

CCC® Workflow Appraiser Management – Uploading a Supplement

Overview Often a Shop will need to upload a Supplement to the CCC® Portal. The uploading process is similar to uploading an Estimate. The Supplement must be locked/committed/completed and cannot be a Corrected Estimate.

This document explains how to properly upload a Supplement (S01, S02, etc.) using CCC® Workflow - Appraiser Management. It includes specific information on what to do so the EMS and PDF files are accepted and uploaded correctly.

Step #1 Click the **Claim Number** that requires the Supplement (#1).
Select Claim Number

Current Claim Folders					
Claim Reference ID	Insurance Company	Date	Owner	Vehicle	
10	CCC TRAINING	11/12/2019		2008 BENZ M-CLASS ML350 4MATIC	
110	CCC TRAINING	11/06/2019			

Step #2 Use the **Add EMS** button to add EMS files for the Claim (#2).
Add EMS File

EMS Files

i EMS Upload Steps - For illustrations, [click HERE](#)

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No EMS files added

Add EMS

Note: For instructions which are embedded on the screen, you can use "click HERE."

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Step #3 Click the **radial button** to select the EMS file you want to upload (#3).
Select EMS

EMS Files

EMS Upload Steps - For illustrations, [click HERE](#)

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Name	Claim Reference ID	Vehicle Owner	Vehicle Year Make Model	Selection	Actions
			08,BENZ,M-Class ML350 4MATIC	<input checked="" type="radio"/>	

Step #4 Use the **Add PDF** button (#4) and select any PDFs for the Claim.
Add PDF Make sure the pdf version matches the supplement version.

PDF Files

PDF Upload Steps - For detailed instructions, [click HERE](#)

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No PDF files added

Add PDF

Note: For instructions which are embedded on the screen, you can use "click HERE."

Step #5 Use the **Estimate/Supplement** drop-down to change from Estimate to Supplement.
Change Estimate to Supplement If uploading a Supplement 2 or higher, use the +/- (#5) to change to the correct Supplement number.

PDF Files

PDF Upload Steps - For detailed instructions, [click HERE](#)

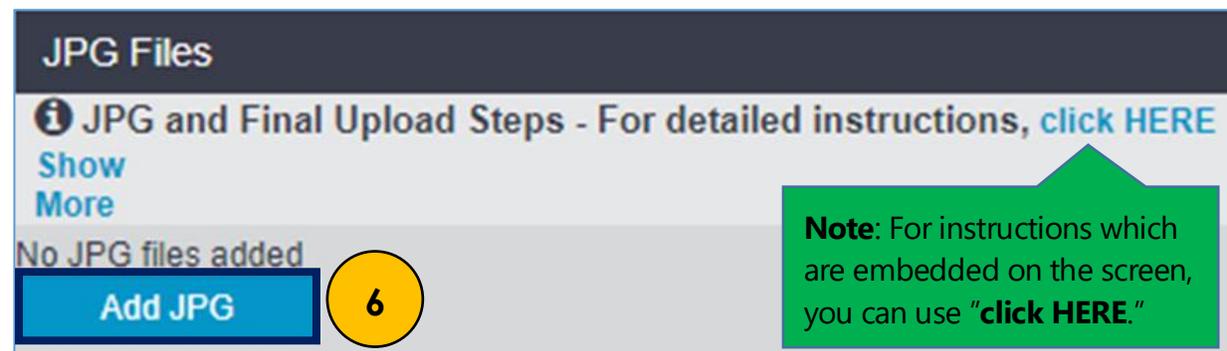
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Name	Date	Size	Type*	Estimate/Supplement*	Actions
	Invalid Date	171.21 KB	Estimate Print Image	Estimate Supplement	

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Step #6 Use the **Add JPG** button (#6) and select the images you want to upload for the claim. A pop-up window lets you select the JPGs.



Step #7 Once the EMS/PDF/JPG files are added, click **Audit Review and Upload** to upload the Supplement.

Once all the documents upload, a confirmation will appear (#7) at the top of the screen.

