

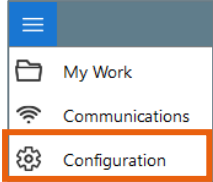
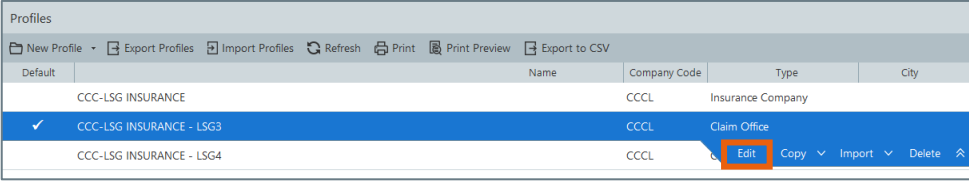
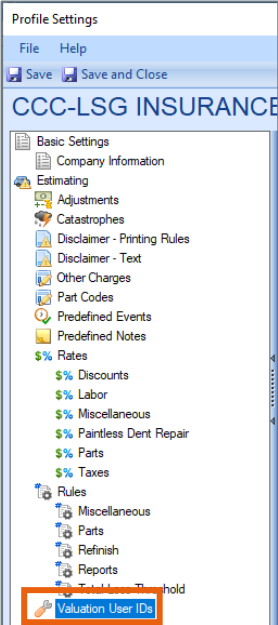
Add Valuation User IDs in CCC® Estimating

Purpose

To submit claims as a Total Loss, you must add a Valuation User ID to your Claim Office Profile. This job aid demonstrates how to add a User ID so that you can submit valuation requests in CCC Estimating for Insurance.

Procedure

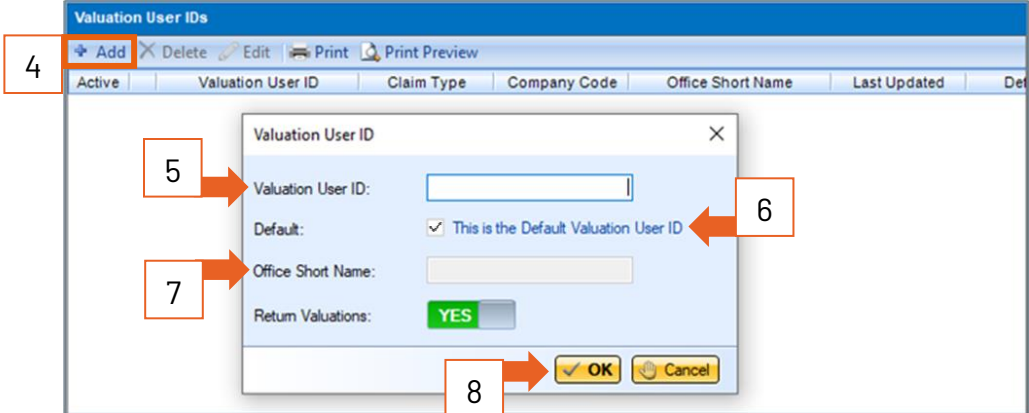
Use the following steps to add a Valuation (Total Loss) User ID to a Claim Office Profile:

Step	Action
1	Click on Configuration from the main drop-down menu. 
2	The Profiles window displays. Locate the Claim Office Profile you want to update with a total loss User ID, then click Edit from the mini toolbar. 
3	The Profile Settings window opens. Select Valuation User IDs from the left panel. The Valuation User IDs panel displays. 

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Add Valuation User IDs in CCC® Estimating, Continued

Procedure,
continued

Step	Action
4	Click +Add . The Valuation User ID window opens.
5	Enter the Valuation User ID exactly as provided. Note: Each ID listed includes Company Code, Office Short Name, and Last Update. The Default ID will be checked.
6	If this Profile has several User IDs, check the Default checkbox if this will be the Primary total loss User ID.
7	Enter the Office Short Name .
8	Click OK to add the User ID. 
9	Repeat this process for each User ID that must be added. When finished adding User IDs, click Save and Close . 