Property Claim Form

A user filing a Property Claim Form shall be directed to this on-line form:

(Fields denoted with an asterisk (*) mean that the field must have data entered in it.)

This form has one section to be filled out:

1. **The “Claim Reporter’s Information” section**: this is to be filled in with the Claim Reporter’s information. There are mandatory fields that MUST be filled in: failure to enter in all required fields will generate an error message when you submit the form,. Fields required to be filled out in this section are:

   a. First Name
   
   b. Last Name
c. Phone No.

TIP: You should enter the phone number in a way that is easily understood by most people. The system is forgiving so that you may enter a phone number in, for example, as (808) 599-8888 x121 or as any combination of characters.

a. Date of Incident

TIP: Use the dropdowns to enter the month, day and year - you may type in the first digit to jump closer to the selection in the dropdown (then select the entry). If you enter an invalid date, (e.g. February 31, 2002), you will get an “Invalid Date” error message when you submit the form.

b. Time of Incident

TIP: You enter the time in Military Format. For instance the time “1201” (you entered hours = 12 and minutes = 1) means one minute past noon. The time “0001” (you entered hours = 0 and minutes = 1) means one minute past midnight. “1159” is one minute before noon and “2359” is one minute before midnight. Just remember “0000” is midnight and “1200” is noon.

c. Description of the damage

TIP: Enter all the pertinent information to describe the damage, but in a concise and efficient manner. There should be adequate space for your description as there is a 2000 character limit to this field

A successful Claim entry shall produce a ‘Thank you’ page.