Entering **Prior Payments** (Adverse Party)



Adverse Party makes prior payment to the Recovering Party for damages.

Step 1: Go to the Feature Response Workflow Step.

Select Add Prior Payment Made, enter the amount, and provide a payment description.

Attach evidence to support payment was cashed/cleared/deposited.

	WORKFLOW STEPS			
\Box	Confirm Incident Details and My Party Information	Recovery Sought		
	Company-Paid Damages			
☑	Add Additional Parties	Auto Damage	\$10,000.00	+ Add Dispute
\Box	Liability Arguments	Total Sought	\$10,000.00	
	Coverage Response - Collision	Total Proposed	\$10,000.00	
	Feature Response - 2021 FORD	Difference	\$0.00	
	Prior Payments Made + Add Prior Payments			+ Add Prior Payment Made
	ALPHA INSURANCE OF FLORIDA has not accepted prior payments from BETA INSURANCE OF COLORADO.			
	2	✓ Payment Amount	\$ 8,000.00	
	© Payment Description Prior Payment made to Recovering Party in the amount of \$8000.00 or 80% of the subrogation demand.			
	Supporting Evidence for Feature Response +Attach Ev			4 Attach Evidence

When describing a payment, please enter it as shown in Step 2.
 Payments described in other workflow steps could be overlooked by the arbitrator (i.e., Liability Arguments, Damage Disputes, or Additional Exposure fields).

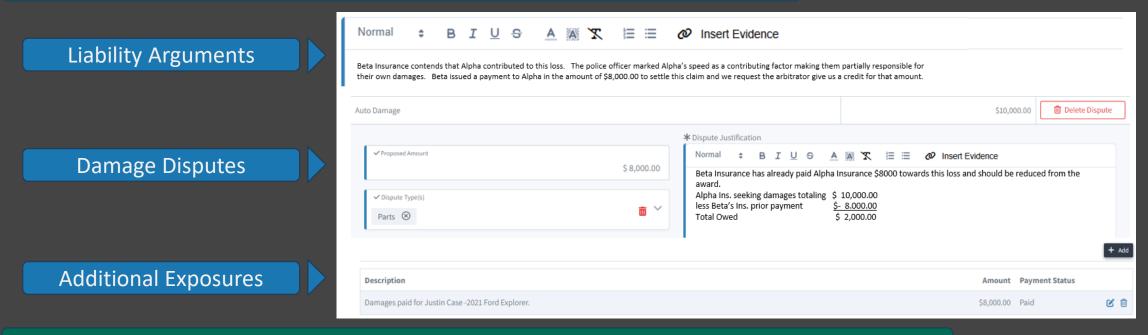
QUICK TIP

- Attach evidence supporting that the payment was cashed/cleared. This is required to receive a credit.
- Prior payments are defined as payments made to the Recovering Party, its insured, or vendors and should only be entered for damages being sought in the filing (i.e., vehicle damages, deductibles, rental, total losses, diminished value, towing, storage, car seats, etc.).
- **Do not enter** payments for out-ofpocket expenses or damages **not** sought in the filing (i.e., out of pocket rental, contents, etc.). This includes payments to parties not named in the filing (i.e., additional exposures/innocent parties).
- When responding to a supplement filing, only enter a prior payment as it relates to the supplement (i.e., do not include the original award payment in this section).

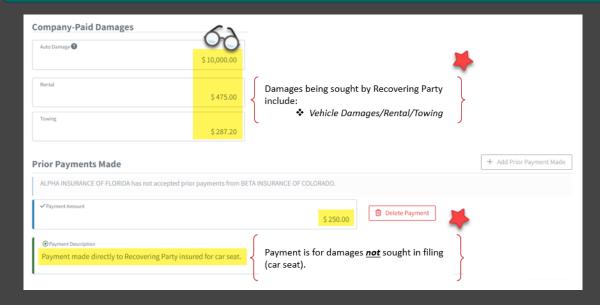


Step 3:

> Stop! Do not enter prior payments or descriptions in other workflow steps.



> Stop! Do not enter prior payments for damages not being sought by the Recovering Party.



Entering a prior payment **not** sought in the filing will erroneously reduce the Recovering Party's award.

This includes payments not covered under a first party contract (i.e., contents, out of pocket rental, etc.) but for which an Adverse Party may be liable to pay.

Payments for parties **not** named in the filing should not be included (i.e., additional exposures/innocent parties).

When policy limits are at risk, Adverse Parties should enter prior payments in the **Additional Exposures** field.