





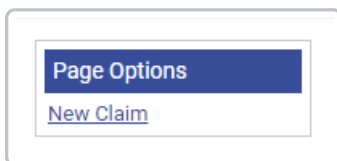
# Create a Claim

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1. From the **Homepage**, click **My Claims**.
2. Click the **Current Claims** option. The number of current claims you have is displayed in brackets. If you do not have any current claims **(0)**, you can skip to **step 4** of this guide.

Current Claims					
	Claim Number ▲	Claim Name	Claim Description	Number of Items	Claim Total
 	3	<a href="#">Claim1</a>		2	£85.03
 	5	<a href="#">Claim3</a>		1	£150.00

3. Click **New Claim** from the Page Options menu. This page also displays a list of your current claims which you can View, Edit or Delete.



**Note:** Depending upon your system configuration you may only be able to have one current claim at a time. If this is the case, the New Claim option will not be displayed within the Page Options menu. This is controlled by your system administrator.

4. This will direct you to the **Add/Edit Claim** page where you can specify:
  - The **Claim Name** (a default is provided).
  - The **Description**.

### Add / Edit Claim

**General Details**

Claim Name:

Description:

**Note:** You will be re-presented with this screen prior to submission of your claim, where you can enter additional information, if required at that time.

5. Click **Save** and your claim will be created; you will then be directed back to the Current Claims screen. This will provide a list of all of your current claims.
    - For information on how to start claiming expenses, view [Add an Expense](#).
    - For information on how to submit a claim, view [Submit a Claim](#).
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