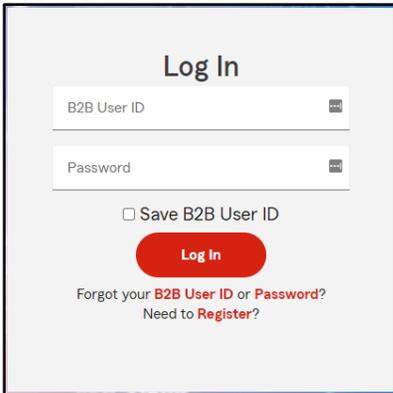


Select Service[®] Create Assignment – Add Select Service Employee Role to Existing B2B Account

Select Service[®] repairers that have the Select Service role on B2B have access to create an assignment in addition to other functionality like view RPM reports, submit Auto Repair Facility (ARF) surveys, and other resources.

Select Service-Employee is a role that can be added to an existing B2B ID so team members are granted access only to the Create Assignment tool and will not see any other items outside of their responsibility. In addition to updating roles for “Employees”, the admin can also add new users, reset passwords and, resend registration invites to create a B2B ID.

1. Admin will log in to the [B2B Portal](#).



The screenshot shows a 'Log In' form with the following elements:

- Header: Log In
- Input field: B2B User ID
- Input field: Password
- Checkbox: Save B2B User ID
- Button: Log In
- Links: [Forgot your B2B User ID or Password?](#) and [Need to Register?](#)

2. Click on “User Admin” tab in the upper right hand corner of the screen.



The screenshot shows a navigation bar with the following elements:

- Buttons: Profile & Settings, User Admin, Log Out
- Search bar: Search B2B

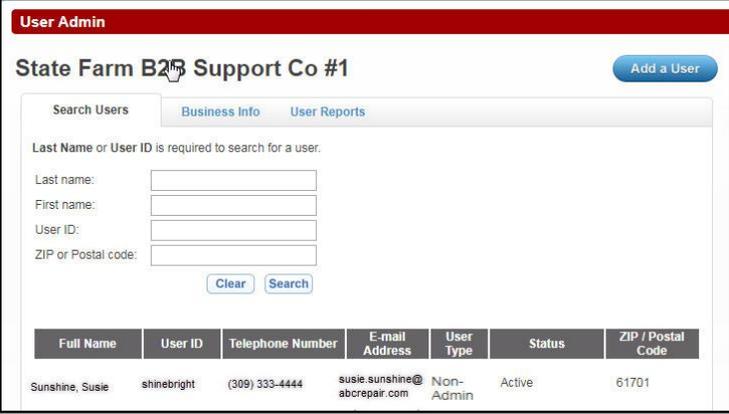
3. Once you are on the B2B User Admin page, you can search for the specific employee by first and last name or by the B2B ID. Note: Zip code is *not* required but can help narrow your search.



The screenshot shows the 'User Admin' page for 'State Farm B2B Support Co #1' with the following elements:

- Header: User Admin
- Page Title: State Farm B2B Support Co #1
- Navigation: Search Users, Business Info, User Reports
- Message: Last Name or User ID is required to search for a user.
- Form fields: Last name, First name, User ID, ZIP or Postal code
- Buttons: Clear, Search

- After you complete the search, you should see the results. Click on the full name of the user you want to update.



User Admin

State Farm B2B Support Co #1 Add a User

Search Users Business Info User Reports

Last Name or User ID is required to search for a user.

Last name:

First name:

User ID:

ZIP or Postal code:

Full Name	User ID	Telephone Number	E-mail Address	User Type	Status	ZIP / Postal Code
Sunshine, Susie	shinebright	(309) 333-4444	susie.sunshine@abcrepair.com	Non-Admin	Active	61701

- This will provide you with details of that B2B user. In order to add the new role, click the Edit button.



User Admin

State Farm B2B Support Co #1 Add a User

Search Users Business Info User Reports

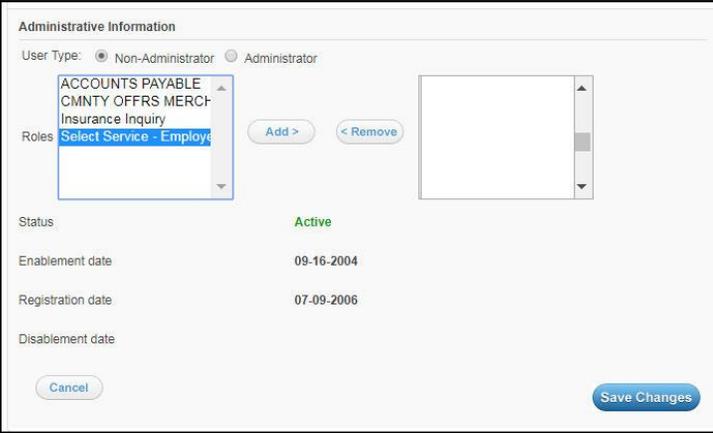
User Information Status: **Active**

First name: Susie

Middle Name or Initial:

Last name: Sunshine

- Scroll down to the Administrative Information section to see the roles that are available for the individual B2B ID. Select the Select Service-Employee role from the drop down, click the Add button, and then click the Save Changes button.



Administrative Information

User Type: Non-Administrator Administrator

Roles:

Status: **Active**

Enablement date: 09-16-2004

Registration date: 07-09-2006

Disablement date:

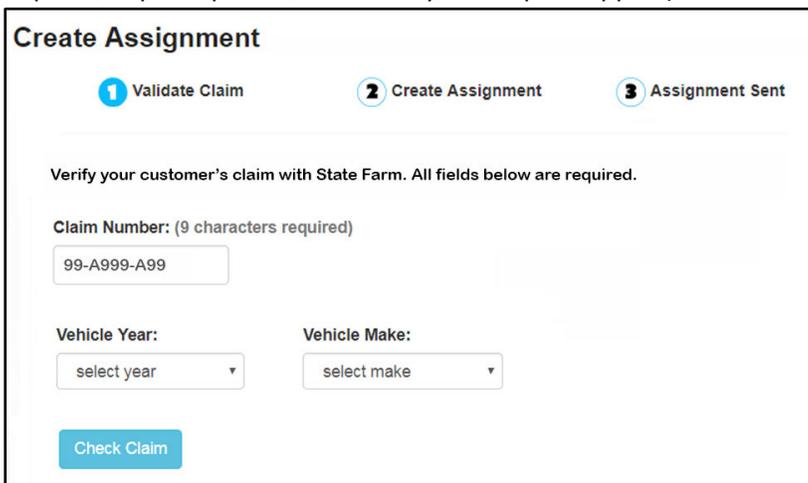
- Once you save the changes, you will see a confirmation message letting you know it was successful.



- After granting the Select Service-Employee role, the B2B user will see a link to Select Service-Employee in the right hand navigation after they log in to the B2B Portal.



- Clicking the Select Service-Employee role will launch the Create Assignment tool only. Note: This role will not have access to other Select Service tools (Repairer Performance Management Reports, Repair Updates, ARF Survey, or Help & Support).



The screenshot shows the 'Create Assignment' tool interface. It has a progress bar with three steps: '1 Validate Claim', '2 Create Assignment', and '3 Assignment Sent'. Below the progress bar, there is a message: 'Verify your customer's claim with State Farm. All fields below are required.' The form includes a 'Claim Number' field (9 characters required) with the value '99-A999-A99', a 'Vehicle Year' dropdown menu with 'select year' selected, and a 'Vehicle Make' dropdown menu with 'select make' selected. A 'Check Claim' button is located at the bottom left.