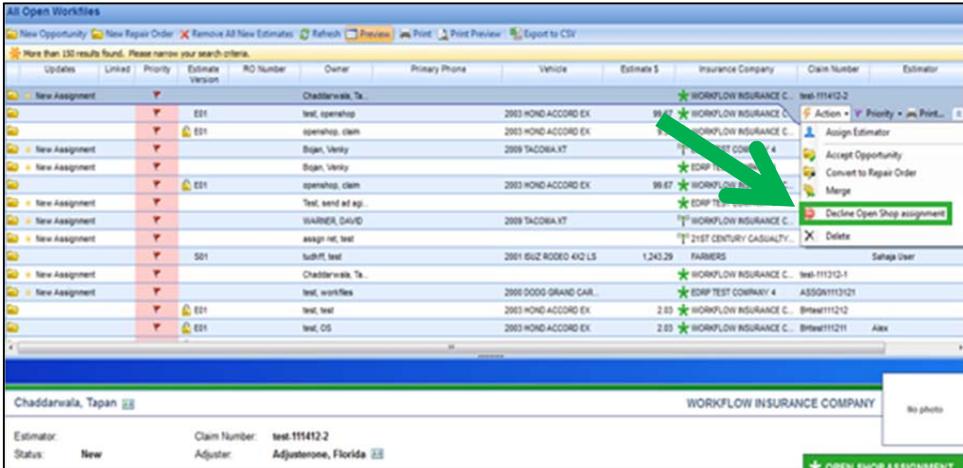


Job Aid: Using Opt In – Opt Out Feature in CCC ONE®

Introduction When an Open Shop assignment is sent, you have the ability to decline working on the assignment. This job aid reviews the steps needed to do this.

Using the Opt Out Feature The table below outlines the steps necessary to use Opt Out in CCC ONE®.

Step	Action
1	From the workfile, click the Actions button on the mini toolbar.
	
2	Click the Decline Open Shop Assignment button.
3	<p>Use the radio buttons to decline <i>This assignment only</i> or <i>This assignment and all future assignments</i>.</p> <div data-bbox="647 1318 1317 1661" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>CCC ONE</p> <p> Decline Open Shop assignment from WORKFLOW INSURANCE COMPANY?</p> <p><input checked="" type="radio"/> This assignment only</p> <p><input type="radio"/> This assignment and all future assignments</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> <p>Note: To Opt In and <i>receive</i> assignments from a non-DRP Insurance Company again, you must contact the Insurance Company and ask to be <i>reactivated</i>.</p>