

# Training

for



Filers

How to resubmit a feature on a withdrawn case.

1

Case Search Results

Case ID	Company	Feature	Claim Rep	Due Date	Status
A260007DFB-C1 Loss State: Arizona Loss Date: 2/4/2026	04513 ALPHA INSURANCE OF FLORIDA Insured: JUSTIN CASE	Collision   2020 HONDA Claim #: 242026A	CINDY CALHOUN FILER		Withdrawn

Search to find the case originally withdrawn.

2

Case ID: A260007DFB-C1  
Company: 04513 ALPHA INSURANCE OF FLORIDA  
Feature: Collision | 2020 HONDA  
Claim Rep: CINDY CALHOUN FILER  
Status: Withdrawn

- Assign Case
- Case Overview
- Create Case Support Inquiry
- Enter Filing
- Occurrence Overview
- Print Case

From the blue ellipsis, select “Enter Filing” from the drop-down menu.

3

WORKFLOW STEPS

- Incident Details and My Party Information
- Select Coverages
- Add Additional Parties
- Party Information for BETA INSURANCE OF COLORADO (JOE SMITH)
- Liability Arguments
- Coverage Information - Collision
- Counterclaim Response Assertions

Coverage - Collision

Does joint and several liability apply to this coverage?

Policy Limits

Will you accept the policy limits as final settlement of your claim?

Will you accept the Pro-Rata Share?

+ Add a Feature

Delete this Coverage

From the Worklist, navigate to “Coverage Information” and select the “Add a Feature” tab.

4

WORKFLOW STEPS

- Incident Details and My Party Information
- Select Coverages
- Add Additional Parties
- Party Information for BETA INSURANCE OF COLORADO (JOE SMITH)
- Liability Arguments
- Coverage Information - Collision
- Feature Information - FEATURE 1

Feature Information - FEATURE 1

After selecting “Add a Feature,” an extra step appears in the workflow titled “Feature Information.”

5

WORKFLOW STEPS

- Incident Details and My Party Information
- Select Coverages
- Add Additional Parties
- Party Information for BETA INSURANCE OF COLORADO (JOE SMITH)
- Liability Arguments
- Coverage Information - Collision
- Feature Information - FEATURE 1

Feature - FEATURE 1

Vehicle Year

Vehicle Make

Vehicle Model

Company-Paid Damages

Party Information for BETA INSURANCE OF COLORADO (JOE SMITH)

Liability Arguments

Coverage Information - Collision

Complete the Feature information workflow step by entering the vehicle year, make, model, **and** Company-Paid Damages. Next, attach supporting evidence, complete all remaining workflow steps, and resubmit your filing.