



POWERING
YOUR
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Interactive Reporting

Using PDB Producer Data

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Section: Overview

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Overview

Background and Introduction

Vertafore provides PDB Producer data in the Interactive Reports.

PDB Producer data includes helpful information such as Third Party Appointments and Regulatory actions.

What will be covered?

We will cover how to use PDB Producer Data in your Interactive Reports.

Who should use this document?

Carriers

When should you use this document?

You need to create a producer report that includes PDB Producer Data.

SAMPLE USE CASES OF PDB PRODUCER DATA:

Third Party Appointments:

You are a carrier that has an agreement that captive agents will only work for your company. You want to determine if other carriers have appointed an agent.

Regulatory Actions

You are a carrier who wants to know if agents have had regulatory actions taken against them.

Feature Capabilities and Benefits

Capabilities

- Carriers use PDB Producer data to determine if producers are appointed to other companies.
- Carriers use the PDB Producer data to determine if producers have regulatory actions in effect.

Benefits

- Carrier can ensure that producers remain compliant with insurance regulations.
- Carrier can identify potentially higher risk producers with a history of regulatory actions
- Carrier can ensure that producers do not violate their contractual obligations by creating an appointment with other companies.

Before You Begin

Prerequisites

- PDB data is available to accounts using:
 - Producer Central
- PDB daily updates must be turned on for agencies and individuals for the PDB data to appear in reports.
- You must be logged on to your Producer Central account to use the Interactive reports.

Limitations

- A Branch ID is required to include licensing and appointment data.
- The report may show duplicate appointments if a producer has more than one license that has the same Line of Authority (LOA). This is because the application matches an appointment to each license that has the same LOA.
- If a producer has multiple Producer IDs associated with the same NPN (National Provider Number), each Producer ID contains an identical copy of the PDB information/report.

How To Work With The Application

What is PDB Producer Data?

The PDB Producer Data includes data on:

- Producer
- Licensing
- Appointments
- Business Units
- External System ID
- Regulatory Actions

For a complete listing of all the PDB fields and their definitions please consult the appendix.

When PDB Producer Data is not available the fields remain empty. However, information from the producer record still appears in the report.

What are sources of information for reports?

The reports include columns from PDB and the producer's PM record.

Sometimes the report will have information from both sources, and sometimes from only one source. Consequently, there may be columns in reports that do not show data. This is not a problem; the report is working as intended.

What Will I Learn?

You will learn how to do the following:

- Determine if PDB data is available for a producer
- Create a report using PDB producer data
- Create a report that shows producer's appointments with your and other companies.

For an in-depth guide on how to use the Interactive Report feature consult this guide: [Interactive Reporting User Guide](#)

A - Determine If PDB Data Is Available for a Producer

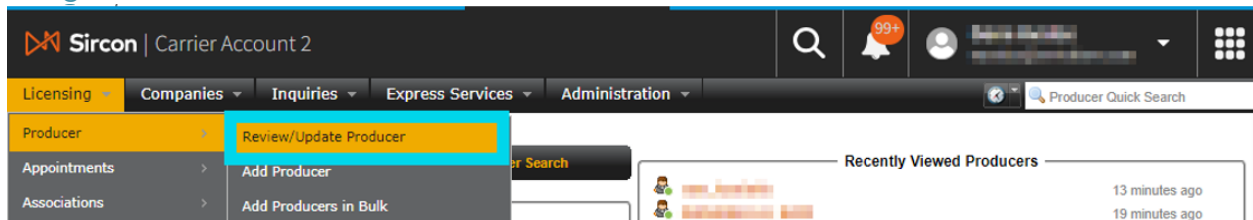
PDB Producer Data will only be included in a report for producers who are in a connected status and have daily PDB synchronization enabled.

You do not need to perform these steps to create a report. Use these steps only if you want to determine if a producer will show PDB data on a report.

From Producer Central main screen:

1. Search for and select a producer.
2. Select the menu item **Licensing > Producer > Review/Update Producer**

Image: Producer Central main screen

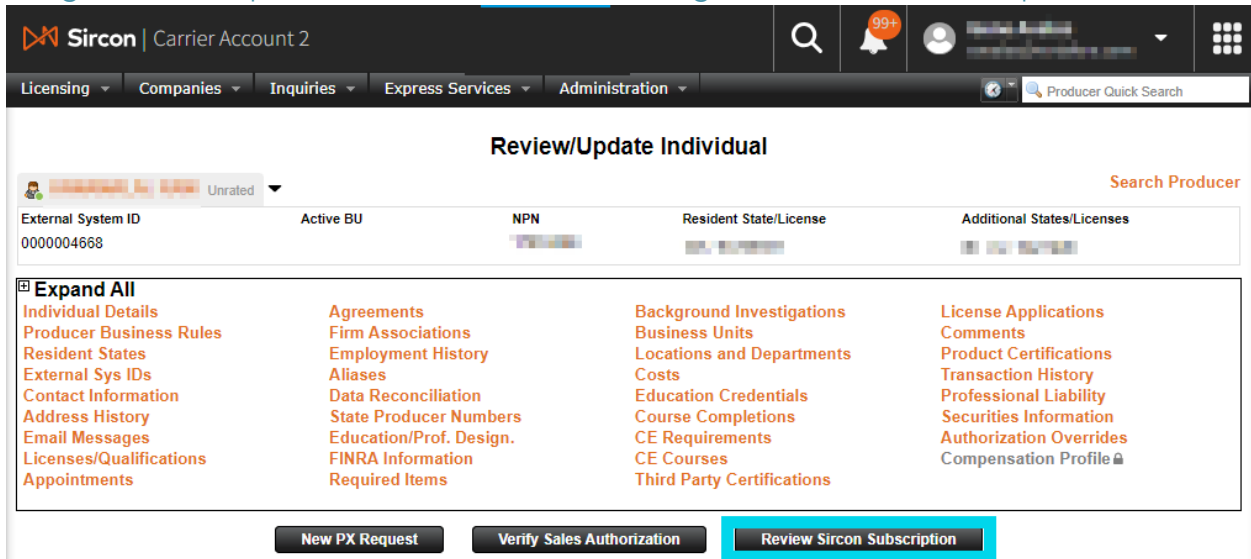


From Review/Update Individual screen:

3. Click the **Review Sircon Subscription** button at bottom of screen.

Section: A - Determine If PDB Data Is Available for a Producer

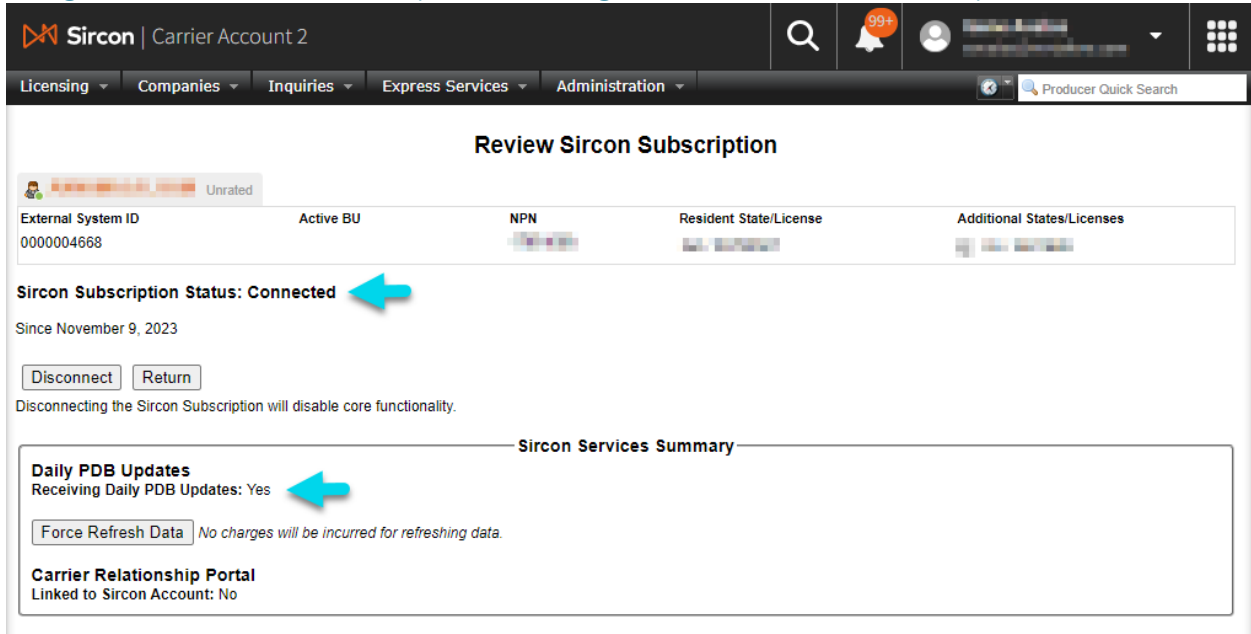
Image: Review/Update Individual screen showing Review Sircon Subscription button



From Review Sircon Subscription screen:

4. Verify **Sircon Subscription Status** is "Connected"
5. Verify **Receiving Daily PDB Updates** is "Yes"

Image: Review Sircon Subscription showing "Connected" and PDB Updates "Yes"



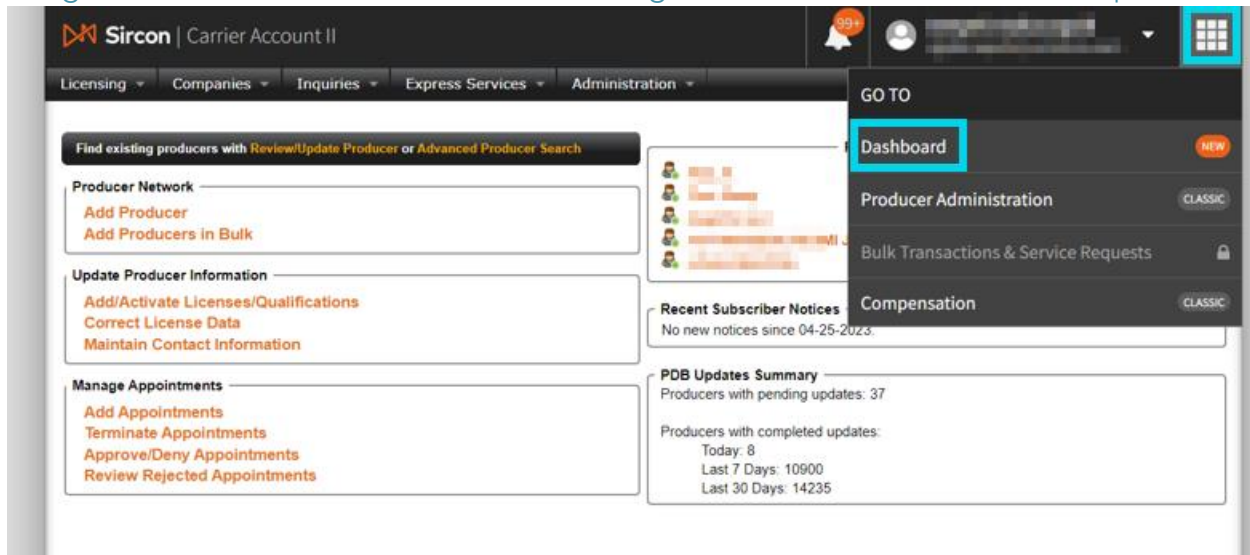
B - Create Report Using PDB Producer Data

A – Start a new report template

From Producer Central main screen:

1. Click on the waffle menu in the upper right corner and select **Dashboard** from the drop-down menu.

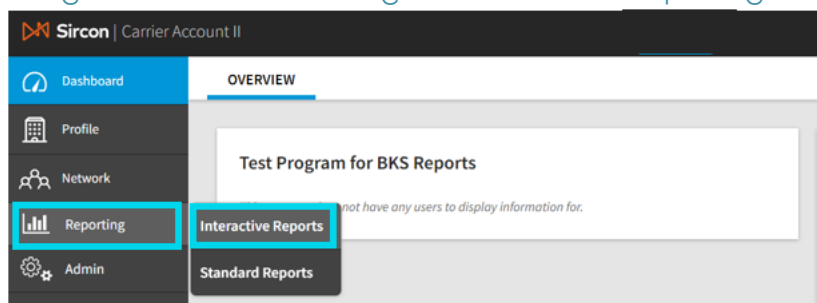
Image: Producer Central main screen showing waffle menu and dashboard option



From Dashboard screen:

2. Select **Reporting** and then **Interactive Reports** from the left side menu.

Image: Dashboard showing menu items for Reporting and Interactive Reports

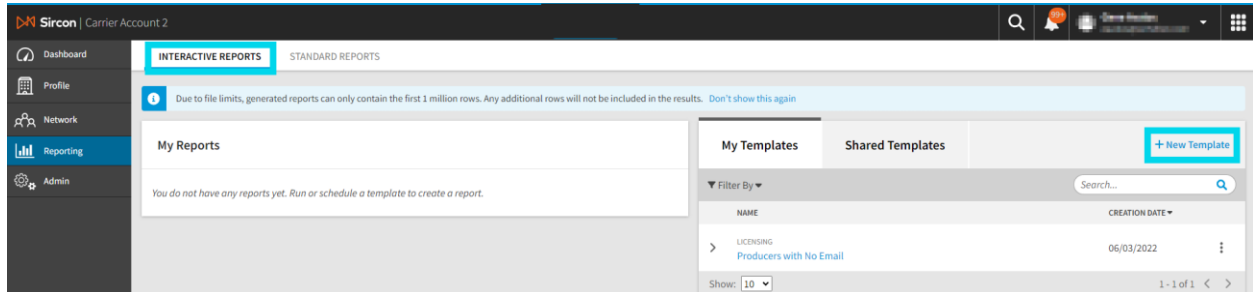


Section: B - Create Report Using PDB Producer Data

From the Interactive Reporting home page:

3. Select **+ New Template**.

Image: Interactive Reports home page showing + New Template

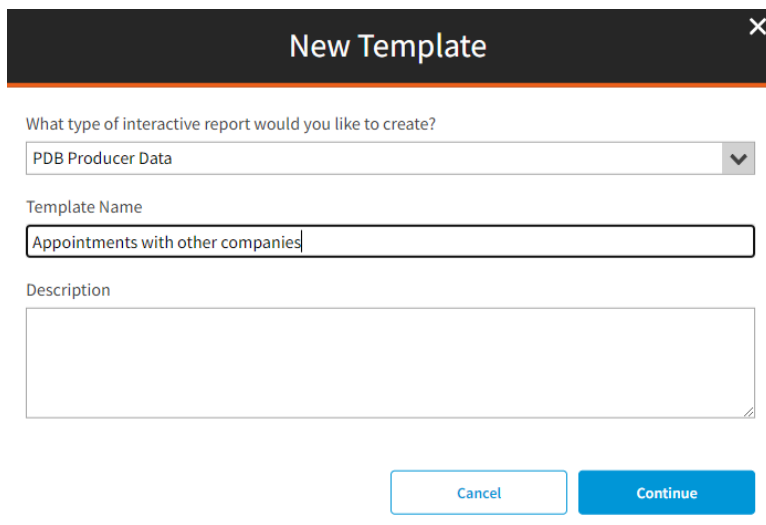
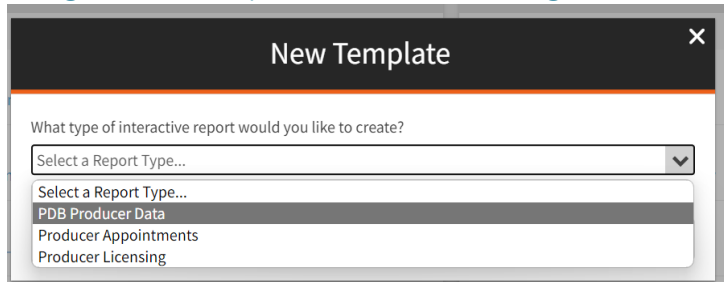


B – Select PDB Producer Data

From the New Template screen:

4. Choose **PDB Producer Data** from the **Select Report Type**.
5. Enter a **Template Name** and **Description** and then click button **Continue**.

Image: New Template screens showing selection of PDB Producer Data



From: Interactive Reporting editor:

Section: B - Create Report Using PDB Producer Data

- Expand the data groups on the left side of the screen and add fields to the report area.

For an in-depth guide on how to use the Interactive Report feature use this guide:
[Interactive Reporting User Guide](#)

Image: Sample Interactive Report Editor showing data and report area

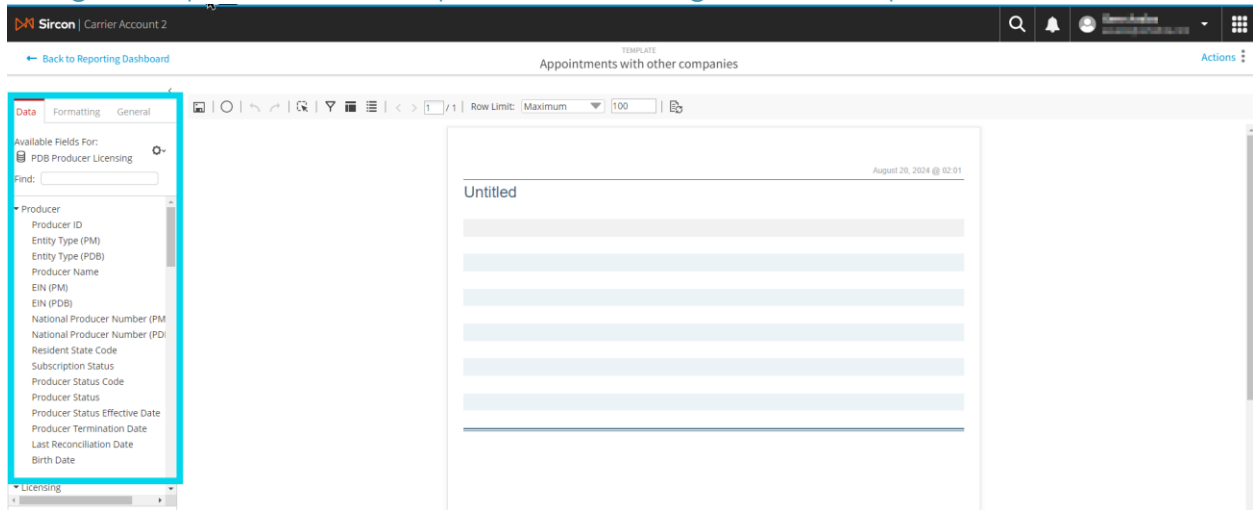
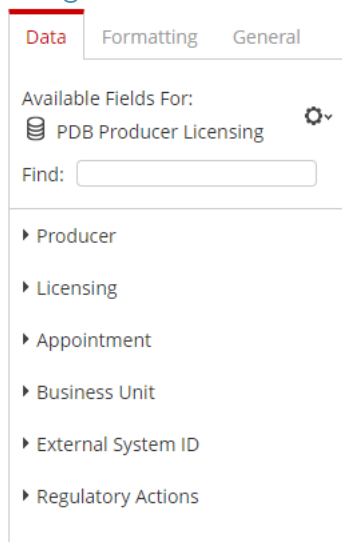


Image: PDB Producer Licensing data showing available data categories



C – Use Case: View producer’s appointments

We will now show you how to create a report that shows whether a producer has appointments with other carriers.

A – Select Fields to View Appointments With Other Companies

1. Use instructions in section to “[B - Create a Report Using PDB Producer Data](#)” to start a new report.
2. Place fields on the report in the following order from left to right:

Column #	Data Category	Field Name
1	Producer	Producer ID
2	Producer	Producer Name
3	Producer	National Producer Number (PM)
4	Producer	National Producer Number (PDB)
5	Producer	Entity Type (PM)
6	Producer	Entity Type (PDB)
7	Producer	EIN (PM)
8	Producer	EIN (PDB)
9	Appointments	PDB GROUP ID
10	Appointments	Appointment State
11	Appointments	Appointment Type
12	Appointments	Appointment Status

Section: C – Use Case: View producer's appointments

13	Appointments	Appointing Company Name
14	Appointments	Appointing Company NAIC ID
15	Appointments	Carrier Appointments

Image: Sample Report results

Producer Name	National Producer Number (PM)	Entity Type (PM)	EIN (PM)	PDB Group ID	Appointment State Code	Appointment Type	Appointing Company Name	Carrier Appointments
MARSH	27658	Firm	361436001	11902527	CA	Travel	Starnet Insurance Company	No
MARSH	27658	Firm	361436001	47090407	AL	Casualty	Ace American Insurance Company	No
MARSH	27658	Firm	361436001	47090407	AL	Casualty	Ace Fire Underwriters Insurance Company	No
MARSH	27658	Firm	361436001	47090407	AL	Casualty	Ace Property & Casualty Insurance Company	No
MARSH	27658	Firm	361436001	47090407	AL	Casualty	Agcs Marine Insurance Company	No
MARSH	27658	Firm	361436001	47090407	AL	Casualty	Aig Property Casualty Company	No

Section: Frequently Asked Questions

B – Interpret Report Results

HOW TO DETERMINE IF PRODUCER HAS APPOINTMENTS WITH OTHER COMPANIES

Look at the fields “Appointing Company Name” and “Carrier Appointments”.

The producer has an appointment with another company if:

- “Appointing Company Name” is another carrier AND
- “Carrier Appointments” = No

Frequently Asked Questions

1. Why is there data missing from some columns when looking at the report that shows appointments with other companies?

- There is nothing wrong with the report.
- The report shows available data from the producer’s PM record and from the PDB.
- If one of these sources does not have information for the producer it will not display in the report columns from that data source
- If a producer is not connected OR the producer is not included in PDB updates, then the PDB data columns on a report will also be empty.
- The application uses the Branch ID to map PDB data to producer records. Consequently, if the Branch ID is missing, then the license and appointment information will be unavailable from PDB.

Appendix 1: Sircon for Carriers Help Resources

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

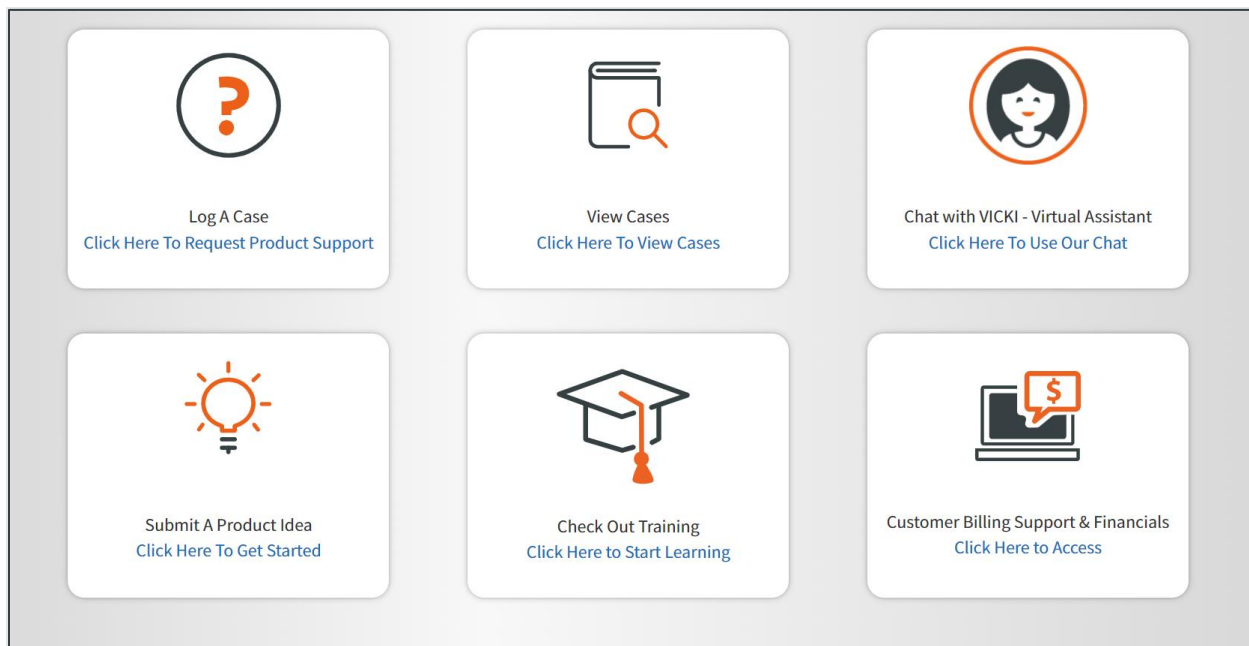
- My Vertafore
- Sircon Support

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 Knowledge base** – Search for detailed articles on the Sircon Knowledge Base



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.

Appendix 2: Document History

Version	Revision Date	Revision Record
1.0	9/20/2023	Original Document
2.0	8/20/2024	Added how to create report showing appointments with other companies

Appendix 3: Glossary of Terms

Term	Definition
Interactive Reporting	Feature in Producer Central to create custom reports using producer data.
NAIC	National Association of Insurance Commissioners
NIPR	National Insurance Producer Registry
PDB	Producer Database maintained by NIPR
Producer Central	Vertafore application to manage producers

Appendix 4: PDB Producer Data Definitions

Producer

No.	Field Name	Definition
1	Producer Id	Unique identifier for the producer's record in Producer Central.
2	Entity Type (PM)	The type of producer record specified in Producer Central.
3	Entity Type (PDB)	The type of producer record specified in PDB
4	Producer Name	The name of Individual or firm in Producer Central.
5	EIN (PM)	Firm's Federal Employer Identification Number specified in Producer Central.
6	EIN (PDB)	Firm's Federal Employer Identification Number specified in PDB.
7	National Producer Number (PM)	Unique NAIC identifier assigned to individuals and business entities engaged in insurance related activities regulated by a state insurance department specified in Producer Central.
8	National Producer Number (PDB)	Unique NAIC identifier assigned to individuals and business entities engaged in insurance related activities regulated by a state insurance department specified in PDB.
9	Resident State Code	States in which the producer holds one or more resident licenses specified in Producer Database.
10	Subscription Status	Indicates if the Producer Central record is being actively used.
11	Producer Status Code	Status code of the producer record in Producer Central. A producer is active if they have one or more active appointments or affiliations
12	Producer Status	Current Status of the Producer Record in Producer Central. A Producer is Active if they have One or More Active Appointments or Affiliations.
13	Producer Status Effective Date	The last date that the Producer Record changed status specified in Producer Central.
14	Producer Termination Date	The date on which the individual's last appointment with an appointing company became inactive specified in Producer Central.
15	Last Reconciliation Date	The date the producer's record was last updated with information from the Producer Database.

Section: Appendix 4: PDB Producer Data Definitions

16	Birth Date	The Individual Producer's Birth Date specified in Producer Central.
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Licensing

No.	Field Name	Definition
1	License State Code	The license's issuing regulatory jurisdiction
2	License State	The license issuing regulatory jurisdiction.
3	License Type Code	A license's state-specific name or description
4	License Type	A license's state-specific name or description
5	License Number	The state license number or identifier
6	License Status Code	The status of the license in Producer Manager or Central.
7	License Original Issue Date	The date on which the license was initially issued or granted by the state
8	License Status	The status of the license in Producer Manager or Central.
9	License Expiration Date	The state-regulated date on which the license expires. Also known as "renewal date"
10	Qualification State Code	The qualification's issuing regulatory jurisdiction
11	Qualification State	The qualification's issuing regulatory jurisdiction
12	Qualification Type Code	A qualification's state-specific name or description
13	Qualification Type	A qualification's state-specific name or description
14	Qualification Original Issue Date	The date on which the qualification was initially issued or granted by the state.
15	Qualification Status Code	The status of the qualification in Producer Manager or Central.
16	Qualification Status	The status of the qualification in Producer Manager or Central.
17	Qualification Effective Date	The date on which the current value of the qualification status becomes effective.
18	Qualification Expiration Date	The state regulated date on which the qualification expires. Also known as "renewal date"
19	Qualification Inactivation Reason	The state-specific reason for the qualification's inactivation if a LOA is Inactive

Appointments

No.	Field Name	Definition
1	Appointment State Code	The appointment's issuing regulatory jurisdiction code.
2	Appointment State	The appointment's issuing regulatory jurisdiction.
3	Appointment Type Code	The state-specific description of the appointment type
4	Appointment Type	the state-specific description of the appointment type
5	Appointment Status Code	The status code of the appointment.
6	Appointment Status	The status of the appointment.
7	Appointment Status Date	The date on which the current value of the appointment status becomes effective.
8	Appointment Active Date	The date on which the appointment became active.
9	Appointing Company Name	The name of the appointing company.
10	Appointing Company Id	The unique identifier of the appointing company.
11	Appointing Company NAIC ID	The NAIC ID of the appointing company.
12	Appointment County Name	The Florida county appointment code description.
13	Termination Date	The date on which the appointment became inactive.
14	Termination Reason	The state-specific reason for the appointment termination if an appointment is inactive.
15	Carrier Appointments	Carrier appointment if set to "yes". Third-Party appointment if set to "no".
16	PDB Group ID	Group ID used to identify producer for PDB

Business Unit

No.	Field Name	Definition
1	Business Unit Name	Name of the Business Unit specified in Producer Central.
2	Business Unit Short Name	Short name of the business unit specified in Producer Central.
3	Business Unit Status Code	Business unit status code specified in Producer Central.
4	Business Unit Status	Business unit status specified in Producer Central.
5	Business Unit Begin Date	Business unit begin date specified in Producer Central.
6	Business Unit End Date	Business unit end date specified in Producer Central.
7	Business Unit Cost Center	Business unit cost center specified in Producer Central.
8	Producer's Business Unit Status Code	The status code of the business unit on the producer record is specified in Producer Central.
9	Producer's Business Unit Status	The status of business unit on the producer record specified in Producer Central.
10	Producer's Business Unit Begin Date	The date on which the business unit status on the producer records most recently became active.
11	Producer's Business Unit End Date	The date on which the business unit status on the producer records most recently became inactive.

External System ID

No.	Field Name	Definition
1	External System Type Code	Code of the external system name or producer grouping type specified in Producer Central.
2	External System Type	External system name or producer grouping type specified in Producer Central.
3	External System Identifier	An identifier or code associated with the External System Type that links the producer record with another system or record which is specified in Producer Central.
4	External System Business Unit	External System Business Unit.
5	External System ID Primary Indicator	External System ID Primary Indicator specified in Producer Central.
6	External System ID Status	Indicates if the External System Identifier is active or inactive in Producer Central.

Regulatory Actions

No.	Field Name	Definition
1	Regulatory Action State	The state where the regulatory action has taken place.
2	Origin of Action	Indicates what prompted a state to take regulatory action against an entity or National Producer.
3	Reason for Action	Describes the infractions found by a state with respect to a regulatory action.
4	Disposition	The decision and penalty in a legal action or regulatory action.
5	Date of Action	The date regulatory action took place.
6	Effective Date	The date the sanction period started.
7	Enter Date	The date the regulatory action was loaded into the system.
8	Penalty	The amount of the penalty in US Dollars.
9	File Reference	This reference points to the subject of regulatory action.
10	Length of Order	The length of the sanction in days.