

Step 1

Open your preferred web browser and log onto: www.eastcoastriskmanagement.com

Step 2

At the top of the page, click the button "**CLIENT LOGIN.**"

Step 3

This will open up the "**ECRM Claim Submission**" page. Once loaded, click on the type of claim you'd like to submit. If you'd like to submit a Workers' Comp. Claim, view the following instructions:



Step 4

You will then be redirected to OSHAlogs.com. Enter your username and password. Click "**Login.**"



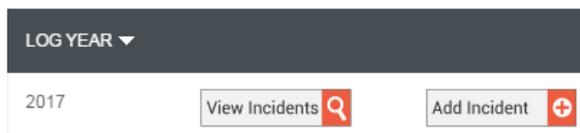
Step 5

Once logged in, click "**View Logs**" and select the location in which you are logging the claim for.

LOCATION NAME ▲	STREET	CITY	STATE	ZIP	
Main Location	1234 Test Ave	Testville	PA	00001	View Logs 🔍

Step 6

Under the "**Log Year**" tab, click "**Add Incident**" to log the correct year of the claim. (*I.E.: if the incident occurred in the year 2017, scroll through the list and select 2017*)



Step 7

Under the "**Add Incident**" page, fill in all of the information about the claim. Click the submit button once finished.

Step 8

Once the claim is submitted, you will then be redirected back to the "**Incident Log**" page, where you can view the claims you've submitted.