

Sedgwick assigning steps:

Here are the steps to assigning a vehicle to Sedgwick:

- Open the assignment in Mitchell
- Make sure all photos are attached (all 4 corners, damage photos, interior, mileage, vin)
- Make sure that triage paper is attached (and check to make sure it is clear to read and the correct one attached for that vehicle)
- Go into your email, download the scan reports (all of them)
- Attach the scans in attachments
- Once you have verified all of the above is attached, click on the (3) dots above estimate
- Click on assign to, choose sedgwick 1