Log into FINS

Click on "Exp Rpt – Create/Edit Attach/Submit" in the left hand column:
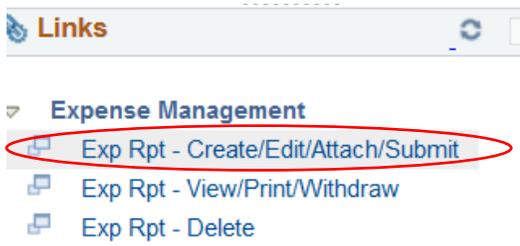
Click on the "Find Existing Value" tab:
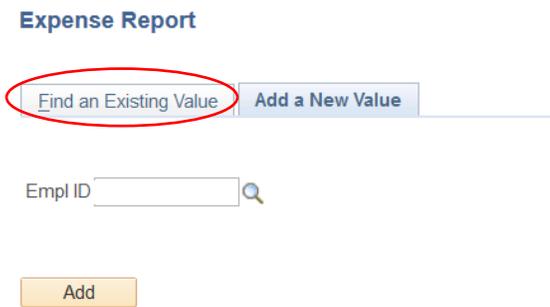
Then click on "Search" and all of your pending claims will appear