

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.