As a Vertafore Sircon subscriber you incur certain charges each month, and each month Vertafore sends you a Summary Invoice via email or regular mail. In addition, a detailed invoice and a billing file spreadsheet both are available within the Sircon Platform to those with administrative access.

Note: Contact your Vertafore account representative if you wish to change the way you receive your Sircon statements each month.

Detailed Invoice

This invoice contains details about charges for your organization's Sircon account, including cost centers, previous balances, current charges, and total due.

To open the **Download Detailed Invoice** page, click the **Administration** menu link on the Compliance Express services panel on the left, or, click the **Administration** link from the **Express Services** menu within Producer Manager. Once the **Administration** menu page is open, click the **Download Detailed Invoice** link.

The page maintains links to all detailed invoices past and present, so you can view older invoices at any time.

Locate the invoice you want to download, and then click its Invoice ID number. The invoice will display as a PDF file, and will display charge totals broken out by state and cost center. This may help you and your accounting departments identify charges and the states to which those charges should be billed.

	Last Statement Balance : \$1,590,487.06						
		Due Da	ate: 08-26-2	013			
The las	t statement balanc	e does not include	any payments or ad	ljustments since the la	ast statement date.		
		Fo pay your last s	atatement balance	click here.			
nvoice ID	Date	Perio	d	Due Date	Amount Due		
5328	08-01-2013	07-01-2013 to	07-31-2013	08-26-2013	\$1,590,487.06		
5325	07-09-2013	03-01-2012 to	03-31-2012	08-03-2013	\$1,521,665.68		
9917	05-01-2013	02-01-2012 to	02-29-2012	05-26-2013	\$1,498,899.83		
4376	12-01-2012	01-01-2012 to	01-31-2012	12-26-2012	\$1,476,382.10		
3925	01-01-2012	12-01-2011 to	12-31-2011	01-26-2012	\$1,454,563.65		
8687	10-01-2011	12-01-2004 to	12-31-2004	10-26-2011	\$1,431,390.44		
7889	11-01-2010	11-01-2004 to	11-30-2004	11-26-2010	\$1,410,236.89		
	05-04-2011	10-01-2004 to	10-31-2004	05-29-2011	\$1,389,395.95		
6777	11-01-2010	06-01-2004 to	06-30-2004	11-26-2010	\$1,309,066.96		
<u>16777</u> 1 <u>2735</u>	11 01 2010			07-26-2010	\$1,215,154,93		
16777 12735 18478	07-01-2010	01-01-2004 to	01-31-2004	07-20-2010			
16777 12735 18478 17602	07-01-2010 07-31-2010	01-01-2004 to 12-01-2003 to	01-31-2004 12-31-2003	08-25-2010	\$1,197,196.98		
16777 12735 38478 37602 32754	07-01-2010 07-31-2010 05-24-2010	01-01-2004 to 12-01-2003 to 07-01-2003 to	01-31-2004 12-31-2003 07-31-2003	08-25-2010 08-25-2010 06-18-2010	\$1,197,196.98 \$1,111,310.45		
6777 2735 8478 7602 2754 1885	07-01-2010 07-31-2010 05-24-2010 11-01-2009	01-01-2004 to 12-01-2003 to 07-01-2003 to 06-01-2003 to	01-31-2004 12-31-2003 07-31-2003 06-30-2003	08-25-2010 06-18-2010 11-26-2009	\$1,197,196.98 \$1,111,310.45 \$1,094,887.14		
6777 2735 8478 7602 2754 1885 1070	07-01-2010 07-31-2010 05-24-2010 11-01-2009 12-01-2009	01-01-2004 to 12-01-2003 to 07-01-2003 to 06-01-2003 to 05-01-2003 to	01-31-2004 12-31-2003 07-31-2003 06-30-2003 05-31-2003	08-25-2010 06-18-2010 11-26-2009 12-26-2009	\$1,197,196.98 \$1,111,310.45 \$1,094,887.14 \$1,078,706.54		

Billing File

Use the **Download Billing File** page to obtain a Microsoft® Excel® spreadsheet with all Sircon transactions and charges incurred during a specific billing period.

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Click the **Click to download [Date]** billing file link you want to open. The **File Download** message box will appear. Choose to Open or Save the billing file.

Having trouble saving a file?
Click to download June 2013 billing file
Click to download July 2013 billing file
Click to download August 2013 billing file
Click to download October 2013 billing file
Click to download December 2013 billing file
Cancel

Subscriber Cost Centers

Note: The steps below describe setting up accounting categories in Compliance Express only; cost centers used in Producer Manager and Producer Express override Compliance Express cost centers and are configured differently. Please see the Producer Manager online help for more information.

You can use cost centers to sort transactions for billing purposes or to summarize Sircon transactions as they appear on monthly statements.

Use the **Maintain Subscriber Cost Center** page to add, update, configure, or delete accounting categories or departments to which users can assign the cost of Sircon transactions.

To open the **Maintain Subscriber Cost Center** page, click the **Maintain Subscriber Cost Center** link on the **Administration** menu page.



Maintain Subscriber Cost Center						
Manage your Cost Centers by se	tting your preferred options below.					
Current Cost Centers						
Delete	Cost Center Name					
	ABC					
	SSORB CC1					
Delete Cancel Add Cost Centers Cost Center Name Save Cancel						
Image: Configure Cost Centers Image: A default Cost Center is required for subscriber representative and only pre-defined Cost Centers are allowed. Image: A Cost Center is required for any request, such as license application and appointment request. Image: Save Center is required for any request.						
Home Help News Releases FAQ State Information NAIC Information						

Current Cost Centers

All currently existing cost centers are listed in this section. Click the checkbox to select a cost center, and then click the **Delete** button to remove it from the system.

Add Cost Centers

Use this section to add new cost centers to your account.

Click the Add New Cost Center link in the upper right corner to add new cost centers, or simply type the new cost center name in the Cost Center Name field. Click the Save button to add the new cost center to the Current Cost Centers list.

Configure Cost Centers

This is where the real power of cost centers lies. Use the **Configure Cost Centers** section to set global requirements for the use of cost centers. Choose one or both of the following options:

- A default Cost Center is required for subscriber representative and only pre-defined cost centers are allowed: Click to checkmark to:
 - Require that transactions performed by all users are assigned only to an administratordefined cost center (i.e., users cannot create their own cost centers)
 - Require that one cost center be selected as the default (if a user does not specifically

select a cost center, then the user's default cost center will be assigned to the transaction)

Vertafore Recommends: Choosing this option means that users have less to worry about when running a transaction. They simply choose one of the cost centers in the pre-defined list.

• A Cost Center is required for any request, such as license application and appointment request: Click to checkmark to require transactions to be assigned to a cost center.

Note: Leaving this option unchecked means that users may process transactions without assigning them to cost centers. On the invoice, all transactions not assigned to a cost center will be placed into a <NONE> cost center.

Click the **Save** button to save current cost center configuration settings.

One More Step

Before any of your users can use the cost centers that you have set up, you must assign cost centers to their accounts, so that they will have one or more cost centers available to them when running transactions.

Open the Maintain Subscriber Rep Cost Center page by clicking the Maintain Subscriber Rep link on the Administration menu page. From the list of users, click the name link of the user you wish to work with. On the user's Maintain User Profile page click the Click here to maintain your cost centers link at the bottom of the page.

The **Add/Update Cost Centers** page will open. Choose a cost center from the dropdown menu. To make this the default cost center for this user, click the **Default** checkbox. Click the **Save** button. The user can now select one or more cost centers when processing transactions.

Need More?

If you need further assistance with Vertafore Sircon products or services, contact your assigned account representative, send an email to <u>plmsupport@vertafore.com</u>, or open a case in the <u>Self-Service Portal</u>.