

*Scouting Settlement Trust (“Trust”)
Instructions for the Claims Processing Portal
& Expedited Claims Questionnaire (Black Form)*

Scouting Settlement Trust Account Overview

Step 1: Upon logging into the Claims Processing Portal, you will be able to access the “Claims” tab, which will provide you with an overview of the Expedited Claims Questionnaire(s) for the Claimant(s) you represent. If applicable, you will also see Claims within your list view that are associated with other employee(s) and/or Attorney(s) at your law firm. **If you are not represented by an Attorney (“Unrepresented Claimant”), only one Claim will appear on your Claims list view table.**

Please note: You will have read-only access for Claims that you do not own; however, you will not be able to edit those Claims.

The screenshot displays the 'Scouting Settlement Trust' portal interface. At the top, there is a navigation bar with 'Home', 'Claims' (highlighted with a red box), 'News and Key Links', 'FAQ', and 'Contact Us'. A user profile for 'Attorney 1' is visible in the top right. Below the navigation, a welcome message reads 'Welcome Attorney 1'. A summary section shows 'Law Firm Name' (two instances), 'My Total Claims: 3', and 'My Questionnaires Submitted: 0'. A search and filter section includes a search bar, a 'Filter by action required' toggle, a 'Select Claim Workflow Status' dropdown, a 'Show my Claims Only' toggle, and a 'Reassign Owner' button. The main content is a table of claims, which is highlighted with a red border. The table has the following columns: Claim ID, Action Required?, First Name, Last Name, Claim Type, Claim Workflow, Claim Status, Owner, Deadline Date, and Date Claim Filed. The table contains eight rows of data.

Claim ID	Action Required?	First Name	Last Name	Claim Type	Claim Workflow	Claim Status	Owner	Deadline Date	Date Claim Filed
SST-000054	●	Claimant	Name 1	Expedited Review	Not Started	Not Started	Attorney 1		
SST-000087	●	Claimant	Name 2	Expedited Review	Not Started	Not Started	Attorney 2		
SST-000045	●	Claimant	Name 3	Expedited Review	Not Started	Not Started	Attorney 4		
SST-000067	●	Claimant	Name 4	Settlement Trust Review	Not Started	Not Started	Attorney 1		
SST-000099	●	Claimant	Name 6	Expedited Review	Not Started	Not Started	Attorney 2		
SST-000156	●	Claimant	Name 7	Expedited Review	Not Started	Not Started	Attorney 3		
SST-000143	●	Claimant	Name 8	Settlement Trust Review	Not Started	Not Started	Attorney 4		

Step 2: The Claims list-view page will provide you with a summary of the number of “My Total Claims” currently associated with your law firm. While the number of “My Questionnaires Submitted” will populate as you successfully submit and electronically sign the Expedited Claims Questionnaire.

Scouting Settlement Trust

Home [Claims](#) News and Key Links FAQ Contact Us Attorney 1 ▾

Welcome Attorney 1

Law Firm Name
Law Firm Name

My Total
Claims
3

My
Questionnaires
Submitted
0

Filter by Claim Workflow

Search... Filter by action required Select Claim Workflow Status Show my Claims Only Reassign Owner i

<input type="checkbox"/>	Claim ID	Action Required?	First Name	Last Name	Claim Type	Claim Workflow	Claim Status	Owner	Deadline Date	Date Claim Filed
<input type="checkbox"/>	SST-000054	●	Claimant	Name 1	Expedited Review	Not Started	Not Started	Attorney 1		
<input type="checkbox"/>	SST-000087	●	Claimant	Name 2	Expedited Review	Not Started	Not Started	Attorney 2		
<input type="checkbox"/>	SST-000045	●	Claimant	Name 3	Expedited Review	Not Started	Not Started	Attorney 4		
<input type="checkbox"/>	SST-000087	●	Claimant	Name 4	Settlement Trust Review	Not Started	Not Started	Attorney 1		
<input type="checkbox"/>	SST-000099	●	Claimant	Name 6	Expedited Review	Not Started	Not Started	Attorney 2		
<input type="checkbox"/>	SST-000156	●	Claimant	Name 7	Expedited Review	Not Started	Not Started	Attorney 3		
<input type="checkbox"/>	SST-000143	●	Claimant	Name 8	Settlement Trust Review	Not Started	Not Started	Attorney 4		

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Step 3: The Claims list-view will provide you with information specific to each Claim associated with your account. You will have the ability to search and filter the Claims associated with your law firm. The “Show my Claims Only” toggle will only list all Claims you currently own.

Scouting Settlement Trust
Attorney 1 ▾

Home [Claims](#) News and Key Links [FAQ](#) [Contact Us](#)

Welcome Attorney 1

Law Firm Name
Law Firm Name

My Total Claims
3

My Questionnaires Submitted
0

Filter by action required
Filter by Claim Workflow
Select Claim Workflow Status ▾
Show my Claims Only
Reassign Owner i

<input type="checkbox"/>	Claim ID	Action Required?	First Name	Last Name	Claim Type	Claim Workflow	Claim Status	Owner	Deadline Date	Date Claim Filed
<input type="checkbox"/>	SST-000054	●	Claimant	Name 1	Expedited Review	Not Started	Not Started	Attorney 1		
<input type="checkbox"/>	SST-000087	●	Claimant	Name 2	Expedited Review	Not Started	Not Started	Attorney 2		
<input type="checkbox"/>	SST-000045	●	Claimant	Name 3	Expedited Review	Not Started	Not Started	Attorney 4		
<input type="checkbox"/>	SST-000087	●	Claimant	Name 4	Settlement Trust Review	Not Started	Not Started	Attorney 1		
<input type="checkbox"/>	SST-000099	●	Claimant	Name 6	Expedited Review	Not Started	Not Started	Attorney 2		
<input type="checkbox"/>	SST-000156	●	Claimant	Name 7	Expedited Review	Not Started	Not Started	Attorney 3		
<input type="checkbox"/>	SST-000143	●	Claimant	Name 8	Settlement Trust Review	Not Started	Not Started	Attorney 4		

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Step 4: For Attorney(s) Only -The “Reassign Owner” option enables you to reassign a Claim you currently own to another employee and/or Attorney at your law firm. To reassign a Claim, check the box located in the far left of the row, then select the “Reassign Owner” button.

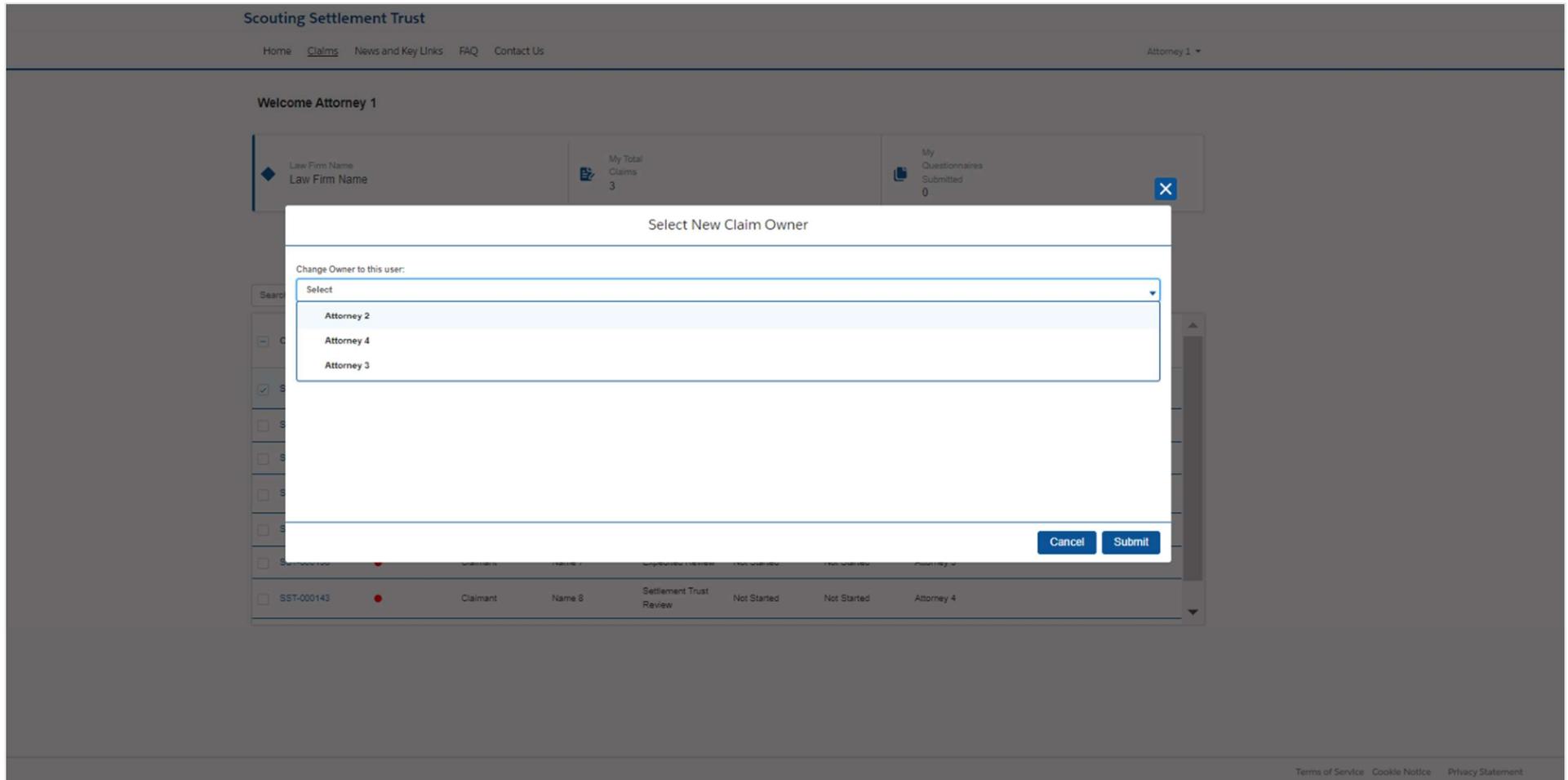
Please note: If you do not own the Claim, you will not have permission to reassign the Claim.

The screenshot displays the 'Scouting Settlement Trust' web application. At the top, there are navigation links: Home, Claims, News and Key Links, FAQ, and Contact Us. The user is logged in as 'Attorney 1'. A welcome message 'Welcome Attorney 1' is shown. Below this, there are three summary cards: 'Law Firm Name' (with a placeholder 'Law Firm Name'), 'My Total Claims' (3), and 'My Questionnaires Submitted' (0). The main area features a search bar and a filter section for 'Claim Workflow'. A 'Reassign Owner' button is highlighted with a red box. Below the filter is a table of claims with columns for Claim ID, Action Required?, First Name, Last Name, Claim Type, Claim Workflow, Claim Status, Owner, Deadline Date, and Date Claim Filed. The first row (SST-000054) has its checkbox selected and is also highlighted with a red box.

Claim ID	Action Required?	First Name	Last Name	Claim Type	Claim Workflow	Claim Status	Owner	Deadline Date	Date Claim Filed
<input checked="" type="checkbox"/> SST-000054	●	Claimant	Name 1	Expedited Review	Not Started	Not Started	Attorney 1		
<input type="checkbox"/> SST-000087	●	Claimant	Name 2	Expedited Review	Not Started	Not Started	Attorney 2		
<input type="checkbox"/> SST-000045	●	Claimant	Name 3	Expedited Review	Not Started	Not Started	Attorney 4		
<input type="checkbox"/> SST-000067	●	Claimant	Name 4	Settlement Trust Review	Not Started	Not Started	Attorney 1		
<input type="checkbox"/> SST-000099	●	Claimant	Name 6	Expedited Review	Not Started	Not Started	Attorney 2		
<input type="checkbox"/> SST-000156	●	Claimant	Name 7	Expedited Review	Not Started	Not Started	Attorney 3		
<input type="checkbox"/> SST-000143	●	Claimant	Name 8	Settlement Trust Review	Not Started	Not Started	Attorney 4		

Step 5: For Attorney(s) Only - After selecting the “Reassign Owner” button, a drop-down list of all the employee(s) and/or Attorney(s) associated with the law firm will be displayed. Select the employee and/or Attorney that you would like to reassign ownership to and confirm your selection with the “Submit” button.

Please note: Once you reassign ownership of a Claim, you will only have read-only access to the Claim and you will not have permission to reassign the Claim.



Step 6: In order to open the Expedited Claims Questionnaire, navigate to the “Claim ID” column and select the light blue Claim ID number.

Please note: Once you have opened the Expedited Claims Questionnaire for that Claim, the status of your Claim will change from “Not Started” to “Claims Questionnaire in Progress”.

Scouting Settlement Trust
Attorney 1 ▾

Home [Claims](#) News and Key Links FAQ Contact Us

Welcome Attorney 1

Law Firm Name
Law Firm Name

My Total Claims
3

My Questionnaires Submitted
0

Filter by Claim Workflow

Filter by action required
Select Claim Workflow Status ▾
Show my Claims Only
Reassign Owner i

<input type="checkbox"/>	Claim ID	Action Required?	First Name	Last Name	Claim Type	Claim Workflow	Claim Status	Owner	Deadline Date	Date Claim Filed
<input type="checkbox"/>	SST-000054	●	Claimant	Name 1	Expedited Review	Not Started	Not Started	Attorney 1		
<input type="checkbox"/>	SST-000087	●	Claimant	Name 2	Expedited Review	Not Started	Not Started	Attorney 2		
<input type="checkbox"/>	SST-000045	●	Claimant	Name 3	Expedited Review	Not Started	Not Started	Attorney 4		
<input type="checkbox"/>	SST-000067	●	Claimant	Name 4	Settlement Trust Review	Not Started	Not Started	Attorney 1		
<input type="checkbox"/>	SST-000099	●	Claimant	Name 6	Expedited Review	Not Started	Not Started	Attorney 2		
<input type="checkbox"/>	SST-000156	●	Claimant	Name 7	Expedited Review	Not Started	Not Started	Attorney 3		
<input type="checkbox"/>	SST-000143	●	Claimant	Name 8	Settlement Trust Review	Not Started	Not Started	Attorney 4		

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Expedited Claims Questionnaire Overview

Step 1: Once you have selected the Claim ID, you will open the Expedited Claims Questionnaire. The Expedited Claims Questionnaire contains five (5) sections from A to E.

Scouting Settlement Trust

Home Claims News and Key Links FAQ Contact Us Attorney 1 ▾

Claim Workflow

Not Started Claims Questionnaire Claim Under Review Claim Notice Issued, Awaiting Response Reconsideration Release and Payment Processing Complete

Claimant Name Claimant Name 1	Claim Id SST-000054	Date Claim Filed	Claim Status Claims Questionnaire in Progress
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Expedited Questionnaire	Correspondence	Documents
> A. Welcome & Instructions		
> B. Attorney Contact Information		
> C. Basic Identifying Information		
> D. Is the Claimant filing the claim or is a Representative filing on behalf of the Claimant due to the Claimant's death or incapacity?		
> E. Signature under penalty of perjury		

If you would like to save a copy of your responses for your records, please do so prior to submitting your Questionnaire by clicking the "Print" button.

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Step 2: Each section of the Expedited Claims Questionnaire is expandable and collapsible. To access a particular section of the Expedited Claims Questionnaire, click on the arrow next to each of the sections. Each section will detail which questions are required with a red asterisk. Confirm that all of your responses are saved before moving to the next section by pressing the “Save” button and review all sections prior to submission of the Expedited Claims Questionnaire.

Please note: If you are an Attorney, navigate to the “Print” icon at the bottom of the page to save a copy for your records or to print and review with your client before submission.

Step 3: Upload any documents related to your Claim by navigating to the “Documents” tab at the top of the page. From there you will select the “Upload Document” button to the right of the screen.

The screenshot shows the 'Scouting Settlement Trust' website interface. At the top, there is a navigation menu with 'Home', 'Claims', 'News and Key Links', 'FAQ', and 'Contact Us'. On the right, it says 'Attorney 1' with a dropdown arrow. Below the navigation is a 'Claim Workflow' section with a progress bar. The progress bar has seven steps: 'Not Started', 'Claims Questionnaire', 'Claim Under Review', 'Claim Notice Issued, Awaiting Response', 'Reconsideration', 'Release and Payment Processing', and 'Complete'. The 'Claims Questionnaire' step is currently active. Below the progress bar, there is a summary card with the following information: Claimant Name: Claimant Name 1; Claim Id: SST-000054; Date Claim Filed: (empty); Claim Status: Claims Questionnaire in Progress. Below the summary card, there are three tabs: 'Expedited Questionnaire', 'Correspondence', and 'Documents'. The 'Documents' tab is highlighted with a red border. Underneath the 'Documents' tab, there is a section titled 'Documents (0)' with a 'Download Files' button and an 'Upload Document' button. The 'Upload Document' button is highlighted with a red border. Below this, there is a table with the following columns: 'Id', 'Title', 'Type', 'Created By', and 'Created'. At the bottom of the page, there are links for 'Terms of Service', 'Cookie Notice', and 'Privacy Statement'.

Step 4: Once you have selected the “Upload Document” button, you will re-directed to a page which will allow you to upload a file by clicking on the “Upload Files” button or by dropping your files in the indicated space. Once the file has been attached, you will select the document type from the document drop-down list. To access the document drop-down list, please click on the down arrow to the right of the field.

The screenshot shows the 'Scouting Settlement Trust' website interface. At the top, there is a navigation bar with links for Home, Claims, News and Key Links, FAQ, and Contact Us. On the right side of the navigation bar, it says 'Attorney 1' with a dropdown arrow. The main content area is a large grey rectangle. In the center, there is a white modal window with a close button (X) in the top right corner. Inside the modal, there is a section titled '* Select File' with a red box around the 'Upload Files' button and the text 'Or drop files'. Below this is a 'Selected File' input field. Underneath is a section titled '* Document Type' with a dropdown menu. The dropdown menu is open, showing a list of document types: Affidavit/Sworn Statement, Election Ballot, Executed Release, Litigation/Legal Documentation, Medical/Counseling Record, Personal Representative Documentation, Photograph, Proof of Claim, Reports to Law Enforcement, and Scouting Roster/Membership Card. A red box highlights the dropdown arrow on the right side of the menu. A 'Cancel' button is visible on the right side of the modal.

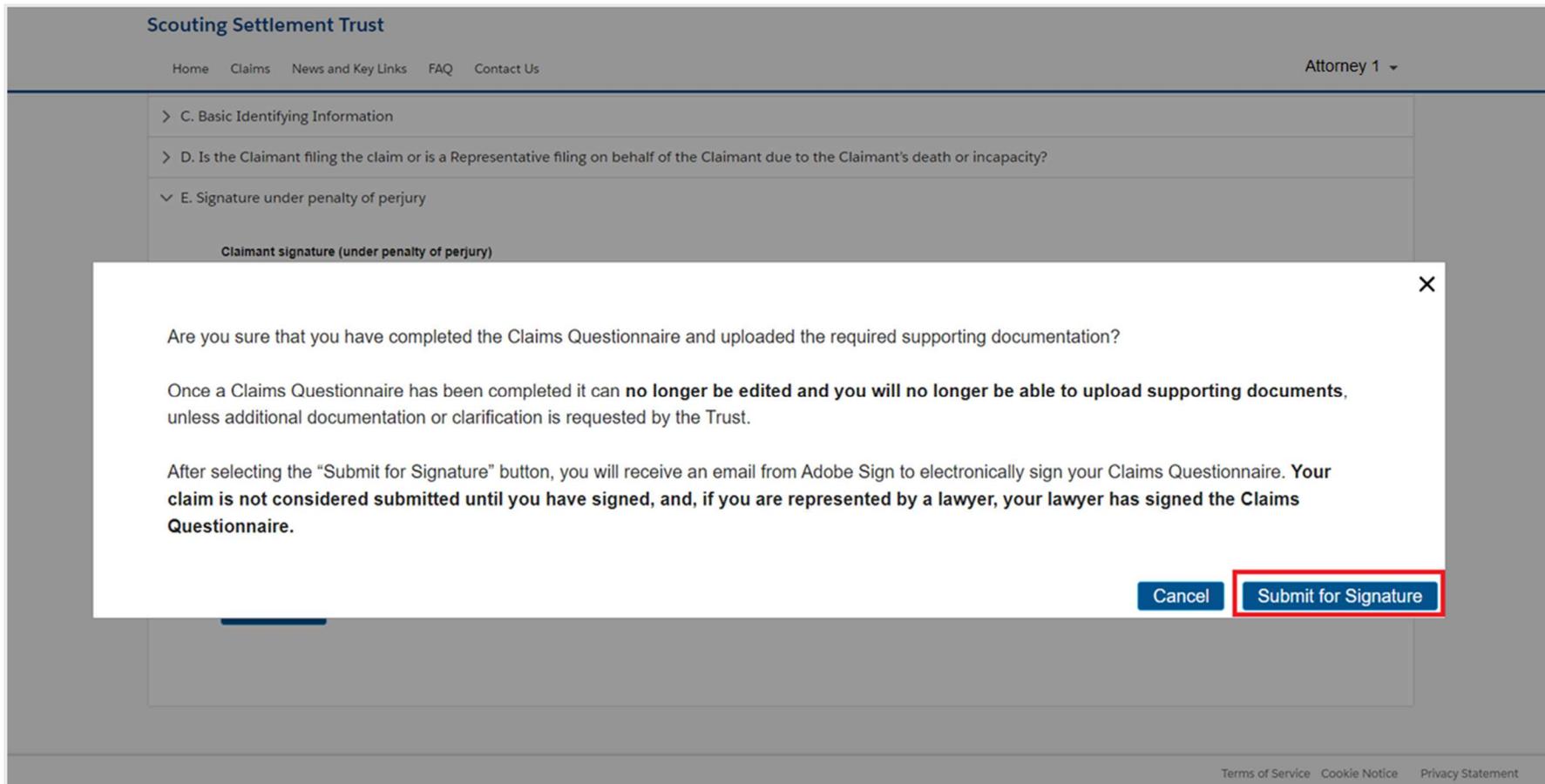
Step 5: Once you have attached the file and selected the document type, please provide a description of the document you are providing, as well as the pages relevant to the Claim. Select the Upload button, and the document will be available on your documents list.

Please note: Once your Expedited Claims Questionnaire has been submitted, it can no longer be edited, and you will no longer be able to upload supporting documents.

The screenshot displays the 'Scouting Settlement Trust' website interface. At the top, there is a navigation bar with links for Home, Claims, News and Key Links, FAQ, and Contact Us. The user is logged in as 'Attorney 1'. The main content area shows a claimant's information: Claimant Name 'Claimant Name 1', Claim Id 'SST-000054', Date Claim Filed, and Claim Status 'Claims Questionnaire in Progress'. Below this, there are tabs for 'Expedited Questionnaire', 'Correspondence', and 'Documents'. The 'Documents' tab is active, and a modal window is open for uploading a file. The modal contains the following fields: a 'Select File' section with an 'Upload Files' button and 'Or drop files' text; a 'Selected File' field containing 'Representative Information.docx'; a 'Document Type' dropdown menu set to 'Personal Representative Documentation'; and a 'Description' text area with the text 'Please see pages 4-8 which provide more details about my legal authority to serve as the Claimant's Representative.' The 'Upload' button is highlighted with a red box, and a 'Cancel' button is also visible.

Step 6: Once you have completed all five (5) Sections of the Expedited Claims Questionnaire and have reviewed your responses carefully, please select the blue “Submit Claim” button in Section E. After clicking on the “Submit Claim” button, a verification prompt will appear confirming that you are ready to submit your Expedited Claims Questionnaire with all required supporting documentation.

Please note: Once your Expedited Claims Questionnaire has been submitted for signature, it can no longer be edited and you will no longer be able to upload supporting documents, unless additional documentation or clarification is requested by the Trust. Your Claim is not considered submitted until it has been signed by you and if applicable, your Attorney. If applicable, the Expedited Claims Questionnaire will be sent for electronic signature to the Primary Attorney Contact as indicated in “Section B - Attorney Contact Information” of the questionnaire.



Please note: If you try to submit the Expedited Claims Questionnaire without providing information for a required section of the Expedited Claims Questionnaire, a prompt will appear notifying you that the sections highlighted in red have been flagged for missing information and must be completed to submit your Expedited Claims Questionnaire.

The screenshot shows the 'Scouting Settlement Trust' website interface. At the top, there is a navigation menu with links for Home, Claims, News and Key Links, FAQ, and Contact Us. On the right side, there is a dropdown menu for 'Attorney 1'. The main content area displays a questionnaire form with three sections: 'C. Basic Identifying Information', 'D. Is the Claimant filing the claim or is a Representative filing on behalf of the Claimant due to the Claimant's death or incapacity?', and 'E. Signature under penalty of perjury'. Sections C and D are highlighted with a red border, indicating they are required and have missing information. Section E is expanded, showing a 'Claimant signature (under penalty of perjury)' field. A modal dialog box is overlaid on the form, containing the message: 'It appears that all required fields have not been completed on this Claim Questionnaire. Please reference the section(s) highlighted in red to identify and provide missing information.' The dialog box has a close button (X) in the top right corner and an 'Okay' button at the bottom center. Below the dialog box, the 'Attorney signature' section is visible, including a text area for the attorney's signature and a 'Submit Claim' button. At the bottom of the page, there are links for 'Terms of Service', 'Cookie Notice', and 'Privacy Statement'.

E-Signature Overview

Step 1: Once you have successfully submitted the Expedited Claims Questionnaire through the Claims Processing Portal, you will receive an email from the Scouting Settlement Trust <info@scoutingsettlementtrust.com> similar to the one below informing you that action is required, and you must provide your electronic signature before your Claim can be considered submitted.

Scouting Settlement Trust - ACTION REQUIRED: ESIGNATURE (Claim ID SST- 000054) 

Scouting Settlement Trust <info@scoutingsettlementtrust.com>
To: owner1@outlook.com      

Thu 8/10/2023 7:42 PM

Hello Attorney 1,

We are contacting you regarding Claim ID SST- 000054 with the Scouting Settlement Trust ("the Trust").

You indicated that you completed the Claim Questionnaire and uploaded the required supporting documentation to the claim portal. The final step to submit this claim to the Trust for review is to **electronically sign your Claim Questionnaire**.

Your claim is not considered submitted until all applicable parties have electronically signed the Claim Questionnaire through Adobe Acrobat Sign.

The review of your claim will begin once the Claim Questionnaire has been electronically signed by all relevant parties through Adobe Acrobat Sign (i.e., the Claimant or Personal Representative and Attorney Representation, if applicable). A signed copy of your Claim Questionnaire will be available in the claim portal for future reference.

Please note that if you are an attorney representing a Claimant, the Claimant will also be required to individually, electronically sign the Claim Questionnaire under oath and under penalty of perjury. An email will be sent from Adobe Acrobat Sign to the email address provided on the Claim Questionnaire for the Claimant with instructions on how to electronically sign the Claim Questionnaire.

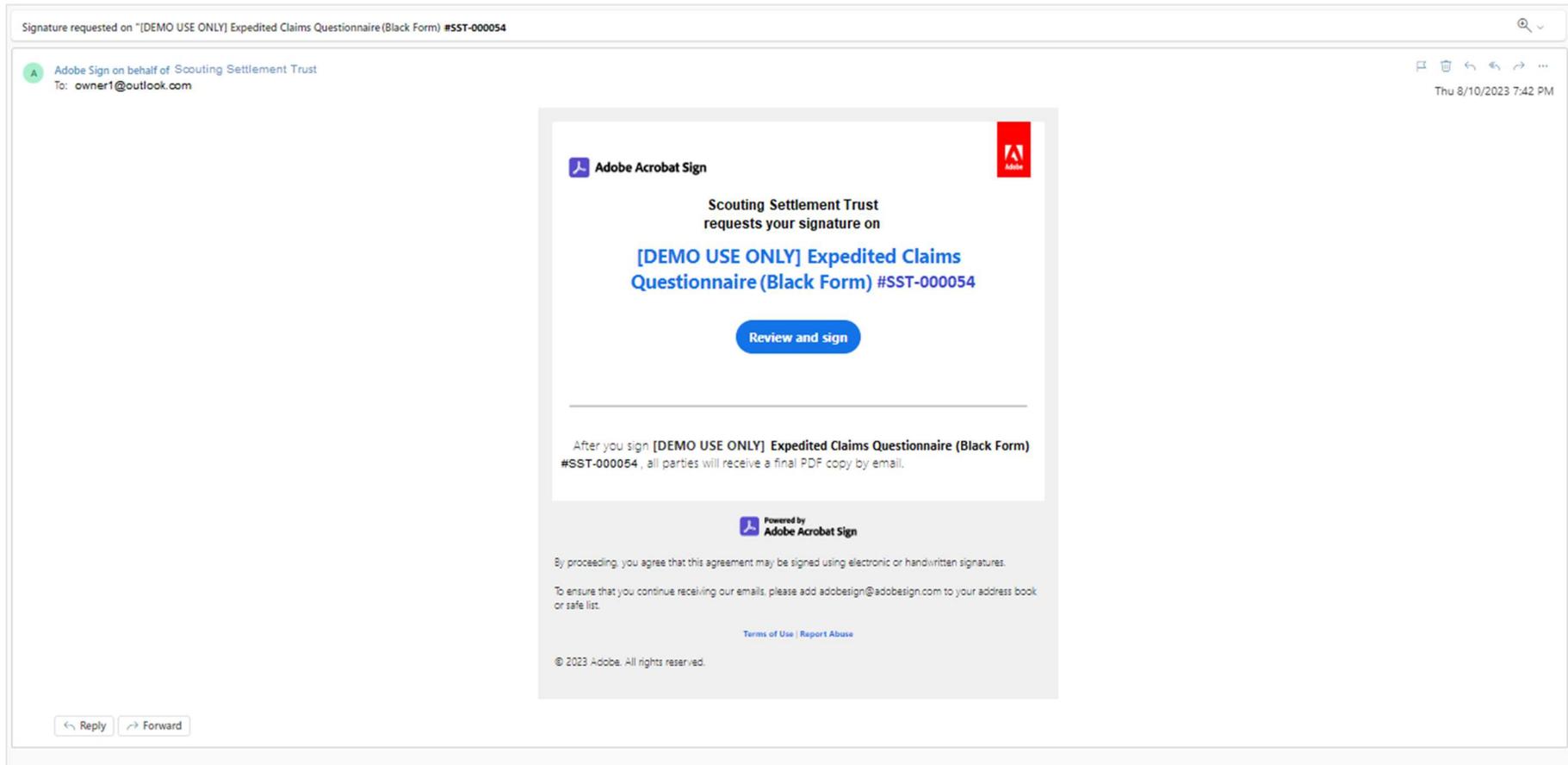
If you have any questions, contact us by email at info@scoutingsettlementtrust.com.

Regards,
Scouting Settlement Trust

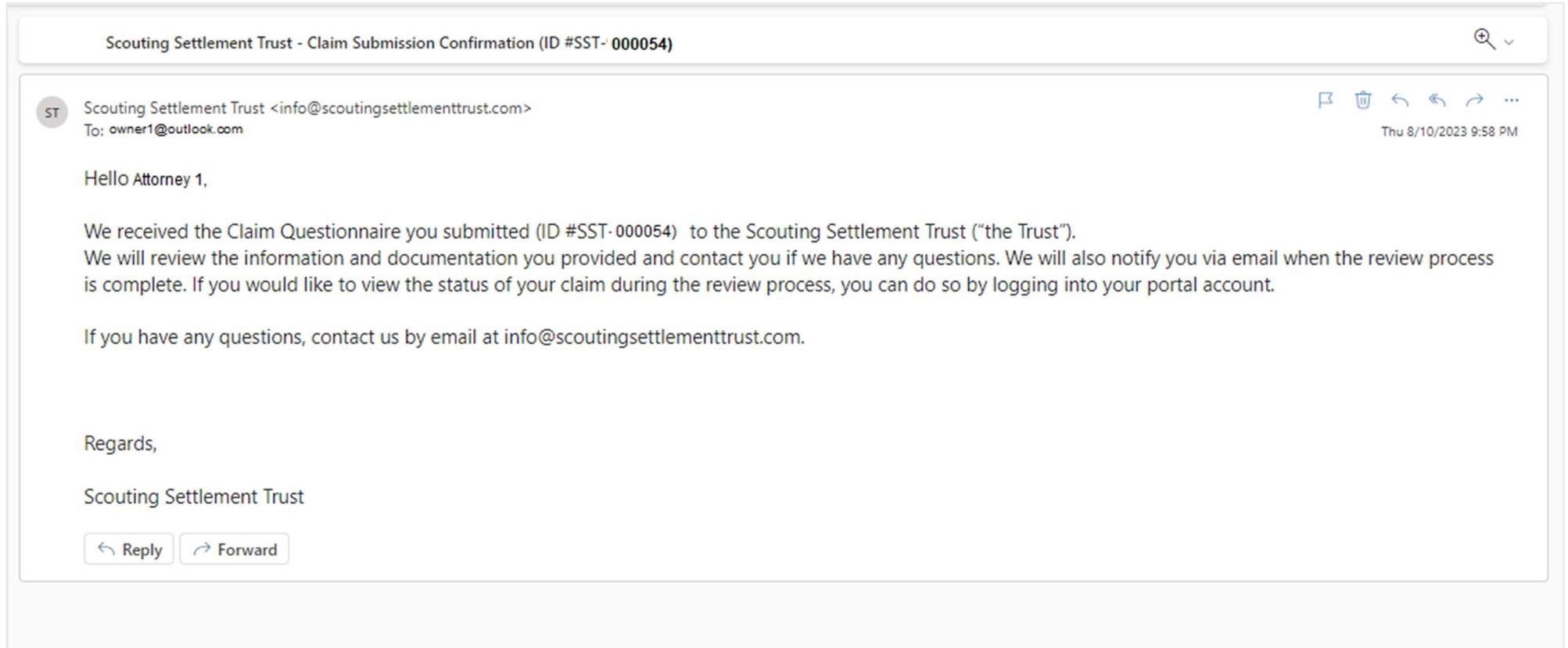
 Reply  Forward

Step 2: You will also receive an email from Adobe Sign on behalf of the Scouting Settlement Trust <adobesign@adobesign.com> similar to the one below. Click on the blue “Review and Sign” button in order to electronically sign your Expedited Claims Questionnaire. You will receive a reminder email every seven (7) days until the signature is completed.

Please note: Your Claim is not considered submitted until you electronically sign your Expedited Claims Questionnaire. If you are not represented by an Attorney, only the Claimant will be required to electronically sign the Expedited Claims Questionnaire. However, if you are represented by an Attorney, both the Claimant and their Attorney must electronically sign the Expedited Claims Questionnaire to complete the Questionnaire. If applicable, the Expedited Claims Questionnaire will be sent for electronic signature to the Primary Attorney Contact as indicated in “Section B - Attorney Contact Information” of the questionnaire.



Step 3: Once all parties have electronically signed the Expedited Claims Questionnaire, all parties will receive an email from the Scouting Settlement Trust <info@scoutingsettlementtrust.com> notifying them that the Expedited Claims Questionnaire has been submitted to the Trust.



Step 4: All parties will also receive an email from Adobe Sign on behalf of the Scouting Settlement Trust <adobesign@adobesign.com> similar to the one below. Click on the blue “Open Agreement” button in order to review a copy of the signed Expedited Claims Questionnaire. It is recommended that you download and maintain a copy of the signed Expedited Claims Questionnaire for your records.

