



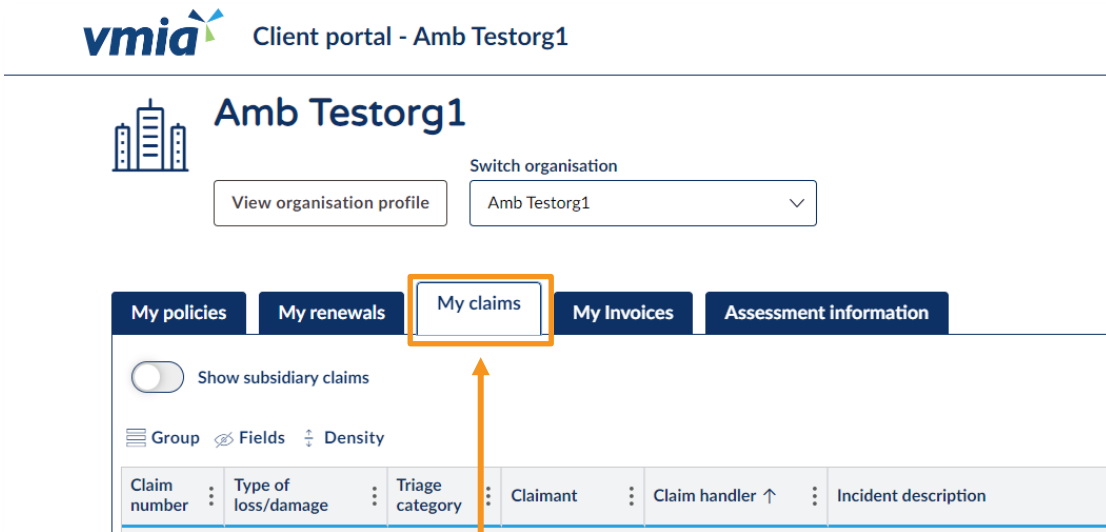
VMIA Portal

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

vmia.vic.gov.au



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Client portal - Amb Testorg1

Amb Testorg1

Switch organisation
View organisation profile Amb Testorg1

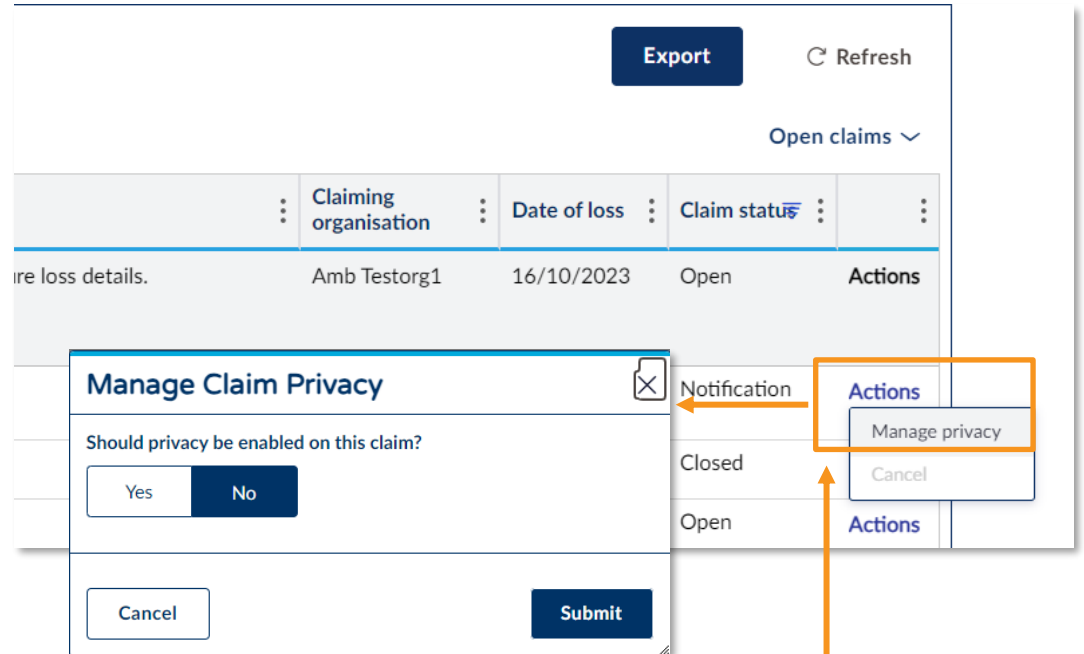
My policies My renewals **My claims** My Invoices Assessment information

Show subsidiary claims

Group Fields Density

Claim number	Type of loss/damage	Triage category	Claimant	Claim handler ↑	Incident description

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



Export Refresh

Open claims ▾

	Claiming organisation	Date of loss	Claim status	Actions
ire loss details.	Amb Testorg1	16/10/2023	Open	Actions

Manage Claim Privacy

Should privacy be enabled on this claim?

Yes No

Cancel Submit

Notification

Closed

Open

Actions

Manage privacy

Cancel

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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The screenshot shows a 'Manage Claim Privacy' dialog box with the following elements:

- Should privacy be enabled on this claim?** with radio buttons for 'Yes' and 'No'. The 'Yes' button is selected and highlighted with an orange box.
- Permitted users** section with an 'Add user' button highlighted with an orange box.
- A table with columns: **First name***, **Last name**, **Email address**, and a trash icon. The first row contains: 'tester|' (with a blue selection box), '--', '--', and a trash icon. Below it, a dropdown list shows: 'Tester01', 'VMIA', and 'c360tester01@yopmail.com'. The entire table area is highlighted with an orange box.
- Buttons for 'Cancel' and 'Submit'. The 'Submit' button is highlighted with an orange box.

Instructions for each step:

- Step 3.** Select 'Yes' to enable privacy. A 'Permitted users' section will appear.
- Step 4.** Click 'Add user' to grant other users in your organisation access to this claim.
- Step 5.** Start typing in the user's name in the 'First name' textbox and select the user from the drop-down list.
- Step 6.** Click 'Submit' to save the changes.