



## CCC ONE® Estimate Share - Requesting an Estimate Share Supplement Assignment for a Non CCC Repair Facility

### Introduction

This job aid describes the process a repair facility without a CCC ONE® Estimating license uses to request an Estimate Share claim assignment written by the insurance company staff appraiser or a repair facility with CCC ONE® Estimating.

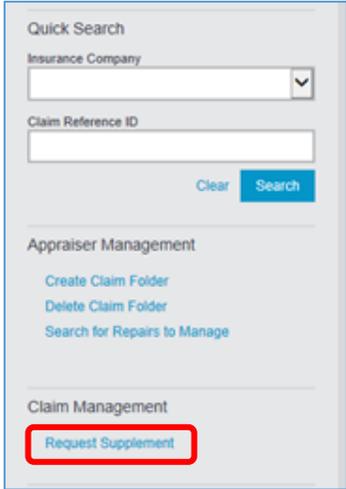
### Before you begin

You must have the staff appraiser Estimate of Record on hand. You will need to provide the claim number and the Workfile ID from the Estimate of Record to request an Estimate Share supplement assignment.

**Note:** The original Estimate of Record photos will not be downloaded to your repair facility.

### Requesting an Estimate Share Supplement Assignment

Step	Action
1.	<p>Login to the CCC Portal using your AVAM user name and password. On this screen you are able to upload estimate to claims that are already assigned to you.</p> <p>If the claim is not assigned to you and you want to make a supplement request on it, click on <b>Request Supplement</b>.</p>



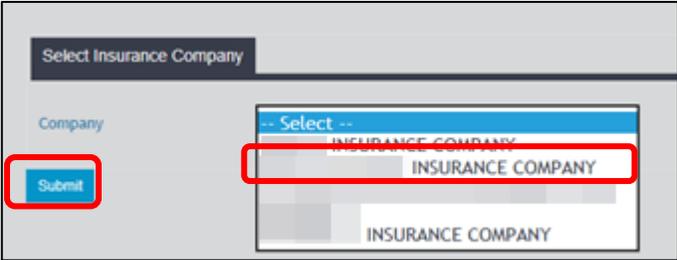
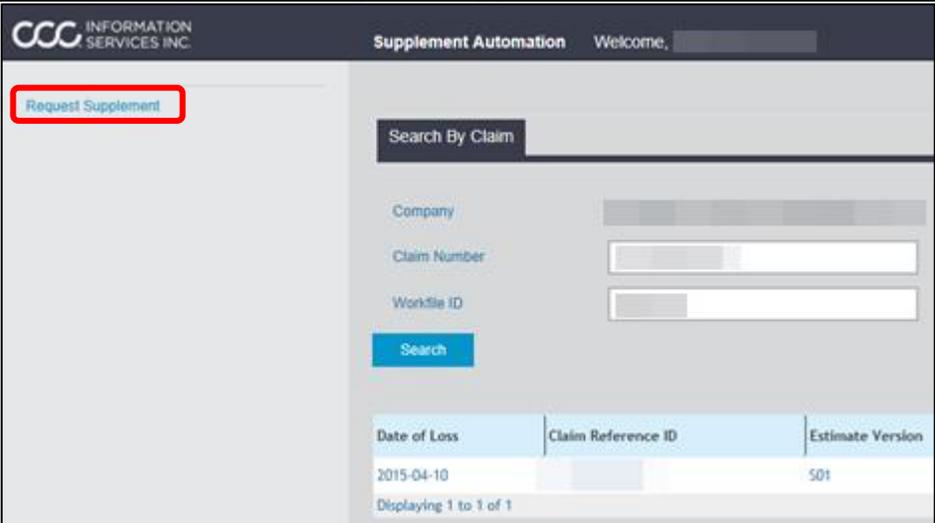
The screenshot shows a web interface with a 'Quick Search' section containing a dropdown for 'Insurance Company' and a text input for 'Claim Reference ID'. Below this is an 'Appraiser Management' section with links for 'Create Claim Folder', 'Delete Claim Folder', and 'Search for Repairs to Manage'. At the bottom is a 'Claim Management' section with a 'Request Supplement' button highlighted by a red rectangle.

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## CCC ONE® Estimate Share - Requesting an Estimate Share Supplement Assignment for a Non CCC Repair Facility, Continued

Requesting an Estimate Share Supplement Assignment, continued

Step	Action
2.	Select the insurance company from the <b>Company</b> droplist, and then select <b>Submit</b> . 
3.	From the Estimate of Record, locate the claim number and workfile ID, enter the values in the appropriate fields on the screen, and then select <b>Search</b> . The claim will appear in the section below the Search button. 
4.	Click on the <b>Request Supplement</b> link. 

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## CCC ONE® Estimate Share - Requesting an Estimate Share Supplement Assignment for a Non CCC Repair Facility, Continued

Requesting an Estimate Share Supplement Assignment, continued

Step	Action
5.	Click on the <b>Home</b> icon to return to the Home page.
6.	Import the EMS supplement assignment into your estimating application, create the supplement, and then upload the EMS supplement via AVAM.

Request Supplement

Send Successful  
Supplement Request has been sent successfully

Search By Claim

Company  
Claim Number  
Workfile ID  
Search

Date of Loss	Claim Reference ID	Estimate Version	Estimated Amount	Vehicle	Action
2015-04-10		SD1	630.65		Request Supplement