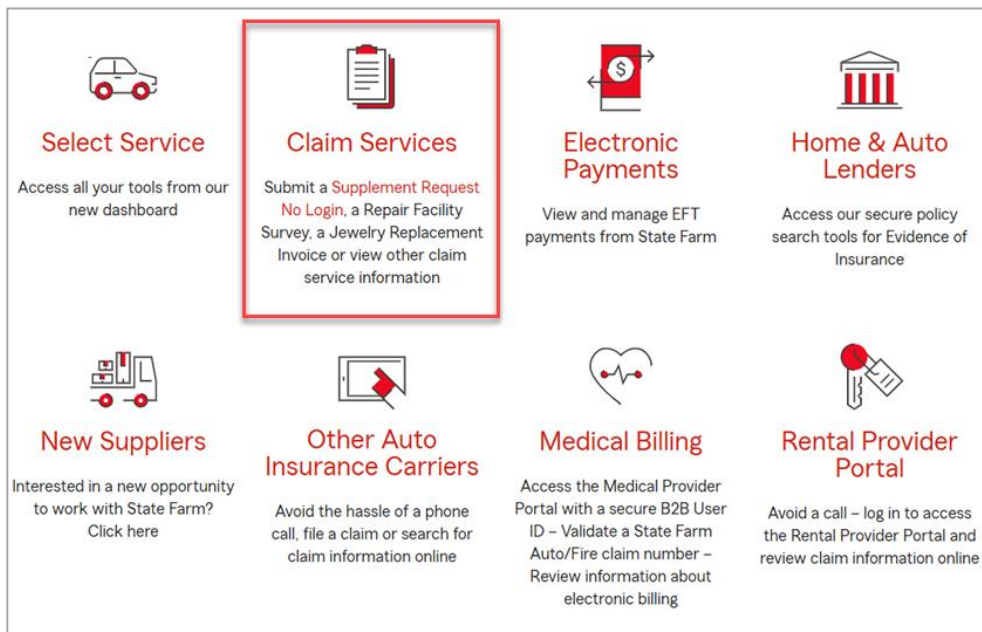State Farm Premier Service® Providers can submit water mitigation summary reports online on the State Farm® Business to Business (B2B) Portal.

Business To Business Portal

1. Access the State Farm B2B Portal (b2b.statefarm.com) and **login** with your **B2B ID** and **password**.
   - If you forgot your B2B ID or password, click on the corresponding Forgot your B2B ID or Password links within the B2B Login section.

2. After logging into the B2B Portal, click on *Claim Services* on the home page.

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3. On the Claim Services page, click on *State Farm Premier Service Provider*.

4. Access the tool from the State Farm Premier Service Provider landing page. Click on *Submit Water Mitigation Summary Report*.

Validate Claim

5. To initiate the process, first validate the claim. Enter the following required information before clicking on the *Check claim* button.
   - Claim Number
   - Policyholder Zip Code
   - Policyholder Last Name/Organization Name
   - Date of Loss

Potential Validate Claim Error

One or more fields entered is incorrect, please re-enter the information and try again!

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If an error is received, re-enter the information and click *Check Claim*. If you are unable to proceed, contact 844-458-4300 to obtain the correct claim contact. Do not call the B2B Help Desk if this error is received.

Mitigation Summary Report

6. If the claim was successfully validated, fill out the digital Mitigation Summary Report, which includes a Payment Summary section. The Policyholder, DOL and Claim Number fields will be pre-populated. All the other fields except for Comments will need to be completed before clicking on the *Continue* button.

Completed Mitigation Summary Report Example

Upload Files

7. After successfully entering the Mitigation Summary Report, upload the necessary documentation by clicking the *Choose File* button. Upload the following required documents before clicking on the *Submit* button.

   - Authorization to Pay (ATP)
   - Authorization to Repair (ATR)
   - Mitigation Summary Report (MSR)

Please Note

- ➢ **File types** accepted (**PDF, JPG and JPEG**)
- ➢ Each **file cannot exceed 17MB** and **total size** of uploaded files cannot exceed **19MB**
- ➢ Maximum of 20 files can be attached
- ➢ **Password protected** files will cause errors

Once files are uploaded, remove any of the files uploaded in error.

Successful Submission

8. After clicking *Submit*, a confirmation message indicating the submission was successful will display. Complete another request by clicking on the *New Request* button.

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