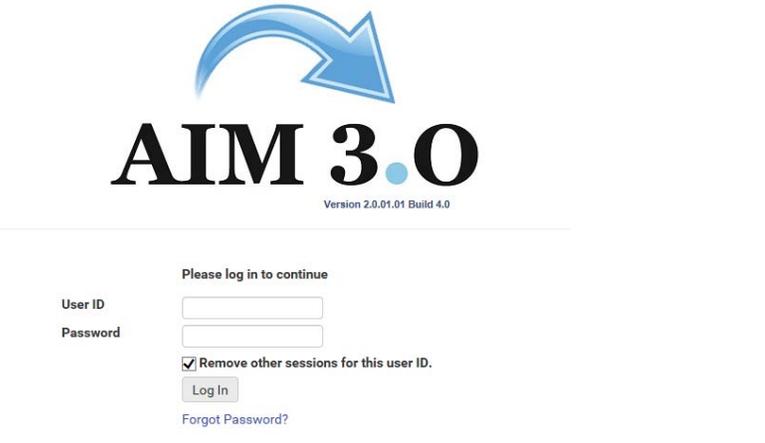# Davies AIM 3.0 - FNOL Entry Guide

Davies offers online access to clients for adding a First Notice of Loss (non-worker's compensation claims). This can be done by navigating to the AIM 3.0 website located at: https://johnseasternenterprise.jw-filehandler.com

- **NOTE:** Chrome is the preferred web browser to use while using any Davies services within the AIM 3.0 system. If using Internet Explorer, please ensure that this site is not among those listed in the compatibility view settings.

The instructions below will guide you through the process of adding a new FNOL.

Accessing FNOL Entry - 1. Go to: https://johnseasternenterprise.jw-filehandler.com	
2. Login with the supplied username and password. If logging into the Davies system for the first time you will be required to reset your password. Initial first-time logins are generally Davies1234! (Note that the J is capital).	
3. Select the second option on the homepage (Non Work Comp Claim).	
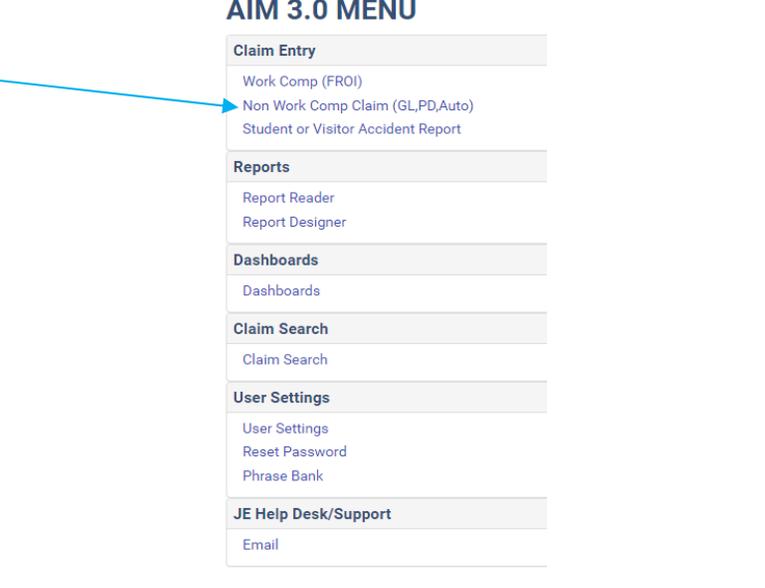
4. Click "Add FNOL" and the wizard will begin. Choose your line of business from the LOB dropdown. 5. Then choose your company under tier 1, and continue to choose the appropriate selections as the tier dropdowns appear. (Note that tier dropdowns for lower tiers don't show until the tier above is selected). 6. Click next once finished.	**FIRST NOTICE WIP MAINTENANCE** Add FNOL ✚ Edit FNOL WIP ✏ Delete FNOL WIP ✖ Cancel ✖ **FIRST NOTICE ADD WIZARD - STEP 1** **Claim Information** LOB — General Liability ▼ Tier 1 — ▼ Next ➡ Cancel ✖
7. Continue through the next page by completing all required fields (marked individually by red asterisks). (Note that questions and required fields will vary depending on the LOB selected). 8. Throughout the form, you'll be asked to enter dates and times. When you click on the field, a pop-up will show a calendar. It is important to click Apply (in green) once selected for the date/time to be entered.	12 ▼ : 00 ▼ AM ▼ **Apply** Clear ‹ Mar ▼ 2019 ▼ › Su Mo Tu We Th Fr Sa 24 25 26 27 28 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 **23** 24 25 26 27 28 29 30 31 1 2 3 4 5 6
9. At any time, you may save your entry as a work-in-progress by clicking "Save WIP" at the bottom of the page. (To return to an unfinished entry, simply click "Edit FNOL WIP" after step 3).	Back ↩ Finish 💾 Save WIP 💾 Cancel ✖ Add FNOL ✚ Edit FNOL WIP ✏ Delete FNOL WIP ✖ Cancel ✖

10. Once completed, click the finish button. If you have any outstanding errors or missing fields, the system will highlight them in red. A success message will appear when the form is accepted.	First Notice of Loss successfully created.