

POWERING YOUR POSSIBLE.



SIRCON FOR CARRIERS

Firm Associations



Section: Overview

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Section: Overview

Overview

Introduction and Background

Numerous states require carriers and firms to track and manage agent-to-agency affiliations. Some states allow firms to share an appointment with affiliated individual producers, allowing the agents to conduct business under the firm's appointment and potentially reducing a carrier's appointment fees in those states.

In Producer Central, you can create associations to tie individual agents to agencies or brokerages. These associations are created one at a time for each producer. The associations stay within Producer Central. If a state regulatory body requests a list of the associations for a firm, you can download a report that lists all the associations.

Associations are also known as affiliations.

What will be covered?

In this quick guide, we will review how to add firm associations to individuals. We will also review how to correct association data.

Who should use this document?

Any users of Producer Central that need to view or update associations between firms and individual agents.

When should you use this document?

Use this document when you need to manage the firm associations for your organization.



View Firm Associations

There are two different ways to view Firm Associations. You view all the firms that an individual is associated with, or you can view all the individuals that are associated with a single firm.

Start by navigating to the producer record of either the firm or the agency that you need to see. To do this, search for a producer using the **Producer Quick Search** or open the producer from the **Recently Viewed Producers** list.

Sircon Lansing Mutual	UAT 25647		- :::
Licensing Companies Inquiries Express Services	Administ	ration 👻 🚳 🖉 🔍 P	roducer Quick Search
Find existing producers with Review/Update Producer or Advanced Producer Se Producer Network Add Producer Add Producers in Bulk Bulk Transactions & Service Requests	arch	Recently Viewed Producers –	about 1 hour ago 10-18-2023 09-27-2023 09-19-2023
Update Producer Information Add/Activate Licenses/Qualifications Correct License Data Maintain Contact Information		Recent Subscriber Notices	09-18-2023 Show All
Manage Appointments Add Appointments Terminate Appointments Approve/Deny Appointments Review Rejected Appointments		Producers with pending updates: 5 Producers with completed updates: Today: 0 Last 7 Days: 10 Last 30 Days: 25	

Note: Refer to the <u>Adding and Searching for Producers</u> quick guide for detailed instructions about how to search for the record.

View Individual Associations

Follow these steps to view the individual associations that are connected to an agency or firm. The associations will appear in a report that you can download from Producer Central.

Note: In the example below, we are pulling a list of the associations for the Dean and Davis Insurance Agency.



1. From a firm producer record, click the **Individual Associations** quick link.

號 DEAN AND DAVIS INSURANCE AGENCY 💿 🚖 🏫 🎓 Search Producer							
IN External System	n ID Active BU	NPN	Resident State/License	Additional States/Licenses			
0-6233077	☑ DEFAULT	200000019	GA / 70443				
This producer has 3 active service	requests in Producer Express: 10300967, 102963	338, 10296275					
Firm Details	Appointments	Rusiness	Unite				
Producer Business Bules	Agreements	Required	litems				
Resident States	Individual Associations	License A	nnlications				
External Sys IDs	LOSIS	Comment	s				
External Sys IDS Costs Comments							
Contact Information	Address History Data Beconsiliation Brancesian Lightlife						
Contact Information	Data Reconciliation	FIUICSSIU	State Producer Numbers Authorization Overrides				
Contact Information Address History Email Messages	Data Reconciliation State Producer Numbers	Authorizat	tion Overrides				

2. Click the View Individual Associations button.

 ■ Agreements Individual Associations 			Тор Тор
			Add New Individual Association
EIN	Individual	Begin Date	End Date
	Add New In	dividual Association or State Association	
		View Individual Associations	
		ierminate a State Association	
		Correct Association Data	

- 3. You will now see the Individual Associations Inquiry page. From here you can pull a list of all the producers.
- 4. Click the **Submit Offline** button to process the report in the background or click **View/Refresh Report** to run the report in real time.

All Report	ts Recent Reports	Review/Update Producer					
Individual Associations Inquiry							
Keep track of which producers are associated (or no longer associated) with a particular agency. Find out the types of association and their positions with the firm.							
🐀 DEAN A	ND DAVIS INSURAN				Search Produce		
EIN	External System	ID Active BU	NPN	Resident State/License	Additional States/Licenses		
00-6233077			200000019	GA / 70443			
This pro	ducer has 3 active service	requests in Producer Express: 10300967, 102	96338, 10296275				
				Submit	Offline View/Refresh Report Cance		

Note: In this example, we chose to click **Submit Offline**.



5. Click the **Excel** button to download a copy of the report.

All Reports Recent Reports					
	Inquiries will be retained for a per	riod of 30 days before being p	purged.	Refresh	Cancel
Delete <u>Name</u>	<u>↑ Start Time</u>	Completion Time	Submitted By	<u>Status</u>	Download
Individual Associations Inquiry	10-23-2023 11:00 AM	10-23-2023 11:01 AM	Hall, Lauren	Succeeded	18))
Producer Licenses Inquiry	10-17-2023 8:50 PM	10-17-2023 8:51 PM	Stockwell, Jessica	Succeeded	89.]
Producer Licenses Inquiry	10-17-2023 7:25 AM	10-17-2023 7:25 AM	Stom, Dennis	Succeeded	8
Producer Licenses Inquiry	10-05-2023 10:51 AM	10-05-2023 10:52 AM	Stockwell, Jessica	Succeeded	8

- 6. You will now see the list of the individuals associated with the agency.
 - The **Title** tab of the excel file contains a summary of the information.
 - The **Data** tab contains a list of the Producers, their NPN numbers, their external system IDs, and the active business units.

☑ AutoSave ● Off 日 りょ ピュ マ indvAs	sociations-20231023-110049587 (1) - Protected • Saved to this PC $ imes$ $ hicksim heta$ Lauren Hall 🛞 — \Box X
File Home Insert Page Layout Formulas I	Data Review View Automate Help ImageRight 🖵 Comments 🖻 Share 🗸
PROTECTED VIEW <u>This file is being verified by Microsoft</u>	Defender Advanced Threat Protection. You can continue to read this file while we verify it. X
A1 \checkmark : $\times \checkmark f_x$ Individual Association	ns Inquiry 💙
A B	C
1 Individual Associ	ations Inquiry
2 Summary	
3 4 7	4
5 RECORDS	ASSOCIATED INDIVIDUALS
6 Filter Criteria	
7 FIRM:	DEAN AND DAVIS INSURANCE AGENCY (2190826)
8 Report Properties	
9 SORT 1:	Producer Name
10 SORT 2:	Association State
11 PERFORMED ON:	Mon Oct 23 11:01:02 CDT 2023
< > <u>Title</u> Data +	
Ready 📧 🎲	🖓 Display Settings 🔠 🗉 – — 🕇 100%



View Firm Associations

Follow these steps to view all the firm associations that are connected to an individual producer.

Note: In the example below, we are looking at all the associations for the producer Cora Easley.

1. Click the **Firm Associations** quick link.

a EASLEY, CORA 💿 🙀 🙀	** -			Search Prod
External System ID	Active BU	NPN	Resident State/License	Additional States/Licenses
2050		100000028	VA / 736178	
[⊞] Expand All				
Individual Details	Agreements		Locations and Departments	Securities Information
Producer Business Rules	Firm Association	S	Costs	Authorization Overrides
Resident States	Employment Hist	ory	Education Credentials	Compensation Profile
External Sys IDs	Aliases		Course Completions	
Contact Information	Data Reconciliati	on .	Third Party Certifications	
Address History	State Producer N	umbers	License Applications	
Email Messages	Required Items		Comments	
Licenses/Qualifications	Background Inve	stigations	Transaction History	
Appointments	Business Units		Professional Liability	

2. You can now see a list of all the firm associations under the producer. You can click on the **Expand** button (1) to see the list of the association states and the active qualifications for both the agency and the individual.

□F	rm /	Association	IS				Тор
							Add New Firm Association
		EIN		Firm		Begin Date	End Date
Ŧ		00-6233077	DEAN AND DAVIS INSURANC	CEAGENCY		05-30-2023	
Ξ		64-7646741	FAIRFIELD AGENCY			05-30-2023	10-23-2023
	Asso	ciation States					Add New Association State
		State	Association Type	Position	Begin Date	End Date	State Registered
	Ξ	Virginia	Employee	Other	05-30-2023	10-23-2023	Yes
		Active Qualifica	ations for FAIRFIELD AGENCY				
					Qualifications		
		No Active Qua	alification exists.				
		Active Qualifica	ations for EASLEY, CORA				
					Qualifications		
		Health					
		Life and Annu	ities				
	Property and Casualty						
		Variable Contr	racts				
-				Correct A	ssociation Data		

Note: In the example above, Cora Easley is associated with the Fairfield Agency in the state of Virginia.

Section: Add Individual Firm Associations/Association States

Add Individual Firm Associations/Association States

Use the Add Individual Firm Association/Association State page to add a "record-only" affiliation between an individual producer (e.g., agent or broker) and a firm producer (e.g., agency or brokerage). When you add a new association, the information will update in Producer Central.

Firm associations are not sent to the states or the Producer Database (PDB). The information is just tracked in Producer Central.

Note: You will need to manually add associations for each producer. There is no way to add associations in bulk.

There are two different ways to add associations. You can:

- Add Firm Associations from an Individual Producer Record
- Add Individual Associations from a Firm Producer Record

Add Firm Association from Individual Producer Record

Follow this process to add a firm association from an individual's producer record.

1. Click the **Firm Associations** quick link.

Review/Update Individual					
a EASLEY, CORA 🔊 😭 🏠	nir 🔻			Search Producer	
External System ID	Active BU	NPN	Resident State/License	Additional States/Licenses	
2050		100000028	VA / 736178		
[⊞] Expand All					
Individual Details	Agreements	_	Locations and Departments	Securities Information	
Producer Business Rules	Firm Associations	S	Costs	Authorization Overrides	
Resident States	Employment Hist	ory	Education Credentials	Compensation Profile	
External Sys IDs	Aliases		Course Completions	•	
Contact Information	Data Reconciliation	on	Third Party Certifications		
Address History	State Producer N	umbers	License Applications		
Email Messages	Required Items		Comments		
Licenses/Qualifications	Background Inves	stigations	Transaction History		
Appointments	Business Units		Professional Liability		
			-		
	New PX Request	Verify Sales Aut	horization Review Sircon Sub	scription	

2. Click Add New Firm Association.

[□] Firr	n Associations			Тор
			Add New Fi	rm Association
	EIN	Firm	Begin Date	End Date
Ŧ	00-6233077	DEAN AND DAVIS INSURANCE AGENCY	05-30-2023	
Ð	64-7646741	FAIRFIELD AGENCY	05-30-2023	
		Correct Association Data		



Section: Add Individual Firm Associations/Association States

- 3. Enter at least one of the search criteria to locate the name of the firm/agency for the association.
- 4. Click **Search**.

Add Individual Firm Association / Association State						
Individual						
a EASLEY, CORA	©***				Search Producer	
External System ID		Active BU	NPN	Resident State/License	Additional States/Licenses	
2050		☑ DEFAULT	100000028	VA / 736178		
Please enter at least Firm Name	one of the searc	h criteria below:	Search	Firm		
EIN			NPN			
License Number			Licen	se State		
External System	ID		Prima	ry External ID Only		
Records Per Page: 1	0 ~				Search	

- 5. You will now see the Add Individual Firm Association/Association State. Here you will see details about the Individual and the Firm.
- 6. In the **Active Qualifications** section, you will see all the qualifications that are held by both the individual and firm for each state. Click the **Expand** button (E) next to a state to see the qualification details for the firm and the individual.

Note: In the example below, the Dean and Davis Agency has several qualifications (such as casualty, life, and property) while the individual Cora Easley has no active qualifications in Alabama.

Add Individual Firm Association / Association State							
Individual						Course Broducer	
Seasley, CORA 💿 😭 🏠	•					Search Producer	
External System ID	Active BU	NPN	Resident St	ate/License	Additional States/Lice	enses	
2050	☑ DEFAULT	100000028	VA / 73617	8		5	
Firm							
1 DEAN AND DAVIS INSURANCE						Search Producer	
EIN External System ID	Active BU	NPN	F	esident State/License	Additional States	s/Licenses	
00-6233077	DEFAUL	T 2000	000019 (GA / 70443	AL / 416295	5	
This producer has 3 active service req	uests in Producer Express: 1030096	7, 10296338, 1029627	5				
Active Qualifications							
State							
🖾 Alabama							
DEAN AND DAVIS INSURANCE AGENCY			EASLEY, CORA				
Casualty			No Active Qualific	ation exists.			
Life							
Motor Club							
Property							

Section: Add Individual Firm Associations/Association States

- 7. As you scroll down, you will see the **Current Association States** that are shared between the individual and firm.
- 8. To add an association, enter the following details:
 - Association State: Select the name of a state in which to add an individualto-firm affiliation. Both the firm and individual producer should be licensed and hold active and matching qualifications in the selected state.
 - **Association Type**: Select a relationship of the individual to the firm in a selected association state.
 - **Position**: Select an employment title of the individual with the firm in a selected association state.
 - **Begin Date**: Enter the date on which the individual's association with the firm became effective in a selected association state. Use the MMDDYYYY date format.
 - State Registered:
 - Click Yes if the individual-to-firm association is recorded with the department of insurance in the selected association state.
 - Click No if the individual-to-firm association is not recorded with the department of insurance in the selected association state (i.e., recorded only in your company's internal records).
- 9. Click Save and Return to submit the association.

Current Association	1				
	Begin Date			End Date	
	05-30-2023				
Current Association	1 States				
State	Association Type	Position	Begin Date	End Date	State Registered
Virginia	Agent/Broker	Secretary - Treasurer	05-30-2023		No
Florida	Agent/Broker	Other	05-30-2023	05-31-2023	No
Ohio	Agent	Other	05-30-2023	05-30-2023	No
Association State	California	▼			
Association Type	Agent	$\overline{\mathbf{v}}$			
Position	Other	✓			
Begin Date	10-23-2023				
State Registered					
o lato regiotoroa				Se	ave Return Save and Return
				00	Save and Return

Note: All data that is added or updated using this page will apply only to the affected record in Producer Central. The data will not be transmitted directly to states nor update state records.

Note: The **Association Type** and **Position** dropdown menus can be userconfigured on the *Maintain Codes* page by users with administrative permissions. Refer to the <u>Administration in Producer Central Quick Guide</u>.

🔀 Vertafore

Section: Add Individual Firm Associations/Association States

10. You will return to the individual's producer record. You can see that the firm was added by clicking the **Firm Associations** quick link.

Review/Update Individual							
a EASLEY, CORA 💿 🚖 🚖 🔆	🖌 🛨			Search Producer			
External System ID	Active BU	NPN	Resident State/License	Additional States/Licenses			
2050	☑ DEFAULT	100000028	VA / 736178				
■ Expand All							
Individual Details	Agreemente	_	Locations and Departments	Securities Information			
Producer Business Rules	Firm Association	ons	Costs	Authorization Overrides			
Resident States	Employment H	istory	Education Credentials	Compensation Profile			
External Sys IDs	Aliases		Course Completions				
Contact Information	Data Reconcilia	ation	Third Party Certifications				
Address History	State Producer	Numbers	License Applications				
Email Messages	Required Items	i	Comments				
Licenses/Qualifications	Background Inv	vestigations	Transaction History				
Appointments	Business Units	F	Professional Liability				

11. The association will now appear in the Firm Associations list.

ΞF	irm	Associatio	ns					Тор
							Add	New Firm Association
		EIN		Firm			Begin Date	End Date
Ξ		00-6233077	DEAN AND DAVIS IN	SURANCE AGENCY			05-30-2023	
	Ass	ociation States					Add N	lew Association State
		State	Association Type	Position	Begin Date	End Date	State Registered	
	Ŧ	California	Agent	Other	10-23-2023		Yes	Terminate
	Ŧ	Virginia	Agent/Broker	Secretary - Treasurer	05-30-2023		No	Terminate
	Ŧ	Florida	Agent/Broker	Other	05-30-2023	05-31-2023	No	
	Ŧ	Ohio	Agent	Other	05-30-2023	05-30-2023	No	
ŧ		64-7646741	FAIRFIELD AGENCY				05-30-2023	

Add Individual Association from a Firm Producer Record

Follow this process to add an individual association to a firm's producer record.

1. Click the Individual Associations quick link.

🛔 DEAN AND DAVIS INSU	RANCE AGENCY 💿 😭 🈭 🍲 🖛 🔻			Search Pro
IN External S	ystem ID Active BU	NPN	Resident State/License	Additional States/Licenses
0-6233077		200000019	GA / 70443	
This producer has 3 active se	ervice requests in Producer Express: 10300967, 102963	338, 10296275		
Expand All				
Firm Details	Appointments	Business	Units	
Producer Business Rules	Agreements	Required	Items	
Resident States	Individual Associations	License A	pplications	
External Sys IDs	CUSIS	Comment	S	
Contact Information	Aliases	Transactio	on History	
Address History	Data Reconciliation	Profession	nal Liability	
Empil Mossagos	State Producer Numbers	Authorizat	tion Overrides	
Eman messayes		Compensation Profile		

Section: Add Individual Firm Associations/Association States

2. Click Add New Individual Association or State Association.

Ð	Agreements Individual Associations			Тор Тор
				Add New Individual Association
	EIN	Individual	Begin Date	End Date
			Add New Individual Association or State Association	
			view individual Associations	
			Terminate a State Association	
			Correct Association Data	

- 3. Enter at least one of the search criteria to find the name of the individual.
- 4. Click Search.

		Add Individual Firr	n Association / A	ssociation State			
Firm							
ti DEAN	AND DAVIS INSURANCE AGEN	°Y ⊚★★★★			Search Producer		
EIN	External System ID	Active BU	NPN	Resident State/License	Additional States/Licenses		
00-6233077		☑ DEFAULT	200000019	GA / 70443			
This pr	This producer has 3 active service requests in Producer Express. 10300967, 10296338, 10296275						
			Search Individual				
Please ente	r at least one of the search criteria	a below:					
Last EA	SLEY	First		Middle			
SSN			NPN	ſ			
License N	Number		License State	(~ `		
					_		
External	System ID		Primary Extern	al ID Only			

- 5. You will now see the Add Individual Firm Association/Association State page.
- 6. You will see the **Current Association States** that are shared between the individual and firm.
- 7. To add an association, enter the following details:
 - Association State: Select the name of a state in which to add an individualto-firm affiliation. Both the firm and individual producer should be licensed and hold active and matching qualifications in the selected state.
 - Association Type: Select a relationship of the individual to the firm in a selected association state.
 - **Position**: Select an employment title of the individual with the firm in a selected association state.
 - **Begin Date**: Enter the date on which the individual's association with the firm became effective in a selected association state. Use the MMDDYYYY date format.
 - State Registered:
 - Click Yes if the individual-to-firm association is recorded with the department of insurance in the selected association state.

Section: Add Individual Firm Associations/Association States

- Click No if the individual-to-firm association is not recorded with the department of insurance in the selected association state (i.e., recorded only in your company's internal records).
- 8. Click Save and Return to submit the association.

Control Contro Control Control	Firm	Ac	ld Individual	Firm Assoc	iation /	Association Sta	ite			
	Firm							Search Produc		
External System ID Active BU INPN Resident StateLLenne Additional StatesLLicenses 002423077 IB DEFAULT 2000000019 GA/ 70443 IB AL / 416295 Individual State StateLicense Additional StatesLicenses External System ID Active BU NPN Resident StateLicense Additional StatesLicenses ID AZ / 1000000005 Control State ID DEFAULT 1000000028 VA / 736178 ID AZ / 1000000005 Active Cualifications State ID EASUEY, CORA ID AZ / 1000000005 ID Active BU NPN Resident State/License ID AZ / 1000000005 ID Active BU NPN Resident State/License ID AZ / 1000000005 ID Active BU NPN Resident State/License ID AZ / 1000000005 ID Active BU NPN Resident State/License ID AZ / 1000000005 ID Active BU	1 DEAN AND DAVIS	INSURANCE AGENCY	S***					Search Floure		
Def2x3077 IB DEFAULT 200000019 GA / 70443 IB AL / 416295 Image: construct requests in Producer Express. 10000067, 10294338, 10294275 Image: construct requests in Producer Express. 10000067, 10294338, 10294275 Image: construct requests in Producer Express. 10000067, 10294338, 10294275 Individual Search Producer Express. 10000007, 10294338, 10294276 Search Producer Express. 1000000, 100000005 Resident State/Leanse Additional States/Leanse 2050 III DEFAULT 100000028 VA / 736178 IIII AZ / 1000000005 Active Qualifications IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	EIN Ext	ernal System ID	Active BU	NPN		Resident State/Licens	e Ad	ditional States/Licenses		
The producer has 3 active service requests in Producer Express. 1000997, 10289338, 10299279 Individual EASLEY, CORA EActive BU DEFAULT 100000028 VA/736178 I Additional StateLicense Additional Agentify Additional StateLicense Association Type Agent Other Association Type Agent Other Association Type Agent Other Association Type Agent Other Association Type Agent Other Association Type Addition Agent Other Association Type Agent Other Association Type Agent Other Association Type Agent Other Association Type Agent Agent Addition Addition Addition Addition Addition Agent Addition Addition Addition Additi	00-6233077		☑ DEFAULT	2000	000019	GA / 70443	Ŧ	AL / 416295		
Individual	This producer has 3 a	active service requests in Produ	cer Express: 10300967,	, 10296338, 1029627	5					
Exerch Product State Additional State/License Additional State/License Additional State/License 2050 III DEFAULT 100000028 VA / 738178 III AZ / 100000005 Active Qualifications State State State State III Adabama III AZ / 1000000028 VA / 738178 III AZ / 100000005 Active Qualifications State State State III Adabama III AZ / 1000000028 VA / 738178 III AZ / 100000005 III Adabama III AZ / 1000000028 VA / 738178 III AZ / 100000005 III Adabama III AZ / 1000000028 VA / 738178 III AZ / 100000005 III Adaba III AZ / 1000000028 VA / 738178 III AZ / 1000000005 III Adaba III AZ / 1000000028 VA / 738178 III AZ / 1000000005 III Adaba III Adaba VA / 738178 IIII AZ / 1000000005 III Adap IIII Adap VA / 738178 IIII AZ / 1000000005 IIII Adap IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Individual									
External System ID Active BU NPN Resident State/License Additional States/License 2050 III DEFAULT 100000028 VA / 736178 III AZ / 100000005 Active Qualifications Sate III AZ / 1000000005 III AZ / 100000005 Sate III AZ / 1000000005 III AZ / 100000005 III AZ / 100000005 Sate III AZ / 100000000 III AZ / 100000005 III AZ / 100000005 Sate III AZ / 1000000005 III AZ / 100000005 III AZ / 100000005 Biabama III AZ / 10000000 III AZ / 100000005 III AZ / 100000005 Georgia III AZ / 100000000 III AZ / 100000000 III AZ / 100000005 Principal Agency - Casually III AZ / 100000000 IIII AZ / 1000000000 IIIII AZ / 100000000 Principal Agency - Casually IIII AZ / 100000000 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	a EASLEY, CORA							Search Produc		
2950 IDEFAULT 100000028 VA / 736178 IDE AZ / 100000005 Active	External System ID	Active BU		NPN	Resid	ent State/License	Addition	al States/Licenses		
Active Qualifications State Idabama Idaba End Date States Idabo End Date State Registered Other Notion Begin Date End Date State Registered Other Other 10-23-2023 Period Other Other 10-23-2023 No Other 0ther 05-30-2023 No Other 0ther 0ther 05-30-2023 No Other 0ther 0	2050	⊡ DEFAU	ILT	100000028	VA/	736178	⊞ AZ /	100000005		
size B Alabama Georgia Georgia Georgia Agency - Casualty Principal Agency - Casualty Principal Agency - Casualty Principal Agency - Casualty Principal Agency - Life Principal Agency - Property Principal Agency - Property Principal Agency - Property Principal Agency - Casualty Begin Date 05-30-2023 Current Association States State Association Type Position California Agent/Broker Secretary - Treasurer 05-30-2023 Current Association State State Association Type Other 05-30-2023 No Principal Agent/Broker Secretary - Treasurer 05-30-2023 No Principal Agent/Broker Other 05-30-2023 No Principal Agent/Broker Other 05-30-2023 No Principal Agent/Broker Other 05-30-2023 No Principal Agent View Other 05-30-2023 Principal Agent View Other 05-30-	Active Qualificatio	ns								
III Alabama III Alabama IIII Alabama III Alabama III Alabama IIII Alabama IIIII Alabama IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	State									
Image: Addition additionaddition additionadditionadditaditin additionadditin additionadditionadditionaddit	⊞ Alabama									
□ Georgia EASLEY, CORA Principal Agency - Casualty No Active Qualification exists. Principal Agency - Life Principal Agency - Property Principal Agency - Property Principal Agency - Codent&Sickness El Idaho End Date End Date End Date 05-30-2023 Current Association Type State Association Type State Association Type Virginia Agent/Broker Other	⊞ Arizona									
DEAN AND DAVIS INSURANCE AGENCY EASLEY, CORA Principal Agency - Casualty No Active Qualification exists. Principal Agency - Life Principal Agency - Life Principal Agency - Property Principal Agency - Life Principal Agency - Life Principal Agency - Life Principal Agency - Property Principal Agency - No El Idaho Editoria Current Association State Association Type State Association Type Other Other Other Other Other State Association Type Position Begin Date End Date End Date State Association Type Other Other Other Other Other Other Other Other Other Other Other	🗆 Georgia									
Principal Agency - Casualty No Active Qualification exists. Principal Agency - Life Principal Agency - Property Pm Agy - Accident&Sickness El Idaho Current Association States Current Association States State Association Type Position Begin Date End Date State Registered California Agent Other 10-23-2023 Virginia Agent/Broker State Registered 05-30-2023 No Agent Other 05-30-2023 No Agent Other 05-30-2023 Agent Other 05-30-2023 State Registered State Registered Image: State State State State State Registered Current Association State Current Association Type Position Begin Date Image: State Registered State Registered Image: State Registered No State Registered Image: State Registered No Image: State Registered	DEAN AND DAVIS INSU	RANCE AGENCY			EASLEY, CO	RA				
Principal Agency - Life Principal Agency - Property Pr Agy - Accident&Sickness	Principal Agency - Cas	ualty			No Active Q	ualification exists.				
Principal Agency - Property Prn Agy - Accident&Sickness El Idaho Current Association Begin Date State Agent Current Association Type State State Agent Current Association Type State State Agent Current Association Type State State Agent Current Association Type State State Agent Current Agent Current Agent Current Agent Current Agent Current Agent Current Current Agent Current Cur	Principal Agency - Life									
Prn Agy - Accident&Sickness Begin Date End Date 05-30-2023 End Date Current Association States State Registered State Association Type Position Galifornia Agent Other 10-23-2023 Virginia Agent/Broker Secretary - Treasurer 05-30-2023 No Florida Agent/Broker Other 05-30-2023 No Ohio Agent Other 05-30-2023 05-30-2023 No	Principal Agency - Pro	perty								
B Idaho Current Association 05-30-2023 End Date OS-30-2023 Current Association States Current Association States Current Association Type Position Begin Date End Date State Registered State Association Type Position Begin Date End Date State Registered State Association Type Position Current Association Type State Registered Current Association Type Position Begin Date State Registered Other Other 0.0 Association State Georgia Association Type Agent Position Other Other State Registered Other State Registered Other Other Other State Registered Other Other <th <="" colspan="2" td=""><td>Prn Agy - Accident&Sid</td><td>kness</td><td></td><td></td><td></td><td></td><td></td><td></td></th>	<td>Prn Agy - Accident&Sid</td> <td>kness</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		Prn Agy - Accident&Sid	kness						
Current Association Begin Date End Date 05-30-2023 05-30-2023 Current Association States End Date California Agent Other 10-23-2023 Yes Virginia Agent/Broker Secretary - Treasurer 05-30-2023 No Florida Agent/Broker Other 05-30-2023 No Ohio Agent Other 05-30-2023 05-31-2023 No	⊞ Idaho									
Begin Date End Date 05-30-2023 05-30-2023 Current Association States End Date End Date State Association Type Position Begin Date End Date State Registered California Agent Other 10-23-2023 Yes Virginia Agent/Broker Secretary - Treasurer 05-30-2023 05-31-2023 No Florida Agent/Broker Other 05-30-2023 05-31-2023 No Ohio Agent Other 05-30-2023 05-30-2023 No Association State Georgia ✓ Agent Other 05-30-2023 05-30-2023 No Association State Georgia ✓ Other 05-30-2023 05-30-2023 No Association Type Agent ✓ Other 05-30-2023 05-30-2023 No Association Type Agent ✓ ✓ ✓ ✓ ✓ Position Other ✓ ✓ ✓ ✓ ✓ Begin Date 10-23-2023 ✓ ✓	Current Associatio	on								
O5-30-2023 Current Association States State Association Type Position Begin Date End Date State Registered California Agent Other 10-23-2023 Yes Virginia Agent/Broker Secretary - Treasurer 05-30-2023 05-31-2023 No Florida Agent/Broker Other 05-30-2023 05-31-2023 No Ohio Agent Other 05-30-2023 05-31-2023 No Association State Georgia ✓ Agent Other 05-30-2023 05-30-2023 No Association State Georgia ✓ ✓ Other 05-30-2023 05-30-2023 No Association Type Agent ✓ ✓ ✓ ✓ ✓ Association Type Agent ✓ ✓ ✓ ✓ ✓ ✓ Begin Date 10-23-2023 I ✓ ✓ ✓ ✓ ✓ State Registered Image: State Registered Image: State Registered Image: State Registered Image: State Registered		Begin Date					End Date			
Current Association States State Association Type Position Begin Date End Date End Date State Registered California Agent Other 10-23-2023 Yes Virginia Agent/Broker Secretary - Treasurer 05-30-2023 05-31-2023 No Florida Agent/Broker Other 05-30-2023 05-31-2023 No Ohio Agent Other 05-30-2023 05-30-2023 No Agent Other 05-30-2023 05-30-2023 No Agent Other 05-30-2023 05-30-2023 No		05-30-2023								
State Association Type Position Begin Date End Date State Registered California Agent Other 10-23-2023 Yes Virginia Agent/Broker Secretary - Treasurer 05-30-2023 05-31-2023 No Florida Agent/Broker Other 05-30-2023 05-31-2023 No Ohio Agent Other 05-30-2023 05-30-2023 No Association State Georgia ✓ Agent Virginia No Association Type Agent ✓ No No No Association State Georgia ✓ No No No Association Type Agent ✓ No No No Association Type Agent ✓ No No No Association Type Agent ✓ No No No State Registered Other ✓ No No No Magent ✓ ✓ ✓ ✓ No No State Registered Other ✓	Current Associatio	on States								
CaliforniaAgentOther10-23-2023YesVirginiaAgent/BrokerSecretary - Treasurer05-30-202305-31-2023NoFloridaAgent/BrokerOther05-30-202305-30-202305-30-2023NoOhioAgentOther05-30-202305-30-2023NoAssociation StateGeorgia~Association TypeAgent~PositionOther~Begin Date10-23-202310State Registered@ Yes O No	State	Association Type		Positior	ı	Begin Date	End Date	State Registered		
VirginiaAgent/BrokerSecretary - Treasurer05-30-2023NoFloridaAgent/BrokerOther05-30-202305-31-2023NoOhioAgentOther05-30-202305-30-2023NoAssociation StateGeorgia~Association TypeAgent~PositionOther~Begin Date10-23-202310State Registered \relline	California	Agent		Other		10-23-2023		Yes		
Florida Agent/Broker Other 05-30-2023 05-31-2023 No Ohio Agent Other 05-30-2023 05-30-2023 No Association State Georgia ~ Agent ~ Agent ~ Association Type Agent ~ ~ Agent ~ Agent ~ Position Other ~ ~ Begin Date 10-23-2023 • — — State Registered • Yes O No No — — — —	Virginia	Agent/Broker		Secretary - Tre	easurer	05-30-2023		No		
Ohio Agent Other 05-30-2023 05-30-2023 No Association State Georgia Association Type Agent Position Other Begin Date 10-23-2023 State Registered © Yes O No	Florida	Agent/Broker		Other		05-30-2023	05-31-2023	No		
Association State Georgia Association Type Agent Position Other Begin Date 10-23-2023 State Registered Yes O No	Ohio	Agent		Other		05-30-2023	05-30-2023	No		
Association Type Agent Position Other Begin Date 10-23-2023 State Registered Yes O No	Association State	Georgia	~							
Position Other Begin Date 10-23-2023 State Registered • Yes O No	Association Type	Agent	~]							
Begin Date 10-23-2023 □ State Registered	Position	Other	<u> </u>							
State Registered	Begin Date	10-23-2023								
	State Registered	🔍 Yes 🔘 No								

9. The association will now appear on the page.

Section: Add Individual Firm Associations/Association States

Current Associatio	n				
	Begin Date			End Date	
	05-30-2023				
Current Associatio	on States				
State	Association Type	Position	Begin Date	End Date	State Registered
California	Agent	Other	10-23-2023		Yes
Georgia	Agent	Other	10-23-2023		Yes
Virginia	Agent/Broker	Secretary - Treasurer	05-30-2023		No
Florida	Agent/Broker	Other	05-30-2023	05-31-2023	No
Ohio	Agent	Other	05-30-2023	05-30-2023	No



Terminate Associations

Use the Terminate Individual Firm Association State page to record the inactivation of one or multiple state associations (affiliations) between an individual producer and a firm.

Terminate State Associations from an Individual Record

Follow these steps to terminate state associations from an individual's record.

1. Click the Firm Associations quick link.

Review/Update Individual							
a EASLEY, CORA 💿 🔆	r 🖈 🔻			Search Produc			
External System ID	Active BU	NPN	Resident State/License	Additional States/Licenses			
2050	☑ DEFAULT	100000028	VA / 736178				
■ Expand All							
Individual Details	Agreements		Locations and Departments	Securities Information			
Producer Business Rules	Firm Associations		Costs	Authorization Overrides			
Resident States	Employment History		Education Credentials	Compensation Profile			
External Sys IDs	Aliases		Course Completions	oompensation rome=			
Contact Information	Data Reconciliation		Third Party Certifications				
Address History	State Producer Numbe	ers	License Applications				
Email Messages	Required Items		Comments				
Licenses/Qualifications	Background Investiga	tions	Transaction History				
Appointments	Business Units		Professional Liability				

- 2. Click the **Expand** button (1) next to the firm. You can then see all the Association States that are linked to the producer.
- 3. Click **Terminate** next to the association you need to remove.

⊞ A ⊟ F	gre irm	ements Associatior	IS					Тор Тор
							٩	dd New Firm Association
		EIN		Firm			Begin Date	End Date
Ŧ		00-6233077	DEAN AND DAVIS INSURANCE AGENCY				05-30-2023	
Θ		64-7646741	FAIRFIELD AGENCY				05-30-2023	
	Asso	ociation States					Α	dd New Association State
		State	Association Type	Position	Begin Date	End Date	State Registered	
	÷	Virginia	Employee	Other	05-30-2023		Yes	Terminate
				Co	rrect Association Da	ata		

- 4. You will be directed to the Terminate Individual Firm Association State page.
- 5. You can choose to terminate all the association states with the firm, or you can select the state(s) you want to terminate.
- 6. Click **Save**.



-							
Curre	ent Association						
		Begin Date			End Date	•	
		05-30-2023					
Selec	ct association sta	ites to terminate:					
0 AI	l association states						
Set	Selected Current Association States (select below)						
	Current Associat	ion States					
	State	Association Type	Position	Begin Date	End Date	State Registered	
	Virginia	Employee	Other	05-30-2023		Yes	
End	Date	10-23-2023					
						Save	

7. The page will update, and you will no longer see the association in the **Current Association** section.

Current Association					
	Begin Date	End Date			
No Association exists.					
End Date	10-23-2023	Save			

Terminate State Associations from a Firm's Producer Record

Follow these steps to terminate sales authorizations from a firm association record by searching for an individual producer.

1. Click the Individual Associations quick link.

Review/Update Firm							
🐀 DEAN AND DAY	🗽 DEAN AND DAVIS INSURANCE AGENCY 💿 🍲 🍲 👻 🗸 Search Produce						
EIN	External System ID	Active BU	NPN	Resident State/License	Additional States/Licenses		
00-6233077		☑ DEFAULT	200000019	GA / 70443			
This producer has	s 3 active service reques	s in Producer Express: 10300967, 102963	38, 10296275				
Expand All		A second states and a	Building	11 24			
Firm Details		Appointments	Business	Units			
Producer Business	s Rules	Adreements	Required	Items			
Resident States		Individual Associations	License A	pplications			
External Sys IDs		Costs	Comments	S			
Contact Informatio	n	Aliases	Transactio	on History			
Address History		Data Reconciliation	Profession	nal Liability			
Email Messages		State Producer Numbers	Authorizat	tion Overrides			
Licenses/Qualifica	tions	FINRA Information	Compensa	ation Profile			
	N	ew PX Request Verify Sa	les Authorization	Review Sircon Subscripti	on		



2. Click Terminate a State Association.

Ē	Agreements Individual Associations			Тор Тор
				Add New Individual Association
	EIN	Individual	Begin Date	End Date
		Add New I	Individual Association or State Association	
			View Individual Associations	
			Terminate a State Association	
			Correct Association Data	

- 3. Enter at least one of the search criteria to locate the individual producer.
- 4. Click **Search**.

Firm		Terminate Indiv	vidual Firm Ass	ociation State	
🐀 DEAN AN	ID DAVIS INSURANCE AGE	NCY 💿 😭 🎓 🎓			Search Producer
EIN	External System ID	Active BU	NPN	Resident State/License	Additional States/Licenses
00-6233077		☑ DEFAULT	200000019	GA / 70443	
This produ	ucer has 3 active service requests in	Producer Express: 10300967, 10296	338, 10296275		
Please enter a	t least one of the search crite	ria below:	Search Individual		
Last EASL	EY	First		Middle	
SSN			NPN		
License Nu	mber		License State		<u> </u>
External Sy	vstem ID		Primary Exter	rnal ID Only (
Records Per P	age: 10 🗸				Search Cancel

- 5. You will be directed to the Terminate Individual Firm Association State page.
- 6. You can choose to terminate all the association states with the firm, or you can select the state(s) you want to terminate.
- 7. Click **Save**.

Curr	ent Associatior	1				
		Begin Date			End Date	
		05-30-2023				
Sele	ct association s					
<u>о</u> АІ	I association states					
0 S	elected Current Ass	sociation States (select below)				
	Current Associ	ation States				
	State	Association Type	Position	Begin Date	End Date	State Registered
	California	Agent	Other	10-23-2023		Yes
	Georgia	Agent	Other	10-23-2023		Yes
	Virginia	Broker	Secretary - Treasurer	05-30-2023		Yes
End	Data	10-24-2023				
	Date	10-24-2020				Save Return
						Save



8. The page will update, and you will no longer see the association in the **Current Association** section.

Curre	Current Association							
	Begin Date				End Date			
		10-23-2023						
Selec	ct association states	s to terminate:						
🔍 🔘 Al	Il association states							
O Se	elected Current Associatio	on States (select below)						
	Current Association	States						
	State	Association Type	Position	Begin Date	End Date	State Registered		
	California	Agent	Other	10-23-2023		Yes		
	Georgia	Agent	Other	10-23-2023		Yes		
End	Date							
	Date					Sava Datura		
						Save		



Section: Correct State Association Data

Correct State Association Data

Use the Correct State Association Data page to correct individual-to-firm association information in a selected state. You can access the page from an individual's producer record or from a firm's producer record.

1. Click the Individual Associations quick link.

Review/Update Firm							
1 DEAN AND D	👷 DEAN AND DAVIS INSURANCE AGENCY 💿 🍲 🍲 🗢 Search Produce						
EIN	External System ID	Active BU	NPN	Resident State/License	Additional States/Licenses		
00-6233077			200000019	GA / 70443			
This producer h	nas 3 active service reques	sts in Producer Express: 10300967, 102963	38, 10296275				
Expand All							
Firm Details		Appointments	Business	Units			
Producer Busine	ss Rules	Agreements	Required I	tems			
Resident States		Individual Associations	License A	pplications			
External Sys IDs		Costs	Comments	5			
Contact Informat	ion	Aliases	Transactio	on History			
Address History		Data Reconciliation	Profession	nal Liability			
Email Messages		State Producer Numbers	Authorizat	tion Overrides			
Licenses/Qualific	cations	FINRA Information	Compensa	ation Profile			
			-				

2. Click Correct Association Data.

□ Individual Associations	3		Тор
			Add New Individual Association
EIN	Individual	Begin Date	End Date
	Add New Indivi	dual Association or State Association	
	Vie	v Individual Associations	
	Tern	ninate a State Association	
	C	orrect Association Data	

- 3. Enter at least one of the search criteria to locate the producer.
- 4. Click **Search**.

		Correct	State Associatio	on Data	
Firm					
🐀 DEAN AI	ND DAVIS INSURANCE AGEN	CY 💿 😭 🏫 🏠			Search Produce
EIN	External System ID	Active BU	NPN	Resident State/License	Additional States/Licenses
00-6233077		DEFAULT	200000019	GA / 70443	
This proc	ducer has 3 active service requests in Pr	roducer Express: 10300967, 10296	338, 10296275		
			Search Individual		
Please enter a	at least one of the search criteria	a below:	Search Individual		
Please enter a	at least one of the search criteria	a below: First	Search Individual	Middle	
Please enter a Last EASI SSN	at least one of the search criteria	a below: First	Search Individual	Middle	
Please enter a Last EASI SSN License Nu	at least one of the search criteria LEY	a below: First	Search Individual NPN License State	Middle	
Please enter a Last EASI SSN License Nu External S	at least one of the search criteria LEY	a below: First	Search Individual NPN License State Primary Extern	Middle	

Section: Correct State Association Data

Note: If you are correcting the state data from the individual producer's record, you will need to search for the name of the firm.

- 5. Select the state association details you want to correct by clicking the checkbox next to the state.
- 6. At the bottom of the page, correct the data in any of the following fields:
 - Association Type
 - Position
 - Begin Date
 - End Date
 - State Registered
- 7. Click **Save**.

irm		(Correct State As	sociation I	Data		
📜 DEAN A	ND DAVIS INSU	RANCE AGENCY 💿 🍲 🍲 🍲	*				Search Produc
IN	External Sy	stem ID Active B	U NPN	F	Resident State/License	Additio	onal States/Licenses
0-6233077		⊞ DEF	AULT 20000	00019	GA / 70443	⊞ Al	_ / 416295
This pro	ducer has 3 active se	rvice requests in Producer Express: 10	300967, 10296338, 10296275				
ndividual							
EASLEY	, CORA 💿 🕁 🖌	1 A A					Search Produc
xternal Syster	n ID	Active BU	NPN	Resident St	ate/License	Additional S	States/Licenses
050		☑ DEFAULT	100000028	VA / 73617	78		00000005
urrent As	sociation						
		Begin Date				End Date	
Asso	ciation States	6					
	State	Association Type	Posi	tion	Begin Date	End Date	State Registered
	California	Agent	Oth	ier	10-23-2023		Yes
	Georgia	Agent	Oth	ier	10-23-2023		Yes
							No
	Virginia	Agent/Broker	Secretary -	Treasurer	05-30-2023		INO
	Virginia Florida	Agent/Broker Agent/Broker	Secretary - Oth	Treasurer	05-30-2023	05-31-2023	No
	Virginia Florida Ohio	Agent/Broker Agent/Broker Agent	Secretary - Oth Oth	Treasurer her her	05-30-2023 05-30-2023 05-30-2023	05-31-2023 05-30-2023	No No

Section: Correct State Association Data

8. The information will be updated on the page and in the producer record.

Curr	ent As	sociation					
			Begin Date			End Date	
			05-30-2023				
Sele	ct the S	tate Association	(s) to correct:				
	Asso	State	S Association Type	Position	Begin Date	End Date	State Registered
		California	Agent	Other	10-23-2023		Yes
		Georgia	Agent	Other	10-23-2023		Yes
		Virginia	Broker	Secretary - Treasurer	05-30-2023		Yes
		Florida	Agent/Broker	Other	05-30-2023	05-31-2023	No
		Ohio	Agent	Other	05-30-2023	05-30-2023	No
Asso Posi Begi End State	ociatio tion in Date Date e Regi	on Type e stered	✓ ✓ ✓ ✓ Yes ● No			Save	Return Save and Return

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Section: APPENDIX 1: Sircon for Carriers Help Resources

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. At <u>My</u> <u>Vertafore</u> 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

Can't find what you are looking for at My Vertafore? Our Customer Support team is here to help. <u>Click here to email Support</u> or call 877-876-4430.

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Section: APPENDIX 2: Document History

APPENDIX 2: Document History

Version	Revision Date	Revision Record
1.0	10/19/2023	Original Document



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