



## PLEASE MAKE USE OF OUR ONLINE CLAIMS SUBMISSION

1. Save all your documents (receipts, tickets, etc.) in **PDF format**
2. [www.hollardti.com](http://www.hollardti.com)
3. Claims tab (at the top of the screen)
4. Online claims
5. Submit a new claim
  - i. **Type of policy: Select the applicable policy**
    1. Enter your WP policy number  
(Example: WP012345-01-16)
    - ii. Insured person
    - iii. Travel details
    - iv. Contact details
    - v. Other insurance
    - vi. Claim history
    - vii. Declaration
6. Continue
  - i. Verify e-mail address
7. Details of claim
  - i. Medical expenses / Non-medical expenses
8. Continue
  - i. Upload supporting documents
9. Continue
  - i. Claim details
10. Continue
  - i. Claimed expenses
11. Continue
  - i. Confirmation
- 12. Submit**

### Next Step:

1. You will receive a claim number and e-mail with a summary of your claim.
2. Please upload outstanding documents as per the e-mail you have received
3. Once the claim is complete your claim will be assessed by a claims assessor.

***Please call us on 0861HLLRDT (0861455738) for assistance***