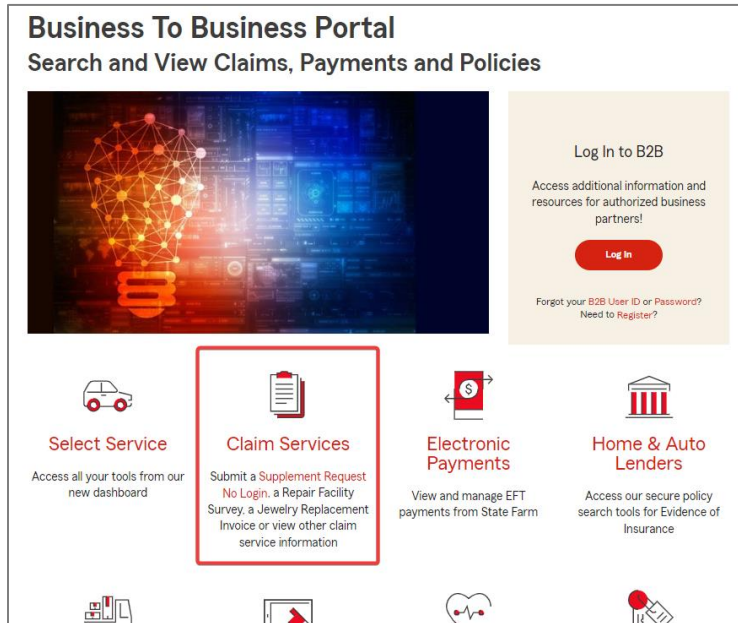


Fire service providers/vendors can submit claim documentation (files, photos, etc.) via the Fire Service Provider Tool on the [State Farm® Business to Business \(B2B\) Portal](#).

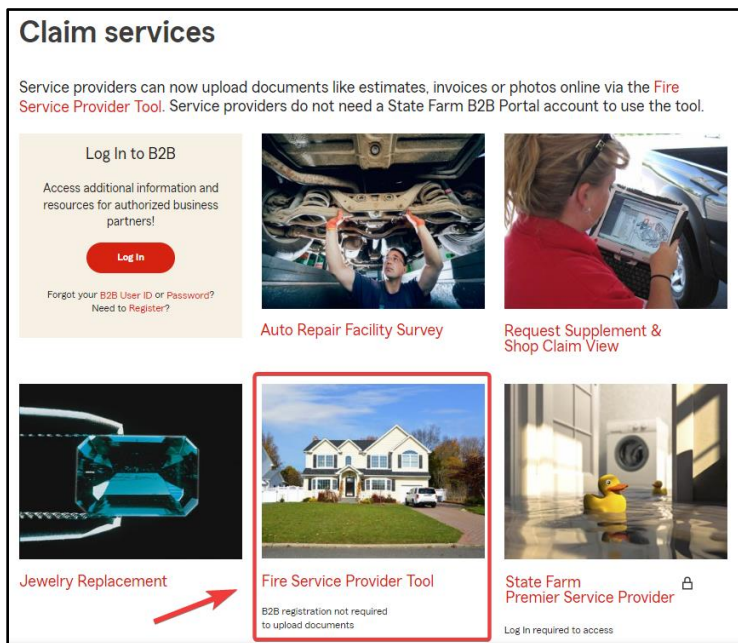
Although logging into B2B is not required to submit an estimate, invoice, photo, etc., it is required when utilizing the portal for other functionality and will minimize the number of inputs needed to validate your access.

Business To Business Portal

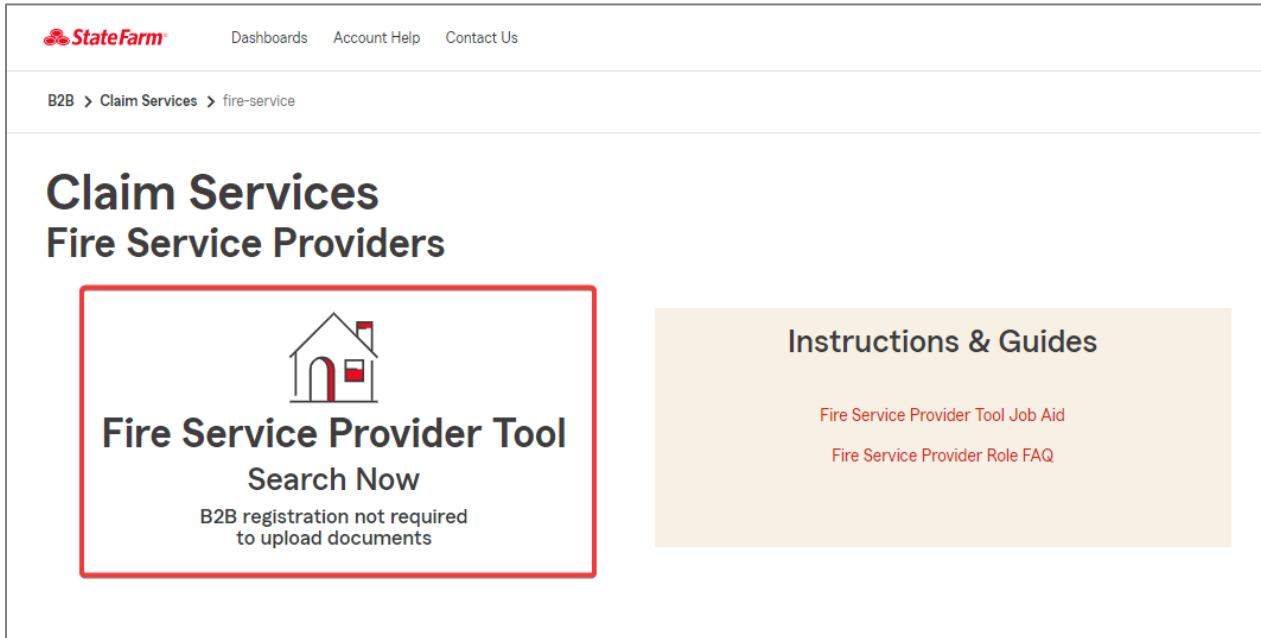
1. Access Fire Service Provider Tool by clicking on *Claim Services* on the home page.



2. On the Claim Services page, click on *Fire Service Provider Tool*.



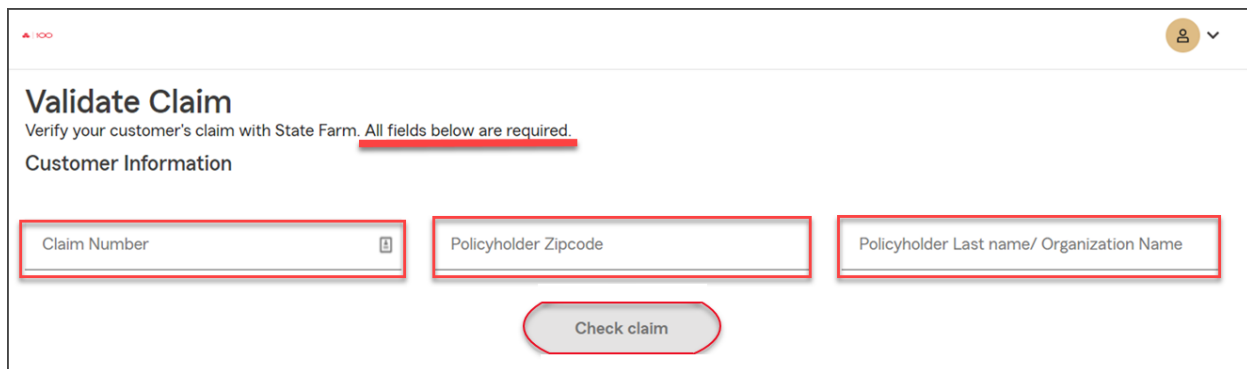
3. The Fire Service Provider Tool landing page will launch. Click on *Fire Service Provider Tool Search Now*.



Validate Claim

4. The Fire Service Provider Tool will first require information to validate the claim. Refer to the information on the initial State Farm estimate or any updated information that the customer has provided. Enter the following required information before clicking on the *Check claim* button.

- Claim Number
- Location of loss or policyholder mailing zip code
- At least the first 3 characters of the policyholder last name/organization name



Potential Validate Claim Error



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

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.

Upload Files

5. If the claim is successfully validated, upload the necessary documentation by clicking the *Choose File* button. Upload documents such as the itemized estimate, photos, invoices, etc. Once all documents are listed, click on the *Submit* button to complete the request.

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

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

