
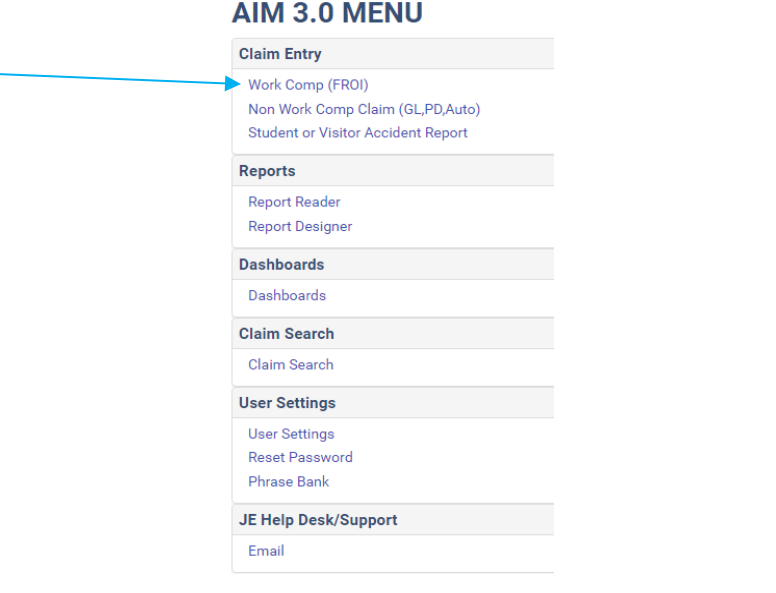


Johns Eastern AIM 3.0 - FROI Entry Guide

Johns Eastern Co., Inc. offers online access to clients for adding a First Report of Injury (worker’s compensation claims). This can be done by navigating to the AIM 3.0 website located at: <https://johnseasternenterprise.jw-filehandler.com>

- **NOTE:** Chrome is the preferred web browser to use while using any JE services within the AIM 3.0 system. If using Internet Explorer, please ensure that this site is not among those listed in the compatibility view settings.

The instructions below will guide you through the process of adding a new FROI.

<p>Accessing FROI Entry - 1. Go to: https://johnseasternenterprise.jw-filehandler.com</p>	
<p>2. Login with the supplied username and password. If logging into the Johns Eastern system for the first time you will be required to reset your password. Initial first-time logins are generally Jeco1234 (Note that the J is capital).</p>	 <p>The image shows the AIM 3.0 login interface. At the top, there is a blue curved arrow pointing right above the text 'AIM 3.0' and 'Version 2.0.01.01 Build 4.0'. Below this is a login form with the heading 'Please log in to continue'. It includes input fields for 'User ID' and 'Password', a checkbox for 'Remove other sessions for this user ID.', a 'Log In' button, and a 'Forgot Password?' link.</p>
<p>3. Select the first option on the homepage (Work Comp).</p>	 <p>The image shows the 'AIM 3.0 MENU' with several categories and options. A blue arrow points from the text 'Work Comp' in the instruction to the 'Work Comp (FROI)' option under the 'Claim Entry' category.</p> <ul style="list-style-type: none"> AIM 3.0 MENU <ul style="list-style-type: none"> Claim Entry <ul style="list-style-type: none"> Work Comp (FROI) Non Work Comp Claim (GL,PD,Auto) Student or Visitor Accident Report Reports <ul style="list-style-type: none"> Report Reader Report Designer Dashboards <ul style="list-style-type: none"> Dashboards Claim Search <ul style="list-style-type: none"> Claim Search User Settings <ul style="list-style-type: none"> User Settings Reset Password Phrase Bank JE Help Desk/Support <ul style="list-style-type: none"> Email

Adding a new FROI Entry -

4. Click "Enter New Claim" and the wizard will begin.
5. On the next page, select your company from the dropdown.
6. A pop-up will appear asking for the injured worker's social security number. This will search to see if they exist in the database. If they do, some information will be pre-filled. Otherwise, enter the information as requested.
7. Click "Create First Notice" to continue.

FIRST REPORT OF INJURY INFORMATION ENTRY

Enter New Claim + Print Show/Hide Search

First Report

Select Company *
 Cancel x

First Report

Enter Loss Date and Time *

Employee Information

Social Security Number * xxx-xx-1010

First Name * MI

Last Name *

Address1 *

Address2

City *

State *

Zip Code *

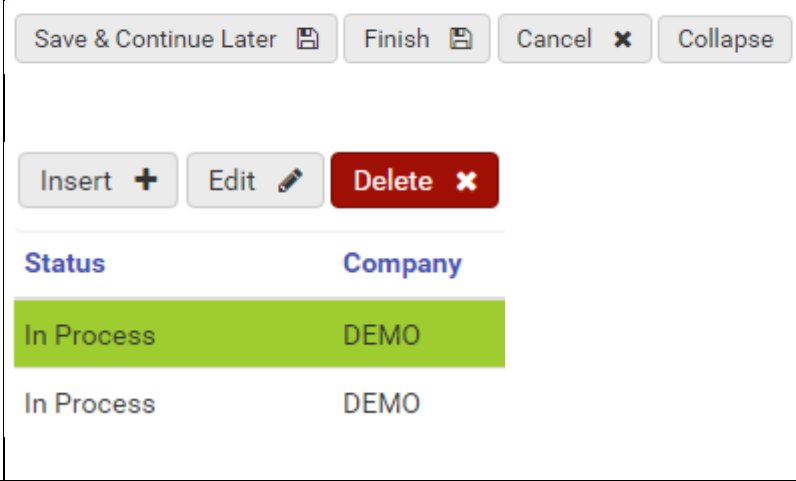








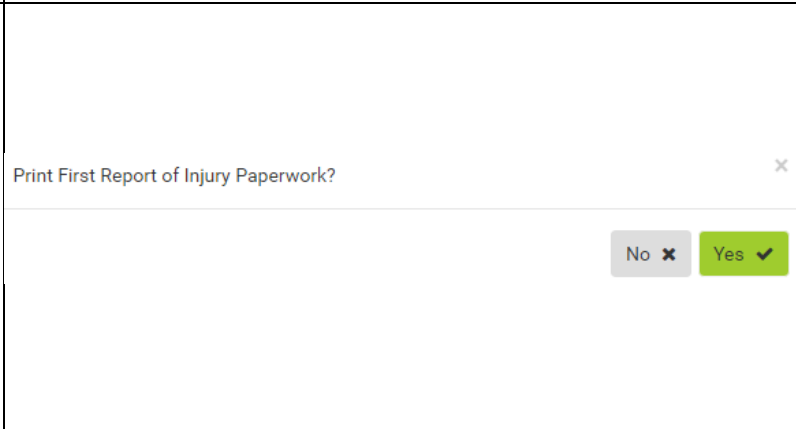



Create First Notice Cancel x

8. Throughout the form, you'll be asked to enter dates and times. When you click on the field, a pop-up will show a calendar. It is important to click Apply (in green) once selected for the date/time to be entered.

12 : 00 AM Apply Clear

< Mar 2019 >

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

<p>9. At any time, you may save your entry as a work-in-progress by clicking “Save & Continue Later” at the top of the page.</p> <p>To return to an unfinished entry, simply select the entry and click “Edit” after step 3.</p>	 <p>Save & Continue Later  Finish  Cancel  Collapse</p> <p>Insert  Edit  Delete </p> <table border="1"> <thead> <tr> <th>Status</th> <th>Company</th> </tr> </thead> <tbody> <tr> <td>In Process</td> <td>DEMO</td> </tr> <tr> <td>In Process</td> <td>DEMO</td> </tr> </tbody> </table>	Status	Company	In Process	DEMO	In Process	DEMO
Status	Company						
In Process	DEMO						
In Process	DEMO						
<p>10. Complete all 9 of the steps. Step 7 has 2 parts and step 8 has 3 parts.</p> <p>All required fields (marked with red asterisks) must be completed.</p>	 <p>Step 1: Employee Summary</p> <p>Step 2: Employee Detail</p> <p>First Name *</p> <p>Last Name *</p> <p>Loss Date and Time *</p> <p>Accident Description *</p>						
<p>11. Once completed, click the “Finish” button at the bottom of the page.</p> <p>If any errors are found, the field will become highlighted red.</p>	 <p>Author's Position *</p> <p>'Author's Position' is a required field.</p>						
<p>12. A pop-up will appear when successfully submitted, asking if you’ve like to print the paperwork. If so, click the “Yes” box.</p> <p>Note: if you’re pop-up blocker is on, the reports will be caught by it. You must disable it to allow the paperwork to display.</p>	 <p>Print First Report of Injury Paperwork? </p> <p>No  Yes </p>						