![LGM - Proud to be responsible]

Guided Document Entry

HUB's new Guided Document Entry feature will indicate the required documents to upload to a claim for a more efficient adjudication process. HUB will decide what document is needed according to the component type chosen in the e-invoice. Once the components are entered, before being able to submit the claim, a copy of the **Repair Order** must be uploaded, subsequently, users must upload the **Requested Documents** (1):

Requested Documents (1)

Component Type (2)	Document Type (3)	Document(s) (4)	Notes (5)
Electrical	Claim Supporting Documents	Scan Code Print Outs	If malfunction light is on / if codes present
Engine	Claim Supporting Documents	Pictures & Videos, Maintenance Records and Schedule, Technical Service Bulletin, Tech Line Communications, Scan Code Print Outs	Maintenance Records and Schedule required if part is lubricated/serviced Pictures/Video required if found upon inspection/no CH concern present Scan Codes required if malfunction light is on / If codes are present.

Uploaded Documents

+ Upload File(s)

There are no attached documents

[Close]

Please Note:

1. The documents requested are linked to the **Component Type** (2), and the component type is described below the heading.

2. The **Document Type** (3) clarifies what the document is for.

3. The **Document** (4) heading indicates the actual documents required, all documents listed must be uploaded to the claim.

4. The **Notes** (5) heading will indicate exceptions, details about the required documents, or further clarifications on the ask.

Once all pertinent documentation is uploaded, users can now submit the claim to finalize the submission process. Take note that correctly identifying and uploading the required documents can significantly reduce claim processing times.