Job Aid: Copy Claim Office Profile
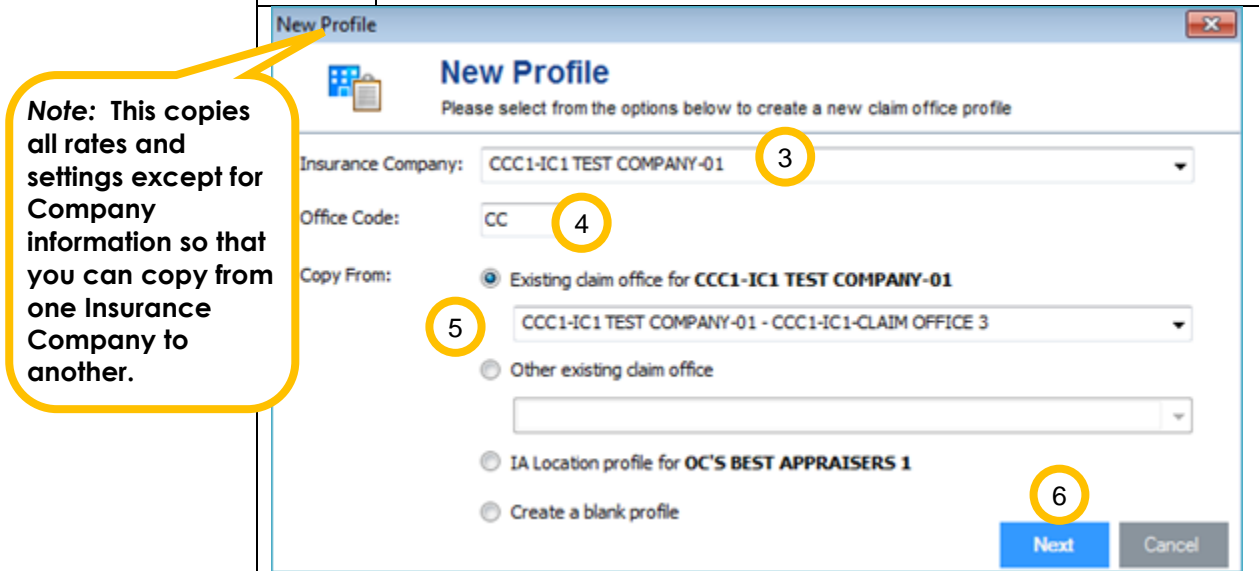
Purpose	This job aid describes how to copy a Claim Office Profile.

Copy Claim Office Profile	Use the following steps to copy a Claim Office Profile.

Step	Action
1	Go to **Configure > Profiles**. The Profiles screen displays.

Tip! **You can use the Copy Profile link instead!**
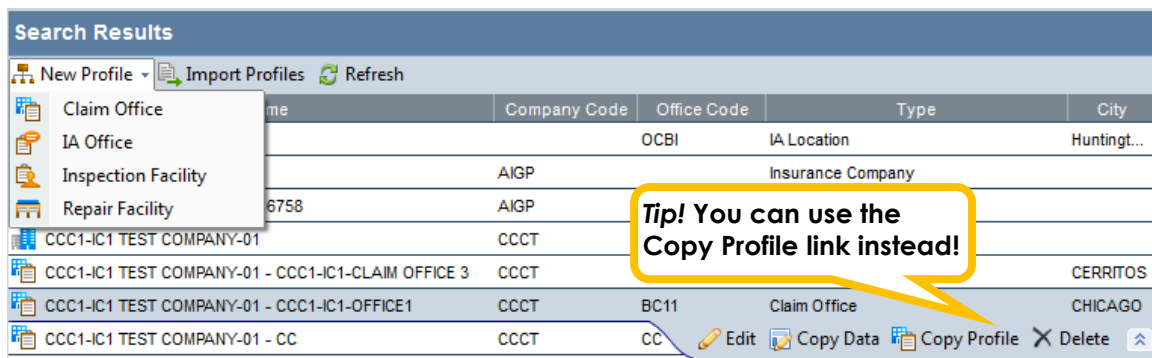
Step	Action
2	Select **New Profile > Claim Office**. The New Profile screen opens.

Note: **This copies all rates and settings except for Company information so that you can copy from one Insurance Company to another.**

Step	Action
3	Enter the **Insurance Company name** or select from droplist.
4	Enter the office code in the **Office Code** field.

Continued on next page

Job Aid: Copy Claim Office Profile, Continued

Copy Claim Office Profile, continued

Step	Action
5	Click the **Existing claim office for (***insurance company claim office***)** and then select the claim office from the droplist.
6	Select the **Claim Office Profile** whose data you want to copy.
7	Click **Next**. The Claim Office Profile screen displays with the data copied over from the other Profile.
8	Update the data as needed for the new Claim Office Profile.
9	Click **Save** or **Save and Close.**