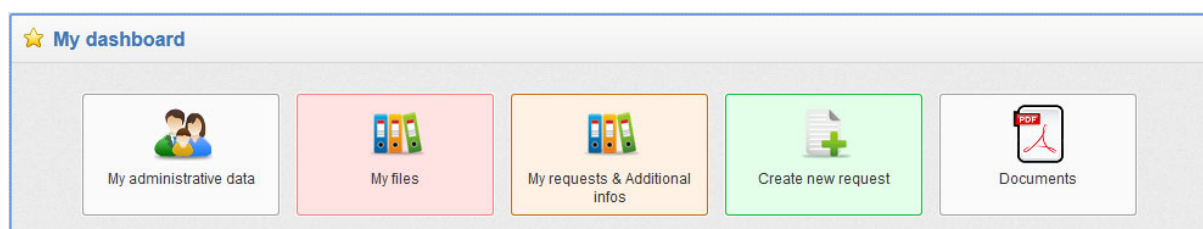



## How to submit a request for the recognition of a serious illness

Before you start, ensure that you choose the correct type of authorisation in relation to your supporting document(s).

From the dashboard, click on the button "Create a new request"



Choose the beneficiary who is suffering from the serious illness (if his/her name does not appear on the list, please contact your Individual Rights department in order to update your file).

 **General Information**

Request date


13/03/2013

Beneficiary


John Smith 11/05/1951

▼

✓

 Start date

13/03/2013



✓

Medical authorization type

Serious Illness

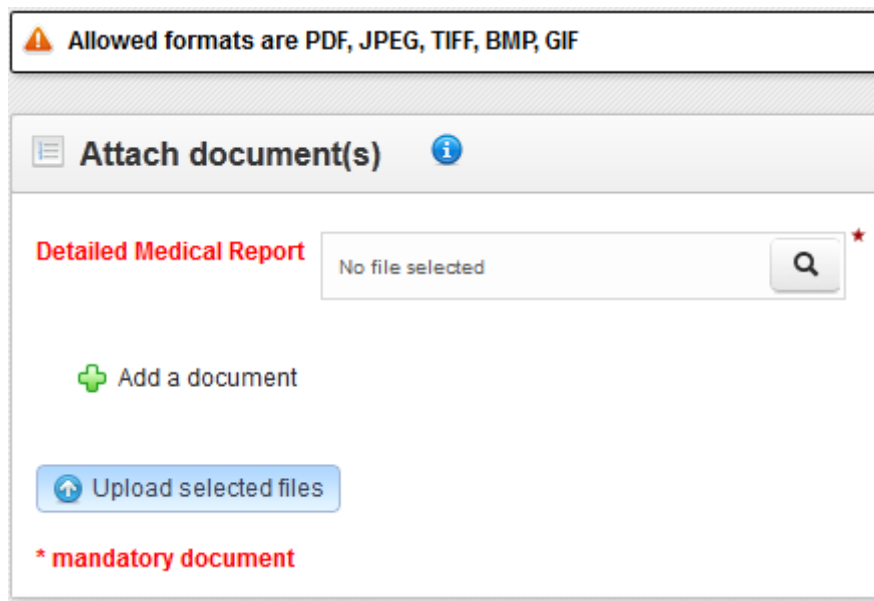
▼

✓

Indicate the date of the medical report or the date the illness was diagnosed.

Select "Serious illness" from the list of medical authorizations.

Click on "Next".



The next screen asks you to upload the detailed medical report drawn up by your doctor. Click on the magnifying glass to find the report on your hard drive.

We also suggest that you attach any extra supporting documents you may have (such as x-rays, test results, etc.) which would help the Settlements Office better understand the illness. To do this, click on "Add a document".

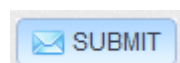
Please note that you cannot upload a Word document. Please convert it first to a PDF file.

Once you have selected the right document(s) from your hard disk, **do not forget to click on "Upload selected files" in order to send them to the server**, otherwise your request will not be accepted!

An icon in the shape of a PDF file will confirm that the document has been correctly loaded onto the server.

Then click on "Next".








The last screen gives you an overview of all the data you've introduced. Re-read it one last time to make sure it is complete and correct before clicking on "Submit" at the bottom of the page. After submission it will not be possible to modify.



Congratulations! Your request for the recognition of a serious illness has been sent to your Settlements Office! You'll shortly receive a notification informing you of the result of your request.

To check previous, as well as on-going requests, go to the dashboard and click on "My requests and Additional Info".

A list of all your requests is displayed. The "State" column tells you which ones have been sent "Submitted" and which ones have not yet been sent "Draft" to the Settlements Office.

STATE	
DRAFT	 
DRAFT	 
DRAFT	 
SUBMITTED	

To continue editing one of your unfinished requests, click on the pencil. To delete a draft, click on the red "X".