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SIRCON FOR CARRIERS

Bulk Transactions

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Overview

Introduction and Background

Bulk transactions allow you to upload a file which contains basic information about the producers you need to update.

The system will automatically update the producer records if the information matches the data in Producer Central. You can perform bulk connection updates for up to 10,000 producers at one time.

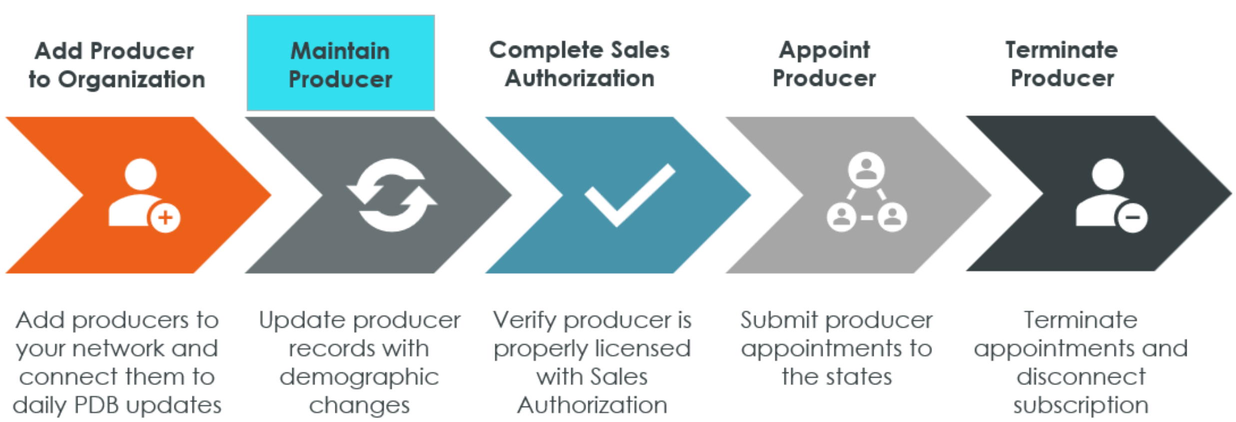
The moment you add a producer to your organization, Producer Central will create a **Producer Record** that contains all the compliance and licensing information for an individual licensee or firm. Once the record exists, you can maintain changes to the producer's information throughout their career.

PRODUCER MAINTENANCE PROCESS

There are three ways to maintain producer data in Producer Central:

1. Daily Producer Database (PDB) Syncs
2. Bulk Transactions
3. Maintaining the Individual Producer Record

Producer Lifecycle Management



Daily Producer Database (PDB) Updates

When a producer record has the Sircon subscription enabled, the record **syncs daily with the National Insurance Producer Registry's (NIPR) Producer Database (PDB)** to keep your producer network as compliant as possible.

Daily PDB syncs simplify the process of keeping producer data up to date, helping you get the most out of your investment in Sircon. This process also makes producer data more accurate.

Any producer that is synchronized with the PDB will automatically receive daily updates of the information maintained on the PDB.

Examples of data updates from the PDB include:

- Licenses and qualifications (or lines of authority)
- Name changes
- Demographic changes

Note: Refer to the Daily PDB Updates and Subscription Management Quick Guide for more information.

Bulk Transactions

Another way you can update producer data is through **Bulk Transactions**. Use this option to mass update information for up to 10,000 producers at one time. There are several bulk transactions you can run, including:

- Address Updates
- Email Updates
- Business Unit Updates

Updating the Individual Producer Record

The last method you can use to maintain data is updating the **Individual Producer Record**. The producer record contains links to transactions in Producer Central where you can maintain and update data. Examples of data you can maintain from the producer record are:

- Appointments
- Licenses / Qualifications
- Address/Demographic Changes
- Business Units
- Cost Centers
- External System IDs

Note: Refer to the Maintain Producer Records Quick Guide for details about how to maintain data in the producer record.

What will be covered?

In this quick guide, we will explore how to use each bulk transaction to update data for multiple producers at one time. We will also learn how to troubleshoot transaction requests with errors and how to search for requests.

Who should use this document?

Any user who needs to maintain producer data for multiple producers in bulk.

> **Note**: Users will need the appropriate security roles to perform bulk transaction requests.
>
> If you cannot access Bulk Transactions, contact your administrator or your Vertafore contact for assistance.

When should you use this document?

Use this document when you need to create or review bulk transaction requests

Introduction to Bulk Transactions

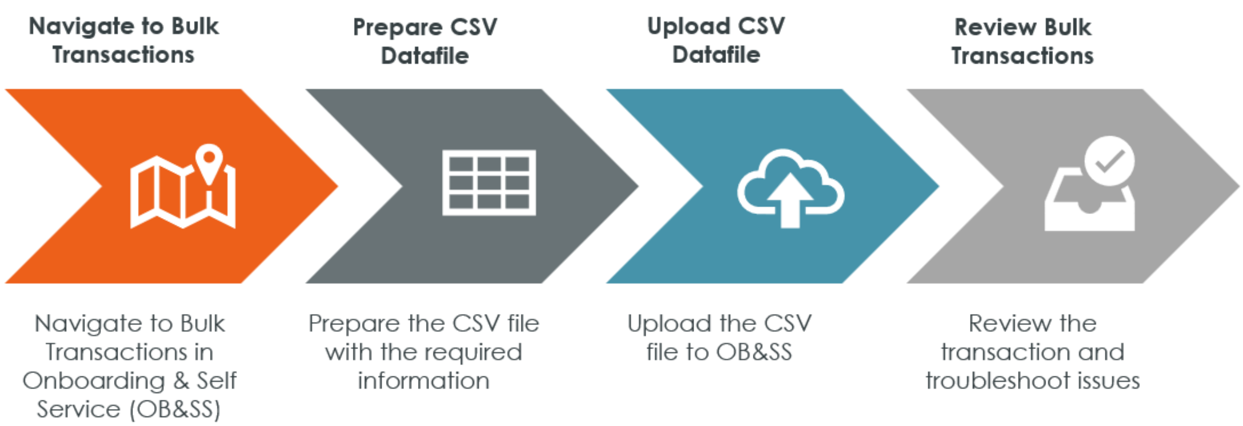
Bulk Transactions allow you to update data for multiple producers at one time.

To complete bulk transactions, you will first create a CSV comma delimited spreadsheet with all the required information about the producers. Each transaction requires different information, for example address updates require an address while business unit updates require business unit references.

Each transaction will list the required and optional fields for the CSV file. After you prepare the file, you will upload it to the system.

If the data in the spreadsheet matches the producer records, the transactions will process successfully. If your CSV file contains any discrepancies, the file will fail, and you will receive a processing error.

Bulk Transactions & Service Requests Process



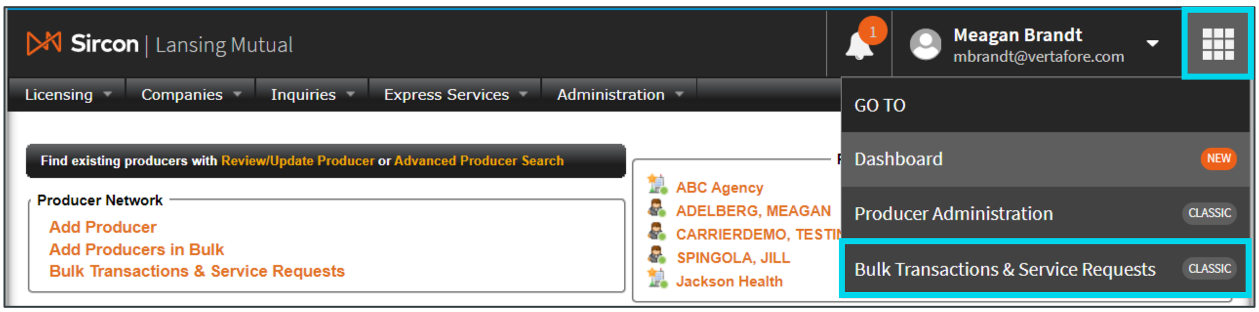
Navigate to Bulk Transactions

In this section we will review how to navigate to the bulk transactions. There are two ways to access bulk transactions:

- Use the **Application Switcher** button (▦)
- Use the **Bulk Transactions & Service Requests Link** from the Producer Central dashboard

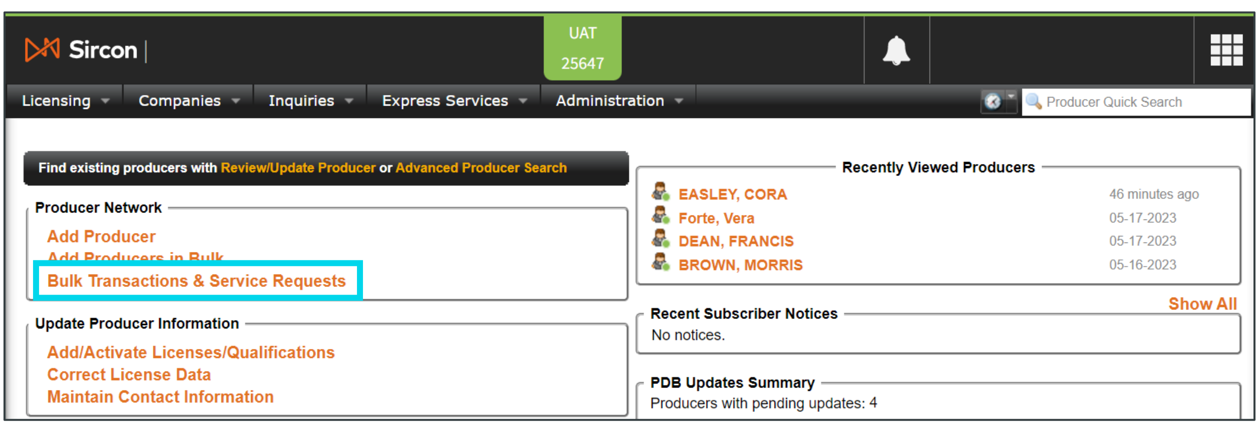
Navigate using the Application Switcher

1. Use the **Application Switcher** in the upper right-hand corner to move from **Producer Administration** (also known as Producer Central) to **Bulk Transactions and Service Requests**.



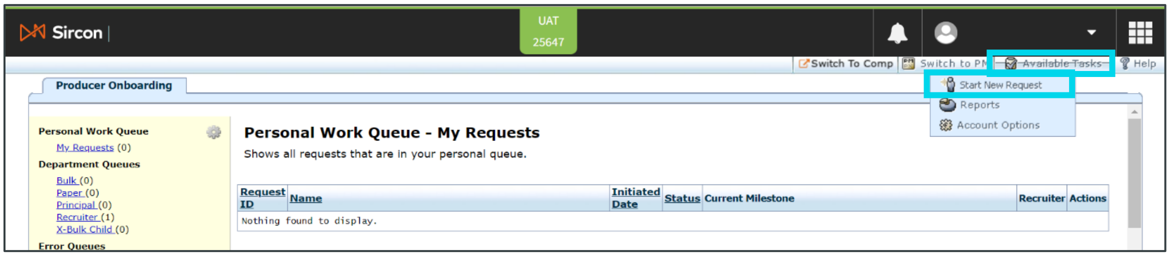
Navigate from the Producer Central Home Page

1. Click the **Bulk Transactions & Service Requests** option from the main page of Producer Central.

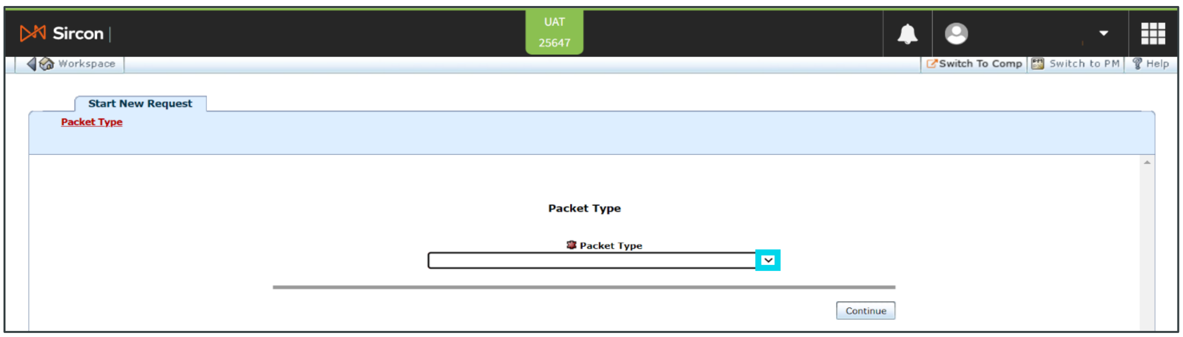


Start a New Request

2. You will now see the *Bulk Transactions & Services Requests* home screen. In the top right-hand corner of the screen, click the **Available Tasks** button.
3. Click **Start New Request**.

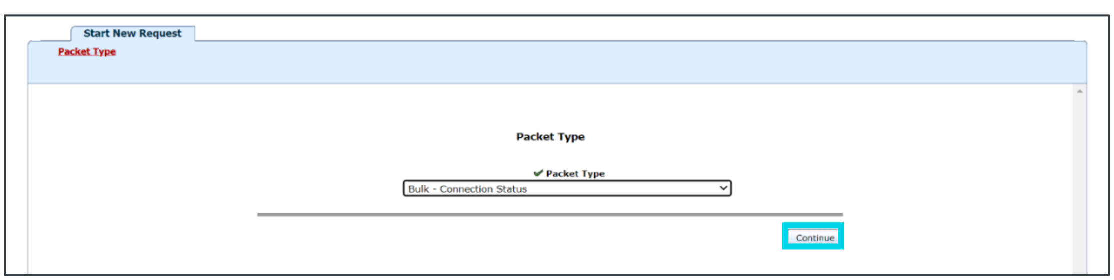


4. Click the dropdown arrow next to the **Packet Type**. The packet type determines the type of bulk transaction you need to perform.



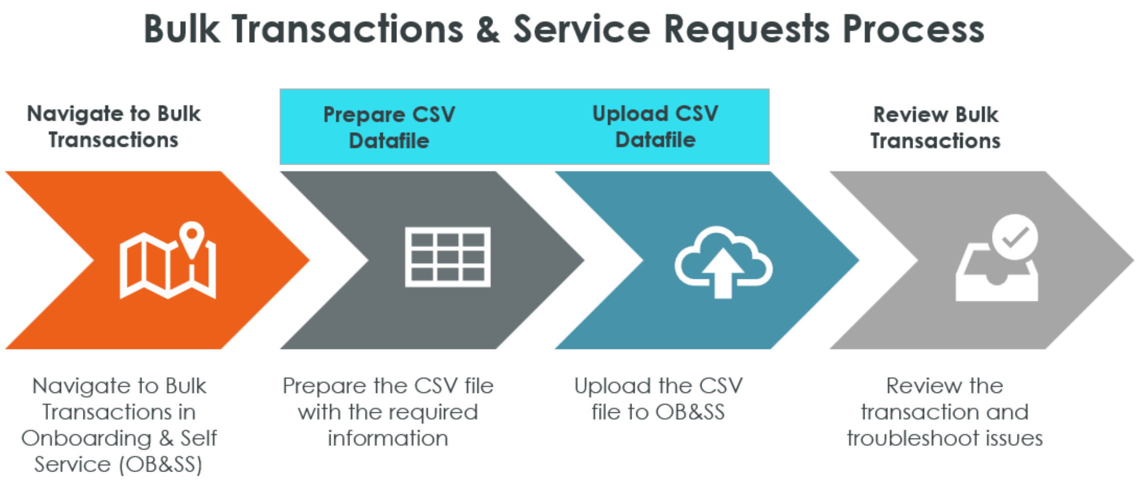
5. Select the bulk transaction packet from the list. All the bulk transactions start with the word “Bulk.”

6. Click **Continue**.



Prepare and Upload the CSV Datafile

In this section we will learn how to prepare the CSV file for each bulk transaction type. We will also review how to upload the file to the system.



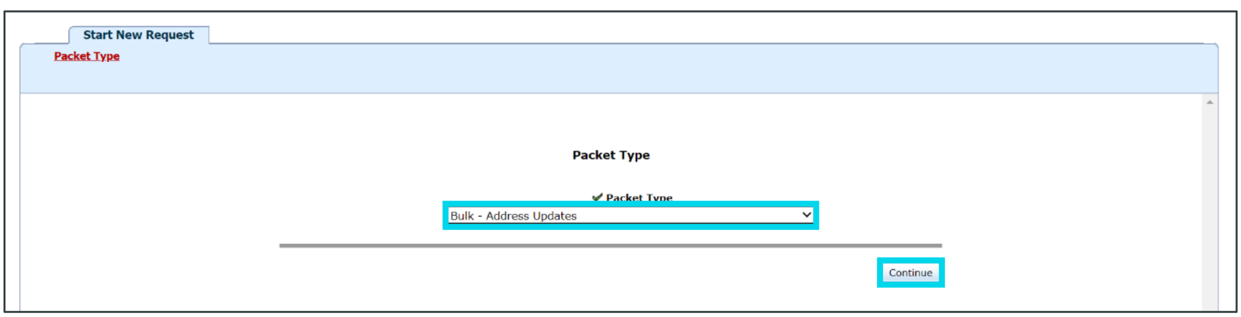
Bulk – Address Update

Use the **Address Updates** bulk transaction to add or update address information for any existing address type for multiple producers in Producer Central.

Address types can include:

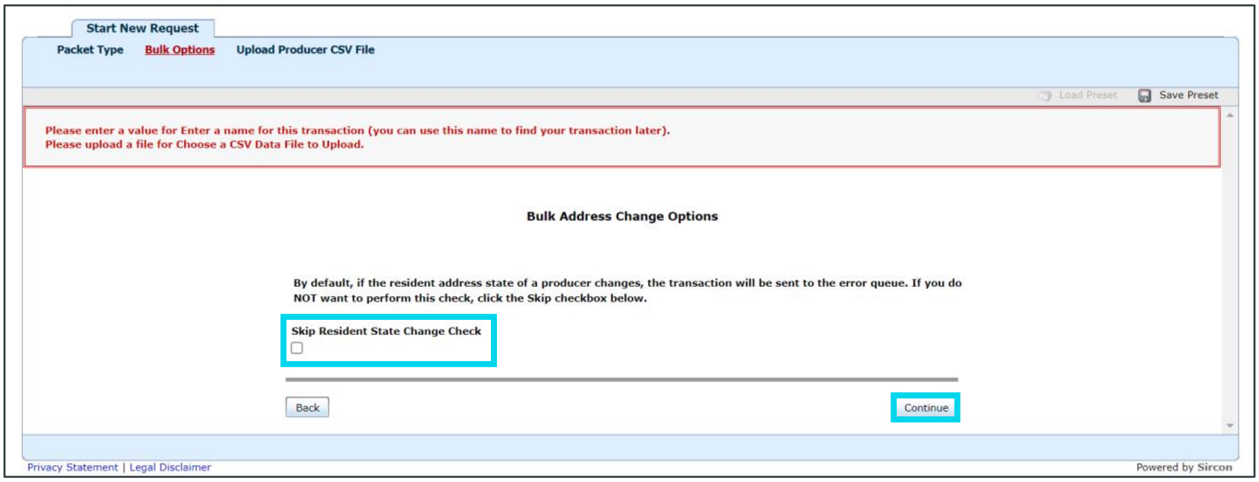
- Residential
- Mailing
- Business location
- Billing
- Other

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Address Update** packet type. Click **Continue**.

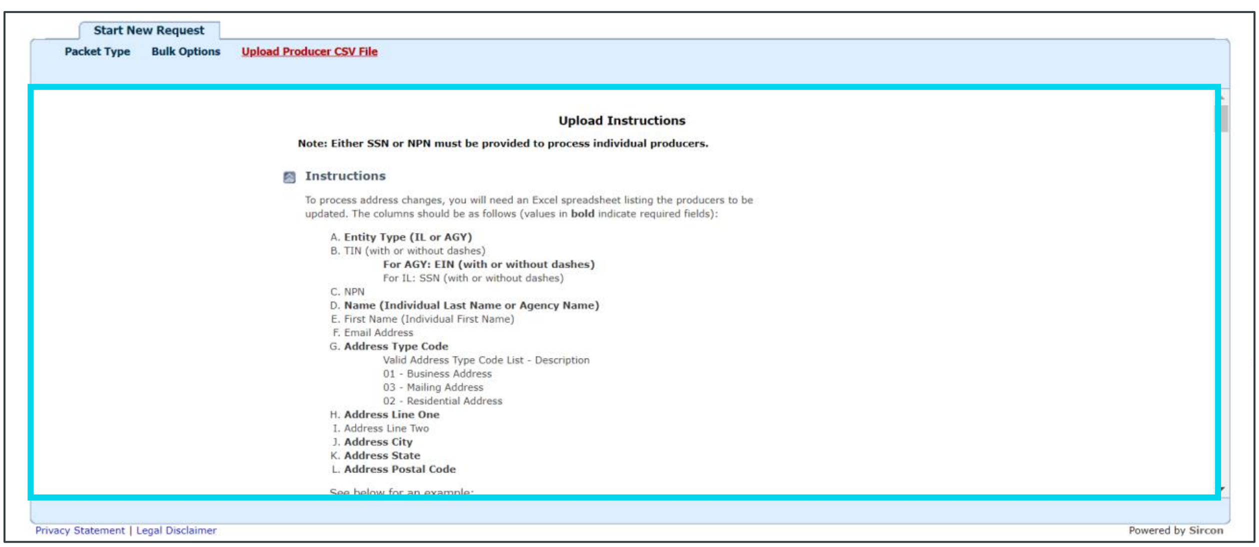


Section: Prepare and Upload the CSV Datafile

3. You will see a screen that says “By default, if the resident address state of a producer changes, the transaction will be sent to the error queue. If you do NOT want to perform this check, click the Skip checkbox below.”
4. Select the **Skip Resident State Change Check**, if needed.
5. Click **Continue**.



6. You will now see the **Upload Instructions** to properly format the bulk update file.
7. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
8. The letters A-L represent the column headers in the file. The fields in **bold** are required fields.
9. Depending on the **Entity Type** (Individual or Agency), the required fields will change.



Section: Prepare and Upload the CSV Datafile

INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
C	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
D	**Name**	Type the **Last Name** of the producer
G	**Address Type Code**	Type **01** to update a Business Address Type **02** to update a Residential Address Type **03** to update a Mailing Address
H	**Address Line One**	Type the **Street Address**
J	**Address City**	Type the **City**
K	**Address State**	Type the **State**
L	**Address Postal Code**	Type the **Postal Code**

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K	L
Entity Type	TIN	NPN	Name	First Name	Email Address	Address Type Code	Address Line One	Address Line Two	Address City	Address State	Address Postal Code
IL		1000000028	Easley			01	500 Saint Street		Alexandria	VA	22301

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
B	**TIN** (Taxpayer ID)	Type the 9-digit **SSN** of the producer (with or without dashes)
D	**Name**	Type the **Last Name** of the producer
G	**Address Type Code**	Type **01** to update a Business Address Type **02** to update a Residential Address Type **03** to update a Mailing Address
H	**Address Line One**	Type the **Street Address**
J	**Address City**	Type the **City**
K	**Address State**	Type the **State**
L	**Address Postal Code**	Type the **Postal Code**

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K	L
Entity Type	TIN	NPN	Name	First Name	Email Address	Address Type Code	Address Line One	Address Line Two	Address City	Address State	Address Postal Code
IL	000999123		Charron			02	334 Cherry Lane		Annapolis	MD	21401

AGENCY/FIRM REQUIRED FIELDS

The required fields for agencies or firms are:

Column	Field Name	Description
A	**Entity Type**	Use "**AGY**" to indicate an agency/firm
B	**TIN** (Taxpayer ID)	Type the 9-digit Employer Identification Number or **EIN** of the firm (with or without dashes)
D	**Name**	Type the full **Name** of the agency/firm. It must match the name in the producer record.
G	**Address Type Code**	Type **01** to update a Business Address Type **02** to update a Residential Address Type **03** to update a Mailing Address
H	**Address Line One**	Type the **Street Address**
J	**Address City**	Type the **City**
K	**Address State**	Type the **State**
L	**Address Postal Code**	Type the **Postal Code**

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K	L
Entity Type	TIN	NPN	Name	First Name	Email Address	Address Type Code	Address Line One	Address Line Two	Address City	Address State	Address Postal Code
AGY	00-6233077		Dean and Davis Insurance Agency			03	6403 Aspen Way		Macon	GA	31200

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

Note: The required fields listed above are mandatory to complete the Bulk Connection update.

It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

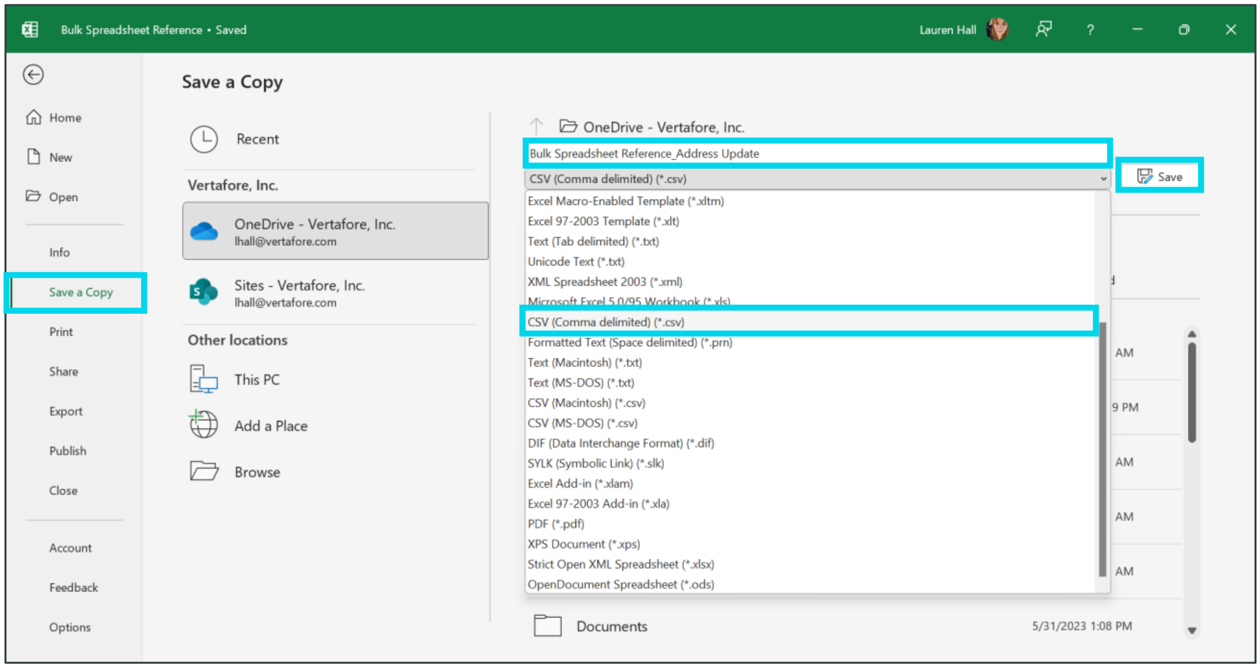
Column	Field Name	Description
B	**TIN** (Taxpayer ID)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
C	**NPN** (National Producer Number)	For individual licensees with a SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.
E	**First Name**	For individual licensees, you can include the **First Name** of the producer.
F	**Email Address**	For individual licensees or agencies, you can add the **Email Address** that is associated with the producer's record.
I	**Address Line Two**	Use the **Address Line Two** field to fill in secondary address details such as the apartment, PO box, suite, room, floor, building, unit, and department numbers.

10. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

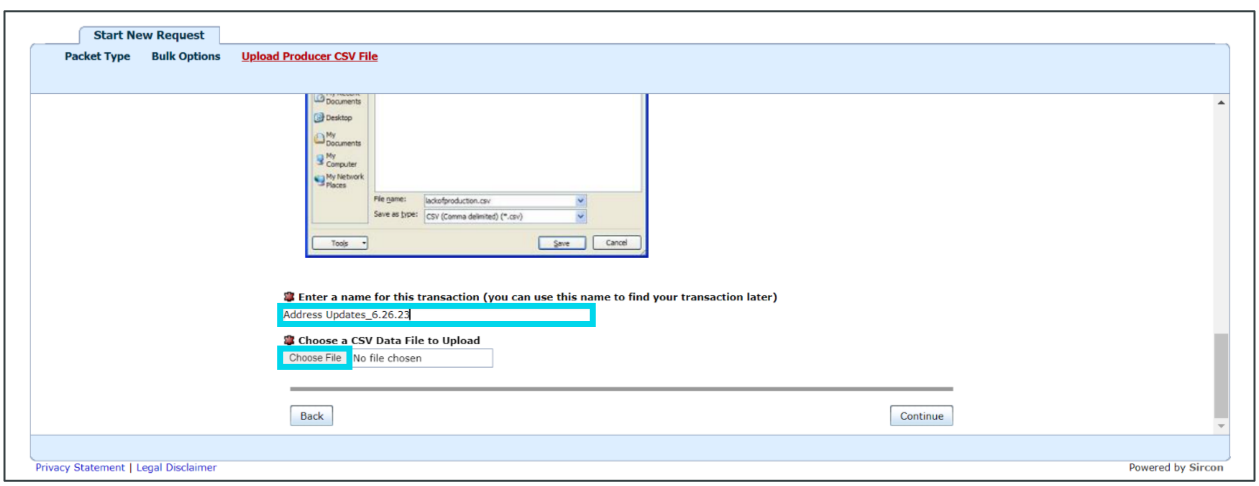
A	B	C	D	E	F	G	H	I	J	K	L
AGY	00-6233077		Dean and Davis Insurance Industry			03	6403 Aspen Way		Macon	GA	31200
IL		1000000028	Easley			01	500 Saint Street		Alexandria	VA	22301

Note: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

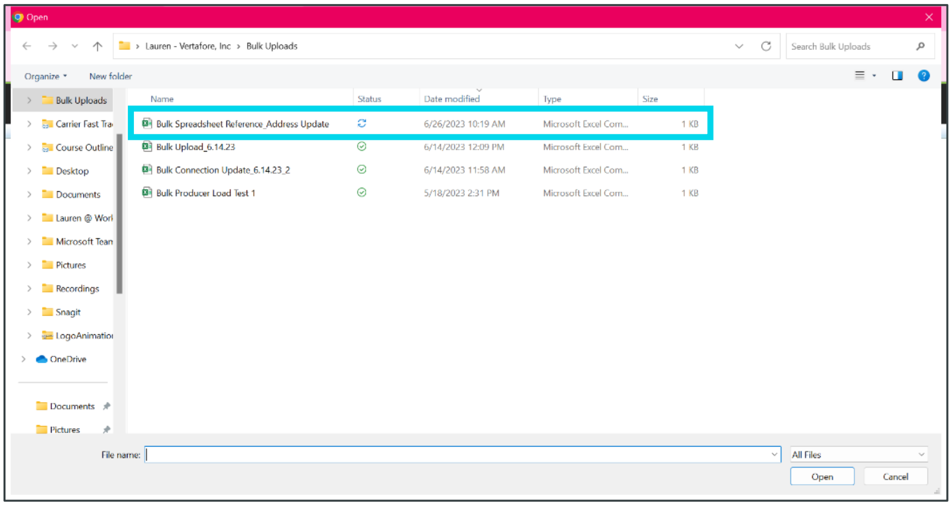
11. When you are finished, from the **File** menu, select **Save As**.
12. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
13. Click **Save**.



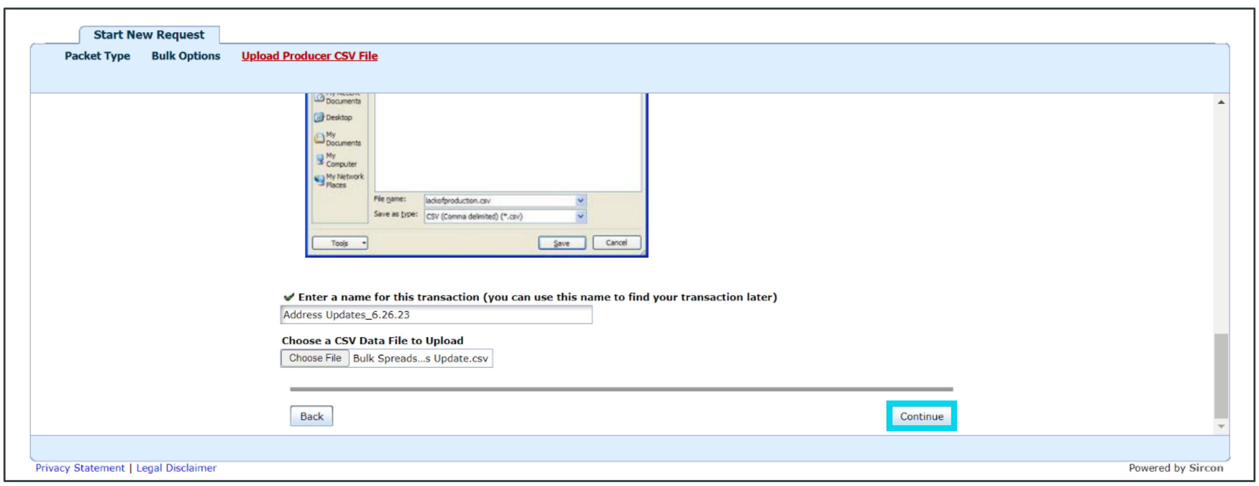
14. Your file is now saved in a comma-separated format and is ready for upload to the system
15. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
16. Click the **Choose File** button.



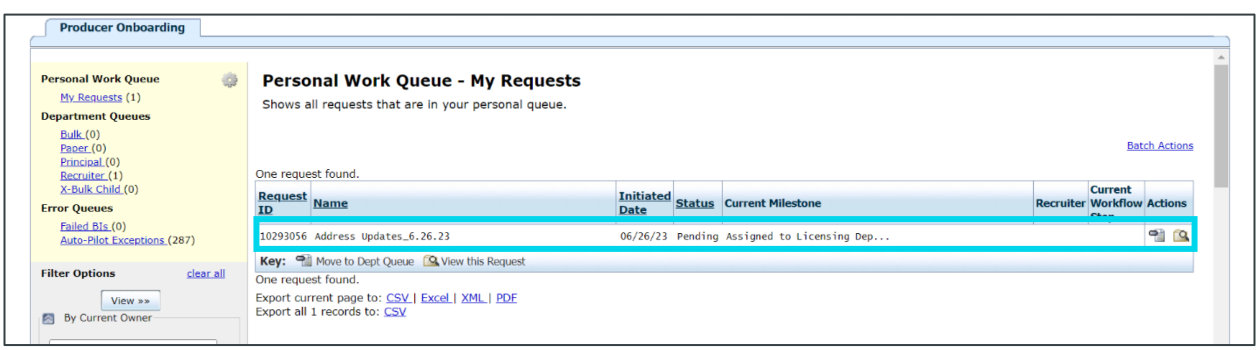
17. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
18. When the correct file name appears in the **File Name** field, click the **Open** button.



19. The file name will appear next to the **Choose File** button.
20. Click **Continue** to submit the file.



21. The bulk transaction will be assigned to your queue and will begin processing.
22. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



Bulk Background Investigations

Use the **Background Investigations** bulk transaction to request background checks for multiple producers at one time. This transaction is only available for individual producers.

Background investigation capabilities can include:

- Submitting your company's account login information with a chosen BI firm
- Requesting one or multiple background or credit check types
- Retrieving a secure link to the results
- Pending an appointment request on the retrieval of a favorable background report

Available background investigation types from most vendors include:

- Credit checks
- Criminal checks (county/local, state, and federal)
- Education verification
- Employment verification
- Licensing state verification

Before you can use this transaction, you will need the following information:

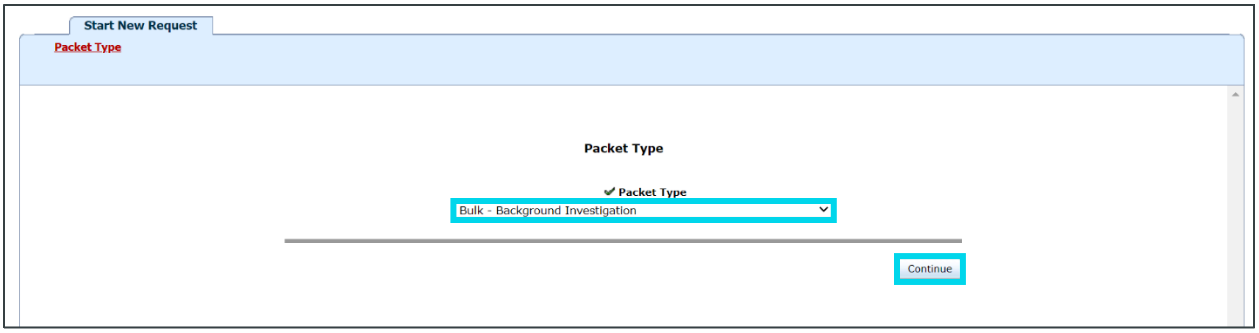
- A list of producers and their Social Security Numbers.

> **Note**: National Producer Numbers (NPNs) cannot be used to initiate background investigations.

- The Background Investigation profile your company set up in Producer Central. Profiles tell the system which vendor (or firm) to use for each background investigation type.

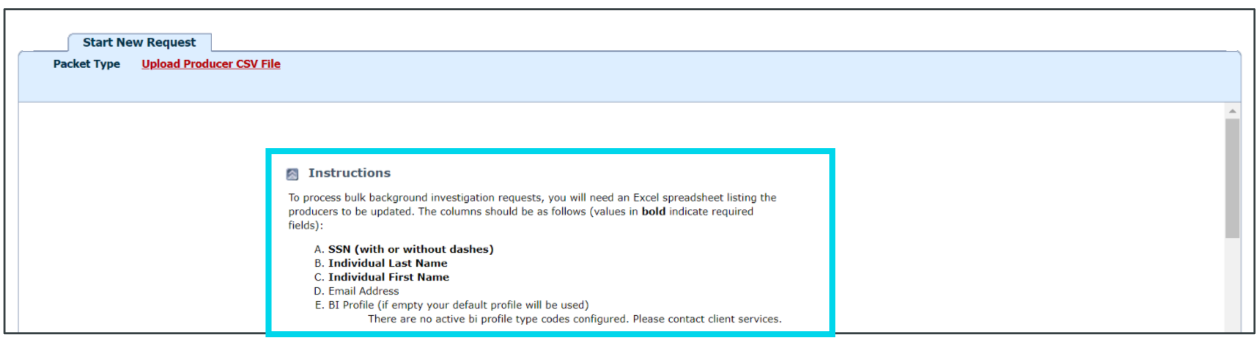
> **Note**: Background Investigation profiles are created and maintained by the Vertafore support team. Contact your Vertafore representative if you do not have profiles available in the system.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Background Investigation** packet type.
3. Click **Continue**.



4. You will now see the **Upload Instructions** to properly format the bulk update file.
5. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
6. The letters A-E represent the column headers in the file. The fields in **bold** are required fields.

> **Note**: Background Investigations require producers to have an SSN number.



REQUIRED FIELDS

The required fields for individuals are:

Column	Field Name	Description
A	**SSN**	Type the 9-digit Social Security Number (**SSN**) of the producer (with or without dashes)
B	**Individual Last Name**	Type the **Last Name** of the producer
C	**Individual First Name**	Type the **First Name** of the producer

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E
SSN	**Individual Last Name**	**Individual First Name**	**Email Address**	**BI Profile**
999000123	Easley	Cora		

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

> **Note**: The required fields listed above are mandatory to complete the Bulk Connection update.
>
> It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

Column	Field Name	Description
D	**Email Address**	Add the **Email Address** that is associated with the producer's record.
E	**BI Profile**	Enter the name of the **Business Investigation Profile** that you need to request for the producer. If you leave this blank, the bulk transaction will use the default profile. **Note**: If you do not have a BI Profile created, contact your Vertafore representative for assistance.

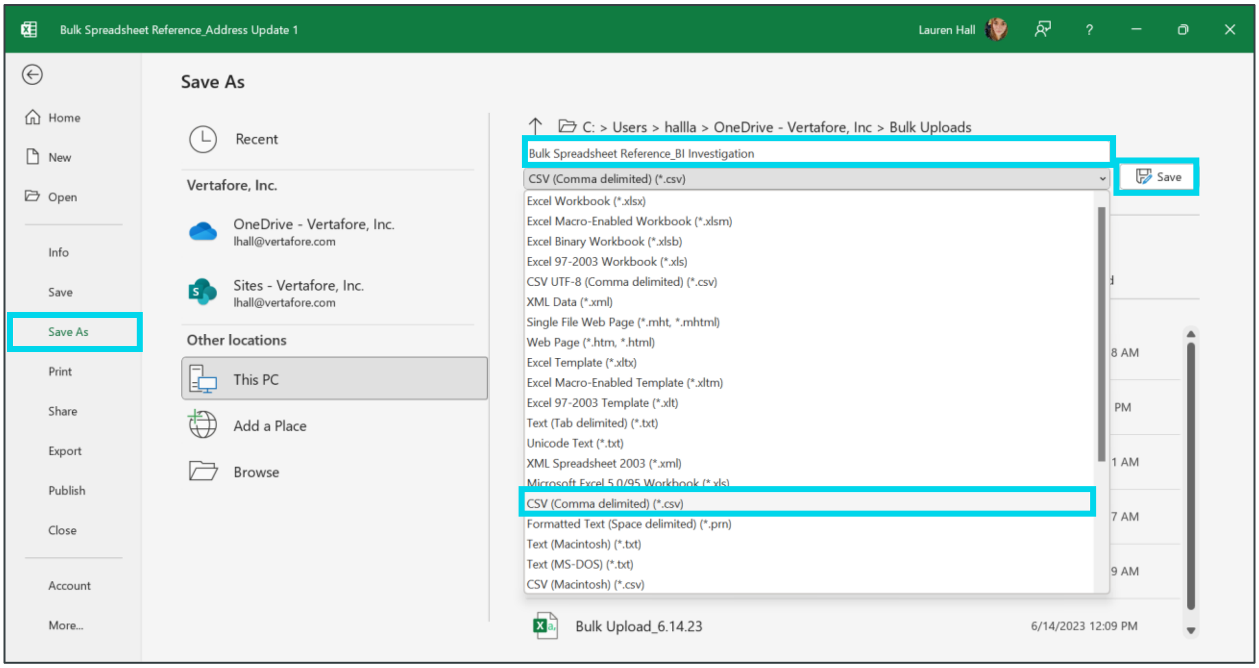
7. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

A	B	C	D	E
999000123	Easley	Cora		

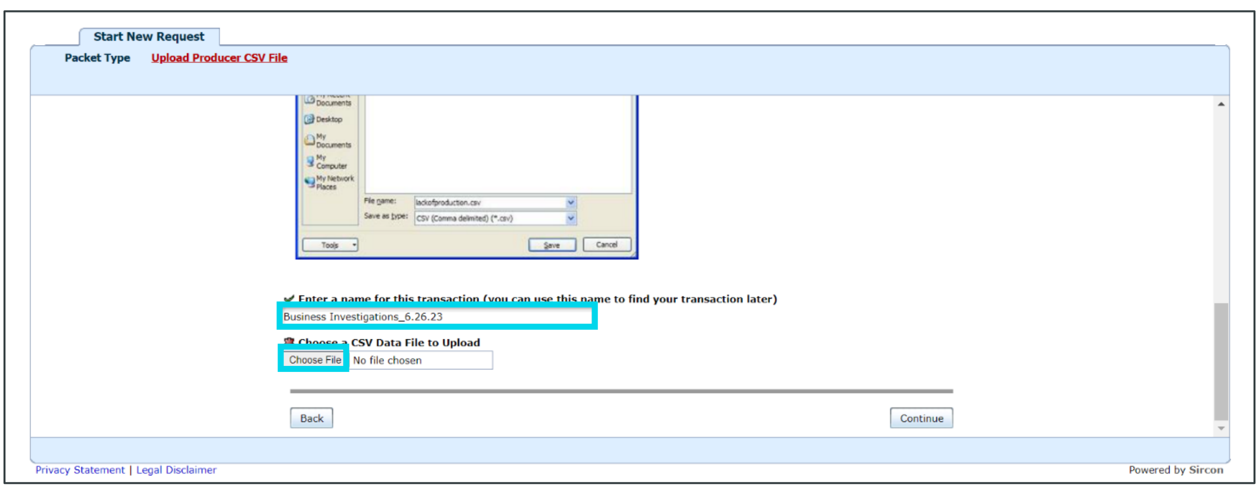
> **Note**: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

8. From the **File** menu, select **Save As**.
9. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
10. Click **Save**.

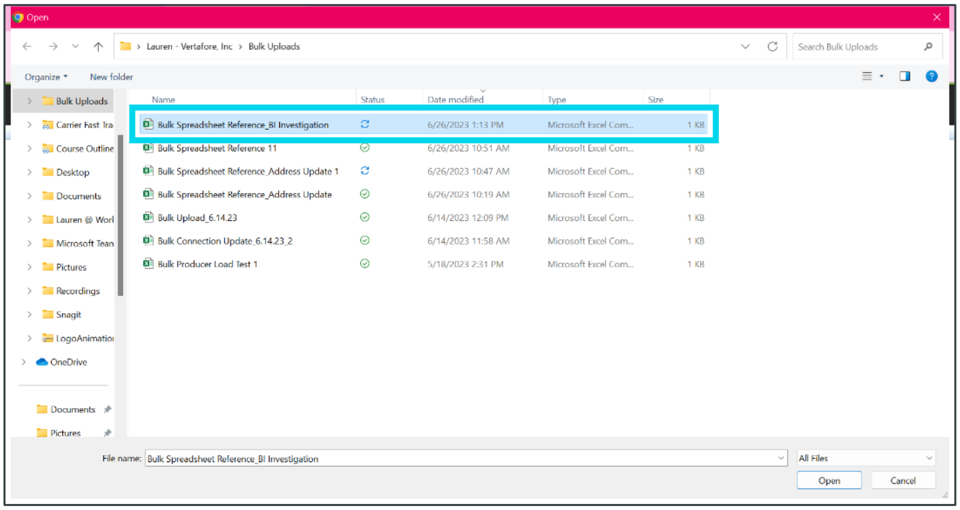
Section: Prepare and Upload the CSV Datafile



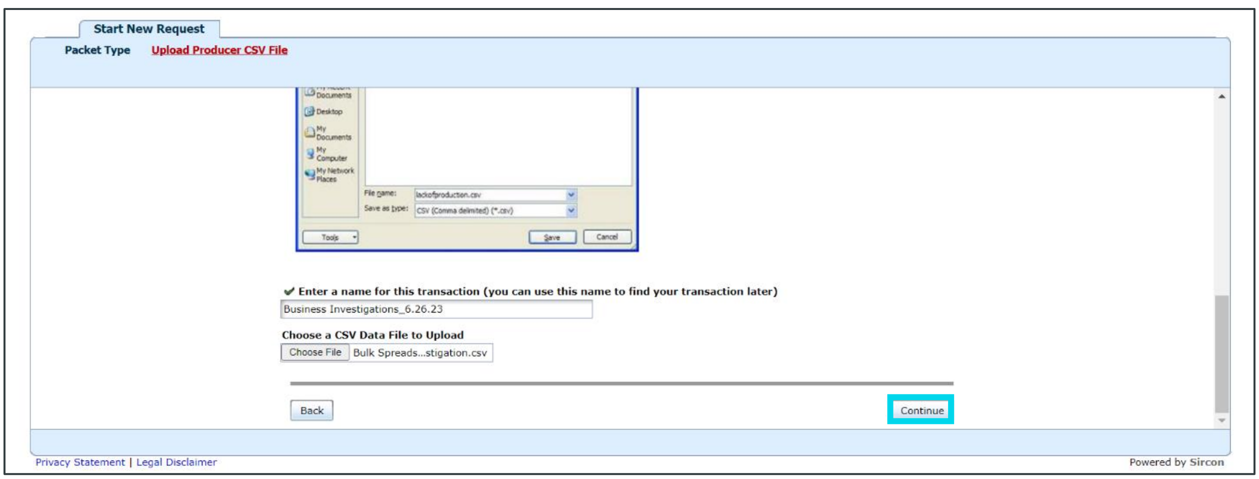
11. Your file is now saved in a comma-separated format and is ready for upload to the system.
12. Return to the application screen and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
13. Click the **Choose File** button.



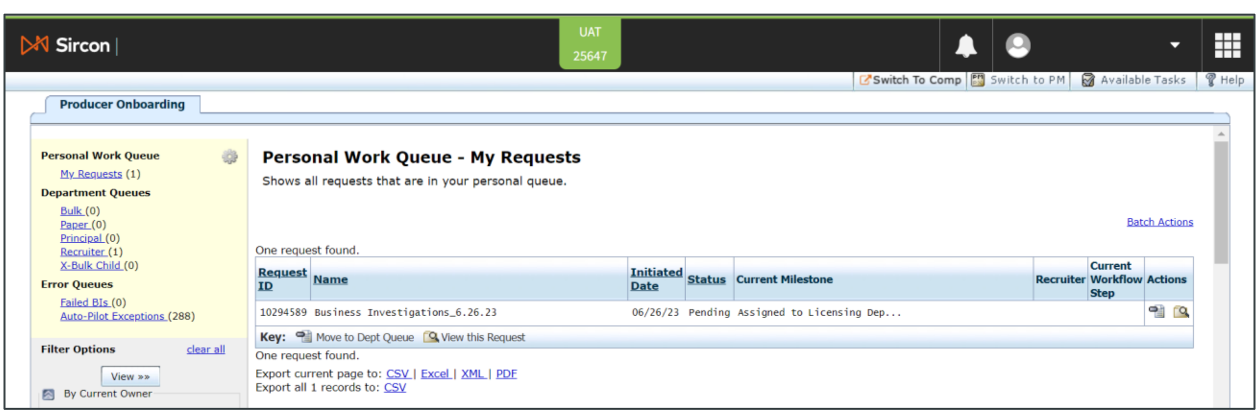
14. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
15. When the correct file name appears in the **File Name** field, click the **Open** button.



16. The file name will appear next to the **Choose File** button.
17. Click **Continue** to submit the file.



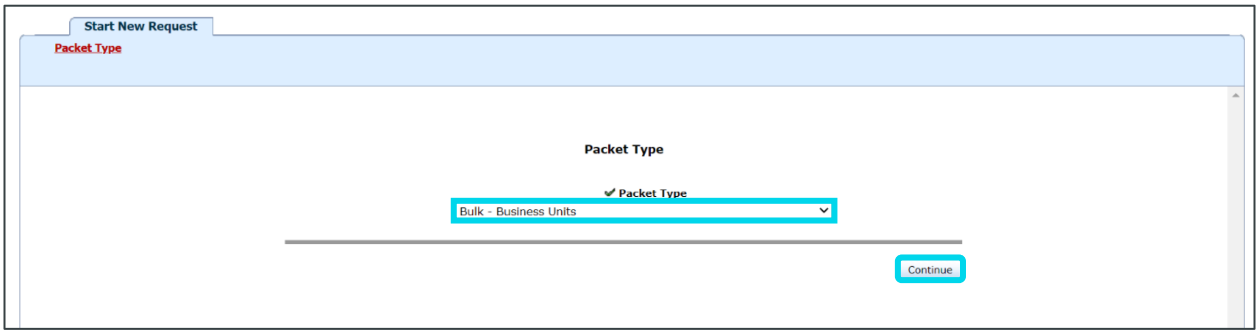
18. The bulk transaction will be assigned to your queue and will begin processing.
19. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



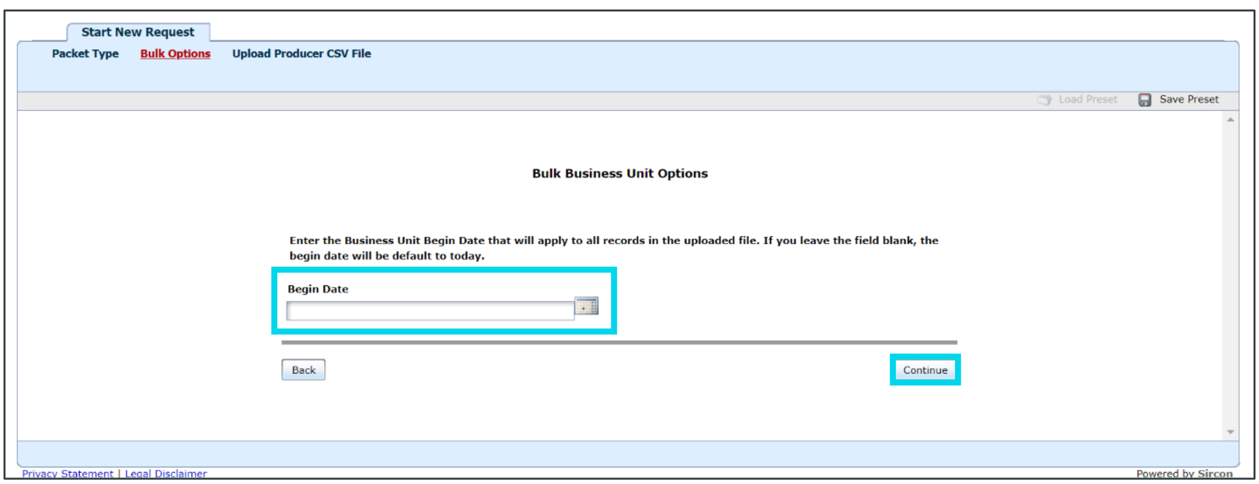
Business Units

Use the **Business Units** bulk transaction to add new business unit information to multiple producer records at one time.

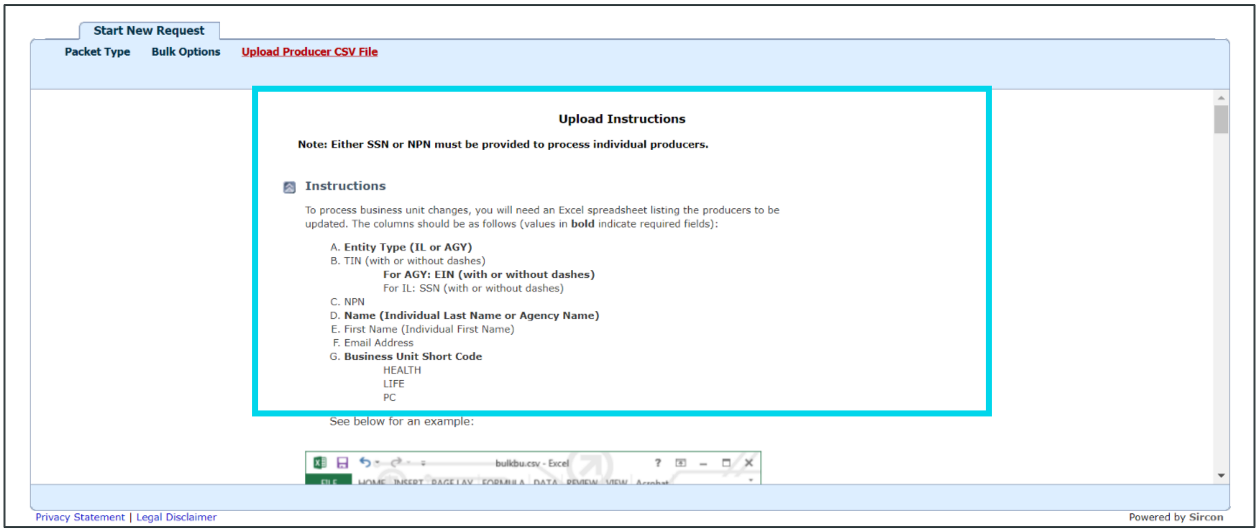
1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Business Units** packet type. Click **Continue**.



3. You will see the *Bulk Business Unit Options* screen.
4. Enter the Business Unit **Begin Date**. This is the date that all the business units will become active. If you leave this field blank, the business unit will default to the current date.
5. Click **Continue**.



6. You will now see the **Upload Instructions** to properly format the bulk update file.
7. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
8. The letters A-G represent the column headers in the file. The fields in **bold** are required fields.
9. Depending on the **Entity Type** (Individual or Agency), the required fields will change.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
C	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
D	**Name**	Type the **Last Name** of the producer
G	**Business Unit Short Code**	Type the **Short Code** of the Business Unit you need to assign to the producer. The codes you use will depend on the configuration of your company's business units. **Note**: To see a list of the available business units, navigate to the Producer Central home page, then click **Administration > Configure My Profile > Maintain Staff Member Business Unit.**

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G
Entity Type	TIN	NPN	Name	First Name	Email Address	Business Unit Short Code
IL		1000000028	Easley			LIFE

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
B	**TIN** (Taxpayer ID)	Type the 9-digit **SSN** of the producer (with or without dashes)
D	**Name**	Type the **Last Name** of the producer
G	**Business Unit Short Code**	Type the **Short Code** of the Business Unit you need to assign to the producer. The codes you use will depend on the configuration of your company's business units. **Note**: To see a list of the available business units, navigate to the Producer Central home page, then click **Administration > Configure My Profile > Maintain Staff Member Business Unit.**

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G
Entity Type	TIN	NPN	Name	First Name	Email Address	Business Unit Short Code
IL	000999123		Charron			HEALTH

AGENCY/FIRM REQUIRED FIELDS

The required fields for agencies or firms are:

Column	Field Name	Description
A	**Entity Type**	Use "**AGY**" to indicate an agency/firm
B	**TIN** (Taxpayer ID)	Type the 9-digit Employer Identification Number or **EIN** of the firm (with or without dashes)
D	**Name**	Type the full **Name** of the agency/firm. It must match the name in the producer record.
G	**Business Unit Short Code**	Type the **Short Code** of the Business Unit you need to assign to the producer. The codes you use will depend on the configuration of your company's business units. **Note**: To see a list of the available business units, navigate to the Producer Central home page, then click **Administration > Configure My Profile > Maintain Staff Member Business Unit.**

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G
Entity Type	TIN	NPN	Name	First Name	Email Address	Business Unit Short Code
AGY	00-6233077		Dean and Davis Insurance Agency			PC

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

> **Note**: The required fields listed above are mandatory to complete the Bulk Connection update.
>
> It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

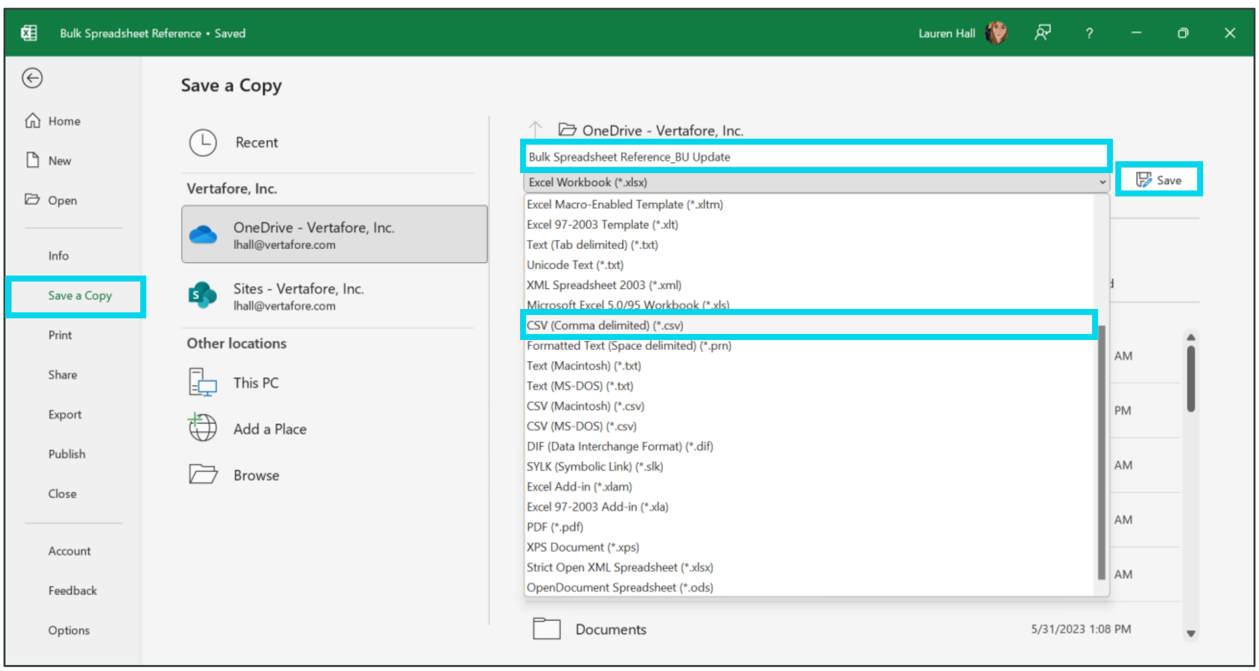
Column	Field Name	Description
B	**TIN** (Taxpayer ID)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
C	**NPN** (National Producer Number)	For individual licensees with a SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.
E	**First Name**	For individual licensees, you can include the **First Name** of the producer.
F	**Email Address**	For individual licensees or agencies, you can add the **Email Address** that is associated with the producer's record.

10. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

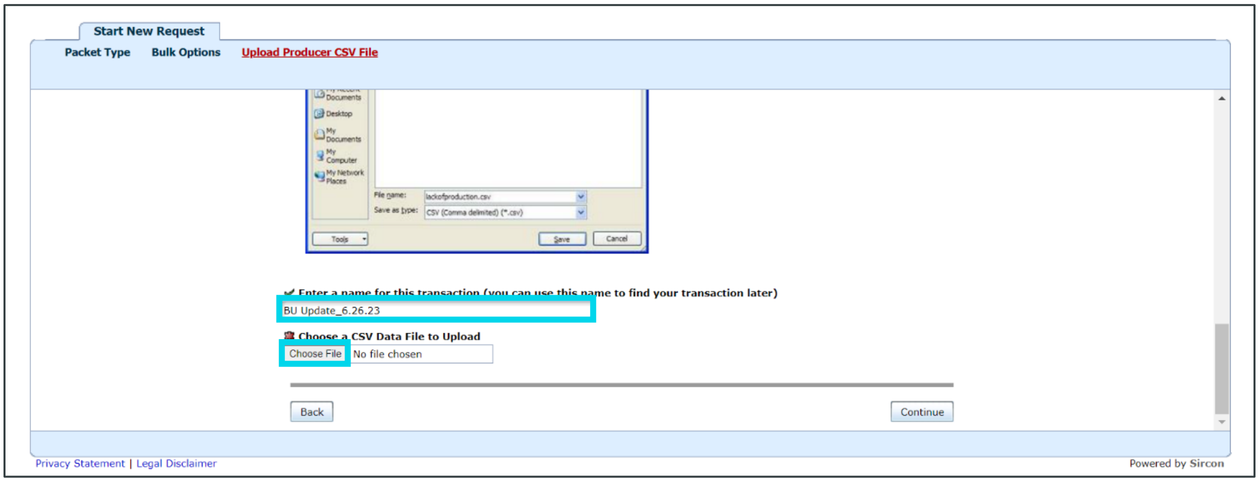
A	B	C	D	E	F	G
AGY	00-6233077		Dean and Davis Insurance Agency			PC
IL		1000000028	Easley			LIFE

Note: If you inserted a header row containing the field names to guide your data entry, you must **<u>delete the header</u>** before moving on to the next step.

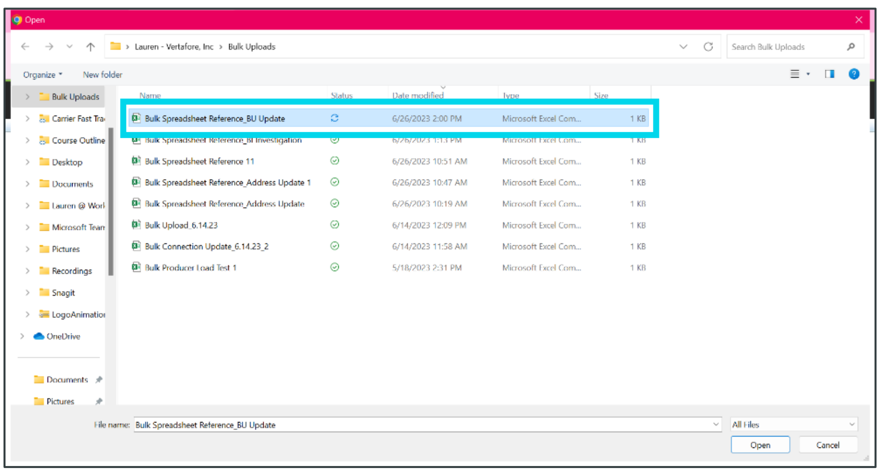
11. When you are finished, from the **File** menu, select **Save As**.
12. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
13. Click **Save**.



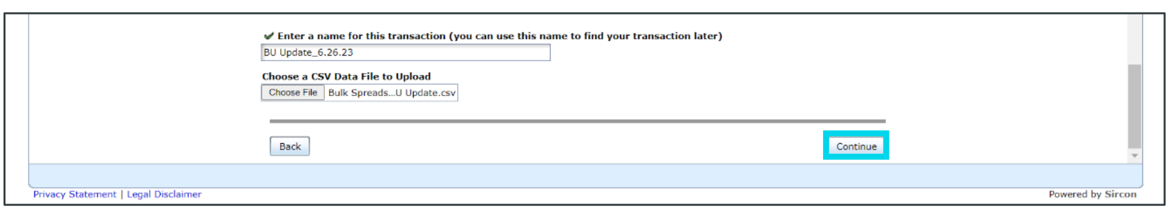
14. Your file is now saved in a comma-separated format and is ready for upload to the system.
15. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
16. Click the **Choose File** button.



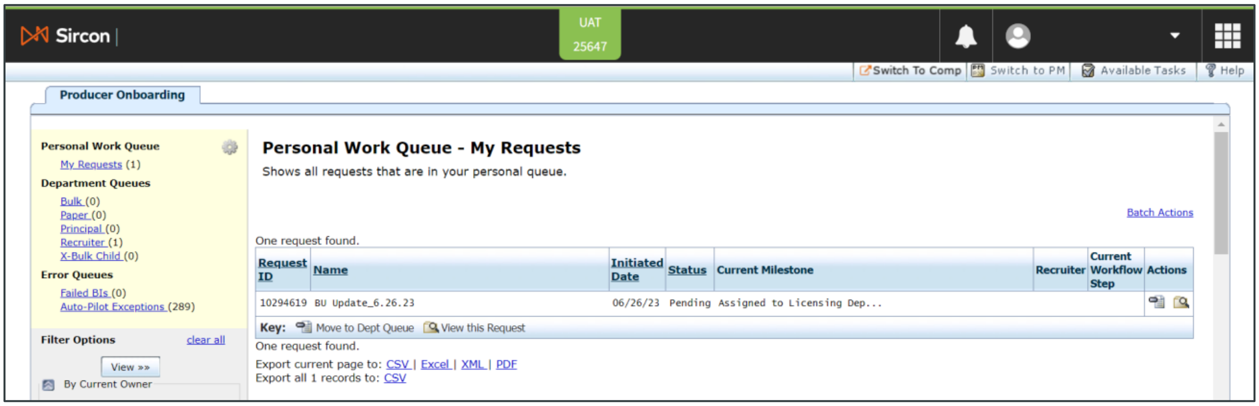
17. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
18. When the correct file name appears in the **File Name** field, click the **Open** button.



19. The file name will appear next to the **Choose File** button.
20. Click **Continue** to submit the file.



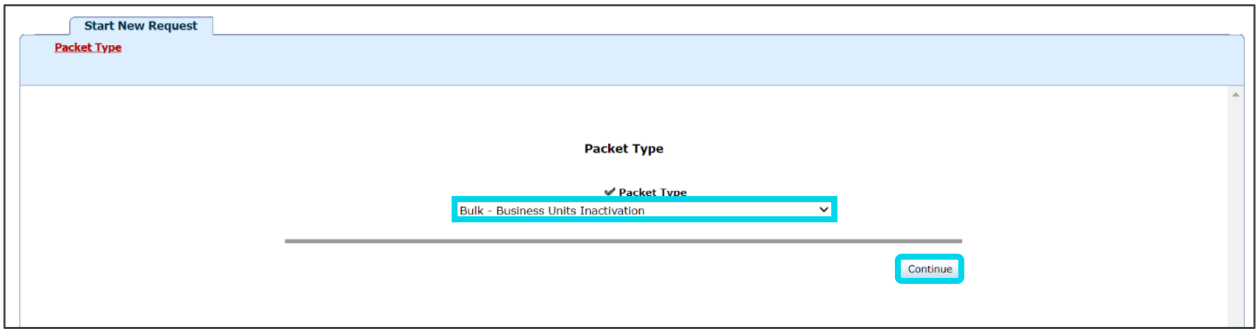
21. The bulk transaction will be assigned to your queue and will begin processing.
22. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.


Sircon
UAT
25647
Switch To Comp
Switch to PM
Available Tasks
Help
Producer Onboarding
Personal Work Queue
My Requests (1)
Department Queues
Bulk (0)
Paper (0)
Principal (0)
Recruiter (1)
X-Bulk Child (0)
Error Queues
Failed BIs (0)
Auto-Pilot Exceptions (289)
Filter Options
clear all
View »»
By Current Owner
Personal Work Queue - My Requests
Shows all requests that are in your personal queue.
Batch Actions
One request found.
Request ID
Name
Initiated Date
Status
Current Milestone
Recruiter
Current Workflow Step
Actions
10294619
BU Update_6.26.23
06/26/23
Pending
Assigned to Licensing Dep...
Key: Move to Dept Queue View this Request
One request found.
Export current page to: CSV | Excel | XML | PDF
Export all 1 records to: CSV

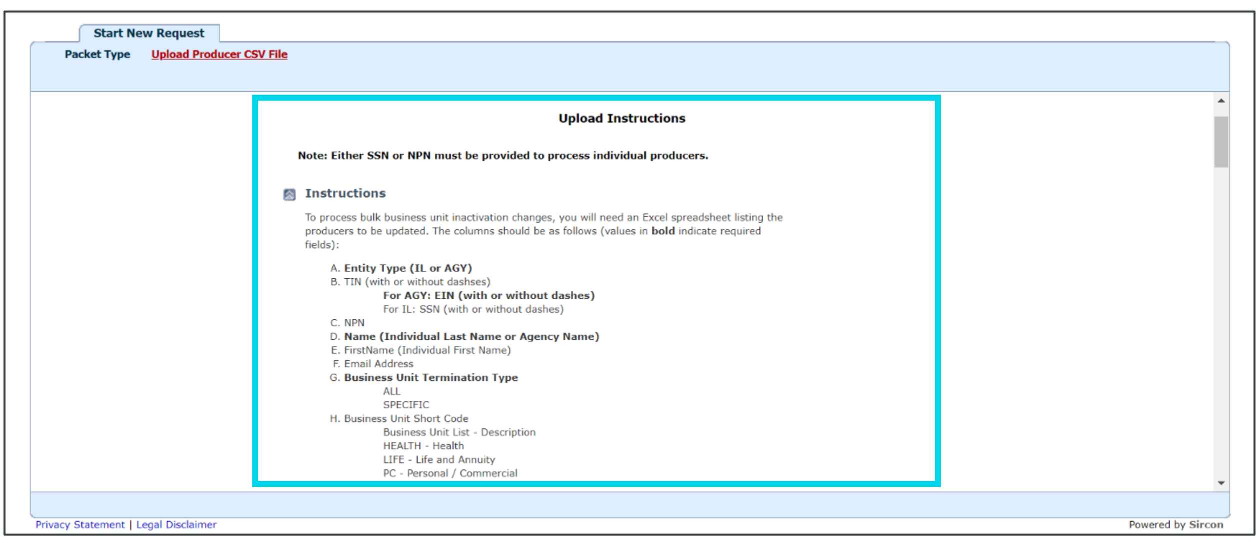
Business Units Inactivation

Use the **Business Units Inactivation** bulk transaction to inactivate existing business units for multiple producer records at one time.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Address Update** packet type. Click **Continue**.



3. You will now see the **Upload Instructions** to properly format the bulk update file.
4. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
5. The letters A-H represent the column headers in the file. The fields in **bold** are required fields.
6. Depending on the **Entity Type** (Individual or Agency), the required fields will change.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
C	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
D	**Name**	Type the **Last Name** of the producer
G	**Business Unit Termination Type**	Type **ALL** to inactivate all the business units assigned to the producer. Type **SPECIFIC** to inactivate specific business units. If you select this option, you will need to type the business unit Short Codes in column "G."

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H
Entity Type	TIN	NPN	Name	First Name	Email Address	Business Unit Termination Type	Business Unit Short Code
IL		1000000028	Easley			SPECIFIC	HEALTH

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
B	**TIN** (Taxpayer ID)	Type the 9-digit **SSN** of the producer (with or without dashes)
D	**Name**	Type the **Last Name** of the producer
G	**Business Unit Termination Type**	Type **ALL** to inactivate all the business units assigned to the producer. Type **SPECIFIC** to inactivate specific business units. If you select this option, you will need to type the business unit Short Codes in column "G."

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H
Entity Type	TIN	NPN	Name	First Name	Email Address	Business Unit Termination Type	Business Unit Short Code
IL	000999123		Charron			ALL	

AGENCY/FIRM REQUIRED FIELDS

The required fields for agencies or firms are:

Column	Field Name	Description
A	**Entity Type**	Use "**AGY**" to indicate an agency/firm
B	**TIN** (Taxpayer ID)	Type the 9-digit Employer Identification Number or **EIN** of the firm (with or without dashes)
D	**Name**	Type the full **Name** of the agency/firm. It must match the name in the producer record.
G	**Business Unit Termination Type**	Type **ALL** to inactivate all the business units assigned to the producer. Type **SPECIFIC** to inactivate specific business units. If you select this option, you will need to type the business unit Short Codes in column "G."

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H
Entity Type	TIN	NPN	Name	First Name	Email Address	Business Unit Termination Type	Business Unit Short Code
AGY	00-6233077		Dean and Davis Insurance Agency			SPECIFIC	LIFE

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

> **Note**: The required fields listed above are mandatory to complete the Bulk Connection update.
>
> It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

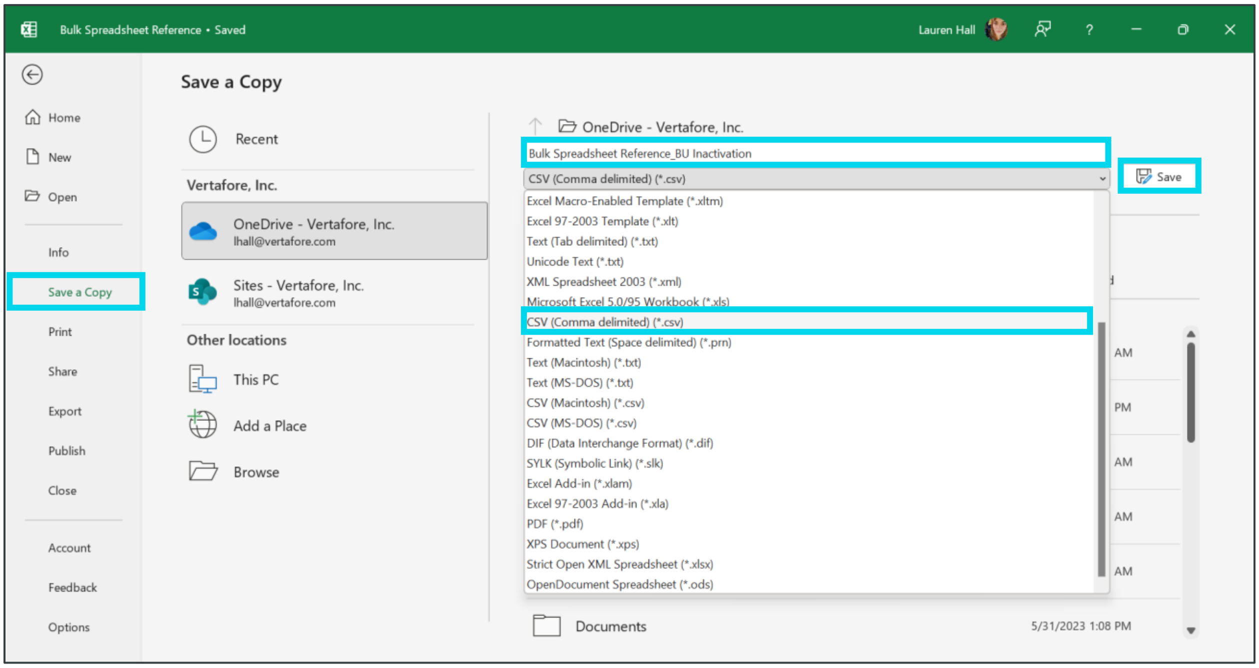
Column	Field Name	Description
B	**TIN** (Taxpayer ID)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
C	**NPN** (National Producer Number)	For individual licensees with an SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.
E	**First Name**	For individual licensees, you can include the **First Name** of the producer.
F	**Email Address**	For individual licensees or agencies, you can add the **Email Address** that is associated with the producer's record.
H	**Business Unit Short Code**	Type the **Short Code** of the Business Unit you need to assign to the producer. The codes you use will depend on the configuration of your company's business units. **Note**: To see a list of the available business units, navigate to the Producer Central home page, then click **Administration > Configure My Profile > Maintain Staff Member Business Unit.**

7. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

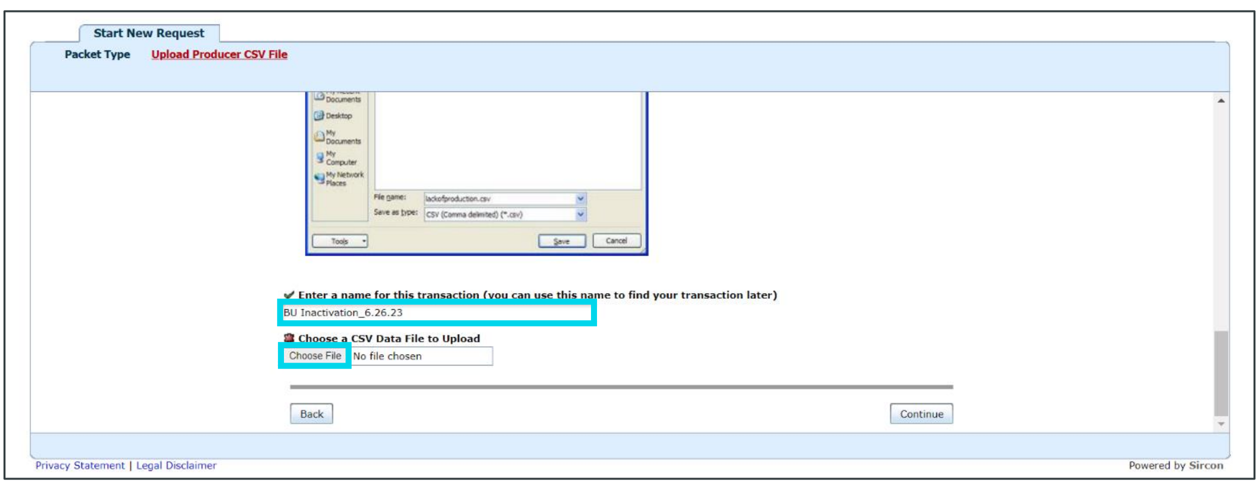
A	B	C	D	E	F	G	H
AGY	00-6233077		Dean and Davis Insurance Agency			SPECIFIC	LIFE
IL		1000000028	Easley			SPECIFIC	HEALTH

Note: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

8. When you are finished, from the **File** menu, select **Save As**.
9. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter the name for the producer file.
10. Click **Save**.

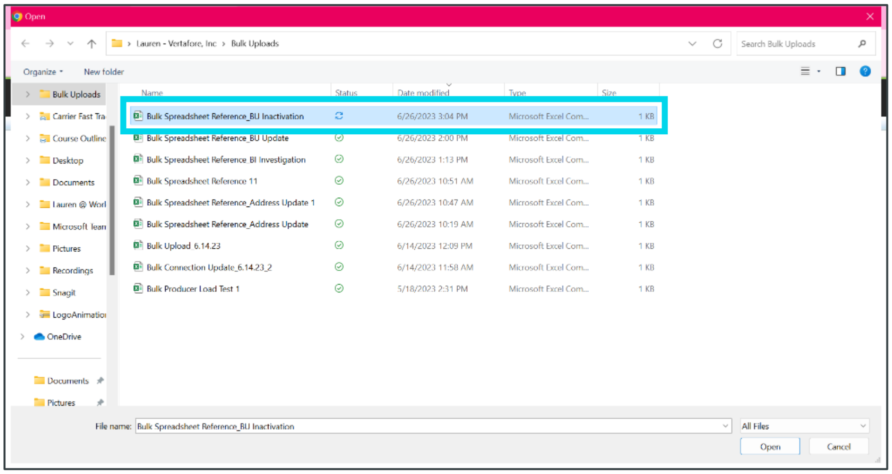


11. Your file is now saved in a comma-separated format and is ready for upload to the system.
12. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
13. Click the **Choose File** button.

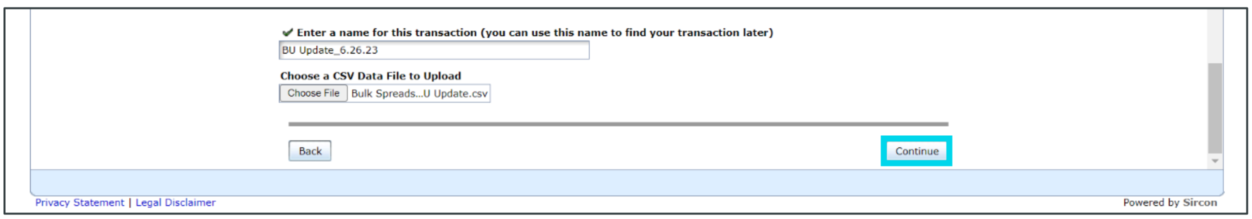


14. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
15. When the correct file name appears in the **File Name** field, click the **Open** button.

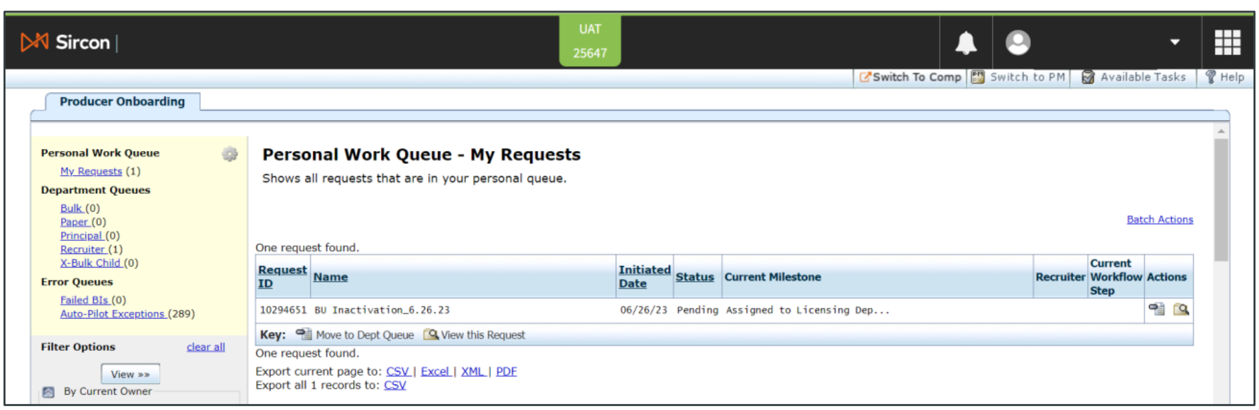
Section: Prepare and Upload the CSV Datafile



16. The file name will appear next to the **Choose File** button.
17. Click **Continue** to submit the file.



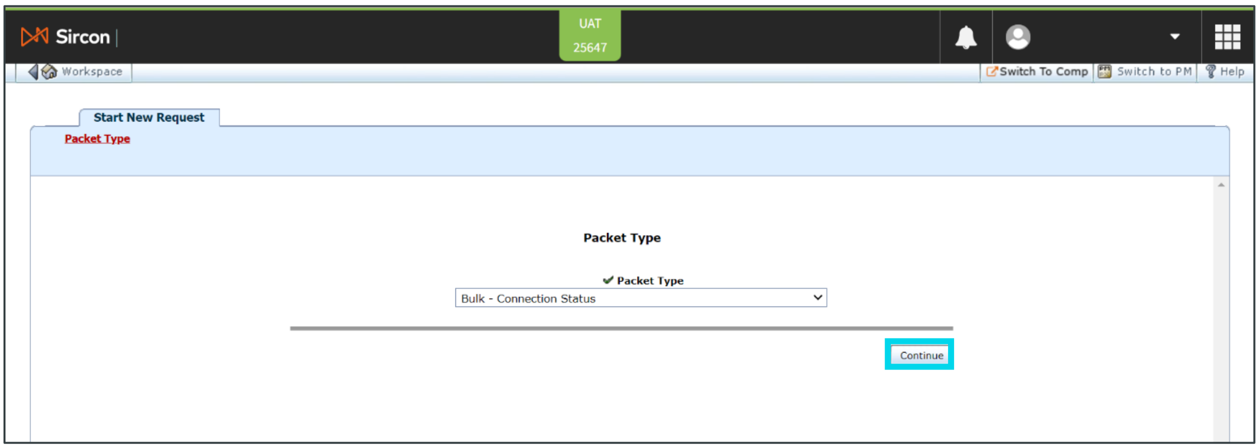
18. The bulk transaction will be assigned to your queue and will begin processing.
19. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



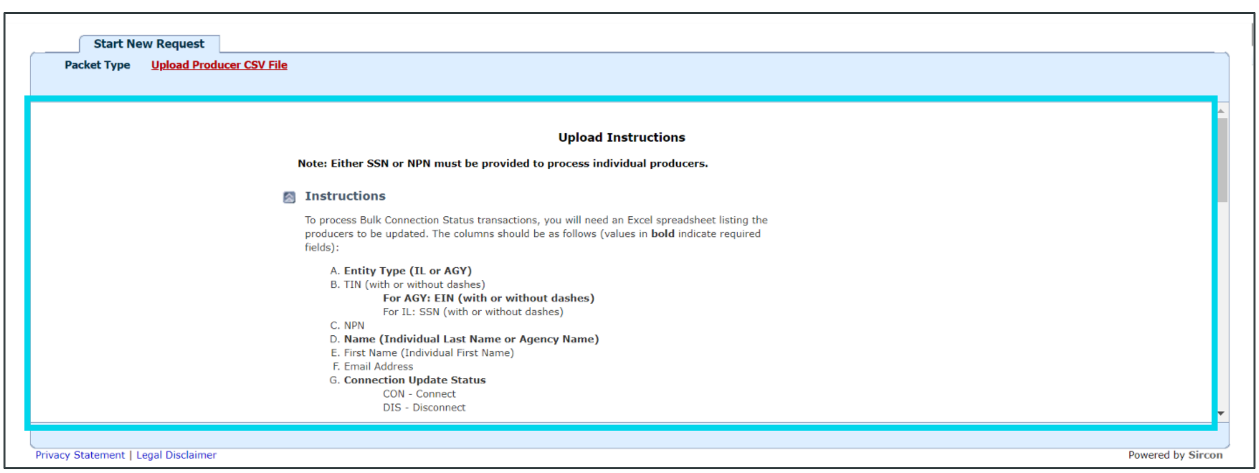
Connection Status

Use the **Connection Status** bulk transaction to manage the Sircon subscription status of multiple producers at one time. You will normally use this feature to disconnect the Sircon subscription of multiple producers.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the Packet Type screen.
2. Select the **Bulk – Connection Status** packet type. Click **Continue**.



3. You will now see the **Upload Instructions** to properly format the bulk update file.
4. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
5. The letters A-G represent the column headers in the file. The fields in **bold** are required fields.
6. Depending on the **Entity Type** (Individual or Agency), the required fields will change.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
C	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
D	**Name**	Type the **Last Name** of the producer
G	**Connection Update Status**	Type **CON** to Connect the Producer Type **DIS** to Disconnect the Producer

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G
Entity Type	TIN	**NPN**	**Name**	First Name	Email Address	**Connection Update Status**
IL		1000000028	Easley			DIS

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
B	**TIN** (Taxpayer ID)	Type the 9-digit **SSN** of the producer (with or without dashes)
D	**Name**	Type the **Last Name** of the producer
G	**Connection Update Status**	Type **CON** to Connect the Producer Type **DIS** to Disconnect the Producer

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G
Entity Type	**TIN (SSN)**	NPN	**Name**	First Name	Email Address	**Connection Update Status**
IL	000999123		Charron			DIS

AGENCY/FIRM REQUIRED FIELDS

The required fields for agencies or firms are:

Column	Field Name	Description
A	**Entity Type**	Use "**AGY**" to indicate an agency/firm
B	**TIN** (Taxpayer ID)	Type the 9-digit Employer Identification Number or **EIN** of the firm (with or without dashes)
D	**Name**	Type the full **Name** of the agency/firm. It must match the name in the producer record.
G	**Connection Update Status**	Type **CON** to Connect the Producer Type **DIS** to Disconnect the Producer

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G
Entity Type	TIN (EIN)	NPN	Name	First Name	Email Address	Connection Update Status
AGY	00-6233077		Dean and Davis			DIS

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

> **Note**: The required fields listed above are mandatory to complete the Bulk Connection update.
>
> It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

Column	Field Name	Description
B	**TIN** (Taxpayer ID)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
C	**NPN** (National Producer Number)	For individual licensees with a SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.

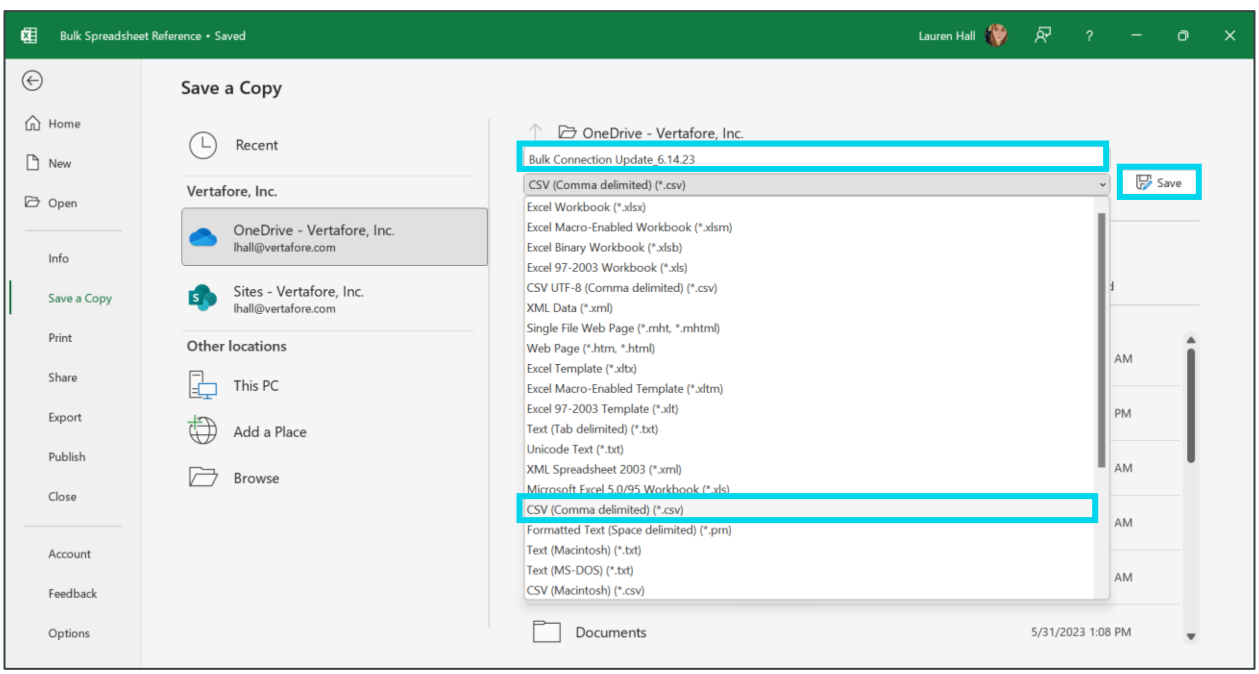
E	**First Name**	For individual licensees, you can include the **First Name** of the producer.
F	**Email Address**	For individual licensees or agencies, you can add the **Email Address** that is associated with the producer's record.

7. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

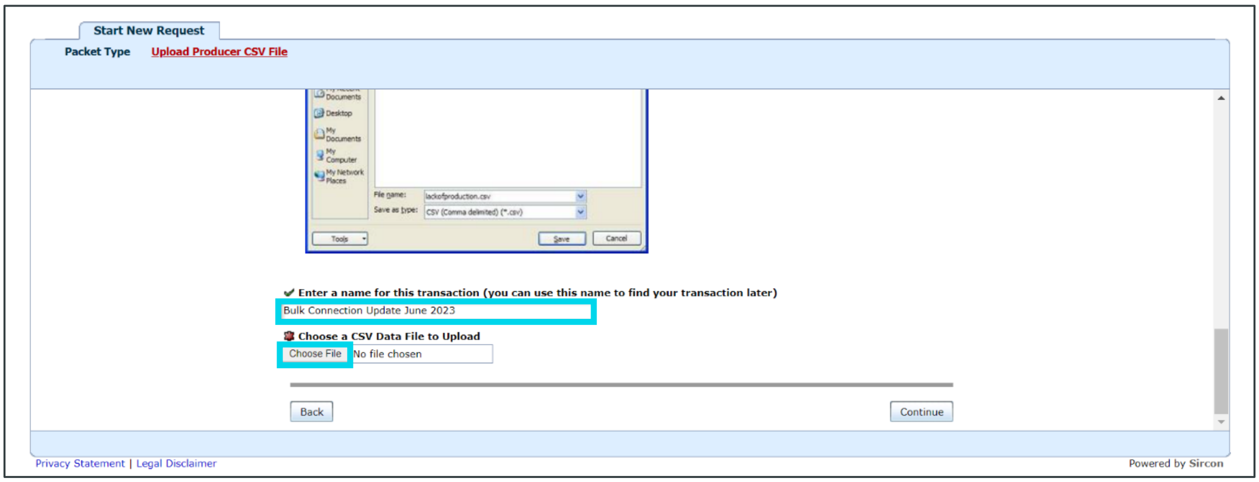
A	B	C	D	E	F	G
AGY	00-6233077		Dean and Davis			DIS
IL		1000000028	Easley			DIS
IL		999889018	Vint			CON

Note: If you inserted a header row containing the field names to guide your data entry, you must **<u>delete the header</u>** before moving on to the next step.

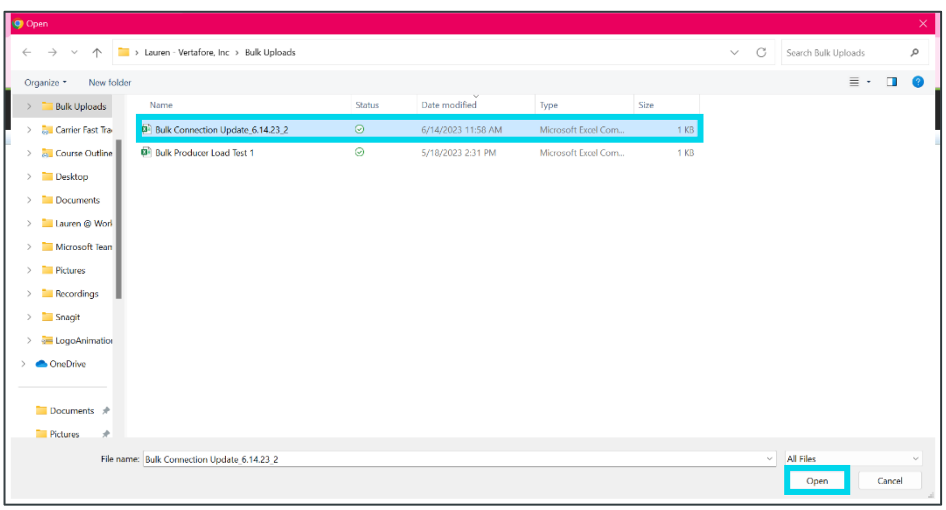
8. When you are finished, from the **File** menu, select **Save As**.
9. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
10. Click **Save**.



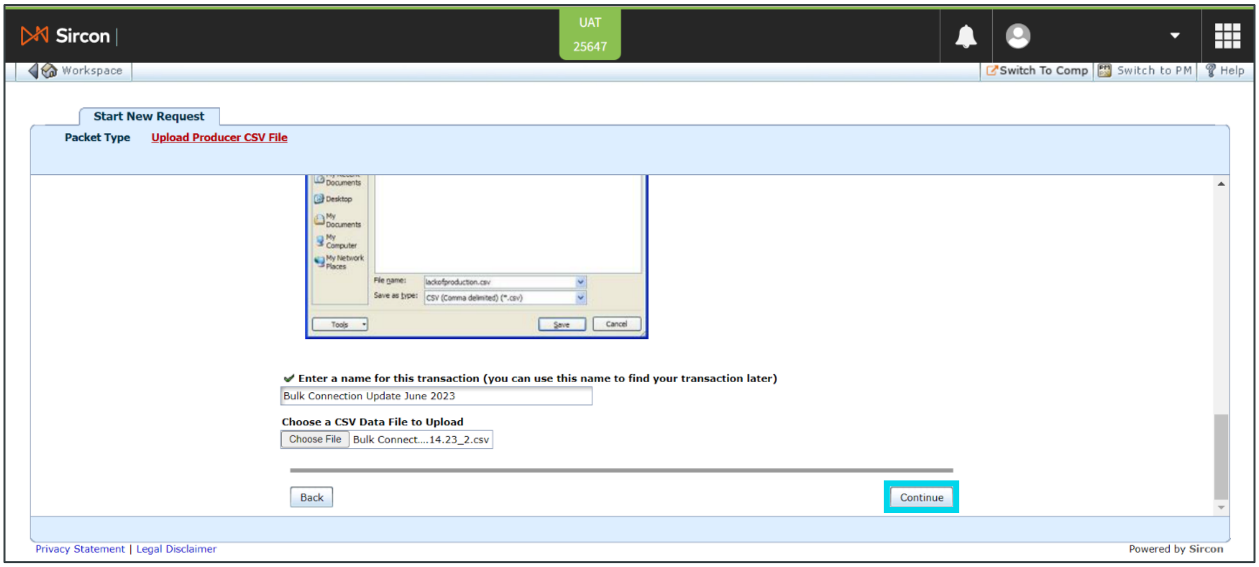
11. Your file is now saved in a comma-separated format and is ready for upload to the system.
12. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
13. Click the **Choose File** button.



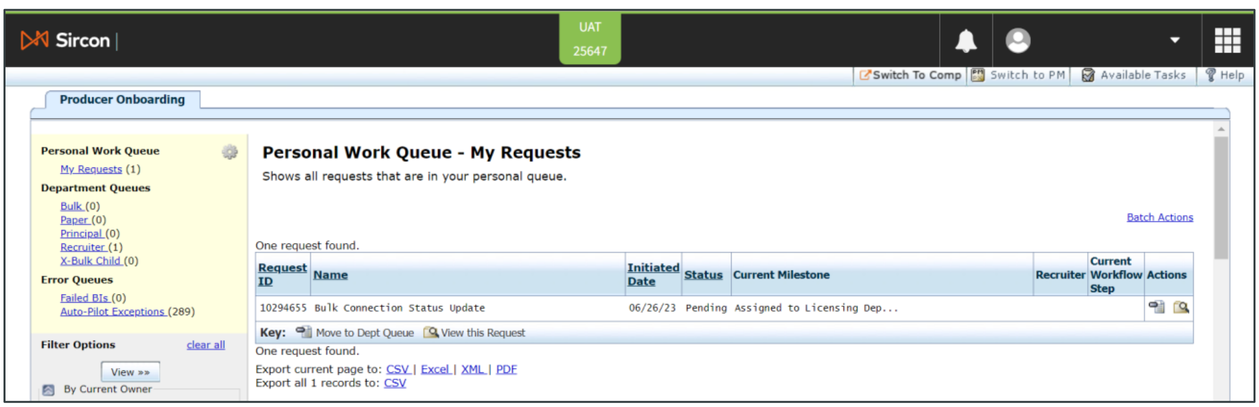
14. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
15. When the correct file name appears in the **File Name** field, click the **Open** button.



16. The file name will appear next to the **Choose File** button.
17. Click **Continue** to submit the file.



18. The bulk transaction will be assigned to your queue and will begin processing.
19. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



Course Completion Product-Specific Training (PST)

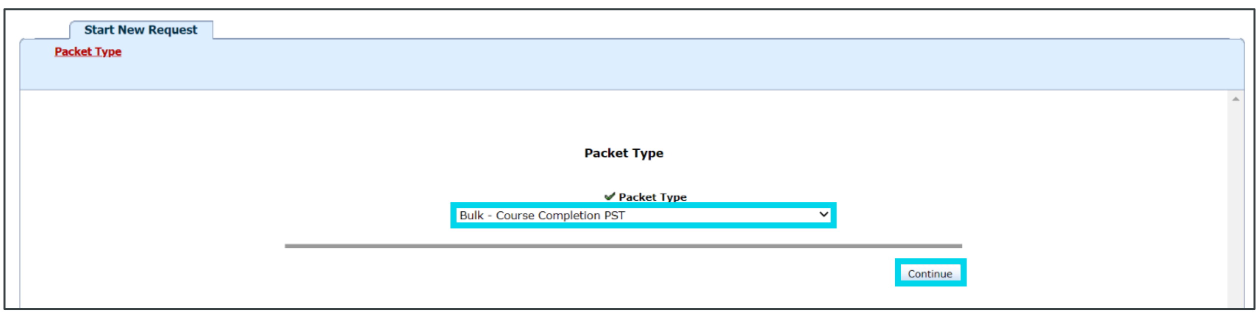
Use the **Course Completion Product-Specific Training (PST)** bulk transaction to add course completion information to multiple producers at one time. This transaction is only used for individual producers.

To process this transaction, you will need:

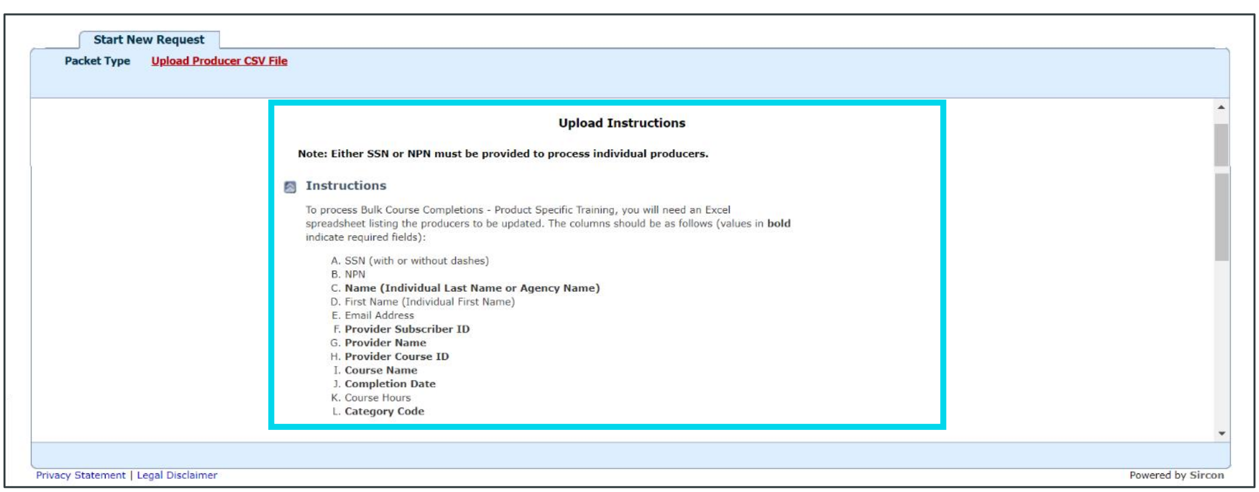
- A producer for which to record a product-specific training course completion.
- Course information, including course name and ID, education provider name and ID, course hours, and completion date.

Course completion information will be inserted in the **Course Completions** data section of the affected producers' records in Producer Central.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Course Completion PST** packet type. Click **Continue**.



3. You will now see the **Upload Instructions** to properly format the bulk update file.
4. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
5. The letters A-L represent the column headers in the file. The fields in **bold** are required fields.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
B	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
C	**Name**	Type the **Last Name** of the producer
F	**Provider Subscriber ID**	Enter the education provider's Vertafore **Subscriber ID**.
G	**Provider Name**	Enter the name of the education provider who offered the course.
H	**Provider Course ID**	Enter the identifier that the education provider has assigned to the course.
I	**Course Name**	Enter the name of the education or training course.
J	**Completion Date**	Type the date the producer completed the course. Date format must be MM-DD-YYYY.
L	**Category Code**	Enter the code representing the education type or grouping for the course. **Note**: The code must be configured in the CRS_CTGRY_CD code group on the Maintain Codes page in Producer Central.

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K	L
SSN	NPN	Name	First Name	Email Address	Provider Subscriber ID	Provider Name	Provider Course ID	Course Name	Completion Date	Course Hours	Category Code
	1000000028	Easley			257117	WebCE	L30124	Life Insurance for Businesses	05-30-2023	10	ANU4

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**SSN**	Type the 9-digit **SSN** of the producer (with or without dashes)
C	**Name**	Type the **Last Name** of the producer
F	**Provider Subscriber ID**	Enter the education provider's Vertafore **Subscriber ID**.
G	**Provider Name**	Enter the name of the education provider who offered the course.
H	**Provider Course ID**	Enter the identifier that the education provider has assigned to the course.
I	**Course Name**	Enter the name of the education or training course.
J	**Completion Date**	Type the date the producer completed the course. Date format must be MM-DD-YYYY.
L	**Category Code**	Enter the code representing the education type or grouping for the course. **Note**: The code must be configured in the CRS_CTGRY_CD code group on the Maintain Codes page in Producer Central.

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K	L
SSN	NPN	Name	First Name	Email Address	Provider Subscriber ID	Provider Name	Provider Course ID	Course Name	Completion Date	Course Hours	Category Code
000999123		Charron			11656	RegEd	R502301	Annuities Training	06-01-2023	4	2004ANU

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

Note: The required fields listed above are mandatory to complete the Bulk Connection update.

It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

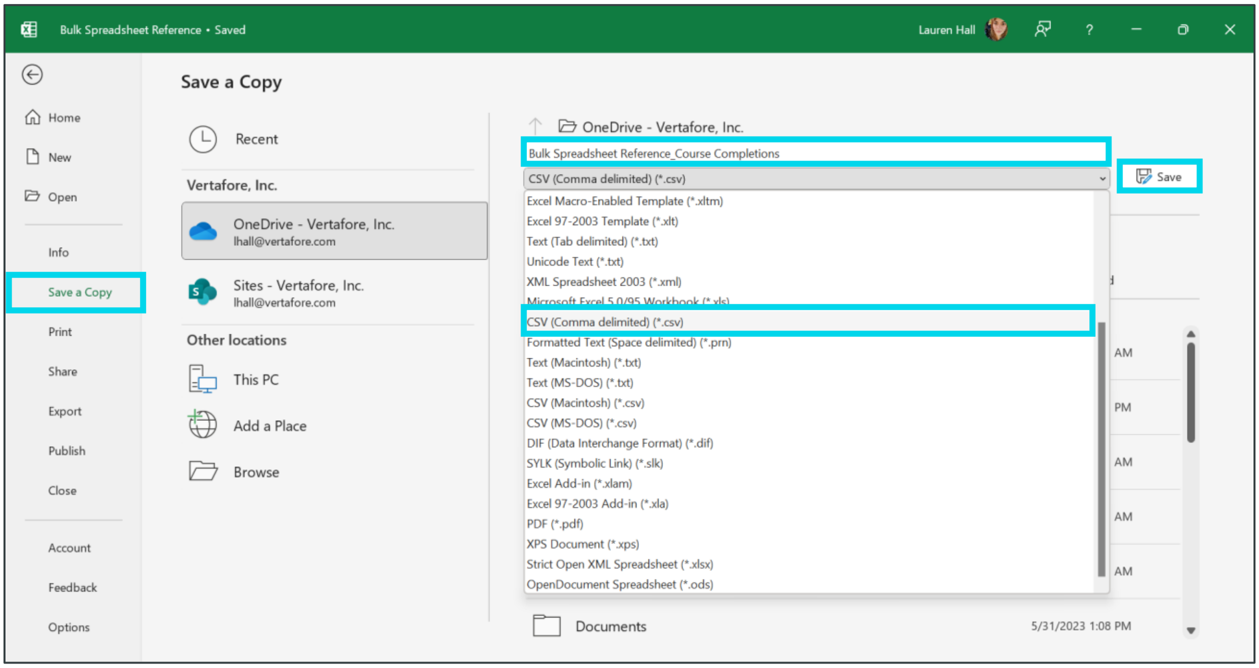
Column	Field Name	Description
A	**SSN** (Social Security Number)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
B	**NPN** (National Producer Number)	For individual licensees with an SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.
D	**First Name**	For individual licensees, you can include the **First Name** of the producer.
E	**Email Address**	For individual licensees or agencies, you can add the **Email Address** that is associated with the producer's record.
K	**Course Hours**	Enter the full and/or partial hours for which the producer has earned credit for completing the course.

6. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

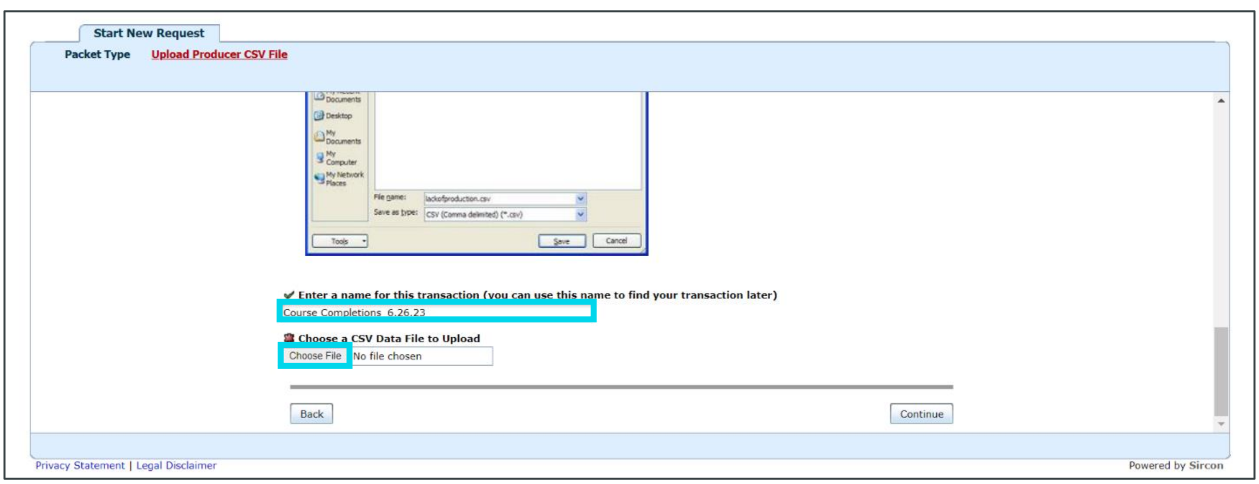
A	B	C	D	E	F	G	H	I	J	K	L
000999123		Charron			11656	RegEd	R502301	Annuities Training	06-01-2023	4	2004ANU
	1000000028	Easley			257117	WebCE	L30124	Life Insurance for Businesses	05-31-2023	10	ANU4

Note: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

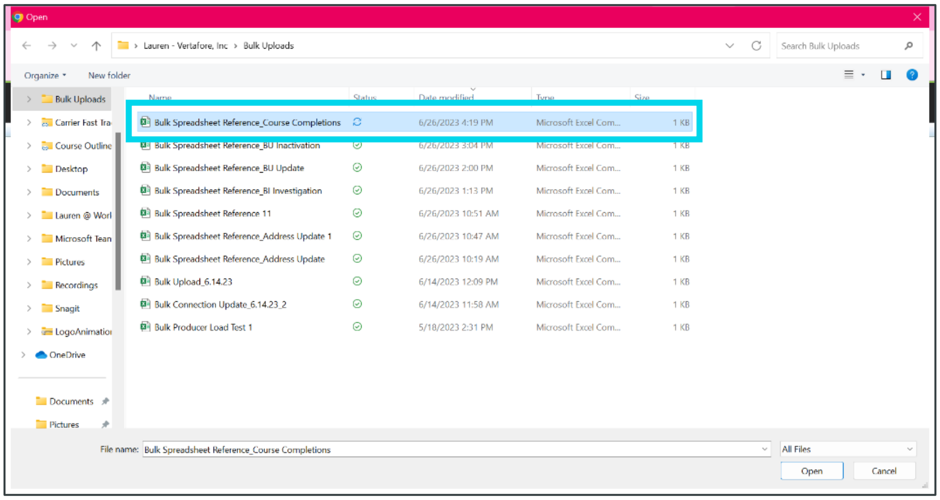
7. When you are finished, from the **File** menu, select **Save As**.
8. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter the name for the producer file.
9. Click **Save**.



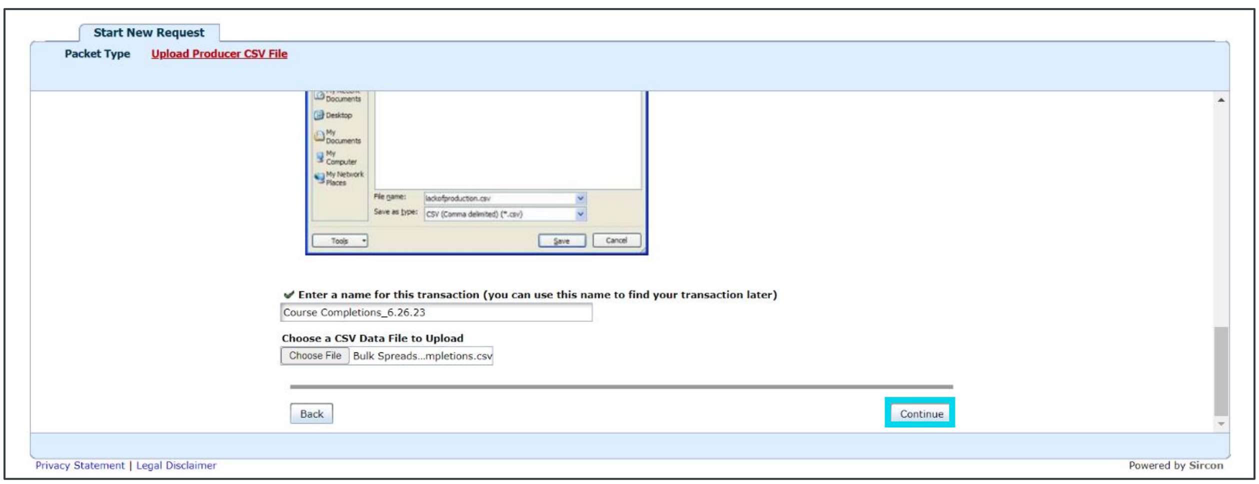
10. Your file is now saved in a comma-separated format and is ready for upload to the system
11. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
12. Click the **Choose File** button.



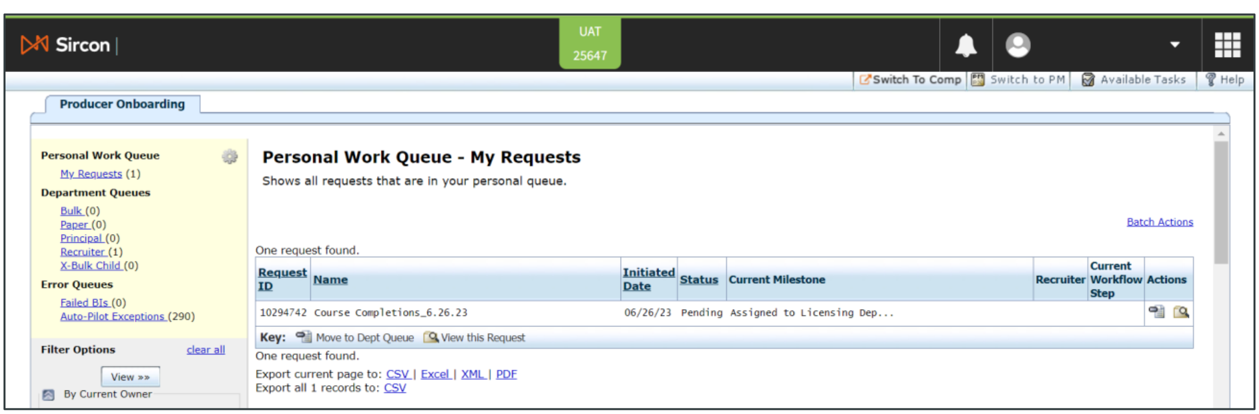
13. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
14. When the correct file name appears in the **File Name** field, click the **Open** button.



15. The file name will appear next to the **Choose File** button.
16. Click **Continue** to submit the file.



17. The bulk transaction will be assigned to your queue and will begin processing.
18. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



Vertafore

Course Completion Regulatory

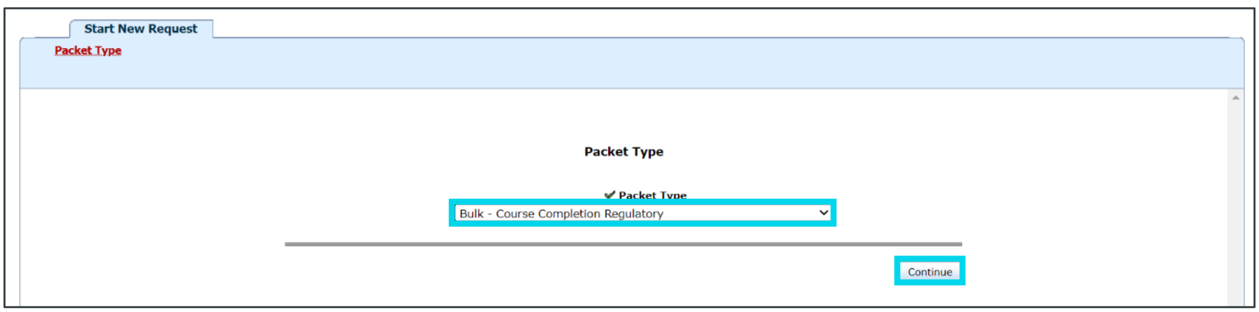
Use the **Course Completion Regulatory** bulk function to apply regulatory continuing education (CE) course completions to multiple producers in Producer Central.

Before you can add course completion, you will need:

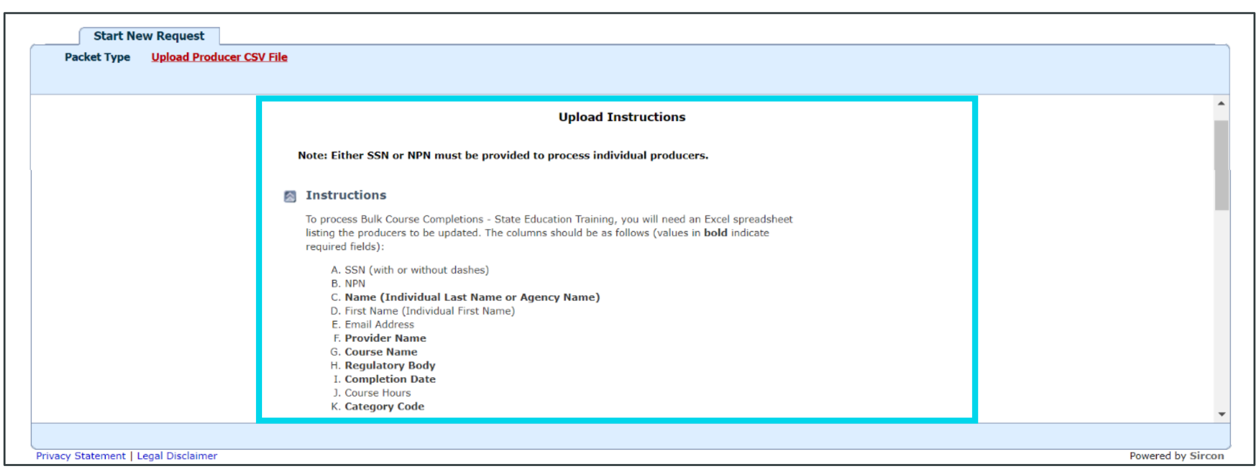
- A producer for which to record a regulatory course completion
- Course information, including course name, education provider name, course hours, and completion date
- The applicable regulatory body

Course completion information will be inserted in the **Course Completions** data section of affected producers' records in Producer Central.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Course Completion Regulatory** packet type. Click **Continue**.



3. You will now see the **Upload Instructions** to properly format the bulk update file.
4. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
5. The letters A-K represent the column headers in the file. The fields in **bold** are required fields.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
B	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
C	**Name**	Type the **Last Name** of the producer
F	**Provider Name**	Enter the name of the education provider who offered the course.
G	**Course Name**	Enter the name of the education or training course.
H	**Regulatory Body**	Enter the **Regulatory Body** (either the state or the region) applicable to the course/certification. **Note**: The Regulatory Body Code must be configured in the RGLTRY_BDY_CD code group on the Maintain Codes page in Producer Central.
I	**Completion Date**	Type the date the producer completed the course. Date format must be MM-DD-YYYY.
K	**Category Code**	Enter the code representing the education type or grouping for the course. **Note**: The code must be configured in the CRS_CTGRY_CD code group on the Maintain Codes page in Producer Central.

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K
SSN	NPN	Name	First Name	Email Address	Provider Name	Course Name	Regulatory Body	Completion Date	Course Hours	Category Code
	1000000028	Easley			Quest CE	Conflicts of Interest	OH	04-21-2023	0.5	AH1

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**SSN**	Type the 9-digit **SSN** of the producer (with or without dashes)
C	**Name**	Type the **Last Name** of the producer
F	**Provider Name**	Enter the name of the education provider who offered the course.
G	**Course Name**	Enter the name of the education or training course.
H	**Regulatory Body**	Enter the **Regulatory Body** (either the state or the region) applicable to the course/certification. **Note**: The Regulatory Body Code must be configured in the RGLTRY_BDY_CD code group on the Maintain Codes page in Producer Central.
I	**Completion Date**	Type the date the producer completed the course.
K	**Category Code**	Enter the code representing the education type or grouping for the course. **Note**: The code must be configured in the CRS_CTGRY_CD code group on the Maintain Codes page in Producer Central.

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K
SSN	NPN	Name	First Name	Email Address	Provider Name	Course Name	Regulatory Body	Completion Date	Course Hours	Category Code
000999123		Charron			iCapital	Treasury Securities	MD	05-13-2023	2	2004ANU

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

> **Note**: The required fields listed above are mandatory to complete the Bulk Connection update.
>
> It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

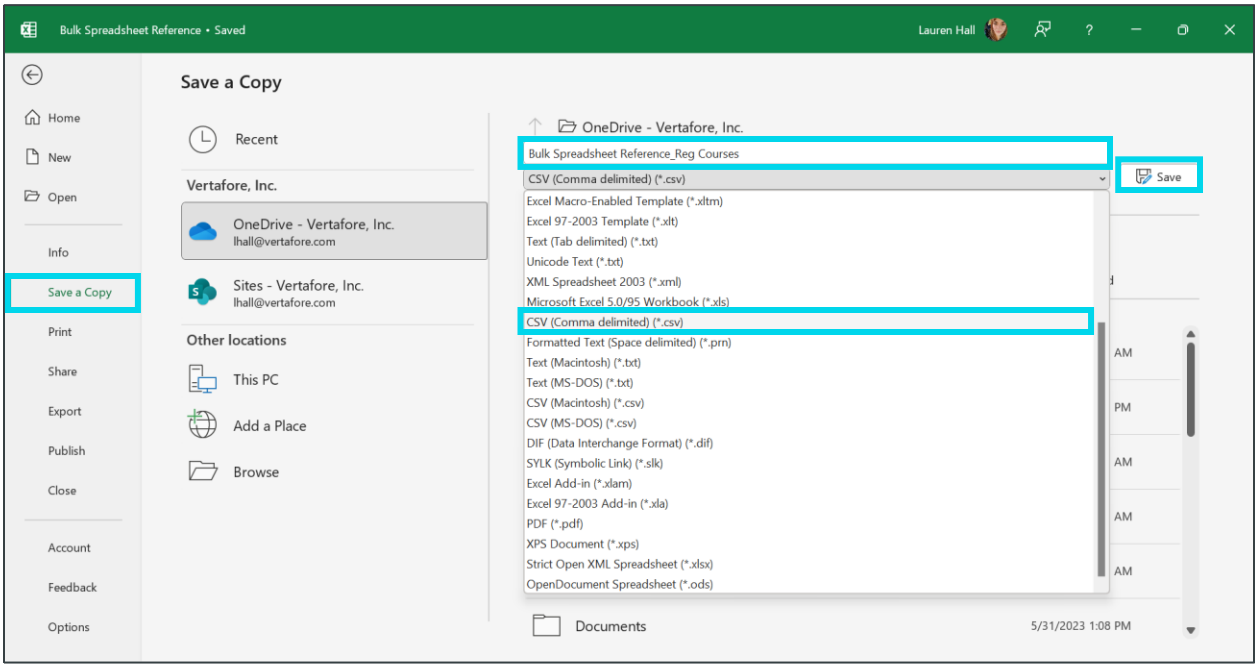
Column	Field Name	Description
A	**SSN**	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
B	**NPN** (National Producer Number)	For individual licensees with a SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.
D	**First Name**	For individual licensees, you can include the **First Name** of the producer.
E	**Email Address**	For individual licensees or agencies, you can add the **Email Address** that is associated with the producer's record.
J	**Course Hours**	Enter the full and/or partial hours for which the producer has earned credit for completing the course.

6. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

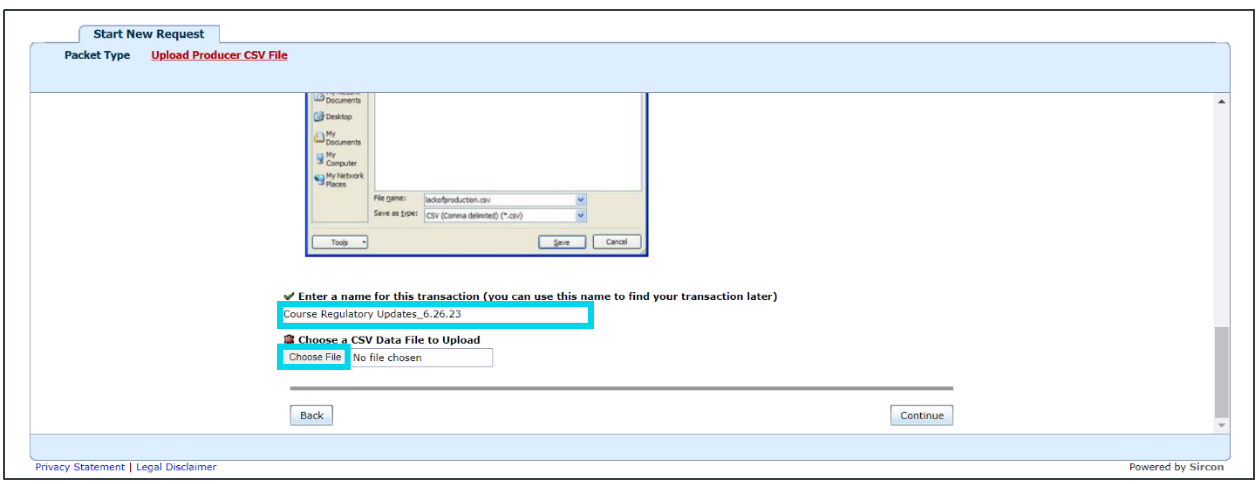
A	B	C	D	E	F	G	H	I	J	K
	1000000028	Easley			Quest CE	Conflicts of Interest	OH	04-21-2023	0.5	AH1
000999123		Charron			iCapital	Treasury Securities	MD	05-13-2023	2	2004ANU

> **Note**: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

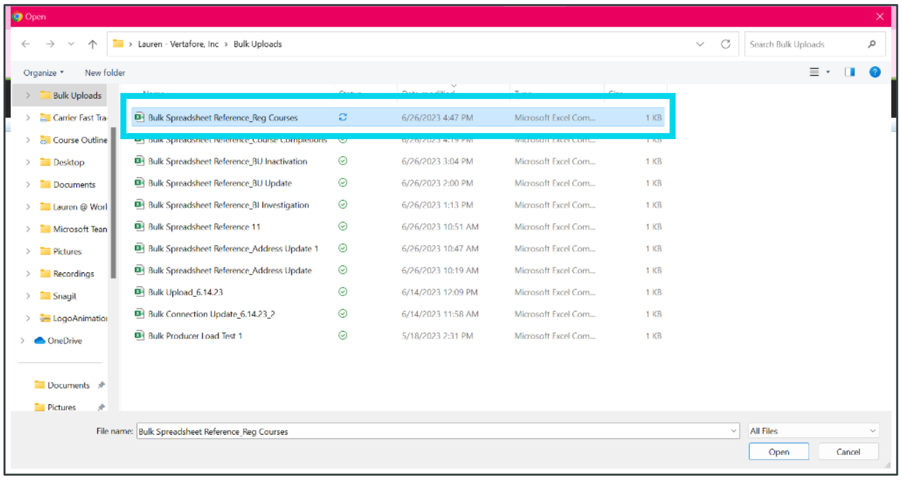
7. When you are finished, from the **File** menu, select **Save As**.
8. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
9. Click **Save**.



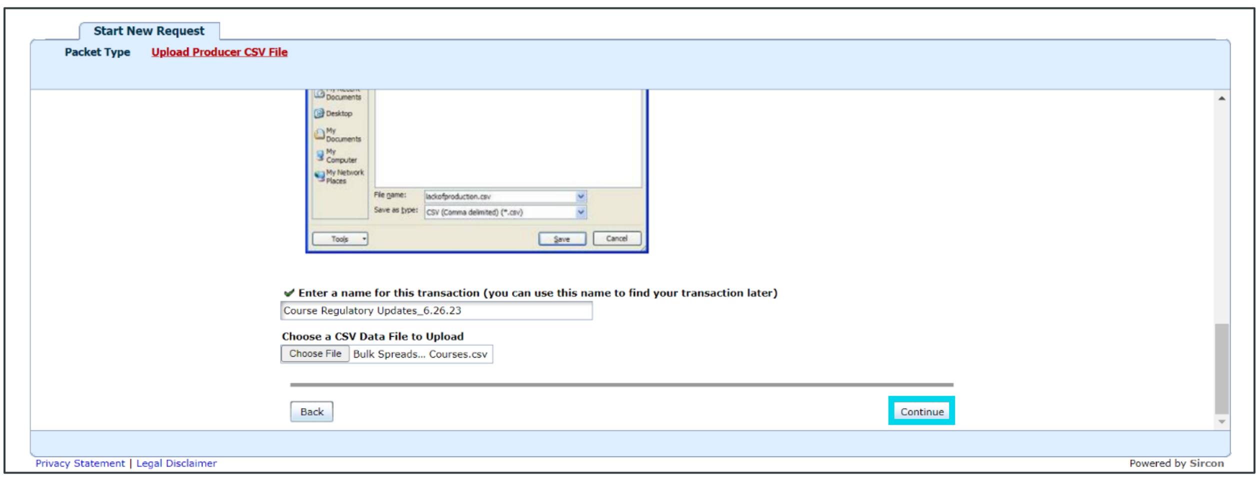
10. Your file is now saved in a comma-separated format and is ready for upload to the system.
11. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
12. Click the **Choose File** button.



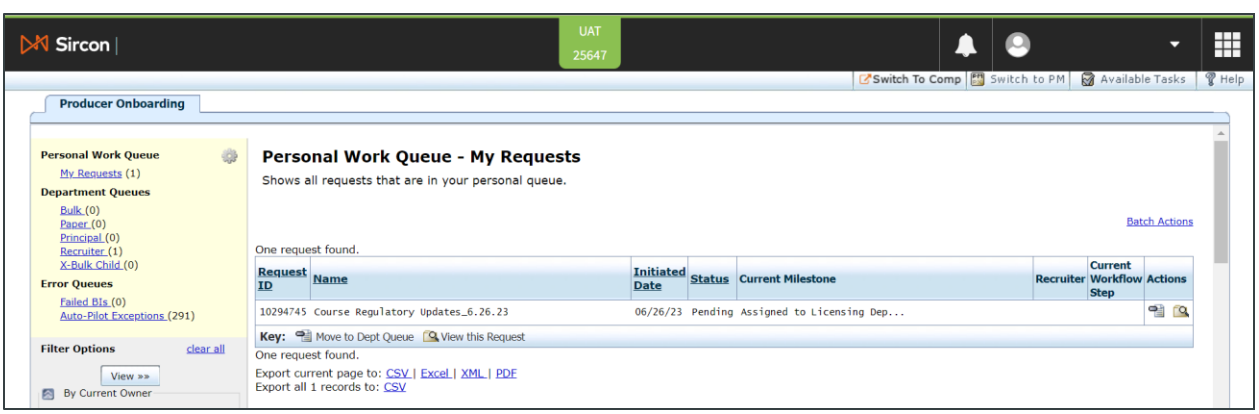
13. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
14. When the correct file name appears in the **File Name** field, click the **Open** button.



15. The file name will appear next to the **Choose File** button.
16. Click **Continue** to submit the file.



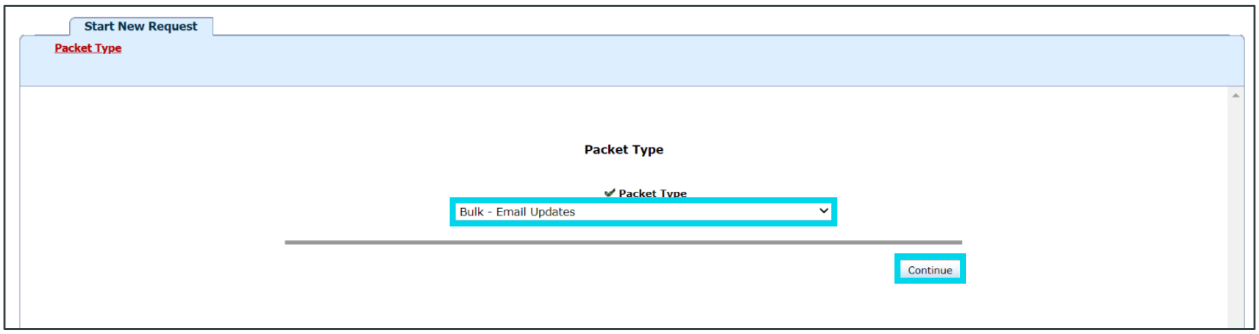
17. The bulk transaction will be assigned to your queue and will begin processing.
18. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



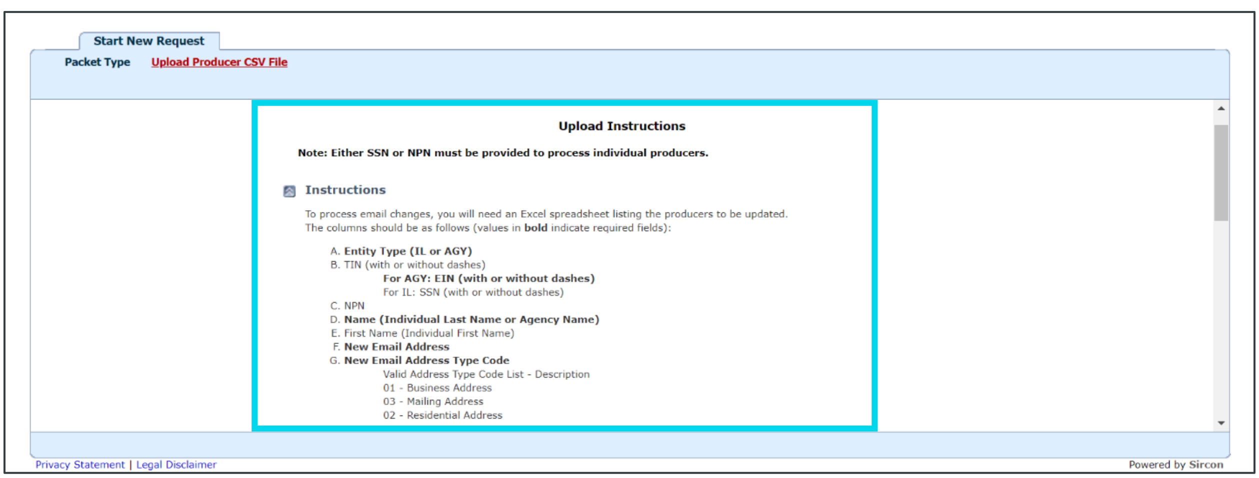
Email Updates

Use the **Email Address** bulk transaction to add new email addresses or update existing email addresses for multiple producers in Producer Central.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Email Updates** packet type. Click **Continue**.



3. You will now see the **Upload Instructions** to properly format the bulk update file.
4. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
5. The letters A-G represent the column headers in the file. The fields in **bold** are required fields.
6. Depending on the **Entity Type** (Individual or Agency), the required fields will change.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
C	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
D	**Name**	Type the **Last Name** of the producer
F	**New Email Address**	Type the **New Email Address** for the producer
G	**New Email Address Type Code**	Type **01** to add the email to the Business Address Type **02** to add the email to the Residential Address Type **03** to add the email to the Mailing Address

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G
Entity Type	TIN	NPN	Name	First Name	New Email Address	New Email Address Type Code
IL		1000000028	Easley		rerofe8226@devswp.com	03

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
B	**TIN** (Taxpayer ID)	Type the 9-digit **SSN** of the producer (with or without dashes)
D	**Name**	Type the **Last Name** of the producer
F	**New Email Address**	Type the **New Email Address** for the producer
G	**New Email Address Type Code**	Type **01** to add the email to the Business Address Type **02** to add the email to the Residential Address Type **03** to add the email to the Mailing Address

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G
Entity Type	TIN	NPN	Name	First Name	New Email Address	New Email Address Type Code
IL	000999123		Charron		rerofe8226@devswp.com	02

AGENCY/FIRM REQUIRED FIELDS

The required fields for agencies or firms are:

Column	Field Name	Description
A	**Entity Type**	Use "**AGY**" to indicate an agency/firm
B	**TIN** (Taxpayer ID)	Type the 9-digit Employer Identification Number or **EIN** of the firm (with or without dashes)
D	**Name**	Type the full **Name** of the agency/firm. It must match the name in the producer record.
F	**New Email Address**	Type the **New Email Address** for the producer
G	**New Email Address Type Code**	Type **01** to add the email to the Business Address Type **02** to add the email to the Residential Address Type **03** to add the email to the Mailing Address

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G
Entity Type	TIN	NPN	Name	First Name	New Email Address	New Email Address Type Code
AGY	00-6233077		Dean and Davis Insurance Agency		rolen.aceson@fixedfor.com	01

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

> **Note**: The required fields listed above are mandatory to complete the Bulk Connection update.
>
> It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

Column	Field Name	Description
B	**TIN** (Taxpayer ID)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
C	**NPN** (National Producer Number)	For individual licensees with a SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.

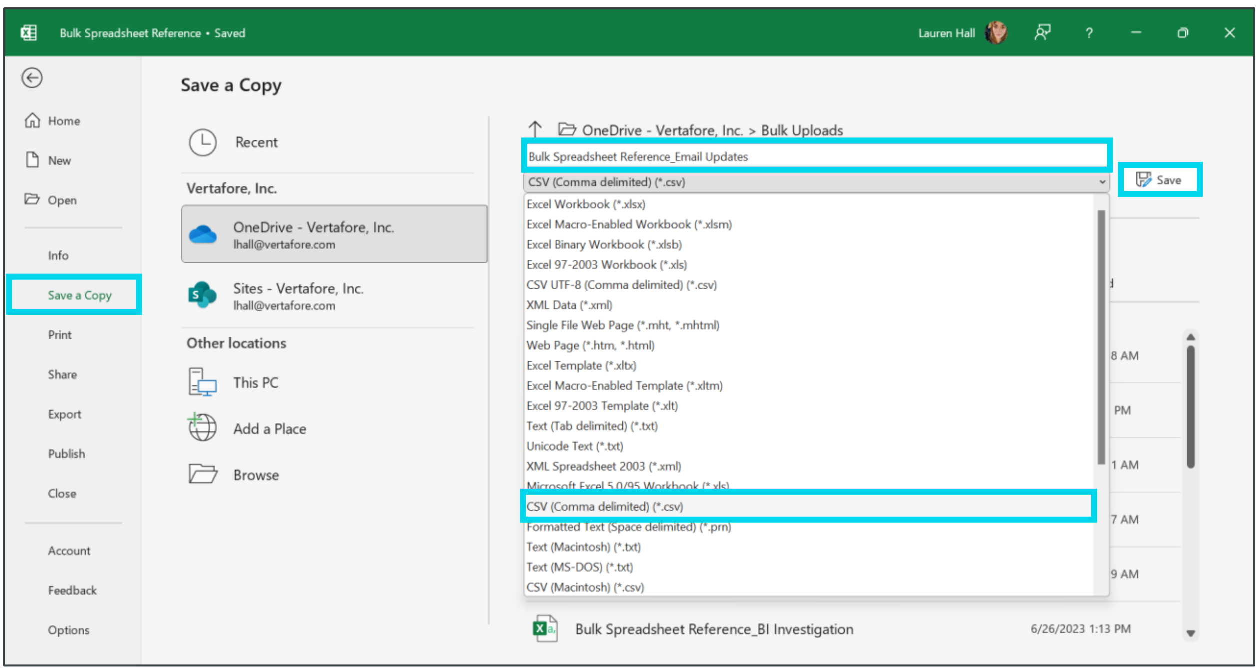
E	**First Name**	For individual licensees, you can include the **First Name** of the producer.

7. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

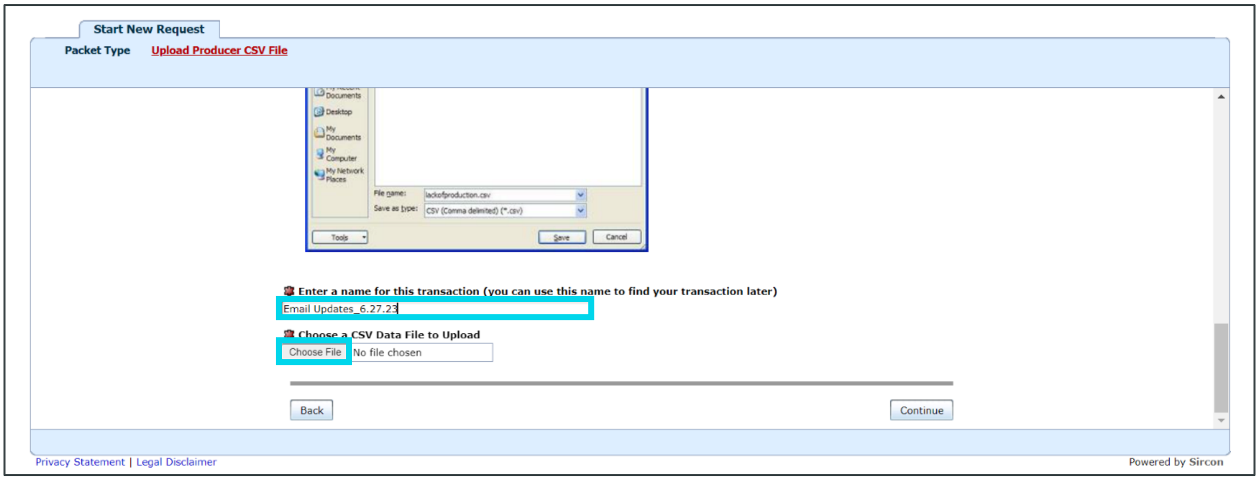
A	B	C	D	E	F	G
AGY	00-6233077		Dean and Davis Insurance Agency		rolen.aceson@fixedfor.com	01
IL	000999123		Charron		rerofe8226@devswp.com	02

Note: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

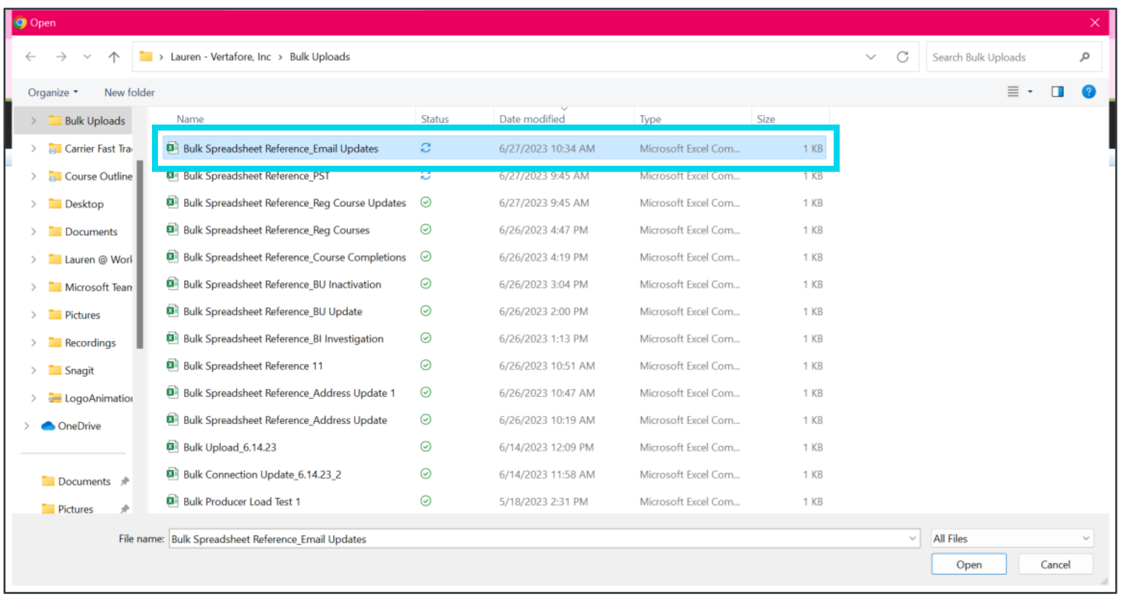
8. When you are finished, from the **File** menu, select **Save As**.
9. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
10. Click **Save**.



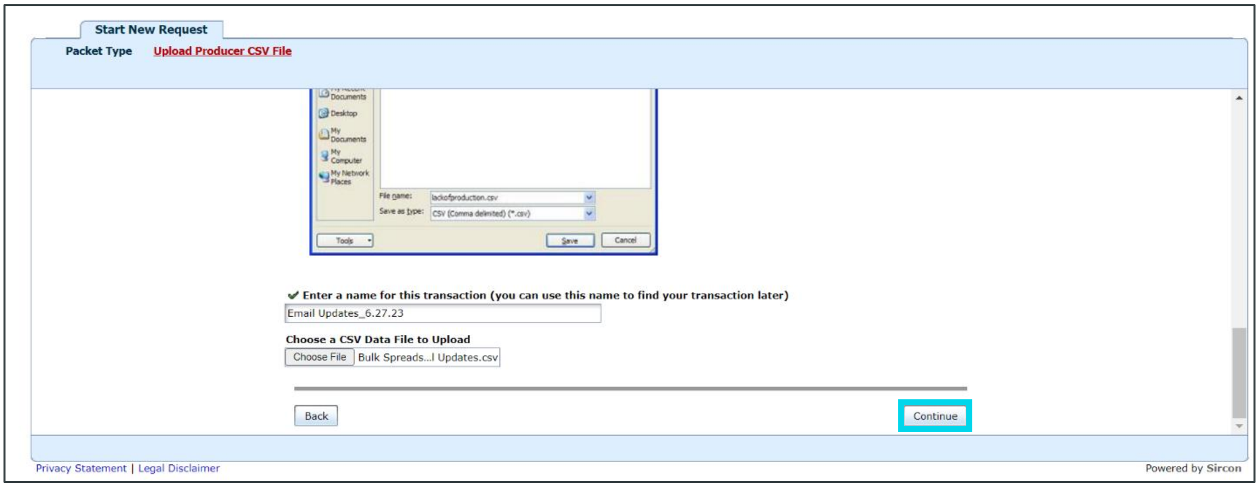
11. Your file is now saved in a comma-separated format and is ready for upload to the system.
12. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
13. Click the **Choose File** button.



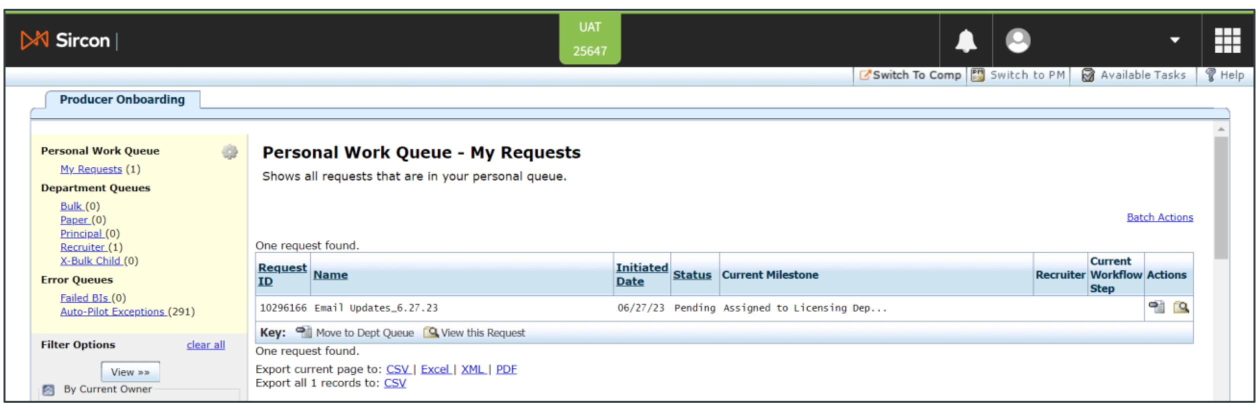
14. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
15. When the correct file name appears in the **File Name** field, click the **Open** button.



16. The file name will appear next to the **Choose File** button.
17. Click **Continue** to submit the file.



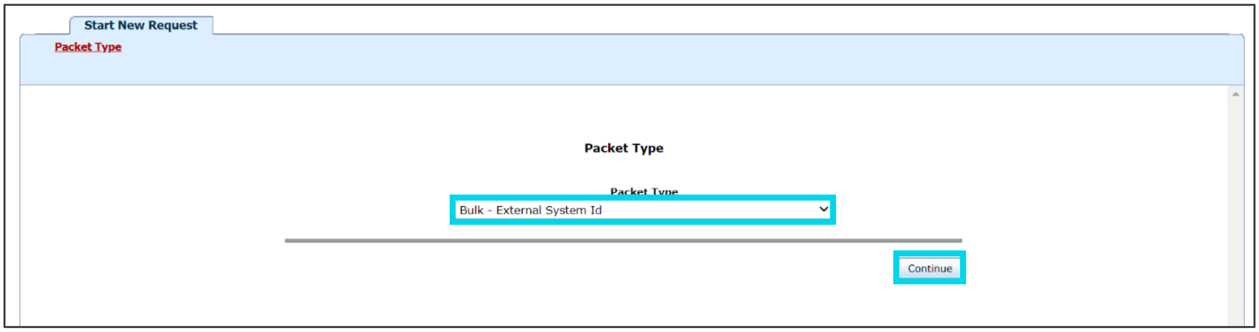
18. The bulk transaction will be assigned to your queue and will begin processing.
19. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



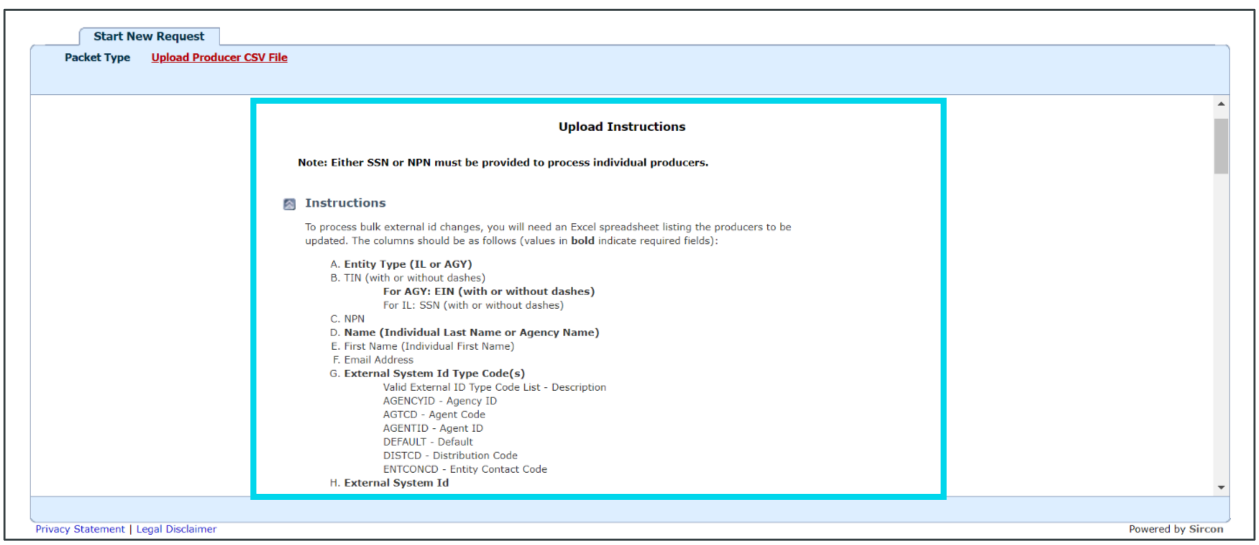
External System ID

Use the **External System ID** bulk transaction to add new external system IDs to a batch of producer records in Producer Central.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – External System ID** packet type. Click **Continue**.



3. You will now see the **Upload Instructions** to properly format the bulk update file.
4. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
5. The letters A-H represent the column headers in the file. The fields in **bold** are required fields.
6. Depending on the **Entity Type** (Individual or Agency), the required fields will change.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
C	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
D	**Name**	Type the **Last Name** of the producer
G	**External System ID Type Codes**	Type **AGENCYID** for Agency ID Type **AGTCD** for Agent Code Type **AGENTID** for Agent ID Type **DEFAULT** for Default Type **DISTCD** for Distribution Code Type **ENTCONCD** for Entity Contact Code
H	**External System ID**	Type the producer's **External System ID**

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H
Entity Type	TIN	NPN	Name	First Name	Email Address	External System ID Type Codes	External System ID
IL		1000000028	Easley			AGENTID	5234897

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
B	**TIN** (Taxpayer ID)	Type the 9-digit **SSN** of the producer (with or without dashes)
D	**Name**	Type the **Last Name** of the producer
G	**External System ID Type Codes**	Type **AGENCYID** for Agency ID Type **AGTCD** for Agent Code Type **AGENTID** for Agent ID Type **DEFAULT** for Default Type **DISTCD** for Distribution Code Type **ENTCONCD** for Entity Contact Code
H	**External System ID**	Type the producer's **External System ID**

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H
Entity Type	TIN	NPN	Name	First Name	Email Address	External System ID Type Codes	External System ID
IL	000999123		Charron			DISTCD	NW-WA

AGENCY/FIRM REQUIRED FIELDS

The required fields for agencies or firms are:

Column	Field Name	Description
A	**Entity Type**	Use "**AGY**" to indicate an agency/firm
B	**TIN** (Taxpayer ID)	Type the 9-digit Employer Identification Number or **EIN** of the firm (with or without dashes)
D	**Name**	Type the full **Name** of the agency/firm. It must match the name in the producer record.
G	**External System ID Type Codes**	Type **AGENCYID** for Agency ID Type **AGTCD** for Agent Code Type **AGENTID** for Agent ID Type **DEFAULT** for Default Type **DISTCD** for Distribution Code Type **ENTCONCD** for Entity Contact Code
H	**External System ID**	Type the producer's **External System ID**

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H
Entity Type	TIN	NPN	Name	First Name	Email Address	External System ID Type Codes	External System ID
AGY	00-6233077		Dean and Davis Insurance Agency			AGENCYID	8253

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

Note: The required fields listed above are mandatory to complete the Bulk Connection update.

It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

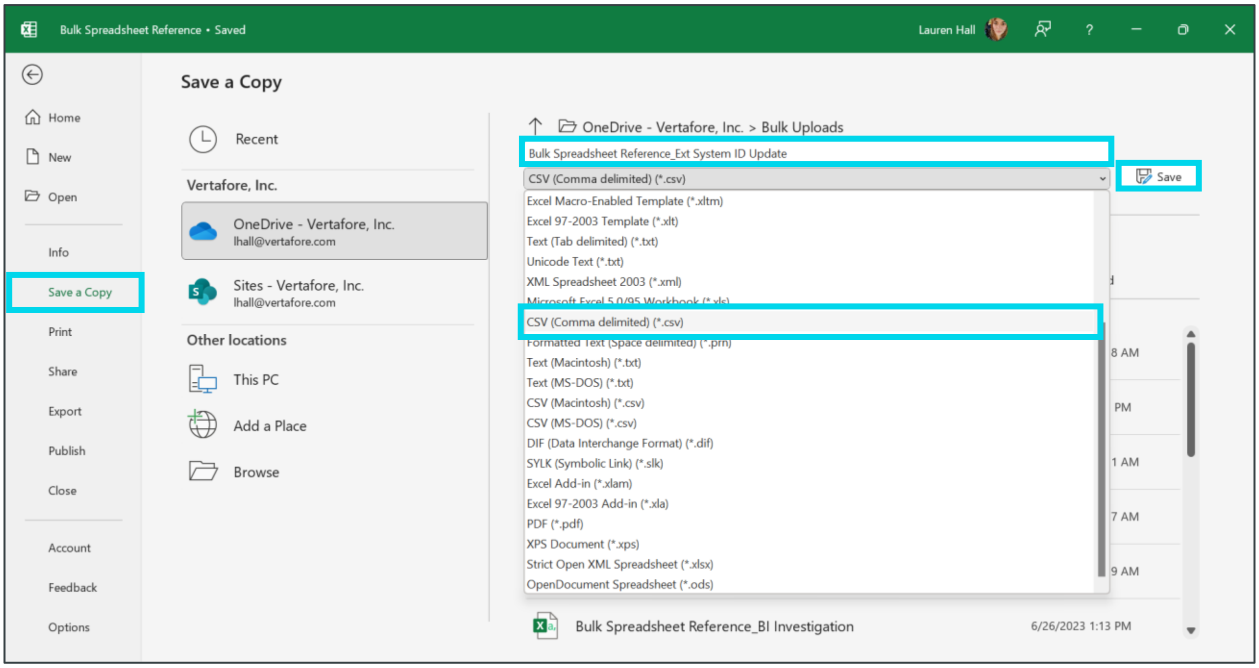
Column	Field Name	Description
B	**TIN** (Taxpayer ID)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
C	**NPN** (National Producer Number)	For individual licensees with a SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.
E	**First Name**	For individual licensees, you can include the **First Name** of the producer.
F	**Email Address**	Type the **Email Address** associated with the producer.

7. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

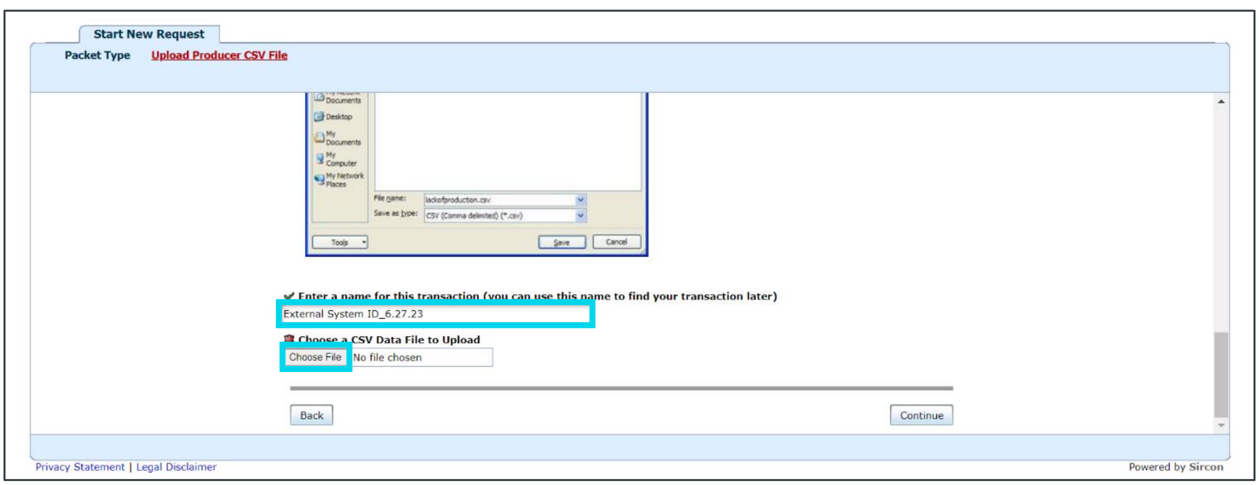
A	B	C	D	E	F	G	H
AGY	00-6233077		Dean and Davis Insurance Agency			AGENCYID	8253
IL	000999123		Charron			DISTCD	NW-WA
IL		1000000028	Easley			AGENTID	5234897

Note: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

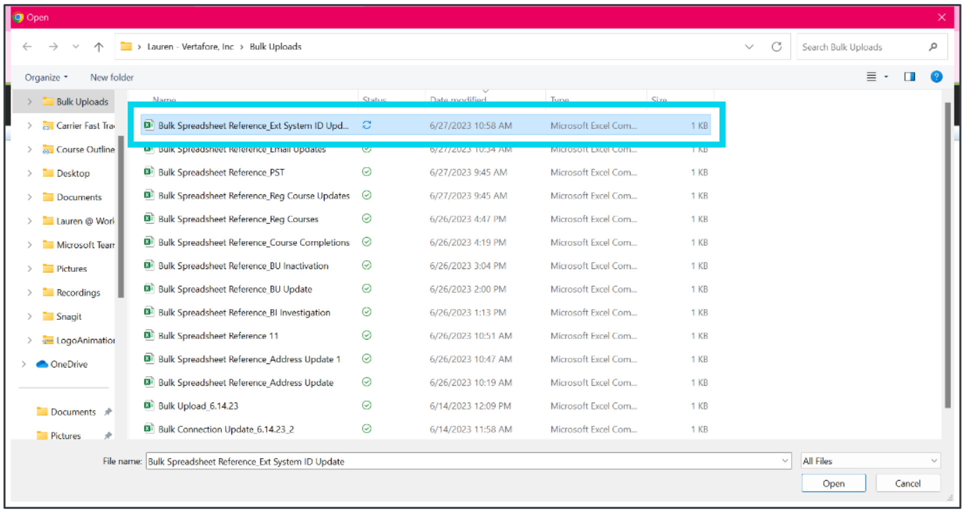
8. When you are finished, from the **File** menu, select **Save As**.
9. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
10. Click **Save**.



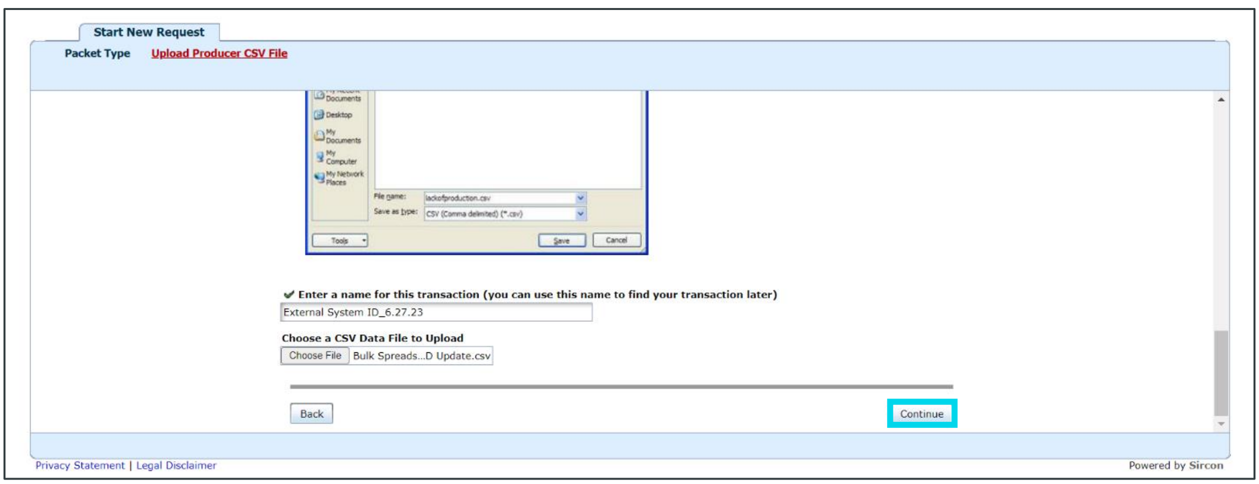
11. Your file is now saved in a comma-separated format and is ready for upload to the system.
12. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
13. Click the **Choose File** button.



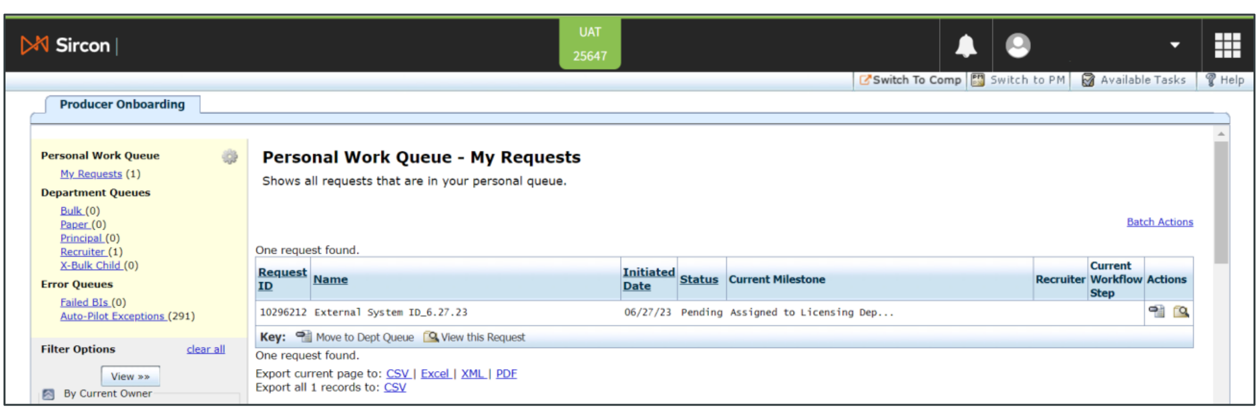
14. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
15. When the correct file name appears in the **File Name** field, click the **Open** button.



16. The file name will appear next to the **Choose File** button.
17. Click **Continue** to submit the file.



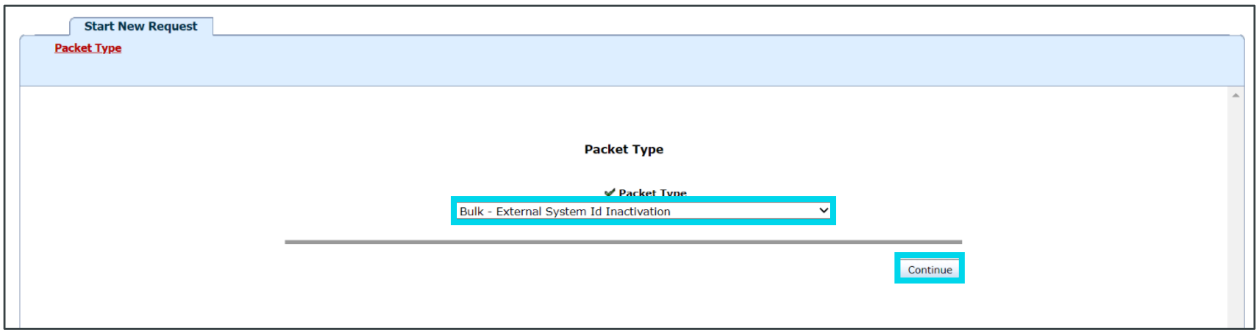
18. The bulk transaction will be assigned to your queue and will begin processing.
19. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



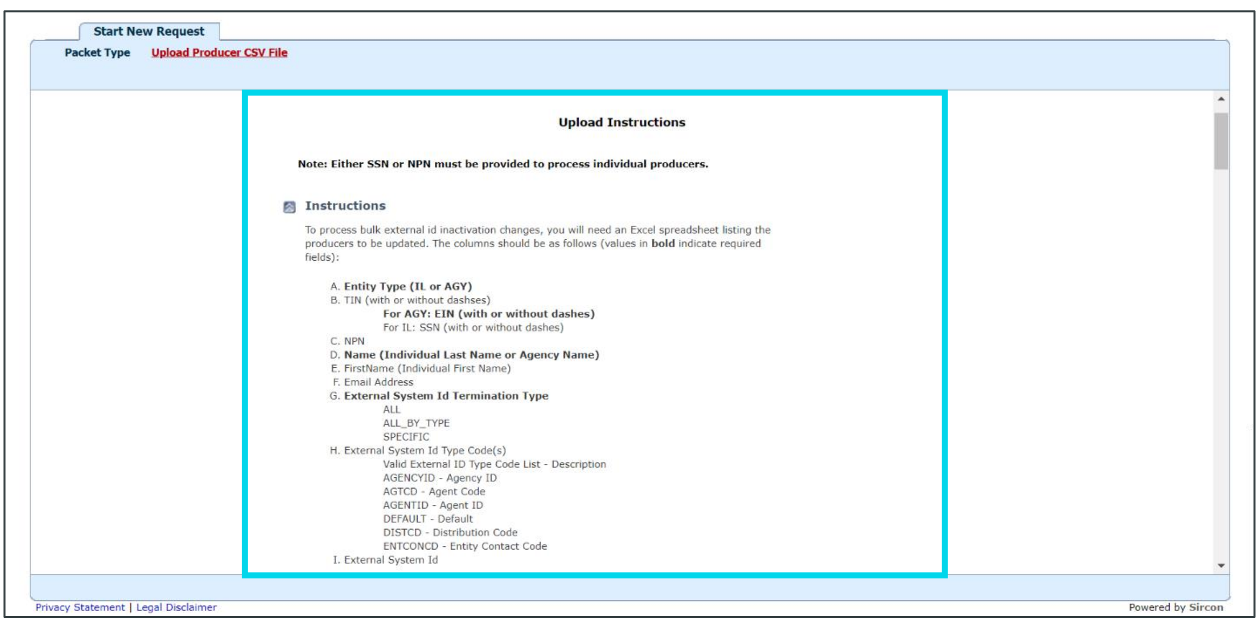
External System ID Inactivation

Use the **External System ID** bulk transaction to inactivate existing external system IDs for a batch of producer records in Producer Central.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – External System ID Inactivation** packet type. Click **Continue**.



3. You will now see the **Upload Instructions** to properly format the bulk update file.
4. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
5. The letters A-I represent the column headers in the file. The fields in **bold** are required fields.
6. Depending on the **Entity Type** (Individual or Agency), the required fields will change.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
C	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
D	**Name**	Type the **Last Name** of the producer
G	**External System ID Termination Type**	Type **ALL** to inactivate all the external system IDs. • If you use this option, you can leave columns "H" and "I" blank. Type **ALL_BY_TYPE** to inactivate external system IDs by type. • If you use this option, you will need to enter the Ext System ID Type Code in column "H" (such as all AGENCYID). Type **SPECIFIC** to inactivate specific IDs • If you use this option, you will need to list the specific IDs in column "I."

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I
Entity Type	TIN	NPN	Name	First Name	Email Address	External System ID Termination Type	External System ID Type Codes	External System ID
IL		1000000028	Easley			ALL_BY_TYPE	DEFAULT	

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
B	**TIN** (Taxpayer ID)	Type the 9-digit **SSN** of the producer (with or without dashes)
D	**Name**	Type the **Last Name** of the producer
G	**External System ID Termination Type**	Type **ALL** to inactivate all the external system IDs. • If you use this option, you can leave columns "H" and "I" blank. Type **ALL_BY_TYPE** to inactivate external system IDs by type.

		• If you use this option, you will need to enter the Ext System ID Type Code in column "H" (such as all AGENCYID). Type **SPECIFIC** to inactivate specific IDs If you use this option, you will need to list the specific IDs in column "I."

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I
Entity Type	TIN	NPN	Name	First Name	Email Address	External System ID Termination Type	External System ID Type Codes	External System ID
IL	000999123		Charron			ALL		

AGENCY/FIRM REQUIRED FIELDS

The required fields for agencies or firms are:

Column	Field Name	Description
A	**Entity Type**	Use "**AGY**" to indicate an agency/firm
B	**TIN** (Taxpayer ID)	Type the 9-digit Employer Identification Number or **EIN** of the firm (with or without dashes)
D	**Name**	Type the full **Name** of the agency/firm. It must match the name in the producer record.
G	**External System ID Termination Type**	Type **ALL** to inactivate all the external system IDs. • If you use this option, you can leave columns "H" and "I" blank. Type **ALL_BY_TYPE** to inactivate external system IDs by type. • If you use this option, you will need to enter the Ext System ID Type Code in column "H" (such as all AGENCYID). Type **SPECIFIC** to inactivate specific IDs If you use this option, you will need to list the specific IDs in column "I."

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I
Entity Type	TIN	NPN	Name	First Name	Email Address	External System ID Termination Type	External System ID Type Codes	External System ID
AGY	00-6233077		Dean and Davis Insurance Agency			SPECIFIC		8253

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

> **Note**: The required fields listed above are mandatory to complete the Bulk Connection update.
>
> It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

Column	Field Name	Description
B	**TIN** (Taxpayer ID)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
C	**NPN** (National Producer Number)	For individual licensees with a SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.
E	**First Name**	For individual licensees, you can include the **First Name** of the producer.
F	**Email Address**	Type the **Email Address** associated with the producer.
H	**External System ID Type Code**	This field is optional if you typed **ALL** in the External System ID Termination Type. If you typed **ALL_BY_TYPE** or **SPECIFIC** in the External System ID Termination Type field in column "G," this field is required. Type **AGENCYID** for Agency ID Type **AGTCD** for Agent Code Type **AGENTID** for Agent ID Type **DEFAULT** for Default Type **DISTCD** for Distribution Code Type **ENTCONCD** for Entity Contact Code
I	**External System ID**	This field is optional if you typed **ALL** or **ALL_BY_TYPE** in the External System ID Termination Type in column "G."

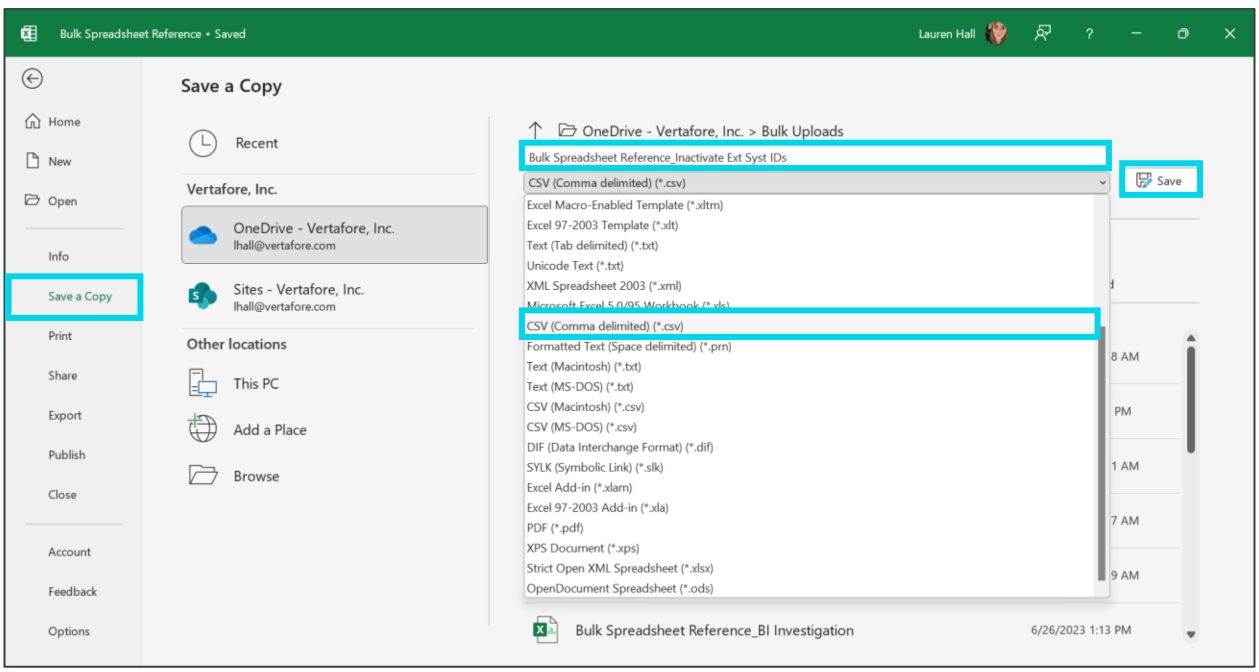
		If you typed **SPECIFIC** in the External System ID Termination Type field, you need to type the **External System ID** that you need to inactivate.

7. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

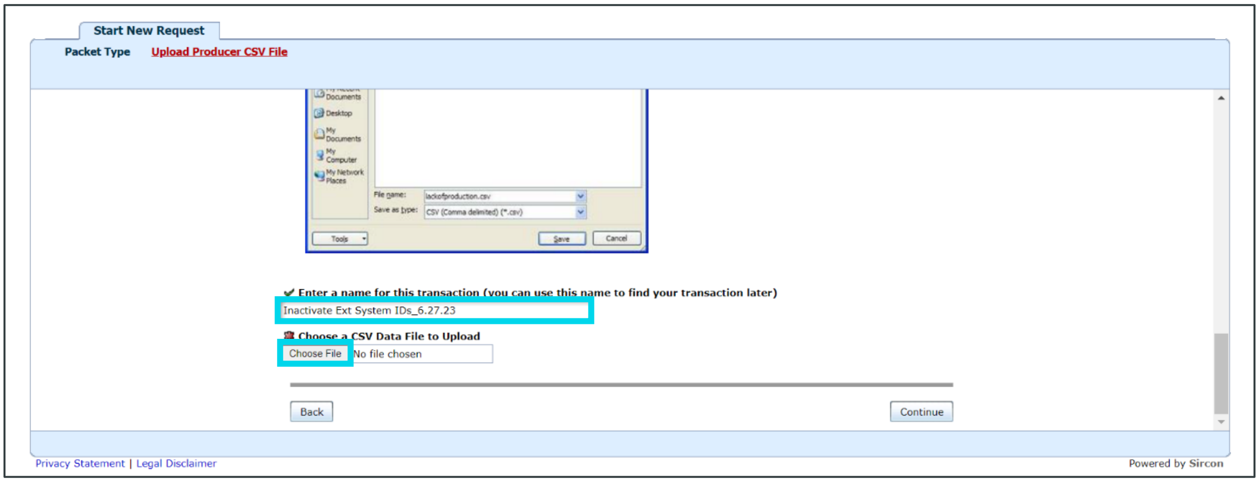
A	B	C	D	E	F	G	H	I
AGY	00-6233077		Dean and Davis Insurance Agency			SPECIFIC		8253
IL		1000000028	Easley			ALL_BY_TYPE	DEFAULT	
IL	000999123		Charron			ALL		

Note: If you inserted a header row containing the field names to guide your data entry, you must **<u>delete the header</u>** before moving on to the next step.

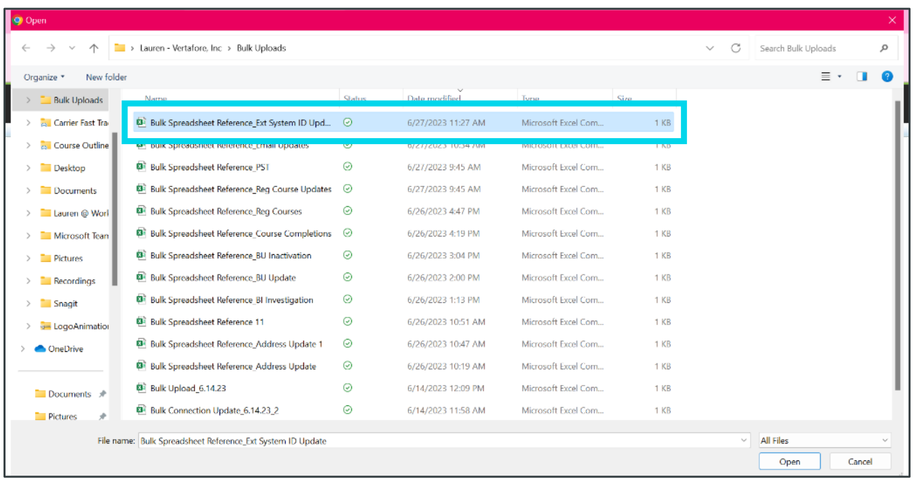
8. When you are finished, from the **File** menu, select **Save As**.
9. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
10. Click **Save**.



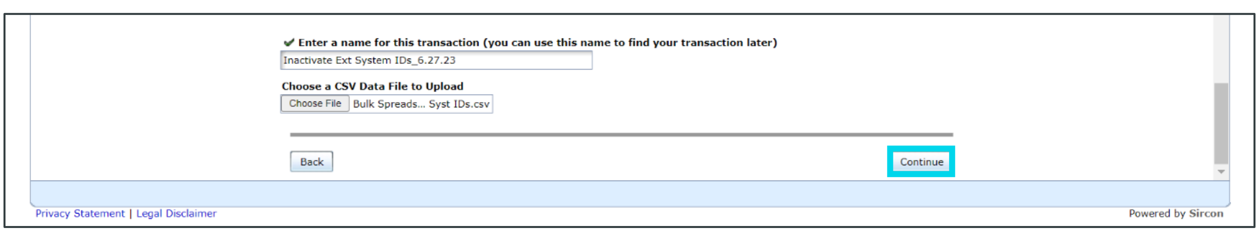
11. Your file is now saved in a comma-separated format and is ready for upload to the system.
12. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
13. Click the **Choose File** button.



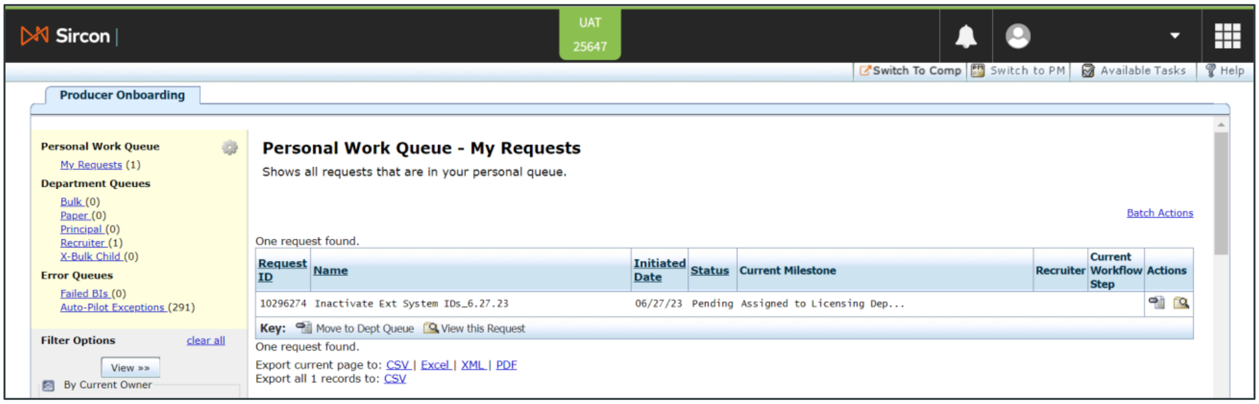
14. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
15. When the correct file name appears in the **File Name** field, click the **Open** button.



16. The file name will appear next to the **Choose File** button.
17. Click **Continue** to submit the file.



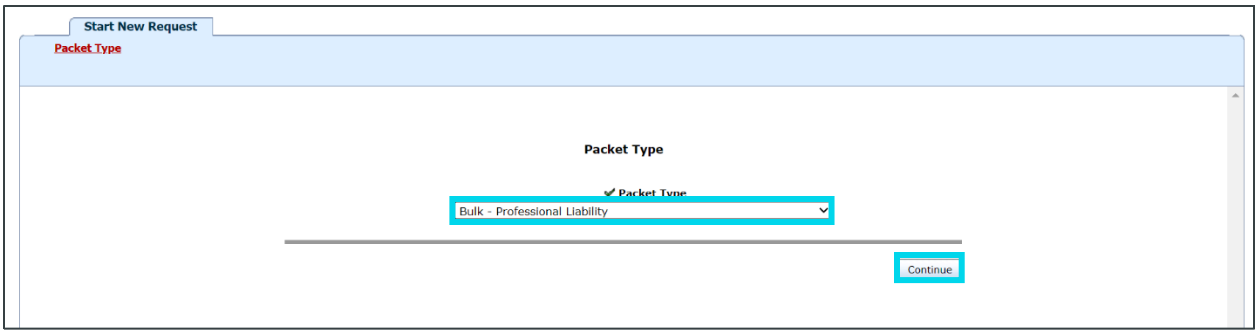
18. The bulk transaction will be assigned to your queue and will begin processing.
19. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.


Sircon
UAT 25647
Switch To Comp
Switch to PM
Available Tasks
Help
Producer Onboarding
Personal Work Queue
My Requests (1)
Department Queues
Bulk (0)
Paper (0)
Principal (0)
Recruiter (1)
X-Bulk Child (0)
Error Queues
Failed BIs (0)
Auto-Pilot Exceptions (291)
Filter Options
clear all
View »»
By Current Owner
Personal Work Queue - My Requests
Shows all requests that are in your personal queue.
Batch Actions
One request found.
Request ID
Name
Initiated Date
Status
Current Milestone
Recruiter
Current Workflow Step
Actions
10296274
Inactivate Ext System IDs_6.27.23
06/27/23
Pending
Assigned to Licensing Dep...
Key: Move to Dept Queue View this Request
One request found.
Export current page to: CSV | Excel | XML | PDF
Export all 1 records to: CSV

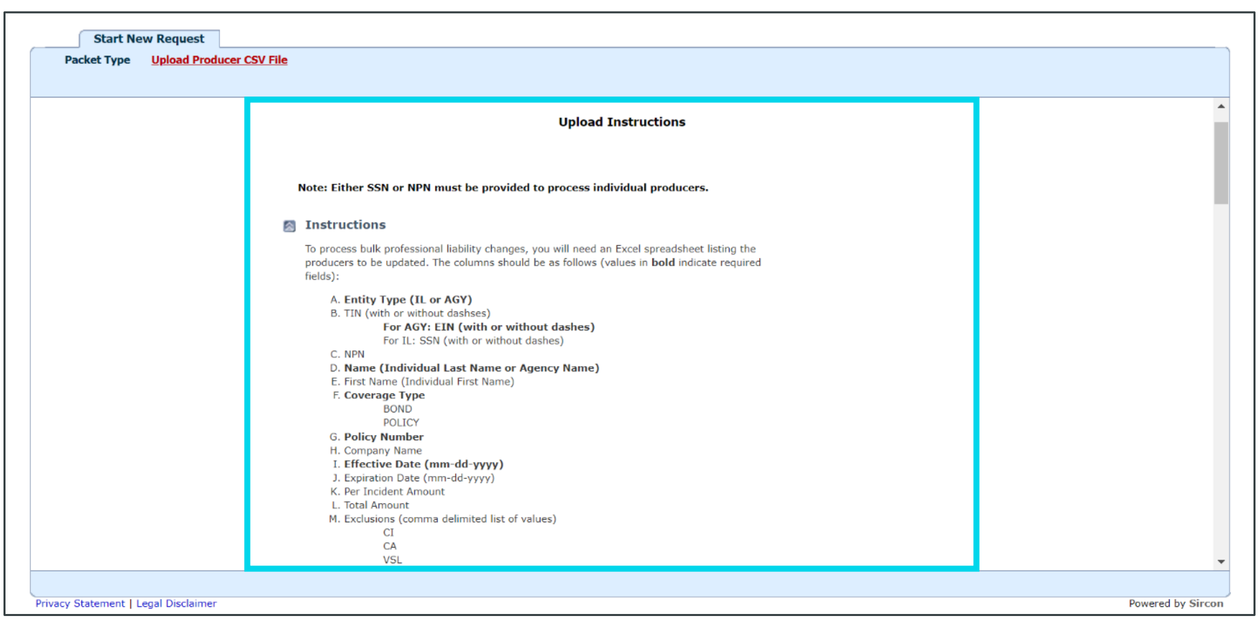
Professional Liability

Use the **Professional Liability** bulk transaction to add professional liability coverage information to individual and/or firm producer records in Producer Central. Professional liability coverage information will be inserted in the **Professional Liability** data section of affected producers' records.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Professional Liability** packet type. Click **Continue**.



3. You will now see the **Upload Instructions** to properly format the bulk update file.
4. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
5. The letters A-M represent the column headers in the file. The fields in **bold** are required fields.
6. Depending on the **Entity Type** (Individual or Agency), the required fields will change.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
C	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
D	**Name**	Type the **Last Name** of the producer
F	**Coverage Type**	Type either **BOND** for bond coverage or **POLICY** for errors & omissions coverage.
G	**Policy Number**	Enter the policy number of the producer's professional liability coverage.
I	**Effective Date**	Enter the beginning date of the effective period of the producer's professional liability coverage. Use the MM-DD-YYYY date format, including hyphens.

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K	L	M
Entity Type	TIN	NPN	Name	First Name	Coverage Type	Policy Number	Company Name	Effective Date	Expiration Date	Per Incident Amount	Total Amount	Excluions
IL		1000000028	Easley		BOND	197410	Geico	08-19-2021		250,000	750,000	

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
B	**TIN** (Taxpayer ID)	Type the 9-digit **SSN** of the producer (with or without dashes)
D	**Name**	Type the **Last Name** of the producer
F	**Coverage Type**	Type either **BOND** for bond coverage or **POLICY** for errors & omissions coverage.
G	**Policy Number**	Enter the policy number of the producer's professional liability coverage.
I	**Effective Date**	Enter the beginning date of the effective period of the producer's professional liability coverage. Use the MM-DD-YYYY date format, including hyphens.

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K	L	M
Entity Type	TIN	NPN	Name	First Name	Coverage Type	Policy Number	Company Name	Effective Date	Expiration Date	Per Incident Amount	Total Amount	Excluions
IL	000999123		Charron		POLICY	982372	AICPA	09-29-2019		500000	1000000	CA, VSL

AGENCY/FIRM REQUIRED FIELDS

The required fields for agencies or firms are:

Column	Field Name	Description
A	**Entity Type**	Use "**AGY**" to indicate an agency/firm
B	**TIN** (Taxpayer ID)	Type the 9-digit Employer Identification Number or **EIN** of the firm (with or without dashes)
D	**Name**	Type the full **Name** of the agency/firm. It must match the name in the producer record.
F	**Coverage Type**	Type either **BOND** for bond coverage or **POLICY** for errors & omissions coverage.
G	**Policy Number**	Enter the policy number of the producer's professional liability coverage.
I	**Effective Date**	Enter the beginning date of the effective period of the producer's professional liability coverage. Use the MM-DD-YYYY date format, including hyphens.

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K	L	M
Entity Type	TIN	NPN	Name	First Name	Coverage Type	Policy Number	Company Name	Effective Date	Expiration Date	Per Incident Amount	Total Amount	Excluions
AGY	00-6233077		Dean and Davis Insurance Agency		BOND	662893	Hartford Insurance	12-14-2022		1000000	10000000	CA, VSL

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

Note: The required fields listed above are mandatory to complete the Bulk Connection update.

It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

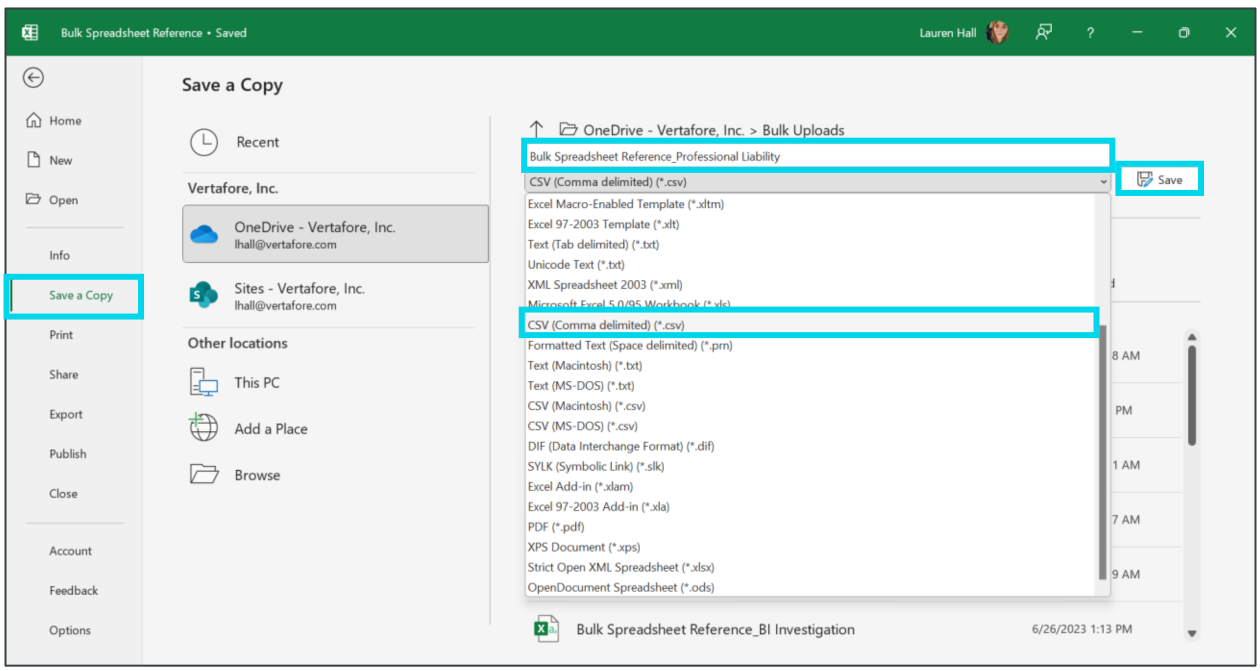
Column	Field Name	Description
B	**TIN** (Taxpayer ID)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
C	**NPN** (National Producer Number)	For individual licensees with a SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.
E	**First Name**	For individual licensees, you can include the **First Name** of the producer.
H	**Company Name**	Enter the name of the company issuing the producer's professional liability coverage.
J	**Expiration Date**	Enter the name of the company issuing the producer's professional liability coverage.
K	**Per Incident Amount**	Enter the limit in dollars and cents payable per claim or incident under the producer's professional liability coverage. This field must be formatted as a number without commas separating the values.
L	**Total Amount**	Enter an aggregate limit in dollars and cents payable during the effective period under the producer's professional liability coverage. This field must be formatted as a number without commas separating the values.
M	**Exclusions**	Enter one or multiple codes representing types of claims specifically excluded under the terms of the producer's professional liability coverage. Separate multiple codes with commas. **Note**: Codes must be configured in the PROF_LIAB_EXCL_TYPE_CD code group on the Maintain Codes page in Producer Central.

7. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

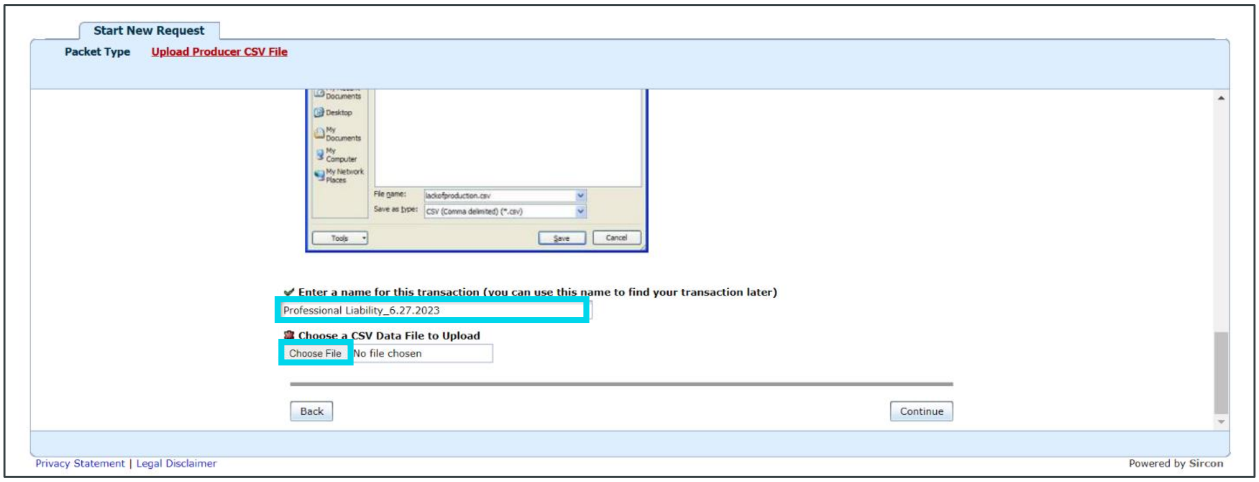
A	B	C	D	E	F	G	H	I	J	K	L	M
AGY	00-6233077		Dean and Davis Insurance Agency		BOND	662893	Hartford Insurance	12-14-2022		1000000	10000000	CA, VSL
IL	000999123		Charron		POLICY	982372	AICPA	09-29-2019		500000	1000000	CA, VSL
IL		1000000028	Easley		BOND	197410	Geico	08-19-2021		250000	750000	

> **Note**: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

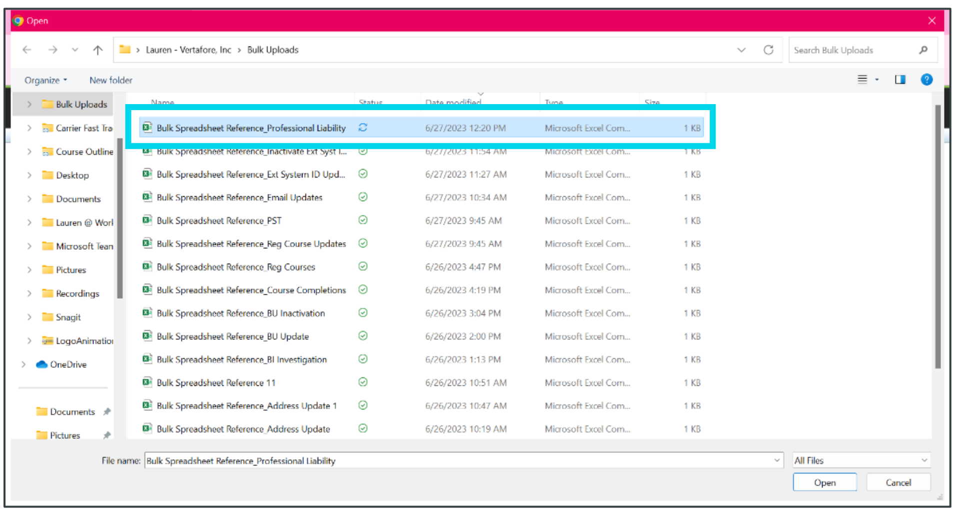
8. When you are finished, from the **File** menu, select **Save As**.
9. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
10. Click **Save**.



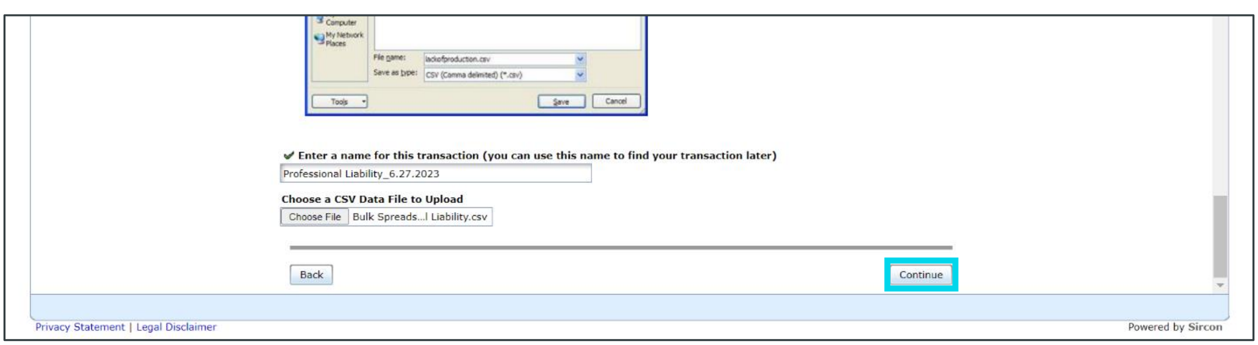
11. Your file is now saved in a comma-separated format and is ready for upload to the system.
12. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
13. Click the **Choose File** button.



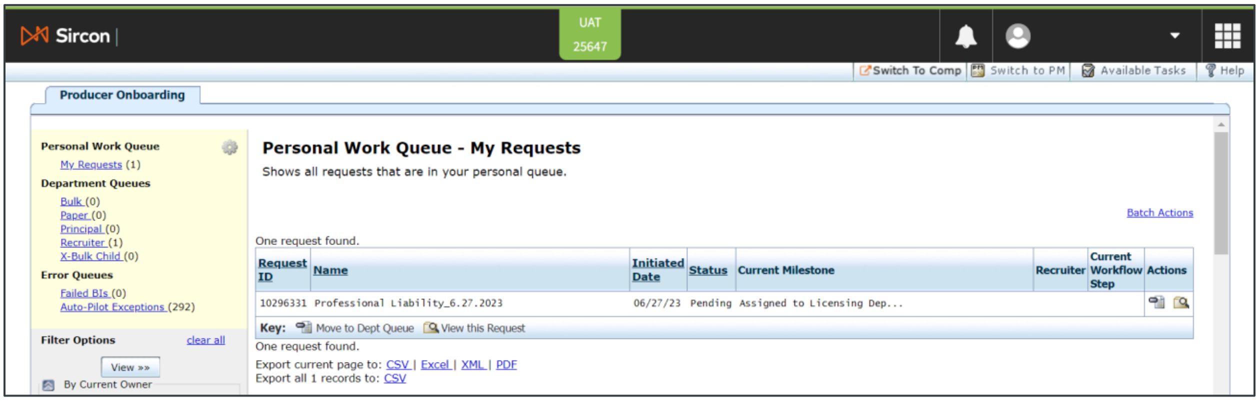
14. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
15. When the correct file name appears in the **File Name** field, click the **Open** button.



16. The file name will appear next to the **Choose File** button.
17. Click **Continue** to submit the file.



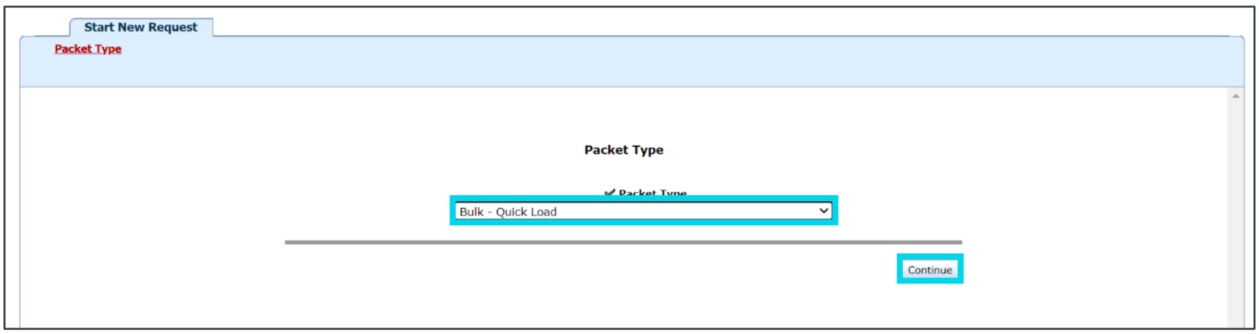
18. The bulk transaction will be assigned to your queue and will begin processing.
19. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



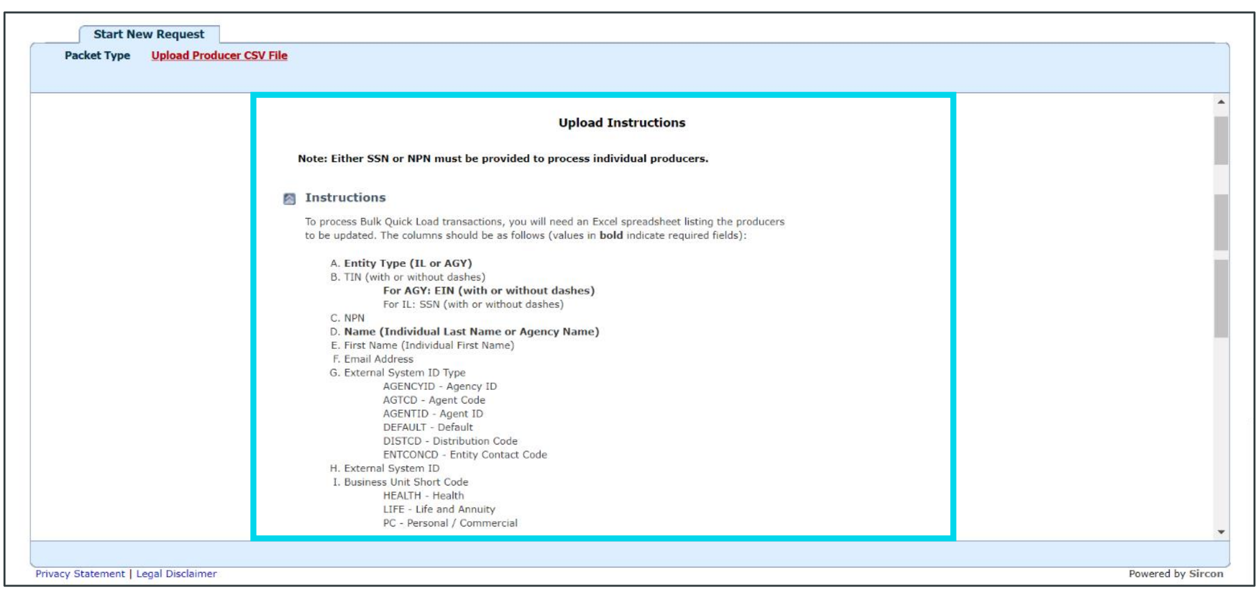
Quick Load

Use the **Quick Load** bulk transaction to add multiple new individual and firm producer records from data maintained by state departments of insurance, including all active licenses, qualifications, appointments, addresses, and license name aliases.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Quick Load** packet type.
3. Click **Continue**.



4. You will now see the **Upload Instructions** to properly format the bulk update file.
5. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
6. The letters A-I represent the column headers in the file. The fields in **bold** are required fields.
7. Depending on the **Entity Type** (Individual or Agency), the required fields will change.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
C	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
D	**Name**	Type the **Last Name** of the producer

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I
Entity Type	TIN	NPN	Name	First Name	Email Address	External System ID Type Codes	External System ID	Business Unit Short Code
IL		1100000028	Shelby			DEFAULT	852008	LIFE

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
B	**TIN** (Taxpayer ID)	Type the 9-digit **SSN** of the producer (with or without dashes)
D	**Name**	Type the **Last Name** of the producer

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I
Entity Type	TIN	NPN	Name	First Name	Email Address	External System ID Type Codes	External System ID	Business Unit Short Code
IL	999000333		Allen			AGENTID	229014	HEALTH

AGENCY/FIRM REQUIRED FIELDS

The required fields for agencies or firms are:

Column	Field Name	Description
A	**Entity Type**	Use "**AGY**" to indicate an agency/firm
B	**TIN** (Taxpayer ID)	Type the 9-digit Employer Identification Number or **EIN** of the firm (with or without dashes)
D	**Name**	Type the full **Name** of the agency/firm. It must match the name in the producer record.

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **<u>must be deleted</u>** before creating the final CSV file.

A	B	C	D	E	F	G	H	I
Entity Type	TIN	NPN	Name	First Name	Email Address	External System ID Type Codes	External System ID	Business Unit Short Code
AGY	00-9900123		Home Grown Insurance Inc.			AGENCYID	889075	LIFE

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

> **Note**: The required fields listed above are mandatory to complete the Bulk Connection update.
>
> It is recommended that you **<u>only input the required fields into the file</u>**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

Column	Field Name	Description
B	**TIN** (Taxpayer ID)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
C	**NPN** (National Producer Number)	For individual licensees with a SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.
E	**First Name**	For individual licensees, you can include the **First Name** of the producer.

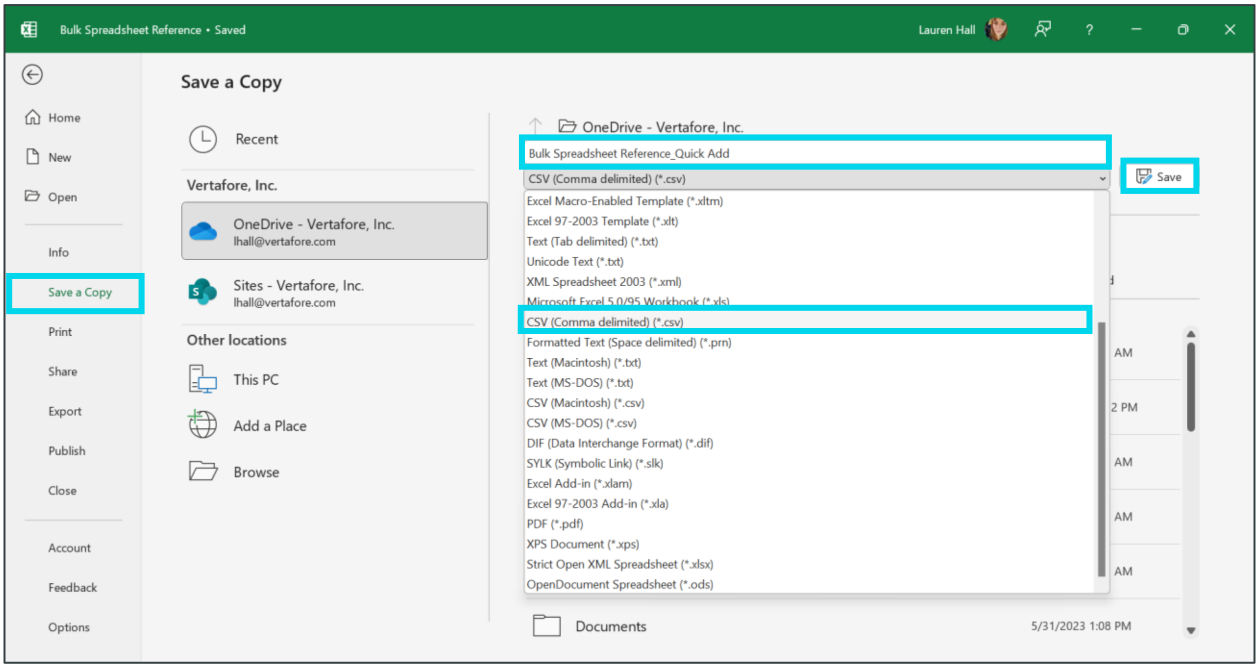
F	**Email Address**	Type the **Email Address** associated with the producer.
G	**External System ID Type Codes**	Type **AGENCYID** for Agency ID Type **AGTCD** for Agent Code Type **AGENTID** for Agent ID Type **DEFAULT** for Default Type **DISTCD** for Distribution Code Type **ENTCONCD** for Entity Contact Code
H	**External System ID**	Type the producer's **External System ID**.
I	**Business Unit Short Code**	Type the **Short Code** of the Business Unit you need to assign to the producer. The codes you use will depend on the configuration of your company's business units. **Note**: To see a list of the available business units, navigate to the Producer Central home page, then click **Administration > Configure My Profile > Maintain Staff Member Business Unit.**

8. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

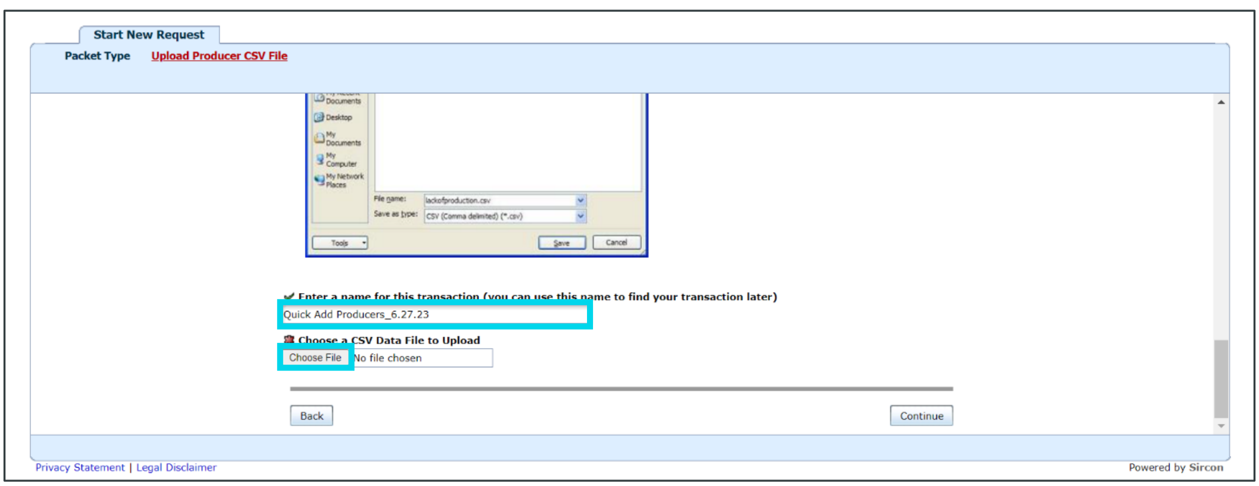
A	B	C	D	E	F	G	H	I
AGY	00-9900123		Home Grown Insurance Inc.			AGENCYID	889075	LIFE
IL		1100000028	Shelby			DEFAULT	852008	LIFE
IL	999000333		Allen			AGENTID	229014	HEALTH

Note: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

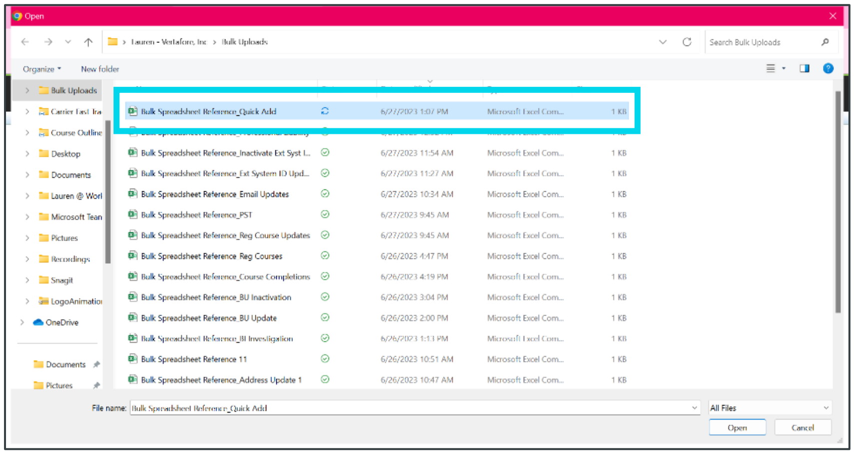
9. When you are finished, from the **File** menu, select **Save As**.
10. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
11. Click **Save**.



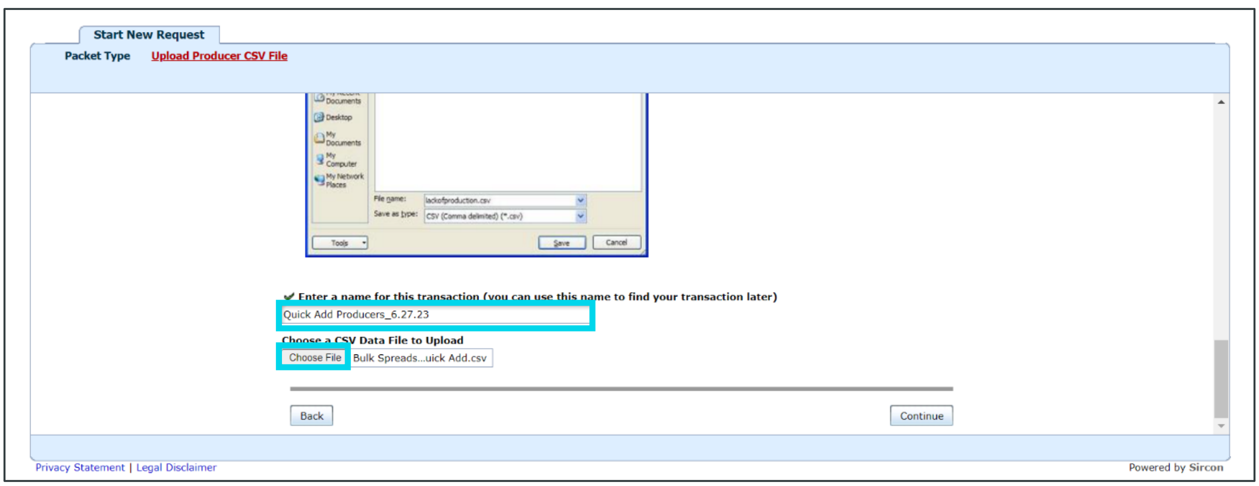
12. Your file is now saved in a comma-separated format and is ready for upload to the system.
13. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
14. Click the **Choose File** button.



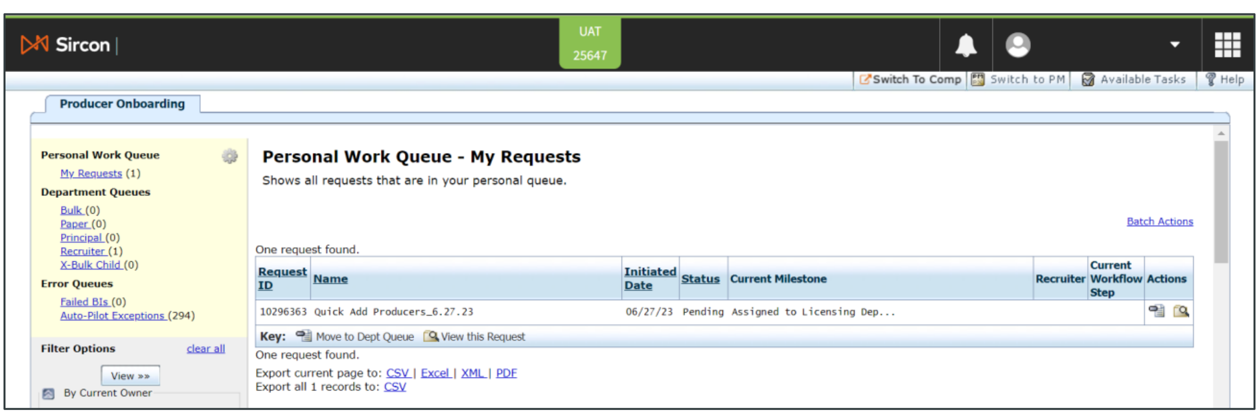
15. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
16. When the correct file name appears in the **File Name** field, click the **Open** button.



17. The file name will appear next to the **Choose File** button.
18. Click **Continue** to submit the file.



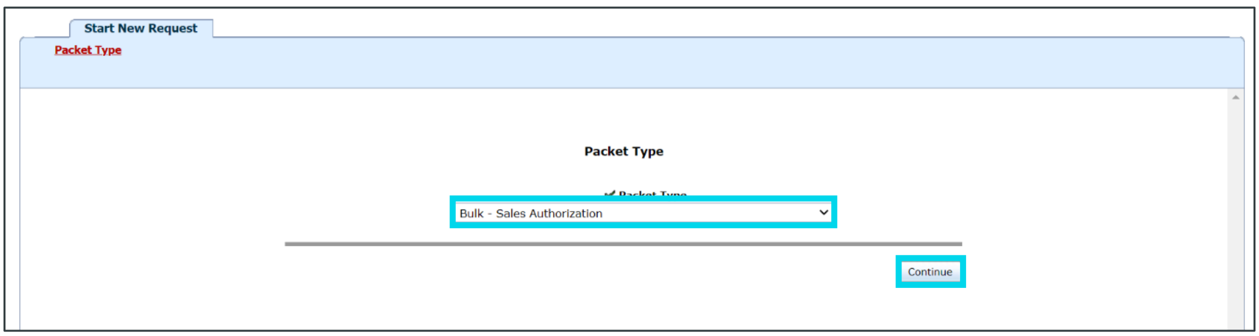
19. The bulk transaction will be assigned to your queue and will begin processing.
20. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



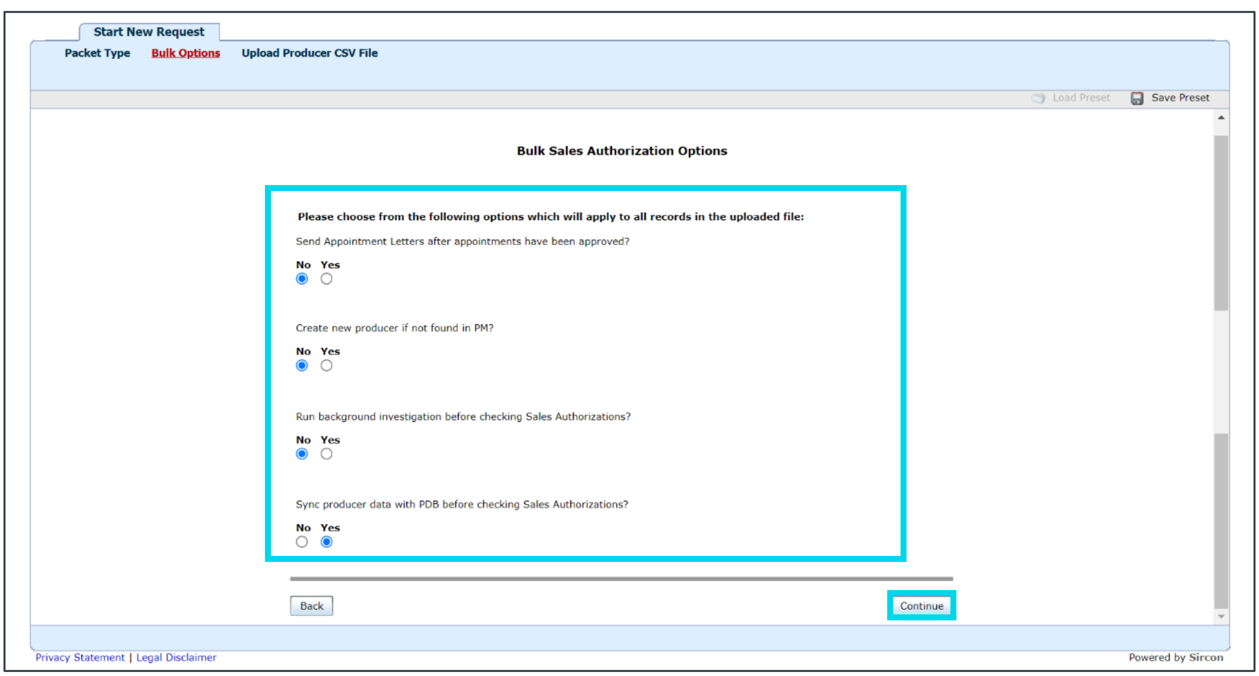
Sales Authorization

Use the **Sales Authorization** bulk transaction to authorize whether multiple producers meet the compliance requirements to sell insurance in one or multiple states. If the producer has the correct license and qualification, the transaction will submit an appointment.

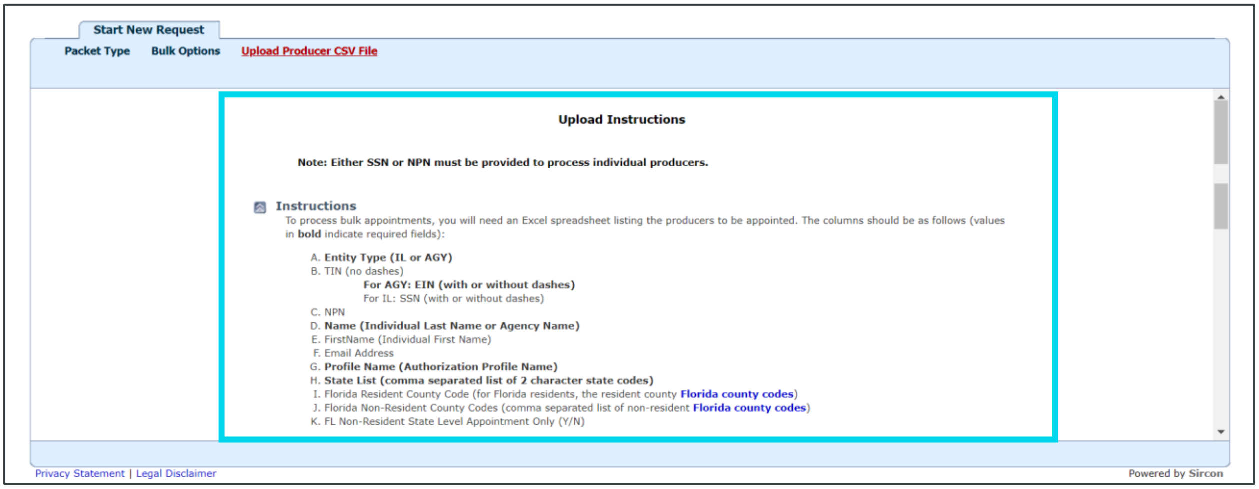
1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Sales Authorization** packet type.
3. Click **Continue**.



4. You will now see the *Bulk Sales Authorization Options* screen.
5. Read each option and select either **Yes** or **No** from the list.
6. Click **Continue**.



7. You will now see the **Upload Instructions** to properly format the bulk update file.
8. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
9. The letters A-K represent the column headers in the file. The fields in **bold** are required fields.
10. Depending on the **Entity Type** (Individual or Agency), the required fields will change.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
C	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
D	**Name**	Type the **Last Name** of the producer
G	**Profile Name (Authorization Profile Name)**	Type the name of the authorization profile you need to use for the sales authorization. **Note**: You can find a list of the profile names by clicking the following menu path in Producer Central: **Administration > Sales Authorization > Sales Authorization Profiles**.
H	**State List**	Type the list of the two-character state abbreviations where you need to check the

		sales authorizations. Separate each state code by commas.

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K
Entity Type	TIN	NPN	Name	First Name	Email Address	Profile Name	State List	Florida Resident County Code	Florida Non-Resident County Code	FL Non-Resident State Level Appointment Only
IL		1100000028	Shelby			AUTHPROF3	VA			

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
B	**TIN** (Taxpayer ID)	Type the 9-digit **SSN** of the producer (with or without dashes)
D	**Name**	Type the **Last Name** of the producer
G	**Profile Name (Authorization Profile Name)**	Type the name of the authorization profile you need to use for the sales authorization. **Note**: You can find a list of the profile names by clicking the following menu path in Producer Central: **Administration > Sales Authorization > Sales Authorization Profiles**.
H	**State List**	Type the list of the two-character state abbreviations where you need to check the sales authorizations. Separate each state code by commas.

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K
Entity Type	TIN	NPN	Name	First Name	Email Address	Profile Name	State List	Florida Resident County Code	Florida Non-Resident County Code	FL Non-Resident State Level Appointment Only
IL	000999123		Charron			AUTHPROF1	MD, MI			

AGENCY/FIRM REQUIRED FIELDS

The required fields for agencies or firms are:

Column	Field Name	Description
A	**Entity Type**	Use "**AGY**" to indicate an agency/firm
B	**TIN** (Taxpayer ID)	Type the 9-digit Employer Identification Number or **EIN** of the firm (with or without dashes)
D	**Name**	Type the full **Name** of the agency/firm. It must match the name in the producer record.
G	**Profile Name (Authorization Profile Name)**	Type the name of the authorization profile you need to use for the sales authorization. **Note**: You can find a list of the profile names by clicking the following menu path in Producer Central: **Administration > Sales Authorization > Sales Authorization Profiles**.
H	**State List**	Type the list of the two-character state abbreviations where you need to check the sales authorizations. Separate each state code by commas.

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K
Entity Type	TIN	NPN	Name	First Name	Email Address	Profile Name	State List	Florida Resident County Code	Florida Non-Resident County Code	FL Non-Resident State Level Appointment Only
AGY	00-6233077		Dean and Davis Insurance Agency			AUTHPROF1	OK, FL			Y

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

> **Note**: The required fields listed above are mandatory to complete the Bulk Connection update.
>
> It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

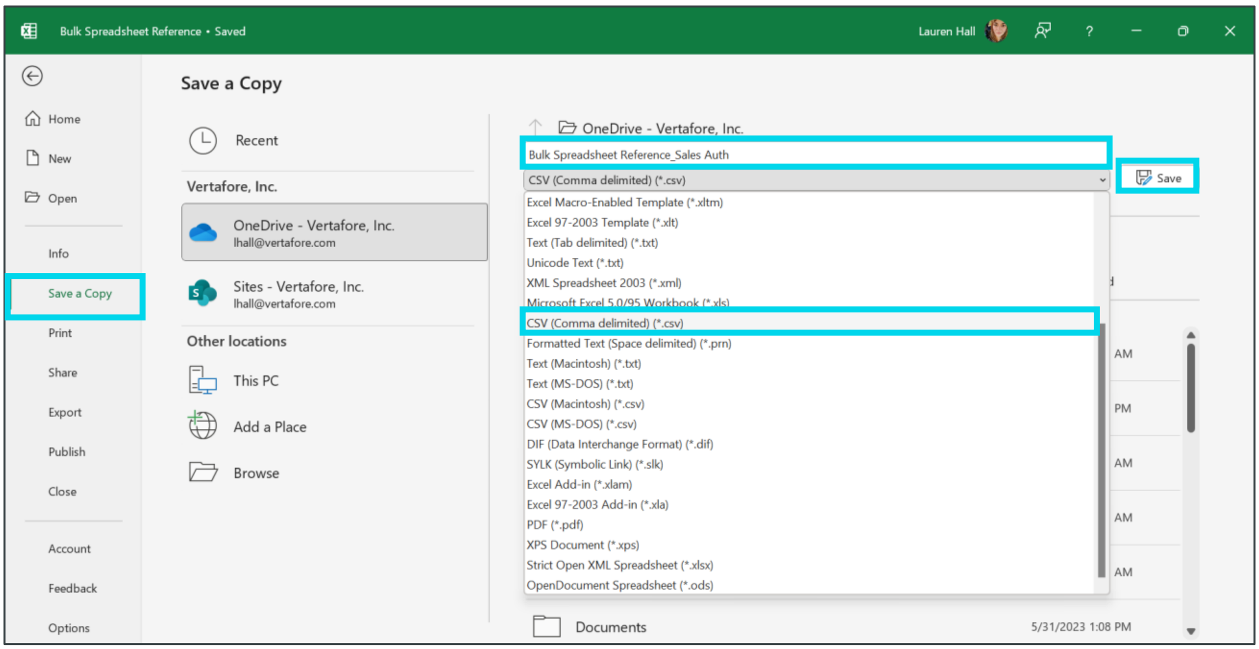
Column	Field Name	Description
B	**TIN** (Taxpayer ID)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
C	**NPN** (National Producer Number)	For individual licensees with a SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.
E	**First Name**	For individual licensees, you can include the **First Name** of the producer.
F	**Email Address**	Type the **Email Address** associated with the producer.
I	**Florida Resident County Code**	If the producer is a Florida resident, enter the County Code. **Note**: Click the link in the Upload Instructions to see a list of the FL Non-Resident County Codes.
J	**Florida Non-Resident County Code**	If the producer is not a Florida resident, enter the Non-Resident County Code. **Note**: Click the link in the Upload Instructions to see a list of the FL Non-Resident County Codes.
K	**Florida Non-Resident State Level Appointment Only**	If the producer is not a resident of Florida, you will need to indicate whether the authorization is for a state level appointment only. Type "**Y**" if the producer needs a state-level appointment. Type "**N**" if the producer needs a county-level appointment.

11. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

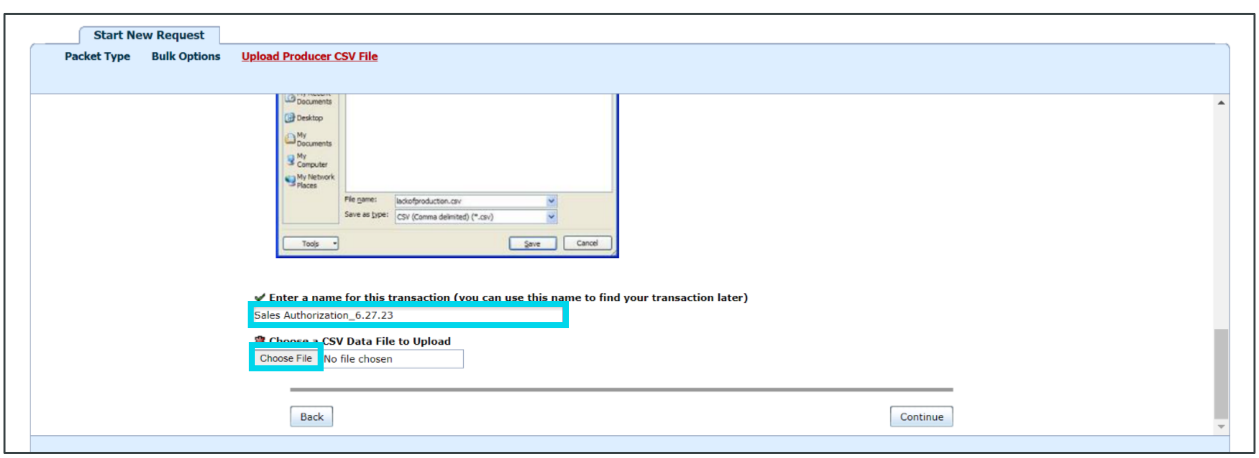
A	B	C	D	E	F	G	H	I	J	K
IL		1100000028	Shelby			AUTHPROF3	VA			
IL	000999123		Charron			AUTHPROF1	MD, MI			
AGY	00-6233077		Dean and Davis Insurance Agency			AUTHPROF1	OK, FL			Y

> **Note**: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

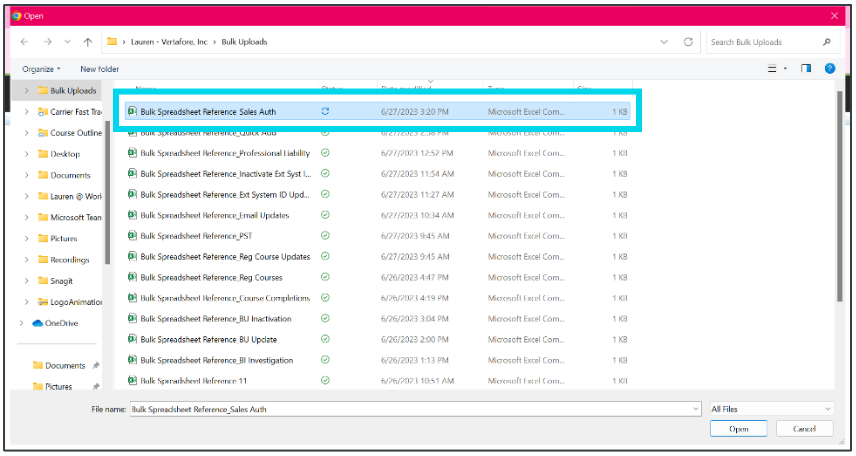
12. When you are finished, from the **File** menu, select **Save As**.
13. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
14. Click **Save**.



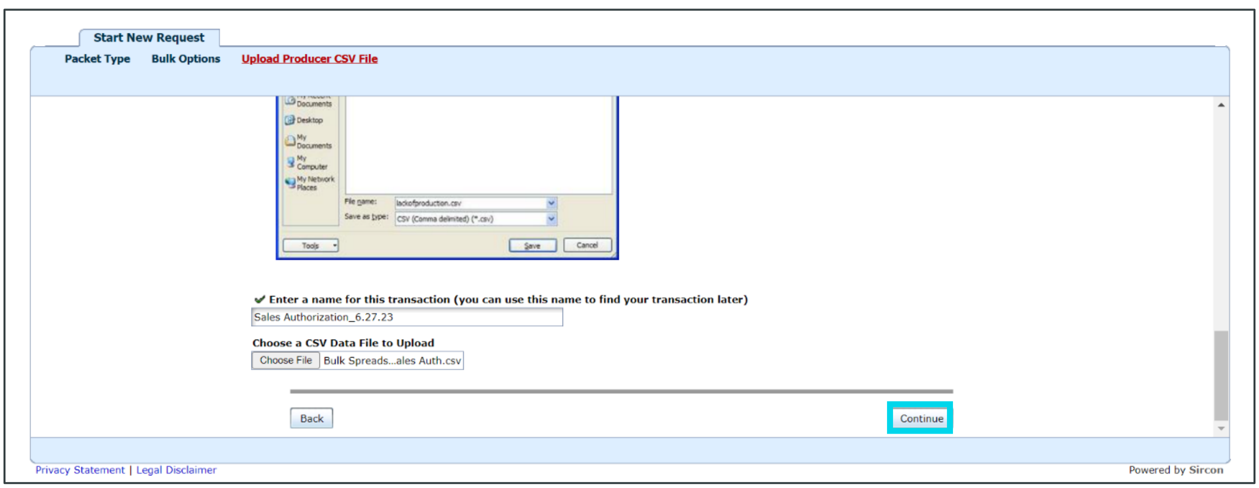
15. Your file is now saved in a comma-separated format and is ready for upload to the system.
16. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
17. Click the **Choose File** button.



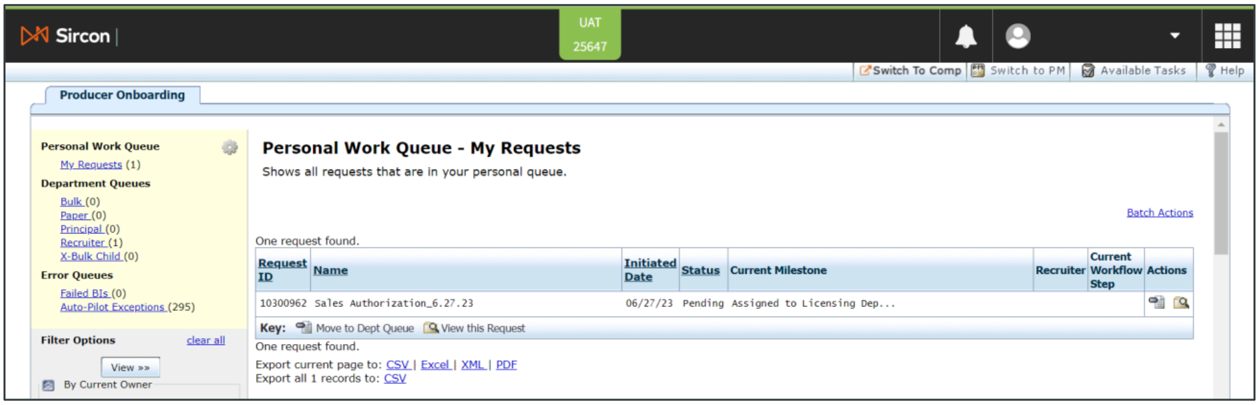
18. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
19. When the correct file name appears in the **File Name** field, click the **Open** button.



20. The file name will appear next to the **Choose File** button.
21. Click **Continue** to submit the file.



22. The bulk transaction will be assigned to your queue and will begin processing.
23. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.


Sircon
UAT
25647
Switch To Comp
Switch to PM
Available Tasks
Help
Producer Onboarding
Personal Work Queue
My Requests (1)
Department Queues
Bulk (0)
Paper (0)
Principal (0)
Recruiter (1)
X-Bulk Child (0)
Error Queues
Failed BIs (0)
Auto-Pilot Exceptions (295)
Filter Options
clear all
View »»
By Current Owner
Personal Work Queue - My Requests
Shows all requests that are in your personal queue.
Batch Actions
One request found.
Request ID
Name
Initiated Date
Status
Current Milestone
Recruiter
Current Workflow Step
Actions
10300962
Sales Authorization_6.27.23
06/27/23
Pending
Assigned to Licensing Dep...
Key:
Move to Dept Queue
View this Request
One request found.
Export current page to: CSV | Excel | XML | PDF
Export all 1 records to: CSV

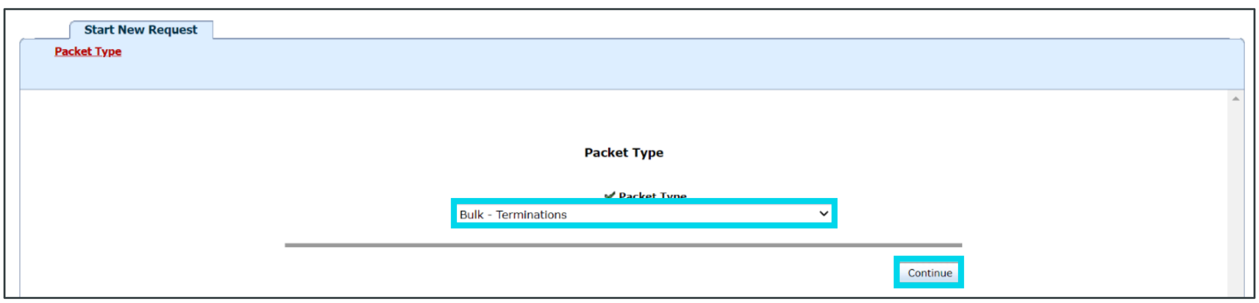
Terminations

Use the Terminations bulk transaction to submit appointment termination requests to one or multiple states for processing.

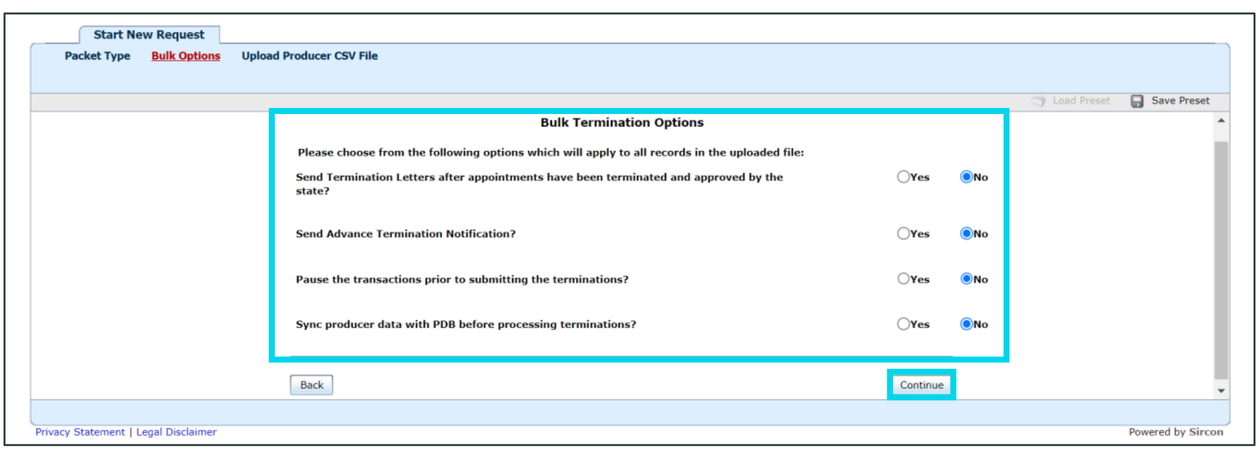
For non-appointment filing states, you can use the Bulk Appointment Terminations function to terminate "record-only" appointments in the records of a batch of producers in Producer Central.

By default, for each producer listed in the Bulk Appointment Terminations data file, all active appointments in all states and for all appointing companies will be terminated. However, you can request to terminate in only specific states or for only specific appointing companies.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Terminations** packet type. Click **Continue**.

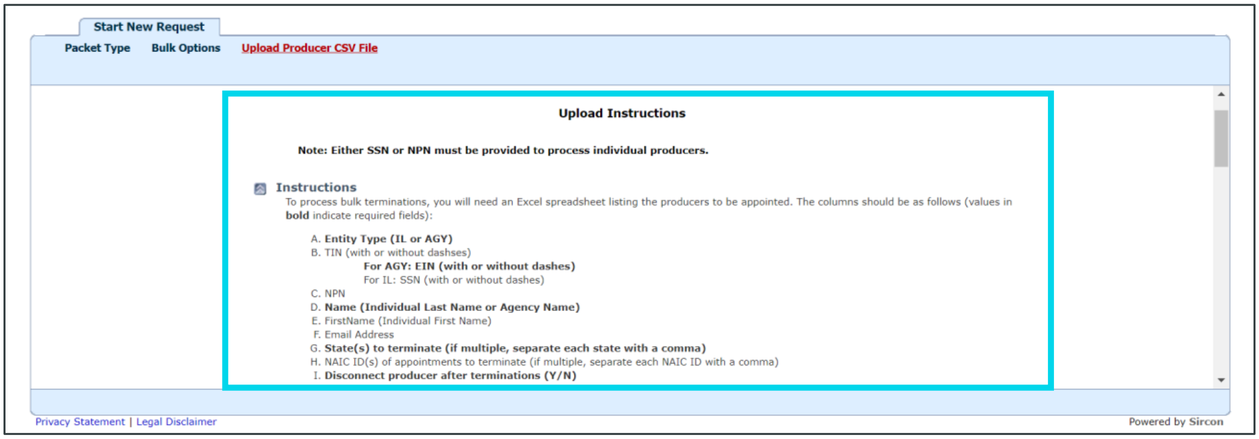


3. You will now see the *Bulk Termination Options* screen.
4. Read each option and select either **Yes** or **No** from the list.
5. Click **Continue**.



6. You will now see the **Upload Instructions** to properly format the bulk update file.
7. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.

8. The letters A-I represent the column headers in the file. The fields in **bold** are required fields.
9. Depending on the **Entity Type** (Individual or Agency), the required fields will change.



INDIVIDUAL PRODUCER REQUIRED FIELDS

Either an **SSN** or an **NPN** must be provided to process individual producers. Depending on your business setup, your organization may or may not maintain SSN numbers. If you do not use SSN numbers, the NPN number is required.

If the individual licensee has an NPN number, the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
C	**National Producer ID (NPN)**	Type the full **NPN** number of the producer
D	**Name**	Type the **Last Name** of the producer
G	**States to Terminate**	Type the list of the two-character state abbreviations where you need to terminate the producers. Separate each state code by commas.
I	**Disconnect Producers After Termination (Y/N)**	Select whether you want to disconnect producers after the termination is complete. Type "**Y**" to disconnect the producer. Type "**N**" to only process the termination.

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I
Entity Type	TIN	NPN	Name	First Name	Email Address	States to Terminate	NAIC IDs of Appointments to Terminate	Disconnect Producers After Terminations (Y/N)
IL		1000000028	Easley			VA		N

If the individual licensee has a **Social Security Number** (or **SSN**), the required fields are:

Column	Field Name	Description
A	**Entity Type**	Use "**IL**" to indicate individual licensee
B	**TIN** (Taxpayer ID)	Type the 9-digit **SSN** of the producer (with or without dashes)
D	**Name**	Type the **Last Name** of the producer
G	**States to Terminate**	Type the list of the two-character state abbreviations where you need to terminate the producers. Separate each state code by commas.
I	**Disconnect Producers After Termination (Y/N)**	Select whether you want to disconnect producers after the termination is complete. Type "**Y**" to disconnect the producer. Type "**N**" to only process the termination.

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I
Entity Type	TIN	NPN	Name	First Name	Email Address	States to Terminate	NAIC IDs of Appointments to Terminate	Disconnect Producers After Terminations (Y/N)
IL	000999123		Charron			MD		Y

AGENCY/FIRM REQUIRED FIELDS

The required fields for agencies or firms are:

Column	Field Name	Description
A	**Entity Type**	Use "**AGY**" to indicate an agency/firm
B	**TIN** (Taxpayer ID)	Type the 9-digit Employer Identification Number or **EIN** of the firm (with or without dashes)
D	**Name**	Type the full **Name** of the agency/firm. It must match the name in the producer record.
G	**States to Terminate**	Type the list of the two-character state abbreviations where you need to terminate the

		producers. Separate each state code by commas.
I	**Disconnect Producers After Termination (Y/N)**	Select whether you want to disconnect producers after the termination is complete. Type "**Y**" to disconnect the producer. Type "**N**" to only process the termination.

Note: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I
Entity Type	TIN	NPN	Name	First Name	Email Address	States to Terminate	NAIC IDs of Appointments to Terminate	Disconnect Producers After Terminations (Y/N)
AGY	00-6233077		Dean and Davis Insurance Agency			NM, OH, GA		N

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

Note: The required fields listed above are mandatory to complete the Bulk Connection update.

It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

Column	Field Name	Description
B	**TIN** (Taxpayer ID)	For individual licenses with an **NPN** number, the Social Security Number, or **SSN**, is an optional field.
C	**NPN** (National Producer Number)	For individual licensees with a SSN number, the National Producer Number, or **NPN**, is optional. The **NPN** is also optional for agencies/firms.
E	**First Name**	For individual licensees, you can include the **First Name** of the producer.
F	**Email Address**	Type the **Email Address** associated with the producer.

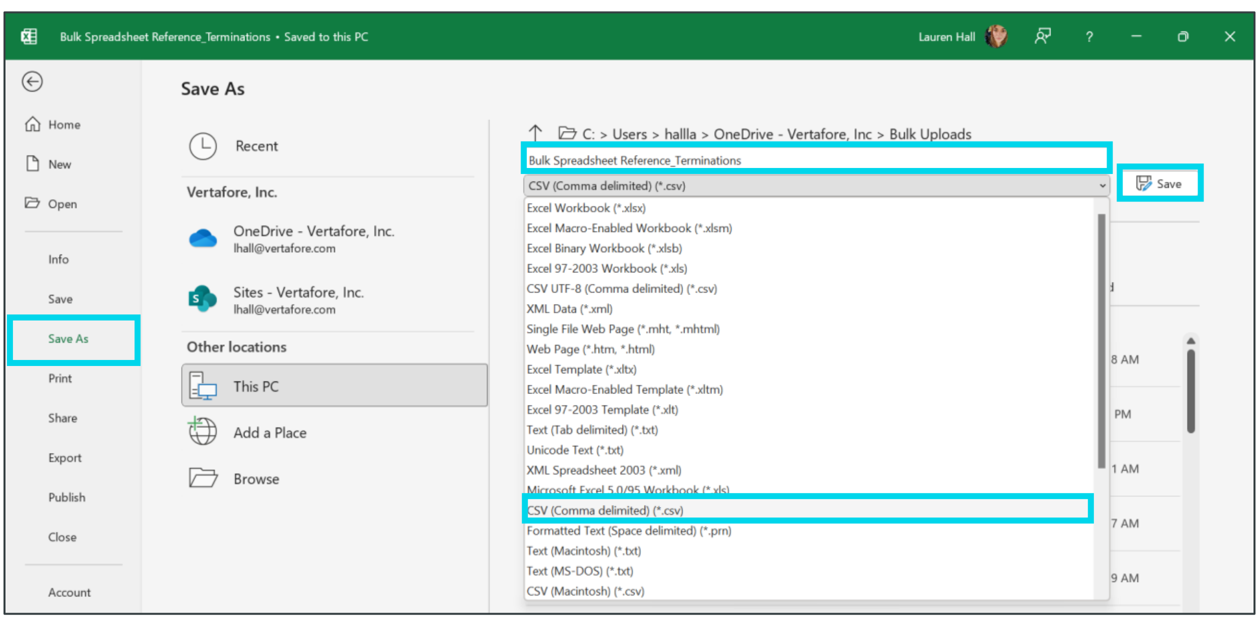
H	**NAIC IDs of Appointments to Terminate**	Enter a five-digit **NAIC ID** code of an appointing company whose appointment you want to terminate. If no NAIC ID code is entered, the system will submit appointment termination requests for each appointing company included in the Appointment Profile. Separate multiple NAIC ID codes in a cell by a comma.

10. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

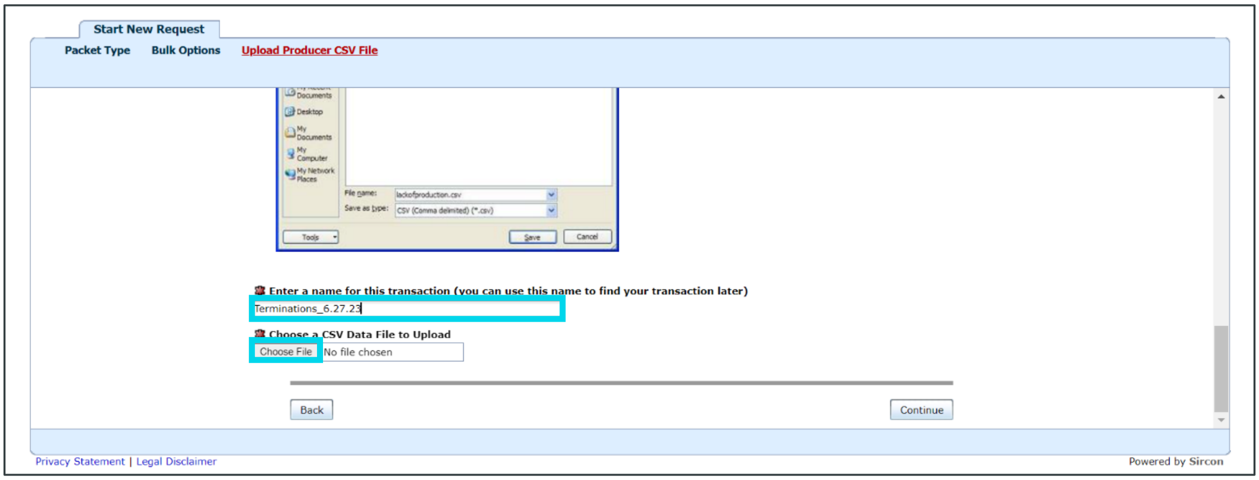
A	B	C	D	E	F	G	H	I
IL		1000000028	Easley			VA		N
IL	000999123		Charron			MD		Y
AGY	00-6233077		Dean and Davis Insurance Agency			NM, OH, GA		N

> **Note**: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

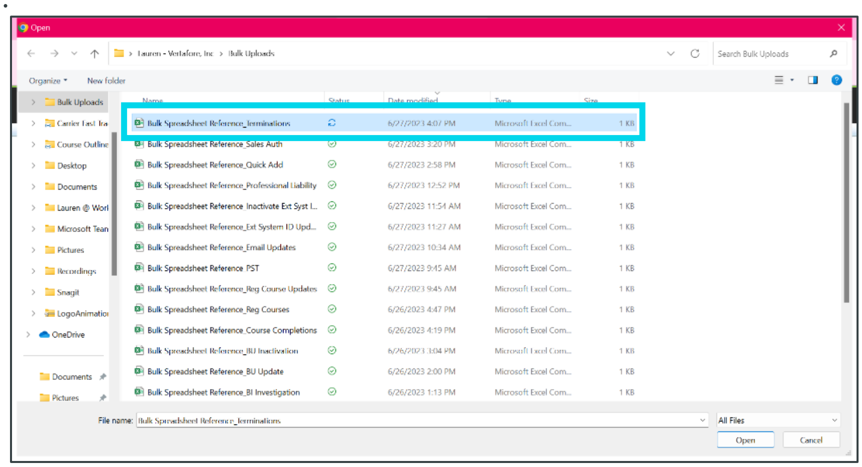
11. When you are finished, from the **File** menu, select **Save As**.
12. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
13. Click **Save**.



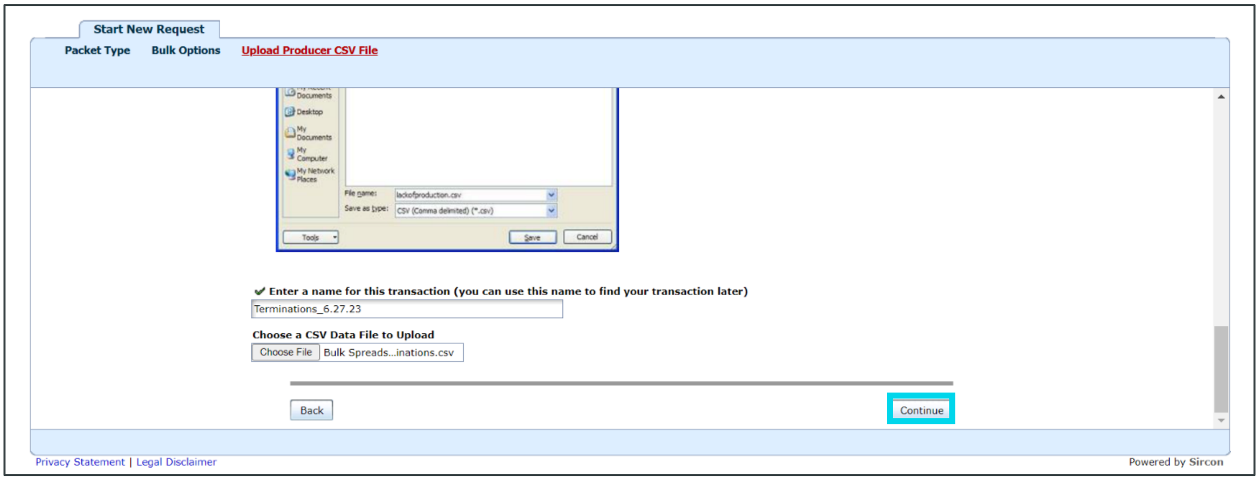
14. Your file is now saved in a comma-separated format and is ready for upload to the system.
15. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
16. Click the **Choose File** button.



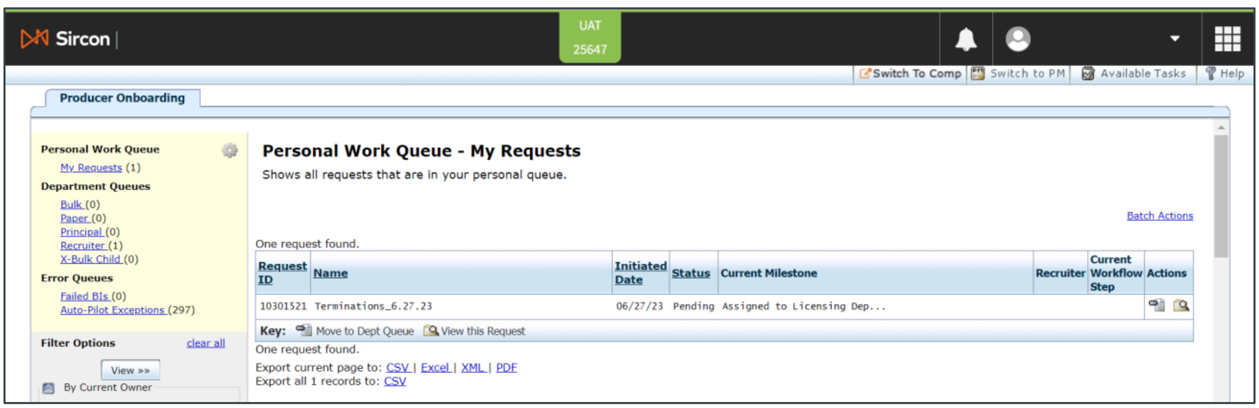
17. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
18. When the correct file name appears in the **File Name** field, click the **Open** button.



19. The file name will appear next to the **Choose File** button.
20. Click **Continue** to submit the file.



21. The bulk transaction will be assigned to your queue and will begin processing.
22. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



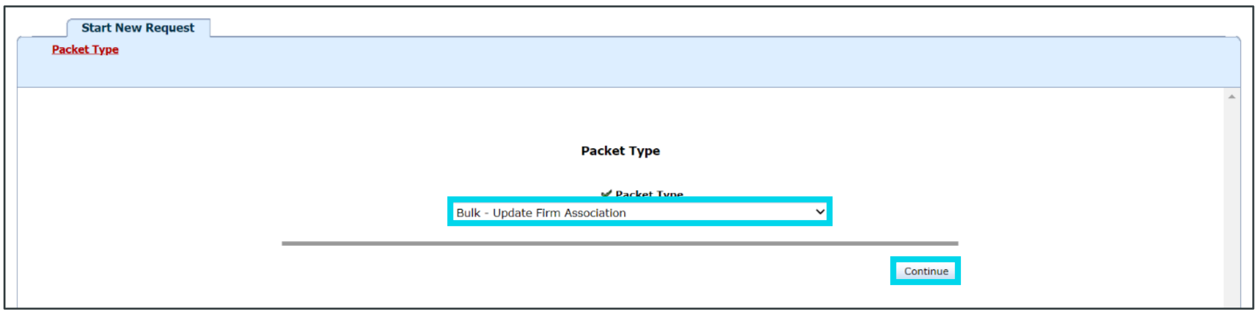
Update Firm Associations

Use the Update Firm Associations bulk transaction to update an existing association between a producer and a firm. You can use this transaction to:

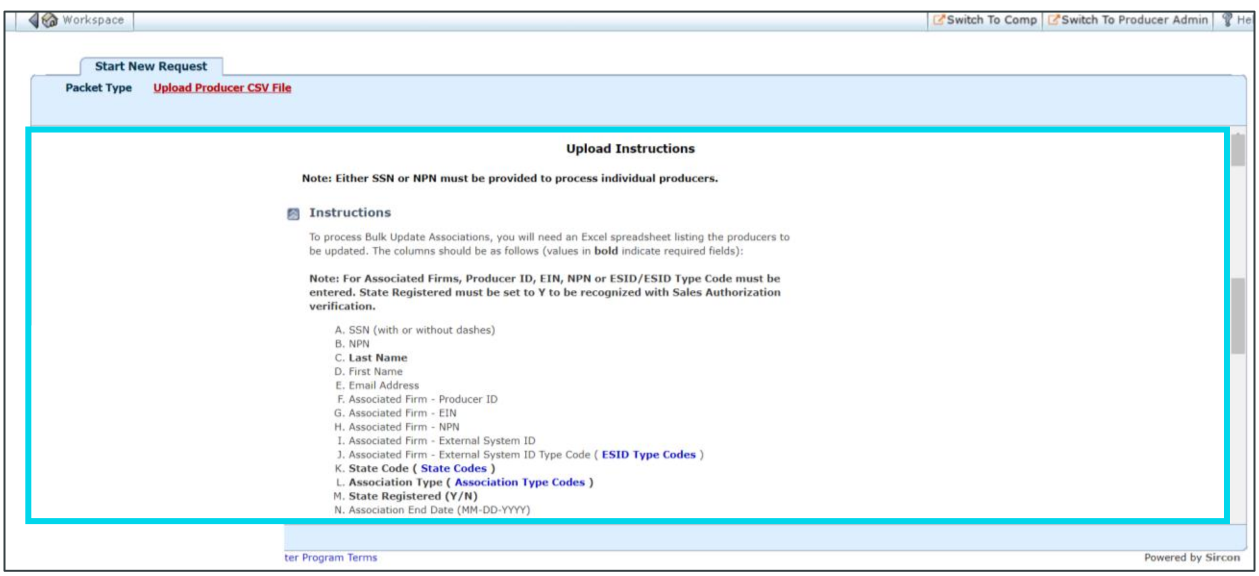
- Edit an existing firm association
- End an association between a firm and a producer

Follow the steps below to complete the transaction.

1. Follow the steps in the Navigate to Bulk Transactions section of this quick guide to open the *Packet Type* screen.
2. Select the **Bulk – Update Firm Association** packet type. Click **Continue**.



3. You will now see the *Upload Instructions* screen which describes how to properly format the bulk update file.
4. To create the file, start by creating a spreadsheet using a program like Excel or Google Sheets.
5. The letters A-N represent the column headers in the file. The fields in **bold** are required fields.



REQUIRED FIELDS

To associate a producer with a firm, you must identify both the producer and the firm in the system.

- **Required Producer Information**: Type either the SSN or the NPN to identify the producer.
- **Required Firm Information**: Type the firm's EIN, or the NPN, or the External System ID & External System ID Type Code.

Depending on your business setup, your organization may or may not maintain SSN numbers for producers. If you do not use SSN numbers, the NPN number is required.

Column	Field Name	Description
A	**SSN**	Type the 9-digit **SSN** of the producer (with or without dashes).
B	**National Producer ID (NPN)**	Type the full **NPN** number of the producer.
C	**Last Name**	Type the **Last Name** of the producer.
F	**Associated Firm - Producer ID**	Type the **Firm ID** located in the firm's producer record.
G	**Associated Firm - EIN**	Type the 9-digit **EIN** of the firm (with or without dashes).
H	**Associated Firm - NPN**	Type the full **NPN** number of the firm.
I	**Associated Firm – External System ID**	Type the **External System ID** of the firm.
K	**State Code**	Type the list of the two-character state abbreviations where you need to terminate the producers. Separate each state code by commas.
L	**Association Type Codes**	Type the code to describe the association between the producer and the firm. • AG - Agent • AGBK - Agent/Broker • BK - Broker • CO - Consultant • EMP – Employee • OW - Owner • PRNC - Principal • QM - Qualified Manager • QAO - Qualifying Active Officer
M	**State Registered (Y/N)**	State Registered must be set to Y to be recognized with Sales Authorization verification.

> **Note**: In the illustration below, we are including a column header as a reference. Column headers **must be deleted** before creating the final CSV file.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
SSN	NPN	Last Name	First Name	Email Address	Associated Firm - Producer ID	Associated Firm - EIN	Associated Firm - NPN	Associated Firm - External System ID	Associated Firm - External System ID Type Code	State Code	Association Type Codes	State Registered (Y/N)	Associated End Date (MM-DD-YYYY)
	1000000028	Easley					2000000019			TX	AG	Y	

OPTIONAL FIELDS

The table below lists all the optional fields you can include in the file.

> **Note**: The required fields listed above are mandatory to complete the Bulk Firm Associations update.
>
> It is recommended that you **only input the required fields into the file**. All the producer data you add to the file must match the producer record in Producer Central. If any of the fields are inaccurate, the file will fail.

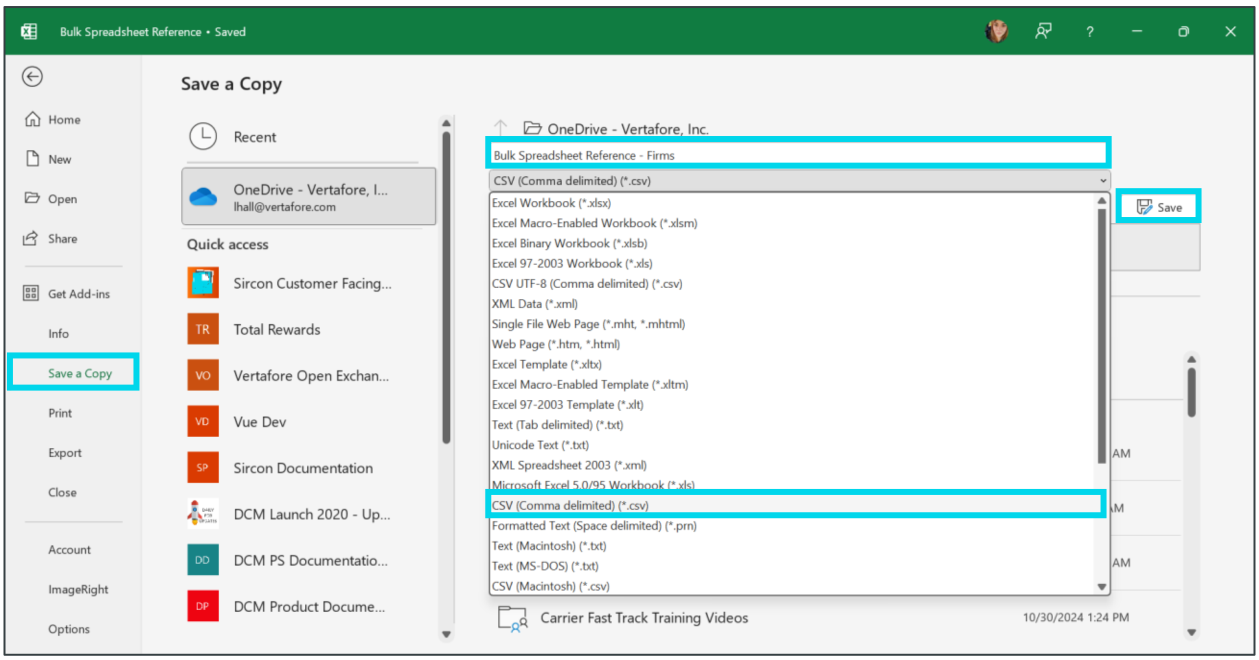
Column	Field Name	Description
D	**First Name**	For individual licensees, you can include the **First Name** of the producer.
E	**Email Address**	Type the **Email Address** associated with the producer.
J	**Associated Firm - External System ID Type Code**	This field is optional unless using the External System ID to identify firm. • AGYCD - Agency Code • AGENCYID - Agency ID • AGTCD - Agent Code • AGENTID - Agent ID • AGYCD - Agency Code • AGENCYID - Agency ID • AGTCD - Agent Code • AGENTID - Agent ID
N	**Associated End Date**	Use this field to end an association. Enter the date in the MM-DD-YYYY format.

6. Add the required information to your spreadsheet. When you are finished, you should have a spreadsheet that looks something like the following illustration:

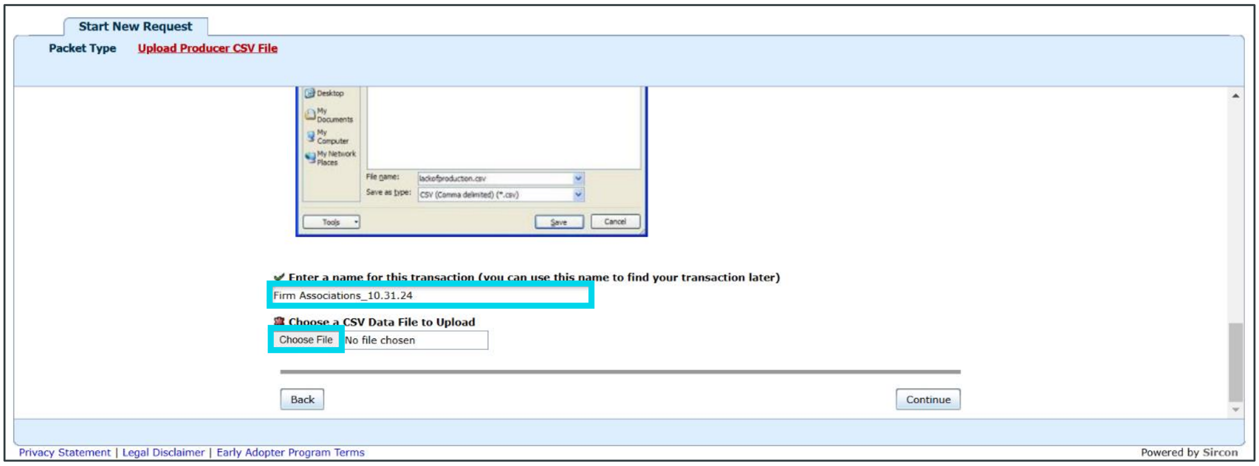
A	B	C	D	E	F	G	H	I	J	K	L	M	N
	1000000028	Easley					2000000019			GA	AG	Y	10-31-2024
	199999999	Hartnet				00-6233077				MI	AGBK	Y	
000-99-9123		Charron			2190826					FL	OW	Y	
	1100000028	Shelby						8253	AGENCYID	GA	PRNC	Y	

Note: If you inserted a header row containing the field names to guide your data entry, you must **delete the header** before moving on to the next step.

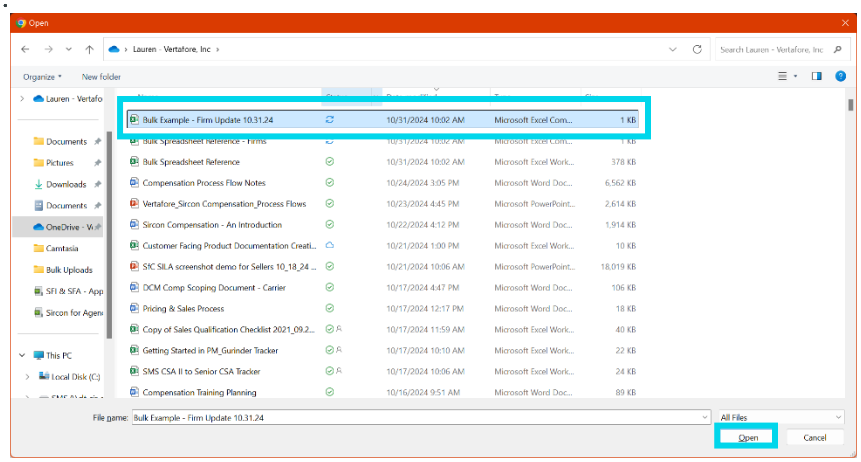
7. When you are finished, from the **File** menu, select **Save As**.
8. The *Save As* window will open. From the Save As Type drop-down menu, select **CSV (Comma Delimited) (*.csv)**. In the **File Name** field, enter a name for the producer file.
9. Click **Save**.



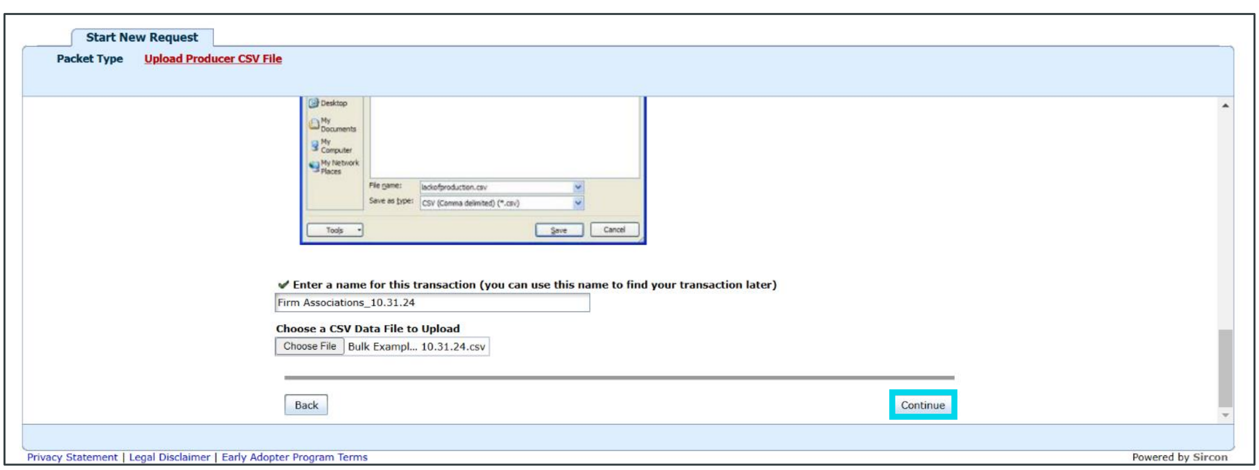
10. Your file is now saved in a comma-separated format and is ready for upload to the system.
11. Return to the application and scroll down to the bottom of the screen. **Enter the name of this transaction** in the box. This name will be visible to everyone in your organization.
12. Click the **Choose File** button.



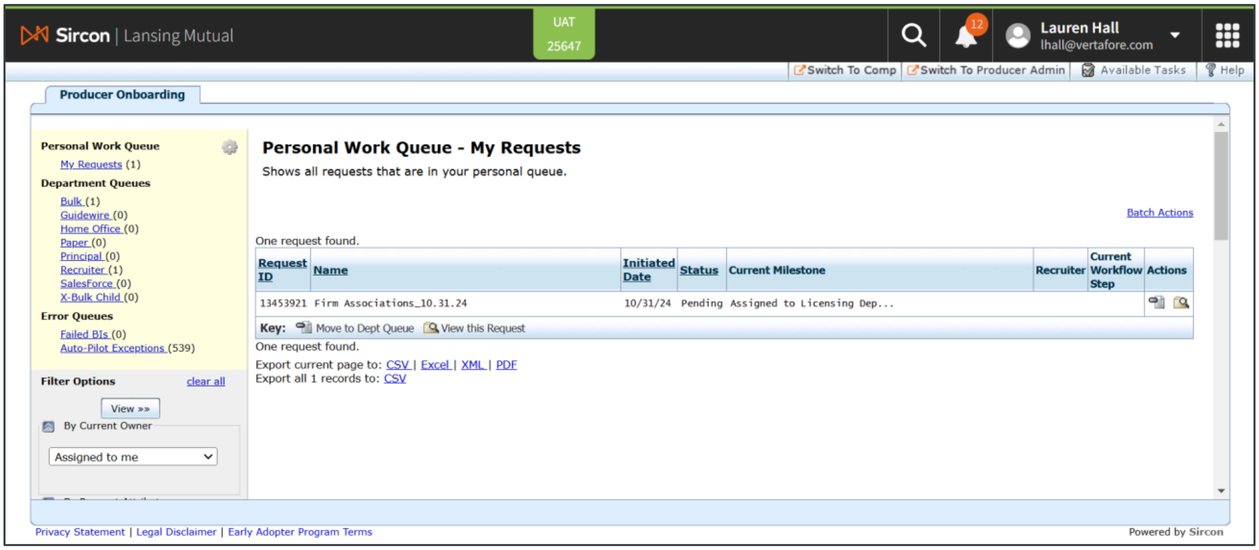
13. Use the navigation options on the **Choose File** dialog box to locate the upload file (*.csv) on your system.
14. When the correct file name appears in the **File Name** field, click the **Open** button.



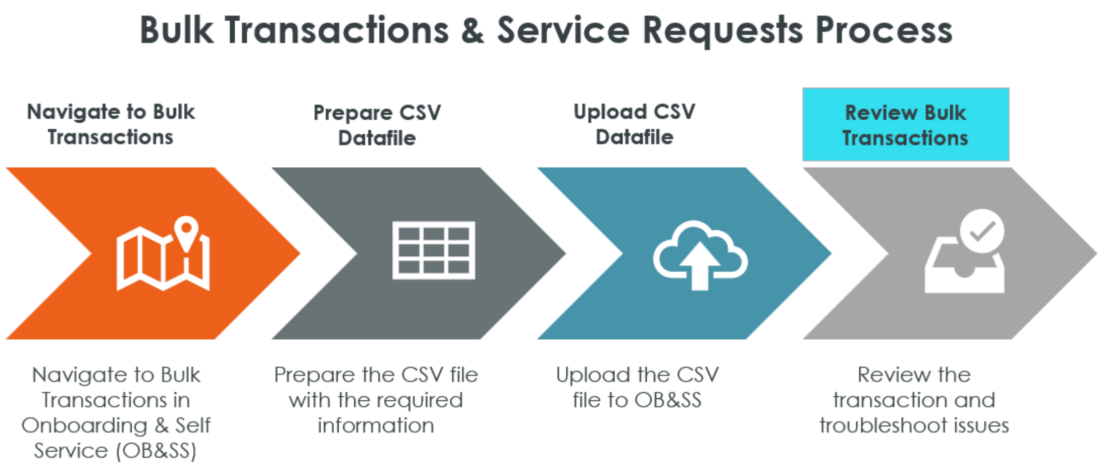
15. The file name will appear next to the **Choose File** button.
16. Click **Continue** to submit the file.



17. The bulk transaction will be assigned to your queue and will begin processing.
18. Refer to the Review Bulk Transactions section to review the results of the bulk processing and to learn how to troubleshoot issues.



Review Bulk Transaction Requests

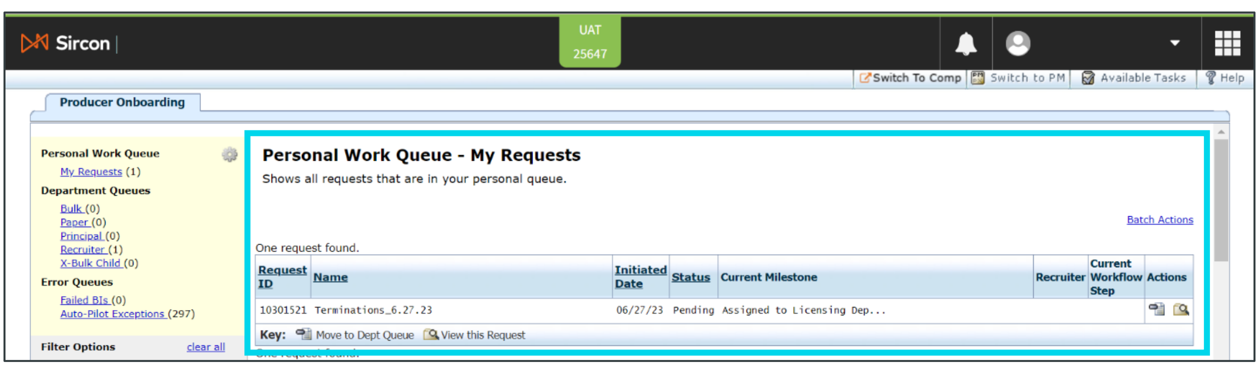


In this section, we will learn how to:

- Navigate to work queues
- Review the status of bulk transactions
- Verify bulk transactions processed successfully
- Resolve bulk transactions with errors

Introduction to Work Queues

After a bulk transaction or service request is submitted, the system will process the file and complete the operation. Initially, the transaction will be assigned to your **Personal Work Queue**.



Queues are used to divide transactions and service requests into different groupings. Typically, there are three types of queues:

- Personal Work Queue
- Department Queues
- Error Queues

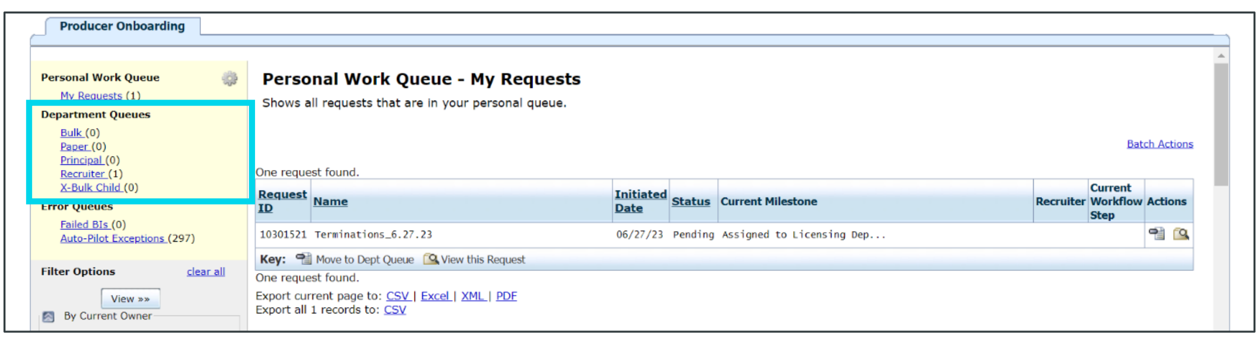
The **Personal Work Queue** contains all the bulk transactions and service requests that are currently assigned to you. When an item is in your queue you are the only person who can edit, update, or process the item.

Items only arrive in your work queue if you created the item or if you move items from a Department Queue or an Error Queue.

Department Queues are used to sort the transactions or requests into different distribution channels within your organization. Your company can create a variety of queues depending on the needs of your business. In the example below, this company created the following queues:

- Bulk
- Paper
- Principal
- Recruiter
- X-Bulk Child

Items can be automatically routed to queues if they match specific criteria, or they can be manually assigned to the queues by licensing specialists.



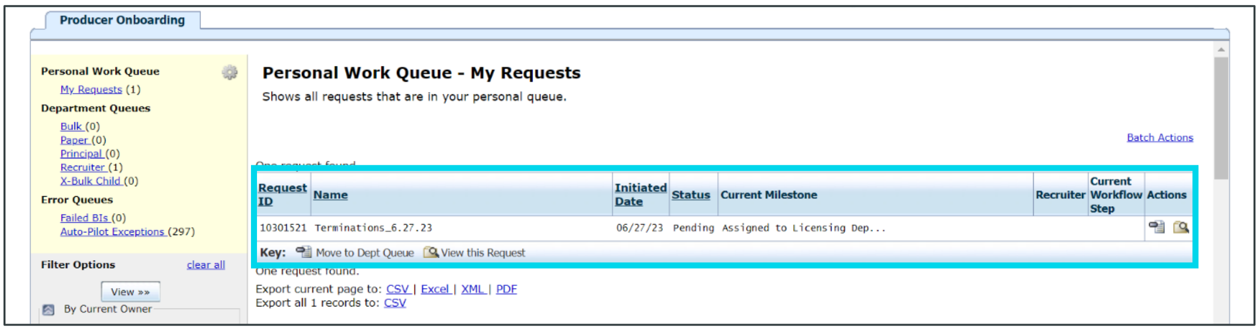
The **Error Queues** contain bulk transactions and service requests with errors or exceptions. Like department queues, your company can create custom error queues to address your business needs.

FIELDS IN THE TABLE OF REQUESTS

Within each queue, you will see a table that lists all the requests. Each table contains the following fields:

Field Name	Definition
Request ID	The request record's system-generated ID number.
Name	Title of the bulk transaction
Initiated Date	Date the transaction was initially submitted
Status	The current disposition of a request. Here are the different statuses available for each request: • **Open** – A request is awaiting user action. • **Pending** – The system is currently processing the request. No user action is possible. • **Error** – A request has encountered an error in one of the steps in its workflow process. User intervention is necessary. • **Processed** – A request has completed all steps in its workflow process and is considered successfully completed. No additional user action is necessary or possible. • **Closed** – A user manually has stopped processing of a request, usually as a resolution to an error. A closed request cannot be reopened. No additional user action is necessary or possible.
Current Milestone	The stages of a request's workflow are called "milestones." When a request has completed a workflow processing stage, it has passed a particular milestone. **Note**: Milestones are configured for your company by your Vertafore representative.
Recruiter	This field lists the name of the supervisor, or recruiter, for any requests that are part of a workflow. **Note**: Bulk transactions are not assigned to a workflow, so this field will be blank.

Current Workflow Step	Service requests that contain workflows will list the current workflow step.
Actions	Shows the different actions available for the queue. The actions that are available will change depending on the queue and the status of the request. Examples of actions include: • Moving requests to different queues • Viewing requests • Viewing related requests • Editing requests

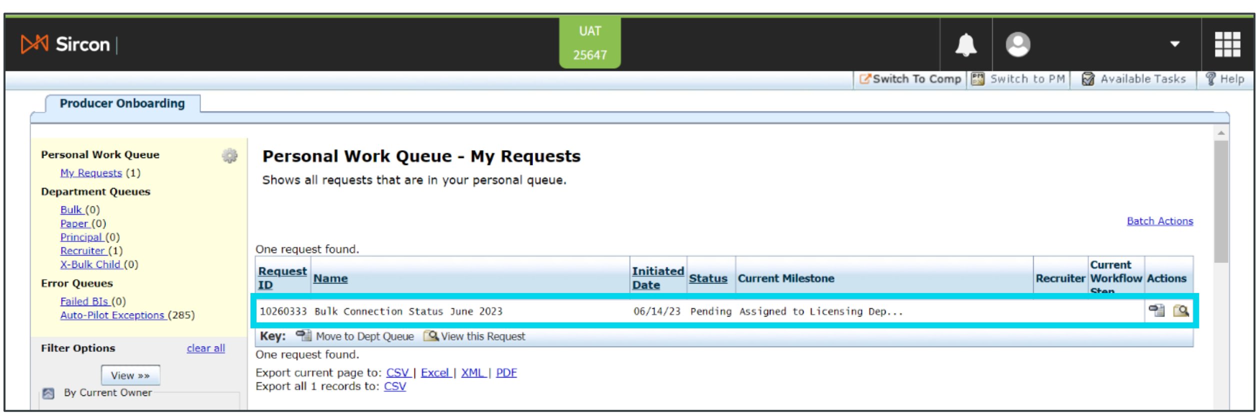


Verify Bulk Transactions Processed Successfully

In this section, we cover the steps to verify that bulk transactions processed successfully. When the datafile is properly formatted and the required information is accurate, the system will complete the operation and will update the producer record.

1. All bulk processing requests will be available on the *Personal Work Queue – My Requests* page. Transactions you submit will initially be assigned to your queue.
2. When the bulk connection file is loading into the system you will see the **Status** of the request is "**Pending**." The Current Milestone will say "Assigned to Licensing Department."

> **Note**: Depending on the size of the file, the amount of time required to process the entries will vary.



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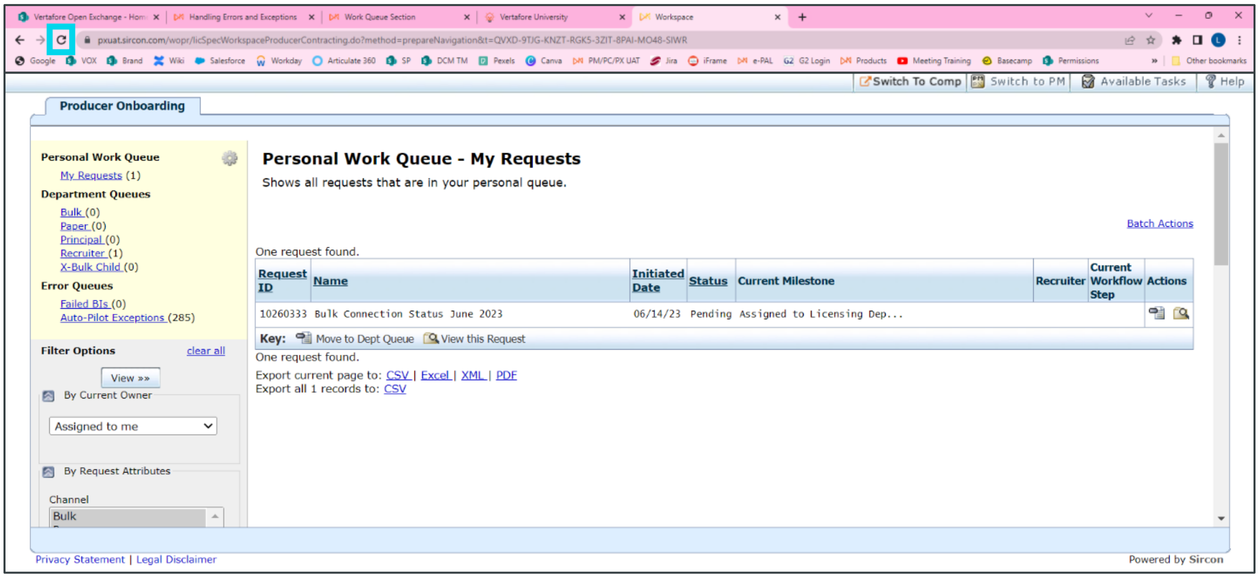
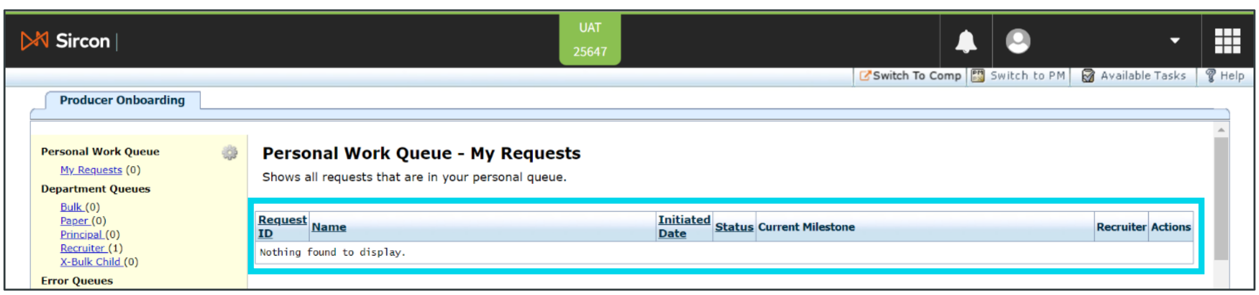
3. Refresh your browser periodically to update the status of the request. You may need to refresh the page several times depending on the size of the request and the length of time it takes to process the information.



4. If the request processed successfully, the file will be removed from your personal work queue. This means that all the required information was accurate, and the transactions were processed in Producer Central.

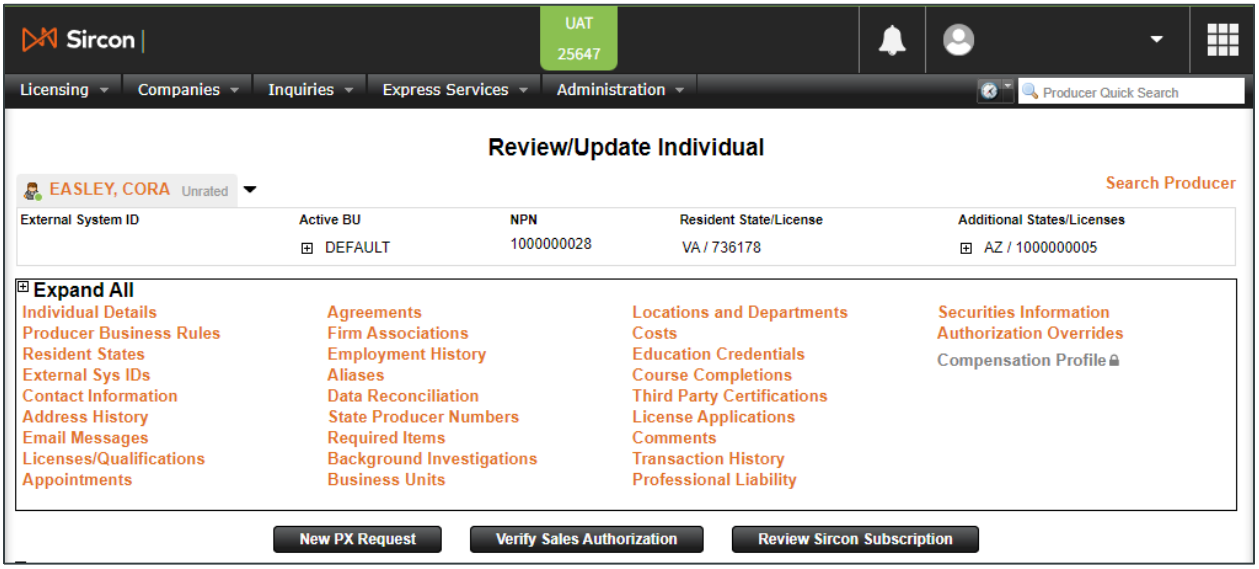


Note: For some bulk transactions, such as **Bulk – Sales Authorizations** and **Bulk – Terminations**, the system will perform additional checks before updating the producer record. For example, for a termination to be processed, a producer will need to have an existing appointment.

Refer to the next section to learn how to spot check information in Producer Central to validate the updates were submitted successfully.

VALIDATE UPDATES WERE SUBMITTED TO PRODUCER CENTRAL

If the request goes through successfully, you can perform the spot checks listed in the table below to validate the bulk transactions were submitted successfully. You can do this by checking the individual producer records in Producer Central.



Note: For more information about how to review the producer record, refer to the Maintain Producer Records Quick Guide.

Bulk Transaction Type	Producer Record Validation Steps
Bulk – Address Updates	• Navigate to the producer record • Open the **Contact Information** quick link • Expand the address type to see the full address
Bulk – Background Investigation	• Navigate to the producer record • Open the **Background Investigations** quick link • Verify the background investigation is in the record
Bulk – Business Units	• Navigate to the producer record • Open the **Business Units** quick link • Check that the business units are visible on the record and contain a status of "Active"
Bulk – Business Units Inactivation	• Navigate to the producer record • Open the **Business Units** quick link • Check that the business units have a status of "Inactive"
Bulk – Connection Status	• Navigate to the producer record • Click the **Review Sircon Subscription** button • Verify the connection status matches the data file

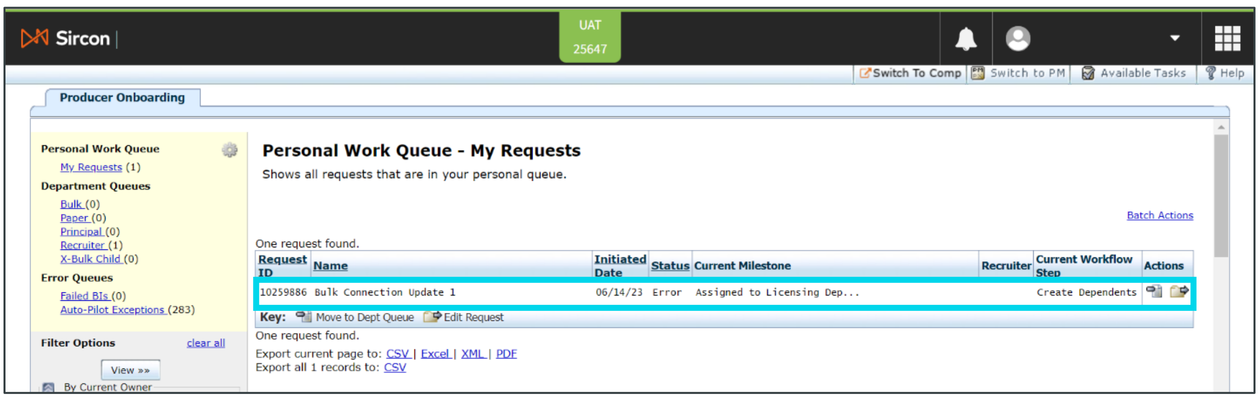
Bulk – Course Completion PST	• Navigate to the producer record • Open the **Course Completions** quick link • Check that the course was added to the section
Bulk – Course Completion Regulatory	• Navigate to the producer record • Open the **Course Completions** quick link • Check that the course was added to the section
Bulk – Email Updates	• Navigate to the producer record • Open the **Contact Information** quick link • Check that the email address is available in the record
Bulk – External System ID	• Navigate to the producer record • Open the **External Sys IDs** quick link • Check that the external system ID(s) are available in the record
Bulk – External System ID Inactivation	• Navigate to the producer record • Open the **External Sys IDs** quick link • Check that the external system ID(s) show up in the record with the "Inactive" box checked.
Bulk – Professional Liability	• Navigate to the producer record • Open the **Professional Liability** quick link • Check that the professional liability coverage was added to the record.
Bulk – Quick Load	• Search for the producer using the producer quick search • If you can find the producer, the bulk transaction completed successfully.
Bulk – Sales Authorization	• Navigate to the producer record • Open the **Appointments** quick link • Check that the appointment is visible in the record and that the appointment is "Active" **Note**: For the appointment to process, the producer needs the correct licenses and qualifications. If the appointment is not on the producer's record, double-check the **Licenses/Qualifications** section.
Bulk – Terminations	• Navigate to the producer record • Open the **Appointments** quick link • Check that the appointment is visible in the record and that the appointment is "Inactive." • If you choose to disconnect the producer after termination, click **Review Sircon Subscription**. **Note**: For the termination to process, the producer needs to have an existing appointment.

Bulk – Update Firm Associations	• Navigate to the producer record • Open the **Firm Associations** quick link • Check that the associations is visible and correct.

Troubleshoot Bulk Transactions that Contain Errors

In this section, we will learn how to review the errors on the datafile and cover common errors that may cause your datafile to fail.

If you see an "Error" in the **Status** field, the request was not processed successfully.

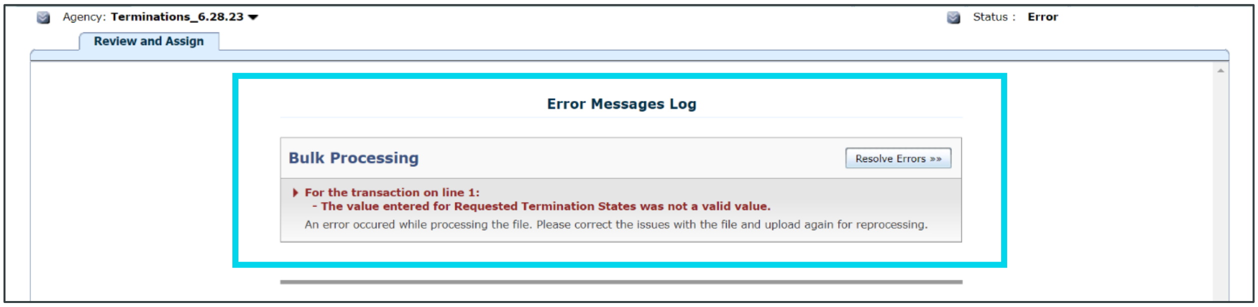


VIEW REQUEST ERRORS

1. Click on the **Edit Request** ( ) button to view the error details.

2. You will now see the *Error Message Log*. The log will describe the issue that was found for each line of the CSV file.

Note: In the example below, the issue is that the value entered in the Requested Termination States column in line 1 is not a valid value.



3. Locate the issue in your CSV data file.
4. Troubleshoot and correct each issue listed in the error log.

Note: In the example below, the **Requested Termination State** in column "G" was in the incorrect format. The file needed the state to be in the two-character abbreviation, but we used the full state name.

	A	B	C	D	E	F	G	H	I
1	IL		1000000028	Easley			Virginia		N
2	IL	999123		Charron			MD		Y
3	AGY	00-6233077		Dean and Davis Insurance Agency			NM, OH, GA		N

COMMON DATAFILE ERRORS

Here are common errors you may encounter while working with bulk transactions.

Columns Do Not Match the Upload Instructions

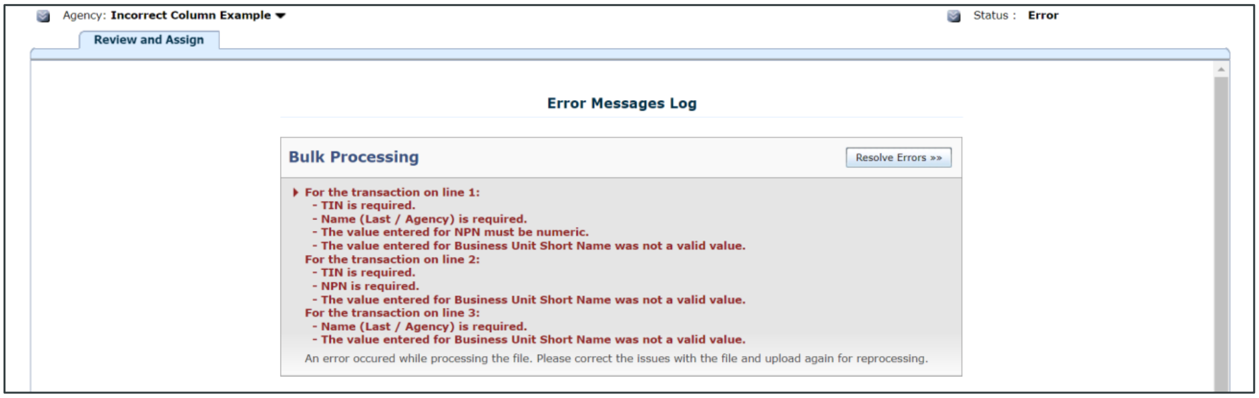
The columns you use must exactly match the bulk transaction upload instructions. If you miss a column or add an unnecessary column, you will receive an error.

In the example below, the instructions requested us to insert information from columns A-I for the **Bulk – Quick Add** transaction. We accidentally inserted an empty column (column B). This made all the remaining columns fall out of sync.

Incorrect Datafile Example

	A	B	C	D	E	F	G	H	I	J
1	AGY		00-9900123		Home Grown Insurance Inc.			AGENCYID	889075	LIFE
2	IL			1100000028	Shelby			DEFAULT	852008	LIFE
3	IL		999000333		Allen			AGENTCODE	229014	HEALTH

Here is the error log we received for this transaction. You will see that all the required information after column "A" (Entity Type) is missing.



Correct Example

We corrected the file by making sure the datafile columns match the upload instructions.

	A	B	C	D	E	F	G	H	I
1	AGY	00-9900123		Home Grown Insurance Inc.			AGENCYID	889075	LIFE
2	IL		1100000028	Shelby			DEFAULT	852008	LIFE
3	IL	999000333		Allen			AGENTCODE	229014	HEALTH

Data does not Match Existing Records in Producer Central

Before transactions can update the producer record, the system needs to locate the producer. If the data does not exactly match the producer record in Producer Central, you will receive an error message. Common fields that cause errors are:

- **Entity Type** (IL or AGY)
- **Name** (Last Name of an individual producer or Full Name of a firm)
- **NPN**
- **SSN**
- **EIN**

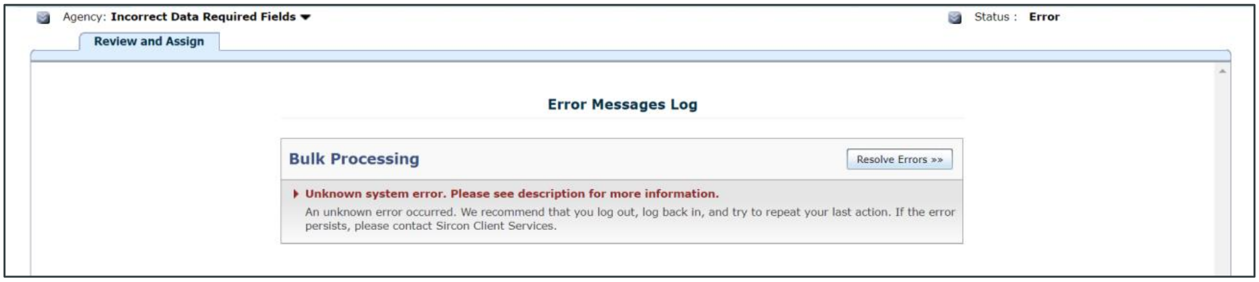
Incorrect Datafile Example

In the example below, we entered incorrect information for the **Bulk – External System ID** transaction. The datafile has three errors:

- Line 1 – Incorrect **EIN** Number
- Line 2 – Incorrect **Entity Type**
- Line 3 – Last **Name** Spelled Incorrectly

	A	B	C	D	E	F	G	H
1	AGY	44-4444444		Dean and Davis Insurance Agency			AGENCYID	8253
2	AGY	000999123		Charron			DISTCD	NW-WA
3	IL		1000000028	Eastley			AGENTID	5234897

In the *Error Messages Log*, we received an unknown system error. If you do not see specific fields called out, you should check your datafile and make sure all the information matches Producer Central.



Correct Datafile Example

We corrected the file by making sure the producer data matched the records in Producer Central.

	A	B	C	D	E	F	G	H
1	AGY	00-6233077		Dean and Davis Insurance Agency			AGENCYID	8253
2	IL	000999123		Charron			DISTCD	NW-WA
3	IL		1000000028	Easley			AGENTID	5234897

Datafile Contains a Header

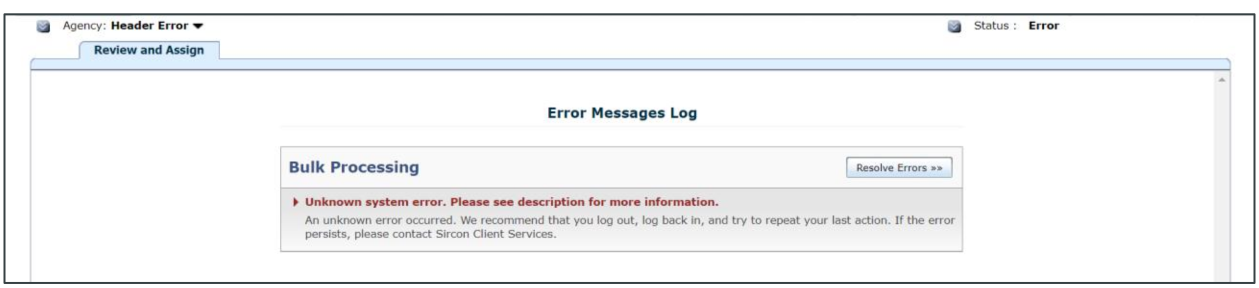
You will also receive an error message if your datafile contains a header.

Incorrect Datafile Example

In the example below, we forgot to delete the file header.

	A	B	C	D	E	F	G	H
1	Entity Type	TIN	NPN	Name	First Name	Email Address	External System ID Type Codes	External System ID
2	IL		1000000028	Easley			AGENTID	5234897

In the *Error Messages Log*, we received an unknown system error.



Correct Datafile Example

We corrected the file by deleting the file header.

	A	B	C	D	E	F	G	H
1	IL		1000000028	Easley			AGENTID	5234897

Data in the File is Not Formatted Properly

Certain fields need to be in a specific format. For example:

- Dates need to be in the MM-DD-YYYY format with dashes
- Numbers need to be in a numeric format (instead of Text)
- Fields that need a leading zero (for example Address Type Codes)

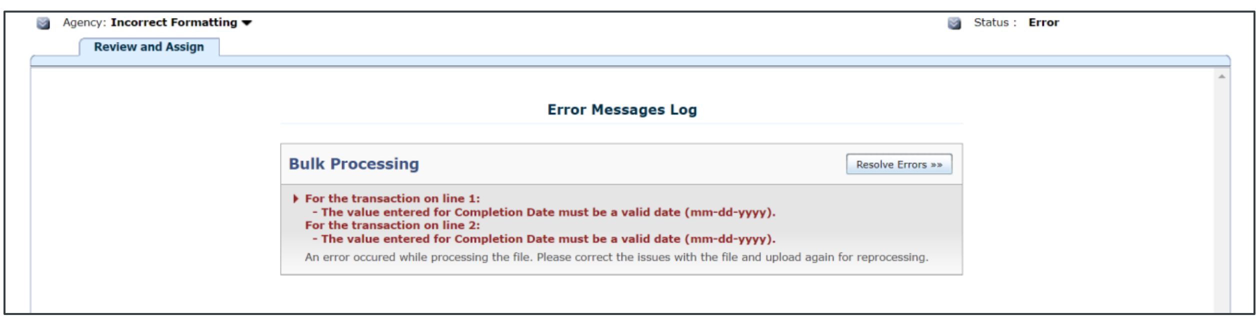
If the information in the datafile is not formatted correctly, you will receive an error.

Incorrect Datafile Example

In the example below, the date is in the incorrect format.

	A	B	C	D	E	F	G	H	I	J	K
1		1000000028	Easley			Quest CE	Conflicts of Interest	OH	4/21/2023	0.5	AH1
2	000999123		Charron			iCapital	Treasury Securities	MD	5/13/2023	2	2004ANU

In the *Error Messages Log*, we received an error that lists which column to fix and gives the valid formatting for the field.



Correct Datafile Example

We corrected the file by correcting the formatting of the fields.

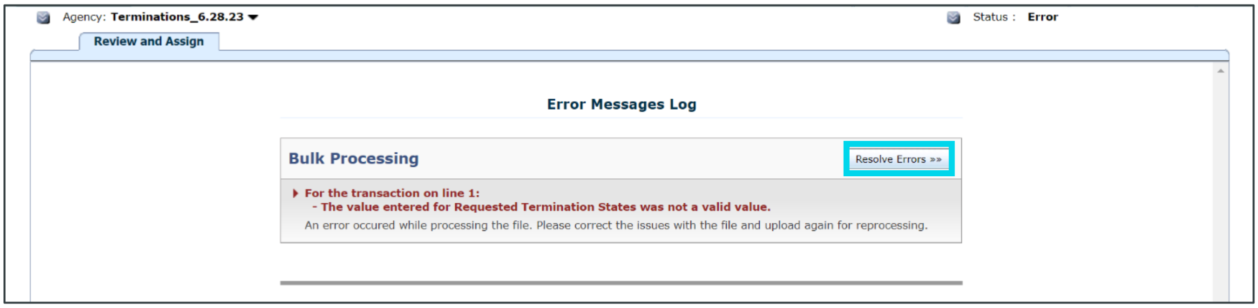
	A	B	C	D	E	F	G	H	I	J	K
1		1000000028	Easley			Quest CE	Conflicts of Interest	OH	04-21-2023	0.5	AH1
2	000999123		Charron			iCapital	Treasury Securities	MD	05-13-2023	2	2004ANU

Section: Review Bulk Transaction Requests

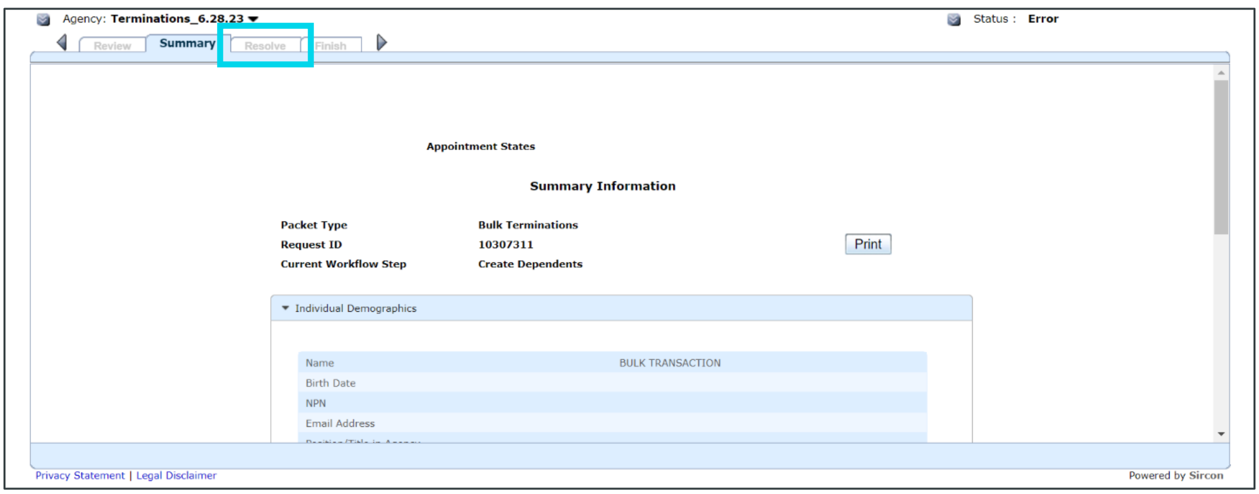
Close Bulk Transaction Requests with Errors

After you correct the issues with the bulk transaction datafile, you can reupload the file by following the steps below.

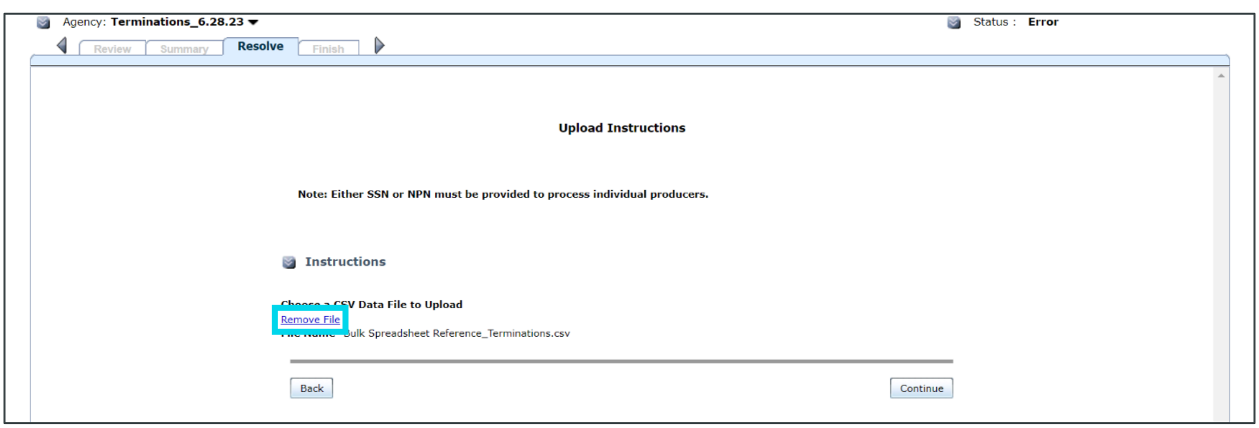
1. From the *Error Messages Log*, click the **Resolve Errors** button.



2. Click the **Resolve** tab.



3. Click the **Remove File** button.



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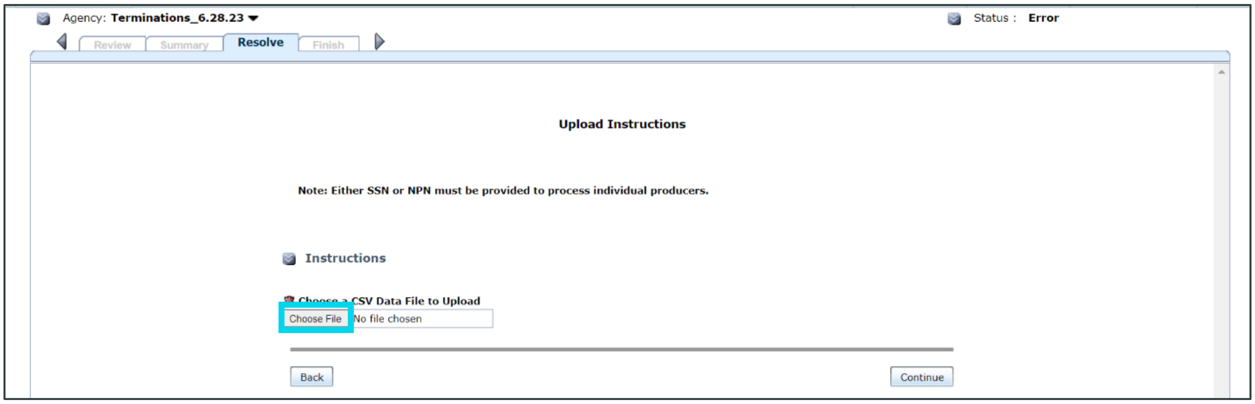
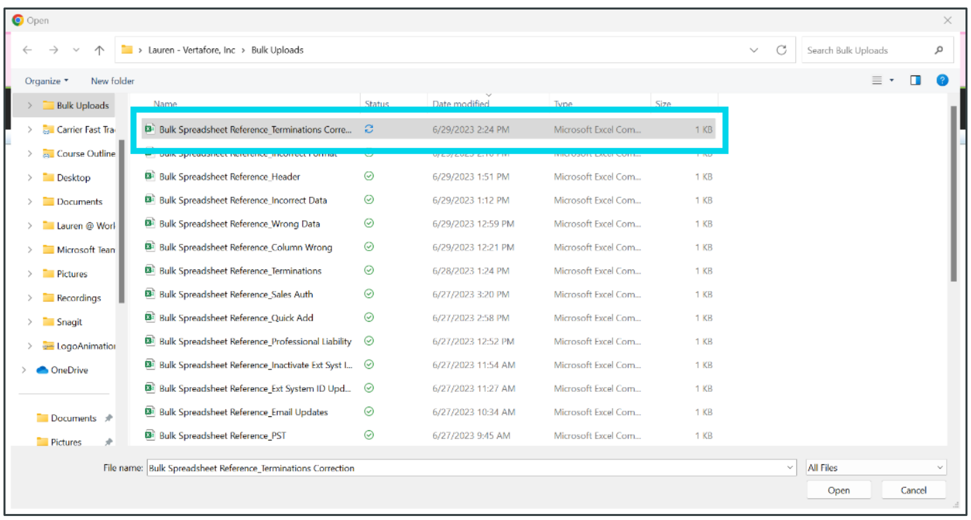
4. Click **Choose File**.

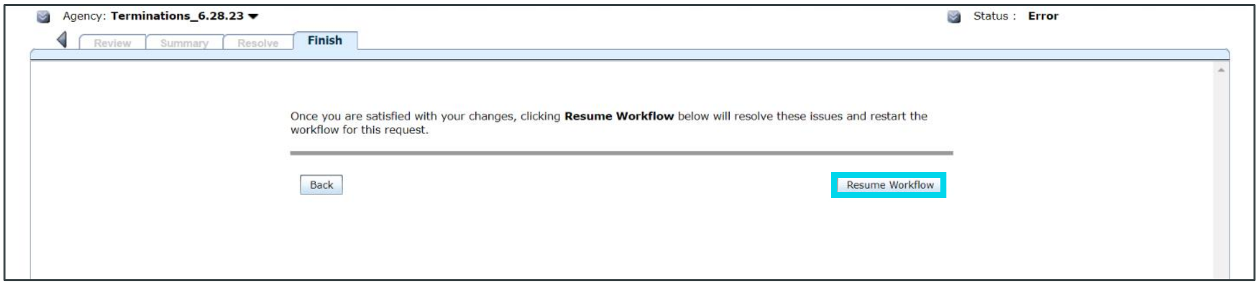


5. Select the updated file from your computer then click **Open**.

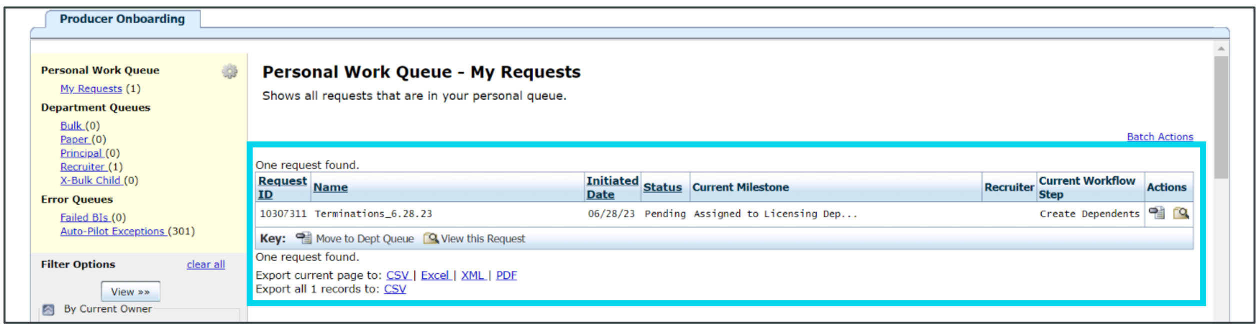


6. Click **Continue**.

7. Click **Resume Workflow** to reprocess the request and resolve the errors.

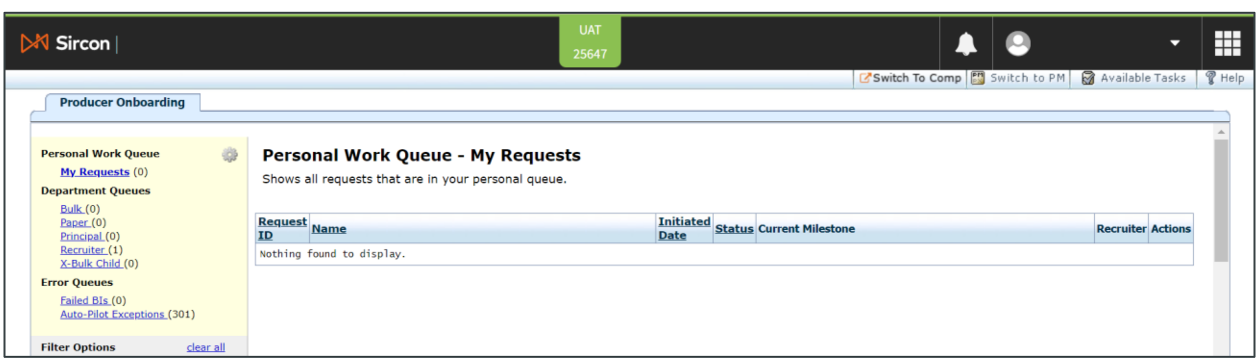


8. The request will appear in your **Personal Work Queue**. It may take time to process the request. Refresh your browser to monitor the status of the request.



9. When the file has processed successfully, it will disappear from your Personal Work Queue. You can then Validate that Updates Were Submitted to Producer Central.

Note: If the **Status** of the datafile is "Error," there are still issues with your datafile. Repeat the steps to Troubleshoot the Bulk Transactions that Contain Errors.



Search for Bulk Transaction Requests

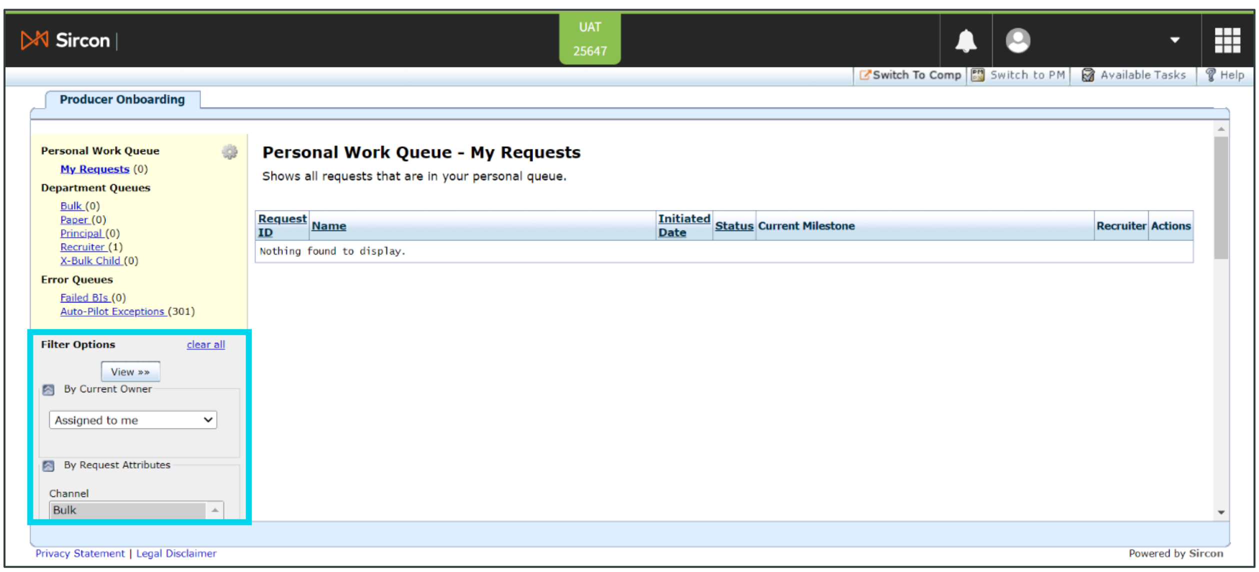
After requests are created, you can use filters and search functions to locate bulk transactions and search requests. This is helpful if you need to see a historical record of the requests or to perform advanced troubleshooting.

In this section, we will cover how to use the filters and search fields to find requests.

Search & Filter from the Selection Panel

The selection panel is located along the left-hand side of the Workspace. At the top of the panel, you will see a list of the queues within your company in yellow.

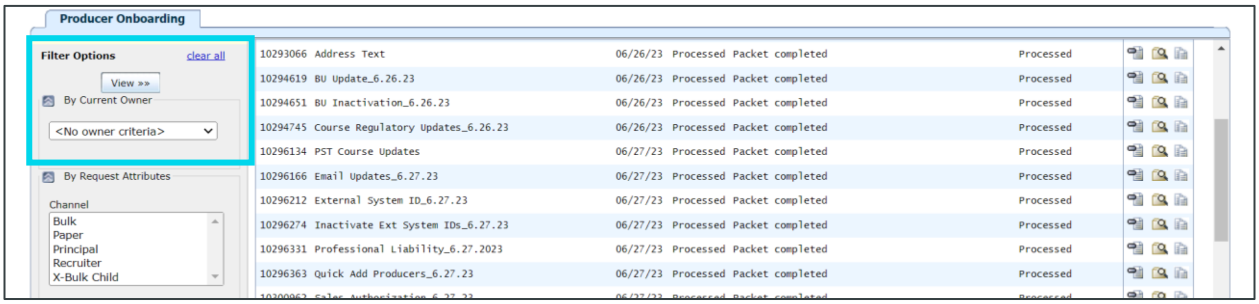
As you scroll down you will see **Filter Options** and **Search Options** listed in grey. These functions work in conjunction with one another to allow you to create sophisticated views of request records.



Here are the different **Filter Options** that are available:

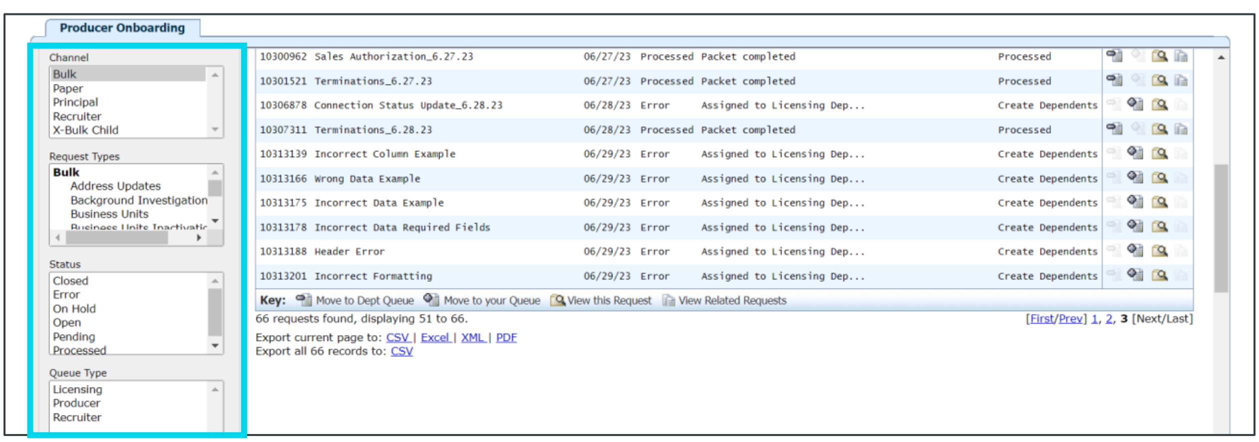
- **Clear All**: Use this option to reset the currently selected filters. This will allow you to pull a new request query.
    - Clicking this button does not remove the requests from the previous search.
- **View**: Use this option to process the search. The **View** button is located at the top and at the bottom of the selection panel.

- **By Current Owner**: Use the dropdown menu to filter the requests by the owner of the request. The options available are:
    - **<No owner criteria>** – Displays the requests for all users.
    - **Assigned to me** – Displays the requests for requests that are assigned to you.
    - **<Unassigned>** – Displays the unassigned requests.
    - **Assigned to a Specific User** – Displays the requests assigned to a specific user. If you select this option, another dropdown item appears with a list of the employees.



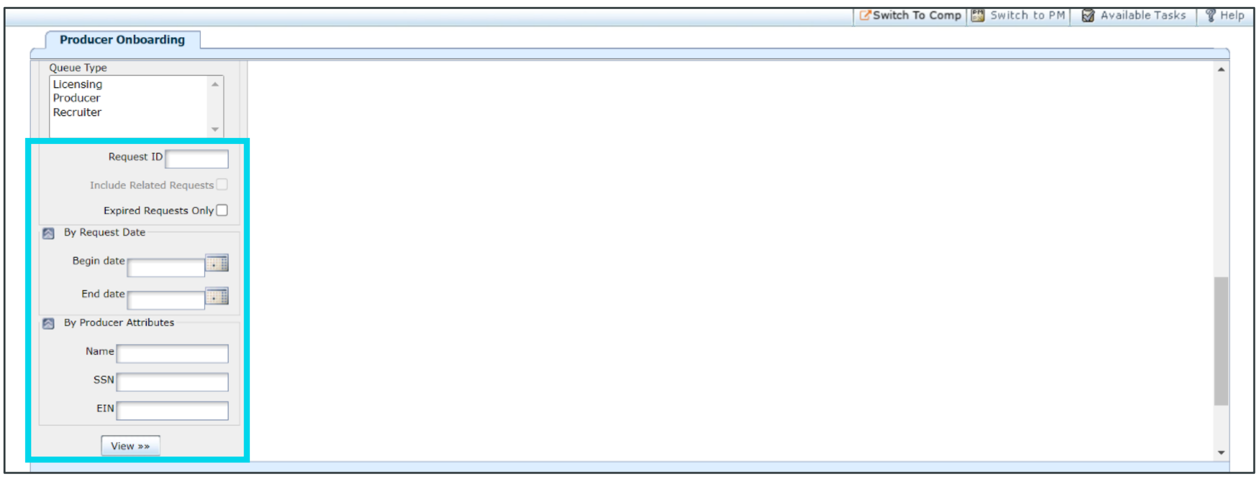
- **By Request Attributes**: Use this option to filter the requests by channels, request types, status, or by queue type.
    - **Channels** refer to the origin of the transaction request (such as Bulk or Recruiter).
    - **Request Types** are the packet types (such as Business Units or Quick Load).
    - **Status** refers to the status of the request (such as Open, Pending, or Error).
    - **Queue Type** refers to the workflow queue associated with the request. This is only available if configured through user security settings. Bulk transactions are not associated with any queues.

> **Note**: To select multiple criteria, hold down the CTRL key and click the options to select criteria. When you are finished, click the **View** button.

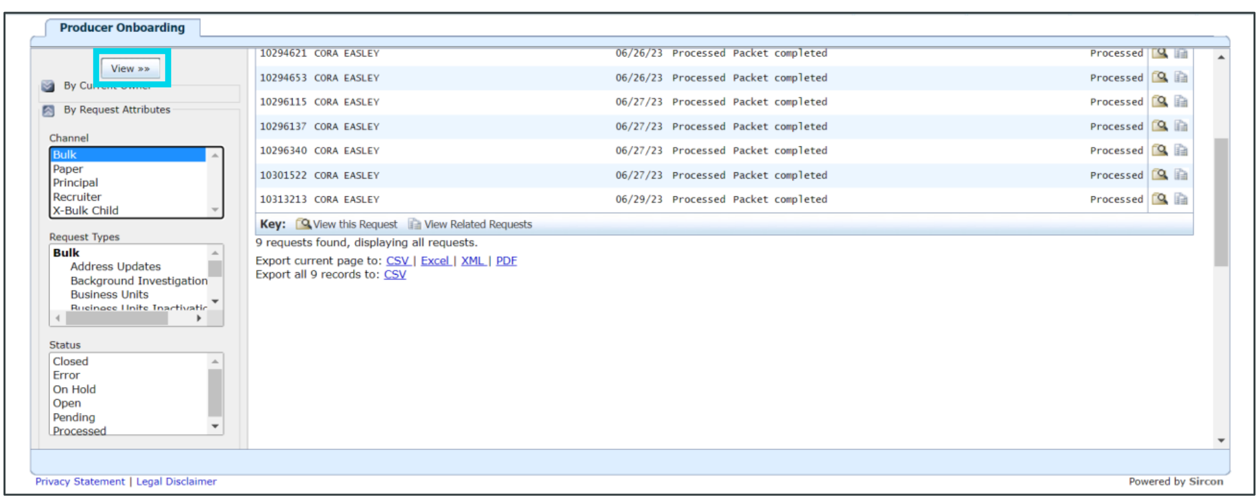


- **By Request ID**: If you know the **Request ID**, you can type this in to open the request directly.
- **By Request Date**: Use the **Calendar** button (▦) to select the **Begin Date**, **End Date**, or use both to enter a date range of the request.
  - You can also type the date(s) using the MMDDYYYY format.
- **By Producer Attributes**: Use the search fields to type the Name of the Request, the SSN of a producer within the file, or the EIN of the agency/firm in the file. When you are finished, click the View button.

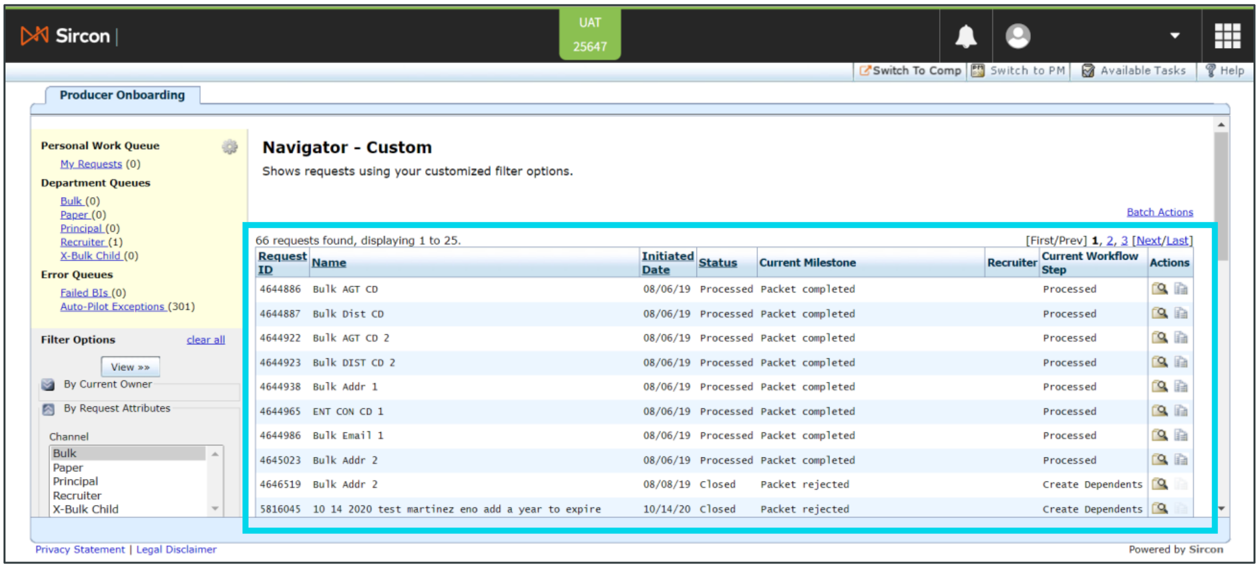
> **Note**: You will need to type the full name or the SSN/EIN number of the Producer. Wildcard searches are not available for these fields.



1. Use the filter and search criteria listed above to find the requests you need.
2. Click **View** to locate the requests.



3. You can now see the requests that meet your search criteria.

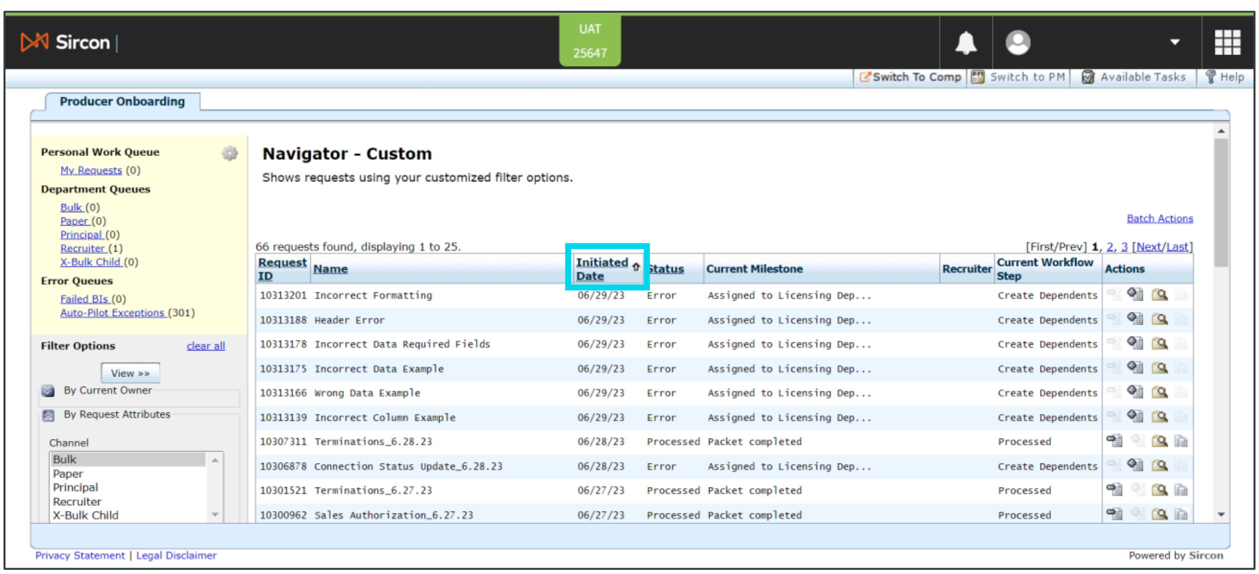


4. Follow the steps in the next sections to learn more options to process the requests.

SORT REQUESTS

You can sort the data in the request table by clicking on a column header.

> **Note**: In this example, we are clicking on the **Initiated Date** column header to see the newest requests first.

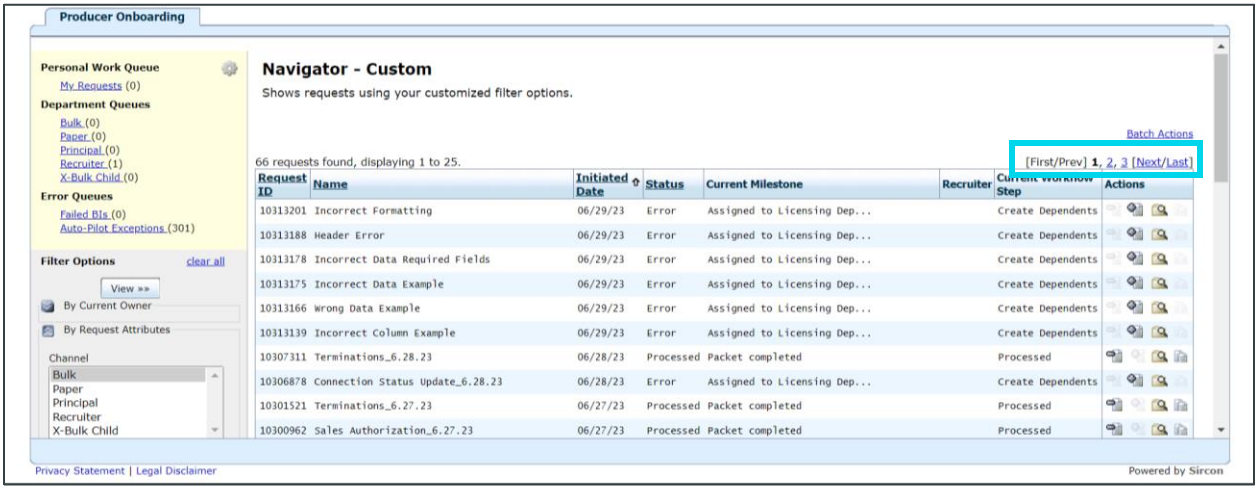


Vertafore

Section: Search for Bulk Transaction Requests

NAVIGATE REQUESTS

In the **First/Prev.** section, you can click on the page numbers or click **Next** or **Last** to move between request screens.

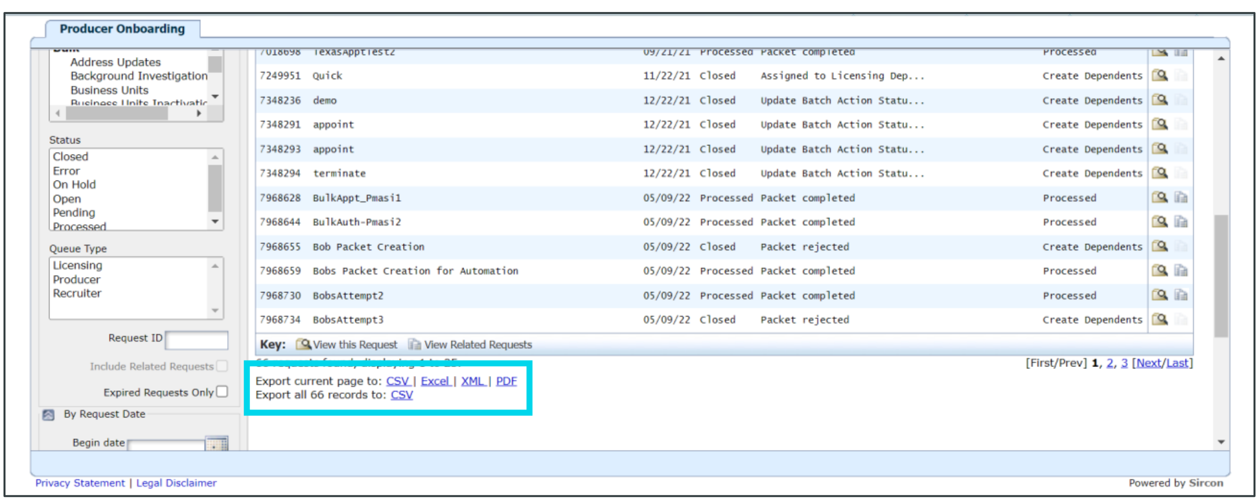


EXPORT LIST OF REQUESTS

At the bottom of the request page, you will see options to either export a list of the requests from the current page to the following file formats:

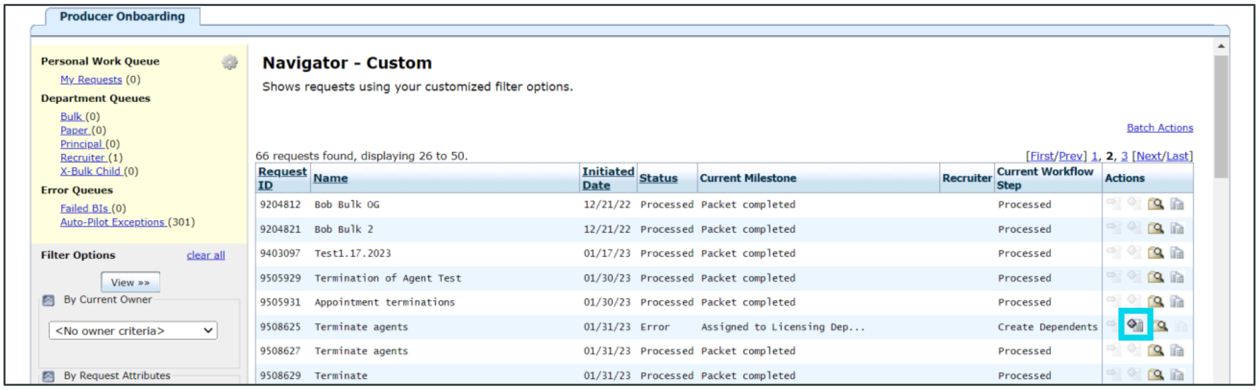
- CSV
- Excel
- XML
- PDF

You can also export a list of all the requests to a CSV datafile.

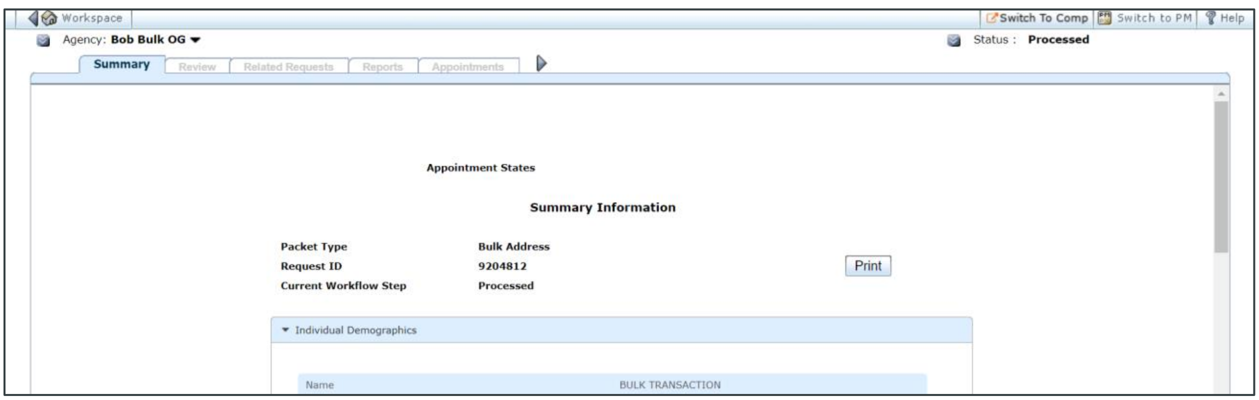


VIEW REQUEST DETAILS

If you locate a request you want to view, click the **View this Request** ( ) button.

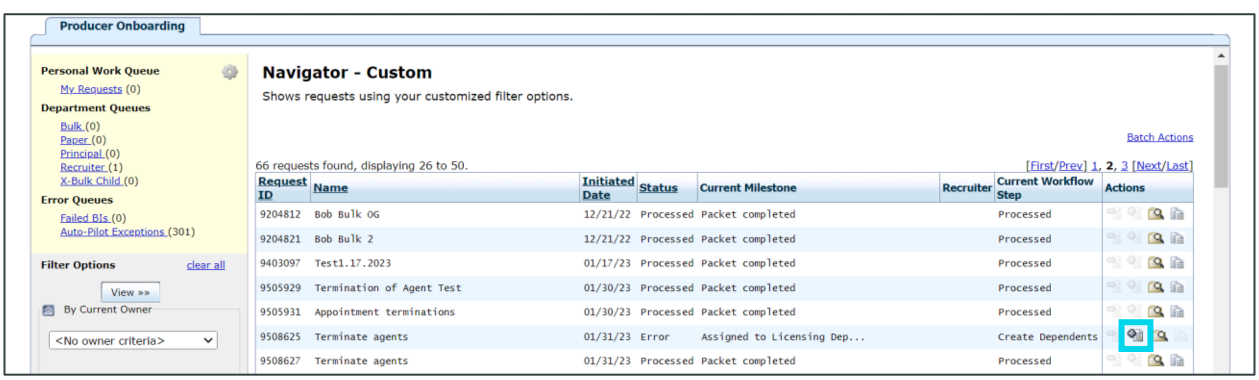


This will open the request details.



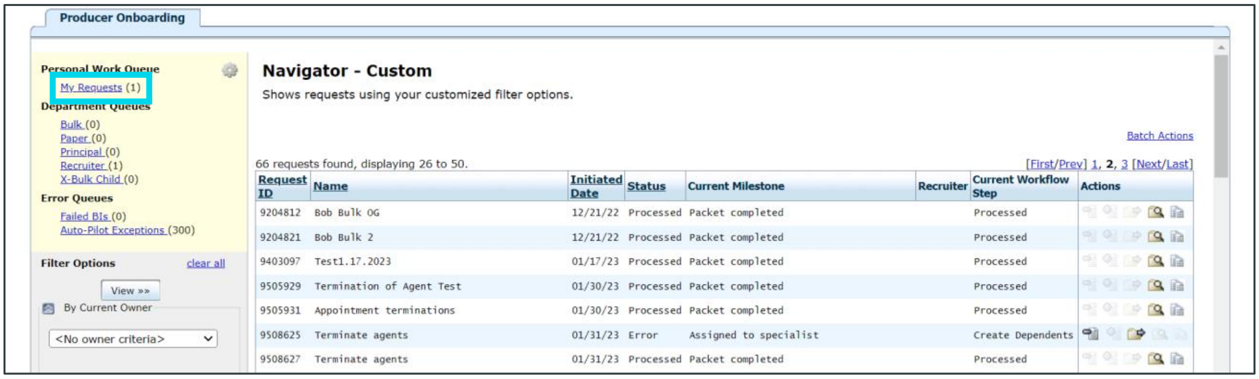
ASSIGN REQUESTS TO QUEUES

If you need to assign a request to your Personal Work Queue, click the **Move to Your Queue** button ( ).

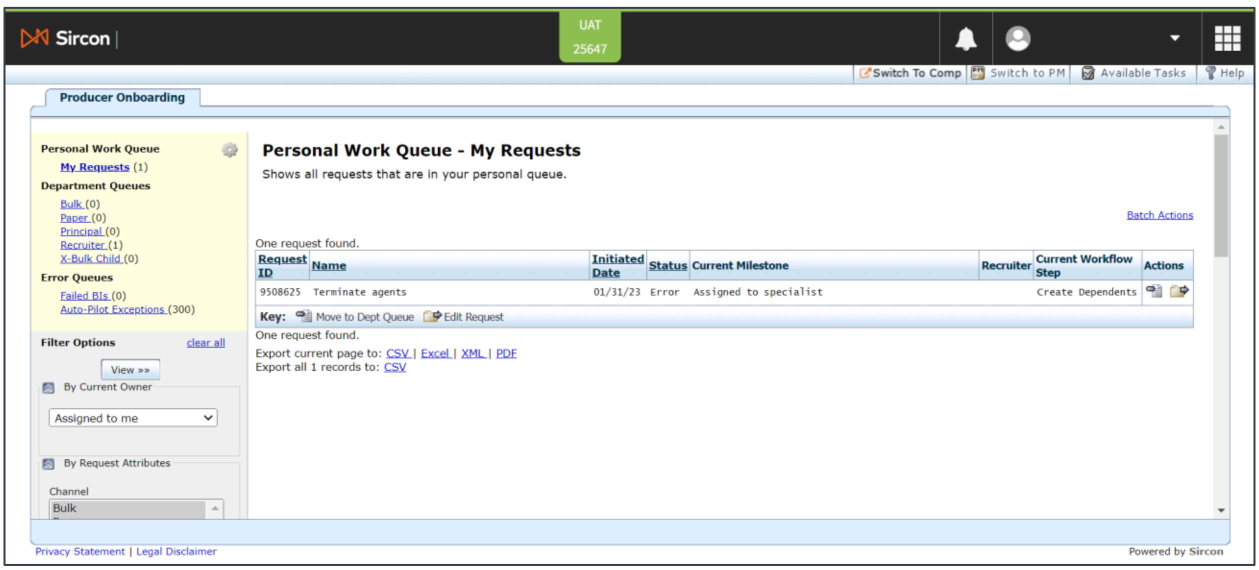


Section: Search for Bulk Transaction Requests

Click on the **My Requests** queue from the selection panel.



You will now see the request appear in your Personal Work Queue.



APPENDIX 1: Sircon for Carriers Help Resources

Help is just a click away. Vertafore has two resources available to support you 24/7:

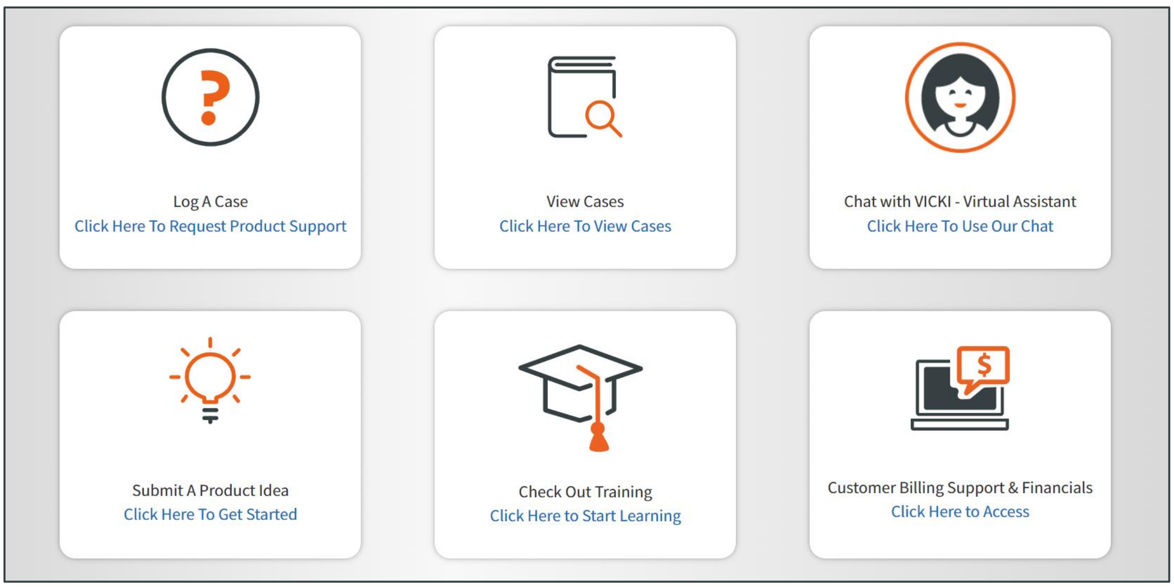
- My Vertafore
- Sircon Support

My Vertafore

My Vertafore is our free online customer support portal and knowledge base.

With My Vertafore you can:

- **Log a Case** – Cases are used to request product support
- **Submit Ideas** – Send Vertafore ideas for new product features or enhancements
- **Search Knowledgebase** – Search for detailed articles on the Sircon Knowledge Base



Note: Sircon does not use the Submit a Product Idea or Chat with VICKI functions.

Contact Vertafore Customer Support

Cannot find what you are looking for at My Vertafore? Our Customer Support team is here to help. Click here to email Support or call 877-876-4430.

APPENDIX 2: Document History

Version	Revision Date	Revision Record
1.0	6/14/2023	Original Document
2.0	10/31/2024	Added Bulk – Update Firm Associations instructions.

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