



BILLING DETAIL USER GUIDE

ISO ClaimSearch® now provides authorized users from transaction-based non-insurance company participants with online access to the billing detail for all ISO ClaimSearch invoices. All activity, such as Claims Reporting and Claims Inquiry, is itemized at the transaction level. Relevant fields, such as claim number, claimant name, insured name, loss date, process date, office code, unit cost, etc., are included in this online report. Users can download this information in an Excel or XML format.

The first screen is the main page, which displays your company's invoice summary. You may see multiple accounts depending on your own user access authorization. A list of invoices for each account appears with invoice date, the invoice number, and the amount of the invoice.

Z99000000CS – XYZ STORE		
BOB SMITH CLAIMS MANAGER 545 WASHINGTON BLVD JERSEY CITY, NJ 07310		
Invoice Date	Invoice #	Amount
11/30/2004	IS008213	\$4,764.99
Previous Page Print		

To view a particular invoice, click on the invoice # link (see above), and a more detailed invoice will appear.

This screen shows you more detailed information, such as the number of claims reported, the unit cost for each item, the net amount, tax, and the total amount due.

Z97000000CS – XYZ STORE							
JOHN SMITH CLAIMS MANAGER 545 WASHINGTON BLVD JERSEY CITY, NJ 07310							
Invoice Number: IS008213				Invoice Total: \$4,764.99			
Invoice Date: 11/30/2004							
Billable - Download (Excel XML)							
Non-Billable - View Previous Page Print							
For billing questions, please call 201-469-3159, or send an e-mail to aisgbilling@iso.com							
Z97000000ST - TEST							
33 BROWN STREET JERSEY CITY, NJ 07310 Download (Excel XML)							
Item #	Product	Qty	Unit Amt	Net Amt	Tax	Total	Detail
1	CSSI-LC11 - Casualty Fee - 12/1-12/31	1	\$83.33	\$83.33	\$0.00	\$83.33	
2	CSSI-LP11 - Property Fee - 12/1-12/31	1	\$83.33	\$83.33	\$0.00	\$83.33	
3	CSSI-LA11 - Auto Fee - 12/1-12/31	1	\$83.33	\$83.33	\$0.00	\$83.33	
				\$249.99	\$0.00	\$249.99	
Z97000001ST - TEST							
455 SKY STREET JERSEY CITY, NJ 07310 Download (Excel XML)							
Item #	Product	Qty	Unit Amt	Net Amt	Tax	Total	Detail
4	CSSI-MUFC - UF Claims Cross-Line	500	\$7.50	\$3,750.00	\$0.00	\$3,750.00	View
				\$3,750.00	\$0.00	\$3,750.00	

This page also gives you a “View” link (circled above) which provides a breakdown of the individual items (see next page). You can check this against your record of claims and/or queries submitted to ISO. It also provides the All-Claim ID, your customer number, claimant name, loss date, insured, loss type, and report type information. You also have the option of downloading the file into Excel or XML format by clicking on the “View” link.

Breakdown of individual items:

UNIVERSAL AUDIT BILLING REPORT								
Product	Quantity	Unit Amt	Net Amt	Tax				
CSSI-MUFC - UF Claims Cross-Line	500	\$7.50	\$3,750.00	\$0.00				
Proc Date	All Claim	Customer #	Claim Number	Claimant Name	Loss Date	Insured		
1	11/18/2004	0F000407306	Z97000001	1061582	KILKENNY,HUGH	10/5/2000	KILKENNY,HUGH	
2	11/18/2004	6Q000407052	Z97000001	1064204	JACKSON,RONALD	10/6/2000	MAXWELL,JOHN,B	
3	11/18/2004	6Q000407052	Z97000001	1064204	MAXWELL,JUMOKE	10/6/2000	MAXWELL,JOHN,B	
4	11/18/2004	6Q000407052	Z97000001	1064204	RICHARDSON,SHAUN	10/6/2000	MAXWELL,JOHN,B	
5	11/18/2004	6Q000407052	Z97000001	1064204	ANTOINE,MARK	10/6/2000	MAXWELL,JOHN,B	
6	11/18/2004	6Q000407052	Z97000001	1064204	MAXWELL,JOHN,B	10/6/2000	MAXWELL,JOHN,B	
7	11/18/2004	3G000407024	Z97000001	1077812	FORTUNATO,KEITH,M	10/14/2000	FORTUNATO,FRANK,M	
8	11/18/2004	3G000407024	Z97000001	1077812	TOZZI,THOMAS	10/14/2000	FORTUNATO,FRANK,M	
9	11/18/2004	3G000407024	Z97000001	1077812	FORTUNATO,FRANK,M	10/14/2000	FORTUNATO,FRANK,M	

There is a billable and non-billable section (outlined in figure below) where you can view the items billed to your account, as well as non-billable activity under your account. There is also a download to Excel or XML feature available on this page *for billable items only*. The download feature for the non-billable items is found once you click on the View link.

Z97000000CS – XYZ STORE
 BOB SMITH
 CLAIMS MANAGER
 545 WASHINGTON BLVD
 JERSEY CITY, NJ 07310

Invoice Number: **IS008213** Invoice Total: **\$4,764.99**
 Invoice Date: **11/30/2004**

Billable - Download ([Excel](#) | [XML](#))
 Non-Billable - [View](#)

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The following screen appears when you click on the Billable - Download link to Excel. This provides complete detail on all the items being billed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Invoice Num	Customer #	Product C	Product D	Unit Amou	Tax Amou	Total Amou	User Name	Claim Num	Search Cr	Proc Date	Time	All Claim	Policy N
2	IS008213	Z9700000	CSSI-LC11	Casualty F	\$83.33	\$0.00	\$83.33	*** Billing System ***						
3	IS008213	Z9700000	CSSI-LP11	Property F	\$83.33	\$0.00	\$83.33	*** Billing System ***						
4	IS008213	Z9700000	CSSI-LA11	Auto Fee -	\$83.33	\$0.00	\$83.33	*** Billing System ***						
5	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1061582		11/18/2004	3:46:35	0F0004073	AO22218
6	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1064204		11/18/2004	3:46:35	6Q0004071	AO22281
7	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1064204		11/18/2004	3:46:35	6Q0004071	AO22281
8	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1064204		11/18/2004	3:46:35	6Q0004071	AO22281
9	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1064204		11/18/2004	3:46:35	6Q0004071	AO22281
10	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1064204		11/18/2004	3:46:35	6Q0004071	AO22281
11	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1077812		11/18/2004	3:46:35	3G0004071	AO22281
12	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1077812		11/18/2004	3:46:35	3G0004071	AO22281
13	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1077812		11/18/2004	3:46:35	3G0004071	AO22281
14	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1080669		11/18/2004	3:46:35	5J0004070	AO22211
15	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1080669		11/18/2004	3:46:35	5J0004070	AO22211
16	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1080669		11/18/2004	3:46:35	5J0004070	AO22211
17	IS008213	Z9700000	CSSI-MUF	UF Claims	\$7.50	\$0.00	\$7.50	FTP	1080669		11/18/2004	3:46:35	5J0004070	AO22211

Note: When viewing detail for the Claims Inquiry searches, you may see two new features under the search detail section:

- *DD* denotes a “drill down” search.
- If searching a license plate or drivers license in a specific state, the state abbreviation will appear in front of the number (ex., NJ-AAA000A).

The Non-Billable link takes you to the itemization of the non-billable items (as seen below). This view has the download to Excel or XML feature. It provides details on claims submitted as “no search” and claims that were transferred in and out of your account.

										Print Close
Z97000000CS - XYZ STORE										Download (Excel XML)
NON SEARCHES										
Customer #	Source/User	Claim #	Proc	Time	All Claim	Policy #	Claimant	Loss		
	Name		Date				Name	Date		
1	Z97000001	FTP	1831580	11/18/2004	3:46:47 PM	5M000407186	AO2288021203701028	WOOLDRIDGE, JOSHUA	10/5/2001	W
2		FTP	1831580	11/18/2004	3:46:47 PM	5M000407186	AO2288021203701028	WYATT, JOHNNIE, W	10/5/2001	W
3		FTP	1594844	11/18/2004	3:46:48 PM	2R000407073	H322436279650007	STONER, JOHN, C	6/11/2001	S
4		FTP	1499145	11/18/2004	3:46:48 PM	5L000407126	AO2261029666100024	BOURN, KRISTINA	5/11/2001	B
5		FTP	1479871	11/18/2004	3:46:48 PM	7J000407172	H322815970960007	MAZIN, ARLENE	5/2/2001	

If you have questions regarding the billing detail, please contact us by calling the AISG Billing Department at 1-201-469-3159, or by sending an e-mail message to aisgbilling@iso.com.