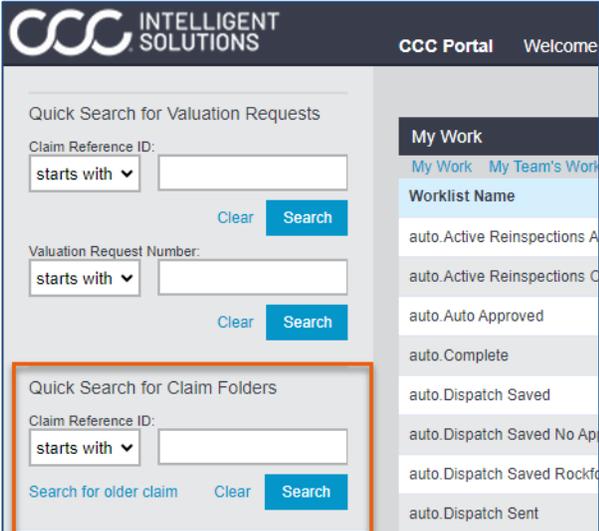


Workflow Claims Management (CCC Portal) – Claim Folder Documents – Locate and Print

Introduction This job aid reviews the steps necessary for locating and printing documents within CCC ONE[®] Workflow Claims Management.

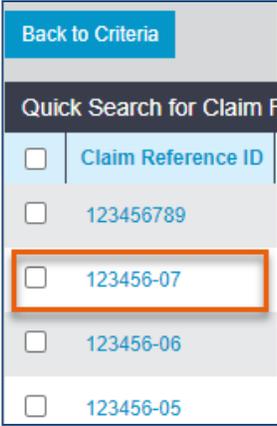
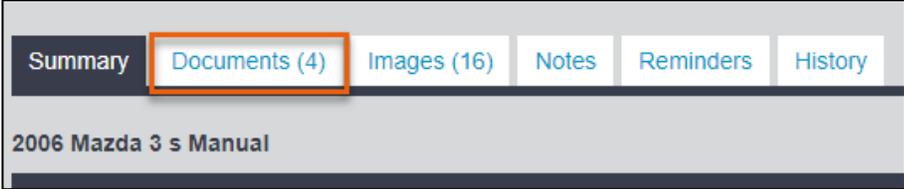
Finding and Printing Documents Follow the steps in the table below to view and print claim folder documents:

Step	Action
1	<p>From the CCC Portal homepage, enter the Claim Reference ID into the Quick Search for Claim Folders field, and then click Search.</p> <p>Note: At least 4 characters must be entered in this field. Searches can be conducted with starts with or contains parameters.</p> 

Continued on next page

Workflow Claims Management (CCC Portal) – Claim Folder Documents – Locate and Print, Continued

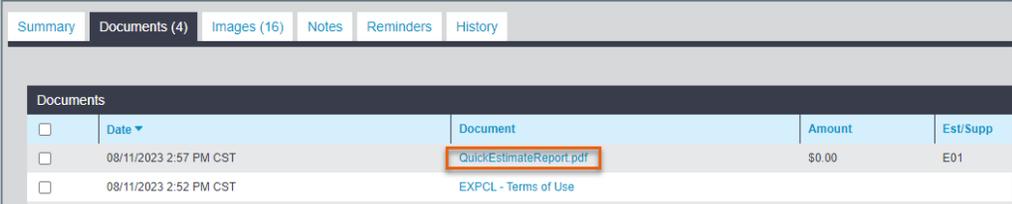
Finding and Printing Documents, continued

Step	Action
2	<p>From the list of search results, click the Claim Reference ID of the appropriate Claim Folder.</p> 
3	<p>The Claim Folder Summary page displays. Click the Documents link to view the estimates or supplements.</p> 

Continued on next page

Workflow Claims Management (CCC Portal) – Claim Folder Documents – Locate and Print, Continued

Finding and Printing Documents, continue

Step	Action
4	<p>The Documents page displays. To view any document, click the link that applies. The document opens in a new window.</p> 
5	<p>To Download or Print a document, use the icons on the tool bar.</p> 