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Sircon
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SIRCON FOR CARRIERS

Firm Associations

Vertafore

Section: Overview

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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.

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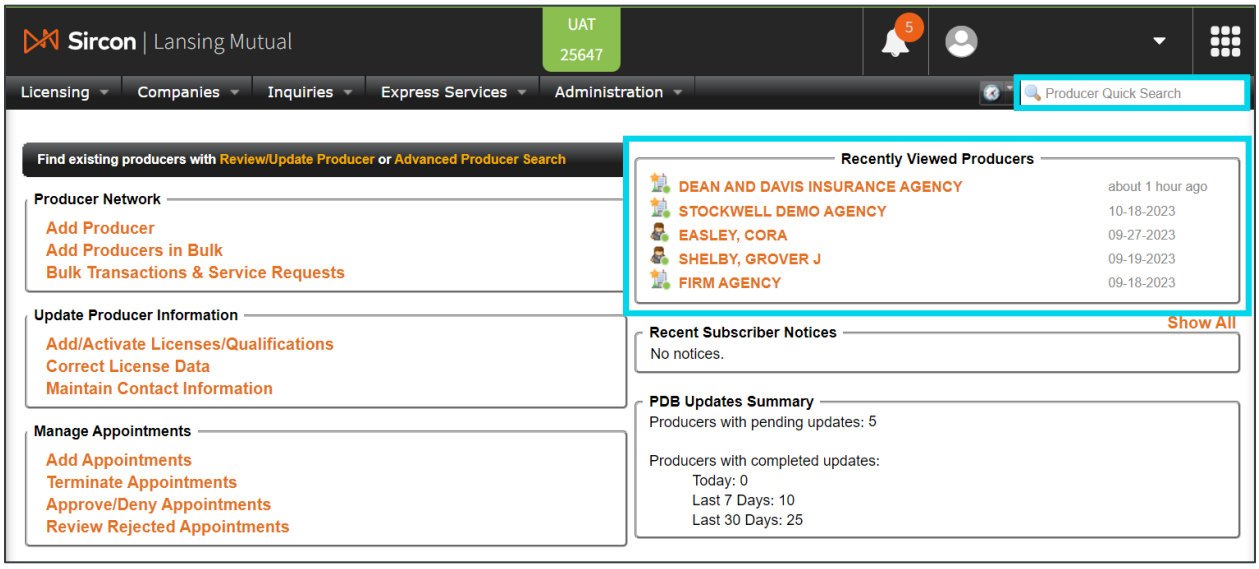
View Firm Associations

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.



Note: Refer to the Adding and Searching for Producers 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.

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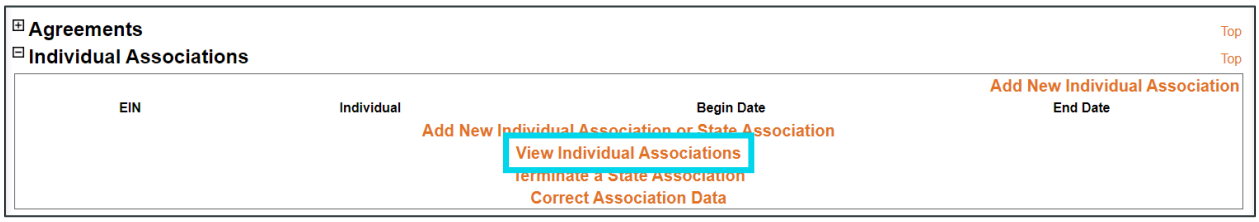
Section: View Firm Associations

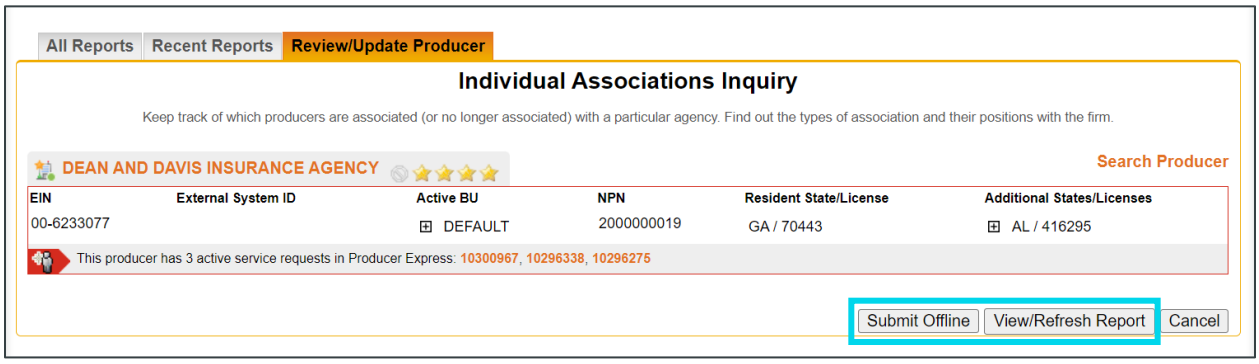
1. From a firm producer record, click the **Individual Associations** quick link.

2. Click the **View Individual Associations** button.



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.



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

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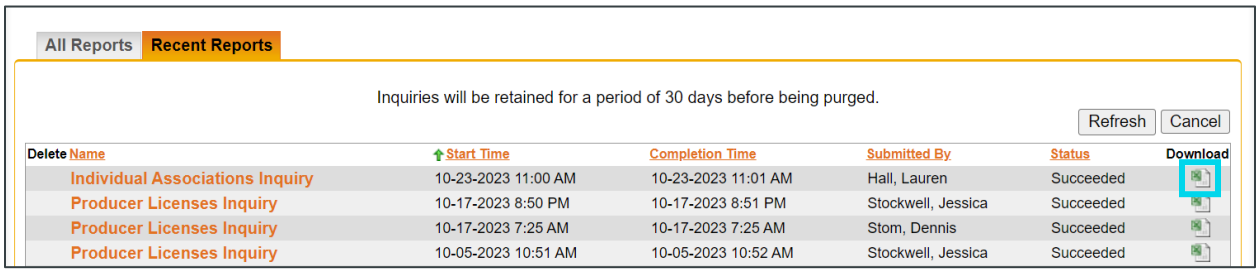
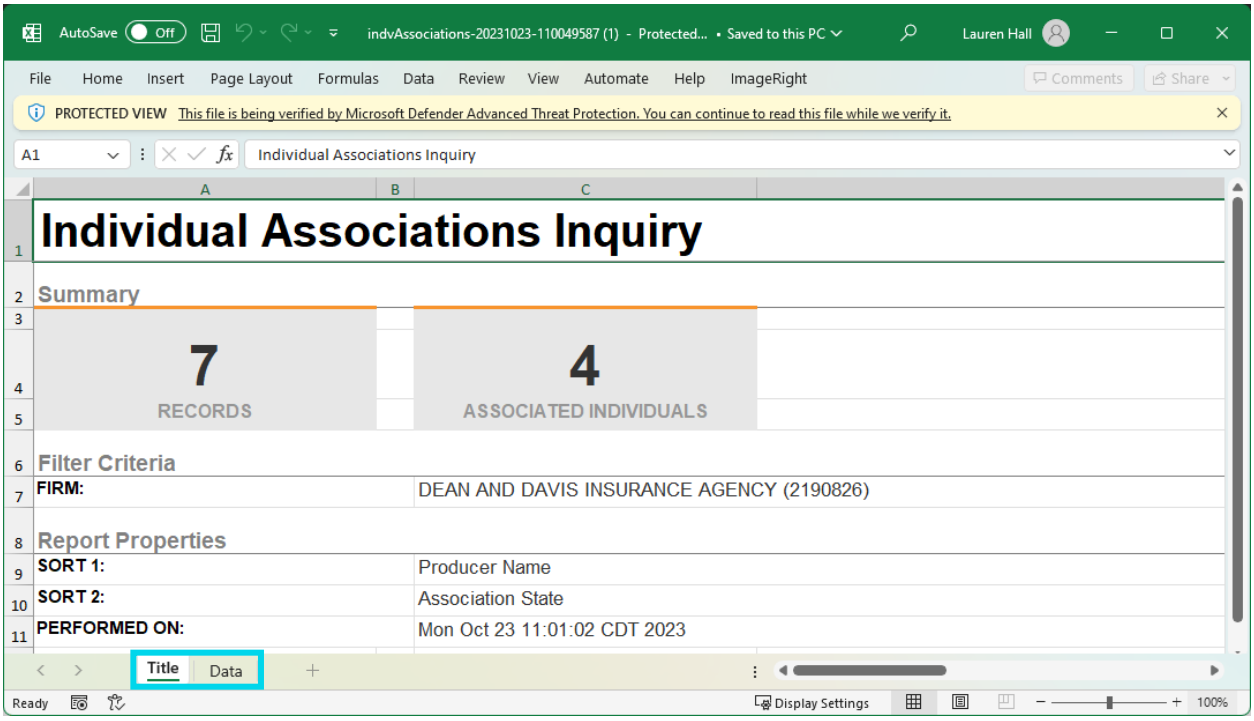
5. Click the **Excel** button to download a copy of the report.



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.



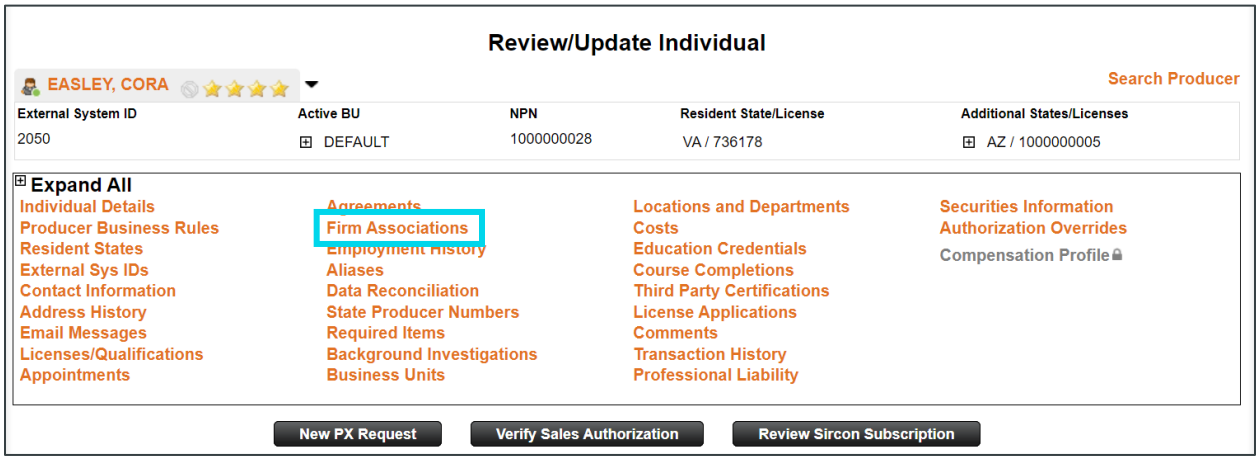
Section: View Firm Associations

View Firm Associations

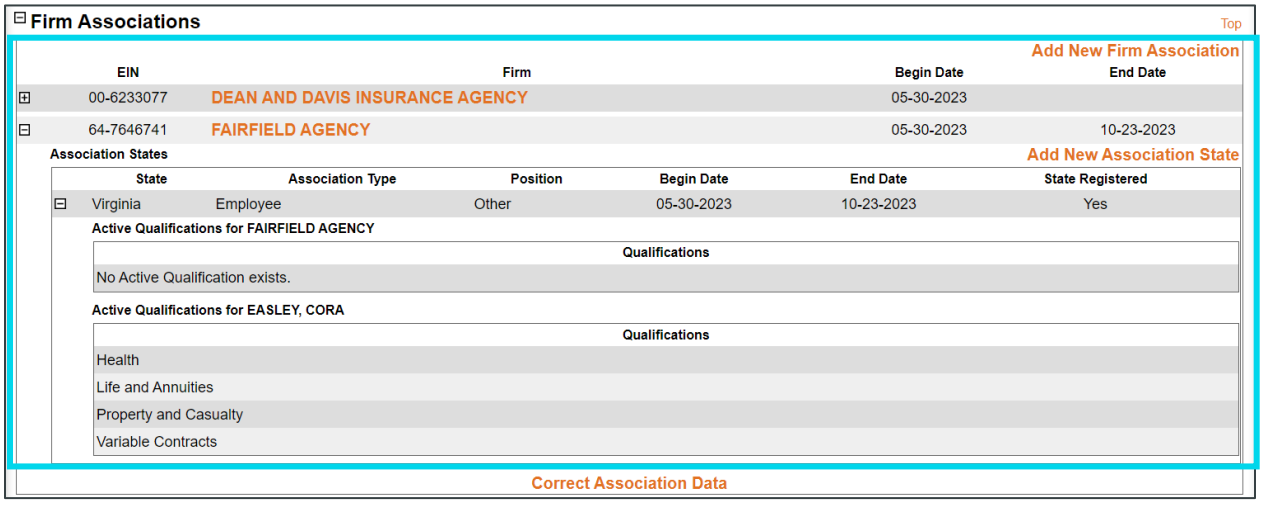
Follow these steps to view all the firm associations that are connected to an individual producer.

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

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



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



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

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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.

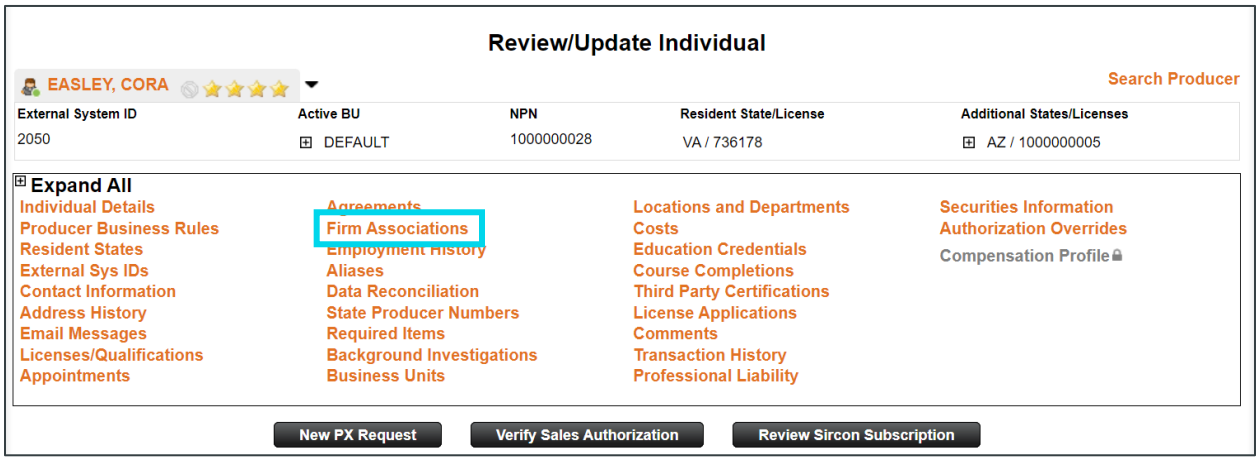
There are two different ways to add associations. You can:

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

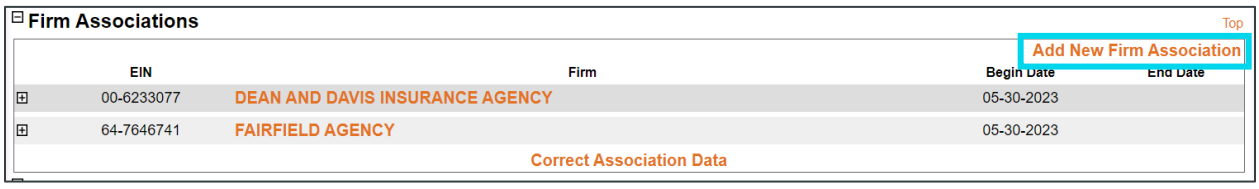
Add Firm Association from Individual Producer Record

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

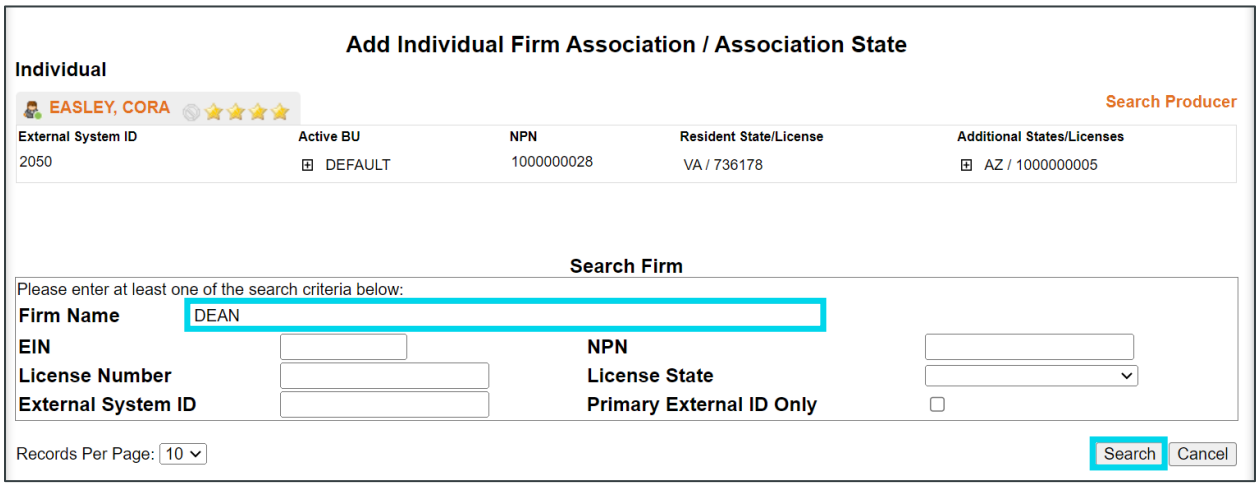
1. Click the **Firm Associations** quick link.



2. Click **Add New Firm Association**.

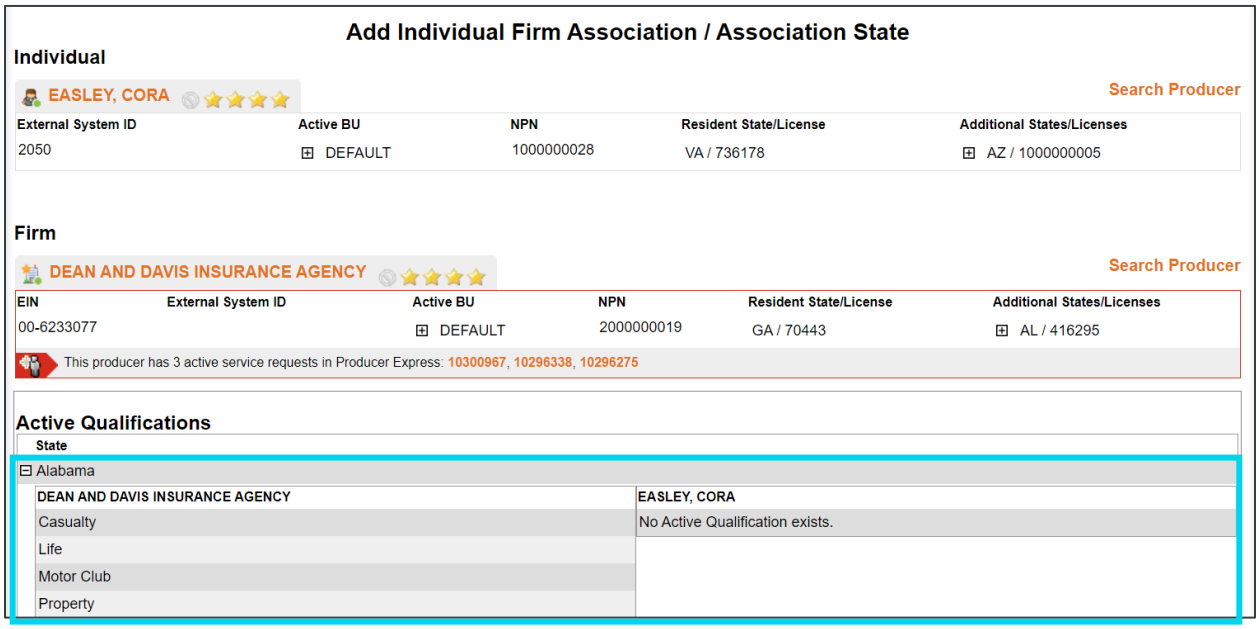


3. Enter at least one of the search criteria to locate the name of the firm/agency for the association.
4. Click **Search**.

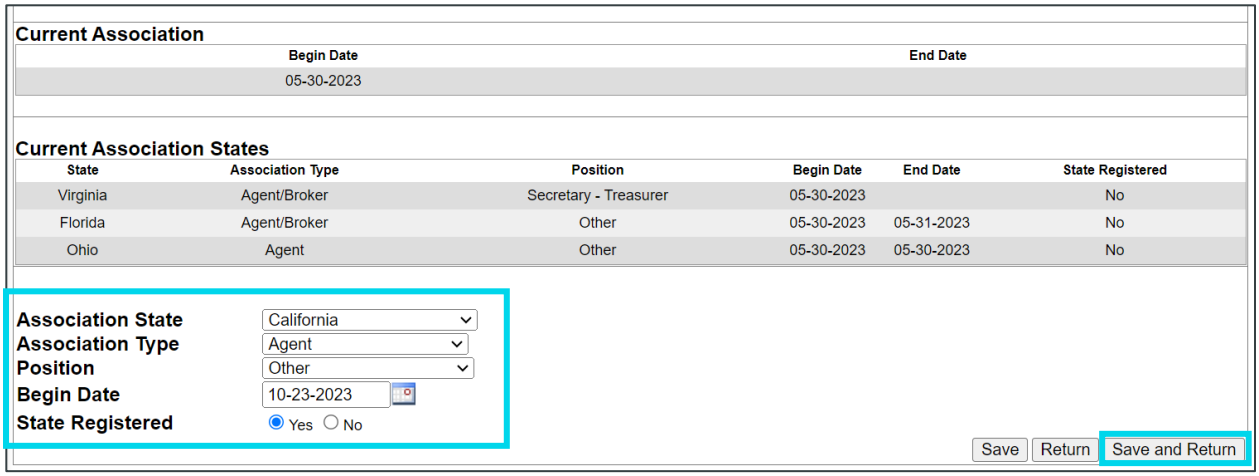


5. You will now see the *Add Individual Firm Association/Association State*. Here you will see details about the Individual and the Firm.
6. In the **Active Qualifications** section, you will see all the qualifications that are held by both the individual and firm for each state. Click the **Expand**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



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 individual-to-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.

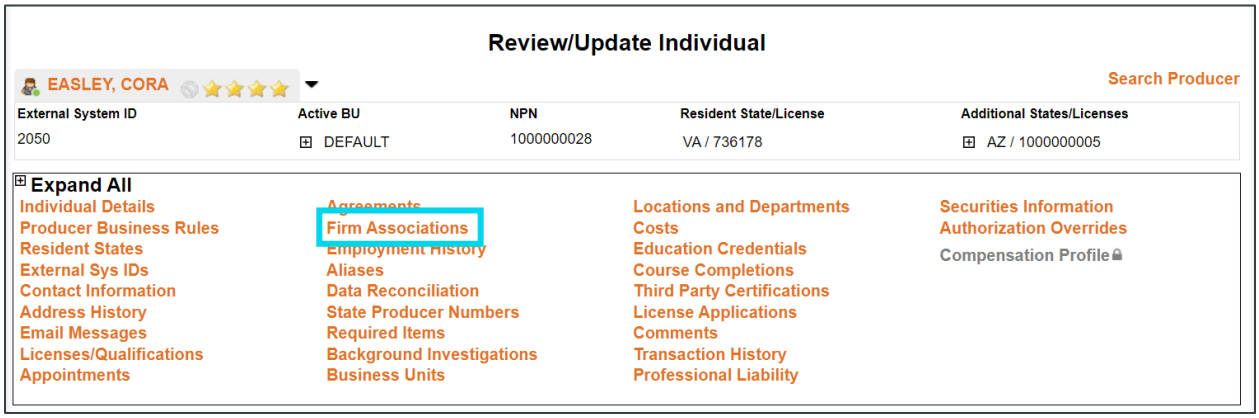


Note: All data that is added or updated using this page will apply only to the affected record in Producer Central. The data will not be transmitted directly to states nor update state records.

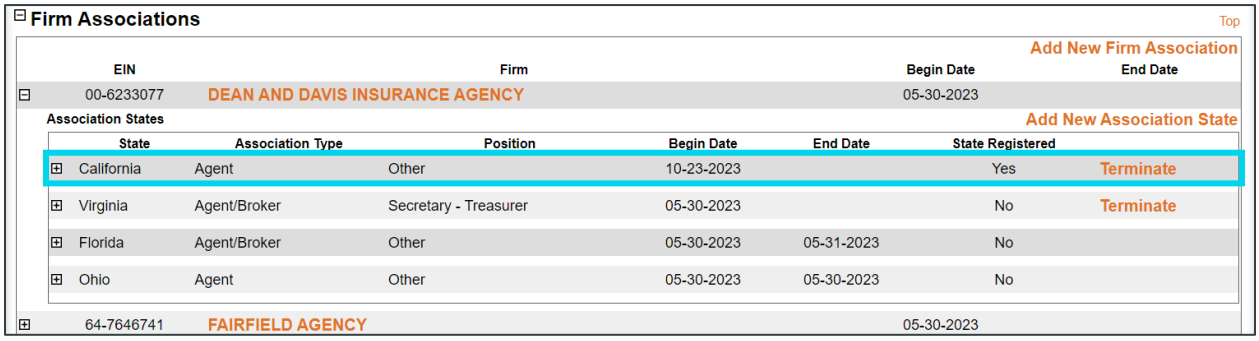
Note: The **Association Type** and **Position** dropdown menus can be user-configured on the *Maintain Codes* page by users with administrative permissions. Refer to the Administration in Producer Central Quick Guide.

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.



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

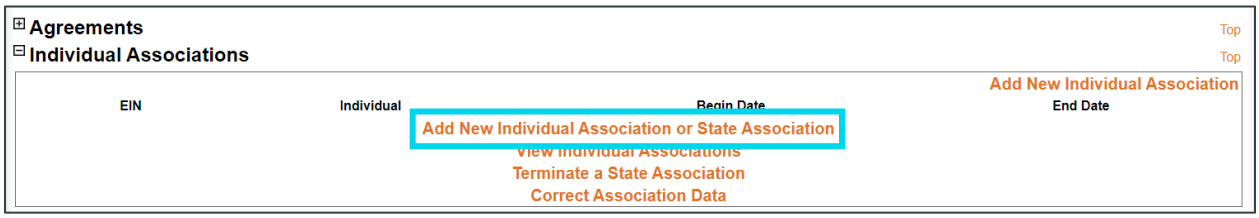


Add Individual Association from a Firm Producer Record

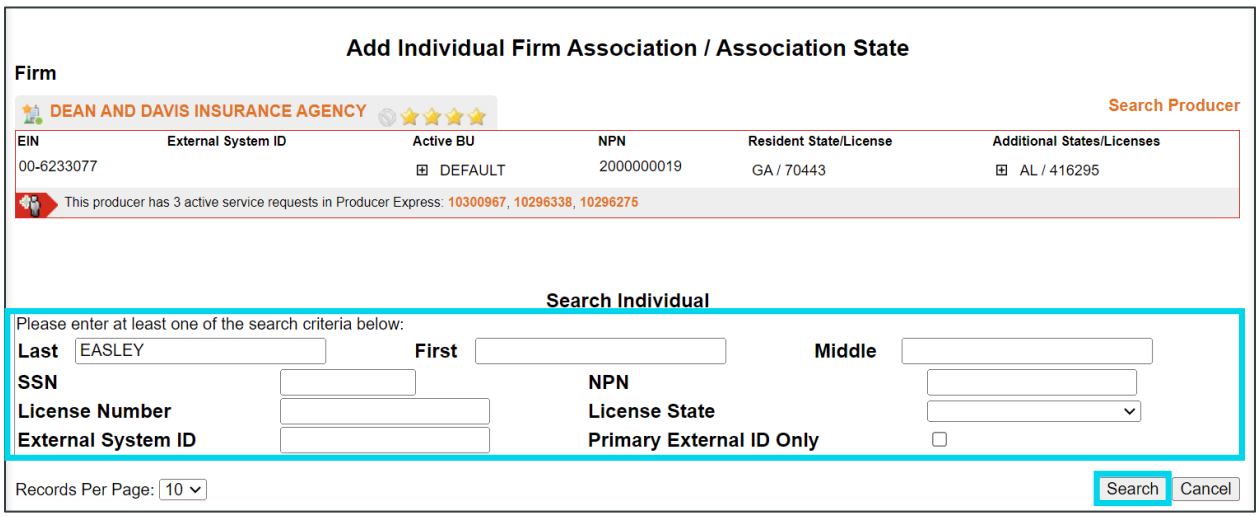
Follow this process to add an individual association to a firm's producer record.

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

2. Click **Add New Individual Association or State Association**.



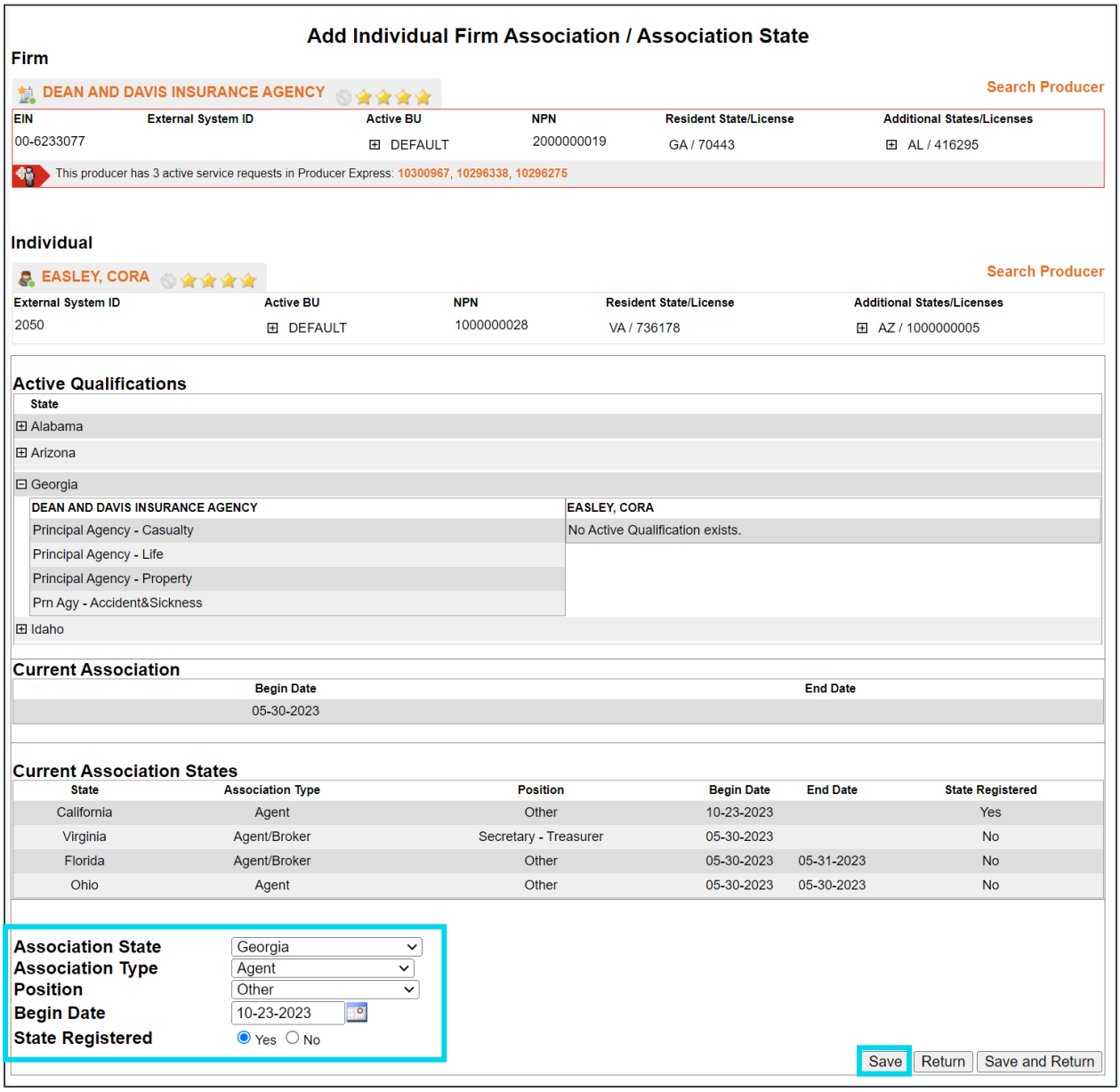
3. Enter at least one of the search criteria to find the name of the individual.
4. Click **Search**.



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 individual-to-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).

8. Click **Save and Return** to submit the association.



9. The association will now appear on the page.

Section: Add Individual Firm Associations/Association States

Current Association

Begin Date	End Date
05-30-2023	

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
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

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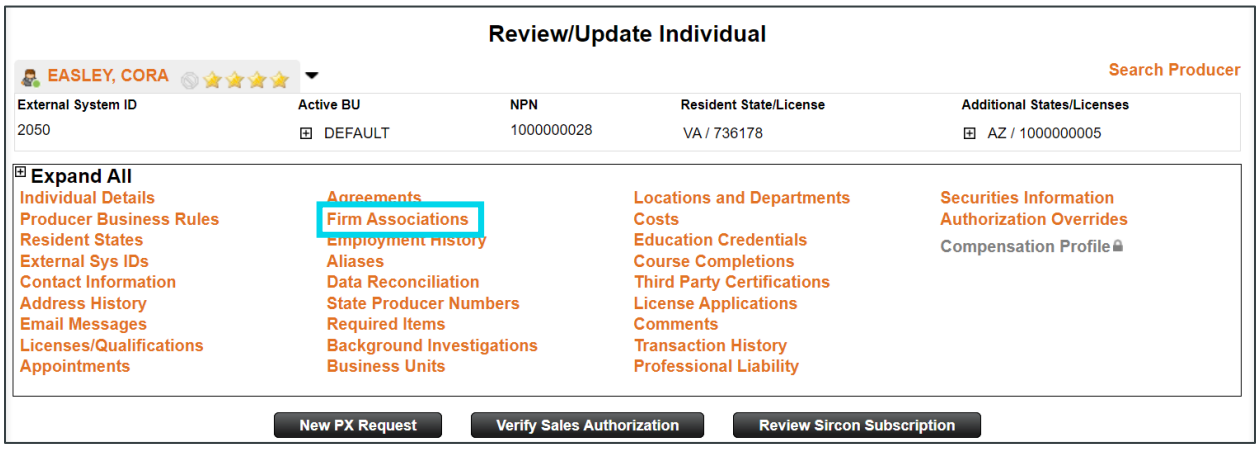
Terminate Associations

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.

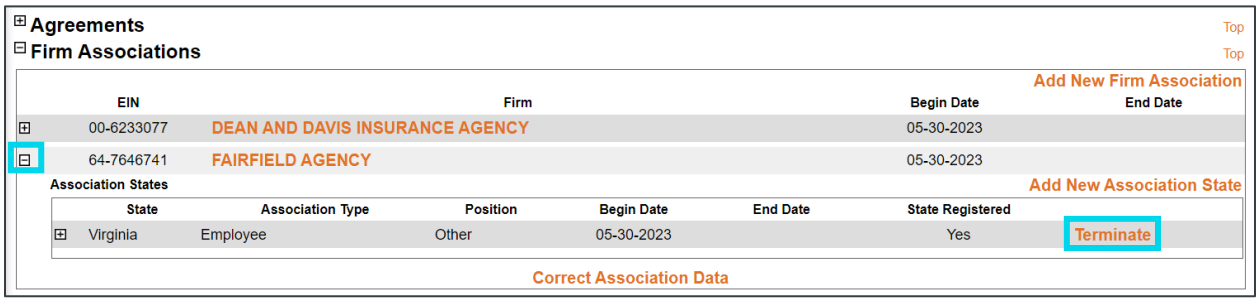
Terminate State Associations from an Individual Record

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

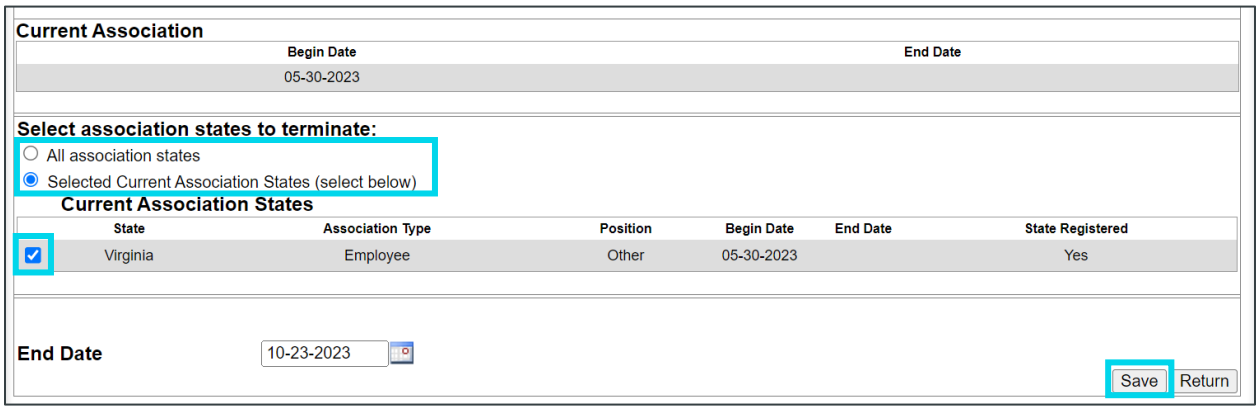
1. Click the **Firm Associations** quick link.



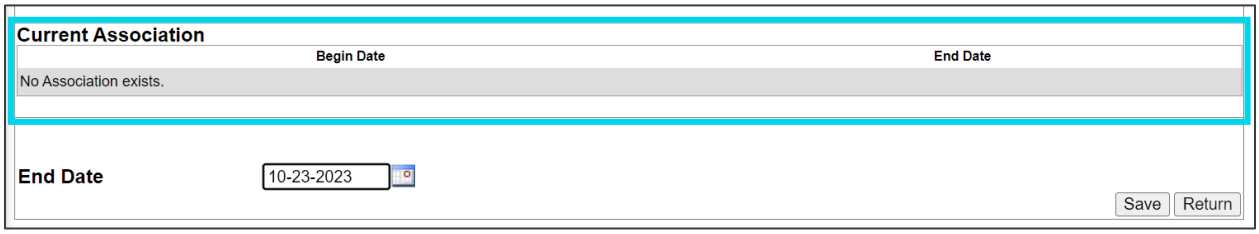
2. Click the **Expand** button (⊞) next to the firm. You can then see all the Association States that are linked to the producer.
3. Click **Terminate** next to the association you need to remove.



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**.



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



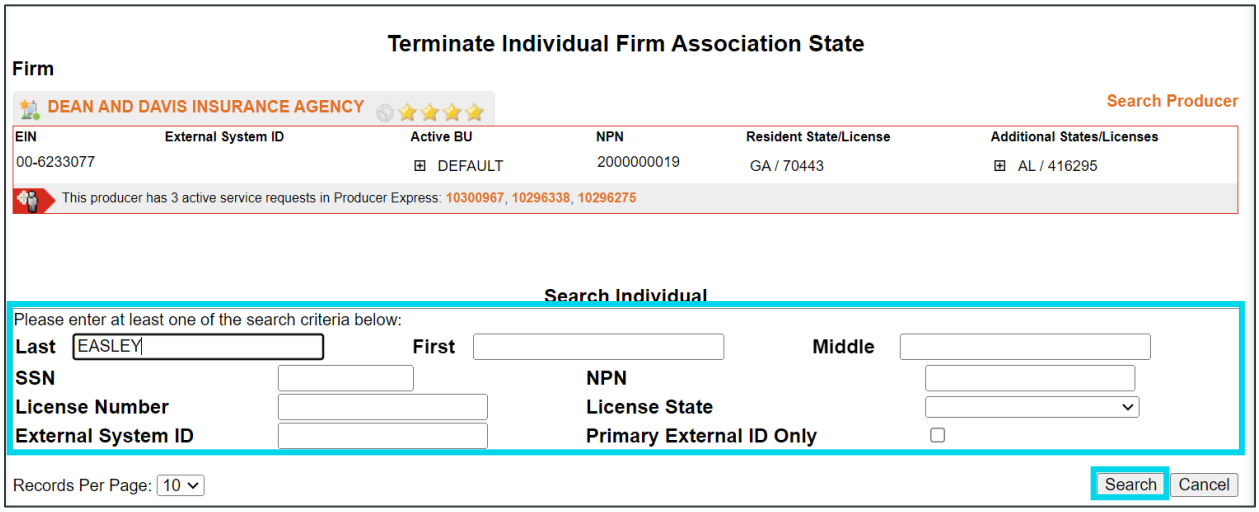
Terminate State Associations from a Firm's Producer Record

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

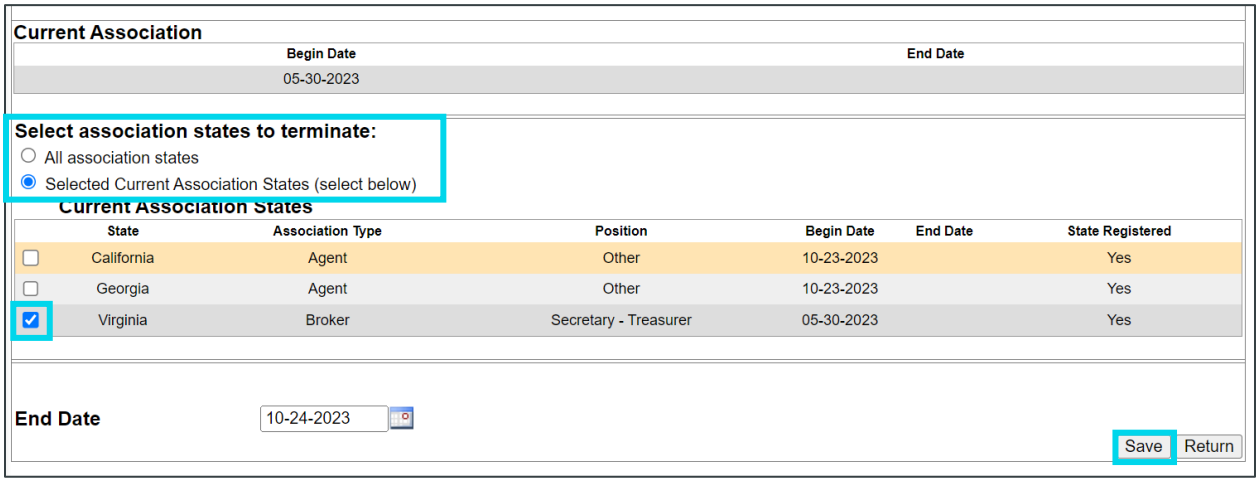
1. Click the **Individual Associations** quick link.

2. Click **Terminate a State Association**.

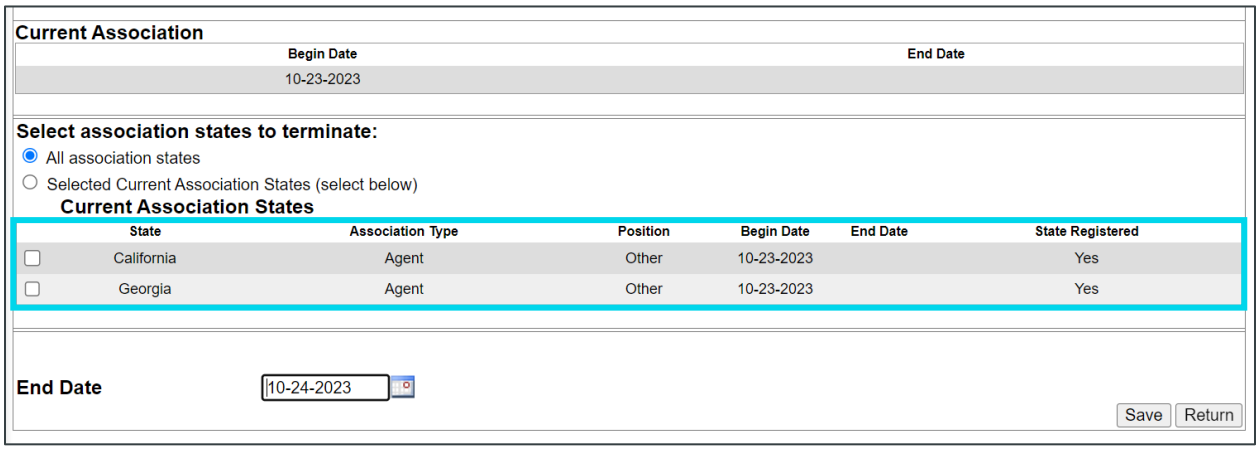
3. Enter at least one of the search criteria to locate the individual producer.
4. Click **Search**.



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**.



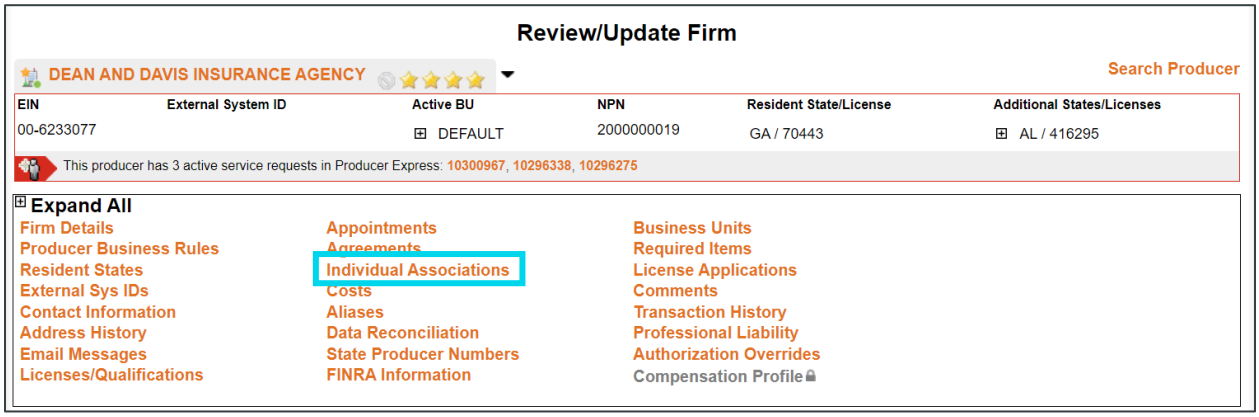
8. The page will update, and you will no longer see the association in the **Current Association** section.



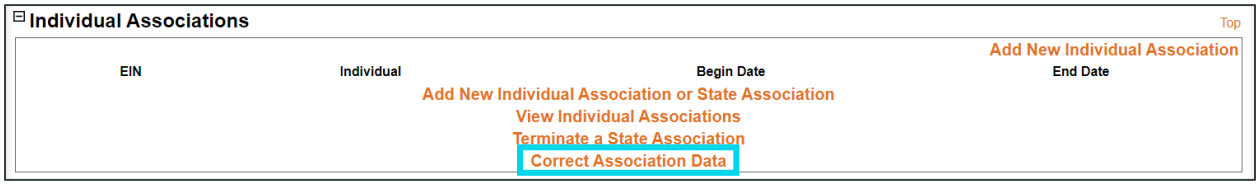
Correct State Association Data

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.

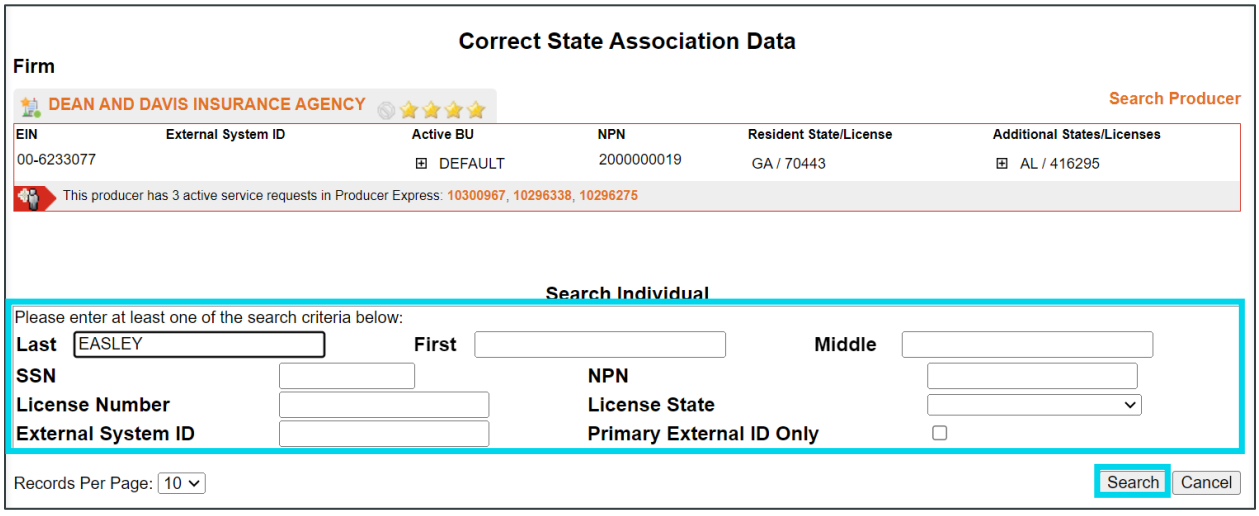
1. Click the **Individual Associations** quick link.



2. Click **Correct Association Data**.

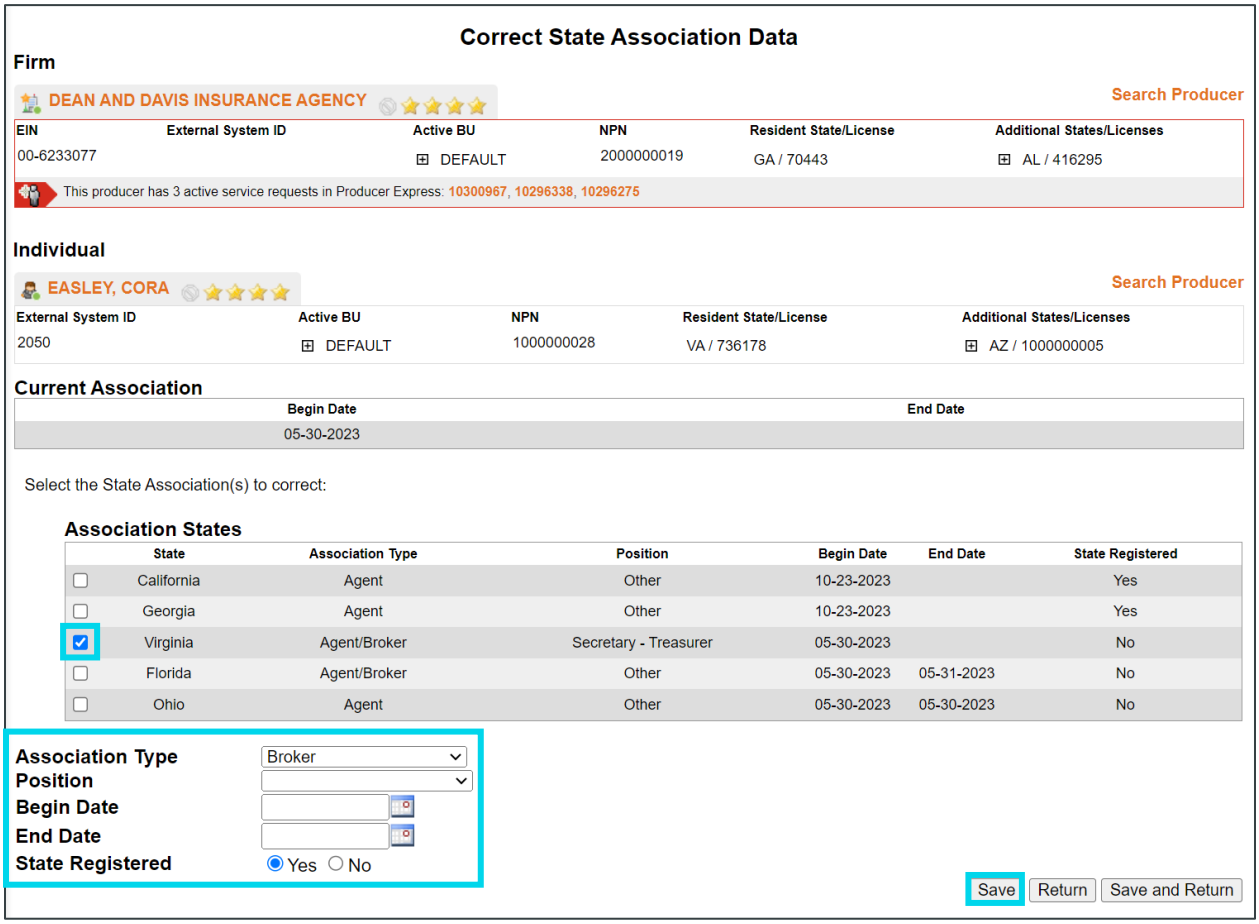


3. Enter at least one of the search criteria to locate the producer.
4. Click **Search**.

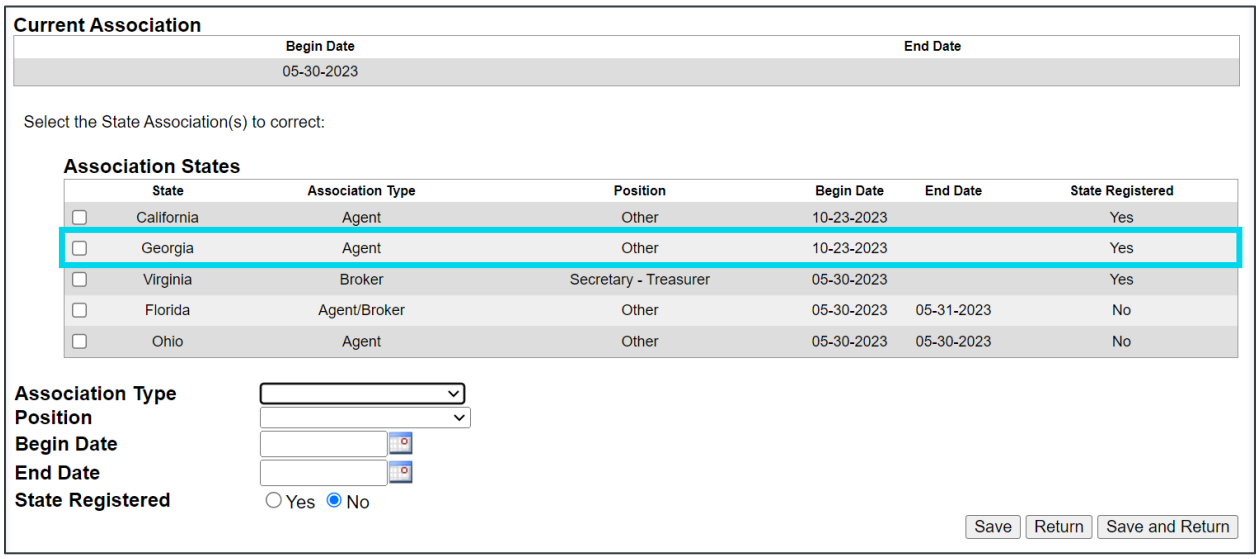


> **Note**: If you are correcting the state data from the individual producer's record, you will need to search for the name of the firm.

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**.



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



APPENDIX 1: Sircon for Carriers Help Resources

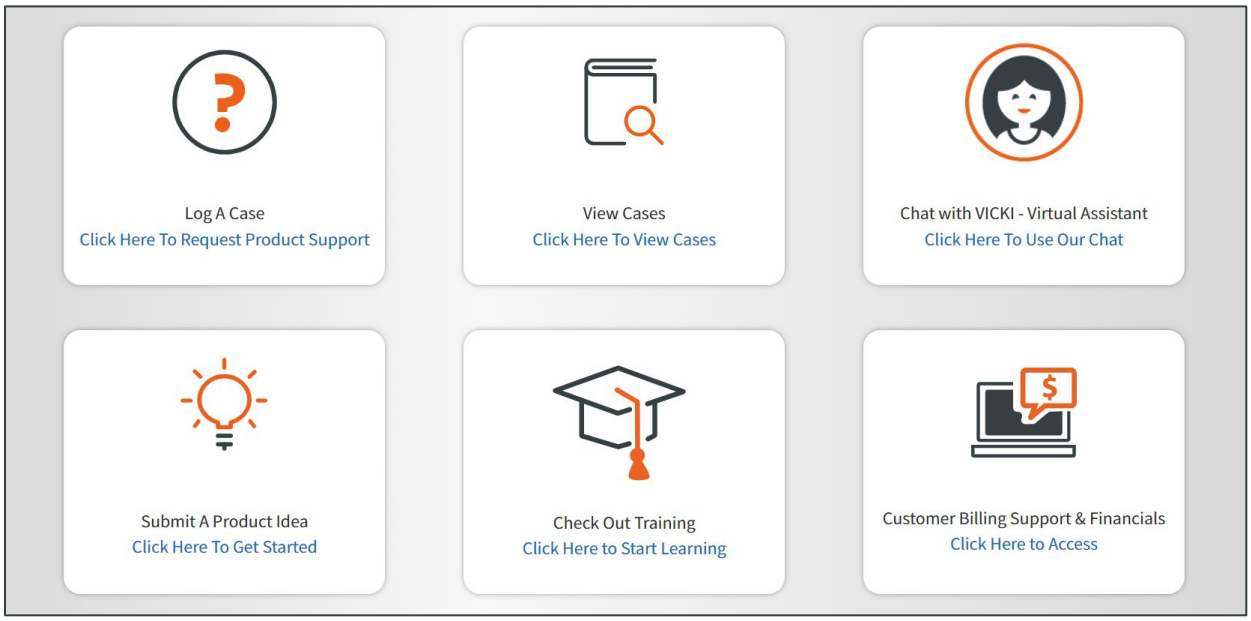
Help is just a click away. Vertafore has two resources available to support you 24/7:

- My Vertafore
- Sircon Support

My Vertafore

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

Can't 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.

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APPENDIX 2: Document History

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

999 18th St | Denver, CO, 80202 | 877.876.4430| Vertafore.com

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