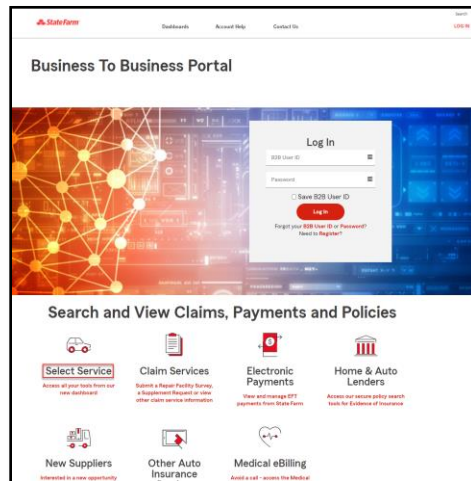


B2B Select Service® Create Assignment Overview

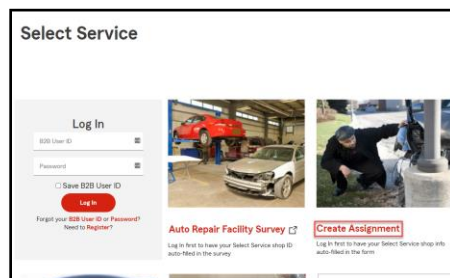
Select Service® repairers can use Create Assignment when a customer filed a claim but did not inform State Farm® of the repair facility. Below is information on how to submit an assignment online.

Access the Create Assignment tool

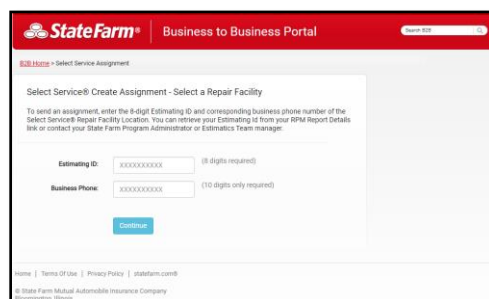
1. Logging in to the B2B Portal
 - a. Click 'Create Assignment'
2. Without logging in, through the Select Service dashboard
 - a. Click 'Select Service' on homepage



- b. Click 'Create Assignment' twice

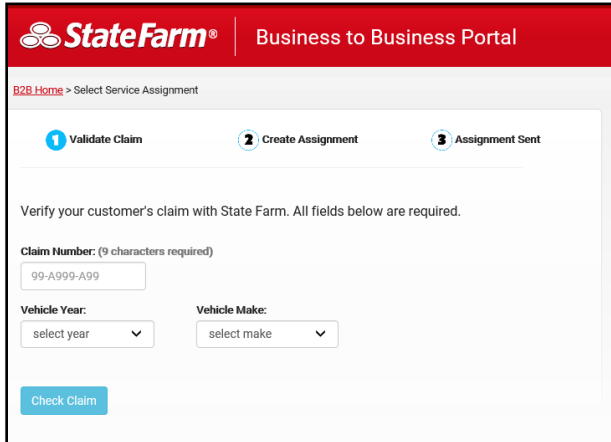


- c. Enter estimating ID and business phone number



Enter Customer Claim Information to Verify Claim

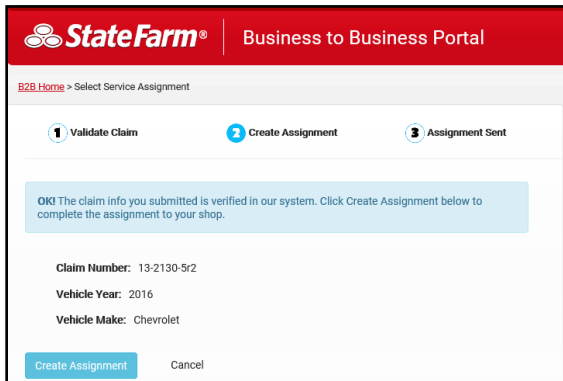
- Not all claims are eligible.
- A check will be done to ensure an assignment can be sent without claim handler involvement. If additional review is needed, the tool will advise you to call State Farm Claims.



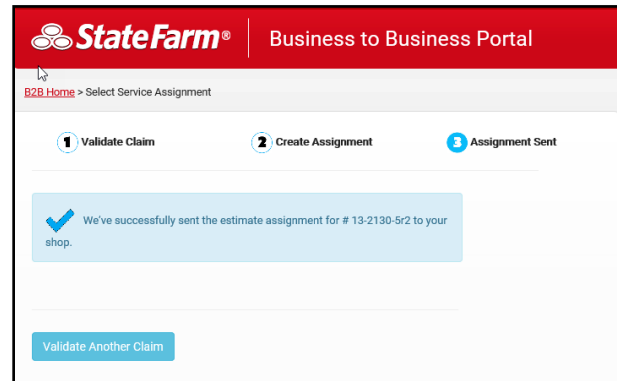
The screenshot shows the 'Verify Claim' step in the State Farm Business to Business Portal. The page has a red header with the State Farm logo and 'Business to Business Portal'. Below the header, there's a breadcrumb 'B2B Home > Select Service Assignment' and a progress indicator with three steps: '1 Validate Claim' (active), '2 Create Assignment', and '3 Assignment Sent'. The main content area says 'Verify your customer's claim with State Farm. All fields below are required.' It includes a 'Claim Number' field (9 characters required) with a placeholder '99-A999-A99', 'Vehicle Year' and 'Vehicle Make' dropdown menus, and a 'Check Claim' button.

Submit Assignment

- If the claim is eligible, you will be able to create the assignment.
- You will receive confirmation the assignment was generated and will receive the assignment through CCC.



The screenshot shows the 'Create Assignment' step. The progress indicator now shows '1 Validate Claim' and '2 Create Assignment' (active), with '3 Assignment Sent' next. A blue message box says 'OK! The claim info you submitted is verified in our system. Click Create Assignment below to complete the assignment to your shop.' Below this, the claim details are displayed: 'Claim Number: 13-2130-5r2', 'Vehicle Year: 2016', and 'Vehicle Make: Chevrolet'. At the bottom, there are 'Create Assignment' and 'Cancel' buttons.



The screenshot shows the 'Assignment Sent' step. The progress indicator shows '1 Validate Claim', '2 Create Assignment', and '3 Assignment Sent' (active). A blue message box with a checkmark says 'We've successfully sent the estimate assignment for # 13-2130-5r2 to your shop.' At the bottom, there is a 'Validate Another Claim' button.

See the [Select Service Create Assignment – FAQs](#) for more information.