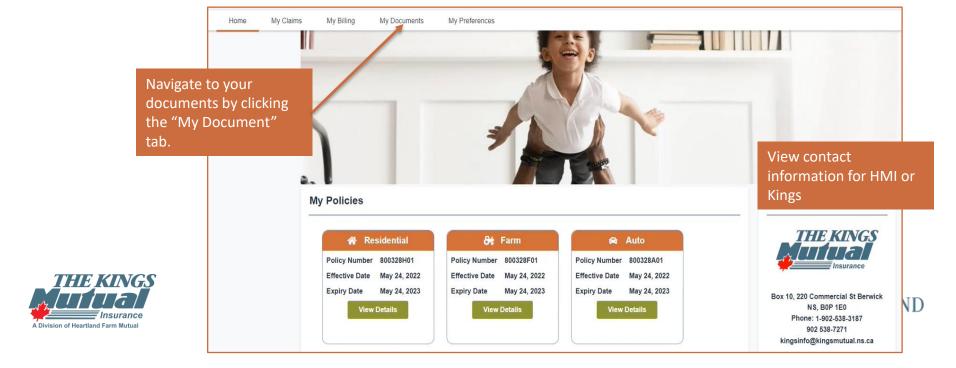
Home My Claims My Billing My Documents My Preferences

Your Homepage

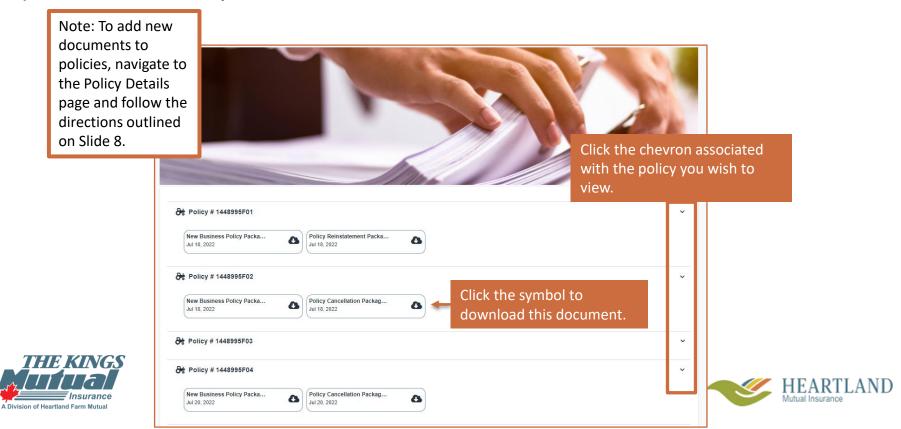
After successfully logging in, you will be greeted by your homepage. From here, you can view all active policies, contact HIM / Kings, or launch other activities. Throughout your time in Optim, your location will be indicated by a small orange bar under the tab you are viewing. In this example, the tab is highlighting your "Home" which displays the homepage.



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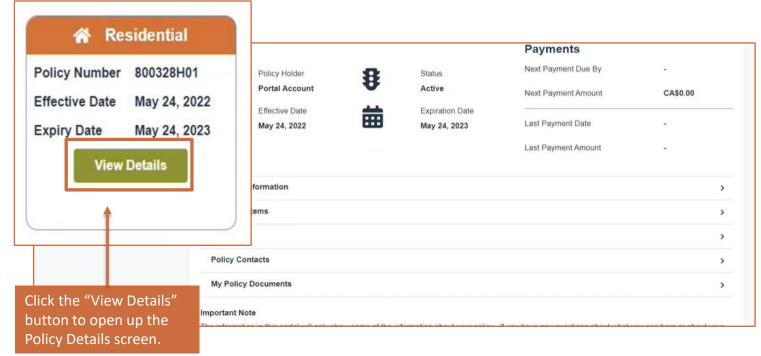
Your Documents

From the tab-bar, select My Documents to view all documents associated with your open policies. On this tab, you can view and download these documents.



Policy Details

From the Homepage, click "View Details" next to the policy you wish to attach documents to.







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Adding New Documents to a Policy

To add additional documentation to a selected policy, click the chevron to the right of "My Policy Documents." Here, you can see all documents already associated with the policy. You can drag and drop files from your desktop or use the file selector to upload additional files.

