



CLOSING CHECKLIST

RO: _____

CUSTOMER PAY CLOSING

- Open Mitchell Connect, and Repair Center and open for the claim:
 - Ensure that the dollar amount of the claim matches between the 2 programs.
 - Job Action changed to "CLOSED".

Note: For customer pay claims Mitchell Connect is only used as the estimating platform. There is no communication with MPI, so no further action is needed once it has been removed from your active jobs list.

- Follow the Repair Center Closing Checklist to finalize closing.