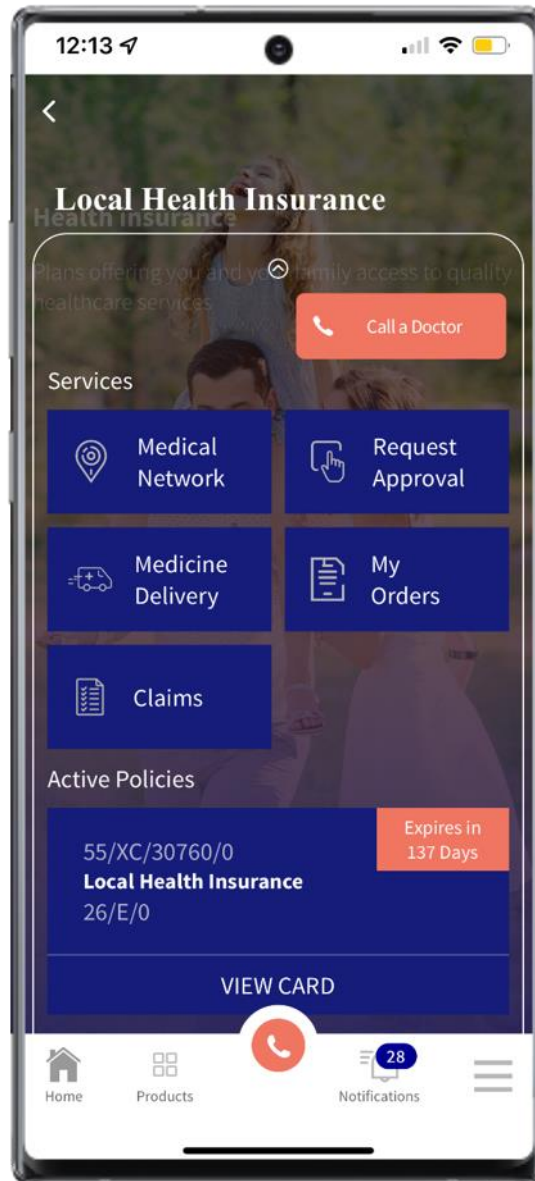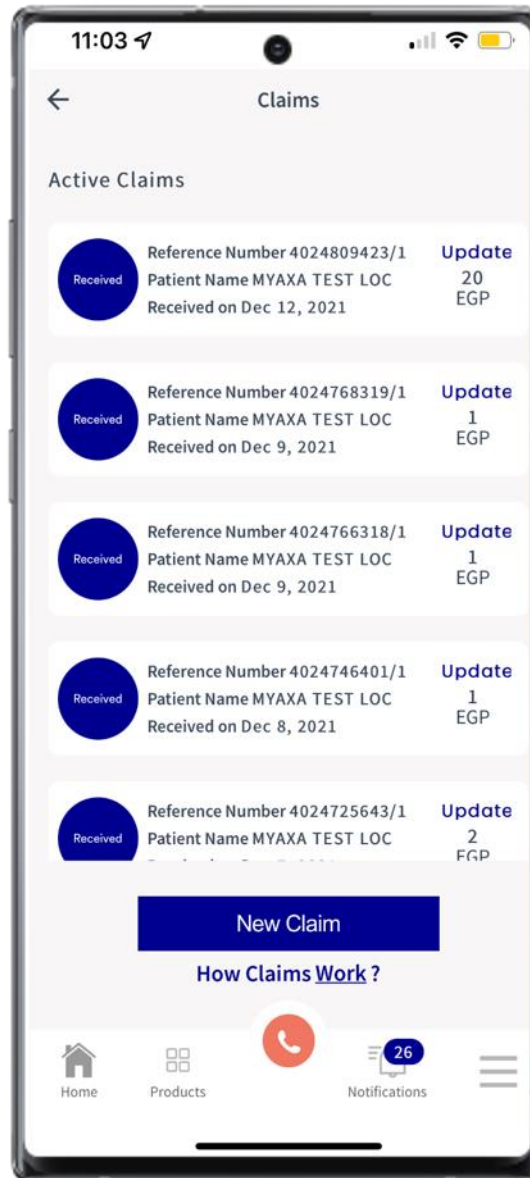# MyAXA Claims Guide

1. Click claims from the product page (Global & Local Health) based on the policy type

2. Select New Claim

3. Choose the policy you'd like to submit a claim for (you can submit a claim for a family member on the same policy

4. Enter the required data

5. Upload the required documents
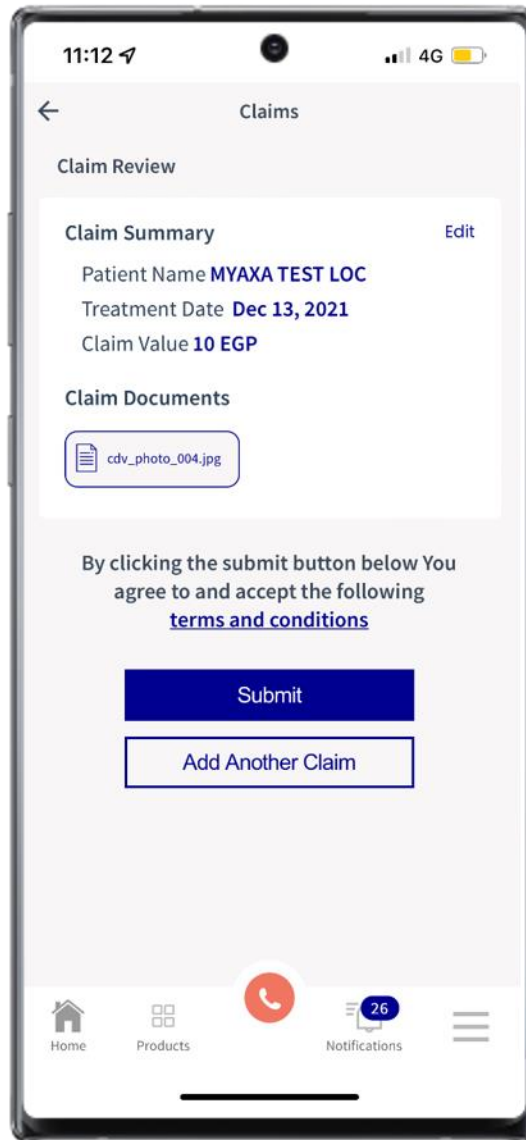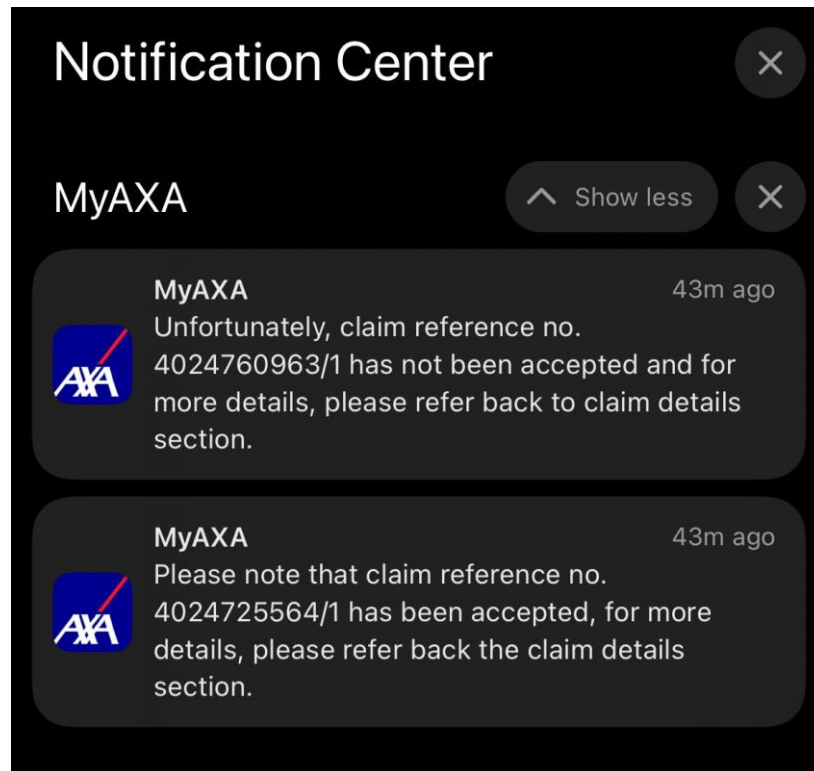
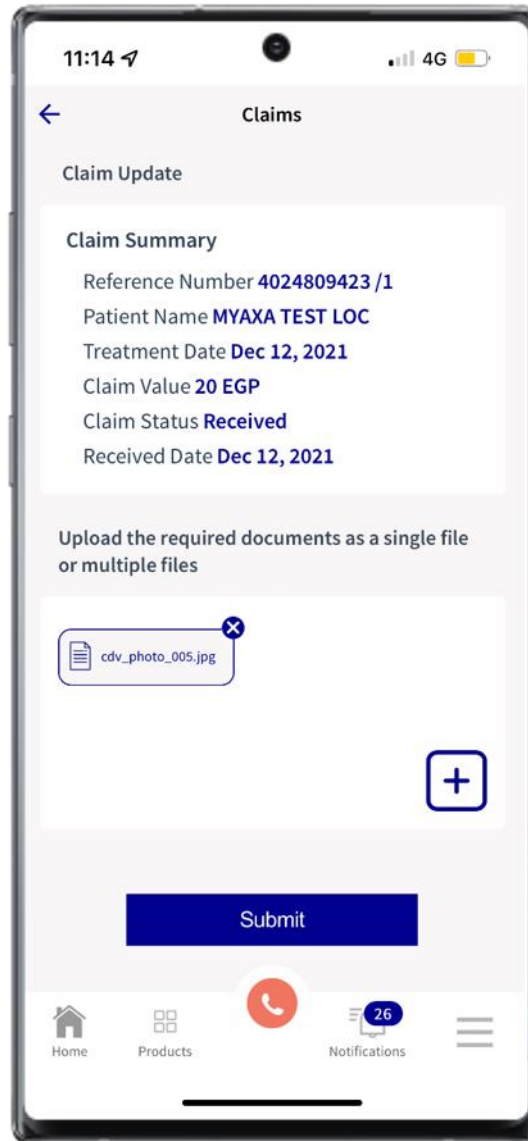6. You can submit your claim or add another claim

7. You will receive notifications upon any update to your claim
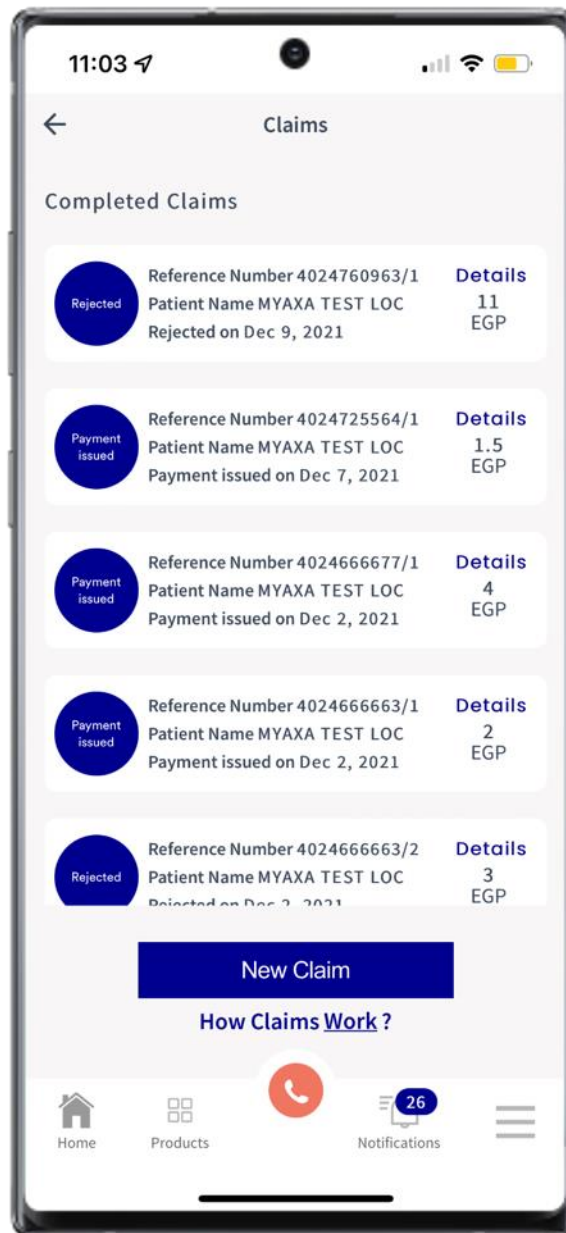
8. You can update your claim by adding more documents as long as the claim is not in processing
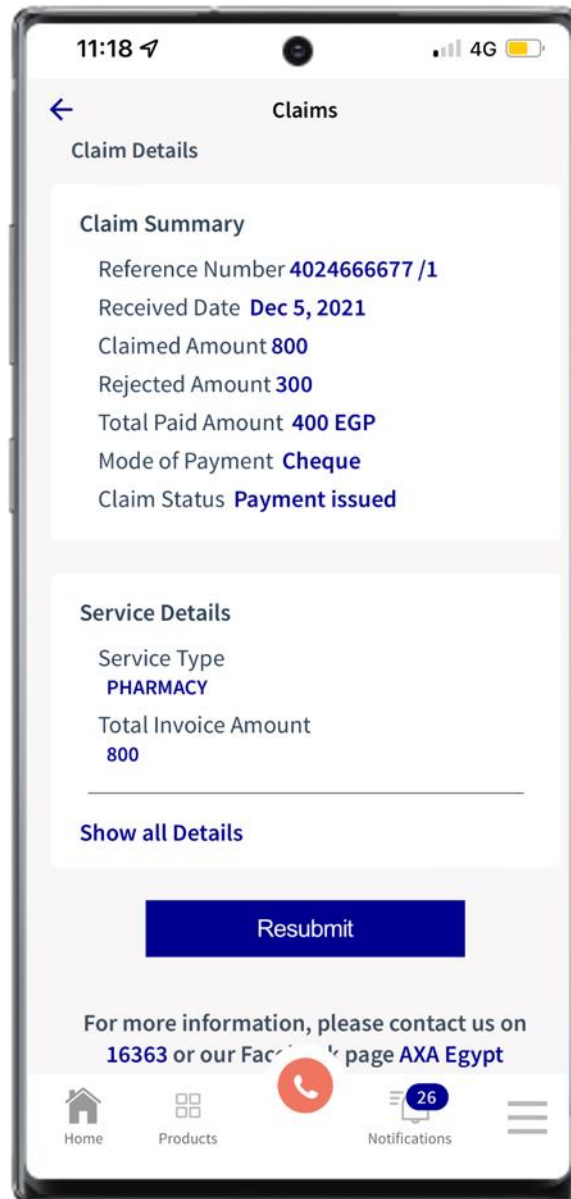
9. The status of the claim will change from active to completed

10. Completed claims include the option to view the claim details

11. You can re-submit your claim after receiving a rejected or a partially accepted claim.