

Reviewing Reports

View, filter, and download the four reports available in the LUBA Connect Portal Reports tab.

1



Access Reports

- Go to **lubawc.com**, click **Sign In**, choose **Policyholder Profile**, and enter your credentials.

2



Navigate to Reports

- From the dashboard, open the **Reports** tab.

3



Select a Report

- **Claim Size** — claim counts and amounts by size band.
- **Loss Summary** — summarized view of claims and losses.
- **Top 20 Claims** — the 20 most significant claims.
- **Loss Run** — claim history over a selected period.

4



Modify Parameters

- Each report has its own parameters — date filters and dropdowns to filter or sort.
- After adjusting, click **View Report** to update the results.

5



Download a Report

- In the top-left of the viewer, click **Export**.
- Choose a format: Excel, PDF, Accessible PDF, CSV, PowerPoint, Word, Web Archive, or XML.



Tip: Adjust a report's date filters and dropdowns, then click View Report before exporting.