

Navigating the Dashboard

A tour of the four main tabs on the LUBA Connect dashboard — the first screen you see after logging in.

1



Overview Tab

- The first screen after sign-in, showing quick policy information.
- A notification banner highlights recent news and upcoming due dates, plus quick access to policies, claims, and items needing attention.

2



Explore Tab

- View details on policies, cancellations, claims, and any unsubmitted claims.
- Export the displayed information to Excel or PDF for sharing and record-keeping.

3



Reports Tab

- View and export reports relating to your claims. Four are available: Claim Size, Loss Summary, Top 20 Claims, and Loss Run.
- Each report has date filters; click **Export** (top-left) to download as Excel, PDF, or Word.

4



Resource Center Tab

- Find resources about the portal and guidance for navigating Workers' Compensation processes.
- Houses articles, newsletters, and FAQs.



Tip: Start on the Overview tab each visit — its banner flags upcoming due dates and anything needing attention.