

Checklist of when to engage with the DriverCare Portal

	Stage	Action	Complete
1	Ready for Collection (Ref to page 3 of portal process document)	Use the Contact Icon to confirm to DriveCare the Cleints car is onsite	<input type="checkbox"/>
2	Onsite Estimates (Ref to page 4 of portal process document)	Enter Estimate on the DriverCare portal	<input type="checkbox"/>
3	Onsite Claim Lodged (Ref to page 5 of portal process document)	Use the Contact Icon to communicate any Authorisations received Use the Contact Icon to communicate any update on Cleints booking date	<input type="checkbox"/>
4	Enter Adjustments (Ref to page 6 of portal process document)	Use this to confirm estimated completion dates and Excess	<input type="checkbox"/>
5	Vehilce Under Repair (Ref to page 7 of portal process document)	Use the portal to enter any supplementary's Complete the Job on the portal the day the car is handed over to cleint	<input type="checkbox"/>
6	Awaiting Repair Invoice (Ref to page 8 of portal process document)	Upload the invoice to the portal	<input type="checkbox"/>