



## How to report a claim

All claims regardless of severity or location should be reported to the Claims Intake Center. The Claims Intake Center is ready to accept new losses and provides four ways for you to submit new loss reports:

**E-mail:**  
WellGuard@aig.com

**Phone:**  
877-730-9747

**Fax:**  
855-862-3914

**Mail:**  
Lexington Claims Department  
C/O ACPC  
PO Box 2310  
Alpharetta GA, 30009

### **Important information:**

- Notices that do not require action (“incident reports”) should be clearly marked “REPORT ONLY”.

The Claims Intake Center will review all claims notices upon receipt and assign to the handling branch office. A claim acknowledgement will then be transmitted to the designated individual advising of the claim number and the adjuster assigned to the claim.

