



Business Partners with



VSBA/PMA Account #: 9178252

PROPERTY AND CASUALTY CLAIM CONTACT

Charles Jones, Regional Claims Supervisor

Charles_Jones@pmagroup.com

Kelly Verham, Senior Litigation Specialist

Kelly_Verham@pmagroup.com

(800)572-7624 (ph)

(804)967-5688 (fax)

PROPERTY & LIABILITY CLAIM REPORTING INSTRUCTIONS

Internet:

To file a First Report of Injury or Accident electronically go to PMA's website, **<http://www.pmamc.com>**

- Click on the icon "Report a Claim"
- Fill in your User Name and your password. Your PMA account number is your User Name (**9178252**) and your password is "**newclaim**".
- Simply select the type of claim being reported (i.e.: "Liability" (for liab or property) or "Automobile")
- Complete the screens that are presented. The mandatory fields (information required to begin the claim review process) are highlighted in blue.
- If you would like to receive an email copy of the information you have provided (along with the claim number that you are assigned), on the last screen check "Send email copy to originator" and enter your email address in the space provided.
- Click on the "SUBMIT CLAIM" button and your claim will be transmitted to our claim processing offices. You will receive immediate confirmation of receipt along with the Claim Number that has been assigned to your claim which will appear on the screen.

If you do not have internet access, you may still report via FAX:

To file via fax, kindly send the completed loss or accord form to:

1-888-329-2721

Please include your account number listed above on the claim form.

Questions about a claim or process?

Contact the PMA Customer Service Center at:

1-888-476-2669

Forward Correspondence to:

Mailing Address: **PMA Customer Service Center**

P.O. Box 25250

Lehigh Valley, PA 18002-5250