

## FIRST NOTICE OF LOSS

- Go to the Betontec website and use credentials to login.
- On the left side of the home page select "Claims" then select "First Notice of Loss."
- Begin typing in the insured's name in the "Customer Name" box, or input the insured's policy number in the "Policy#" box. Then select the "Search" button.
- The insured's policy will appear below. **\*Important Note\*** If searching by the insured's name and they have multiple policies, you will select the correct policy number to continue.  
[Continue Below](#)
- Under "Notification Details" you will fill out all information requested. [Continue Below](#)
- Enter all information in the "Loss Details" section, then select "Confirm/Next" to proceed to the next page.
- Answer all questions related to the loss. Select "Confirm/Next" to proceed to the next page.
- The next screen will show all of the insured's contact information. **\*Important Note\*** If you need to update or add any contact information you will need to right click on the blue hyperlink that has the insured name and select "Edit." You can now click in the box that you wish to update/add and select "Add New."
- Select "Confirm/Next" to submit your FNOL. Once claim has been submitted you a box will appear that says "FNOL has been Submitted" select "Okay."