

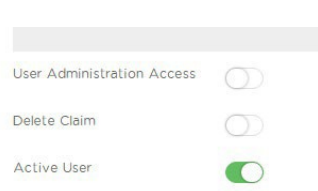
How to Delete a Claim from ISO ClaimSearch

Overview: You can easily delete a claim that was submitted by your company buy using either of these two Methods.

Method 1: Email a request, along with a reason for the deletion, to njsupport@iso.com

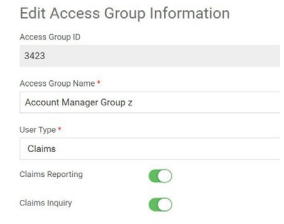
Method 2: Manually delete the claim through Claims Inquiry

Deleting a Claim:

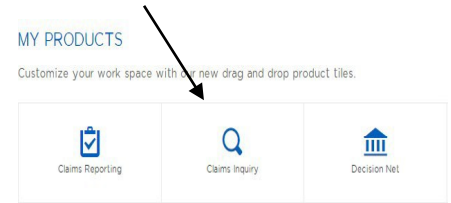


Note: In order to delete a claim manually you must have the “Delete Claim” function toggled on in your Self-Admin account. (If you need help activating this feature contact ISO ClaimSearch at njsupport@iso.com.)

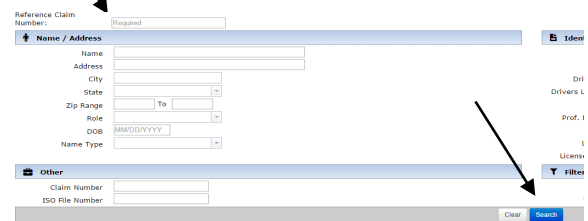
Additionally, you must be assigned to an access group that has Claims Inquiry access.



1) From the ISO ClaimSearch homepage, select the “Claims Inquiry” tile under My Products.



2) Enter in the Reference Claim Number and ISO File Number and click Search.



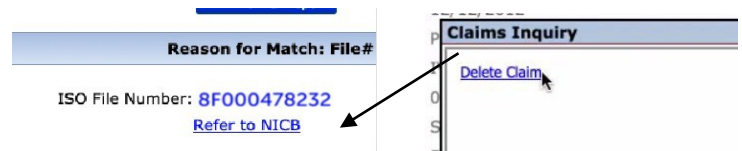
3) Click on the result that populates from your search. This will open up the details pertaining to the claim.

Reference Claim Number: 8F000478232. Your Search on ISO File Number:8F000478232 resulted in 1 Matches

Search by SSO TEST CO - DELETE CLAIM FUNCTIONALITY

	Name	Address	Role	Date	Company/Claim Number
<input checked="" type="checkbox"/>	SMITH, JOHN	22 TWENTY TWO RD NEW YORK NY	Insured	12/12/2012	SSO TEST CO - DELETE CLAIM FUNCTIONALITY 239487

4) Click on the ISO File Number in the upper right hand corner. In the box that opens, click on “Delete Claim”.



5) This will bring up another box which will allow the user to delete (void) the claim. They must state the reasoning for the deletion in the big white box. Once completed, they can select the “Void Claim” button to submit and then click “Okay” to delete (void) the claim.

