

Submitting a Claim

Step-by-step instructions for submitting a claim in the LUBA Connect Portal.

1	 Sign In	Go to lubawc.com, click Sign In, choose Agent Profile, and enter your credentials.
2	 Open Quick Launch	From the dashboard, click Quick Launch on the right side of the screen.
3	 File First Report of Injury	Select File First Report of Injury from the Quick Launch menu.
4	 Enter Policy Information	Complete the Policy Number and Date of Injury, then click Continue.
5	 Complete the 5-Section Form	Fill out Incident Details, Accident Information, Employee Information, Medical Information, and Review. Required fields are marked with an asterisk (*).
6	 Save and Exit (Optional)	Click Save and Exit anytime. The claim is listed as unsubmitted in the Overview and Explore tabs so you can finish it later.
7	 Review & Submit	Confirm all details are accurate, enter your name and phone number, then click Submit.
8	 Get Your Claim Number	A confirmation with your claim number appears immediately — this does not mean the claim is accepted. Share it with the injured worker for tracking.
9	 Follow Up	Monitor the Claims section for status updates and set notifications for changes.



Tip: Set notifications on the claim so you're alerted to any status changes without checking manually.