Logging into the CCC® Portal

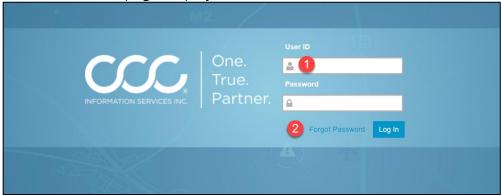**Overview**   This job aid reviews the steps necessary to log into the CCC® Portal.

Logging In

Step	Action
1	To log into the CCC Portal, go to: **www.mycccportal.com**
2	Enter your **User ID** and **Password** into the CCC Portal login screen.
3	Click the **Log In** button.

Forgot your Password?

If you forget your password, enter your **User ID** and click the **Forgot Password** link. A page displays with further instructions.

Tips for Using the CCC® Portal

Don't Use Browser Back & Forward Navigation Buttons
Using the Back and Forward navigation buttons located on your browser window may result in lost data. Do not use these buttons to navigate. Instead, use the links within the CCC Portal Pages and remember to save your work often.

Opening a New Browser Window
If you have a need to go to another Web site while working in the CCC Portal, you must open another browser window. To do this, click File > New > Window.

Closing Browser
Before closing your browser, make sure to save your information and log out. If you close your browser without first saving and logging out, you risk losing any unsaved information.

Timing Out
You are automatically logged out of the CCC Portal if you do not perform a function (i.e. click enter, click search, click save, etc.) for 55 minutes. If you are entering an assignment, be sure to save your information if you step away from your desk. If you do not save your information and time out, you will lose the information. If you are going to be gone for a long period of time log out of the portal.
Note: Once logged out, you will need to open a new browser and log into the CCC Portal again.

Logging Out of an Application
To log out of the CCC Portal, select the Log Out link, then close the browser window. You must re-enter both your username and password to log back into the CCC Portal.

Related Resources

For information regarding specific tasks or products within the CCC Portal, please refer to job aids or training manuals specific to each product.