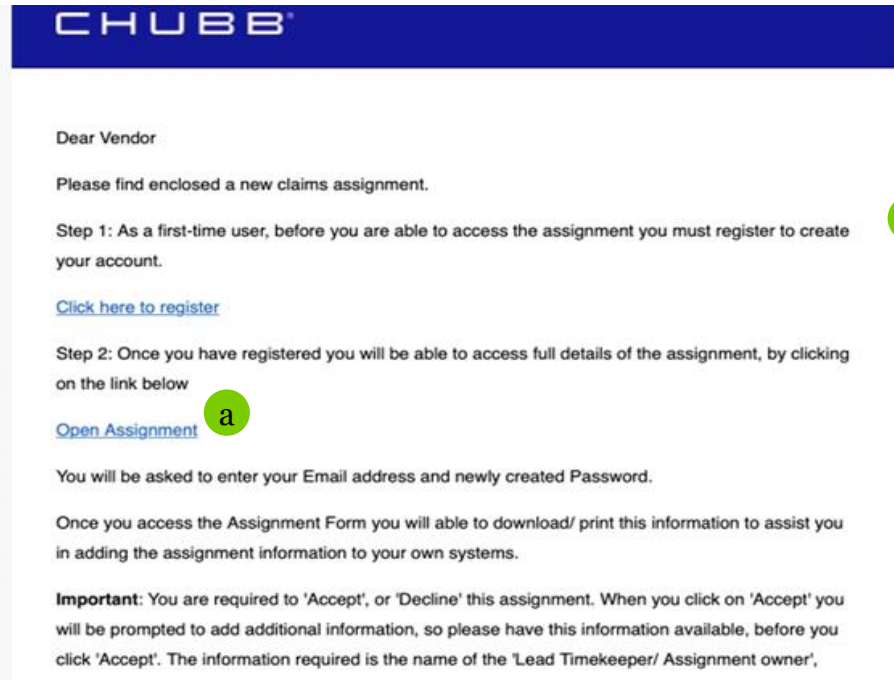
Searching for assignments can be done in two ways:

## 1) Through the Home Page URL:

- a Click on the URL that you have been provided to access the Assignment Tool.
- b You will be directed to the Home Page of the tool, where you need to enter the Email address and Password to log in to the tool.



Email received if user is not registered:



**CHUBB**

Dear Vendor

Please find enclosed a new claims assignment.

Step 1: As a first-time user, before you are able to access the assignment you must register to create your account.

[Click here to register](#)

Step 2: Once you have registered you will be able to access full details of the assignment, by clicking on the link below

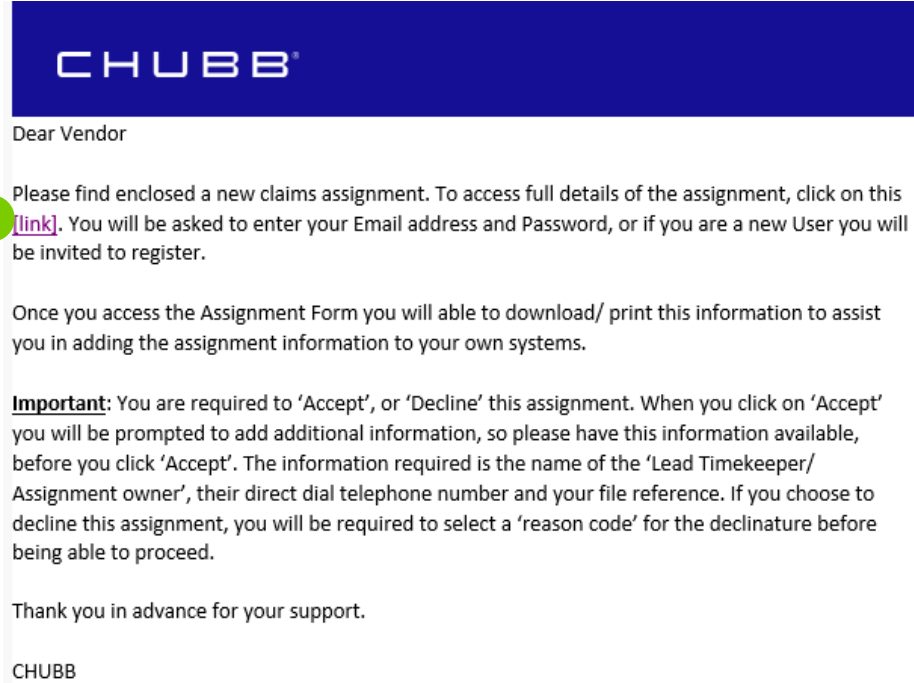
[Open Assignment](#) **a**

You will be asked to enter your Email address and newly created Password.

Once you access the Assignment Form you will able to download/ print this information to assist you in adding the assignment information to your own systems.

**Important:** You are required to 'Accept', or 'Decline' this assignment. When you click on 'Accept' you will be prompted to add additional information, so please have this information available, before you click 'Accept'. The information required is the name of the 'Lead Timekeeper/ Assignment owner',

Email received if user has already been registered:



**CHUBB**

Dear Vendor

Please find enclosed a new claims assignment. To access full details of the assignment, click on this **a** [link](#). You will be asked to enter your Email address and Password, or if you are a new User you will be invited to register.

Once you access the Assignment Form you will able to download/ print this information to assist you in adding the assignment information to your own systems.

**Important:** You are required to 'Accept', or 'Decline' this assignment. When you click on 'Accept' you will be prompted to add additional information, so please have this information available, before you click 'Accept'. The information required is the name of the 'Lead Timekeeper/ Assignment owner', their direct dial telephone number and your file reference. If you choose to decline this assignment, you will be required to select a 'reason code' for the declinature before being able to proceed.

Thank you in advance for your support.

CHUBB

## ASSIGNMENT FORM **b**

Assignment Status: **Vendor Assignment Cancelled**

[Back to Search Assignment](#)

Download Report  

### ASSIGNMENT HISTORY

Assignment Number	VEGBR20210915001505	Date of Assignment creation	15/Sep/2021
Current Assignment Status	Vendor Assignment Cancelled	Date of Assignment submission to vendor	15/Sep/2021
Date of Vendor Acceptance	15/Sep/2021	Date of Vendor Declinature	

## Access the 'Search Assignment' Function

### 2) Through the assignment email:

- a** Click on the 'Open Assignment' link contained within any of the assignment emails you have received.

- b** This will open the specific assignment form for which the email relates to. Click on : **"Back to search assignment"**.



1

How to access the search assignment functionality

2

Specific Search

3

Generic Search

## Access the 'Search Assignment' Function

- a Both routes should take you to this screen, where you will be able to search for a specific assignment; or perform a generic search.

CHUBB

### VIEW ASSIGNMENT

SEARCH ASSIGNMENT **a**

Specific Search    Generic Search

By Chubb Claim Number    By Chubb Assignment Id    By Vendor File Reference

ASSIGNMENT RESULT

Copyright © 2021 Chubb

1

How to access the Search Assignment Functionality

2

Specific Search

3

Generic Search

## Specific Search

In the case of Specific Search, you can enter one of the following fields:

- a 1) Chubb Claim Number
- b 2) Chubb Assignment ID (This is the assignment number and it can be found in the first section within the Assignment details form)
- c 3) Vendor File Reference (This is the reference you have given to this assignment/case)

The screenshot shows the CHUBB search interface. At the top, there is a navigation bar with the CHUBB logo, a user welcome message, and a language dropdown. Below this is the 'VIEW ASSIGNMENT' section, which includes a 'SEARCH ASSIGNMENT' sub-section. This sub-section has two tabs: 'Specific Search' (selected) and 'Generic Search'. Under 'Specific Search', there are three input fields: 'By Chubb Claim Number' (containing '9724992565'), 'By Chubb Assignment Id', and 'By Vendor File Reference'. A magnifying glass icon is on the right. Below the search fields is a 'NEXT >' button. Underneath is the 'ASSIGNMENT RESULT' section, which contains a table with the following data:

SELECT ASSIGNMENT	ASSIGNMENT NUMBER	CHUBB CLAIM NUMBER	NAME OF POLICYHOLDER/...	COMMERCIAL VENDOR NAME	ASSIGNMENT CREATION...	CURRENT ASSIGNMENT...	DATE OF...	VENDOR SERVICE CATEGORY	VENDOR PANEL DESCRIPTION	REPRESENTATION TYPE	CLAIM REGION	CLA...
<input checked="" type="radio"/>	VEGBR20210916001515	9724992565	AMAZON UK SERVICES LTD.	Nerea SL	2021-09-16	Vendor Assignment Accepted	2021-06-14	Rehabilitation Services		N/A	EMEA	Unit King

Please note, you should only have access to the assignments that have been sent to your organisation and that have been accepted or are pending to be accepted by you.

**NB:** In the screenshot provided we have entered the Chubb Claim Number as the criteria. Once you've entered your criteria, click on the magnifying glass to search for the results.

You can filter the results (in this example, assignments accepted only), by typing the corresponding word in the magnifying glass.

Finally press NEXT to access the assignment details.



CHUBB® Welcome: corinne.kouassi@icloud.com English ▾

### VIEW ASSIGNMENT

SEARCH ASSIGNMENT

Specific Search Generic Search **b**

Start Date\* 16/9/2021 **a** End Date\* 20/10/2021 Region Country **c**

**e** NEXT >

ASSIGNMENT RESULT

SELECT ASSIGNMENT	ASSIGNMENT NUMBER	CHUBB CLAIM NUMBER	NAME OF POLICYHOLDER/...	COMMERCIAL VENDOR NAME	ASSIGNMENT CREATION...	CURRENT ASSIGNMENT STATUS <b>d</b>	DATE OF...	VENDOR SERVICE CATEGORY
<input type="radio"/>	VEGBR20210917001531	9724992666	Harry Potter	KK Legal Services	2021-09-17	Vendor Assignment Accepted	2021-06-17	Litigation/Opinion
<input type="radio"/>	VEGBR20211008001733	9724992565	AMAZON UK SERVICES LTD.	KK Legal Services	2021-10-08	Vendor Assignment Accepted	2021-06-14	Consultancy Services

Total Rows 3

Please note, you should only have access to the assignments that have been sent to your organisation and that have been accepted or are pending to be accepted by you.

## Generic Search

If carrying out a Generic Search:

- You must enter the Start and End Date of the period you want to search assignments for.
- Optionally, you can also filter the results by specifying the Region or Country the assignment(s) relate(s) to.
- Then click on the magnifying glass to search for the results.
- If then you want to filter the results to, as an example, assignments accepted only, you can type in the corresponding word in the magnifying glass.
- Finally, select the assignment and press NEXT to access the assignment details.



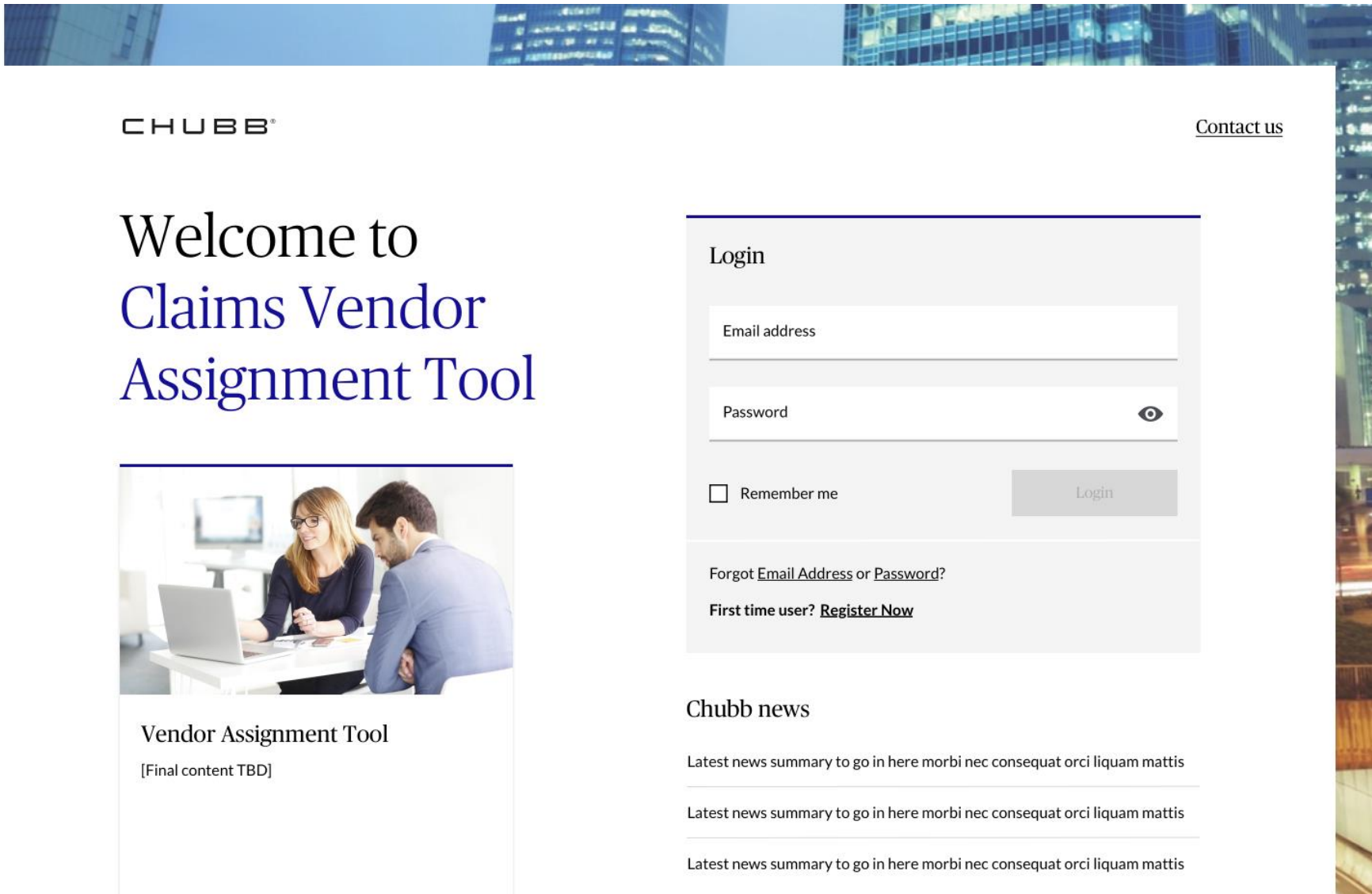
CHUBB®

# Vendor Assignment Tool

Vendor User Guide

Uploading an Invoice

# Introduction



a

This User Guide only applies to those vendors that do not have access to T360. If you are set up to use T360 then you are required to upload invoices through T360 and not the Assignment Tool.

b

If an assignment that you have accepted is subsequently cancelled and costs have been incurred, you should email your invoice to the Chubb Claims Handler who assigned the case. Therefore this User Guide is not applicable in this situation

c

The functionality of uploading invoices through the VAT is only available for assignment created in the Assignment Tool. All invoices related to assignments received prior to the tool going live, should be submitted directly to the claims handler via email.



1

Introduction: Who this guide is for

2

Searching for an Assignment

3

Assignment Form

4

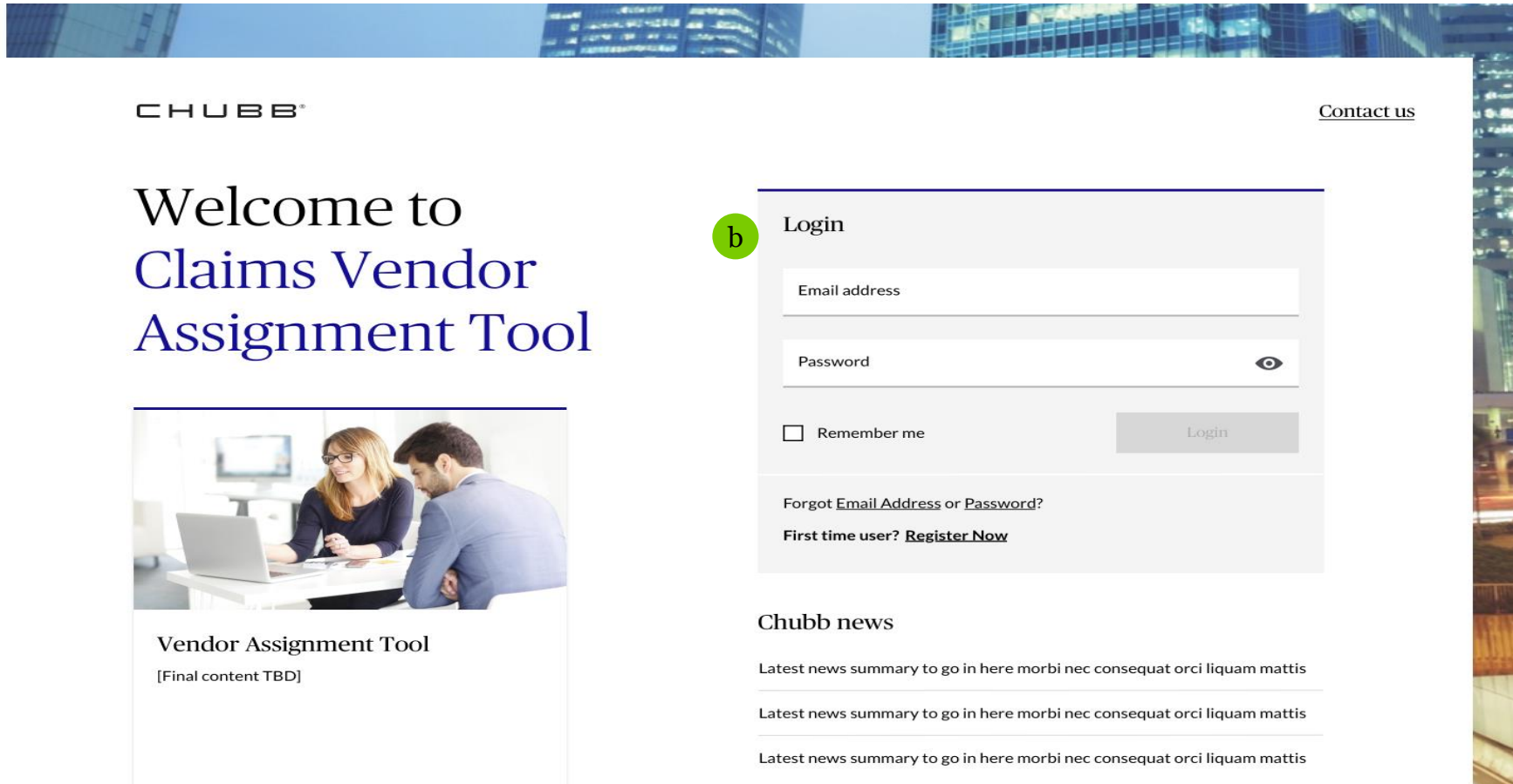
Upload Invoice: Intake Form

5

Upload Invoice: Attach Invoice

a <https://vendorassignment.chubb.com/vendor>

Hold the Ctrl key to open the link on a different window.



## Access the 'Search Assignment' Function

To upload an invoice on a case you have been assigned, you first need to access the assignment itself. You can do so in two ways:

### 1) Through the Home Page URL:

a Click on the following link.

b You will be directed to the Home Page of the tool, where you need to enter the Email address and Password to log in to the tool.



# Access the 'Search Assignment' Function

Email received if user is not registered:

**CHUBB**

Dear Vendor

Please find enclosed a new claims assignment.

Step 1: As a first-time user, before you are able to access the assignment you must register to create your account.

[Click here to register](#)

Step 2: Once you have registered you will be able to access full details of the assignment, by clicking on the link below

[Open Assignment](#) **a**

You will be asked to enter your Email address and newly created Password.

Once you access the Assignment Form you will able to download/ print this information to assist you in adding the assignment information to your own systems.

**Important:** You are required to 'Accept', or 'Decline' this assignment. When you click on 'Accept' you will be prompted to add additional information, so please have this information available, before you click 'Accept'. The information required is the name of the 'Lead Timekeeper/ Assignment owner',

Email received if user has already been registered:

**CHUBB**

Dear Vendor

Please find enclosed a new claims assignment. To access full details of the assignment, click on this **a** [link](#). You will be asked to enter your Email address and Password, or if you are a new User you will be invited to register.

Once you access the Assignment Form you will able to download/ print this information to assist you in adding the assignment information to your own systems.

**Important:** You are required to 'Accept', or 'Decline' this assignment. When you click on 'Accept' you will be prompted to add additional information, so please have this information available, before you click 'Accept'. The information required is the name of the 'Lead Timekeeper/ Assignment owner', their direct dial telephone number and your file reference. If you choose to decline this assignment, you will be required to select a 'reason code' for the declinature before being able to proceed.

Thank you in advance for your support.

CHUBB

2) Through the assignment email:

**a** Click on the 'Open Assignment' link contained within any of the assignment emails you have received.

**b** This will open the specific assignment form for which the email relates to. Click on : "Back to search assignment".

**ASSIGNMENT FORM** **b**

[Back to Search Assignment](#)

Assignment Status: **Vendor Assignment Cancelled**

Download Report

**ASSIGNMENT HISTORY**

Assignment Number	VEGBR20210915001505	Date of Assignment creation	15/Sep/2021
Current Assignment Status	Vendor Assignment Cancelled	Date of Assignment submission to vendor	15/Sep/2021
Date of Vendor Acceptance	15/Sep/2021	Date of Vendor Declinature	



CHUBB

## VIEW ASSIGNMENT

a

### SEARCH ASSIGNMENT

Specific Search

Generic Search

By Chubb Claim Number

By Chubb Assignment Id

By Vendor File Reference

### ASSIGNMENT RESULT

Copyright © 2021 Chubb

## Access the 'Search Assignment' Function

- a Both routes should take you to this screen, where you will be able to search for a specific assignment; or perform a generic search.





**CHUBB** English ▾

**VIEW ASSIGNMENT**

SEARCH ASSIGNMENT

Specific Search    Generic Search

By Chubb Claim Number 9724992565    By Chubb Assignment Id    By Vendor File Reference

**ASSIGNMENT RESULT**

SELECT ASSIGNMENT	ASSIGNMENT NUMBER	CHUBB CLAIM NUMBER	NAME OF POLICYHOLDER/...	COMMERCIAL VENDOR NAME	ASSIGNMENT CREATION...	CURRENT ASSIGNMENT...	DATE OF...	VENDOR SERVICE CATEGORY	VENDOR PANEL DESCRIPTION	REPRESENTATION TYPE	CLAIM REGION	CLA COI
<input checked="" type="radio"/>	VEGBR20210916001515	9724992565	AMAZON UK SERVICES LTD.	Nerea SL	2021-09-16	← accepted x	2021-06-14	Rehabilitation Services		N/A	EMEA	Unit King

Please note, you should only have access to the assignments that have been sent to your organisation and that have been accepted or are pending to be accepted by you.

## Specific Search

In the case of Specific Search, you can enter one of the following fields:

- a 1) Chubb Claim Number
- b 2) Chubb Assignment ID (This is the assignment number and it can be found in the first section within the Assignment details form)
- c 3) Vendor File Reference (This is the reference you have given to this assignment/case)
- d In the screenshot provided we have entered the Chubb Claim Number as a criteria. Once you've entered your criteria click on the magnifying glass to search for the results.
- e You can filter the results (in this example, assignments accepted only), by typing the corresponding word in the magnifying glass.
- f Finally press NEXT to access the assignment details.

## Generic Search

**VIEW ASSIGNMENT**

**SEARCH ASSIGNMENT**

Specific Search    Generic Search

Start Date\* 16/9/2021    End Date\* 20/10/2021    Region    Country

**ASSIGNMENT RESULT**

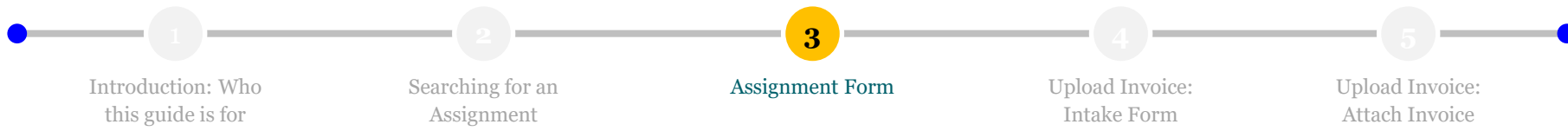
SELECT ASSIGNMENT	ASSIGNMENT NUMBER	CHUBB CLAIM NUMBER	NAME OF POLICYHOLDER/...	COMMERCIAL VENDOR NAME	ASSIGNMENT CREATION...	CURRENT ASSIGNMENT STATUS	DATE OF...	VENDOR SERVICE CATEGORY
<input type="radio"/>	VEGBR20210917001531	9724992666	Harry Potter	KK Legal Services	2021-09-17	Vendor Assignment Accepted	2021-06-17	Litigation/Opinion
<input type="radio"/>	VEGBR20211008001733	9724992565	AMAZON UK SERVICES LTD.	KK Legal Services	2021-10-08	Vendor Assignment Accepted	2021-06-14	Consultancy Services

Total Rows 3

Please note, you should only have access to the assignments that have been sent to your organisation and that have been accepted or are pending to be accepted by you.

If carrying out a Generic Search:

- You must enter the Start and End Date of the period you want to search assignments for.
- Optionally, you can also filter the results by specifying the Region or Country the assignment(s) relate(s) to.
- Then click on the magnifying glass to search for the results.
- If then you want to filter the results to, as an example, assignments accepted only, you can type in the corresponding word in the magnifying glass.
- Finally you press NEXT to access the assignment details



## Assignment Form

ASSIGNMENT HISTORY			
Assignment Number	VEGBR20210917001531	Date of Assignment creation	17/Sep/2021
Current Assignment Status	Vendor Assignment Accepted	Date of Assignment submission to vendor	17/Sep/2021
Date of Vendor Acceptance	20/Sep/2021	Date of Vendor Declinature	
Reason for Vendor Declinature		Other comment for Vendor Declinature	
Date of Assignment Cancellation		Reason for Assignment Cancellation	

a Once details of the Assignment opens, click on the button called 'Upload Invoice', which you can find on the top right hand corner, as shown in the picture.

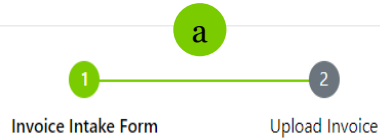
Note: If you are billing through T360, this button SHOULD NOT APPEAR



## UPLOAD INVOICE

[Back to Assignment Form](#)

Assignment Status: Vendor Assignment Accepted



**b** + VENDOR BILLING ADDRESS INFORMATION

+ TAX INFORMATION

Pricing Schedule

Flat Fee
  Hourly Rate
  Flat Fee and/or Hourly Rate

*\*Please select a Pricing Schedule*

+ BILLING INFORMATION

CANCEL

NEXT >

## Intake Form Section

**a** This is divided into two sections: 1) Invoice Intake Form; 2) Upload Invoice

**b** In the 'Invoice Intake Form', you will see three sections which you will need to complete. In the next slides we will be looking in more details at each of these sections.

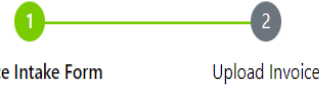


## Intake Form: Vendor Billing Address Section

### UPLOAD INVOICE

[Back to Assignment Form](#)

Assignment Status: Vendor Assignment Accepted



**a**

#### ⊖ VENDOR BILLING ADDRESS INFORMATION

Address 1* 20 Small Street	Address 2
City* Madrid	Country* Spain
Postal/ZIP Code* 2056	Vendor Contact Email Address* Pedro.Corto@ABC.com
Vendor Contact Phone Number* 0685613789	

**a** The first section relates to 'Vendor Billing Address Information'. Here you must enter your office address and phone number. NB: all fields are mandatory.



## Intake Form: Tax Information

**CHUBB** English ▾

Vendor Control Number

**TAX INFORMATION**

VAT Percentage\*  **b**

VAT Registration Number\*  **c**

VAT Responsibility **d**

- Chubb
- Insured
- Vendor

**a** The next section relates to 'Tax Information' and all fields are mandatory.

In this section you are required to provide:

**b** 1) the percentage of 'Value Added Tax'. For example in the UK standard VAT rate is 20%

**c** 2) your Tax Registration Number;

**d** 3) You must select from the three options who will be responsible to pay such tax.





## Intake Form: Pricing Schedule

CHUBB

English ▾

+ TAX INFORMATION

Pricing Schedule **a**

Flat Fee **b**     Hourly Rate **c**     Flat Fee and/or Hourly Rate **d**

- a** The next section relates to the 'Pricing Schedule'. In here you are required to select the fees structure applicable to the invoice that is being uploaded. You must select one of the three options:
- b** 1) Flat Fee. Select this option if the agreed fees structure is based on a flat or scale/range fees
- c** 2) Hourly Rates: Select this options is your are charging on an hourly basis (including fixed hourly basis).
- d** 3) Flat Fee and/or Hourly Rate: Select this option if your agreed fee structure is a mixture of flat fee and hourly rate.



+ TAX INFORMATION

Pricing Schedule

Flat Fee     Hourly Rate     Flat Fee and/or Hourly Rate

- BILLING INFORMATION **a**

[+ ADD BILLING](#)

NAME OF BILLING TIME KEEPERS	POSITION	CURRENCY TYPE	RATE/ HOUR	ACTION
------------------------------	----------	---------------	------------	--------

CANCEL

**b**  
NEXT >

## Intake Form: Billing Information

- a** If you have selected Flat Fees in the Pricing Schedule section, then you do not have to complete this field.
- b** Click the 'Next' button to move to the subsequent section



## Intake Form: Billing Information

- a If you have selected either 'Hourly Rate' or 'Flat Fees/Hourly Rates' in the pricing schedule section, then you are required to complete the 'Billing Information' section.
- b Click on the 'Add Billing' Button
- c A window will open and you will need to complete all fields. In this section, you are required to provide the name and position of the person/s in dealing with the case.
- d Then click 'Add'  
Note: If you need to add in more than one fee earner, then need to click again on the "Add Billing" and complete all fields.



BILLING INFORMATION

+ ADD BILLING

NAME OF BILLING TIME KEEPERS	POSITION	CURRENCY TYPE	RATE/ HOUR	ACTION
Pedro Corto	Partner	EUR	250	EDIT DELETE
Cuncita Martinez	Junior Associate	EUR	150	EDIT DELETE

CANCEL NEXT >

Hourly Rate  Flat Fee and/or Hourly Rate

**Warning**

Please ensure that all Billing Timekeeper information has been entered where Hourly rates apply.

CANCEL PROCEED

POSITION	CURRENCY TYPE	RATE/ HOUR	ACTION
Partner	EUR	250	EDIT DELETE
Junior Associate	EUR	150	EDIT DELETE

+ ADD BILLING

CANCEL NEXT >

## Intake Form: Billing Information

- a** All fee earners name and position that you have added, will be showed as per this table.
- b** You will be able to edit and/or delete the information you have provided in this section as shown in the picture.
- c** Once you have added all fee earners, click on the 'Next' button to move to the subsequent page.
- d** A warning message will appear reminding you to enter all fee earner/timekeeper details. Click proceed.



## Attach an Invoice

- a You are now in the 'Upload Invoice' section, where you will be able to attach all invoice and supporting documentation.
- b Click on the 'Upload Attachment' button to upload the invoice and supporting documentation. NB: if there is more than one file to upload, click on the 'Upload Attachment' again.
- c Once you have attached all the files, click on the 'Submit' button.

CHUBB

English

UPLOAD INVOICE

Assignment Status: Vendor Assignment Accepted

1 Invoice Intake Form 2 Upload Invoice a

ATTACHMENT

UPLOAD ATTACHMENT b

Final versions.pdf x

Accepted File Types: \*.doc, \*.docx, \*.xls, \*.xlsx, \*.csv, \*.pdf

Please ensure that the files you upload are correct before submission to Chubb. The invoice must be presented with all supporting documentation, including a time sheet where applicable. Maximum file size limit: 50mb

CANCEL SUBMIT c

1

Introduction: Who this guide is for

2

Searching for an Assignment

3

Assignment Form

4

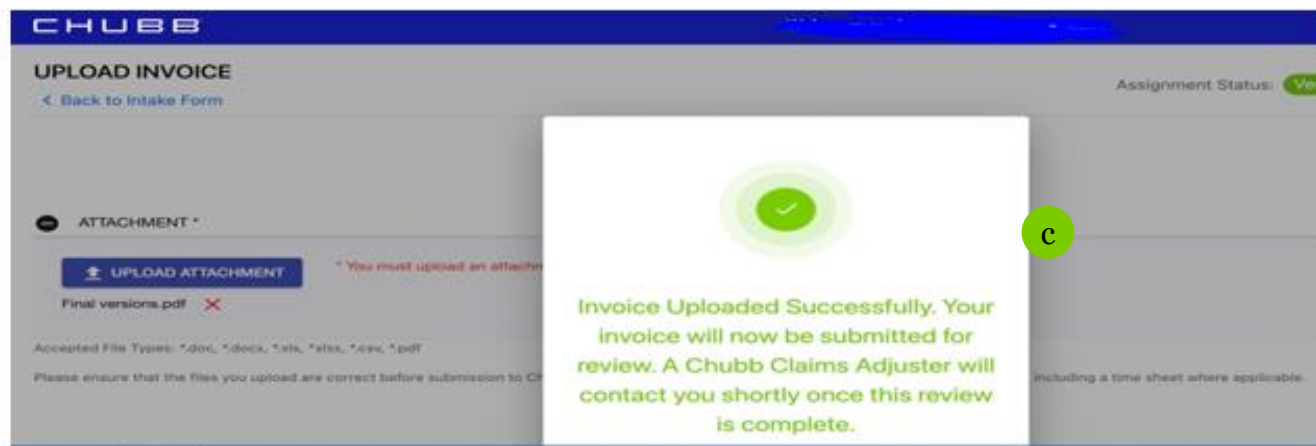
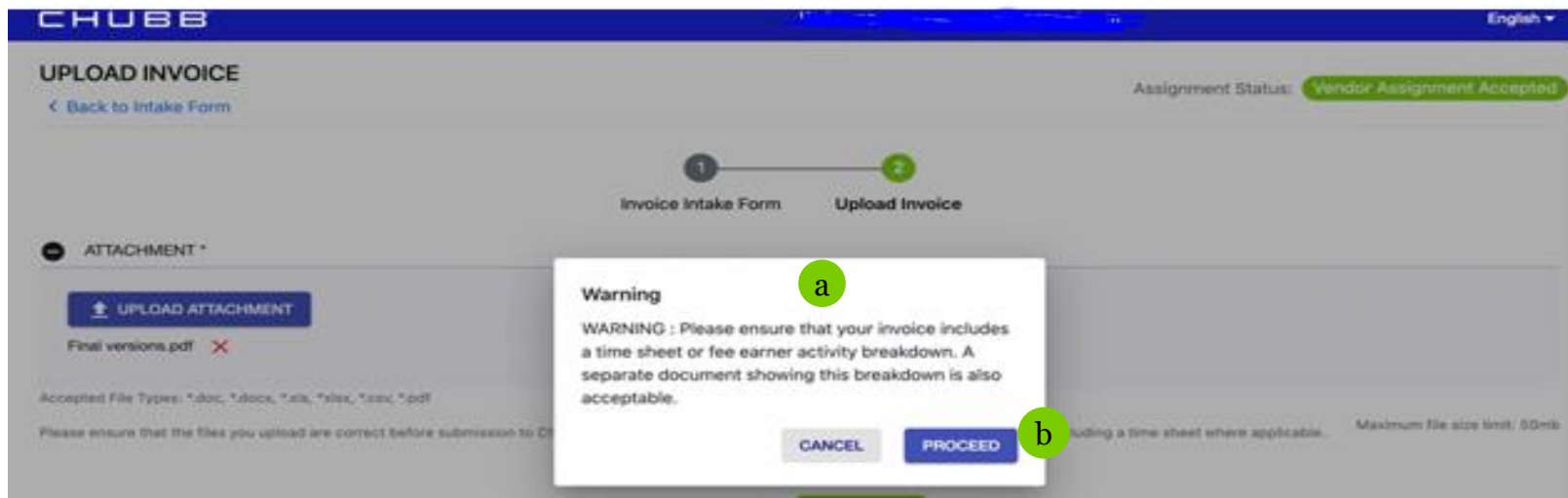
Upload Invoice: Intake Form

5

Upload Invoice: Attach Invoice

## Submit Invoice

- a A warning message will appear reminding you to ensure you have attached the correct documentation.
- b If you are satisfied that you have attached all the documentation required, then click 'Proceed'.
- c A message will appear notifying you that the invoice has been successfully submitted and will be reviewed by a Chubb Claims Adjuster. You can close your browser page.





Chubb. Insured.<sup>SM</sup>