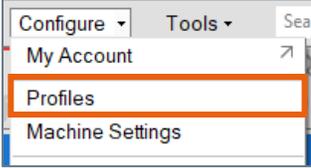
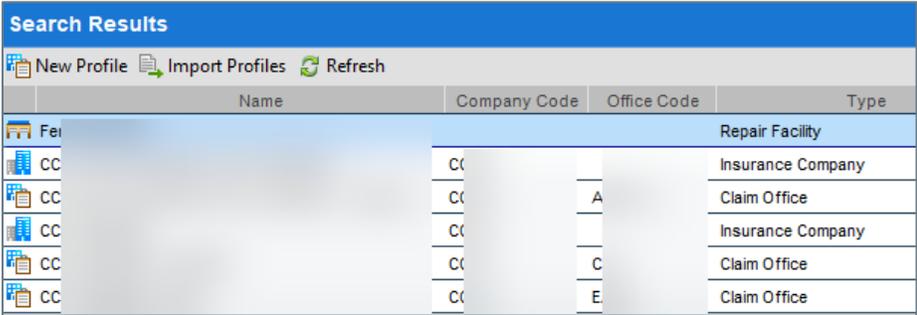


Add CCC® Valuation User ID

Overview This document explains how to add a CCC® Valuation User ID to a Claim Office Profile. This procedure should be completed once the Valuation User ID has been provided by an Insurance Company. Once this ID has been added to the system, valuation requests can be created and submitted from the Claim Office's Profile.

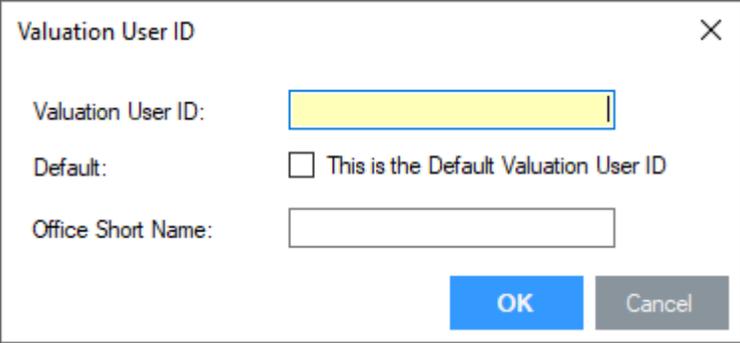
Adding Valuation User IDs

Step	Action																												
1	<p>Click the Configure drop-down menu and select Profiles.</p> 																												
2	<p>Double click the appropriate Claim Office Profile to open it.</p>  <table border="1"> <thead> <tr> <th>Name</th> <th>Company Code</th> <th>Office Code</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Repair Facility</td> <td></td> <td></td> <td>Repair Facility</td> </tr> <tr> <td>CC</td> <td>CC</td> <td></td> <td>Insurance Company</td> </tr> <tr> <td>CC</td> <td>CC</td> <td>A</td> <td>Claim Office</td> </tr> <tr> <td>CC</td> <td>CC</td> <td></td> <td>Insurance Company</td> </tr> <tr> <td>CC</td> <td>CC</td> <td>C</td> <td>Claim Office</td> </tr> <tr> <td>CC</td> <td>CC</td> <td>E</td> <td>Claim Office</td> </tr> </tbody> </table>	Name	Company Code	Office Code	Type	Repair Facility			Repair Facility	CC	CC		Insurance Company	CC	CC	A	Claim Office	CC	CC		Insurance Company	CC	CC	C	Claim Office	CC	CC	E	Claim Office
Name	Company Code	Office Code	Type																										
Repair Facility			Repair Facility																										
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CC	CC		Insurance Company																										
CC	CC	C	Claim Office																										
CC	CC	E	Claim Office																										
3	<p>Click the Valuation User IDs section from the left side menu.</p> 																												
4	<p>Click Add.</p> 																												

Continued on next page

Add CCC® Valuation User ID, Continued

Adding Valuation User IDs, continued

Step	Action
5	<p>Enter the following information:</p> <p>Valuation User ID as provided by the Insurance Company. There is a 5 character limit on this field.</p> <p>Default can be selected as needed to designate a default Valuation User ID if there are multiple Valuation User IDs associated with the Claim Office Profile.</p> <p>Office Short Name can be populated as needed to act as a unique identifier for the Valuation User ID. There is a 40 character limit on this field.</p> 
6	<p>When finished, click OK.</p> 
7	<p>The Valuation User ID is added.</p> <p>Note: Look for a checkmark in the Active column to verify the Valuation User ID is ready to be used.</p> <p>Follow Steps 4-6 to add any additional Valuation User IDs to the Claim Office Profile. Valuation User IDs can also be Edited or Deleted as needed from this screen.</p>
8	<p>When finished editing Valuation User IDs for this Claim Office Profile, click Save and Close.</p> 