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## Job Aid: Working with Supplement Assignments

## Purpose This job aid describes how to work with Supplement Assignments in CCC ONE<sup>®</sup> Estimating.

## Receive Supplement Assignment There are occasions when Supplement Assignments are necessary on an Estimate completed by an Insurance company appraiser or Independent Appraiser. The Insurance Company, when sending the new assignment, has the option to mark it "Request for Supplement".

The Supplement Assignment and the latest estimate and workfile are sent automatically and will appear in your Workfiles View. **No Library Retrieval is needed.** The workfile will display as a "Supplement Assignment" in the Update column to the IA company as shown here.

Quick Search Results								
🗁 New Workfile 🔮 Refresh 🚍 Preview 🛛 🚐 Print 🛕 Print Preview 🛛 🗟 Export to CSV								
🎇 More than 150 results found. Please narrow your search criteria.								
	Updates	▲ Priority	Insurance Company	Estimate Version	Estimate \$	Vehicle	Claim Number	*
6	🖈 Pathways	7	CCC1-IC1 TEST COMPANY-01	E01	793.75	2009 NISS ALTIMA HYBRID	164203042015	
	🖈 Pathways	7	CCC1-IC1 TEST COMPANY-01	E01	1,003.58	2009 TOYO COROLLA LE		
	🖈 Pathways	Ÿ	CCC1-IC1 TEST COMPANY-01	E01	1,179.52	2005 TOYO PRIUS	20150309P	
	🖈 Pathways	Ŷ	CCC1-IC1 TEST COMPANY-01	E01	2,911.24	2007 BMW F650GS		
	🔶 Pathways	Ÿ	CCC1-IC1 TEST COMPANY-01	E01	207.51	2012 MINI COOPER S CLU		
	🔹 Supplement Assignment	Ŷ	((p)) CCC1-IC1 TEST COMPANY-01	🔒 E01	829.97	2013 BMW M5	201502273	
	🖈 Supplement Assignment	8	CCC1-IC1 TEST COMPANY-01	🔒 E01	234.00	2014 HARL FLD-103 DYN	CO3620151	
	🖈 Supplement Assignment	Ŕ	((p)) CCC1-IC1 TEST COMPANY-01	🔒 E01	256.83	2009 TOYO TACOMA 4X	ss2015Mar03C	
	🖈 Supplement Assignment	Ŷ	(()) CCC1-IC1 TEST COMPANY-01	🔒 E01	2,011.20	2010 CHEV MALIBU LTZ	0219201501	
6	🖈 Supplement Assignment	Ÿ	((e)) CCC1-IC1 TEST COMPANY-01	🔒 E01	289.68	1997 ACUR CL 2.2L	ss2015Feb25D	5

**Procedure** Open the workfile and create a supplement as normal. Go to the Message Center or the workfile Notes Tab to view the Instructions to Estimator specific to the requested supplement. These instructions are important because they could contain updated administrative information.

**Important!** Check both areas for the Instructions to Estimator because depending on how the supplement request was sent, the instructions may appear in one place or the other.