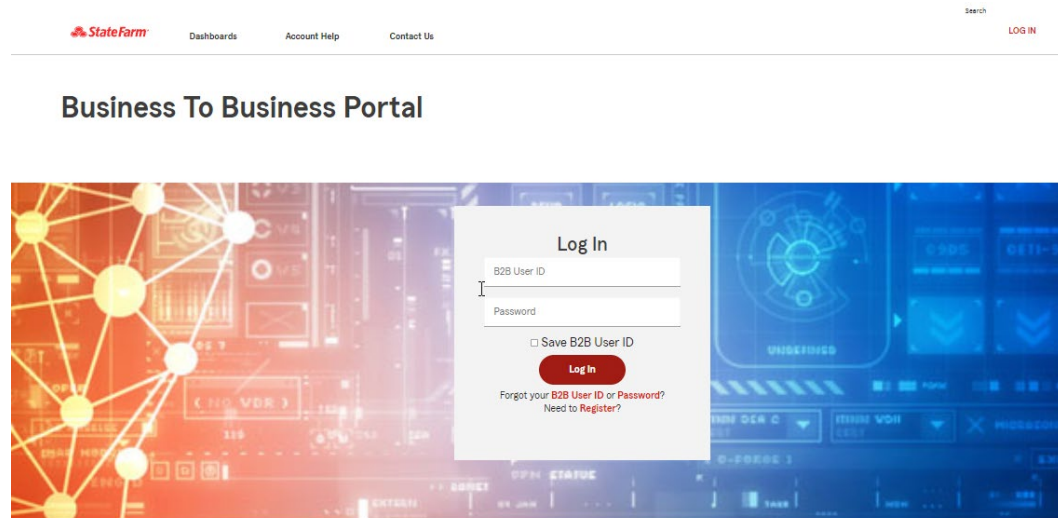Login is required to view the State Farm Fire Claim Vendor Zip Code Application.
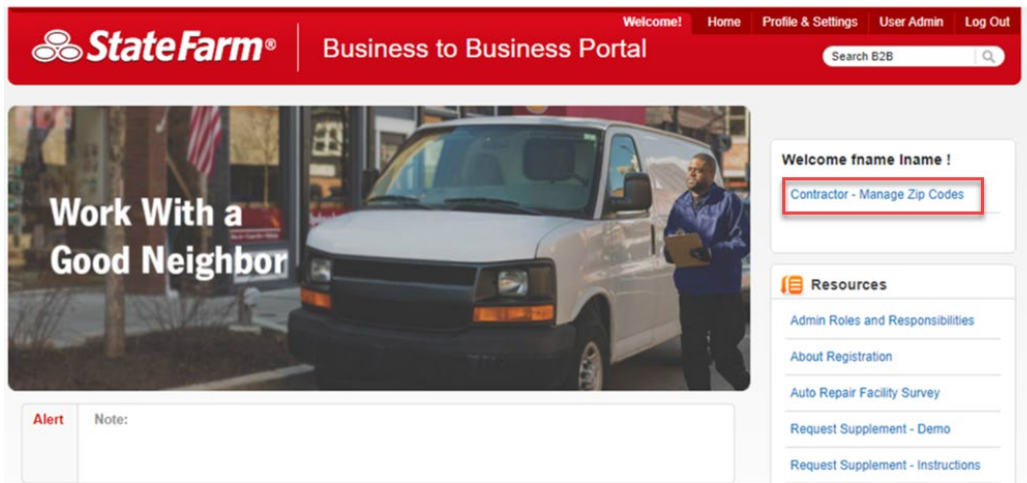
Users should login with their B2B ID and password to access the State Farm B2B web page (b2b.statefarm.com).

Users who have forgotten their B2B ID or password should use the "Forgot your B2B ID or Password" links within the B2B Login section to regain access.

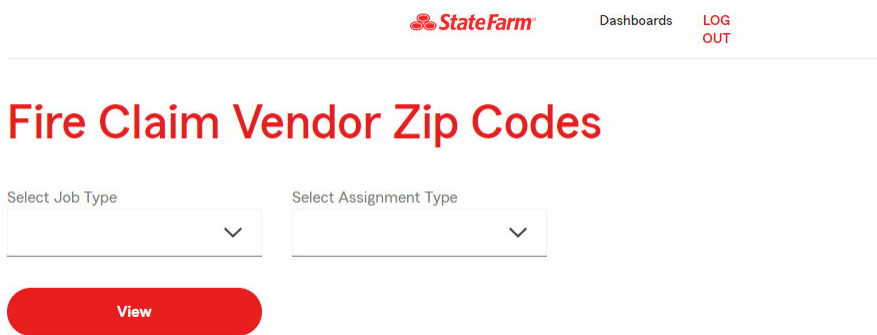Click on the "Contractor - Manage Zip Codes" link to access to the Fire Claim Vendor Zip Code Application.

Job Type & Assignment Type Page

The **Job Type and Assignment Type** page allows users to filter which zip codes need to be viewed or edited based on the selection.

Job Types options include: Estimate Only – General, Flooring, General, ILR Referral, Mitigation Only and Roofing Services.

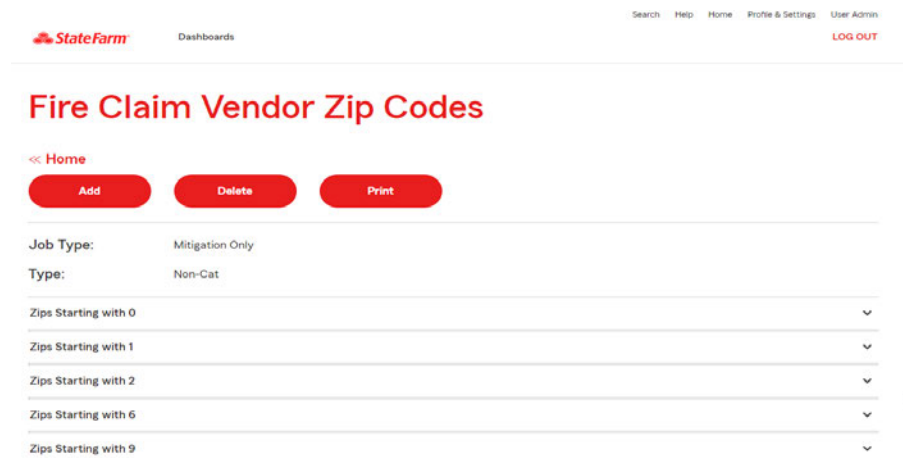**Assignment Type options include:** Non-Cat or Cat

Note: Users will receive the following error message," *Verify with your vendor management contact.*" if the user selects a job type and/or assignment type for a State Farm Premier Service Program which is not applicable or if zip codes are to be activated for a claim group.

Fire Claim Vendor Zip Codes

Once job type and assignment type have been selected, the **Fire Claim Vendor Zip Codes** page will display active zip codes based on the job type and assignment type selection. Active zip codes can be viewed sorted by the starting numeric value of that zip code area (click on the drop down to the right to display zip codes).   Once the listed zip codes have been reviewed, updates can be made by selecting "Add" or "Delete".

Add Zip Code Page

The **Adding Zip Code** page will enable users to add new zip codes individually. An individual zip code which has already been entered will <u>not</u> be allowed to be entered again and the "*Duplicate Zip Code*" error message will display.   Once zip codes have been added, they will be automatically placed in the correct servicing area.   The **Upload** button allows uploading a large number of zip codes at one time. Maximum number of zips that can be upload in a single file is 500. The CSV file type is the <u>only</u> format allowed.   Added zip codes which have been uploaded will be saved automatically and placed in the correct servicing area.

Delete Zip Code Page

The **Delete Zip Codes page** allows removal of all or individual zip codes which will be automatically removed from the service area.   The **Upload** button allows uploading a large number of zip codes that will be deleted at one time. Maximum number of zips that can be upload in a single file is 500. The CSV file type is the <u>only</u> format allowed.