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

Introductior	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	From the CCC Portal homepage, enter the Claim Reference ID into the Quick Search for Claim Folders field, and then click Search .		
	CCC Portal Welcome Quick Search for Valuation Requests My Work Claim Reference ID: My Work starts with •		

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

Finding and Printing Documents,

continued

Step	Action			
2	From the list of search results, click the Claim Reference ID of the appropriate Claim Folder.			
	Back to Criteria			
	Quick Search for Claim F			
	Claim Reference ID			
	123456789			
	123456-07			
	123456-06			
	123456-05			
3	The Claim Folder Summary page displays. Click the Documents link to view the estimates or supplements.			
	Summary Documents (4) Images (16) Notes Reminders History			
	2006 Mazda 3 s Manual			

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

Finding and Printing Documents,

continue

Step	Action			
4	The Documents page displays. To view any document, click the link that ap The document opens in a new window.			
	Summary Documents (4) Images (16) Notes Reminders History			
	Documents Date ▼ Document 08/11/2023 2:57 PM CST QuickEstimateReport.pdf 08/11/2023 2:52 PM CST EXPCL - Terms of Use	Amount Est/Supp \$0.00 E01		
5	To Download or Print a document, use the icons on the	tool bar.		
	Assignment Details Claim Ref: 123456-07 Loss & Adjuster			



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