

CLAIM REPORTING PROCEDURES

All claims or incidents which might reasonably be expected to give rise to a claim under your Insurance Policy should be immediately reported to the program claim administrator, TransEleven Claims Managers, Inc.

A "Claim" under your policy includes any written demand for monetary damages, and includes but is not limited to receipt of service of a lawsuit or notice of arbitration proceedings filed against an Insured.

For ease of reporting claims and incidents we offer the following reporting options:

1. **Via email:** brianh@trans11claims.com
2. **Via postal mail:** Attn: J. Brian Hobbs, President
TransEleven Claims Managers, Inc.
700 Central Expressway South, Suite 200
Allen, Texas 75013

To assist us in expediting the handling of your new claim/incident, please provide the following information when reporting a claim:

1. Named insured: _____
2. Policy number: _____
3. Insured contact: _____
4. Insured email: _____

Personnel will review all claims notices upon receipt and an assigned handler will contact the Insured Contact listed above. Please ensure you provide an accurate phone number or e mail address for the Insured Contact listed above.