

Auto Claim Instructions

1. If there are any injuries, contact the police and document the name/contact information of the responding police officer and the police report number.
2. Obtain information about other people involved in the accident or anyone who may have witnessed the accident.
 - Name
 - Address
 - Phone number
 - Insurance carrier
 - Policy number
3. After obtaining information about all vehicles involved, contact LaPorte.
 - Year, Make and Model
 - YOUR VIN # and THE OTHER PARTY's VIN #
4. Take photos of the accident site & vehicles, if possible.
5. Have the vehicle towed to a repair facility if it cannot be driven.
6. If the vehicle is drivable, you can obtain an estimate for repair, although it is not required.
7. The claim adjuster will review the estimate and may send an appraiser to see the vehicle.
8. The claims adjuster will deal directly with the other party. Do not deal with the other party yourself. Please refer all inquiries to LaPorte.
9. After you report your claim, a representative will typically contact you within eight business hours to discuss what happens next, what your insurance policy covers and to answer any further questions.

If the damage significantly affects your continuing operations, we will request that the insurance carrier expedite your claim.

- Please let us know immediately if your circumstances change and this loss will have a greater impact on your business than originally anticipated.



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