

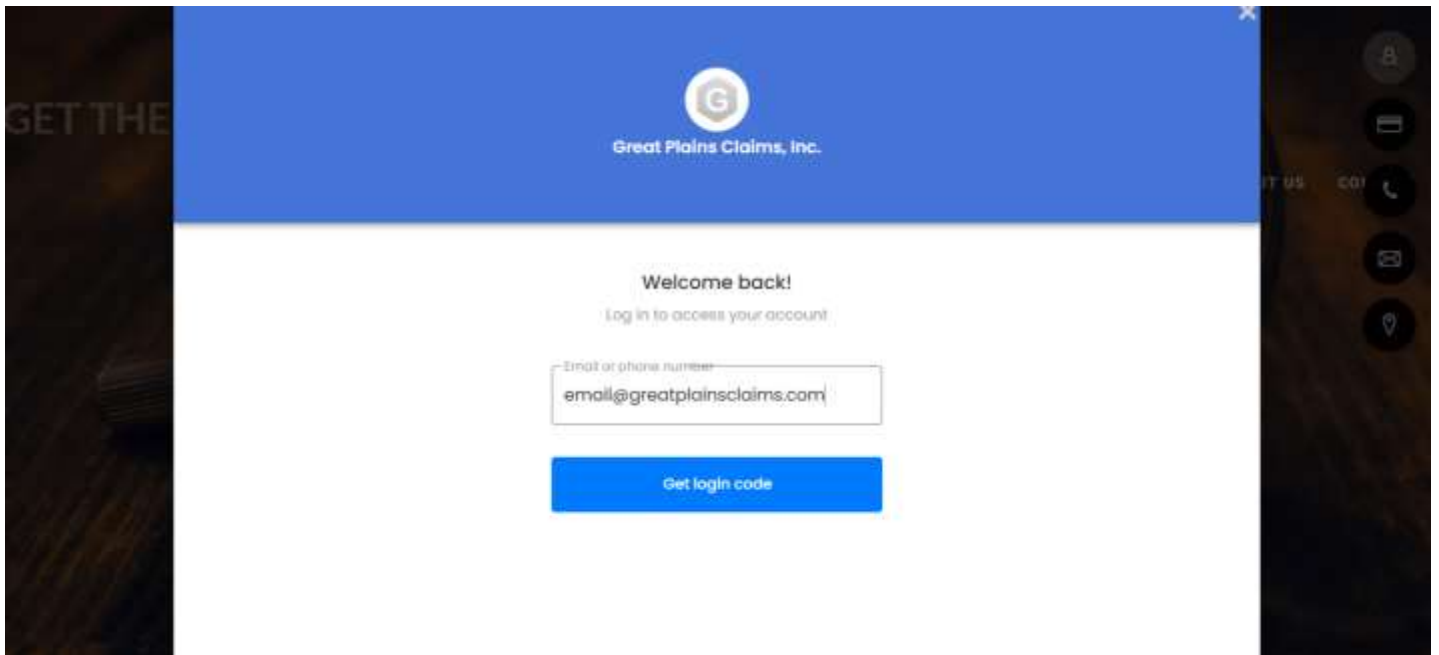
CLIENT PORTAL INSTRUCTIONS

How to Sign Up or Login:

1. Click on the “My Account” button.

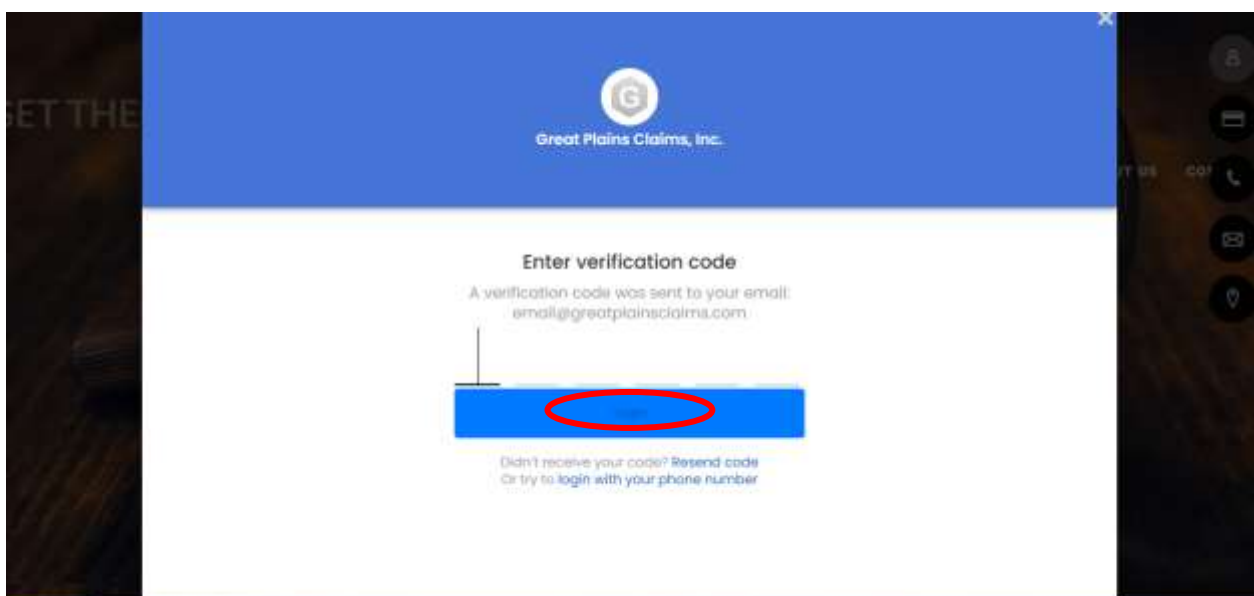
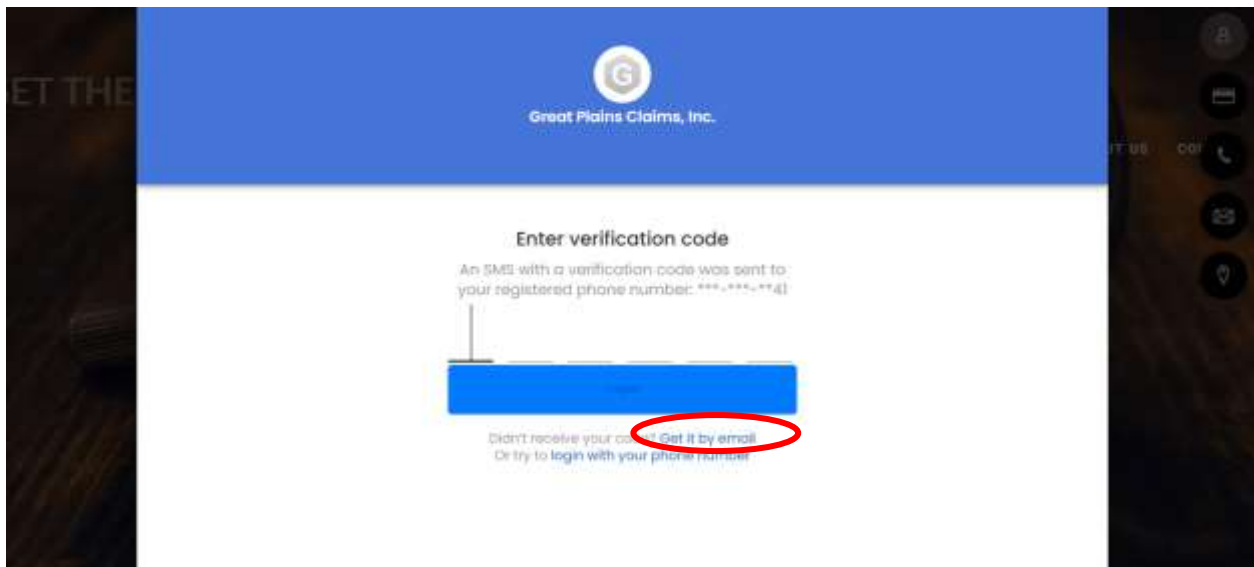


2. On this screen, you will be prompted to enter your email or phone number. It is better for you to use your email we have on file, as if the phone number we have on file is a landline, you cannot get the access code. You should enter your email and click “Get login code”.



The screenshot shows a mobile application interface for Great Plains Claims, Inc. The top of the screen features a blue header with the company's logo (a stylized 'G' in a circle) and the text "Great Plains Claims, Inc." Below the header, the text "Welcome back!" is displayed, followed by "Log in to access your account". A text input field is present with the placeholder text "Email or phone number" and the email address "email@greatplainsclaims.com" entered. Below the input field is a blue button labeled "Get login code". On the right side of the screen, there is a vertical navigation menu with several icons: a person icon, a document icon, a phone icon, an envelope icon, and a location pin icon. The background of the app is dark with a subtle pattern.

3. The first prompt will attempt to send a code to your phone number on file, but you can click on the “Get it by email” option to receive the code via email if your phone number is a landline. Once you enter the code you received, then click on the blue “Login” button.



4. You will receive the following email with a code to enter on the website.



Dear Great Plains,

To finish logging in, copy and paste this code to your login screen:

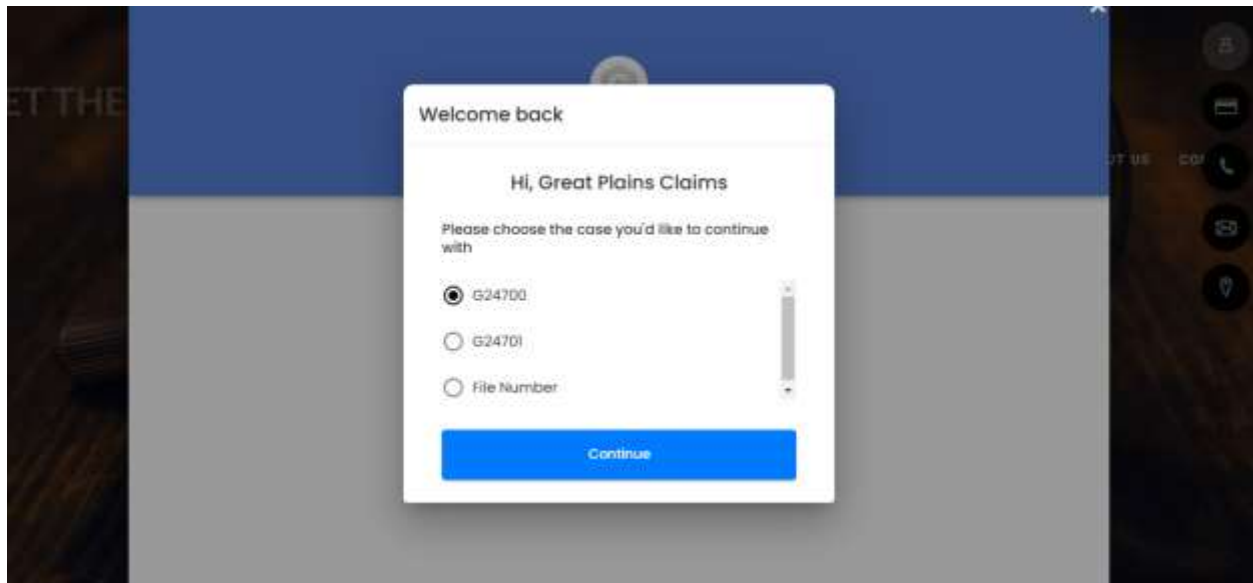
833397

Your code will expire in 10 minutes.

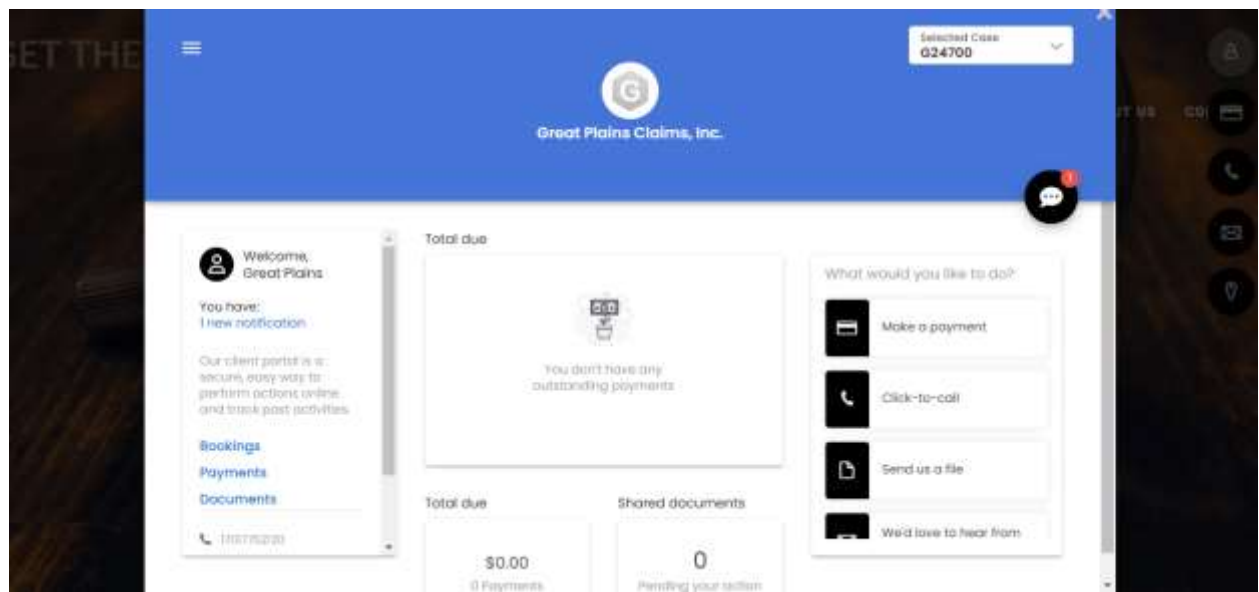
If you didn't ask for a login code, feel free to ignore this email.

Thanks,
Ross Rolshoven

5. Once you enter the code you received via email, your portal will open displaying your cases. Cases from 2021-present will be displayed. You can select the case you wish to view, and then click on continue.

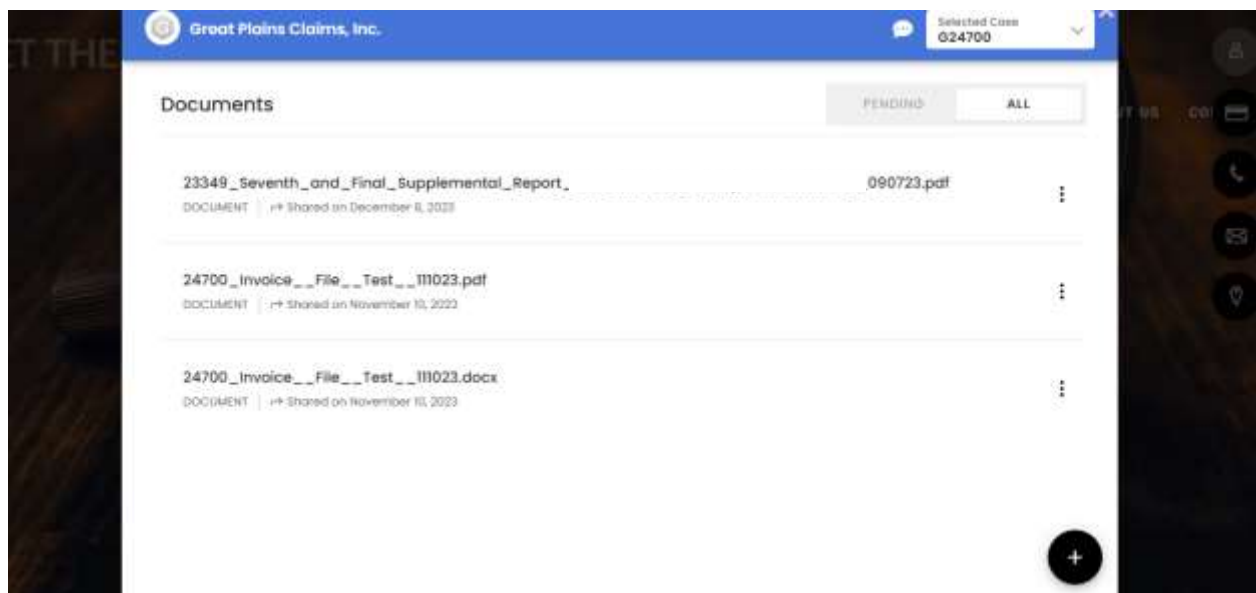
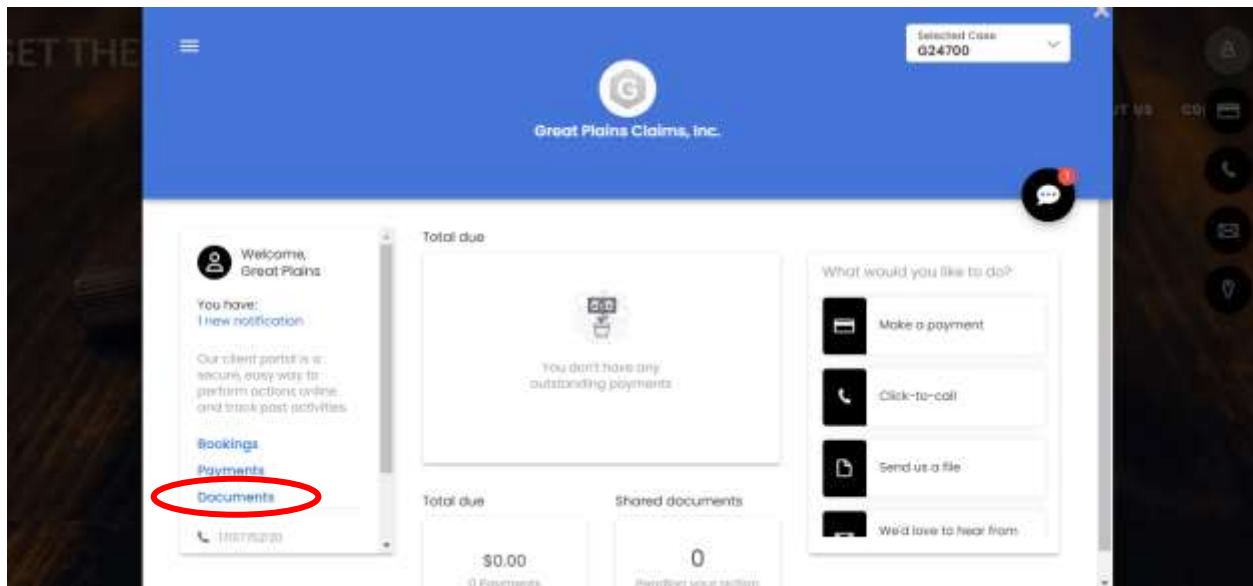


6. Your portal will be displayed, which will show you if there are any payments due, the option to make a payment, call us, send us a file, send us a message, and view any shared documents.



How to Access Documents:

1. If you click on documents on the left side of the screen as shown here, it will display the following page. They can then click on the document they wish to access.



2. Once you click on the document you wish to view, it will display a preview, and have the option to download it.

The screenshot displays a web application interface for document management. At the top, a blue header bar contains the logo and name 'Great Plains Claims, Inc.' on the left, and a 'Selected Case' dropdown menu showing '024700' on the right. Below the header, the document title '23349_Seventh_and_Final_Supplemental_Report_and_Invoice__Transsystems-Reinert__090723.pdf' is shown. The main content area is divided into two sections. On the left is a preview window of a PDF document. The document is a form titled 'GREAT PLAINS CLAIMS, INC.' and contains various fields for company information, dates, and amounts. On the right is a 'Details' sidebar. It lists metadata for the document: Status (Reviewed), Assigned Staff (Ross Rotshoven), Received On (Dec 8, 2023), File Name (23349_Seventh_and_Final_Supplemental_Report_and_Invoice__Transsystems-Reinert__090723.Pdf), and Size (88.67 KB). At the bottom of the sidebar is a blue 'Download' button, which is circled in red.

Great Plains Claims, Inc. Selected Case 024700

DOCUMENT
23349_Seventh_and_Final_Supplemental_Report_and_Invoice__Transsystems-Reinert__090723.pdf

of 3

GREAT PLAINS CLAIMS, INC.
PO Box 3112 • Great Falls, MD 20896-3112 • Phone (703) 775-2528 Fax (703) 775-9841
Transystems, LLC
Attn: Danielle McNew
1901 Banville Court
Great Falls, MT 59405-4373
Date: 9-7-23
C/L# No: 45-0372585

Transystems, LLC - Robert
9140V38 3-6-2006
Policy # Claim # (C/L#) Type of Loss

Other Expenses \$
Auto Expense \$
Mechanical Expense \$ 1.27
Bonds \$ 280.00
Appraisal Services \$

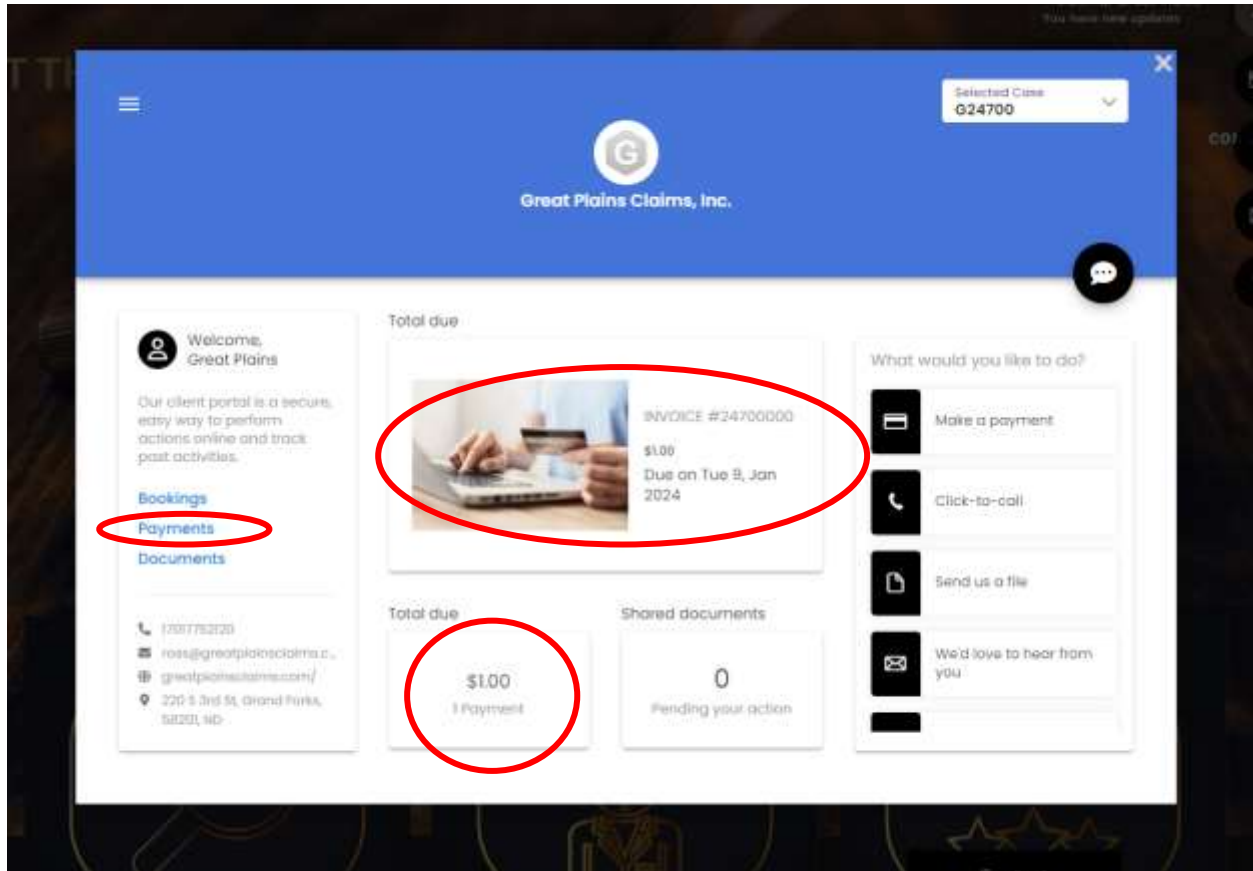
Details:

Status → Reviewed
Assigned Staff Ross Rotshoven
Received On Dec 8, 2023
File Name 23349_Seventh_and_Final_Supplemental_Report_and_Invoice__Transsystems-Reinert__090723.Pdf
Size 88.67 KB

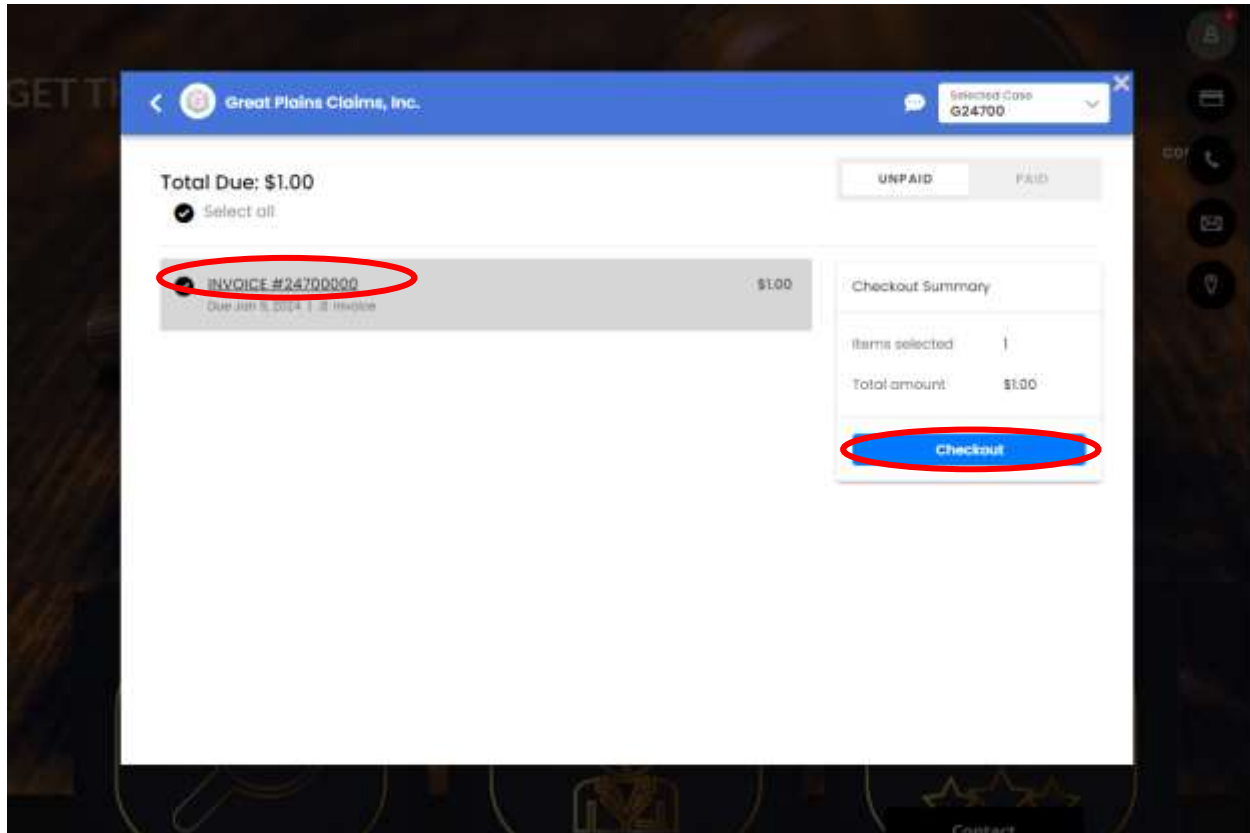
Download

How to Pay an Invoice:

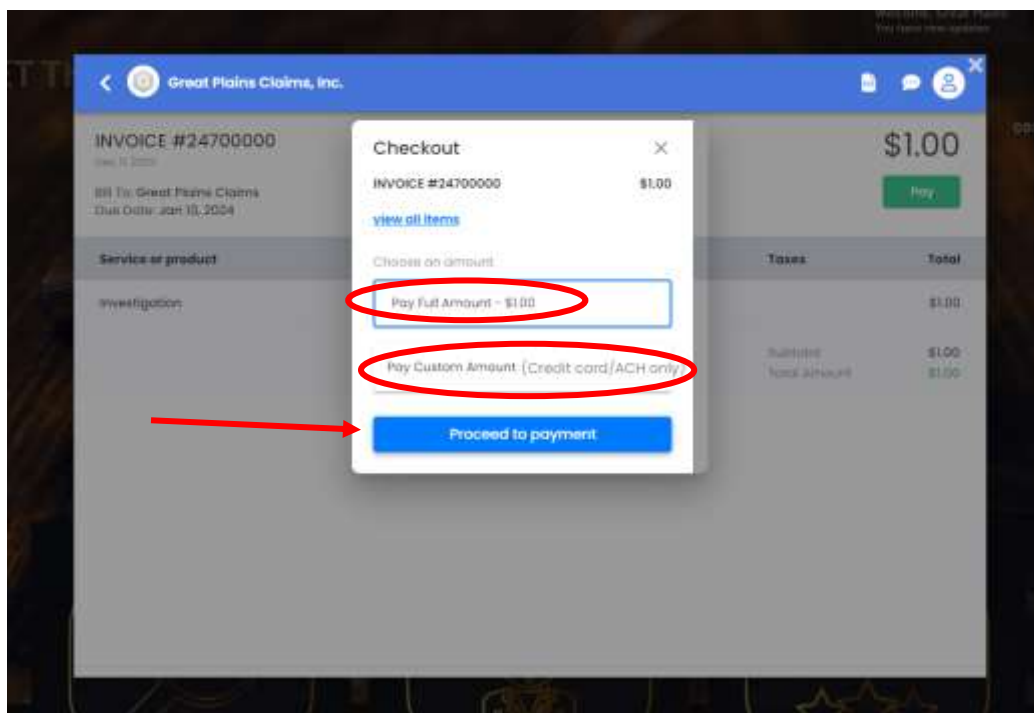
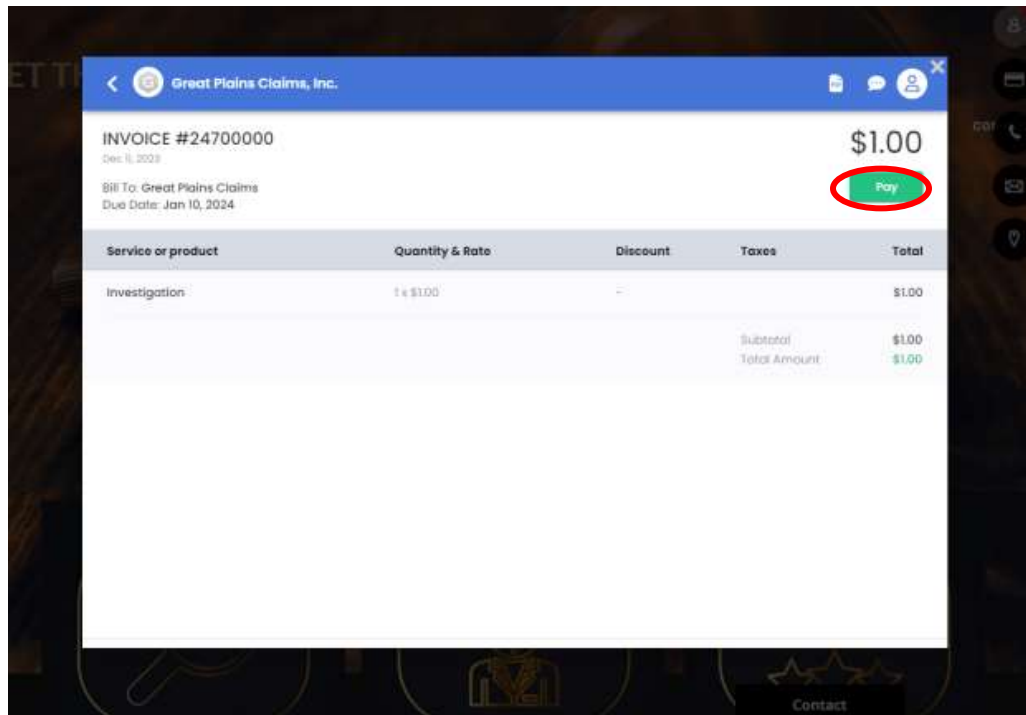
1. Click on either the invoice box which contains the photo, in the “Total due” box, or on “Payments” which is on the left side.



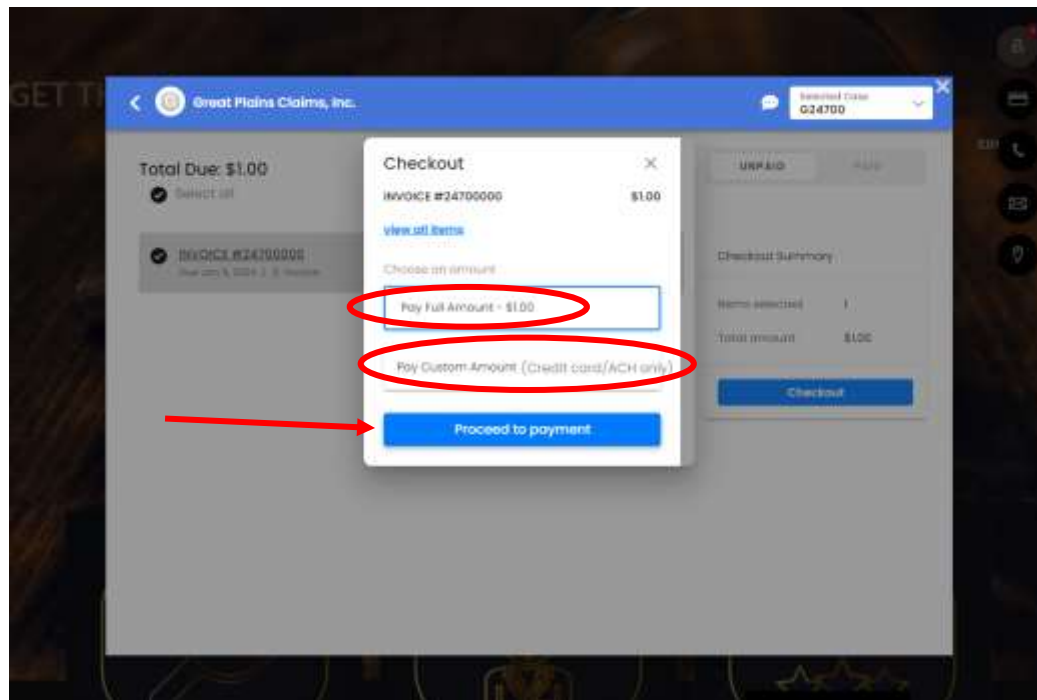
2. All of your unpaid invoices will show up on this page. You can then pay it by clicking on the invoice number, or by clicking the checkout button.



3A. If you click on the invoice number, you will then be brought the first screen shown below. From there, you can click on the green “Pay” button. Then click on either “Pay Full Amount”, or “Pay Custom Amount”, and then click “Proceed to payment”.



3B. If you click on the “Checkout” button, it will bring you to this page. You will then click on either “Pay Full Amount” or “Pay Custom Amount”, and then click “Proceed to payment”.



4. You will then be directed to a page to enter your payment information. Once you have entered your information, click on the “Pay Now” button. A 2.9% processing fee will be applied once our promotional balance threshold has been met. A limited number of first time payments will have no surcharge. You will receive an email confirmation of your payment shortly thereafter.

Pay using

Select Payment Method

Card

US bank account

Card number

1234 1234 1234 1234

ExpirationMM / YYCVC

CountryUnited StatesZIP12345

By providing your card information, you allow Great Plains Claims Inc to charge your card for future payments in accordance with their terms.

Great Plains Claims Inc

Phone Number: +1 (701) 235-0071
Email: email@greatplainsclaims.com
Request ID: #24700000

Order Summary

Invoice Amount	\$1.00
Sub Total	\$1.00
Surcharge Fee (Credit Card)	\$0.00
Total (USD)	\$1.00

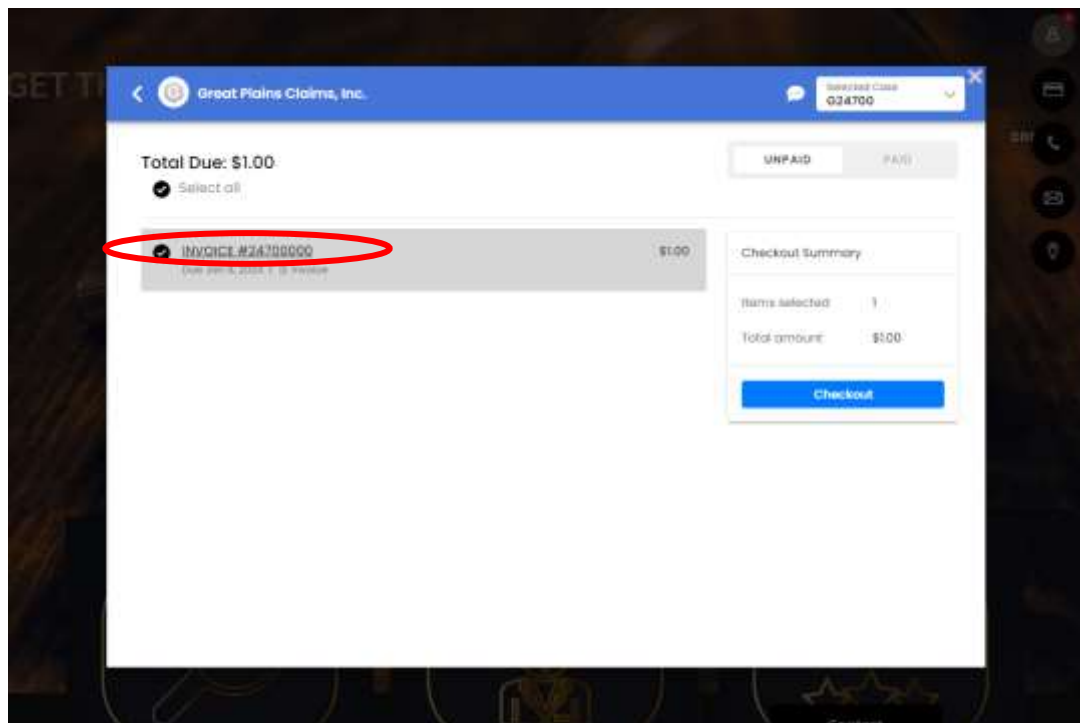
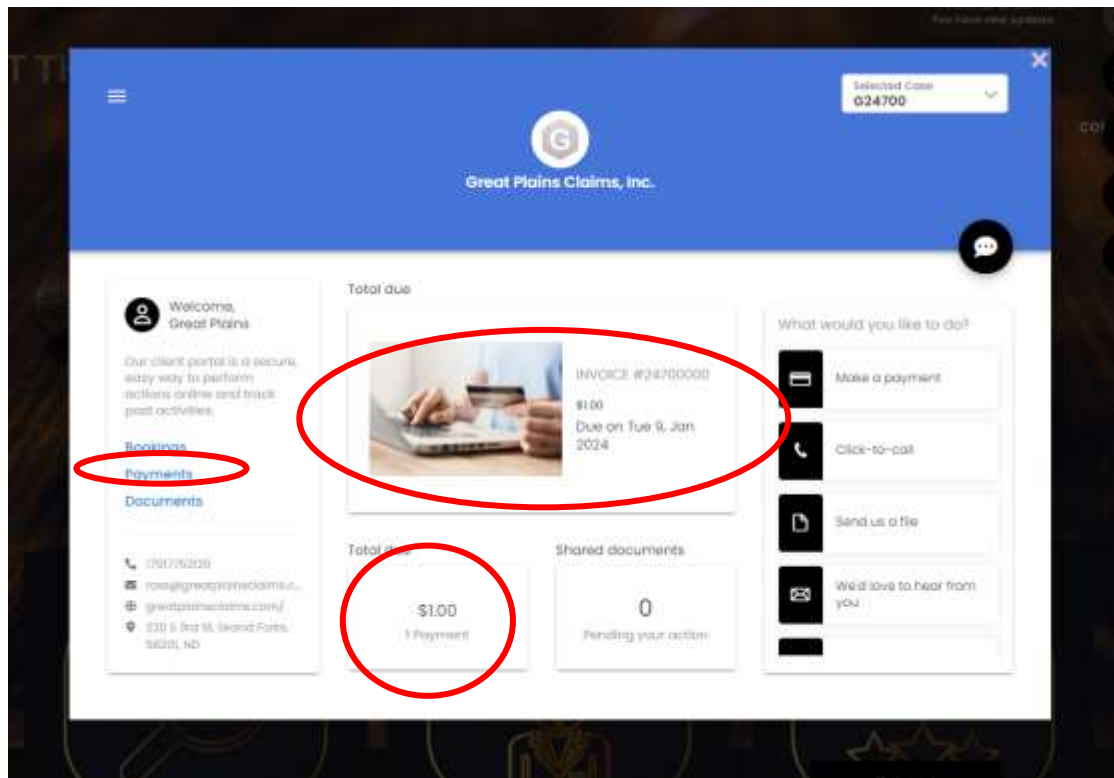
Pay Now



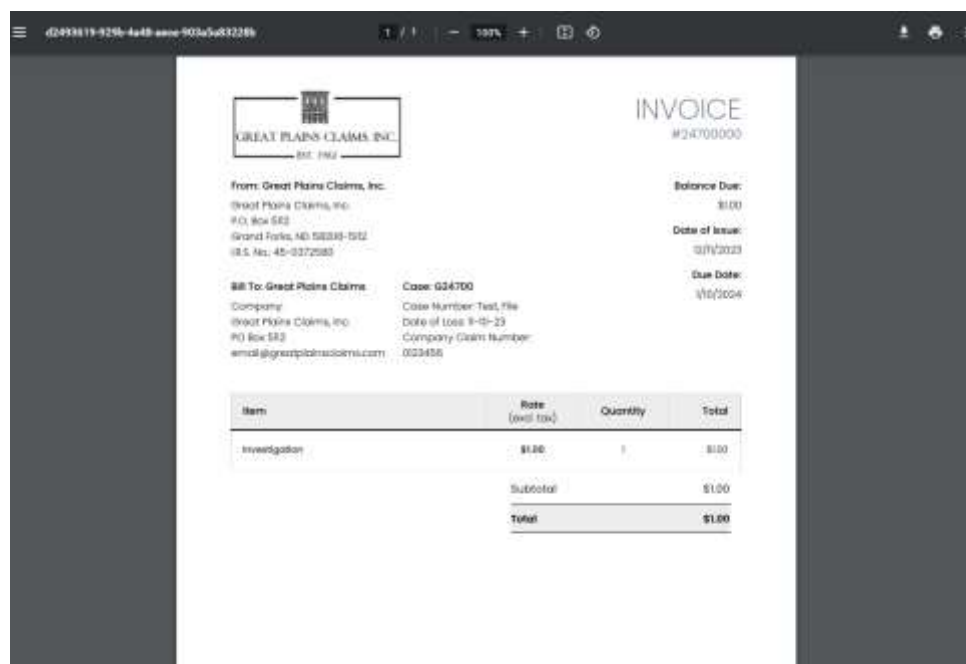
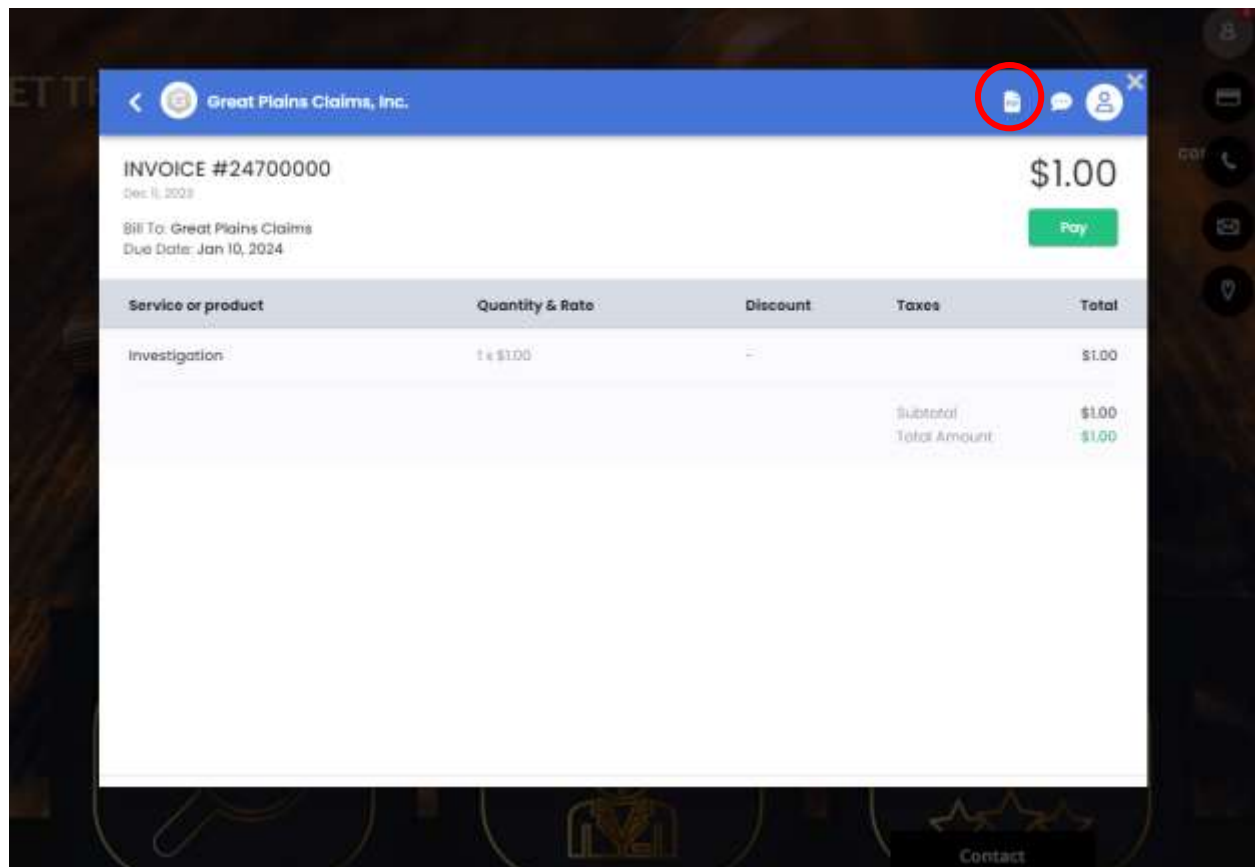
Powered by ThryvPay
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To View an Invoice:

1. Click on your invoice (as instructed above).

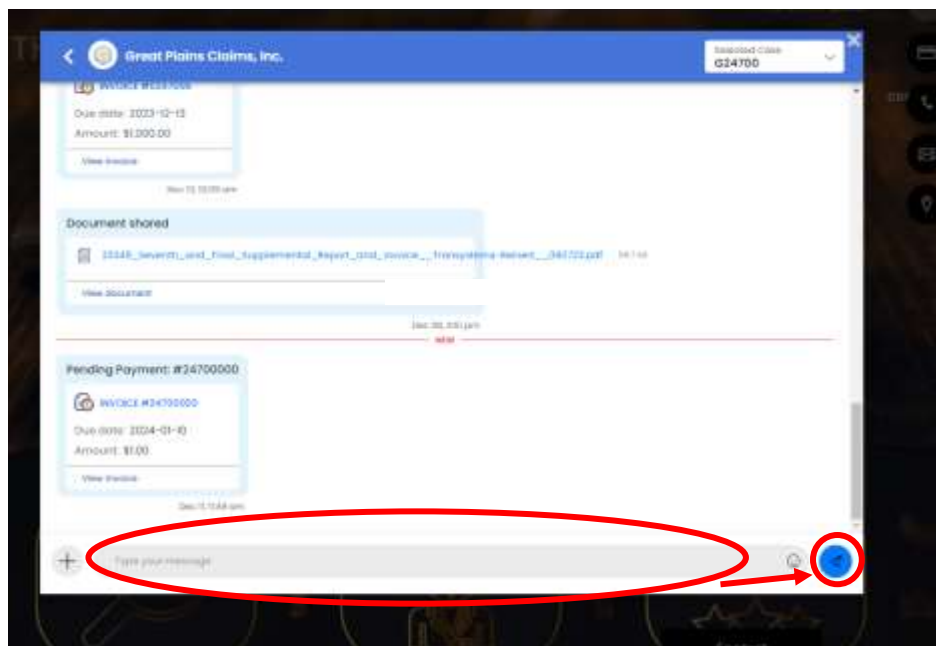
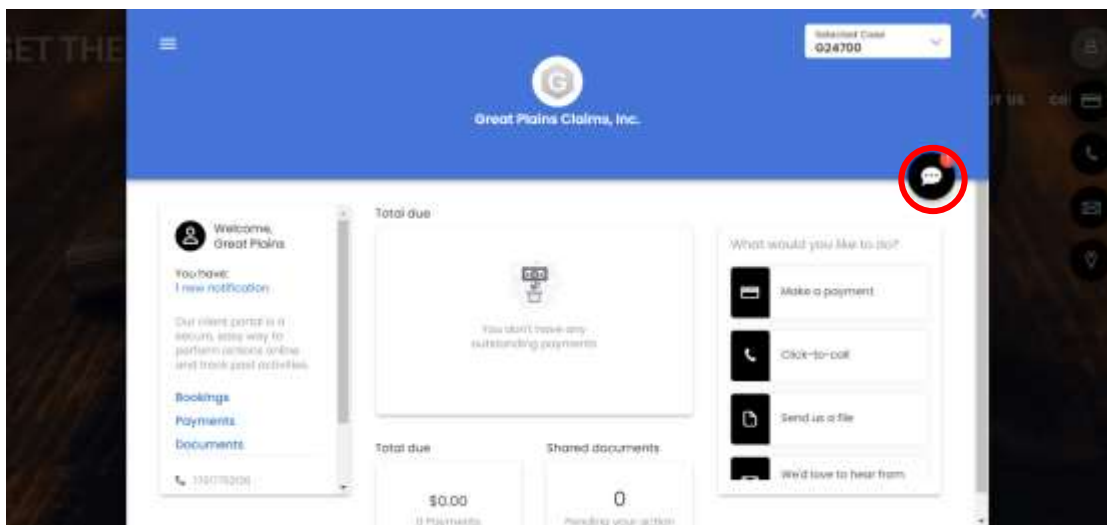


2. Click on the “PDF” button. A PDF of your invoice will be opened and available for you to print or download.



How to Message Us:

1. While you can still email us per usual, if you prefer to message us on your client portal, click on the message bubble. Then, click in the “Type your message” box, type your message, and then press the send button to send the message to us.



How to Send us a File:

1. On your client portal, click on the “Send us a file” button. Then select your file(s), add a title and message, and click the blue “Send” button.

