

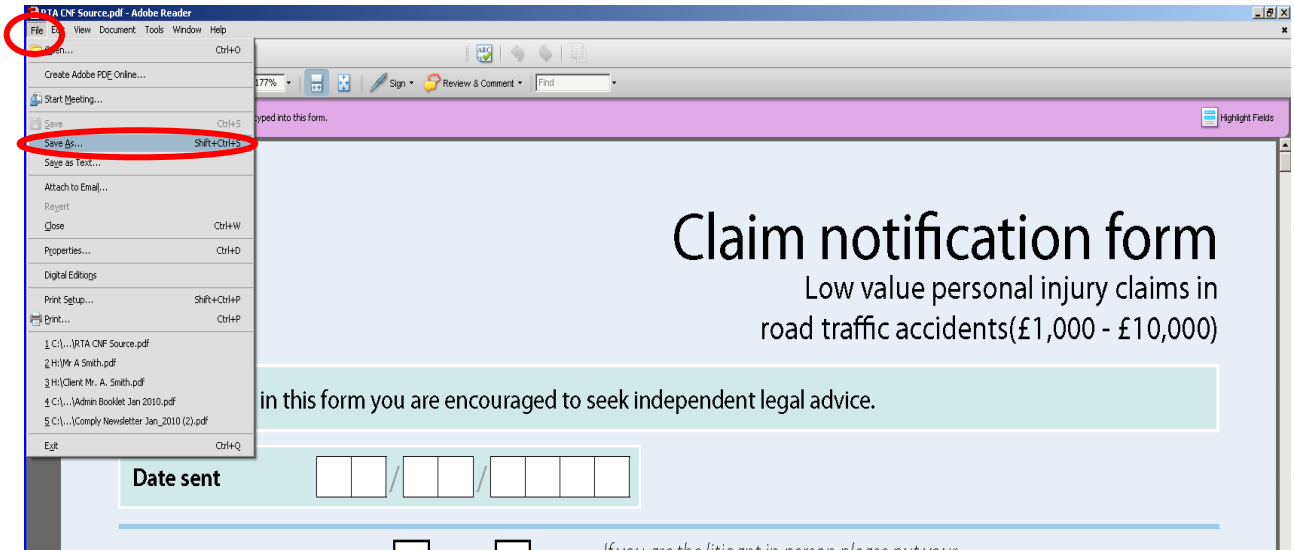
Claim Notification Form (CNF)

User Guide

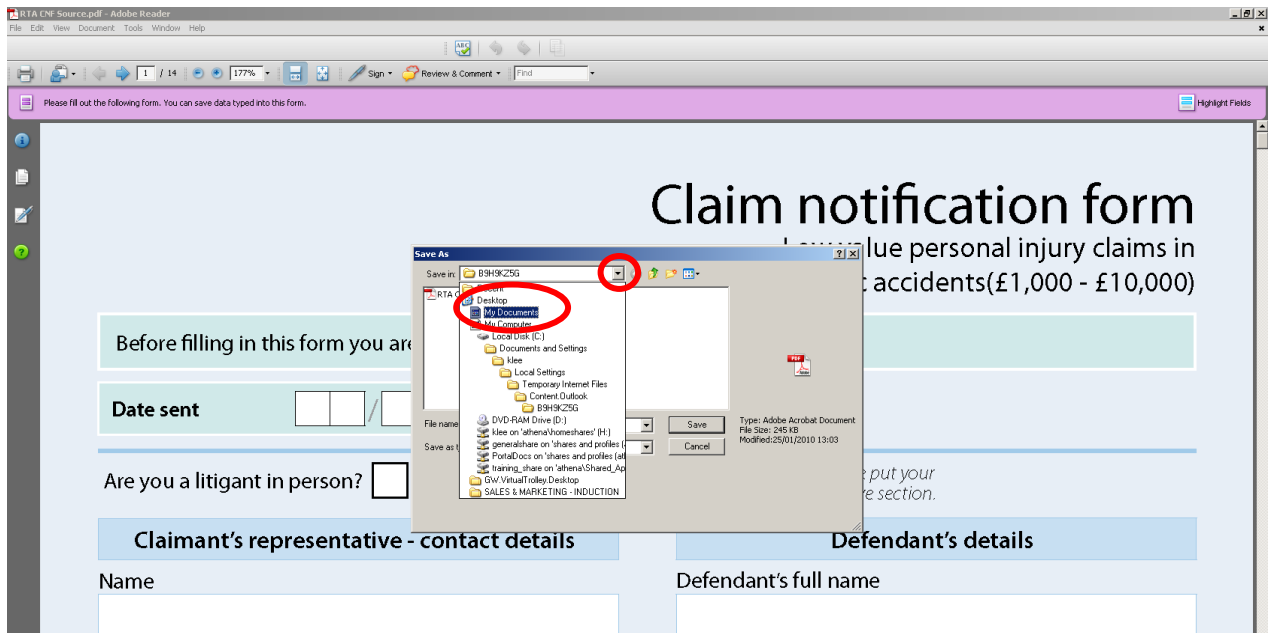
Date	Version	Author
25/01/2010	1.0	OSMOSIS Ltd

Saving the Claim Notification Form (CNF) Form

Select the “Save As” option from the **File Menu**



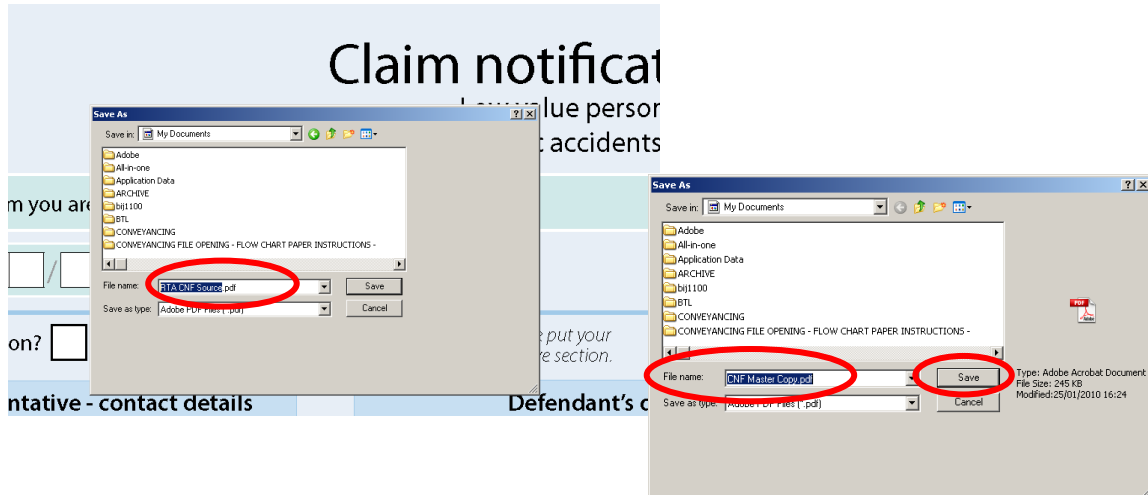
The “Save As” dialog box will open. You should select “My Documents” from the drop menu. This is where you will save all future forms.



Initially, you will need to save a master copy of the form onto your hard drive. This will allow you to use a blank form for each of your clients.

To do this, you should name your initial form **CNF Master Copy.pdf** in the “**File Name**” field. NB: You will need to overtype the file name that appears, as illustrated below.

Then select “**Save**”



For all other CNF forms completed afterwards, it is suggested that you save each form using the client name and/or reference for future ease of access and identification.

Once the form is completed, it can be emailed directly to us, using the following email address: rta_file_openers@goldsmithwilliams.co.uk. Alternatively, you can print off the form and fax it to us on 0845 017 7340 or, if you prefer, you can scan or post the document.