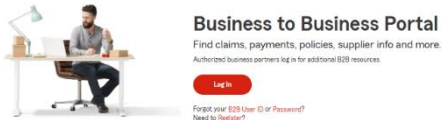


B2B Select Service® Create Assignment Overview

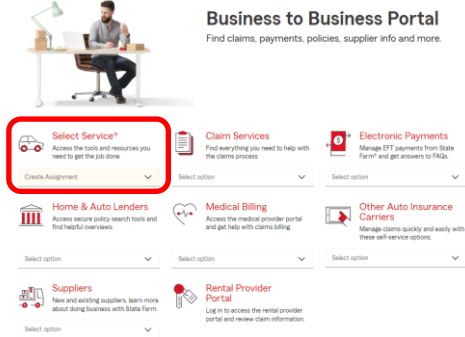
Select Service® repairers can use Create Assignment when a customer filed a claim but did not inform State Farm® of the repair facility. Below is information on how to submit an assignment online.

Access the Create Assignment tool

1. **Log in** to the B2B Portal. Create Assignment is available without logging in, with the additional requirement of Estimating ID and Phone Number.



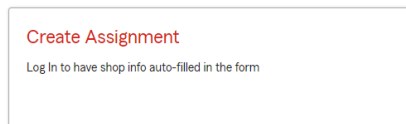
2. Select **Create Assignment** from Select Service Icon



3. Select **Create Assignment** link

Select Service

Create Assignment



- a. *If not logged in*, an additional step of providing **Estimating ID** and **Business Phone Number** is required.

B2B Home > Select Assignment Service

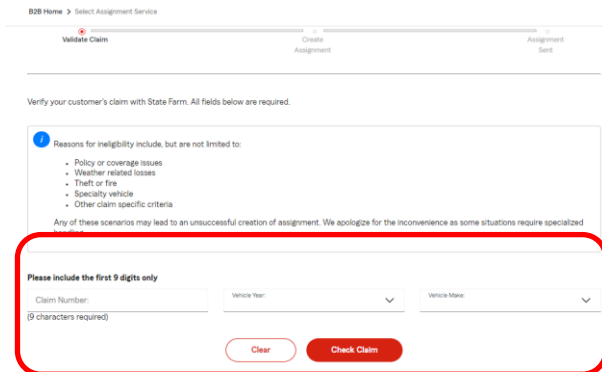
Select Service® Create Assignment - Select a Repair Facility

To send an assignment, enter the 8-character Estimating ID and corresponding business phone number of the Select Service® Repair Facility Location. You can retrieve your Estimating ID from your RPM Report Details link or contact your State Farm Program Administrator or Estimating Team manager.

Estimating ID: <small>(8 characters required)</small>	Business Phone: <small>(10 digits only required)</small>
--	---

Reset
Continue

4. Provide **Claim Number**, **Vehicle Year** and **Vehicle Make** before selecting **Check Claim**



B2B Home > Select Assignment Service

Validate Claim Create Assignment Assignment Sent

Verify your customer's claim with State Farm. All fields below are required.

i Reasons for ineligibility include, but are not limited to:

- Policy or coverage issues
- Weather related losses
- Theft or fire
- Specialty vehicle
- Other claim specific criteria

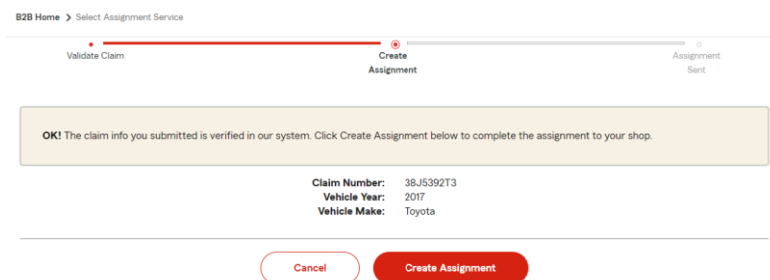
Any of these scenarios may lead to an unsuccessful creation of assignment. We apologize for the inconvenience as some situations require specialized handling.

Please include the first 9 digits only

Claim Number: Vehicle Year: Vehicle Make:

(9 characters required)

5. Vehicles that pass the claim validation and are eligible for an assignment will then ask you to Click the **Create Assignment**. You will then see a confirmation page to indicate the assignment was successful.



B2B Home > Select Assignment Service

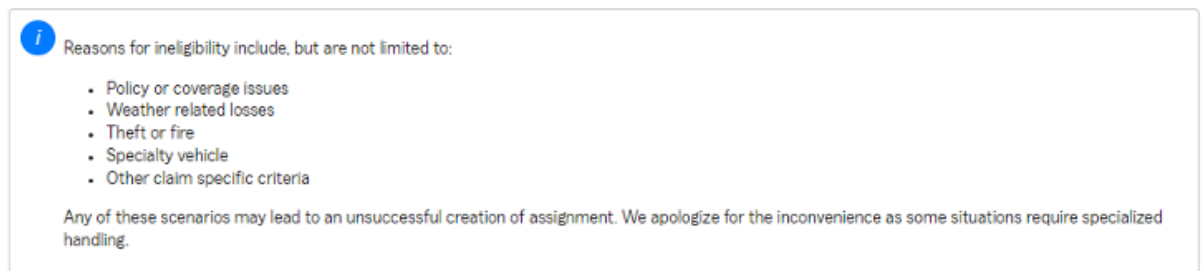
Validate Claim Create Assignment Assignment Sent

OK! The claim info you submitted is verified in our system. Click Create Assignment below to complete the assignment to your shop.

Claim Number: 38J5392T3
Vehicle Year: 2017
Vehicle Make: Toyota

Unsuccessful Assignment

- a. Not all vehicles or claims are eligible for a self-service assignment.
 - Corrections to another shop's repairs should not be completed through this assignment process. The vehicle owner should contact claims to discuss.
 - General reasons that a vehicle may not be eligible



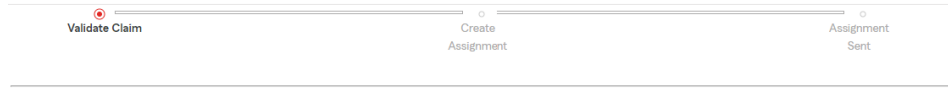
i Reasons for ineligibility include, but are not limited to:

- Policy or coverage issues
- Weather related losses
- Theft or fire
- Specialty vehicle
- Other claim specific criteria


Any of these scenarios may lead to an unsuccessful creation of assignment. We apologize for the inconvenience as some situations require specialized handling.

- b. If the vehicle or claim is ineligible a message will appear providing next steps. Some vehicles or claims may be temporarily ineligible, while others will never be eligible.

B2B Home > Select Assignment Service



Verify your customer's claim with State Farm. All fields below are required.

 Reasons for ineligibility include, but are not limited to:

- Policy or coverage issues
- Weather related losses
- Theft or fire
- Specialty vehicle
- Other claim specific criteria

Any of these scenarios may lead to an unsuccessful creation of assignment. We apologize for the inconvenience as some situations require specialized handling.

 This vehicle is currently ineligible for self service Create Assignment. Please contact claims to determine how to proceed.

Please include the first 9 digits only

Claim Number: 13-A550-340	Vehicle Year: 2004	Vehicle Make: Ford
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(9 characters required)

[Clear](#) [Check Claim](#)

