



EGLASS CLOSING

- Open Mitchell Eglass, Mitchell Connect, and Repair Center and open for the claim:
 - Ensure that the dollar amount of the claim matches between all 3 programs.
 - Work through the tabs in Mitchell Eglass.
 - Select Parts:
 - All parts have been added to claim.
 - All parts have dollars entered.
 - Customer Info:
 - All accessible customer information has been filled in.
 - Additional Info:
 - Damage information has been filled in.
 - Odometer box has mileage entered.
 - Internal Invoice # has the RO entered.
 - Notes:
 - Police report number are entered as required.
 - Attachments:
 - Signed Eglass FRA.
 - Invoices.
 - Any other claim related documents as required/requested by MPI.
 - Open Mitchell Connect:
 - Open the claim.
 - Job Action changed to "CLOSED"
- Note: Mitchell Connect is only used in eglass claims for writing the estimate. No further action is needed once it has been removed from your active jobs list.

STOP HERE IF YOU ARE ONLY PRE-CLOSING – ANYTHING PAST THIS POINT CANNOT BE UNDONE.

- Make sure the preclosing process has been completed in Repair Center.
- Submit for Payment:
 - Enter the Vehicle VIN.
 - "Submit" button clicked.