



Instructions for Online Claim* Reporting

*Property-Liability, Vehicle Accident or Workers' Compensation

1. To file a claim online, please visit LGC's secure web portal: <https://pltclaims.nhlgc.org> (You can also link to the portal at www.NHLGC.org by clicking on Coverage Programs and then on Property-Liability or Workers' Compensation.
2. Enter your user name and password. (If you've forgotten either one, please call 800.852.3358, ext. 246.
3. Under Event Info, choose the appropriate Type of Event/Accident from the drop-down list (e.g., General Claims, Vehicle Accident Claims or Workers' Compensation)
4. Choose the Claim Type. **NOTE:** You **MUST** complete all required fields in order for correct fields to display. Any field description underlined is a required field; you will not be able to file the form electronically without completing them. Please complete all remaining fields to the best of your ability with information you have available.
5. Once you have completed the claim form, click "Submit." You will receive a confirmation notification along with the claim number. Please print the notification or jot down the claim number for future reference.
6. To submit any documents with your claim, please fax them to 800.262.9507 and reference the associated claim number on your fax cover sheet.

Troubleshooting Tips for Launching the Electronic Claim Form

- LGC's electronic claim web form uses pop ups.
 - If you receive a "pop-up blocked" message, please click on it and choose "Always Allow Pop-ups from This Site" for easiest accessing.
- The electronic web form works best with Internet Explorer 6 and 7 browsers.
 - If you use Internet Explorer 8, you will see a tiny red square in the lower right-hand corner of your screen, and pop-ups will not appear.
 - If this happens, click on "Page" in the upper right-hand corner of the screen; then click on "Compatibility View."
- Questions? Please call 800.852.3358, ext 246.