

INSTRUCTIONS: CLAIMS FORM COMPLETION

A. GENERAL INSTRUCTIONS

1.	Claims Package: Primary Counsel for Claimants, and all Unrepresented (<i>Pro Se</i>) Claimants, must complete a Claims Form. A Claims Form must be included in the Claims Package for each Claimant and the Claims Administrator will not begin a review of the Claim until a Claims Form is received. See the document titled <i>Guidelines for Creation and Submission of Claims Packages</i> for a summary of how to assemble and transmit the Claims Packages.
2.	Plaintiff/Claimant Profile Form or Fact Sheet and Attachment A to the Claims Form: All Claimants (or their Primary Counsel) must complete and submit Sections A through F of the Claims Form. If the Claimant has completed and supplied a Profile Form as defined in Section 17.1.71 of the Settlement Agreement, those documents must be included in the Claims Package. Any Claimant who has not completed and supplied a Profile Form must also complete Attachment A to the Claims Form and include that as part of the Claims Form in the Claims Package for that Claimant.
3.	Deadline for Submission: <i>The Claims Package, including the Claims Form, must be submitted to the Claims Administrator no later than July 1, 2008.</i>
4.	Methods Available for Completion: There are two methods available for you to complete a Claims Form for a Claimant: (a) On-Line Method: The easiest way for you to complete a Claims Form is to do so on-line using the web application the Claims Administrator has created for that purpose. This permits you to enter information into the Claims Form on-line using your secure Vioxx Portal website and then print the completed Claims Form to have it signed, where required. (See Section 5 below). This is the preferred method for completing a Claims Form. To use the On-Line Method, go to your secure Vioxx Portal website and log on using your User Name and Password previously issued to you by the Claims Administrator. After you have successfully logged on, click on “Claimant Search” in the list of options on the left of your screen. Select a Claimant by clicking on the VCN number and it will take you to the “Claimant Demographic” screen. At the right you will see a “Form Links” menu. Select the “Claims Form” link and follow the instructions. (b) Manual Method: If you cannot use the On-Line Method, you can obtain the official Claims Form from the Claims Administrator’s website. Once on the Internet, go to www.browngreer.com/vioxxsettlement . After you are on that site, navigate to the “Claims Package Submission” section. Click on “Obtain Claims Form” and download that form to your computer or server. Then you can print out the Claims Form to fill in the answers. Be sure to print in black ink or type all the answers on the Claims Form. If you cannot download this Claims Form, email the Claims Administrator at claimsadmin@browngreer.com and request that one be emailed or mailed to you.
5.	Required Signatures and Method of Submission: (a) If Profile Form Previously Submitted: If a Profile Form was previously submitted and Counsel indicates in Section F of the Claims Form that a Profile Form will be included in the Claims Package submission, only Primary Counsel must sign in Section F. If a Claimant is unrepresented, he/she must sign in Section F. Counsel or an unrepresented Claimant may insert an electronic signature on the Claims Form to

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complete the submission to the Claims Administrator (see Section B.13 below). If the electronic signature feature is not used, the completed Claims Form can be printed from the secure website portal and mailed or delivered to the Claims Administrator with an original signature or scanned signature with the Claims Package.

(b) If Profile Form Not Submitted: If a Profile Form was *not* submitted previously or Counsel does not indicate in Section F of the Claims Form that a Profile Form will be included in the Claims Package submission, Counsel must sign in Section F and the Claimant must sign Attachment A to the Claims Form under penalty of perjury. Once the Claims Form is completed, Counsel must print it, sign it in Section F, obtain the Claimant’s original signature on Attachment A, and then mail or deliver the complete Claims Form with original signatures to the Claims Administrator.

B. INSTRUCTIONS FOR ON-LINE METHOD

1.	Accessing Your Vioxx Portal: First, go to your secure Vioxx Portal website. Log on to your Vioxx Portal using your User Name and Password previously issued to you by the Claims Administrator. If you do not already have a User Name and Password to use your Vioxx Portal, email the Claims Administrator at claimsadmin@browngreer.com and request that they be issued to you.
2.	Getting Started On-Line: After you have logged on successfully to your Vioxx Portal, click on “Claimant Search” in the list of options on the left of your screen.
3.	<p>Claimant Search: You will see a Claimant Search screen. This allows you to find the Claims Form on-line for each of the Claimants identified in a Claimant Spreadsheet submitted by a Primary Counsel, or by an Unrepresented Claimant. You can search several ways:</p> <p>(a) Specific Search: Check Specific Search to search for a claimant by VCN, First Name, Last Name, or Social Security Number. Fill in the information on the search criteria you choose to use and click Search. This search request is not case-sensitive. If you want to see all Claimants whose last name starts with B, for example, then just enter B in the Last Name field. The Search Results will appear on screen. Click on the desired Claimant to go to that Claimant’s Claims Form.</p> <p>(b) Show All: If you want to see a list of all the Claimants in a Claimant Spreadsheet submitted by Primary Counsel, then click Show All. All Claimants will appear.</p>
4.	CF Last Update: This column in the Search Results will tell you when you last edited a Claims Form for that Claimant. If you have not yet entered any information in a Claims Form for a Claimant, this column will be blank. This enables you to tell which Claims Forms you have already done in a list of Claimants.
5.	Claimant Demographics Screen: The first screen you will see is the Claimant Demographics screen. This reflects the information provided in a Claimant Spreadsheet or Pro Se Registration Affidavit. You can edit the information on this screen.
6.	Accessing the Claims Form for a Claimant: To the right of the Claimant Demographics screen, click “Claims Form.” That will take you to the On-Line Claims Form for that Claimant.
7.	Information Already in the Claims Form: After you open a Claims Form for a Claimant, you will see that certain information already appears in some of the answer

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	spaces in the Form. The Claims Administrator has taken the information provided on a Claimant in a Claimant Spreadsheet or Pro Se Registration Affidavit and transferred that information to the appropriate places in the Claims Form. You must review this information. If any of it has changed or is incorrect for any reason, you must change it on-line. Whatever information you enter in the Claims Form will be the controlling information on that Claimant and will supersede the information in a Claimant Spreadsheet or Registration Affidavit.
8.	The Edit Function: The first screen of the Claims Form will show you an Instructions section. It contains three buttons. To insert answers into the Claims Form, click on “Edit.” Use the “Back to Claimant” button to go back to the Claimant Demographics screen. You should not use the Print function until after you have completed the Claims Form on-line.
9.	Completing the Claims Form On-line: After you click on the Edit button, you will see a Claims Form presenting all the Questions in the hard copy Claims Form. Go through each Question and enter the appropriate answers to every Question in the spaces provided. Use the drop-down lists to select answers where that function is provided.
10.	Moving From Page to Page: As you finish each page on screen, review the information you have entered. If you are satisfied it is correct, click “Save and Next” to save the information and proceed to the next page. If you ever want to go back to a previous page, click “Back.” If you want to skip a page and come back to it later, click “Skip and Next.”
11.	Section E: Injury Information: In the box under this section, select the Claimant’s <u>primary</u> injury arising from their use of Vioxx and provide the date of this injury. If the Claimant is alleging a Second Eligible Event under section 3.5 of the Settlement Agreement, then select the <u>secondary</u> injury and its corresponding date. Only two injuries are contemplated under the Settlement Agreement. If you are alleging more than two Eligible Events, submit all required PME records for each event to the Claims Administrator and detail the subsequent Eligible Events in a cover letter and include it with your Claims Package.
12.	Section F: Claims Package Materials: Here, check each item that you will be providing in the Claims Package for this Claimant. If you check that you will be submitting the Plaintiff Profile Form or Claimant Profile Form, then you will not need to and will not be able to enter any information in the Attachment A section of the Claims Form. If you leave that unchecked, then you must answer all the Questions in Attachment A before you can Finish and Print the Claims Form.
13.	Electronic Signature Option in Section F: The On-Line Method allows you to insert an electronic signature once all of the Claims Form data is complete. <i>Use of an electronic signature will eliminate the need for you to print or submit a hard copy of the Claims Form to the Claims Administrator.</i> Once you type in your name for your electronic signature, click the “Accept” button to the right of the signature block. You then will be prompted to “Agree” or “Disagree” with the terms of the electronic signature. If you click “Agree” the data and electronic signature will be transmitted to the Claims Administrator and you do not have to submit an original signature or electronic copy of the Claims Form with your Claims Package. You will not be able to insert a date in the date field when using the electronic signature, because the date will be generated automatically as soon as you select “Agree.”

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14.	Finish: After you have entered answers to all Questions, the last page shows a “Finish” button. Click on it to save the entire Claims Form as you have completed it. You will be returned to the first page of the Claims Form. If you have used the electronic signature, you do not need to do anything further to submit your Claims Form to the Claims Administrator. As soon as you select “Agree” on the electronic signature window, the Claims Administrator’s system will reflect that a Claims Form has been submitted and the data you have entered on the on-line Claims Form will be reviewed by the Claims Administrator.
15.	Printing: If you have not used the electronic signature and need to print the Claims Form to obtain original signatures for submission to the Claims Administrator, click on the “Print” button in the Instructions section of the first page of the Claims Form to print the Claims Form, with all of your answers, on your printer. Include that hard copy in the Claims Package you send to the Claims Administrator on that Claimant.
16.	Going In and Out of a Claims Form: It is best if you can complete the Claims Form for a Claimant in one session. If you get interrupted or do not have all the information needed, you can click “Save & Next” on each you have and then exit the Claims Form by clicking “Back to Claimant.” You can then exit that screen by choosing a new Claimant Search or by logging off your Vioxx Portal by clicking “Sign Out” in the list of options on the left side of your screen.
17.	Multiple Users: If you have more than one person using this system at the same time, be sure that you divide things up so that only one person is working on the same Claims Form at a time. Two users trying to enter data into the same Claims Form simultaneously will lead to corrupt data.
18.	Problems and Help: If you have any problems with the system, email the Claims Administrator at claimsadmin@browngreer.com or call or email your CA Contact.