VMIA Portal
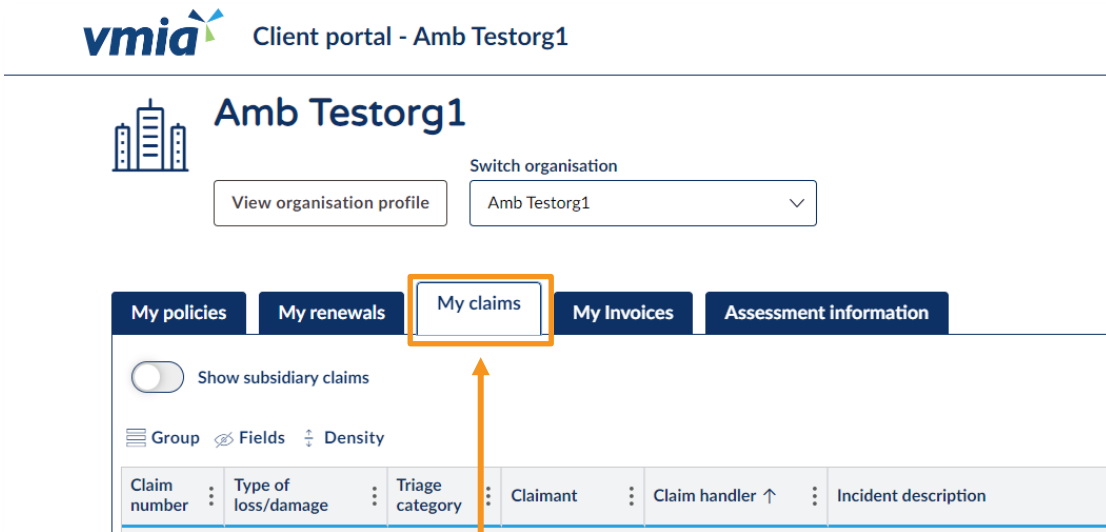
How do I view and update privacy details
on an existing claim online?

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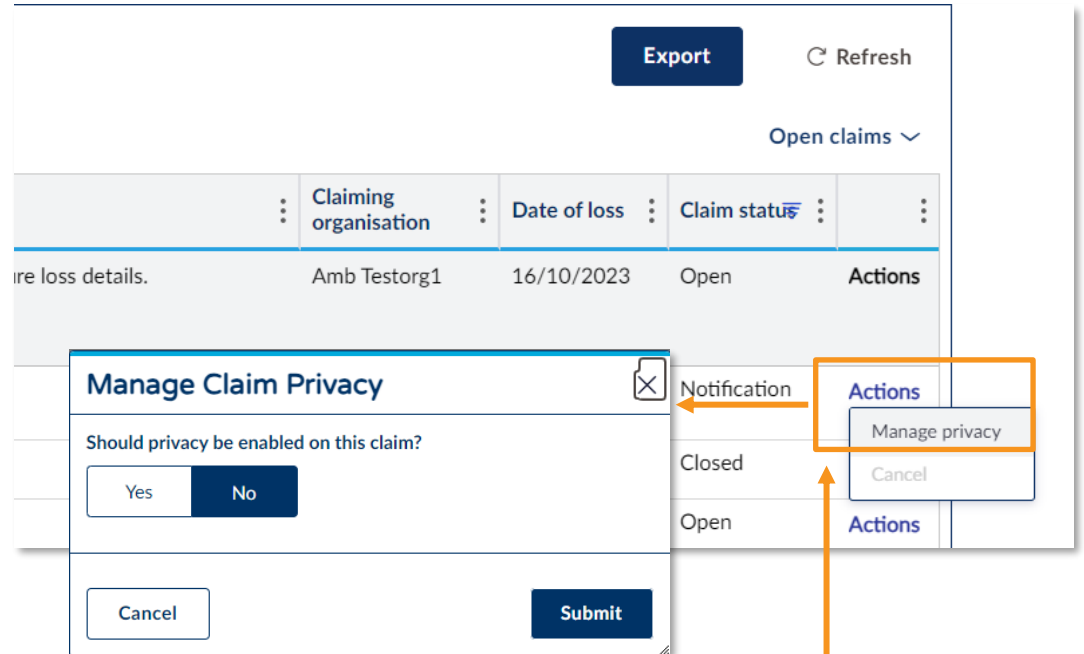
Step 1. From the VMIA portal homepage, click the **'My claims'** tab and locate the claim for which you wish to view privacy details.

Step 2. Click **'Actions'** next to the relevant claim and click **'Manage privacy'**.
A pop-up will appear which allows you to view and edit the privacy details.

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Manage Claim Privacy ✕

Should privacy be enabled on this claim?

| Yes | No |

Step 3. Select **'Yes'** to enable privacy. A **'Permitted users'** section will appear.

Permitted users

Step 4. Click **'Add user'** to grant other users in your organisation access to this claim.

Add user

First name*	Last name	Email address

Step 5. Start typing in the user's name in the **'First name'** textbox and select the user from the drop-down list.

| tester | –– | –– | 🗑 |

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| Cancel | Submit |

Step 6. Click **'Submit'** to save the changes.

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