



Athens Online Claim Reporting

1. Go to www.AthensAdmin.com/reportclaim
2. User ID: athens2 (lower case)
Password: athens2 (lower case)
**Click "OK".
3. Next Page
**Click "Continue" at the bottom of the page.
4. Complete the Employer, Employee, Incident and Medical sections.
 - a. If you want to receive a copy of the completed 5020 form, on the last page of the medical section, click on "Click Here" to receive a copy of the 5020. You can either provide your fax number or email address.
5. Click "Continue" on the Fraud Statement screen.
6. Click "Submit Claim" button.