Attachment Warehouse
Producer Screens

Scheduled Release Date:
August 29, 2008

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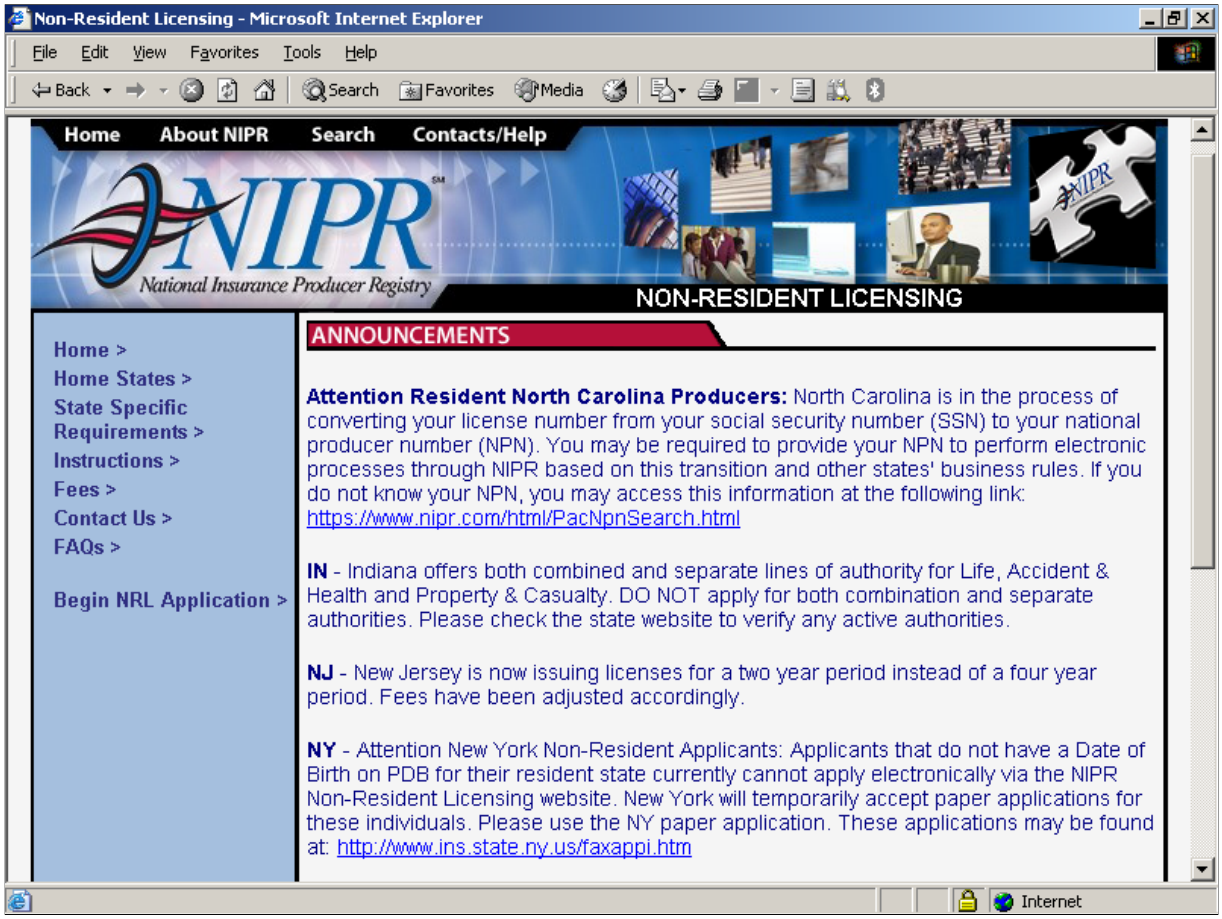
National Association of Insurance Commissioners

NIPR National Insurance Producer Registry

The first section of this presentation will show the screens a producer will see when adding documents to the Attachment Warehouse.



A producer will create a Resident License, Non-Resident License, or renewal as they do today by logging into the NIPR electronic applications or by going through an Authorized Business Partner.

Transaction # 00000000

Thank you for your recent electronic (type here) application for (STATE) for (Producer's Name)

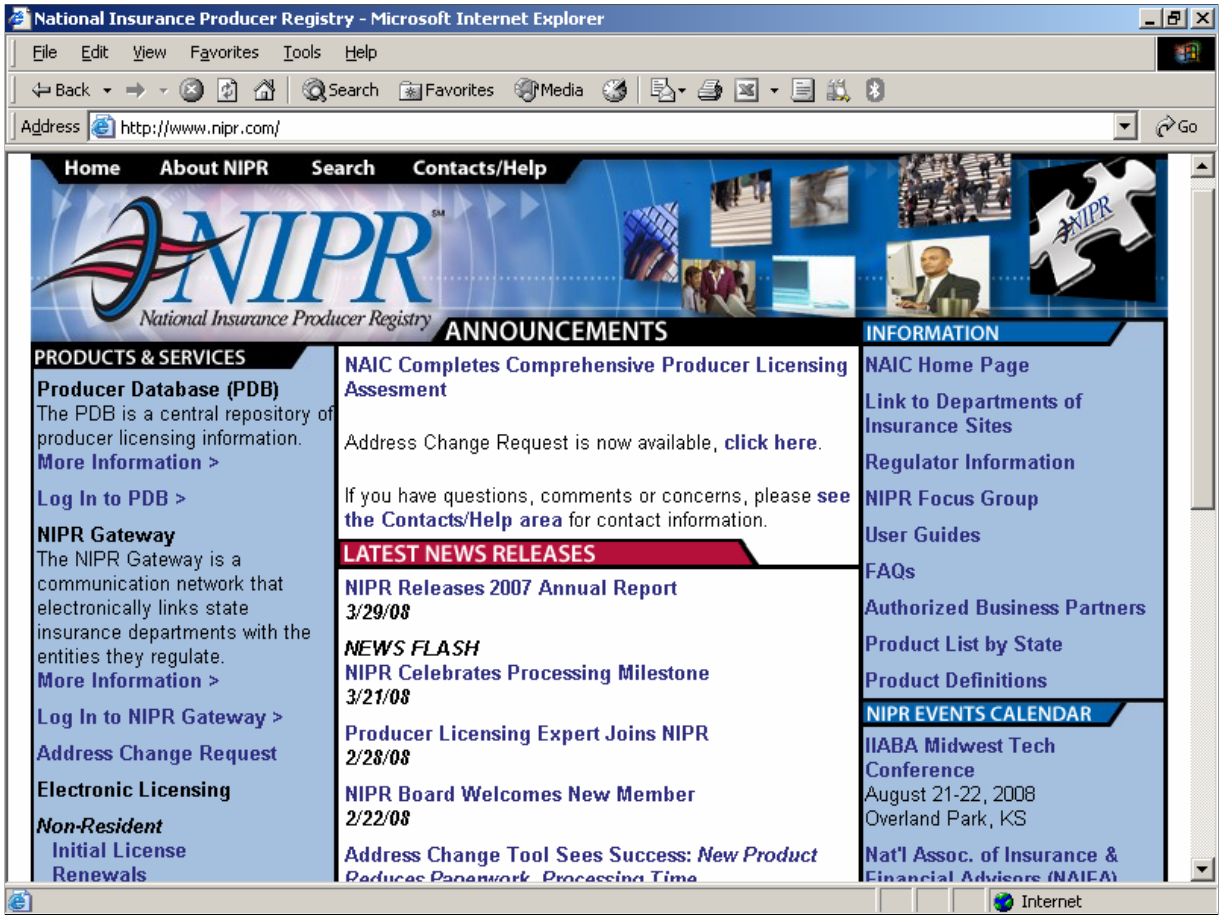
This is an update on the status of your application. A decision has not yet been reached due to the following reason(s):

- Lic Class: (License Class applied/renewed for here) – (LOA here) - Comments: Background Question (insert number) answered "YES"
- Lic Class: (License Class applied/renewed for here) – (LOA here) - Comments: Transaction has been sent to state for review

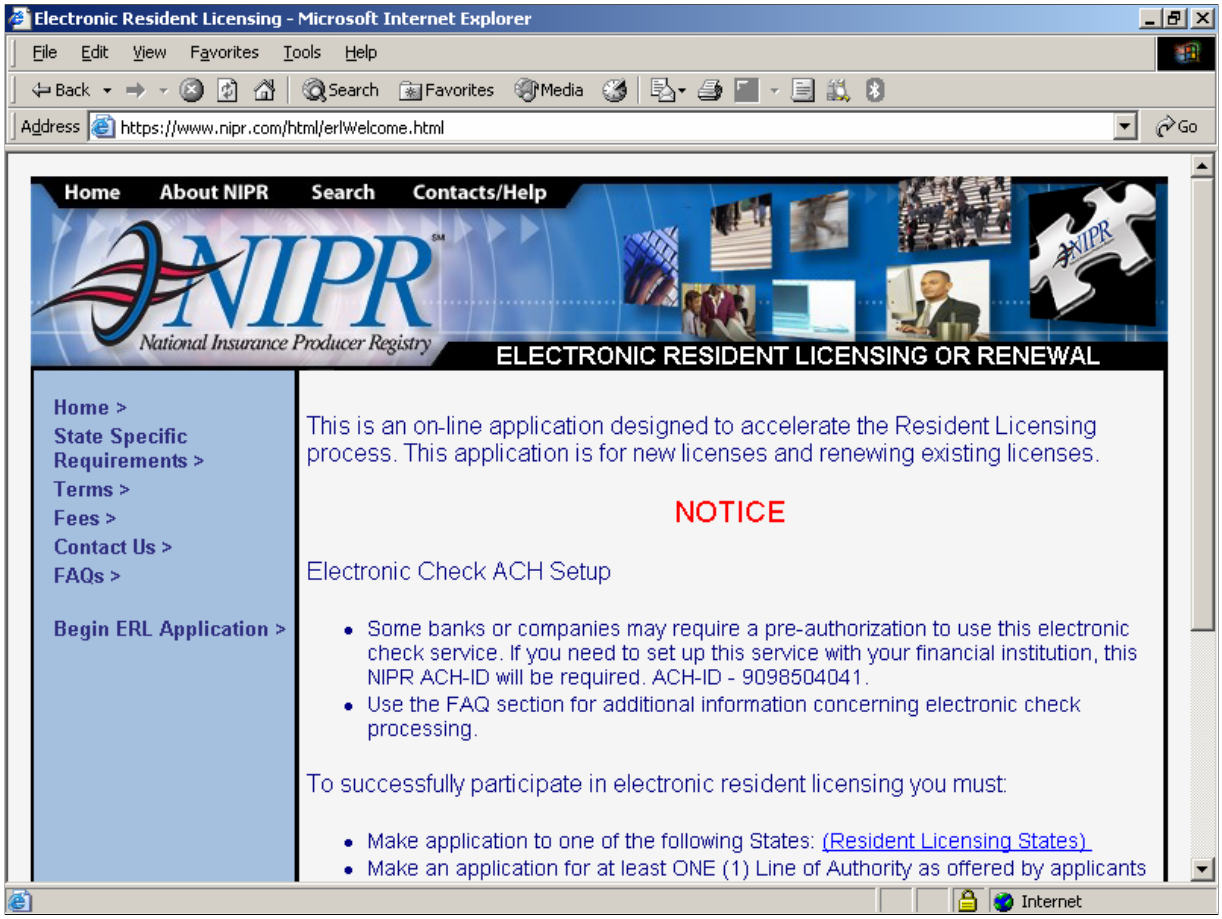
We are making every effort to ensure that your application is processed as quickly as possible. Your patience is appreciated. If you have already received the results for your application, please disregard this message. Again, we thank you for your business.

ELECTRONIC ATTACHMENT WAREHOUSE
Everywhere documents are requested by the State in response to answering "yes" to one or more of the Uniform Application's background question, please know that electronic documents can be submitted to the new electronic Attachment Warehouse where they can be viewed by each participating State. Only electronic documents can be submitted. The link to the electronic Attachment Warehouse is
https://www.nipr.com/docMgmt/
If a state has additional requirements other than electronic submission of your requested documentation, those states will contact you directly. Documents previously submitted to the NAIC/NIPR Attachments Warehouse do not need to be resubmitted.

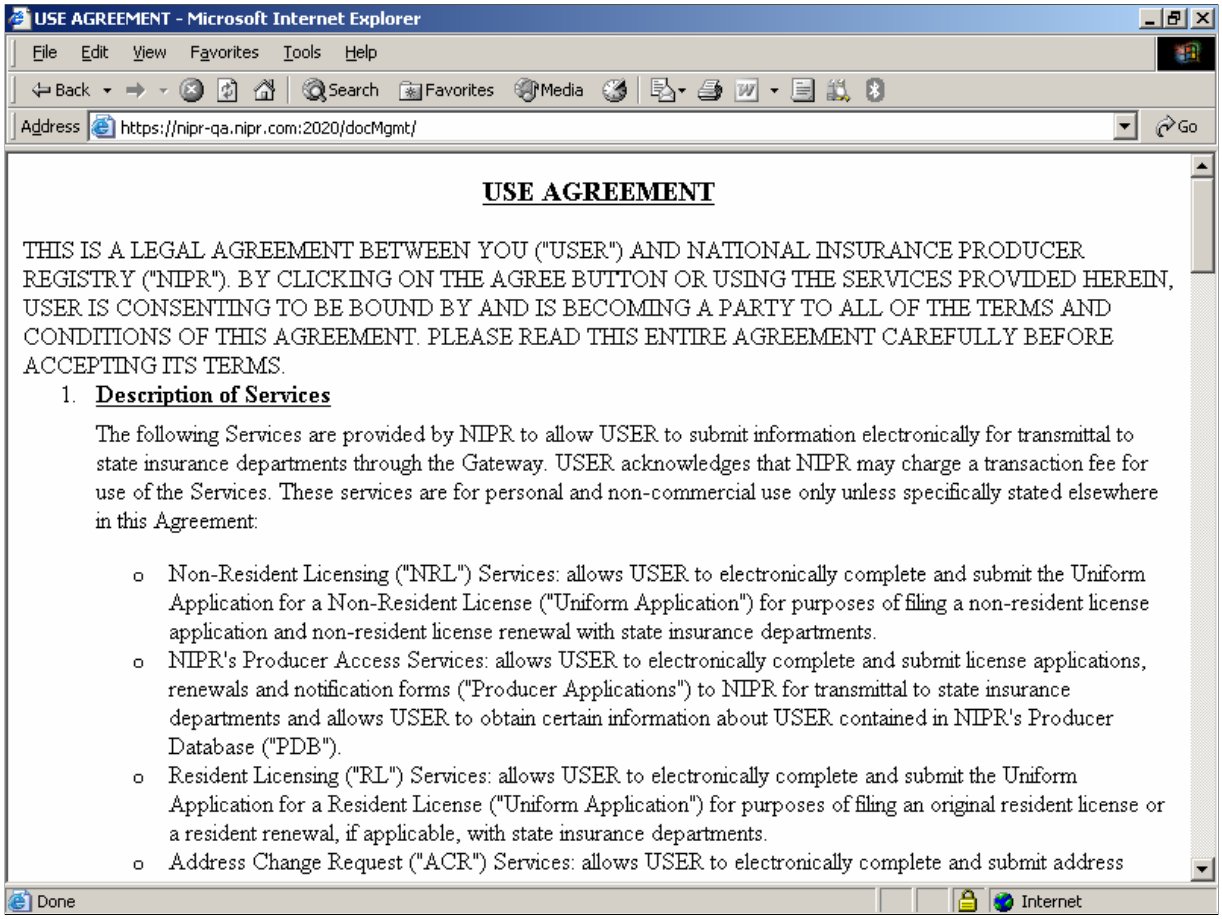
When the producer completes the application, this standard "Follow Up Page" will be displayed. The portion in red will be new information that includes a link to the Attachment Warehouse. This page also includes your state specific information as it does today.



NIPR is considering adding the Attachment Warehouse link under the Products & Services section, on the left-hand side of the NIPR Home Page.



The producer may also find the link on the licensing and renewal application "Begin" pages. These have not been added yet. However, will most likely be located below the FAQs.



USE AGREEMENT

THIS IS A LEGAL AGREEMENT BETWEEN YOU ("USER") AND NATIONAL INSURANCE PRODUCER REGISTRY ("NIPR"). BY CLICKING ON THE AGREE BUTTON OR USING THE SERVICES PROVIDED HEREIN, USER IS CONSENTING TO BE BOUND BY AND IS BECOMING A PARTY TO ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT. PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY BEFORE ACCEPTING ITS TERMS.

1. **Description of Services**

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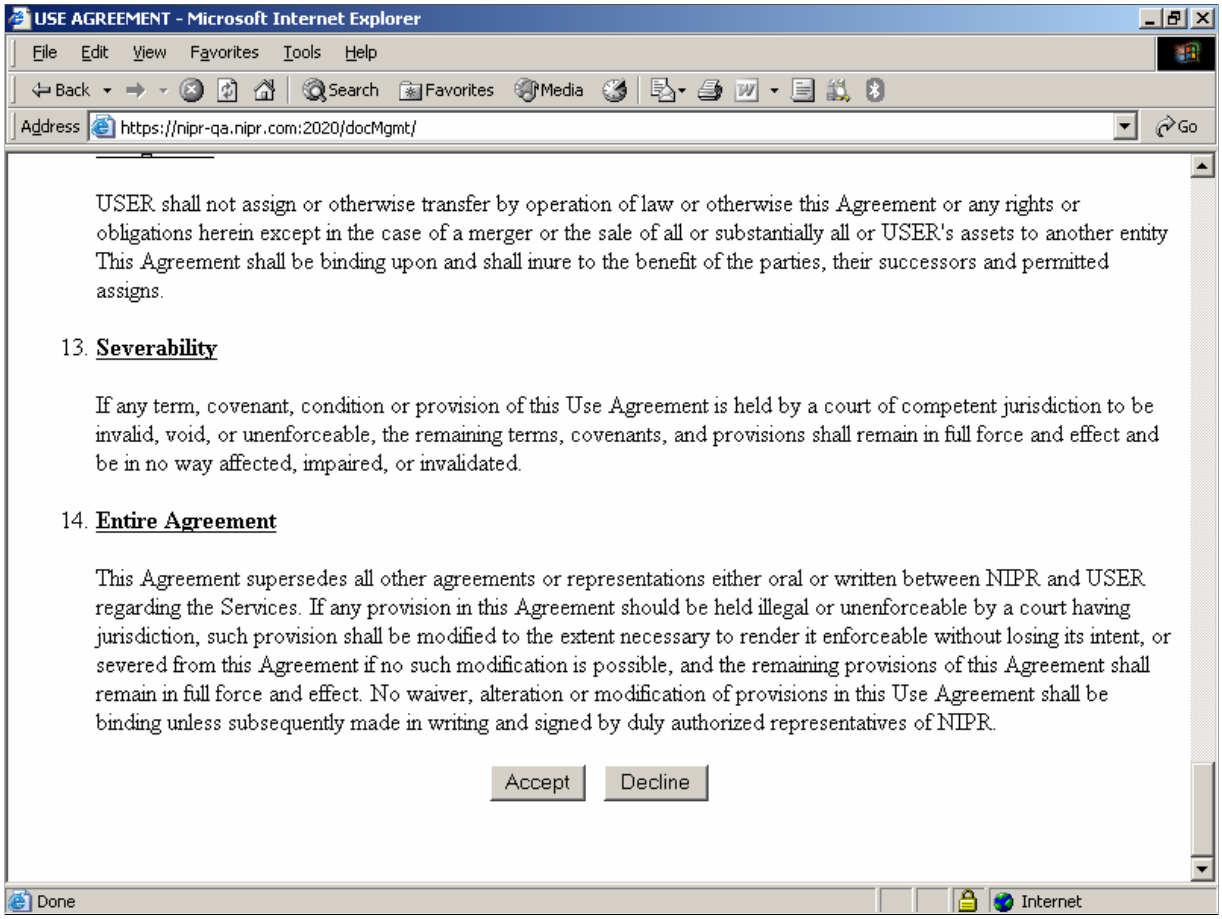
   - Non-Resident Licensing ("NRL") Services: allows USER to electronically complete and submit the Uniform Application for a Non-Resident License ("Uniform Application") for purposes of filing a non-resident license application and non-resident license renewal with state insurance departments.
   - NIPR's Producer Access Services: allows USER to electronically complete and submit license applications, renewals and notification forms ("Producer Applications") to NIPR for transmittal to state insurance departments and allows USER to obtain certain information about USER contained in NIPR's Producer Database ("PDB").
   - Resident Licensing ("RL") Services: allows USER to electronically complete and submit the Uniform Application for a Resident License ("Uniform Application") for purposes of filing an original resident license or a resident renewal, if applicable, with state insurance departments.
   - Address Change Request ("ACR") Services: allows USER to electronically complete and submit address

Before starting, the producer must read and agree to the Use Agreement.



Then click “Accept”.

The following screens are for the Producer only.

This is the Producer sign-in screen: (Producer must have pending licensing/renewal transaction in Gateway with at least one background question answered “yes.”)

This screen will be changed a little from this to make the bottom portion stand out more for the Resident applicants since they will not have a resident license number when submitting the attachment. This change will be made prior to it going into production.

This is the Document Submission screen (after sign-in). There are menu items in blue under the NIPR logo. The name and NPN will display along with the SSN/FEIN only if they entered this information. You will also see a button to “Add new document”, columns for “Application Type”, “In Response to”, and “Link to Document”.

Participating States

The following states are currently participating in the Attachment warehouse through our electronic system. In order to participate, you must have a pending gateway transaction that has been submitted to the National Insurance Producer Registry's.

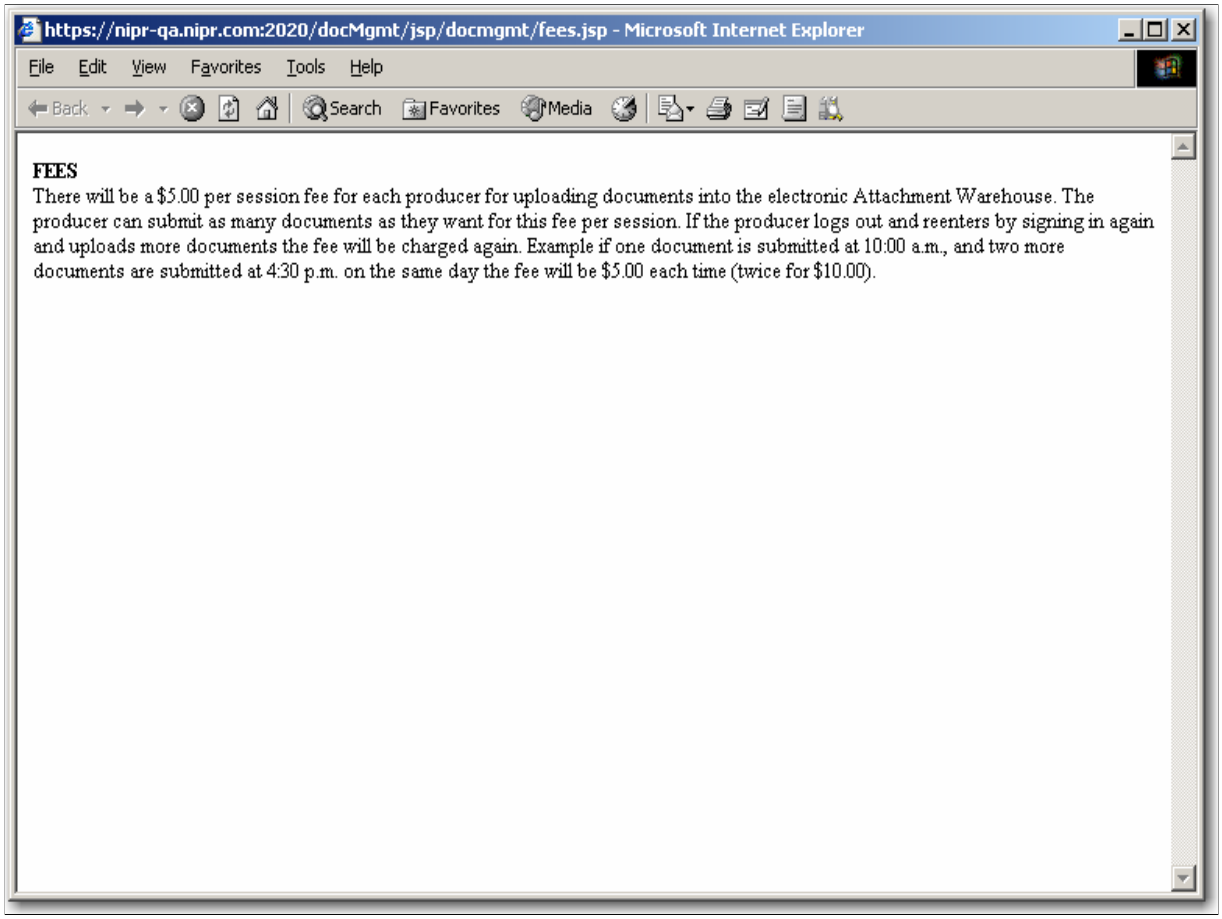
Alabama	Kentucky	North Dakota
Alaska	Louisiana	Ohio
Arizona	Maine	Oklahoma
Arkansas	Maryland	Oregon
California	Massachusetts	Pennsylvania
Colorado	Michigan	Rhode Island
Connecticut	Minnesota	South Carolina
Delaware	Mississippi	South Dakota
District Of Columbia	Missouri	Tennessee
Florida	Montana	Texas
Georgia	Nebraska	Utah
Hawaii	Nevada	Vermont
Idaho	New Hampshire	Virginia
Illinois	New Jersey	Washington
Indiana	New Mexico	West Virginia
Iowa	New York	Wisconsin
Kansas	North Carolina	Wyoming

When the producer clicks on the “Participating States” menu, it will show all States, unless a state has opted-out by contacting Tifany Doenges.

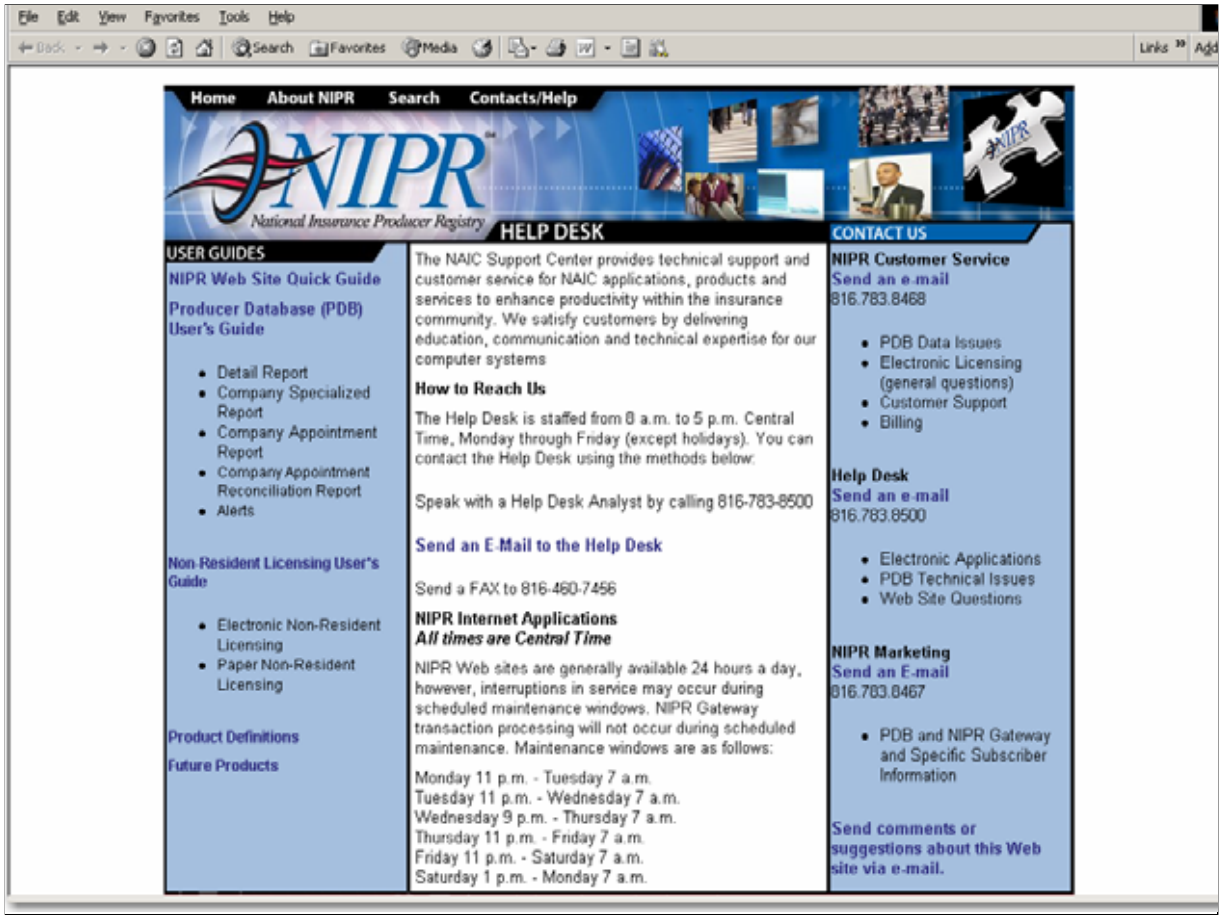
Instructions

Attachments Warehouse accepts attachments from both individual and business entity/agency producers.	
Step 1:	First you must accept the Use Agreement and then sign-in to the application. There are two ways you can sign-in. For producers nonresident license and renewal applications where the producer has an NPN, fill in the producer's resident State, resident State license number, National Producer Number (NPN), and last-four (4) digits of the SSN (for individual and sole proprietorship) or FEIN (business entity/agency). If you have resident licenses in more than one state, you will need to pick one of these states to use as your home/resident state for the purposes of this application (any active resident license will do). If you have more than one license number for your home/resident state, you can use any that is associated with an active license. The second way is especially for resident license applications and agencies that do not know their NPN, fill in the producer's full SSN (for individual and sole proprietorship) or FEIN (business entity/agency). The link to the NPN utility that returns the producer's NPN is on the National Producer Number (NPN).
Step 2:	The screen will display your personal information at the top and display any previous documents you have attached. You will be able to view the data you entered with each attachment and the attachment itself, but you will not be able to delete nor edit either. The background question category labels are links that if you click will display the wording from the uniform application.
Step 3:	If you wish to add a new document, click on one of the buttons "Add new document."
Step 4:	Read and accept the Attestation. This will have to be done with each attachment.
Step 5:	First choose the category or categories these documents apply. You can access the wording of each of these by going back two (2) screens and clicking on the background question label. Second enter the date of the action. This would be the date the adjudication was made, the final determination of the action. Future dates are not allowed. Third fill in the box with a brief description of the action that was taken against you. You will also have an opportunity to add a description to each document that you submit. The maximum limit is 250 characters including spaces.

When clicking on Instructions (not all of the instructions are displaying), it will show the steps involved for a producer to add an attachment.

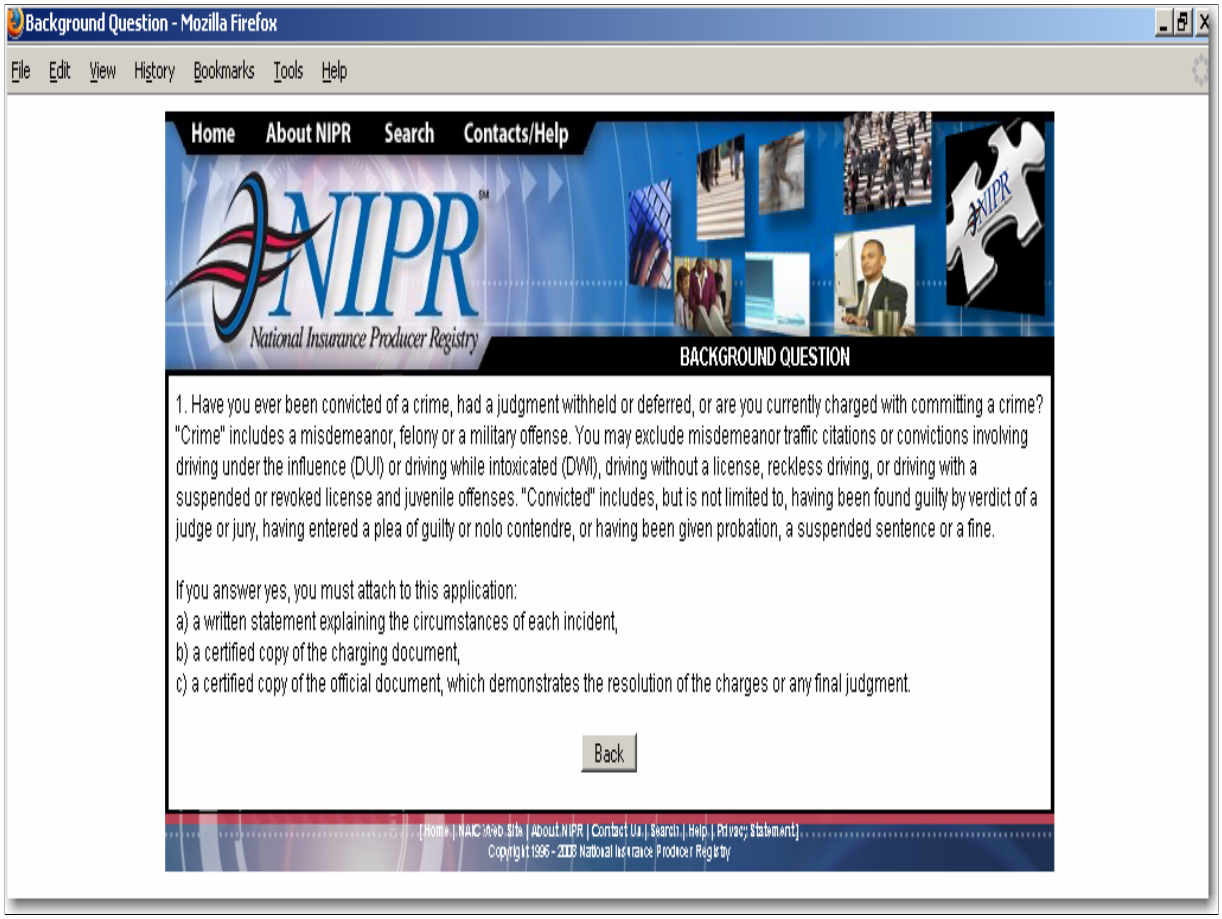


When clicking on the Fees menu, it will show that several attachments can be submitted for only $5. If the producer ends the session, it will be an additional $5 if they wish to add more documents.



When clicking on the “Contact Us” menu item, it will point to NIPR home contact page.

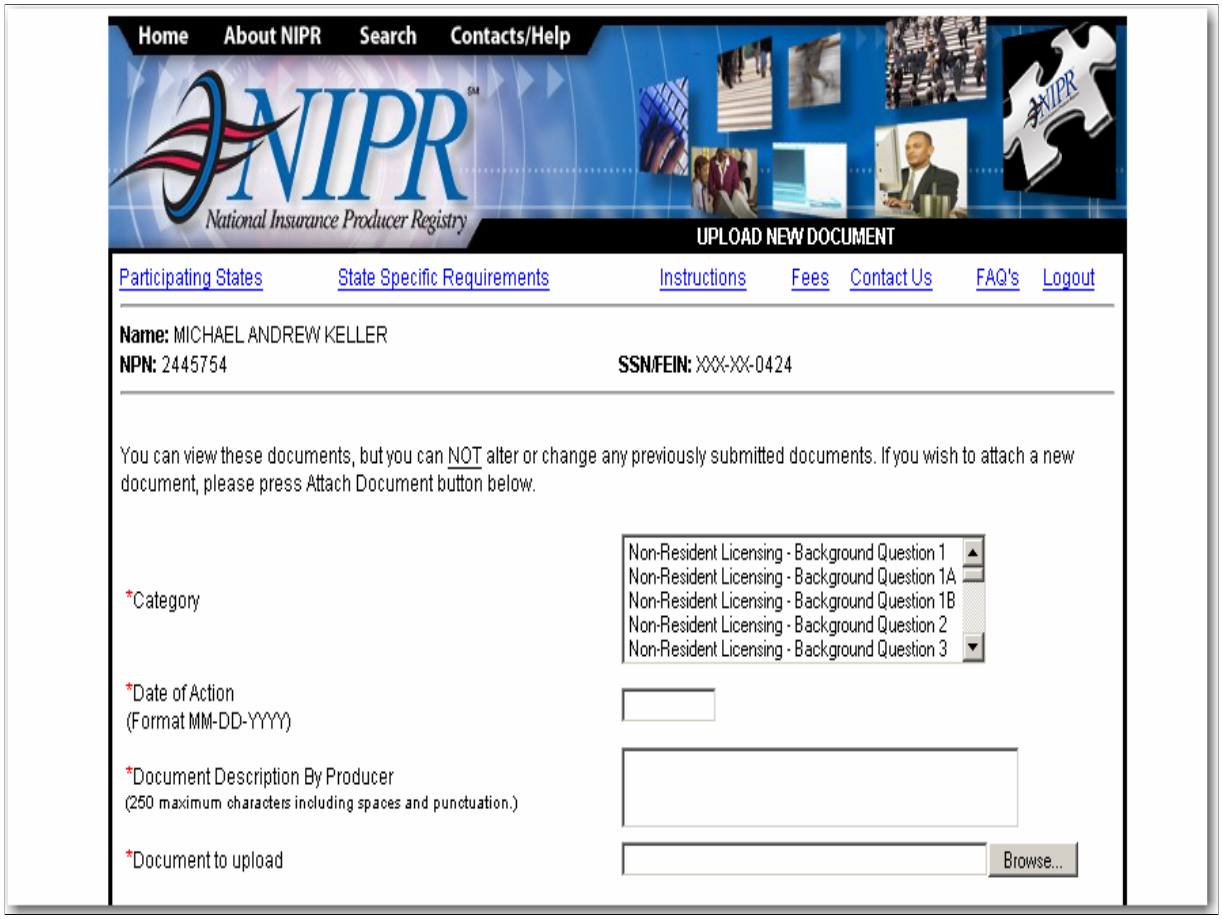
This is back to the Document Submission screen.



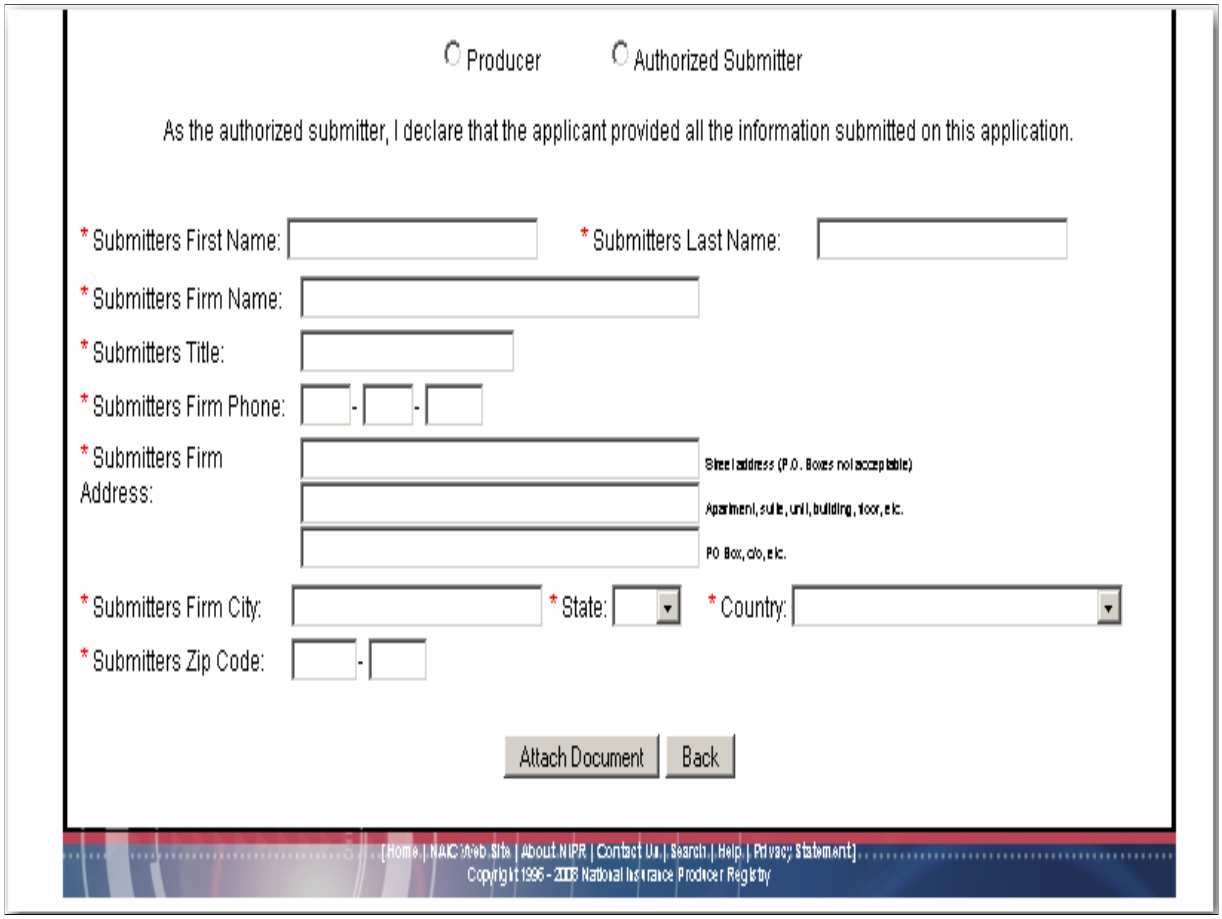
If the producer clicked on the Background Question 1 link in blue from the previous screen, it will provide them with the exact wording from the Uniform Application for that question.

Back to the Document Submission screen

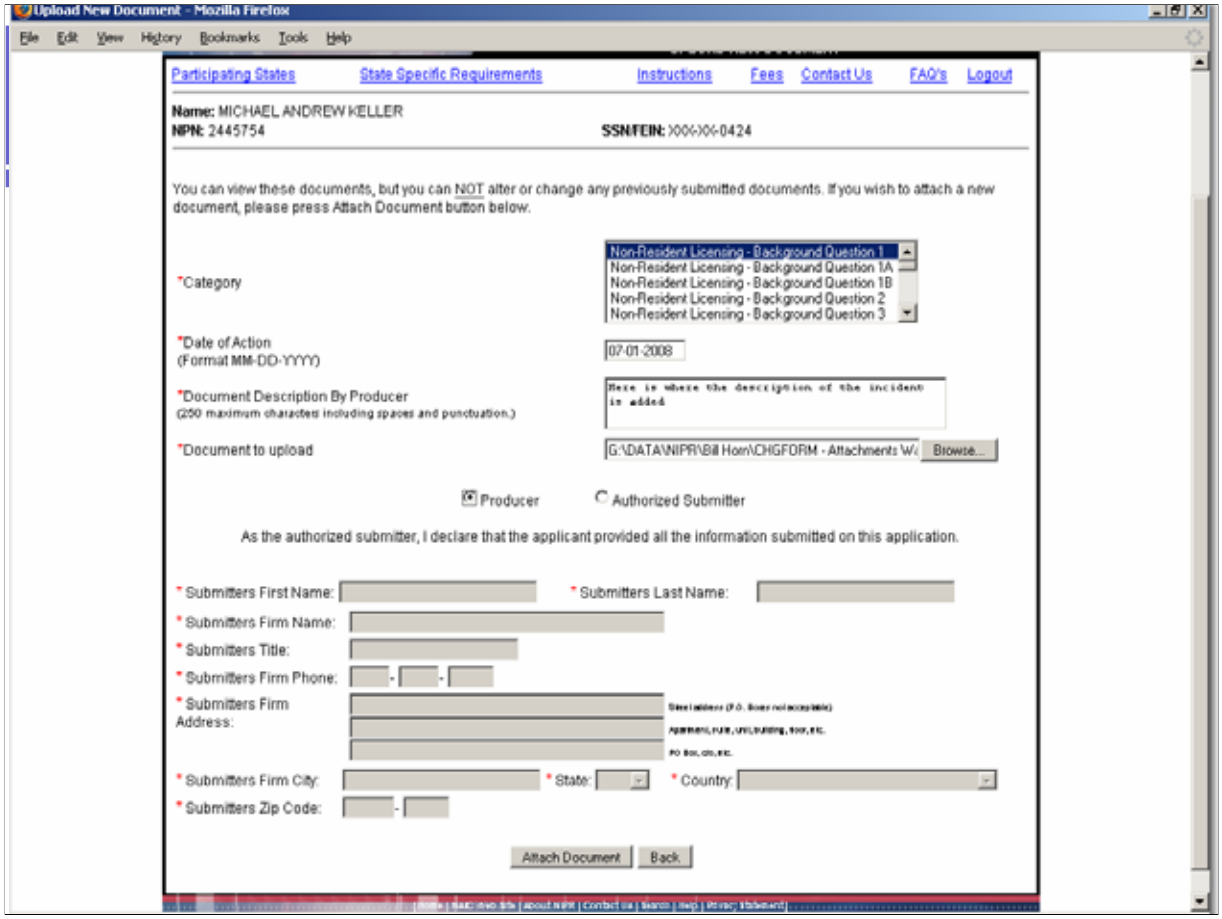
After clicking on “Add new document” button, the Attestation screen appears.



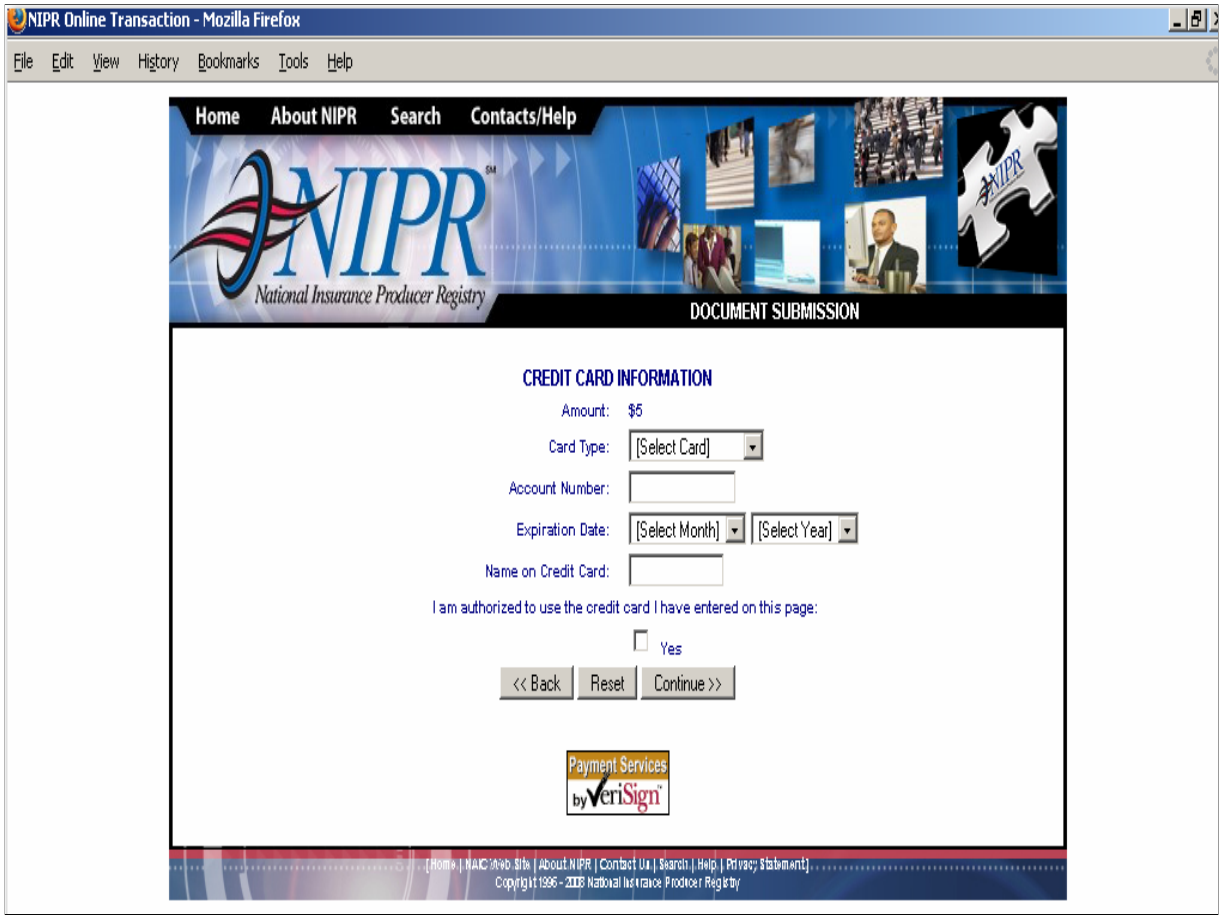
Once they have clicked the “Accept” button on Attestation screen, it will bring them to the “Up Load New Document” screen. They can click on the “category” in which they want to submit the attachment, enter the “date of action”, “document description”, and “document to upload”. This is all in the top half of the screen.



Producer Attachments: Upload New Document (bottom half of screen). When Producer is selected, all Authorized Submitter fields are grayed out and will not allow entry. If they are the Authorized Submitter, they must complete the items indicated.



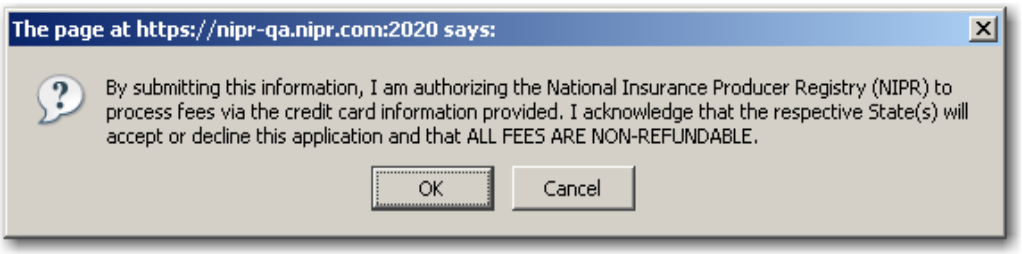
Here is an example with the data filled in. If Producer is checked, all of Authorized Submitter fields are grayed out and can not be entered.



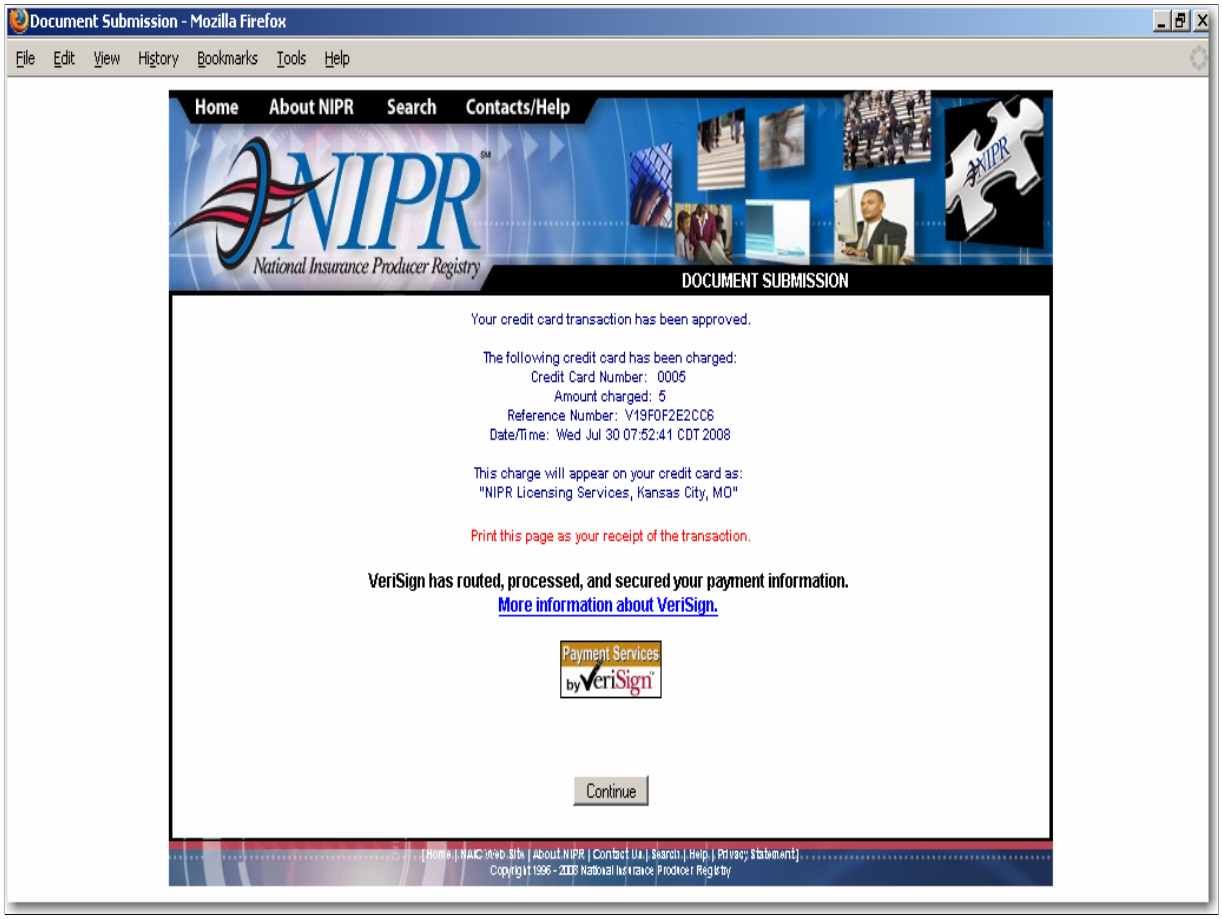
Once the producer clicks “Attach Document”, they will be taken to the Credit card screen.

Producer Attachments: Credit card confirmation of data screen

Attachments – Credit Card Charge



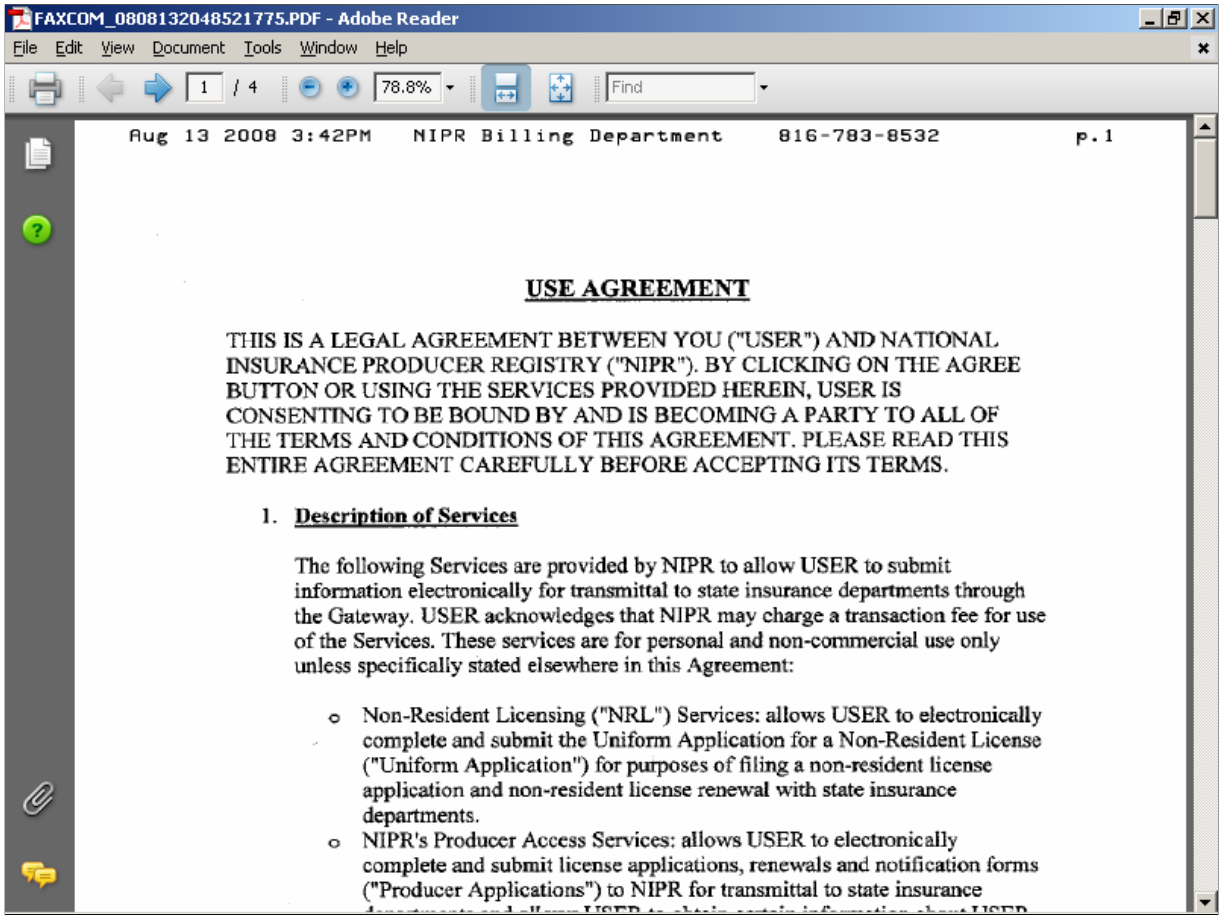
Producer Attachments: Credit card window that pops up



Producer Attachments: Credit Card receipt

After clicking “continue”, it will take the producer back to Document Submission screen. It confirms document has been added in the Link to Document column.

When clicking on the link, it will bring the producer to the page to View Attachment, which shows the details of the document.



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File Edit View Document Tools Window Help

1 / 4 78.8% Find

Aug 13 2008 3:42PM NIPR Billing Department 816-783-8532 p.1

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When clicking on that attachment file, it will open up as a normal attachment. This screen shows an example of a legal size document in a PDF file.

Questions on the Producer Slides?

If your producers have questions while using this product, please direct them to the NAIC Help Desk or NIPR Customer Service.

Attachment Warehouse
Regulator Screens

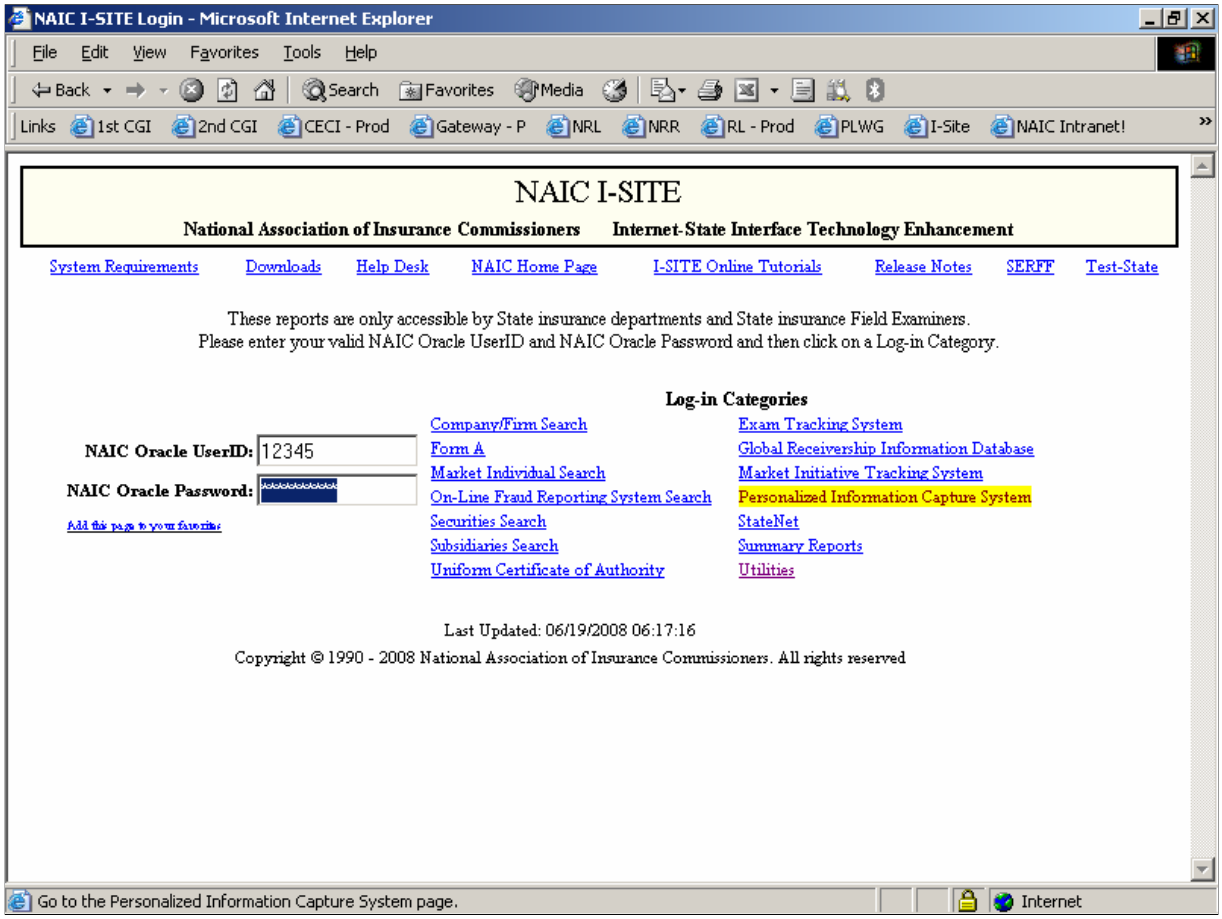
Scheduled Release Date:
August 29, 2008

Tifany Doenges Bill Horn

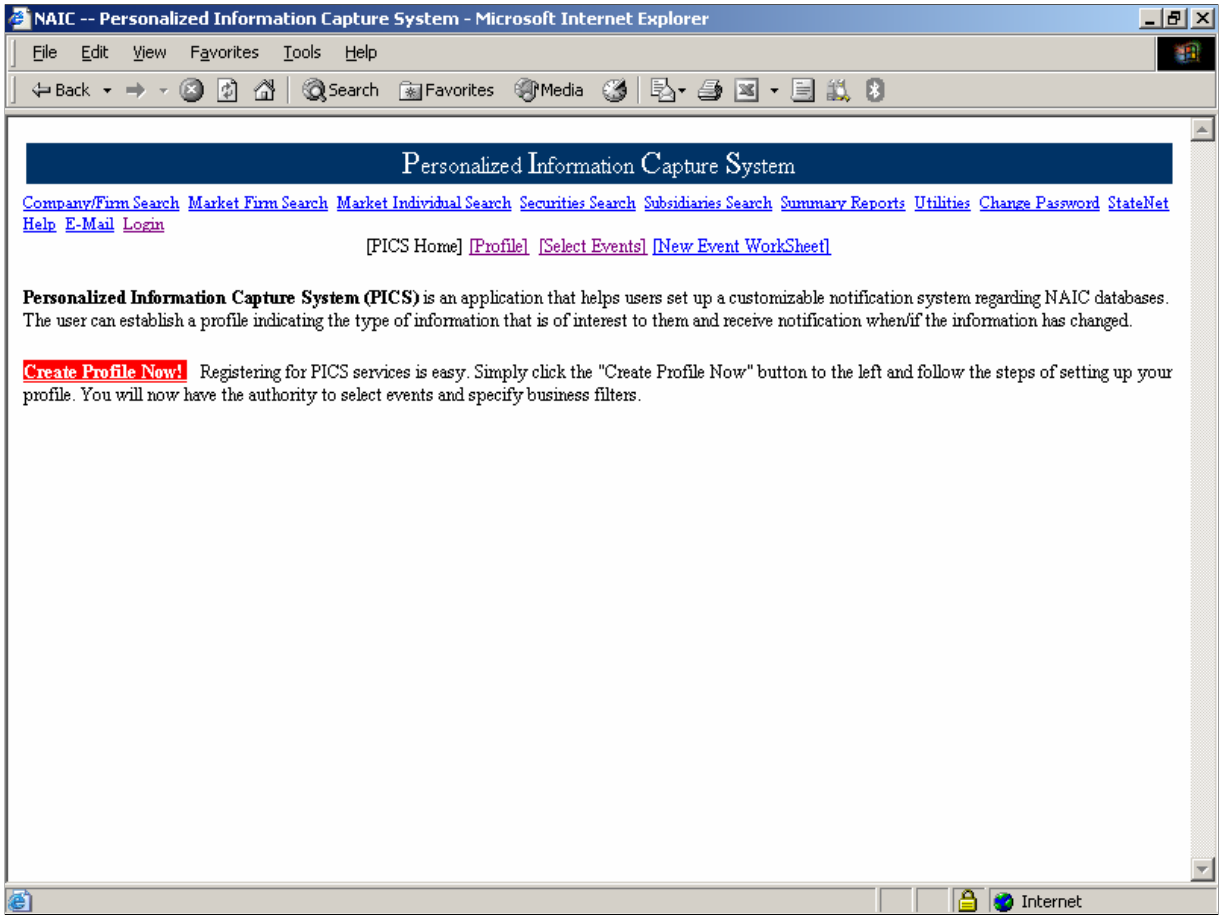
NAIC National Association of Insurance Commissioners

NIPR National Insurance Producer Registry

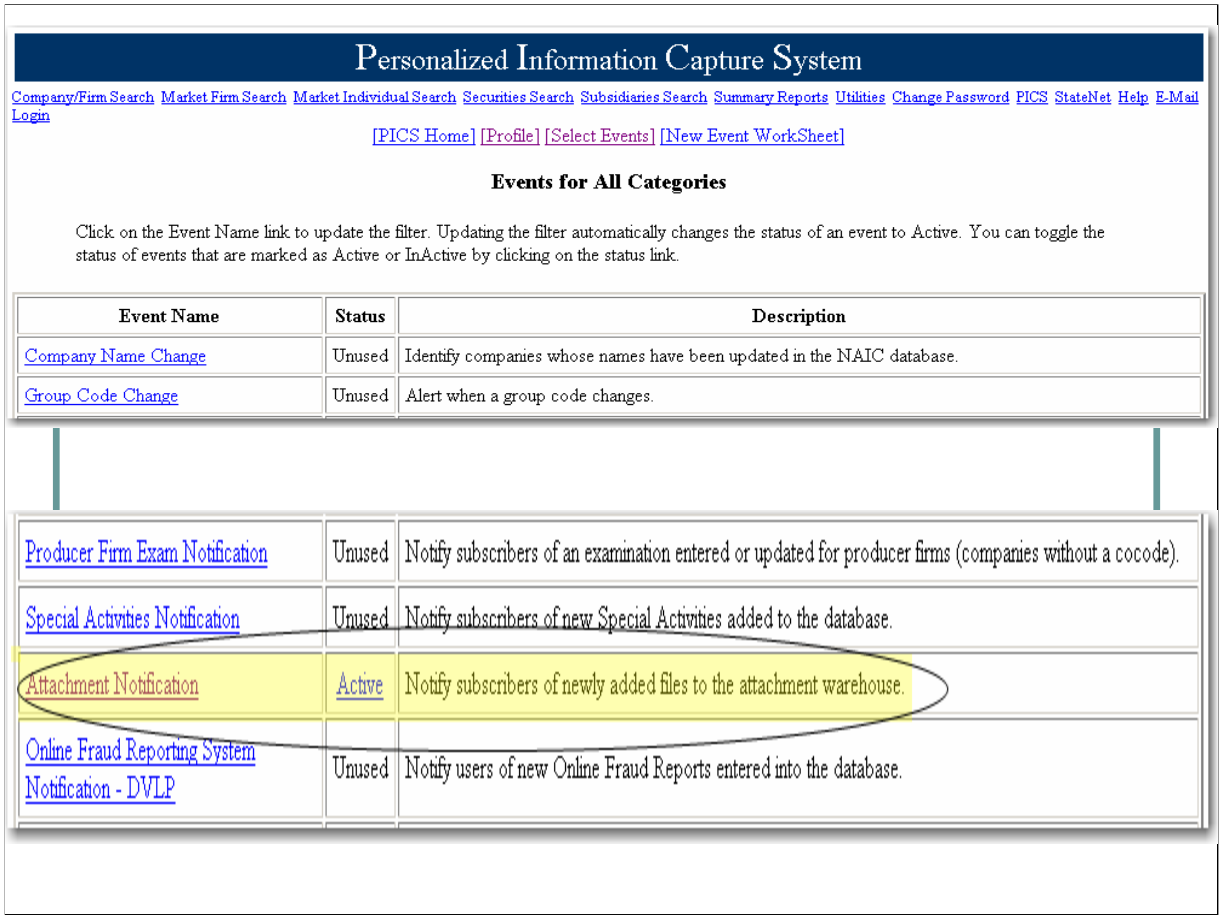
The following screens will help the regulator retrieve attachments to view, print, or download.



All regulators must sign up for the PICS Alert prior to receiving the email alerts. This is located in the I-SITE login screen. If you do not have a ID and password, please contact the NAIC Help Desk.



If you do not have a profile, you must create one. The application will walk you through each step.



Personalized Information Capture System

Company/Firm Search Market Firm Search Market Individual Search Securities Search Subsidiaries Search Summary Reports Utilities Change Password PICS StateNet Help E-Mail Login

[PICS Home] [Profile] [Select Events] [New Event WorkSheet]

Events for All Categories

Click on the Event Name link to update the filter. Updating the filter automatically changes the status of an event to Active. You can toggle the status of events that are marked as Active or InActive by clicking on the status link.

Event Name	Status	Description
Company Name Change	Unused	Identify companies whose names have been updated in the NAIC database.
Group Code Change	Unused	Alert when a group code changes.
Producer Firm Exam Notification	Unused	Notify subscribers of an examination entered or updated for producer firms (companies without a cocode).
Special Activities Notification	Unused	Notify subscribers of new Special Activities added to the database.
Attachment Notification	Active	Notify subscribers of newly added files to the attachment warehouse.
Online Fraud Reporting System Notification - DVLP	Unused	Notify users of new Online Fraud Reports entered into the database.

Once you are in the PICS tool, you will see Attachment Notification as one of the Event Names. After clicking on it, it will change from Unused to Active. This will notify subscribers of newly added files to the attachment warehouse. If you do not sign up for the PICS Alert, you may still view items in the Attachment Warehouse.

Personalized Information Capture System

Alert: Attachment Notification

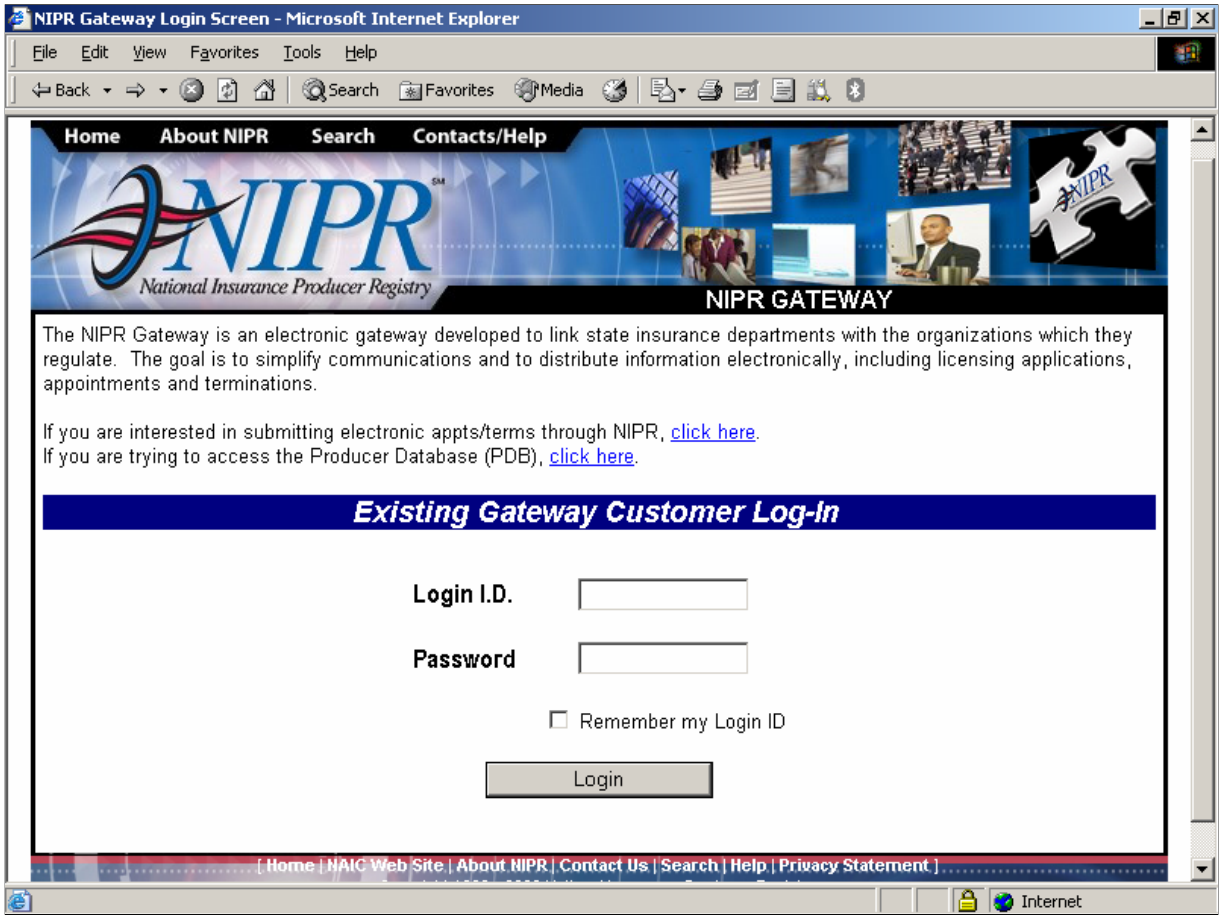
The Personalized Information Capture System (PICS) is confidential and shall be used for regulatory purposes only. The PICS Attachment Notification shows the following producers have since the last PICS alert added their initial entry and/or a file(s) to the Licensing Attachment Warehouse. Both individual and business entity/agency producers submit electronic documents to State regulators in response to a request for supporting documents in either the electronic licensing or renewal process using the Licensing Attachment Warehouse. The contact information for the producer is contained in the Gateway transaction.

State Code	Trans Type Desc	Nipr Trans	NPN	Tax Num	Name	Res State	Res License Id	Question Num	File Submitted Date
XX	Non-Resident License	101	1234567	000123456	PRODUCER, AVERAGE	YY		1	06/13/2008 02:12:16
XX	Non-Resident License	103	2345678	000234567	AGENCY, AVERAGE	ZZ		1	06/13/2008 02:12:16

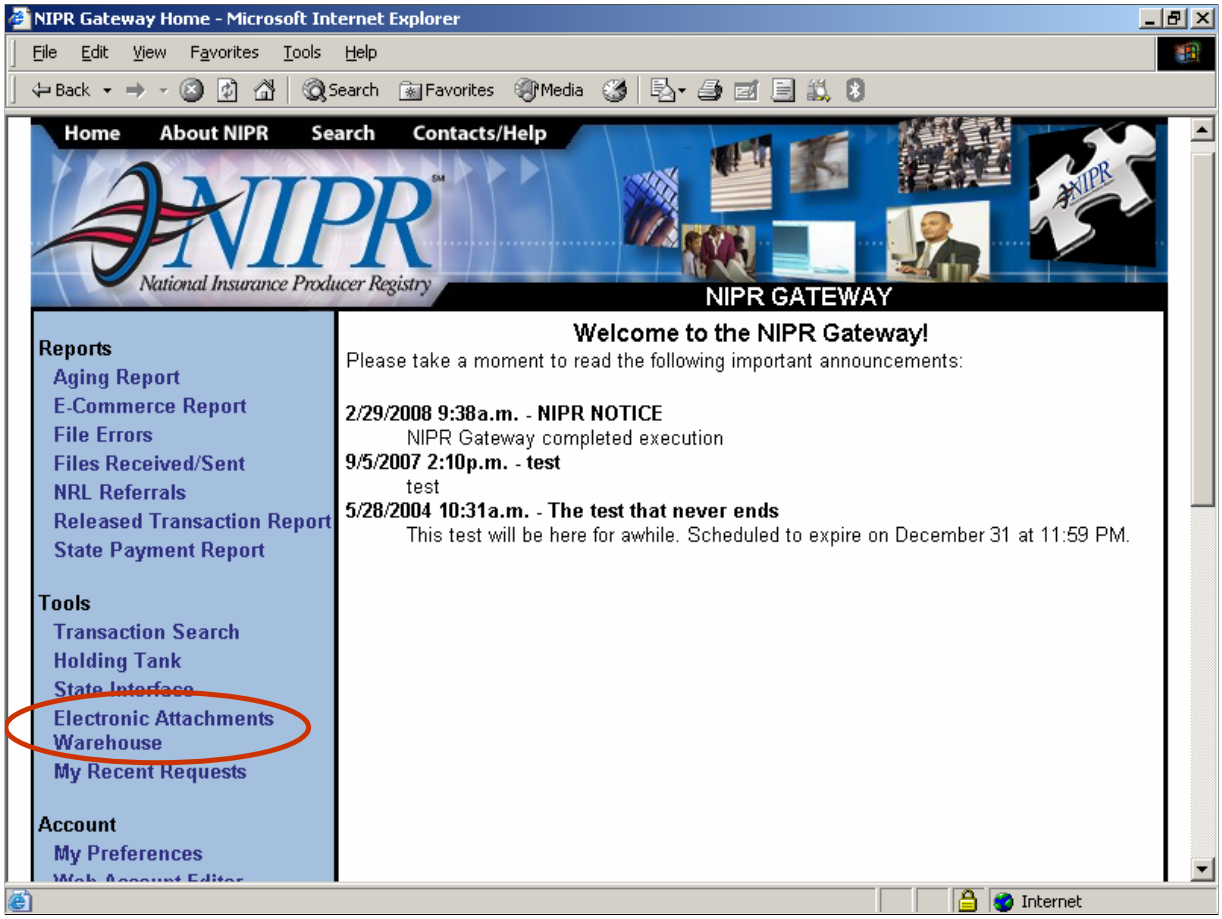
The filter used for this event was: **(No qualifying filter applied)**.
Additional information can be found at this web site: https://i-site-state.naic.org/isite/.

Please do not reply to this message. Any correspondence should be addressed to the NAIC Help Desk.

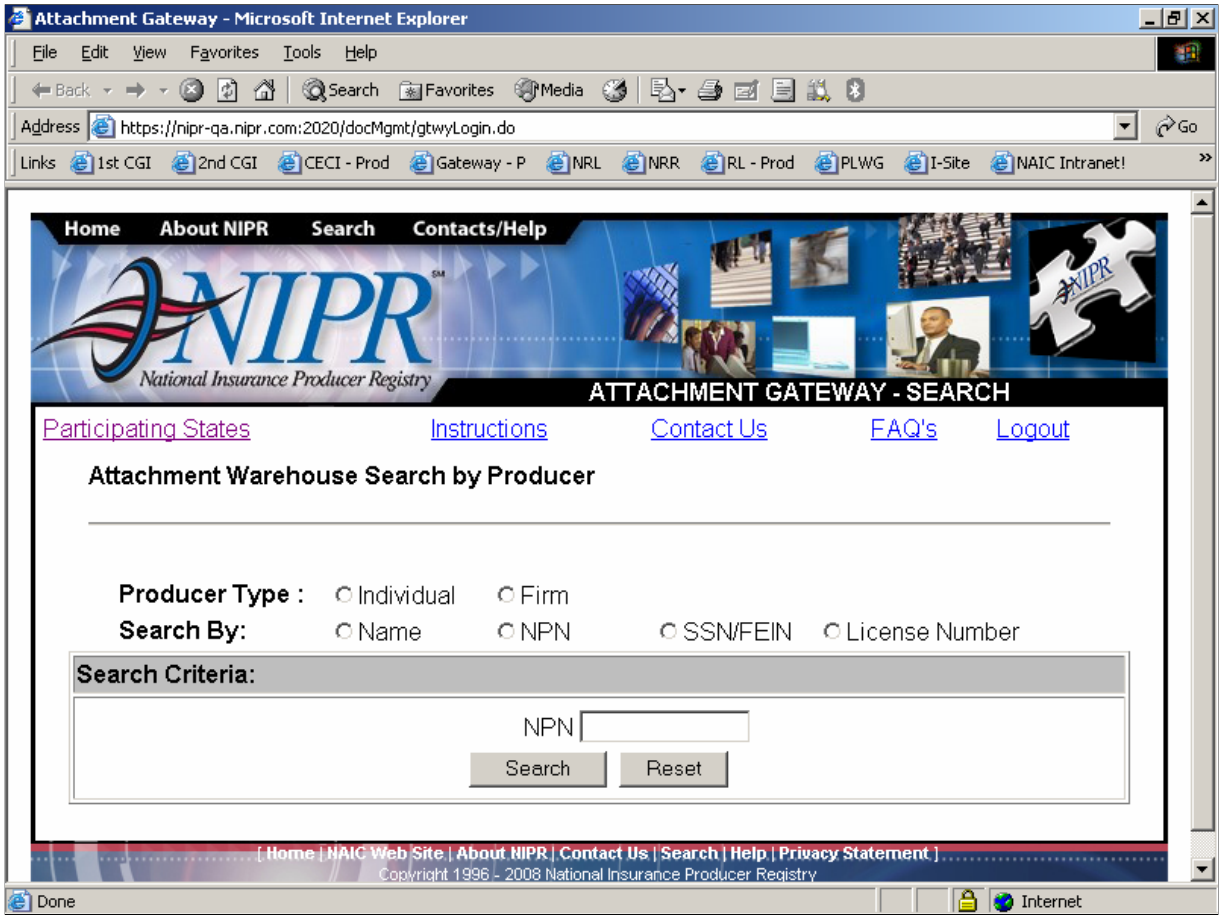
This is an example of the email Alert you will receive after signing up for PICS. As you can see all the pertinent information is listed.



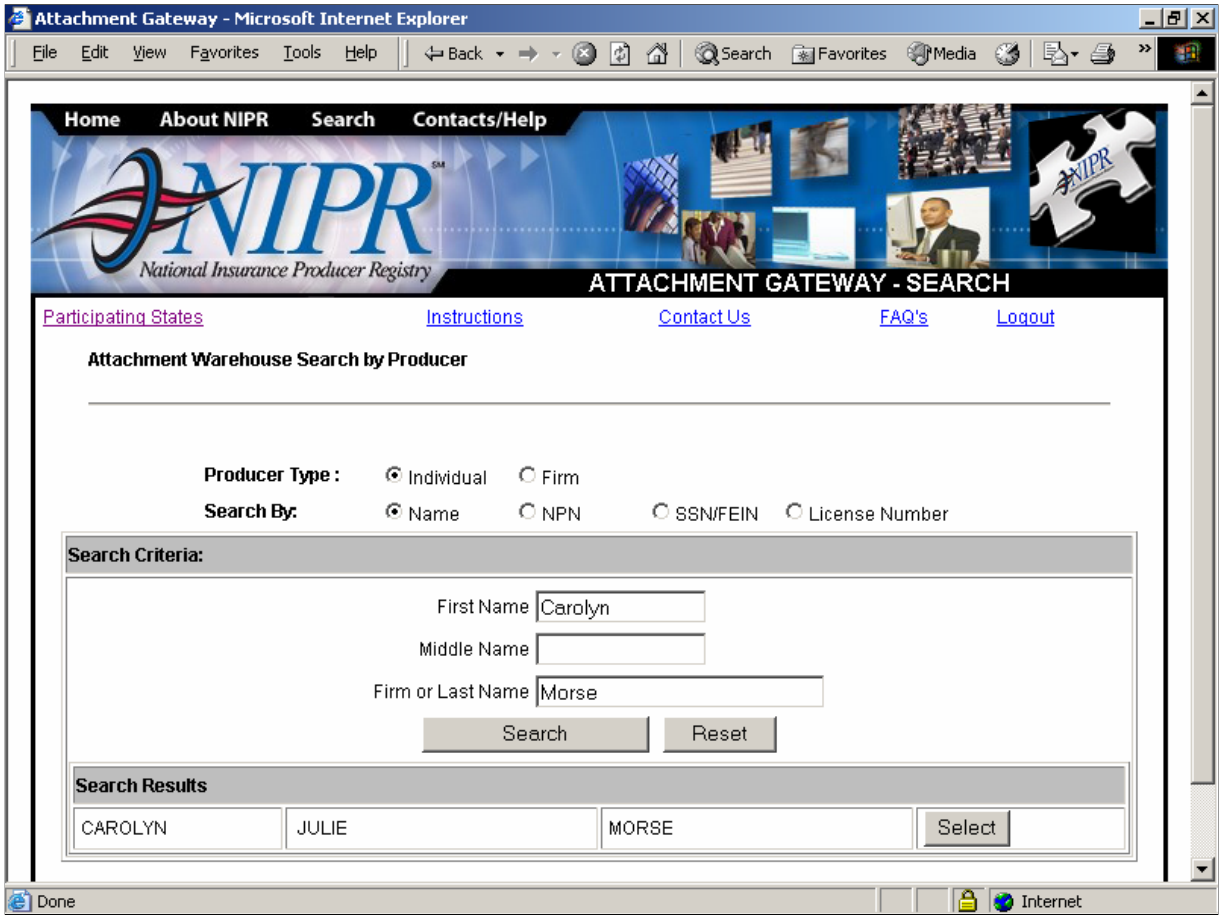
One way to log into the Attachment Warehouse is by going to the Gateway Browser. If you do not have a login and password, please contact your NIPR representative, NIPR Customer Service, or Tifany Doenges.



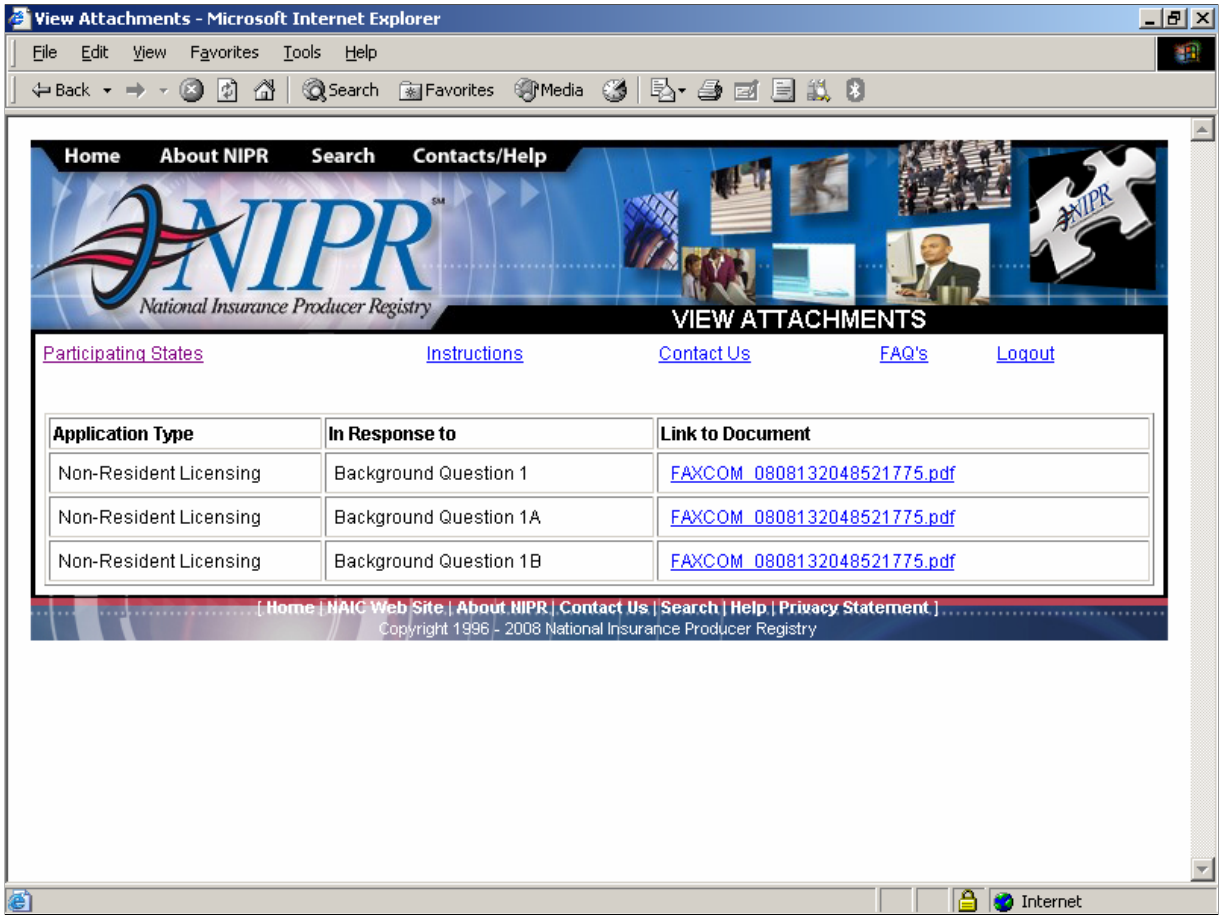
You will see the menu selection on the left-hand side under Tools.



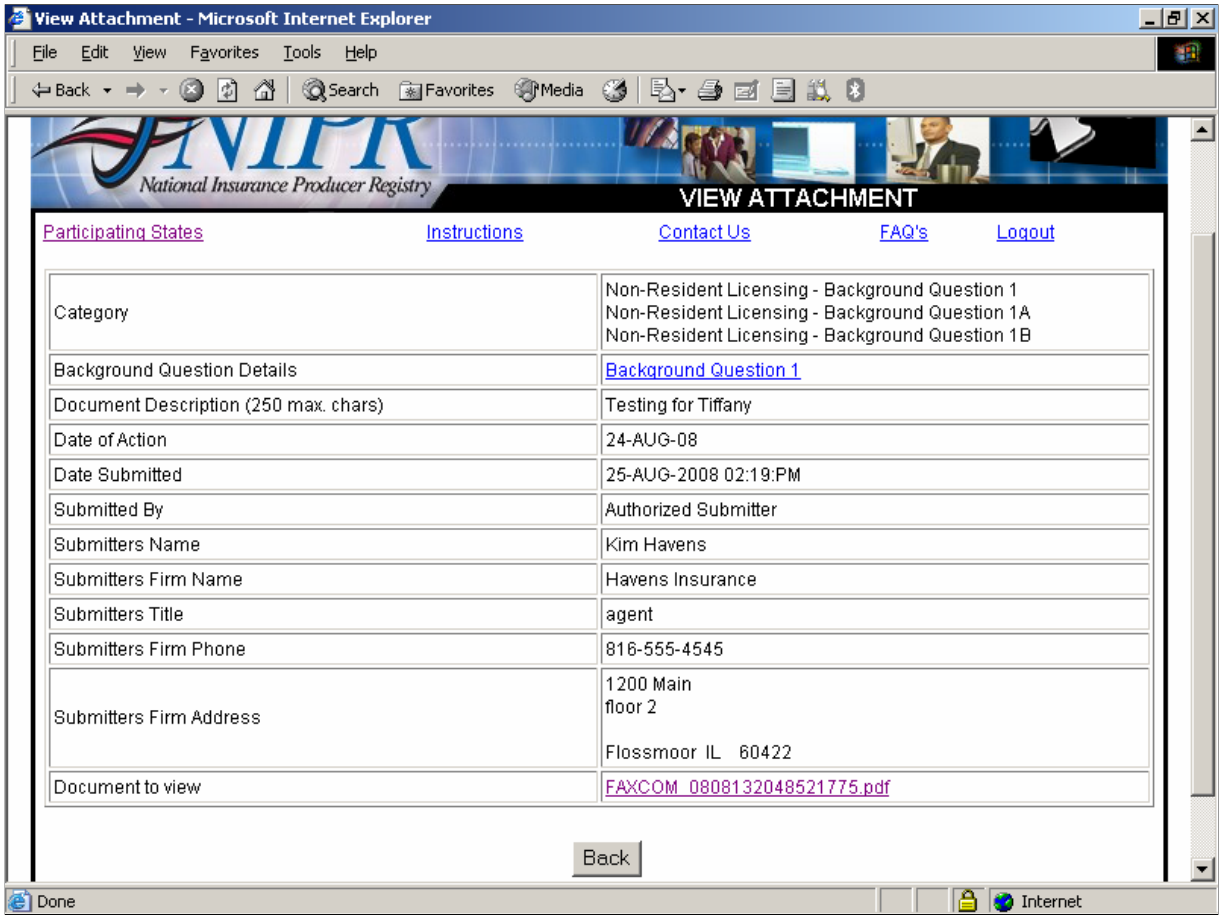
After clicking on the Electronic Attachments Warehouse menu option, it will bring you to the Attachment Gateway – Search screen.



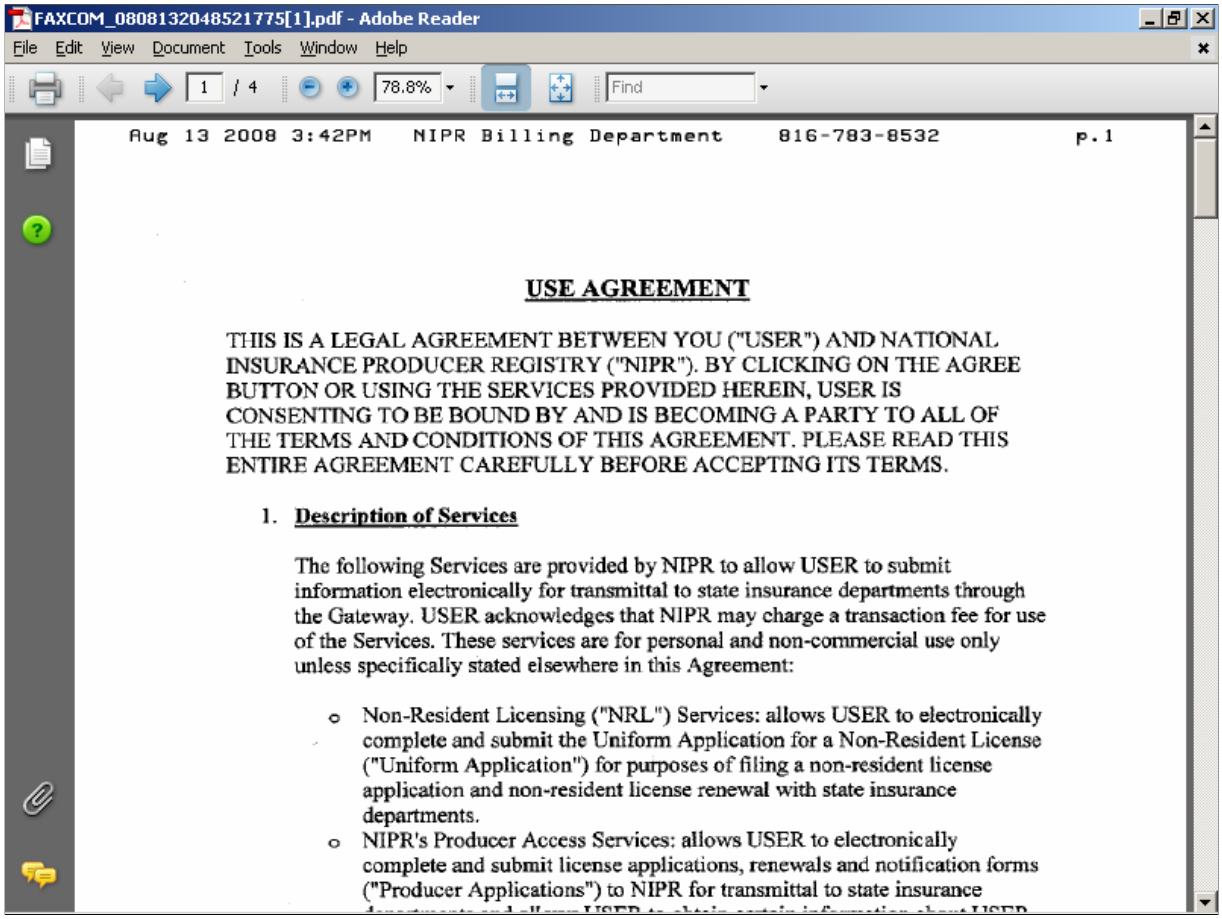
Once you have clicked on Individual, or Firm, and select how you want to search, such as by name, it will display your search criteria section. Enter the information and click “search”. It will pull back all items from your search.



After clicking on “Select” next to the producer you wish to view, it will bring you to the View Attachments screen.



Once you have selected the link to the document for the response to the background question, it will bring up the details of the submission.



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File Edit View Document Tools Window Help

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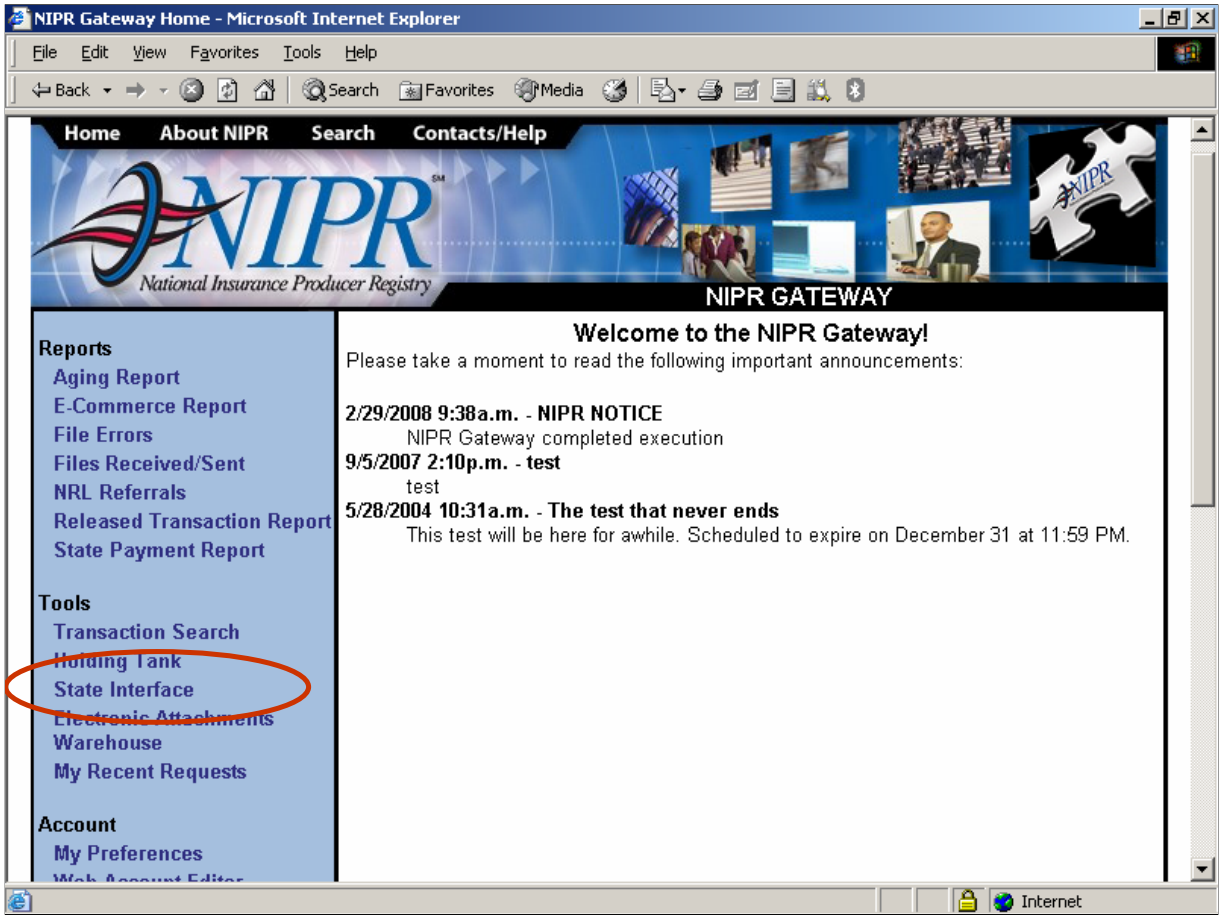
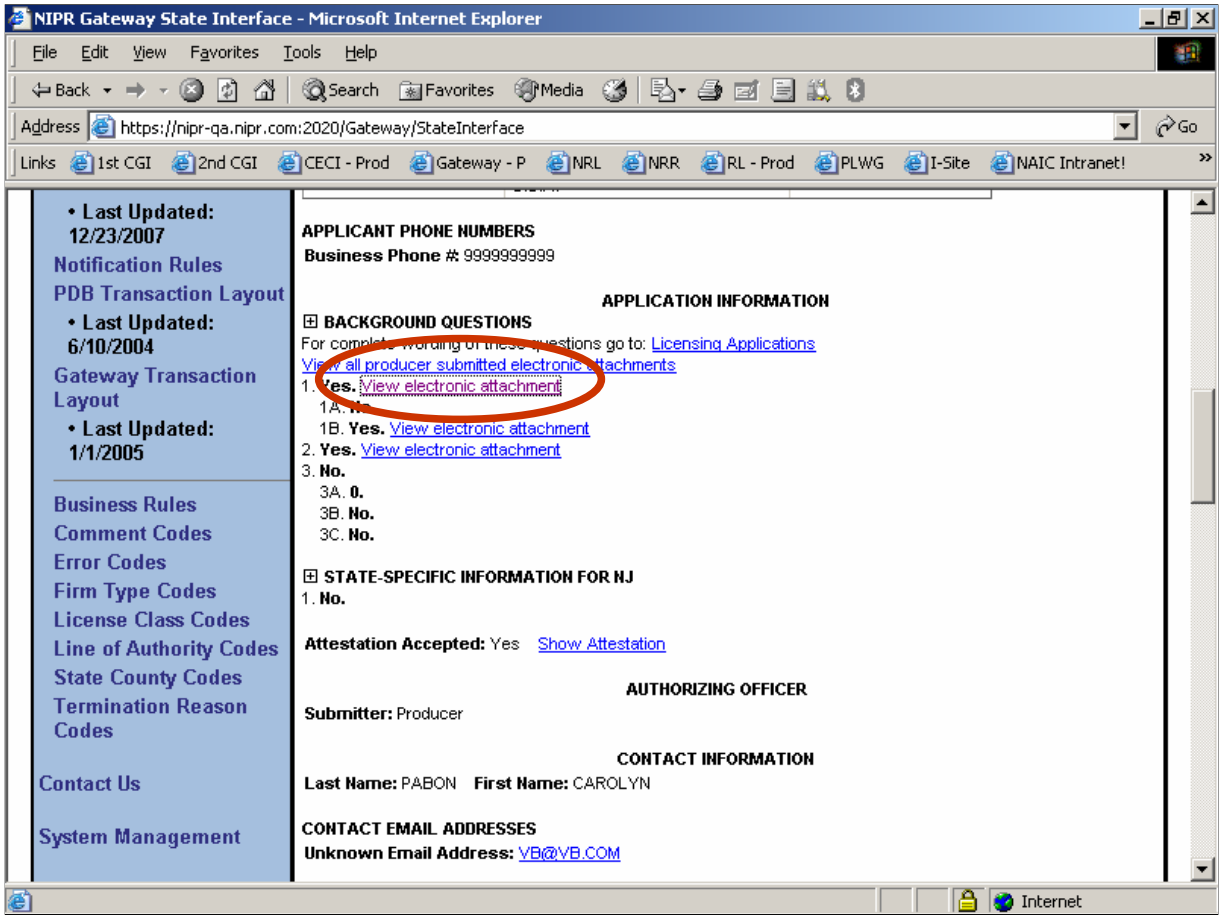
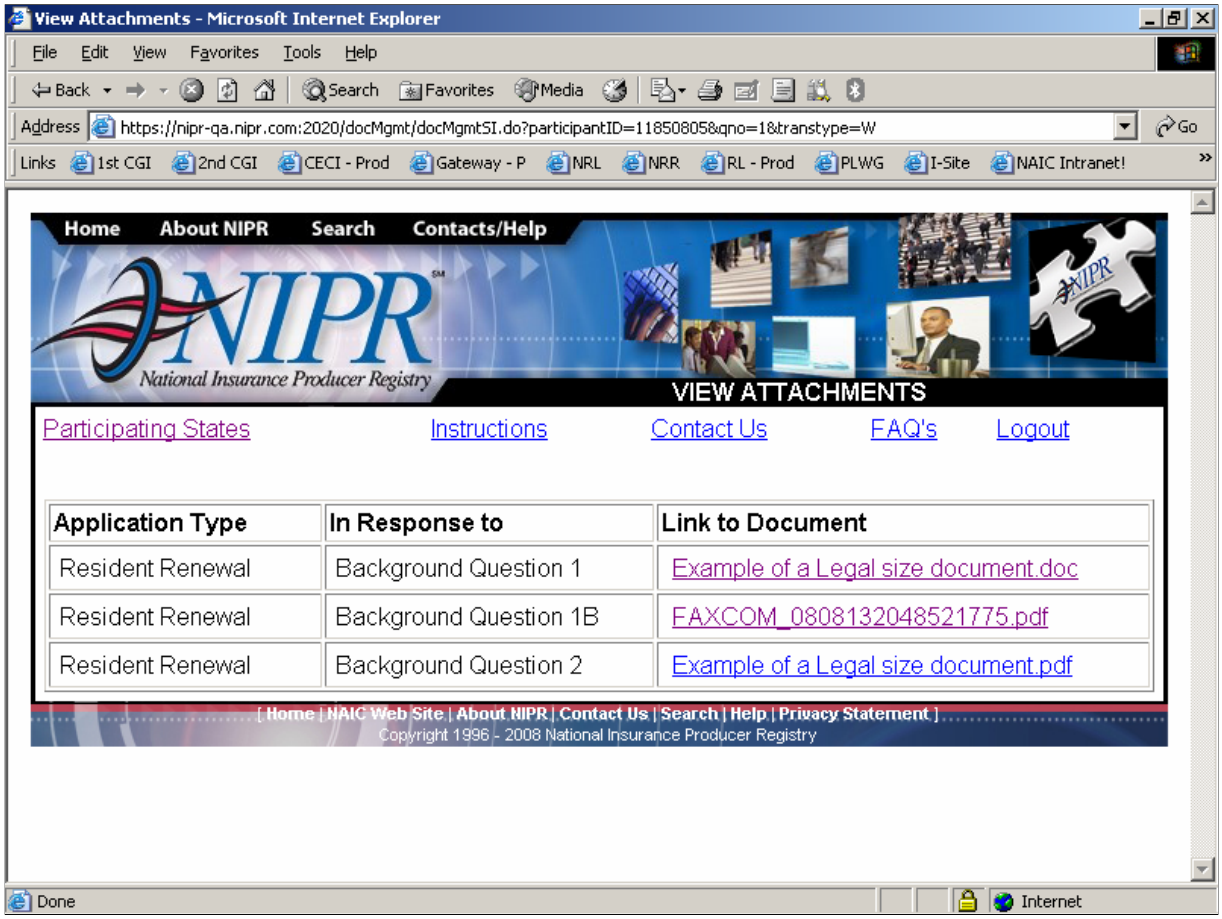
Once you click on the document, it will pull up the attachment the producer submitted. Here is an example of a PDF file.



For those states that use the State Interface, you will see this as a menu selection from the Gateway Browser under Tools. Select it to continue.

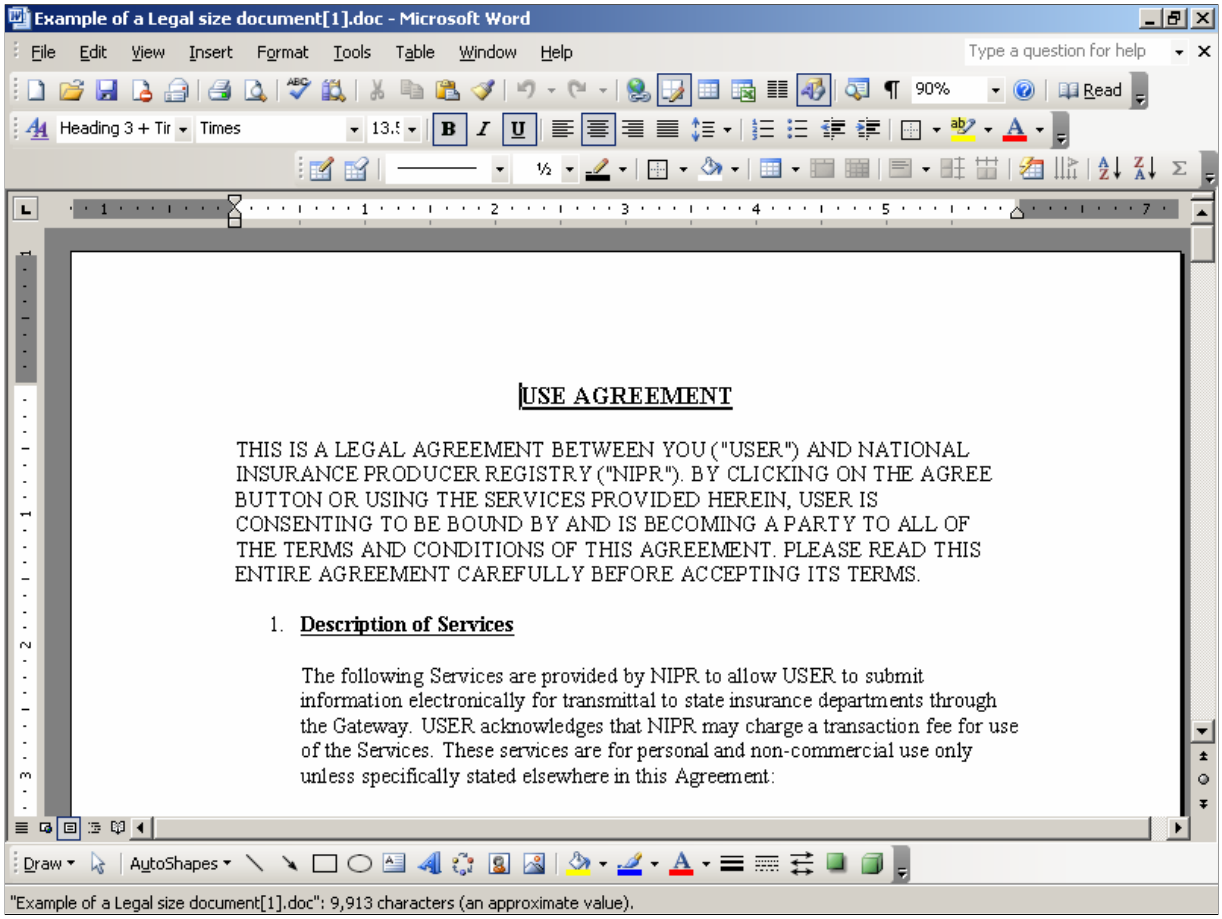


After going into the State Interface and selecting the individual you want to review, you will have a link to the attachment within the application in the Background Questions section.



After clicking on the View Electronic Attachment, you will be taken to this screen. It will show all the attachments for the producer. Click on the link to the document you wish to view, download, or print.

After clicking on the particular link, it will bring you to the information screen on the producer. The last line item is for viewing the document.



Here is an example of a legal size document.

Questions?

Thank you.

If you have any questions, please submit them to Tifany Doenges at tdoenges@nipr.com. Thank you and I hope this has been helpful for you. We feel this will be a great product to help eliminate paper.