

# Confirm Total Loss on a Claim

## Overview

There may be occasions when it's necessary to confirm a total loss on a vehicle claim without an estimate. This job aid describes how to assign yourself to the claim and confirm the total loss in Estimate Review.

## Assign Myself as Reinspector

Follow the steps below to assign yourself as the Reinspector on a claim:

Step	Action
1	Log into the <b>CCC® Portal</b> using your Username and Password.
2	Locate and open the desired <b>Claim Folder</b> .
3	<div style="display: flex;"> <div style="border: 1px solid gray; padding: 5px; width: 200px;"> <p>Valuation Request Valuation</p> <hr/> <p>Desk Review Estimate Review Approve Days to Repair <b>Assign Myself</b></p> </div> <div style="margin-left: 20px;"> <p>From the left panel of the Claim Folder, select <b>Assign Myself</b> from the Desk Review section of the Actions tab.</p> </div> </div>
4	<p><b>If there was no Reinspector currently assigned to the claim:</b>            You will see the confirmation message shown here. You are now the Reinspector assigned to the claim. A Business Event will also be generated for this claim.</p> <div style="border: 1px solid gray; padding: 5px; width: 250px;"> <p><b>Assign Myself</b></p> <p>You are successfully assigned as the reinspector on this claim.</p> <p style="text-align: right;"><b>OK</b></p> </div> <p>-----</p> <p><b>If you are already the assigned Reinspector on the claim:</b>            You will see the confirmation message shown here that you are the assigned Reinspector for this claim.</p> <div style="border: 1px solid gray; padding: 5px; width: 250px;"> <p><b>Assign Myself</b></p> <p>You are the assigned reinspector on this claim.</p> <p style="text-align: right;"><b>OK</b></p> </div> <p>-----</p> <p><b>If there is already an assigned Reinspector on the claim and you assign it to yourself:</b>            You will see the confirmation message shown here that you are now the Reinspector assigned to the claim. A Business Event will also be generated for this claim that it has been reassigned.</p> <div style="border: 1px solid gray; padding: 5px; width: 250px;"> <p><b>Assign Myself</b></p> <p>You are successfully assigned as the reinspector on this claim.</p> <p style="text-align: right;"><b>OK</b></p> </div>

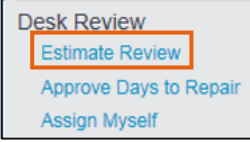

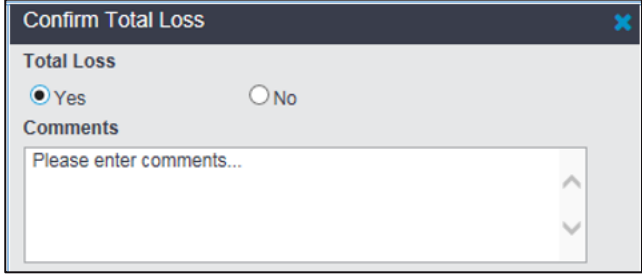
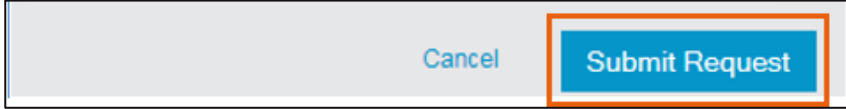
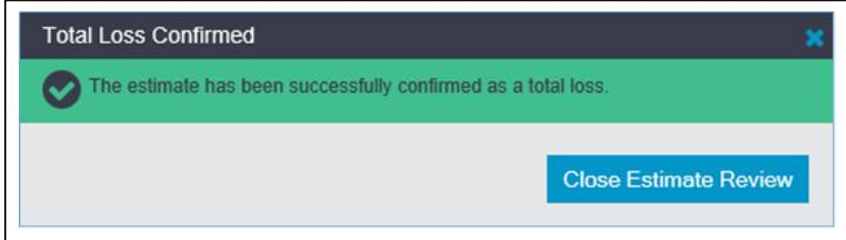
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## Confirm Total Loss on a Claim, Continued

### Confirm Total Loss

While still in the claim, next, confirm the claim as a Total Loss. Follow the steps below to do so:

Step	Action
1	<p>From the left panel of the Claim Folder, click <b>Estimate Review</b> from the Desk Review section of the Actions tab.</p> 
2	<p>From the Actions drop-down menu, select <b>Confirm Total Loss</b> and click the <b>Go</b> button.</p> 
3	<p>The Confirm Total Loss popup displays. Click <b>Yes</b> and enter any required comments.</p> 
4	<p>Click <b>Submit Request</b>.</p> 
5	<p>A confirmation message displays. You can close Estimate Review.</p> 

Version History

Version Number	Revision Date	Description
1.0	08/24/2021	Version history added for tracking; no other changes implemented.

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