

Liberty Mutual Job Aid – Compex Portal

On the Compex website under the resource center are instructional videos on how to navigate the portal.

www.compexlegal.com

The screenshot displays the Compex portal interface. At the top, the logo 'COMPEX' is visible with the tagline 'Tomorrow's Solutions TODAY'. A search bar is present with a dropdown menu for 'All Clients' and a search button. The user is logged in as 'Sheryl Boardman' with options for 'MY PROFILE' and 'LOGOUT'. The 'Selected Client' is 'Compex Legal Services - PDF - California FILES (San Francisco)'. The navigation bar includes 'ORDER RECORDS', 'MY ORDERS', 'CHRONOLOGICAL INDEX', and 'RESOURCE CENTER' (highlighted with a red box). The 'MESSAGE CENTER' shows three notifications: '0 New Order(s) waiting for additional information', '0 New Order(s) updated with records', and '0 Draft you t'. The 'My Orders' section shows 'ORDERED BY' as 'Sheryl Boardman' and 'ORDER GROUP' as 'Orders Placed'. Below this, there are tabs for 'ALL(51)', 'IN PROCESS(47)', 'ACTION REQUIRED (0)', and 'RECORDS'. The 'RESOURCE CENTER' is expanded to show three columns: 'Library of Forms', 'Reference Links', and 'Help' (highlighted with a red box). The 'Library of Forms' section describes a vast list of authorization forms. The 'Reference Links' section lists important sites like Medical Boards & Directories, Legal Codes & Rules, Court Sites, Federal Government sites, and Law. The 'Help' section lists tutorials for placing, viewing, and updating orders, as well as system requirements.

These videos are broken down by specific tasks. Some of the most important ones for Liberty Claims and Legal are:

[How to place an Authorization Request for Records](#)

[How to place an Order for a Civil Subpoena for Records](#)

[Overview of My Orders Page](#)

[How to Check Order Status](#)

[Viewing records, multiple download & Merge and search](#)

[Resource Center & Library of Forms](#)

[TruSummary](#)

[Share Orders Feature](#)

[Records to IME](#)