

*Scouting Settlement Trust (“Trust”)
Navigating and Filing Documents on the IRO Claims Portal
(March 5, 2024)*

If you need assistance accessing and/or using the IRO Portal or have any other questions, please contact iro_support@scoutingsettlementtrust.com

Upon logging into the Claims Processing Portal, you will be able to access the “Claims” tab, in which you will see a Claims List view of all claims to which you have access. To view an IRO claim within the list, click on the hyperlink within the Claim ID Column for that claim.

SCOUTING SETTLEMENT TRUST Home **Claims** Law Firm News And Key Documents FAQs Contact Us ATTORNEY NAME 1 ▾

Claims Processing Portal

To submit your Claim and upload supporting documentation, navigate to your Claim in the List below by clicking the SST Claim ID (the SST Number in the Claim ID Column in blue).

Welcome Attorney Name 1 Register Future Abuse or Other Protected Party Claim



Law Firm
Law Firm Name



142
My Total Claims



34
My Questionnaires Submitted

Select Table To Display All Claims ▾

Claims List

Search: Filter by Claim Workflow ▾ Filter by Claim Status ▾ Filter by Claim Type ▾ Filter by action required Show my Claims Only Reassign Owner Download to Excel

Claim ID	Action Required?	Abuse Claim Type	Claim Type	Claim Workflow	Claim Status	First Name	Last Name	Owner	Deadline Date	Date Claim Filed
SST-000024	●	Direct Abuse Claim	Settlement Trust Review	Claim Under Review	Additional Information Requested (Claim)	Claimant	Name 1	Attorney Name 1	2024-04-05	2023-09-28
SST-000052	●	Direct Abuse Claim	Independent Review	Claim Under Review	Pending Complaint	Claimant	Name 2	Attorney Name 2		2023-08-24
SST-000056	●	Direct Abuse Claim	Independent Review	Claim Under Review	Discovery	Claimant	Name 3	Attorney Name 1		2023-10-15
SST-000070	●	Direct Abuse Claim	Expedited Review	Claim Notice Issued, Awaiting Response	Awaiting Completed Release Packet	Claimant	Name 4	Attorney Name 1		2023-10-13
SST-000080	●	Direct Abuse Claim	Independent	Claim Under Review	Pending IRO Hearing	Claimant	Name 5	Attorney Name 3		2024-01-21

IRO Home Tab: Once you have clicked into an IRO claim in one of the rows of your Claims List, you will be directed to the IRO Home Tab. Here you will see introductory language on the IRO Portal and key information and details about the specific IRO claim.

SCOUTING SETTLEMENT TRUST

Independent Review Option

Claimant Name Demo Claimant Contact	Claim Id DEMO-0001	Date Claim Filed 2023-12-07	Claim Status Pending Complaint
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IRO Home Correspondence Documents

Welcome

Welcome to the Independent Review Option (IRO) Portal Page for the claim Identified above. This portal page functions as a docket and electronic filing system for the IRO process. Parties can upload IRO-related documents and pleadings through the "Documents" tab. The designated Neutral, the Claims Administrator, and the Settlement Trustee will upload orders and other documents to this same tab. All parties will receive electronic notice via email when a new document is filed and available to view.

For more information on the IRO process, please consult the Attorney's Guide to Independent Review Option found [here](#) or the Claimant's Guide to Independent Review Option found [here](#).

Designated Neutral:
Test Demo Neutral

Claimant's Attorney:
Demo Attorney Contact

Responsible Insurer's Attorney:
Test - Demo Responsible Insurer, Counsel for Test - Demo Responsible Insurer

Documents Tab: This tab serves as the IRO claim docket, and contains all documents uploaded to date by the parties, the Neutral, the Claims Administrator, and the Trustee. You will be able to upload pleadings, exhibits, objections, or other documents related to the claim here. When you upload a document, a notice will automatically be emailed to all parties with access to this IRO claim (i.e., the Claimant’s Attorney, Responsible Insurers, and the Neutral), informing them that there is a new document to view on the portal. The document will be visible to all parties with access to the claim.

SCOUTING SETTLEMENT TRUST

Independent Review Option

Claimant Name Demo Claimant Contact	Claim Id DEMO-0001	Date Claim Filed 2023-12-07	Claim Status Pending Complaint
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IRO Home Correspondence **Documents**

Documents (0) Download Files Upload Document

<input type="checkbox"/> Id	Preview	Title	Document Type	Uploaded Date	Uploaded By	Access Level
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Document Upload Instructions: To upload or “file” a document, select “Upload Document.” The page will then direct you to another screen to upload the document.

SCOUTING SETTLEMENT TRUST

Independent Review Option

Claimant Name Demo Claimant Contact	Claim Id DEMO-0001	Date Claim Filed 2023-12-07	Claim Status Pending Complaint
----------------------------------------	-----------------------	--------------------------------	-----------------------------------

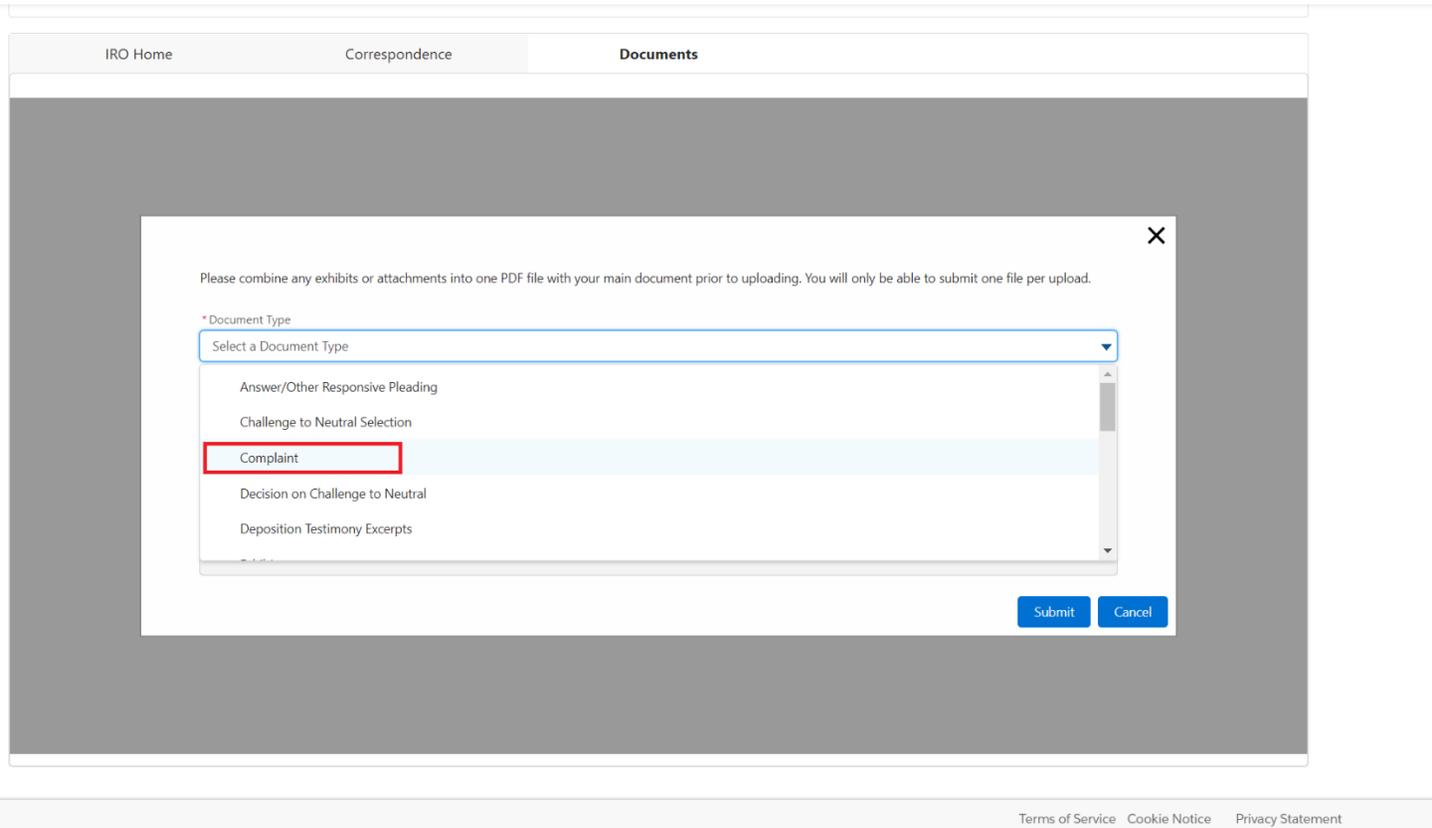
IRO Home Correspondence Documents

Documents (0) Download Files Upload Document

<input type="checkbox"/> Id	Preview	Title	Document Type	Uploaded Date	Uploaded By	Access Level
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(Document Upload Instructions, continued): Once on the document upload screen, you will first select from a drop-down menu what type of document you will be uploading (i.e. Complaint, Answer/Other Responsive Pleadings, Witness List, etc.). You can also add a brief description about the document being uploaded. You will then upload the file and click Submit. An automatic notice will then be sent to all the parties with portal access to that claim notifying them that a new document has been uploaded.

SCOUTING SETTLEMENT TRUST



(Document Upload Instructions, continued): After selecting the document type, you can add a brief description about the document being uploaded. You will then upload the file and click Submit. An automatic notice will then be sent to all the parties with access to that claim, notifying them that a new document has been uploaded.

SCOUTING SETTLEMENT TRUST

IRO Home Correspondence **Documents**

Please combine any exhibits or attachments into one PDF file with your main document prior to uploading. You will only be able to submit one file per upload.

* Document Type
Complaint

Description (Please annotate which page(s) the relevant information is located on)
Uploaded, please see the Complaint for SST-XXXXXX.

* Select File
Upload Files Or drop files

Selected File
SST-XXXXXX Compliant.doc

Submit Cancel

Terms of Service Cookie Notice Privacy Statement

Document Preview/Download Instructions: To preview a document on the docket, click on the blue eye icon. *Note: If the icon is grey, the document cannot be previewed.*

SCOUTING SETTLEMENT TRUST

Independent Review Option

Claimant Name: Demo Claimant Contact | Claim Id: DEMO-0001 | Date Claim Filed: 2023-12-07 | Claim Status: Pending Answer or Responsive Pleading

IRO Home | Correspondence | Documents

Documents (2) Download Files Upload Document

<input type="checkbox"/> Id	Preview	Title	Document Type	Uploaded Date	Uploaded By	Access Level
<input type="checkbox"/> 19:43:31.022		TEST	Complaint	Dec 13, 2023	Responsible Insurer Attorney	Attorneys Only
<input type="checkbox"/> 19:40:58.469		test	Answer/Other Responsive Pleading	Dec 13, 2023	Responsible Insurer Attorney	Attorneys Only

(Document Preview/Download Instructions, continued): To download a document, click the check box of the documents you would like to download then select “Download Files.”

SCOUTING SETTLEMENT TRUST

Independent Review Option

Claimant Name: Demo Claimant Contact | Claim Id: DEMO-0001 | Date Claim Filed: 2023-12-07 | Claim Status: Pending Answer or Responsive Pleading

IRO Home | Correspondence | **Documents**

Documents (2) Download Files Upload Document

<input type="checkbox"/>	Id	Preview	Title	Document Type	Uploaded Date	Uploaded By	Access Level
<input type="checkbox"/>	19:43:31.022		TEST	Complaint	Dec 13, 2023	Responsible Insurer Attorney	Attorneys Only
<input type="checkbox"/>	19:40:58.469		test	Answer/Other Responsive Pleading	Dec 13, 2023	Responsible Insurer Attorney	Attorneys Only

Correspondence Tab: In this tab you will see communications initiated by the Trust or the Neutral pertaining to the Claim. Once a correspondence from the Neutral or the Trust is posted, all parties with access to this IRO claim will automatically receive notice that a new correspondence is waiting in the portal. While only the party to whom the correspondence is directed need respond, the correspondence will be visible to all parties with access to the claim.

SCOUTING SETTLEMENT TRUST

Independent Review Option			
Claimant Name Demo Claimant Contact	Claim Id DEMO-0001	Date Claim Filed 2023-12-07	Claim Status Pending Complaint
IRO Home	Correspondence	Documents	
This tab is used for the Trust to communicate with you during the review of your claim. If you have any questions for the Trust, please use the Contact Us tab above.			