1. Go to the portal landing page and log in using your **User ID** and **password**. If you do not have a User ID and password, click **Register Now** or see the JOB+AID “Registering on the Portal.”

If you have already logged in, skip to **step 2**.
2. Click on the **Claims** tab.

3. Click on the **Search Claims** link.
4. Enter the **Claim ID** (13-digit number).

   **NOTE:** If the Claim ID or the TCN (formerly known as ICN) is not available, complete the fields in the Beneficiary Information and Service Information fields: **Beneficiary ID, Birth Date, Last Name, First Name, Service From and To date, Claim Type, Claim Status** and **Paid Date**.

5. Click **Search**.

   **HINT:** The more information you enter, the better the search.
6. Scroll down to see search results.

7. Click the + sign to see more service line information.
8. Click the **Claim ID** link if you want to edit, copy, void, print preview or send an inquiry.
For more detailed information about how to edit, copy and void a claim, refer to the webinar “Submitting and Reviewing a Claim Form.”