

Update Adjuster

QuickStart Guide

CompHub allows users in the Insurer user group to Add, Delete, and Edit their respective Adjusters. This process may be used for single entries all the way up to adding multiple entries/edits. To initiate this process, navigate to **Start New Action>Claims>Update Adjuster**

Claim Number: W201468

▼ Claim Insurers

Name	Add/Update Adjuster
Insurer Name	Add/Update Adjuster

1 CompHub displays a two-column table, the first column displays the Insurer name. **Click Add/Update Adjuster** to open the Add Adjusters subform.

Add Adjusters

Adjuster Name:

Adjuster Phone Number:

Adjuster Email Address:

Save Cancel

▼ Adjusters

Adjuster Name	Adjuster Phone Number	Adjuster Email Address
Bruce Wayne	2023040856	Notbatman@gmail.com
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Save Cancel

In order to add additional adjusters click the plus icon. To edit an existing row, click the row and then the pencil icon, to delete a row click the row and click the trash icon.

2 Enter the Adjuster information and **Click Save**.

2 Once you have finished adding, editing, and/or deleting the Adjusters **Click Save**.

▼ Claim Insurer Adjusters

Insurer	View Adjusters
Insurer Name	View Adjusters

View Adjusters

▼ Adjusters

Adjuster Name	Adjuster Phone Number	Adjuster Email Address
Bruce Wayne	2023040856	Notbatman@gmail.com

3 CompHub displays the "View Adjusters" table. **Click View Adjusters** to see a list of the active adjusters, **Review** the list to ensure that your entry is successful.