PLM User Guide



A Guide to Adding and Maintaining Records of Agencies with

> Multiple Branch Locations and

> > a Single EIN

Using Producer Manager

July 2013 | Version 6.4.1



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Overview

Most customers track agency licenses, qualifications, and appointments in PLM Producer Manager and want to keep this information synchronized with state data through Producer Manager's automated data reconciliation services, such as Quick Sync Producer or Scheduled Sync. Often, a large agency ("mega-firm") will have multiple branch offices or sub-agencies, any of which may have its own licenses, qualifications, or carrier appointments to track.

When the main agency and its branch locations all have different Federal Employer Identification Numbers (EIN), no problem. You can have separate producer records in Producer Manager for the main office and for each branch. Automated data reconciliation then will update each record and its distinct licenses, qualifications, and appointments.

However, often the main or master agency and its branches share the same EIN. When this is the case, it is not practical to use automated data reconciliation to keep the agency information updated.

This is because the license, qualification, and appointment data for the main agency headquarters and all branches is mixed together by state on the national PDB – which Producer Manager uses during automated data reconciliation as its source of state data -- with no indication of which license, etc. is held by which location.

So, although it isn't recommended under these conditions to use automated data reconciliation services, such as Scheduled Sync, to keep master and branch agency records refreshed, you still may keep them updated with a modicum of manual effort.

This document is intended as a best practice guide for using Producer Manager to track the compliance data of a master agency and its branch locations when all share a single federal EIN. It includes instructions on the following manual recordkeeping procedures:

- Quick Add the mega-firm's record to Producer Manager, and establish it as the master agency record
- Manually add the mega-firm's branch location records to Producer Manager
- Manually add license information to each agency record that Producer Manager couldn't automatically load
- Verify other state licensure, manually adding to or clearing from any record, as necessary
- Establish a record relationship between the master agency and branch agencies
- Protect agency records from being overwritten by automated data reconciliation actions
- Obtain state update information for periodic manual record upkeep



NOTE: The procedures outlined in this document assume that the ORG_UNIQ_EIN business rule in your company's configuration of Producer Manager has been set to "NO," which allows a firm record to have an identical value in the EIN field as another. If you have questions, please contact your Vertafore representative.

DISCLAIMER: In Producer Manager, your company currently may have numerous identical records for a master agency and its branch agencies, differentiated only by the value in each record of the External System ID field of a certain external system type (e.g., Agency Code). Which record is identifiable as the "master agency" record and which are branch agency records based on external system ID is information known only to your company's project team or licensing staff. Vertafore cannot be responsible for errors resulting from inadvertent changes to records based on mistaken identity.



Quick Adding the Master Agency Record

When you know that you have a mega-firm that needs to be added to Producer Manager, the best practice for adding the record is to use the **Quick Add Producers** utility. A "mega-firm" is defined as a large agency with a headquarters location and several branch locations, all of which share an identical federal EIN.

By loading one mega-firm record into Producer Manager using **Quick Add Producers**, you can accomplish the following:

- Quickly establish a "master" agency record for the mega-firm's main office or headquarters
- Auto-populate the master agency record with a considerable amount of up-to-date state compliance information
- Obtain a fresh report of state compliance data from the national Producer Database (PDB) that you can use to manually populate the records of the mega-firm's branch locations
- Avoid the automatic creation of multiple mega-firm records, a situation that will require considerably more manual data entry and cleanup than the steps included in this best practice guide.

Note: You also may add one mega-agency record to Producer Manager as part of a large batch of records loaded into the system using **Quick Load Producers**. However, this method leads to more complications.

It is a good idea to analyze the producer data from the legacy producer management system that you are using as the basis for your Quick Load file. If it includes only one record for the mega-agency, then the procedure should behave exactly as if you were adding it via Quick Add Producer, as explained in this chapter.

However, if your legacy producer data includes separate records for each of the mega-agency's separate locations, then you may end up with multiple, identical records, with no differentiation among them. This situation could lead to vastly more manual data entry and cleanup.

If your legacy data does include separate records for each branch agency, before you use **Quick Load Producers**, ask your Vertafore representative to temporarily set the ORG_UNIQ_EIN business rule in your company's configuration of Produce Manager to "Y" while the Quick Load process is underway. This will create only *one* mega-agency record; attempts to create additional records with the same EIN will error. Then, after Quick Load is completed, ask your Vertafore representative to set the ORG_UNIQ_EIN business rule to "N," so that it is possible to manually create the branch agency records with the same EIN.

Here's how...



On the Producer Manager Home page, in the Add a Producer section click the Quick Add Producer link.

The **Quick Add Producer** page will open.

Vertafore Producer Manager™		Logged in as Valued User Logg
Licensing • Companies • Inquiries • Express Services • A	dministration 👻	🐼 🎽 🔍 Producer Quick Search
Find existing producers with Review/Update Producer Add a Producer Add a new Individual Licensee or a new Firm Quick Add Producer from PDB data Quick Lock Producers from a batch file using PDB Update Producer Information Add/Activate Licenses/Qualifications Correct License Data Maintain Contact Information	Recently Viewed Producers ARGO, MICHAEL KEITH AMBRO SE, MICHAEL JOSEPH MINTH, J BRIAN VILLIAMS, ANDRIA J DILLARD, PATTY SIX Recent Subscriber Notices No notices.	07-10-2013 07-10-2013 07-10-2013 07-10-2013 07-10-2013 Show A
Manage Appointments Add Appointments Terminate Appointments Approve/Deny Appointments Review Rejected Appointments		
Home	I Help I Contact Us	

On the **Quick Add Producer** page, in the **Producer Type** field click to select the **Firm** radio button.

In the **Name** field, enter the name of the megaagency.

Vertafore Producer Manager™		UAT for 50015 Logged in as Valued User Logout					
Licensing • Companies • Inquiries • Express Service	es 👻 Administration 👻	🐼 🍸 🔍 Producer Quick Search					
🕻 Producer Type : 💿 Firm 💿 Individual Licensee	Quick Add Producer						
Name ADVANCED INS UNDER EIN 20-4959726	☑ Load data from PDB	Search Cancel					
	Home Help Contact Us						

In the **EIN** field, enter the mega-agency's federal tax ID (Employer Identification Number). A hyphen is optional.

Verify that the Load data from PDB checkbox is checkmarked.

Finally, click the **Search** button. Producer Manager will look up the mega-firm's record on the national Producer Database (PDB). When it is finished, the **Quick Add Producer** page will refresh with additional fields.



Resident State

Florida

Last Updated

06-14-2013

Quick Add Producer

Load data from PDB

Home | Help | Contact Us

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Search Cancel

Add Producer From PDB

The system verifies the existence of the megafirm's record on the PDB. It also displays its license residence state and the date on which the PDB last was updated with state compliance information.

Ignore the state list box.

Optionally, you may select a cost center from the dropdown menu to assign the cost of the Quick Add operation to a specific accounting bucket.

When you are finished, click the **Add Producer From PDB** button.

The Data Reconciliation Details page will open.

Vertafore

1 PDB entry was found:

Alabama Alaska Arizona Arkansas California

Colorado

Name

No Cost Centers available

Producer Type:
 Firm
 Individual Licensee

Name ADVANCED INS UNDER\ EIN 20-4959726

Advanced Insurance Underwriters, LIc

Select the state(s) for which you want to load PDB licensing and appointment data

Optionally, you may bill the cost of the PDB report to one of the following cost centers

Instead of loading producer data from a PDB report, I would like to create this firm manually

Producer Manager™

Express Ser

Data from a producer's resident states will always be loaded
 If no states are selected, all PDB data will be loaded.

The **Data Reconciliation Details** page displays the position your request to Quick Add the mega-firm holds in the queue of automated data reconciliation requests.

You may click the **Refresh** button as needed to update the page. Eventually the Quick Add operation will be completed, and the **Data Reconciliation Details** page will refresh to show the results of the operation.





The volume of information on the Data **Reconciliation Details** page might seem a bit overwhelming. Don't worry too much about it now; we'll look at it again later.

For now, click the **Review** Producer Record button at the bottom of the page.

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So, here is your mega-firm record. Currently it contains state compliance information for all of the mega-firm's main and branch locations, as obtained from the national PDB.

Exceptions will include states that issue a separate license of the same license class (license type) to each branch location, such as Florida. Producer Manager does not load this information to the record, because it does not want to burden it with what it sees as duplicate license information. This is a situation we will deal with later.

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The best thing to do while we have this record open is to identify it as the record of the megafirm's headquarters – the "master" or "main" agency record.

The primary identity of a master agency record should always be an **External System ID** value. However, you can add something to the master agency record that will make it more easily identifiable as the master record. In the **Name** field in the **Firm Details** section, append the firm's name with something that signifies the record as the master agency record. Use ALL CAPS if that is your company's record-keeping convention.

**Note**: An automated data reconciliation operation, such as **Quick Sync Producer**, performed on the master agency record will overwrite the value of the **Name** field, unless you choose a **Quick Sync Profile** that protects demographic information. For more information, see "Obtaining State Update Information for Periodic Manual Record Upkeep" on page 43.

When you are finished, click the **Save** button.

We have Quick Added the mega-firm record and established it as that of the master agency.

Next, we will manually add records for each of the branch locations.



# Manually Adding Branch Agency Records

In the previous chapter, we loaded the mega-firm record into Producer Manager, using **Quick Add Producer**. We also established the record as that of the main or master agency (i.e., the mega-firm's headquarters).

Your next task is to manually add additional records to Producer Manager representing each of the mega-firm's branch locations.

Later, we will manually populate the branch agency records with their respective license/qualification (license line) information.

How do you know how many branch records to manually add? If you don't already know how many, one way to find out is to visit the mega-firm's website. Often the "Contact Us," "Corporate Information," or similar page on the agency's website will include contact information for each of the branch locations. The PDB Report obtained when we Quick Added the one, master agency record also might provide some clues. We will discuss using both of these tools later in this document.



Here's how to manually add a branch agency record to Producer Manager...

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On the <b>Producer</b> <b>Manager Home</b> page, in the <b>Add a Producer</b> section click the <b>Add a</b> <b>new Firm</b> link. The <b>Add Firm</b> page will open.	Eldensing of Companies of Express Servic         Find existing producers with Review/Update Producer         Add a Producer         Add a new Individual Licensee or a new Firm Quick Add Producer from PDB data         Quick Load Producers from a batch file using PDB         Update Producer Information         Add/Activate Licenses/Qualifications         Correct License Data         Maintain Contact Information         Manage Appointments         Terminate Appointments         Appointments         Review Rejected Appointments         Review Rejected Appointments	Recently Viewed Producers  Recently Viewed Producers  ADVANCED INSURANCE UNDERWRITERS, LLC  AARGO, MICHAEL KEITH  AAMBRO SE, MICHAEL JOSEPH  ASMITH, J BRAN  WILLIAMS, ANDRIA J  Recent Subscriber Notices No notices.	6 minutes ago 07-10-2013 07-10-2013 07-10-2013 07-10-2013 Show All



The Add Firm page

requires data entry in a number of fields. Many are set by configuration based on your company's unique business rules.

In the **Firm Details** section, enter the **Name** of the mega-agency. Enter it exactly as it appears on the master agency record that was Quick Added into the system. Use ALL CAPS if that is your company's record-keeping convention. Append the name with an identifier, such as a branch number or location city (if you know it). You can overwrite this information later, if necessary.

Enter the mega-agency's **EIN**. This, obviously, will be the same as that of the master agency. (If it wasn't, you wouldn't have to go through all of this.)

In the Address Type sections, enter address data, if available, in all required address type fields (usually Mailing and Business Location). You can overwrite this data later, as well. (See Tip, below.)

To save data entry, you may use the **Copy From** tool in the second address type, if the address values are the same.

In the Add Resident State section, enter the branch location's license residence State.

In the Add External

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System Identifier section, enter the branch location's unique External System Type and External System ID. This information, for the time being, will be the primary differentiator between the master agency record and all of the branch location records. If you are already differentiating among the various mega-agency records in another system (policy admin or new business, for example), you probably already have an External System Type (Agency ID, for example) and External System ID (a unique code) established for each of the mega-agency records. Simply enter that information. (If you do not see the appropriate External System Type, contact your system administrator or Vertafore representative.)

When you are finished, click the **Save and Review** button.

**Tip**: You may be able to obtain address data to manually enter in each branch location record from the mega-firm's website. See page 9 for more information. Or, you can copy the address information for each branch directly from the PDB Report that was obtained when you Quick Added the master-agency record.

<b>₩</b> v	ertafore ⁻		PDB Data Report	📇 Print Document
Filter 🥥				
		ADV	ANCED INSURANCE UNDERWRITERS, LLC Retrieval Date: 07/17/2013	
FEIN: 20-4959	726			
NPN: 8898786				
OTHER NAM ADDRESSES STATE: FL	IES: S:			
Date Updated	Address Type	Address Type Code	Address	
03/31/2010	Business	2	206 SW 10TH STREET OCALA FL 34471 U.S.A.	
03/31/2010	Mailing	3	PO BOX 6 OCALA FL 34478 U.S.A.	
03/31/2010	Business	2	11440 OKEECHOBEE BLVD SUITE # 201 ROYAL PALM BEACH FL 33411 U.S.A.	
03/31/2010	Mailing	3	11440 OKEECHOBEE BLVD SUITE # 201 ROYAL PALM BEACH FL 33411 U.S.A.	
03/31/2010	Business	2	10600 CHEVROLET WAY SUITE 200 ESTERO FL 33928 U.S.A.	
03/31/2010	Mailing	3	10600 CHEVROLET WAY SUITE 200 ESTERO FL 33928 U.S.A.	
03/31/2010	Business	2	151 SAWGRASS CORNERS DR SUITE 101 PONTE VEDRE BEACH FL 32082 U.S.A.	
03/31/2010	Mailing	3	151 SAWGRASS CORNERS DR SUITE 101 PONTE VEDRE BEACH FL 32082 U.S.A.	
09/02/2010	Business	2	3701 S OSPREY AVENUE SARASOTA FL 34239 U.S.A.	
09/02/2010	Mailing	3	3701 S OSPREY AVENUE SARASOTA FL 34239 U.S.A.	
03/31/2010	Business	2	3250 NORTH 29TH AVE HOLLYWOOD FL 33020 U.S.A.	
03/31/2010	Mailing	3	3250 NORTH 29TH AVE HOLLYWOOD FL 33020 U.S.A.	
03/31/2010	Business	2	1411 WESTSHORE BLVD SUITE # 301 TAMPA FL 33607 U.S.A.	
03/31/2010	Mailing	3	1411 WESTSHORE BLVD SUITE # 301 TAMPA FL 33607 U.S.A.	
03/31/2010	Business	2	606 BALD EAGLE DRIVE SUITE 301 MARCO ISLAND FL 34145 U.S.A.	
03/31/2010	Mailing	3	606 BALD EAGLE DRIVE SUITE 301 MARCO ISLAND FL 34145 U.S.A.	

To open the PDB Report, in the **Data Reconciliations** data section of the master agency record, click the **PDB Report** link.

Data Reconciliation					Тор
Reconciliation Action	Status	Requested Date	Data Sources	Processing Messages	Producer Action Modified?
Quick Add	Processed	07-17-2013	Betrieved 07-17-2013	\land 1 Unreviewed	V 9.
Key: 🖺 View PDB Report 🖳 V	iew Reconciliation Details				



A "workflow transition" page will open, offering several choices as to what to do next.	Vertafore Licensing • Companies •	Producer Manager TM Inquiries  Express Services  Administration  Producer Manager	Logged in as Valued User Logout
If at this time you want to add another branch agency record, click the <b>Add</b> <b>another firm</b> link at the bottom of the page.	NEXT I would like • Enter • Recc OR I would like	to attach licensing information by: ering active license and qualifications that already exist for this producer mitting license applications to states through Compliance Express ording license applications that have previously been submitted to review this producer	ч.
Then simply repeat the steps in this chapter.	Add another Firm	Home   Help   Contact Us	

Now we have distinctive, separate records for the mega-firm's master agency and each of its branch locations. Next we will manually add license and qualification information.



# Manually Adding Unmerged License Information

When processing automated data reconciliation for an agency producer and sorting through the information acquired from the states via the national PDB, Producer Manager may encounter numerous instances of the same license in a single state, for example, differentiated only by license number.

Does it load license type A with license number 001, number 00122, or number 003 to the agency record? Producer Manager doesn't know, and because it does not want to make a mistake, it will not load what it sees as a duplicate license to any record.

In the previous chapters, we Quick Added the mega-agency record, established it as the master agency record, and then manually added records for each of the branch locations.

Now we must determine which license goes with which agency location and then manually record the license information for each location.

Here's how ....

On the Producer Manager	Vertafore         Producer Manager™           Licensing ×         Companies ×         Inquiries ×         Express Services ×         Active	Logged in a dministration v 🐼 * 🔍 Produce	UAT for 12029 s Valued User Logout ar Quick Search
Home page, click the Advanced Producer Search link. The Advanced Producer Search page will open.	Find existing producers with Review/Update Producer or Advanced Producer Searched Producer Searched Producer for PDB data Quick Add Producer from PDB data Quick Load Producers from a batch file using PDB Update Producer Information Add/Activate Licenses/Qualifications Correct License Data Maintain Contact Information	Recently Viewed Producers     BOHANNI, ANTHONY A     BOHANNI, ANTHONY A     ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS     ADVANCED INS UNDERWRITERS LLC - BRANCH 7     ADVANCED INS UNDERWRITERS LLC - BRANCH 6     ADVANCED INS UNDERWRITERS LLC - BRANCH 5      Recent Subscriber Notices     No notices.	03-22-2012 03-20-2012 03-20-2012 03-20-2012 03-20-2012 Show All
	Manage Appointments Add Appointments Terminate Appointments Approve/Deny Appointments Review Rejected Appointments	Helo I Contart IIs	



**Business Units** 

C FL HQ M MA NC

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Advanced Producer Search

Search

Home | Help | Contact Us

Home | Help | Contact Us

-

UAT for 12029

Logged in as Valued User

From the **Producer Type** dropdown menu, select Firm.

In the **Firm Name** field, enter the name of the agency.

Click the **Search** button.

The Advanced Producer Search page will refresh

with a list of all records that met your search criteria.

Vertafore

	Licensing Companies •	Producer Ma	nager™ press Service	s 🔻 Adminis	tration 🔻	_	8	UAT for 12029 Logged in as Valued User Logout
From the list of records on the <b>Advanced Producer</b> <b>Search</b> page, click the name of the "master" agency record.		Producer Type Firm Name EIN Al ID	Adva Firm Advanced	Inced Prod	Business Units	C FL HQ MA NC	4 [III] V	
After clicking the master agency's name, the record will open in the	Producer ADVANCED INS UNDERWRITI EN: 20-4959726   Ext. D: 1234568 ADVANCED INS UNDERWRITI EN: 20-4959726   Ext. D: 102226   E	So ERS LLC - BRANCH ' ERS LLC - BRANCH ' BU: FL	1 (FL) 2 (FL)	<u> </u>	EIN S F	itatus Pending Pending	AI ID Latest Reconciliation	n Missing Info
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	Ebt 20-4959726 Ext. D: 16267 Bt ADVANCED INS UNDERWRITT Ebt: 20-4959726 Ext. D: 1937 Bt ADVANCED INS UNDERWRITT Ebt: 20-4959726 Ext. D: 19975 Bt Key: ∅ = Processed ▲ = Error ♠ S results frowthere with	U: FL ERS LLC - BRANCH T U: FL ERS LLC - HEADQUA U: FL U: FL	7 I <u>RTERS</u> ed		F	Pending Pending Pending	<ul> <li>2011-01-17</li> <li>2011-01-17</li> <li>2012-03-19</li> </ul>	4 9 9

Producer Manager™

Inquiries - Express Servic

Producer Type

Firm Name

EIN AI ID Firm

Advanced

The master agency record, at this point, is the only one in the mega-agency group that is populated with compliance data.

The goal now is to differentiate each record's license, qualification, and appointment data, so that the licenses, etc. held by the master agency are reflected correctly on the master agency record, and the licenses, etc. of each branch agency are reflected correctly on their respective records.

This requires analysis of the **PDB Report** stored with the master agency record that was obtained when the master agency record was created via **Quick Add Producer**.



To open the <b>PDB</b> click the <b>Data</b>	B Report,	Licensing Companies	Producer Manager™ s ▼ Inquiries ▼ Express Service	es - Administration -	UA Logged in as Val © ~ Q. Producer Quit	<b>AT for 120</b> lued User Log ck Search
Quick Links box	at the top		F	Review/Update Firm		
of the <b>Deview/Ur</b>	data	🚊 ADVANCED INS UNDERV	VRITERS LLC - HEADQUARTERS Unra	ited	2	Search Produ
n me <b>Keview/O</b>	Juale	in Li	cense State/#	Active BU	NPN Resident States	
Firm page.	2	20-4959726	AL 445650	FL	8898786	
1 0		This producer has invalid inf	ormation or is missing required information.			
		+ Expand All Firm Details Producer Business Rules Resident States External Sys IDs Contact Information Address History Licenses/Qualifications	Appointments Agreements Individual Associations Costs Aliases Data Beconciliation State Toducer Numbers	FINRA Information Business Units Required Items License Application Comments	ns	
					Key: 🌱 = Fix Missing	Required Inform
The <b>Data Recon</b> data section will d	<b>ciliation</b> display:	Firm Details	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Quick Sync Producer	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~
□ Data Reconciliation					Тор	
	Status	Requested Date	Data Sources	Processing Messages	Producer Modified?	
Reconciliation Action						

In the **Processing Messages** field, check if there are processing messages to review. If there are, this means that Producer Manager may have encountered duplicate license information that it did not add to the mega-firm's record.

In the example above, there is one (1) processing message to review.

To review the processing messages, click the **View Reconciliation Details** button in the **Actions** column.



The <b>Data Reconciliation</b> <b>Details</b> page will display:	Licensing  Companies		r Manager™ Express Services ▼ Data Re	Administration -		UAT for 12029 Logged n as Valued User Logget To T R Producer Quick Search	
In this example, the	EIN Licens 20-4959726 This producer has invalid informa	e State/#	A Function	Active BU FL	NPN 8898786	Resident States	
confirms that multiple licenses of the same type exist in Florida. This means that we need to dig deeper, find the Elerida licenses	Overview Action: Quick Load With S Requested Date: 07-17-20 Requested By: Nate Silver Status: Processed Status Date: 07-17-2013 2 Cost Center: 93	iync ( <mark>View Job</mark> 113 2:27 PM s :33 PM	Details )			Reports: Producer Record Updates PDB Report Retrieved 07-17-2013	
that we have information	Reconciliations during this time did not have Indiana appointment data.						
entity the master agency	Review All / Reset All	riewed					
or one or more of the branch agencies holds which of the multiple active licenses.	Reviewed Mark as Reviewed Export options: CSV   Excel	State Florida XML   PDF	Type Excluded State	Processing Message Florida could not be synchror same state indicate a situatio	nized because multiple acti on that cannot be resolved	ve licenses of the same type in the automatically.	

To keep track of your work, click the **Mark as Reviewed** link. This will let everyone in the department know that you have reviewed the processing message and are working to resolve any record-keeping issues.

Now we need to review the
PDB Report itself that was
obtained during the
creation of the master
agency record.

Click the PDB Report link.

Ver	tafore Producer	Manager™		UAT for 1202
Licensing -	Companies - Inquiries -	Express Services 🝷 Administratio	n 🔻	🐼 🎽 🔍 Producer Quick Search
		Data Reconciliation	n Details	
ADVANCED IN	IS UNDERWRITERS LLC - HEAI	QUARTERS Unrated		
EIN	License State/#	Active BU	NPN	Resident States
20-4959726		FL.	8898780	
Overview Action: Qui Requested Status: Pro Status Date Cost Cente	ick Load With Sync ( View Job I Date: 07-17-2013 2:27 PM By: Nate Silvers cessed e: 07-17-2013 2:33 PM r: 93	Details )		Reports: Postacer record Hydates PDB Report Retriev th 07-17-2013
Review Sta	conciliations during this time did not a service of the service of	t have Indiana appointment data.		1



The PDB Report will open in a separate window.

Use the **Filter Options** to narrow the report to include only the **Licenses** of the state indicated in the processing message, as shown at right.

Now, notice that the **PDB Report** does indeed list multiple instances of the same, active license type in the selected state.

The fields in which we are most interested in the report are **Class**, **Active**, and **License** #.

Each instance belongs to the master agency or one of the branch agencies. We need to establish which is which.

🗿 https://sdbuat.sircon.com/Inquiry/viewPd	bAsHtml.do?method=formInitProcess&pdbId=56895 - Windows Internet Explorer		3
Vertafore	PDB Data Report	Print Document	• 11
Filter Options	Hide 🔞		
Report Information All Information Demographics	ADVANCED INS UNDERWRITERS LLC Retrieval Date: 07/17/2013		
License Information     Appointments/Terms     Regulatory Actions			
Group by Section     Group by State			
Advanced Filter Options			
All Companies     My Companies	s Llc 63821		
results. <u>States</u> All States	s Lic 63821		
Resident State (FL)       AL       AR       AZ       CA       CO       CT       DC       DE	s Lic 63821		
VFL IL IN KS KY LA MA MD ME MI MN MO MS NC NJ NY	s Lic 63821		
	s Lic 63821		
Apply Filter	rrers Lic -000		
 https://sdbuat.sircon.com/Inquiry/viewPdbA	\sHtml.do?method=process&pd		

https://sdbuat.sircon.com/Inquiry/viewPdbAsHtml.do?method=process&pdbId=56895 - Windows Internet Explorer 📃 🗖								
Vertafor	e		PDB Data	Report			📇 Print Document	
Filter 🥹								
		ADV	ANCED INS UND	ERWRITERS LLO	:			
			Retrieval Date:	07/17/2013	-			
LICENSE SUMMARY								
STATE: FL		_						
Class: Agency		ssue Date: 10/07/20	06 Expiration Date:	Y.				
License #: L030000 Glass	Code: 4 H	Residency: R	Active:	Yes				
Line of Authority	LOA Code	Authority Issue Date	Status Status Reason	Status/Reason Date	CE Compliance	CE Renewal Date	CE Credits Needed	
LINES DETERMINED BY AGENT	3032	10/07/2006	Active	10/07/2006	N/S		0	
Class: Agency	I	ssue Date: 10/07/20	06 Expiration Date:					
License #: L030001 Class	Code: 4 F	Residency: R	Active:	Yes				
Line of Authority	LOA Code	Authority Issue	Status Status Reason	Status/Reason Date	CE Compliance	CE Renewal Date	CE Credits Needed	
LINES DETERMINED BY	3032	10/07/2006	Active	10/07/2006	N/S		0	
AGENT								
Class: Agency	Codo: 4 [	ssue Date: 10/07/20	06 Expiration Date:	Vac				
Cicense #. Logooog class	Coue. 4 r	Residency. R	Active.	Tes				
Line of Authority	LOA Code	Authority Issue Date	Status Status Reason	Status/Reason Date	CE Compliance	CE Renewal Date	CE Credits Needed	
LINES DETERMINED BY AGENT	3032	10/07/2006	Active	10/07/2006	N/S		0	
Class: Agency	I	ssue Date: 10/07/20	06 Expiration Date:					
License #: L030004 2 lass	Code: 4 F	Residency: R	Active:	Yes				



Our recommended approach is to visit the state website and look up the correct entity based on license information.

**Tip**: You can find a directory of most states' license number lookup web pages at <u>http://healthguideusa.org/insurance_license_lookup.htm</u>.

Most state websites have a
search engine you can use
to enter basic information
about an agency.

Click the **Search** button to execute the query.

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	JEFF ATWATER, CHIEF FINANCIAL OFFICER FLORIDA DEPARTMENT OF FINANCIAL SERVICES
	Home News Contact Us About the Agency Español
	Licensee Search Licensee Address Download Licensee Appointment Download Download Download
	Licensee Search
	The DFS licensee search service can provide names and addresses of licensees with at least one active license in the state of Florida. The companies with which the licensees have active appointments are provided as well. Please view the disclaimer before using this service.
	Please make one of the following three choices and supply the corresponding information. If you choose to search by name, type in as much of the licensee 's name (last, first) or the agency's name as you think is accurate (at least 2 characters).
	License ID Number:
	Licensee Last Name:
	and, or First Name:
	You may enter city to narrow the search.
	Search City:
	Search
	DISCLAIMER The most accurate information possible is used, but information found through this service is not guaranteed to be accurate or timely; nor does the Department of Financial Services guarantee its suitability for any purpose. DFS does not take responsibility for any inaccuracies or omissions in this data. Bacture Tene
	Back to Top
	Disciplinary Actions For a listing of the most recent disciplinary actions taken by the department against licensees please <u>click here.</u>
	2011 © Florida Department of Financial Services



In the search results, note the listing of agencies with identical names, differentiated by business address city.

On this state website, you can click a name to view more details.

Review the details of the

Note especially the license

branch agency.

number.



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	JEFF ATWAT	ER, CHIEF FI	NANCIAL OFFICER	
	FLORIDA DEI	PARTMENT OF F	INANCIAL SERVICES	
		Home Ne	ws Contact Us About the Agency	Español
	Licensee Search	Licensee Addres	s Download Licensee Appointment Download	Terminated Appointment Download
		Lic	ensee Details	
	9/18/2011			
	Demographic Information			
		Name of License	e: ADVANCED INSURANCE UNDERWRITER	S, LLC
		License #	ŧ: L014788	
		Business Location	h: HOLLYWOOD,FL	
	Agent In Char	ent in Charge Name rge License Numbe	r: Ao86490	
	Types and Classes of Valid L	iconcoc		
	Types and classes of valid Li	icenses		
		Original Issue	0 101 0 10 0	
	Туре	Date	Qualitying Appointment	Expiration
	Type AGENCY LICENSURE (2105)	9/8/2006	Appointments are not required for insurance agencies	e 9/8/2012
	Type AGENCY LICENSURE (2105)	Date 9/8/2006	Appointments are not required for insuranc agencies	e 9/8/2012
	Type AGENCY LICENSURE (2105) Types and Classes of Active	g/8/2006	Appointments are not required for insuranc agencies	e 9/8/2012



Refer back to the **PDB Repor**t.

Note that the **PDB Report** lists the same license as is included in the branch agency record on the state website.

You have verified a match of the license number for the master agency on the **PDB Report**. We now know that this license on the **PDB Report** belongs to master agency and must be manually recorded on the master agency's record.

THORIDA DETA		Minternie	SERVI	CES				
	Home Nev	vs Conta	ct Us	About the Agen	cy Esp	añol		
Licensee Search	Licensee Addres	s Download	Licer	nsee Appointment Download	Term	inated Appoint Download	Iment	
	Lice	ensee D	etails	5				
8/2011								
Demographic Information								
	Name of Licensee		DINSU	RANCE UNDERWR	TERS, LL	с		
	License #	: Lo14788						
	Business Location	: HOLLYWO	OD,FL					
Agen Agent la Chasa	it in Charge Name	: CHARLOTT	TE FLO	7D				
Agenciargo	e cicense Nomber	. 7000490					_	
Types and Classes of Valid Lice	inses							
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(2105)	6 haar 10 albaar 1	agencies		Dalla Andrian I. da Zana Al		-0. JUL 5	(ROF Windows)	
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UAT for 12029 Vertafore Producer Manager™ ed in as Valued User Lo Express Ser Administratio **Data Reconciliation Details** ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated EIN 20-4959726 Active BU NPN 8898786 Resident States FL This producer has invalid information or is missing required information Overview Reports: Action: Quick Load With Sync ( View Job Details ) Toducer Record Updates Requested Date: 07-17-2013 2:27 PM PDB Report Retrieved 07-17-2013 Requested By: Nate Silvers Status: Processed Status Date: 07-17-2013 2:33 PM Cost Center: 93 A Reconciliations during this time did not have Indiana appointment data. Processing Messages to Review Review Status: 📤 1 unreviewed Review All / Reset All Reviewed State Type Excluded State Processing Message Florida could not be synchronized because multiple active licenses of the same type in the 🛆 Mark as Reviewed Florida same state indicate a situation that cannot be resolved automatically Export options: CSV | Excel | XML | PDF

To do this, re-open the master agency record.

You may click the master agency's name link above the **Record Summary** on the **Data Reconciliation Details** page.



In the **Quick Links** section of the master agency's record, click the **Licenses/Qualifications** link.

Vorta	foro	Due due en Me	TM		UAT for 1202
Ver la	lore	Producer Ma	nager		Logged in as Valued User Logo
Licensing - Cor	npanies 👻	Inquiries 👻 Ex	press Services 👻 Administra	tion 👻	🐼 🎽 🔍 Producer Quick Search
			Review/Upda	te Firm	
🚊 ADVANCED INS U	INDERWRITE	ERS LLC - HEADQUA	RTERS Unrated		Search Produce
EIN	License	State/#	Active BU	NPN	Resident States
20-4959726	⊞ AL	445650	FL	8898786	
Expand All     Firm Details     Producer Business R     Resident States     External Sys IDs     Contact Information     Address History     Licenses/Qualificatic	tules	Appointmen Agreements Individual As Costs Aliases Data Reconc State Produc	ts FINI Bus ssociations Req Lice Con illation ser Numbers	A Information ness Units uired Items nse Applications iments	
					Key: 🌱 = Fix Missing Required Informati
			Quick Sync Pro	lucer	
_					

And then, in the **Licenses** data section, click the **Add New License/Qualification** link.

The Add/Activate Licenses/Qualifications page will open.

∃ Licenses/Q	ualifications										Τορ
□ Licenses	Licenses Add New License/Qualification										
License State	License Type	License Number	Original Issue Date	Status	Effective Date	Expiration Date	Inactivation Reason	License Suspend Begin Date	License Suspend End Date	Copy Rec'd	
🗄 Alabama	Non-Resident Producer Firm	445650	01-26-2010	Inactive	09-01-2011	12-31-2012 (	Canceled				
🗄 Arizona	Insurance Professional	881413	12-22-2006	Active	12-22-2006	12-31-2014					Inactivate
🕀 Arkansas	Nonresident Producer Agent	311666	03-13-2007	Active	03-13-2007	09-30-2012					Inactivate
California	Non-Resident Producer Firm	0F69725	07-30-2007	Active	07-30-2007	07-31-2013					Inactivate
	Non-Resident Producer	285661	02-09-2007	Active	02-09-2007	03-01-2013					Inactivate
	Non-Resident Producer Firm	002272107	12-22-2006	Active	12-22-2006	01-31-2014					Inactivate
🕀 Delaware	Non-Resident Producer Firm	1055167	03-14-2007	Active	03-14-2007	02-28-2013					Inactivate



The Add/Activate Licenses/Qualifications page will open. Here is where you can manually record license information.

Select the state, and then click the **Next** button.

Click to select the License

Enter the Effective Date.

Type, checkbox.

Enter the License

Then, click to select applicable **Qualifications**.

fields in Producer

Manager.

**Tip:** You can copy data directly from the PDB Report and paste it into the

Number.

Ver talore	Producer Mana	ger		Logged in as Value	lUser Log
Licensing Companies	<ul> <li>Inquiries - Expres</li> </ul>	s Services 🔹 Administrat	ion 🔻	Real of the second seco	earch
	Ade	d/Activate Licenses	/Qualifications		
🚊 ADVANCED INS UNDERV	RITERS LLC - HEADQUARTE	RS Unrated		Sea	rch Produ
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20-4959726 🗵	AL 445650	FL	8898786		
Y This producer has invalid info	ormation or is missing required inform	ation.			
States					
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American Samoa	🔲 Indiana		levada	South Dakota	
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Arkansas	Kansas		lew Jersey	Texas	
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This producer has inve	alid information or is	missing	required information.									
			This pr	oducer is no	t a re	esident in Flori	da					
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General Agy				1	•					_		
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When you are finished, click the **Save** button.

The license information is added correctly to the master agency record.



We have demonstrated how this is accomplished for one state. If there are other states for which Producer Manager could not load license information (because of multiple occurrences of the same license type), you will need to undertake the same steps for each of those states in the master agency record.

After that, you will need to open all branch agency records and perform the same procedures for each license held uniquely by each branch agency.

# Verifying License Information on Each Record

After you have correctly sorted out unmerged state license information that Producer Manager could not add automatically, the next task is to make sure that the license information from other states – states that do not issue separate licenses of the same class to differing branch locations – are properly recorded on the appropriate records.

This involves verifying state licensure and possibly clearing erroneous license information from the master agency record and manually recording it on one of the branch records, where it belongs...

Here's how...

Look at the **PDB Report** again. Now filter the report to a state for which Producer Manager did load license, etc. data.

You can see that, as opposed to the scenario in the previous chapter, only one license was added to the master agency record from this state.

The question is: Does it rightly belong on the master agency record? Or does it belong to one of the branch agency records?

https://sdbuat.sircon.com/Inquiry/viewPdbA	sHtml.do?method=formInitProcess&pdbId=56895 - Windows Internet Explorer	
Vertafore	PDB Data Report	Print Document
Filter Options	Hide 🔕	
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Appointments/Terms     Regulatory Actions		
Group by Section     Group by State		
Advanced Filter Options     Company Appointments     Vall Companies     My Companies     No matching companies found in	s Llc 63821	_
results. <u>States</u> All States Resident State (FL)	s Lic 63821	
VAL AR AZ CA CO CT DC DE FL IL IN KS KY LA MA MD	s Llc 63821	
ME MI NN MO MS NC NJ NY OH OR SC TX	s Llc 63821	
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Go to the state's license lookup web page, and type in the search criteria.



**Tip**: You can find a directory of most states' license number lookup web pages at <u>http://healthguideusa.org/insurance_license_lookup.htm</u>.

Here you can see that this state's lookup seems to imply that the license is indeed held by the master agency, based on business address.

					Licens	ee Look-up				
fhis docun	ient may s	erve in lieu	of a Letter of Cert	ification.						
Report Da Fotal Num	te: Septen ber of Lice	aber 19, 20] ensees = 1	11							
					Sel	ected Criteria				
First Nam	e = None					Midd	lle Name = None			
Last Nam	e = None					Suffi	x = None			
Business I	Entity Nan	ne = Advanc	ed Ins Und			Is Re	esident? = All			
License N	um = None	e				Licer	ise Type = All			
License St	atus = All					LOA	s = All			
National F	roducer N	umber = N	one			DBA	Name = None			
Sort By =	Last Name					Licer	isee Type: = Business Er	ntity		
Fo view ac Fo view ac Designat	tive Comp tive Affilia ed Respon	any Appoin tions of the sible Licen	tments, click the Li following type(s) c see	icensee's Name. lick on the License Typ	oe link.				$\bigcap$	$\backslash$
					Loc	k-Up Results			/	
License Number	NPN	Res Status	Full Name (Click link for Appt)	License Type (Click link for Affiliations)	License Status (Status Date)	LOAs (Effective Date)	Expiration Date	DBA Name	Business Address City, State, ZIP	Business Phone
0445650	8898786	N	ADVANCED INS UNDERWRITERS LLC	PRODUCER	Active	<ol> <li>PROPERTY(01/26/2010)</li> <li>CASUALTY(01/26/2010)</li> </ol>	12/31/2012		HOLLYWOOD, FL, 33020	(94) 416- 9682
					N	ed Help? Click here!				Ва



If, however, you discovered that the license *did not* belong to the master agency and instead belonged to one of the branch agencies, you can add the license information to the appropriate branch agency record and delete the license from the master agency record.

To manually add license information to one of the branch agency records, follow the steps beginning on page 21 until the end of the chapter.

After you have successfully added license information to the correct branch location record, you will need to clear the license information from the master agency record, where it currently exists erroneously.

This requires first inactivating the license (in your Producer Manager records only – it will <u>not</u> become inactive at the state level).	Licensing Vertafore	Producer Ma Inquiries V Ex Producer Type Firm Name EIN	Advanced	s • Admini	istration V ducer Search Business Units C FL HQ MA	е ×	UAT for 12029 Logged in as Valued User Logout Producer Quick Search
		AI ID So	ort By:	Sea	rch EIN	AI ID	
Open the master agency record.	Producer           ■ ADVANCED INS UNDERWRITI Em: 20-499726         Ext. D: 1234568           ■ ADVANCED INS UNDERWRITI Em: 20-4999726         Ext. D: 102926           ■ ADVANCED INS UNDERWRITI Em: 20-4999726         Ext. D: 24475           ■ ADVANCED INS UNDERWRITI Em: 20-4999726         Ext. D: 24475           ■ ADVANCED INS UNDERWRITI Em: 20-4999726         Ext. D: 24486           ■ ADVANCED INS UNDERWRITI Em: 20-4999726         Ext. D: 22485           ■ ADVANCED INS UNDERWRITI Em: 20-4999726         Ext. D: 22475           ■ ADVANCED INS UNDERWRITI Em: 20-4999726         Ext. D: 22475           ■ ADVANCED INS UNDERWRITI         Em: 20-4999726           ■ ADVANCED INS UNDERWRITI         Em: 20-4999726	ERS LLC - BRANCH * ERS LLC - BRANCH * BU: FL ERS LLC - BRANCH * U: FL ERS LLC - BRANCH * U: FL ERS LLC - BRANCH * U: FL ERS LLC - BRANCH *	1 (FL) 2 (FL) 3 4 (FL) 5 5 7		Status Pending Pending Pending Pending Pending Pending	Latest Reconciliation	n Missing Info
	EN: 20-4959726         Ext. D: 1937         B II           ADVANCED INS UNDERWRITI         Ent. D: 19975         B II           IN: 20-4959726         Ext. D: 19975         B II           Key: <b>v P</b> Processed <b>(A)</b> = Error <b>(B)</b> 8 results found, displaying al results.	U: FL ERS ILC - HEADQUA U: EL (1) = In Progress 🛇 = Clos	IRTERS		Pending	<b>√</b> <u>2013-07-17</u>	4



With master agency record open, in the **Licenses** data section click the **Inactivate** link associated with the state license you want to delete.

🗆 Licenses/Qu	alifications										Тор
									Add New	License	e/Qualification
Licenses											
License State	License Type	License Number	Original Issue Date	Status	Effective Date	Expiration Date	Inactivation Reason	License Suspend Begin Date	License Suspend End Date	Copy Rec'd	
🗄 Alabama	Non-Resident Producer Firm	445650	01-26-2010	Active	09-01-2011	12-31-2014					Inactivate
⊞ Arizona	Insurance Professional	881413	12-22-2006	Active	12-22-2006	12-31-2014					Inactivate
⊞ Arkansas	Nonresident Producer Agent	311666	03-13-2007	Active	03-13-2007	09-30-2012					Inactivate
	Non-Resident Producer Firm	0F69725	07-30-2007	Active	07-30-2007	07-31-2013					Inactivate
Colorada	Non Desident Broducer	005664	00.00.0007	Activo	00.00.0007	02.04.0042					In a street

### The Inactivate License page will open.

	Licensing × Compar	ies • Inquiries •	e <b>r Manager™</b> Express Services ▼ Adm	ninistration 👻	UAT for 1202 Logged in as Valued User Loggad
From the <b>Inactivation</b>	🚊 ADVANCED INS UNDE	RWRITERS LLC - HE	Inactivate Licens	e for State: Alabama	Search Producer
select Canceled.	EIN 20-4959726 This producer has invalid	License State/#	Active BU FL equired information.	NPN 8898786	Resident States
Enter a date, today or earlier, in the <b>Inactivation</b> <b>Date</b> field.	License License Type Non-Resident Producer Firm	Status Effective Date Active 09-01-2011 Cance	Original Issue Date Expiration Date 01-26-2010 12-31-2014 led	License Number License Suspend Begin 445650	Date License Suspend End Date Copy Received
Click the Save button.	Inactivation Date	07-17-:	2013		Save Return

With the license inactivated on the master agency record, now it can be deleted from the record.

Here's how ...

From the Licensing menu, select Data Fix and then select Delete Licensing Data by State.

Vertafore	Producer Manager™				UAT for 12029
Licensing Companies	<ul> <li>Inquiries - Express Service</li> </ul>	es - Administration	<b>•</b>	Logge	oducer Quick Search
Producer >	F	Review/Update I	irm		
Associations >	ITERS LLC - HEADQUARTERS Unra	ted			Search Producer
Agreements >	nse State/# √L 445650	Active BU FL	NPN 8898786	Residen	t States
License Applications >	nation or is missing required information.				
Continuing Education $ ightarrow$	Appointments Agreements	FINRA In Busines Require	formation Units I Items		
Data Fix Contact Information Address History	Correct License Data Correct Qualification Dates	License Comme	Applications nts		
Licenses/Qualifications	Correct Appointment Dates Correct State Association Data			Key: 🌱 =	Fix Missing Required Information
	Delete Producer	Quick Sync Produce			
□ Firm Details	Delete Licensing Data by State				Тор
Firm ID 746893 Name	Producers With Missing Information	Effective Date	03-19-2012	Term Date EIN	Captive
ADVANCED INS UNDERWRITE	ERS LLC - HEADQUARTERS Distribution	n Channel		20-4959726 NPN	



Search for the master agency record with the state licensing data you want to delete.

	rtafara							UAT for	r 12029
V Ve	ertatore	Producer	Manager™	_			L	ogged in as Valued Use	er Logout
Licensing 👻	Companies 👻	Inquiries 👻	Express Services 👻	Administra	tion 👻		3 *	Vroducer Quick Search	h
			Delete Lic	ensing D	ata by State				
			S	earch Prod	ucer				
Producer Typ	e 💿 Firm	🔘 Individual L	censee						
Please enter at I	east one of the sear	ch criteria belov	V:						
Firm Name	advanced								
EIN		NPN		Act	tive Business Unit		-		
License Num	ber			Lic	ense State			-	
External Syst	em ID			Pri	mary External ID Or	nly			
Records Per Pag	e: 10 💌							Search	Cancel
Displaying 1 - 8 (	of 8 matching record	ds)						P	Page 1 of 1
Name 🔺				EIN		<u>NPN</u>	Active BU	<u>City</u>	State
ADVANCED INS	UNDERWRITERS	LLC - BRANCH	1	20-4959726			_	City	FL
ADVANCED INS	UNDERWRITERS	LLC - BRANCH	2	20-4959726	■AL 445650	8898786	FL	HOLLYWOOD	FL
ADVANCED INS	UNDERWRITERS	LLC - BRANCH	3	20-4959726	HAR 311666	8898786	FL	HOLLYWOOD	FL
ADVANCED INS			4 5	20-4339726	AR 311666	0030/00	FL	HOLLYWOOD	FL
ADVANCED INS		LLC BRANCH	6	20-4959726	HAD 311666	8898786	FL	HOLLYWOOD	FL
ADVANCED INS	UNDERWRITERS	LLC - BRANCH	7	20-4959726	■AL 445650	8898786	FL	HOLLYWOOD	FL
ADVANCED INS	UNDERWRITERS	LC - HEADQU	ARTERS	20-4959726	■AI 445650	8898786	FL	HOLLYWOOD	FL
Displaying 1 - 8 (	of 8 matching record	ds) ( ^h )		21 .130120	,	2230700		P	Page 1 of 1

	Licensing *	Companies -	Producer Man	a <b>ger™</b> ss Services →	- Administrat	ion 🔻		Logged in as	Valued User Logout Quick Search	
From the Licensed States			Delete Licens	es, Quali	fications a	nd Appointme	nts By State			
dropdown menu, select the		D INS UNDERWRIT	ERS LLC - HEADQUART	ERS Unrated					Search Producer	
atata whasa inactiva	EIN	License	State/#	1	Active BU	NPN		Resident State	1	
State whose mactive	20-4959726	⊞ AL	445650	I	FL	8898	786			
cense data you want to	Y This producer has invalid information or is missing required information.									
delete from the master agency record.	Licenses			Licensed	States Alaba	ima 💌				
Click the <b>Delete</b> button	License State	Licens	se Туре	License O Number Iss	riginal sue Date Status	Effective Expiration Date Date	Inactivation	Reason	Copy Rec'd	
	Alabama Non-R	esident Producer Fir	m	445650 01-	26-2010 Inactive	07-17-2013 12-31-2014	Canceled			
	Qualification	IS								
	State	Qualification Type	Original Issue	Date	Status	Effective Date	Expiration Date	Inactiv	ation Reason	
	Alabama Casua	ilty	01-26-20	0	Inactive	07-17-2013	12-31-2014	Canceled		
	Alabama Proper	rty	01-26-20	0	Inactive	07-17-2013	12-31-2014	Canceled		
	Appointmen No Appointment	<b>ts</b> exists.			Home   Help   Cont	tact Us		[	Delete Return	

The license data exists now on the correct branch agency record (where it belongs) but is now cleared from the master agency record (where it doesn't belong).

□ Licenses/Qu	alifications										Тор
									Add New	/ License	/Qualification
□ Licenses											
License State	License Type	License Number	Original Issue Date	Status	Effective Date	Expiration Date	Inactivation Reason	License Suspend Begin Date	License Suspend End Date	Copy Rec'd	
⊞ Arizona	Insurance Professional	881413	12-22-2006	Active	12-22-2006	12-31-2014					Inactivate
⊞ Arkansas	Nonresident Producer Agent	311666	03-13-2007	Active	03-13-2007	09-30-2012					Inactivate
	Non-Resident Producer Firm	0F69725	07-30-2007	Active	07-30-2007	07-31-2013					Inactivate
	Non-Resident Producer	285661	02-09-2007	Active	02-09-2007	03-01-2013					Inactivate



Repeat these steps for all duplicative state license data that you want to clear from any record.

**Tip**: As a time-saver, when you inactivate a license, all qualifications and appointments that are supported by the license automatically are inactivated as well. No need to inactivate them separately.

# Tying the Branch Agency Records to the Master Agency Record

When tracking a "mega-agency," you can record the relationship between the master agency headquarters and all branch agency locations.

There are two recommended methods by which the record relationships between the master agency and its branches can be connected:

- Using a shared system identifier
- Through a recorded agreement

Your Vertafore implementation representative will consult with your company's project team to determine the best approach for your business requirements. We will explore the set-up of each approach in this section.

## Using a Shared System Identifier

A simple approach to establishing a record relationship between a master agency and its branches is through a shared code type and code tracked in the **External System ID** data section of all affected firm records. This will have the effect of grouping together all locations in the mega-agency.

An advantage of this approach is that it could reduce some manual set-up of the system.

**Note**: This procedure assumes that your business <u>does not</u> require a master agency and its branch locations to be differentiated by unique system identifiers, either in PLM Producer Manager or another of your company's systems. Also, for this procedure to work, the ORG_UNIQ_EXT_SYS_TYPE_ID business rule in Producer Manager must be Vertafore-configured as "NO," and the desired external system type must be configured as a value in the INTRFC_TYPE_CODE

code group on the UAT for 12029 Vertafore Producer Manager™ Maintain Codes page in Express Services Producer Manager. **Review/Update Firm** Search Produce ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated FIN License State/# Active BU NPN Resident States With the record of the 20-4959726 8898786 ⊞ AR 311666 FL Illinois master agency open in the Expand All Firm Details Producer Business Rules Resident States Appointments **FINRA** Information **Review/Update Firm** Agreements Individual Associations Business Units **Required Items** page, click the External External Sys IDs Contact Information Address History License Applications Costs Δliases Comments Sys IDs link in the Quick Data Reconciliation Address History Licenses/Qualifications State Producer Numbers Links box. Quick Sync Producer □ Firm Details Firm ID Status Effective Date Term Date The system will navigate Name EIN Captive ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS 20-4959726 quickly to the External NPN Firm Type **Distribution Channel** 8898786 Non-Pe • -System IDs data section. Last Sync Date The primary purpose of this Rate this Producer: Save Cancel



section is to store all of the producer's record key information in other systems that may be integrated with PLM. However, it may be used for other purposes, such as ours: Tying together the records of multiple entities in Producer Manager.

In the External System	External Sys IDs				Тор
in the <b>External System</b>	External System Type	External System Identifier	Business Unit	Primary	Inactive
<b>IDs</b> data section, click the		Add/Update/Delete External System I	dentifiers		
	Contact Information	4)			Top
Add/Update/Delete					

Producer Manager™

Express Services

Maintain External System Identifiers

Home | Help | Contact U

FL

External System ID

1212123

External System ID

NPN

8898786

**Business Unit** 

**Business Unit** 

External System Identifiers link. The Maintain External System Identifiers page will open.

#### In the Add/Update External System Identifiers section, select a value from the External

ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrat

⊞ AR 311666

External System Type

License State/#

Vertafore

**Current External System Identifiers** 

Add/Update External System Identifiers

20-4959726

Delete

External System Type

Delete

Master ID

**System Type** dropdown menu. This will be the code type that the master agency and its branches will share in common.

Then, enter a code value in the **External System ID** field. This value, too, will be shared among all locations in the megaagency.

If this external system ID will serve as the primary

identifier, click to checkmark the Primary checkbox.

When you are finished, click the Save and Return button to re-open the master agency record.

•

Now in the <b>External</b>	□ External Sys IDs					Тор
	External System Type	External Syst	tem Identifier	Business Unit	Primary	Inactive
System IDs data section,	Master ID	1212123			V	
you can see the newly		Add/Update/D	elete External System Identifier	S		
entered grouping type and						Тор
code.						

Next, let's apply the same grouping information to the first branch location record.



UAT for 12029

Search Produce

Return

Clear Inactive

ogged in as Valued User Le

Resident State

Add New External System

Inactive

Primary

1

Save Return Save and Return

Illinois

Primary

•

Search for and open the branch record.	Vertafore         Producer Manager™           Licensing < Companies < Inquiries < Express Services < Admir           Find existing producers with Review/Wolstle Producer or Advanced Producer Search	nistration -	UAT for 12029 Logged In as Valued User Logged Competition Cluck Search ADVAICED UNS UNDERWRITERS LLC - HEADQUARTE Last Vewerd Simulas age
	Add a Producer Add a new Individual Licensee or a new Firm Quick Add Producer from PDB data Quick Load Producers from a batch file using PDB Update Producer Information Add/Activate Licenses/Qualifications Correct License Data Maintain Contact Information	ADVANCED INS UNDERWRITERS LLC - HEADQU/     ADVANCED INS UNDERWRITERS LLC - BRANCH:     ADVANCED INS UNDERWRITERS LLC - BRANCH:     BOIANNIA, AITHONY A     ADVANCED INS UNDERWRITERS LLC - BRANCH:     Recent Subscriber Notices     No notices.	ADVANCED INS UNDERWRITERS LLC - BRANCH 1 (F Last Unweit (Fr-17-2013 ADVANCED INS UNDERWRITERS LLC - BRANCH 2 (F Last Vieweit (Fr-17-2013 EII: 20-4959726 Show All
	Manage Appointments Add Appointments Terminate Appointments Approve/Deny Appointments Review Rejected Appointments	o   Contact Us 2013 Vertafore, Inc.	

Click the **External Sys IDs** link in the **Quick Links** box....

Review/Update Firm         Search Produ         M License State#       Active BU       NPH       Resident States         10-4959726       Florida       Florida         Expand All         "Im Details       Appointments       Business Units         Poducer Business Rules       Individual Associations       Required Items         External Sys IDs       Costs       License Applications         Contact Information       Aliases       Comments         Address History       Data Reconciliation       Comments         License Qualifications       State Producer Numbers       Comments	[∃] Firm Details				Quick Sync Produc	cer		
	Resident States External Sys IDs Contact Intermatic Address History Licenses/Qualifica	on	Individ Costs Aliase Data F State	dual Association Reconciliation Producer Numbe	s Requi Licens Comm	red Items e Applications ents		
ADVANCED INS UNDERWRITERS LLC - BRANCH 1 Unrated NN License State# Active BU NPN Resident States 0-4959726 Florida	Expand All     Firm Details     Producer Business	s Rules	Appoi	ntments	FINRA Busine	Information ess Units		
Review/Update Firm	20-4959726	License	e State/#		Active BU	NPN	Florida	it States
Review/Update Firm	ADVANCED IN	5 UNDERWRIT	ERS LLC - BR	ANCH 1 Unrated				Search Produc
					Review/Update	Firm		Carach Deader
	_						Logg	culli as valueu user Lug

## ... and then open the Maintain External System Identifiers page.

External Sys IDs				Тор
External System Type	External System Identifier	Business Unit	Primary	Inactive
	Add/Update/Delete External System	Identifiers		
T Contact Information	2m			-



Enter and save the same grouping type and code information as the master agency...

Ver	tafore Producer	[,] Manager™		UAT for 12 Logged in as Valued User Lo
Licensing 👻	Companies 🔹 Inquiries 👻	Express Services 👻 Admin	istration 👻	🐼 🎽 🔍 Producer Quick Search
		Maintain External	System Identifiers	
🚊 ADVANCED II	NS UNDERWRITERS LLC - BRA	NCH 1 Unrated		Search Prod
EIN	License State/#	Active BU	NPN	Resident States
20-4959726				Florida
Delete	External System Type	External System I	ID Business Unit	Primary Inactive
				0
Add/Update Ex External System	n Type	External System ID	Business Unit	Primary Inactiv
Add/Update Ex External System Master ID	n Type	External System ID 1212123	Business Unit	Primary Inactiv
Add/Update E) External Systen Master ID	n Type	External System ID 1212123	Business Unit	Primary Inaction

... and repeat the process for all branch location records.

Now, you can search for all mega-agency locations, based on the grouping information.

You can use the Advanced Producer Search, available from the Producer Manager Home page or Licensing menu>Producer>Advanc ed Producer Search. (See page 13 to review how to use it.)

Vortaforo	<b>.</b>					_	UAT for 12029
	Producer Ma	nager™					Logged in as Valued User Logout
Licensing 👻 Companies 👻	Inquiries - Exp	ress Service	s - Admini	stration 👻		<b>S</b>	Reading the search
		Adva	anced Pro	ducer Search	ı		
	Producer Type Firm Name EIN MASTER_ID ID	Firm 1212123	▼ Sea	Business Units	C FL HQ M MA NC	A HI	
	So	rt By:	<b>↑</b> Name	EIN		AI ID	
Producer					Status	Latest Reconciliation	n Missing Info
ADVANCED INS UNDERWRITI EIN: 20-4959726 Ext. ID: 1212123	ERS LLC - BRANCH 1				Pending		
ADVANCED INS UNDERWRITE EIN: 20-4959726   Ext. D:1212123   E	ERS LLC - BRANCH 2 BU: FL	(FL)			Pending		
ADVANCED INS UNDERWRITH	ERS LLC - BRANCH 3 J: FL				Pending		4
ADVANCED INS UNDERWRITH	ERS LLC - BRANCH 4	(FL)			Pending		
ADVANCED INS UNDERWRITH EIN: 20-4959726   Ext. ID:1212123   BI	ERS LLC - BRANCH 5				Pending		9
ADVANCED INS UNDERWRITT EIN: 20-4959726   Ext. ID:1212123   BI	ERS LLC - BRANCH 6 J: FL				Pending		4
ADVANCED INS UNDERWRITT EIN: 20-4959726   Ext. ID:1212123   BI	ERS LLC - BRANCH 7 J: FL				Pending		4
ADVANCED INS UNDERWRITT EIN: 20-4959726   Ext. ID:1212123   BI	ERS LLC - HEADQUA	RTERS (IL)			Pending	<b>2013-07-17</b>	
Key: 🖋 = Processed 🛕 = Error 😱	= In Progress 🚫 = Close	ed					
8 results found, displaying all results.							



You can also run many built-in inquiries using the shared identifier. Pictured at right is the **Individual Appointments Inquiry**, which you can run to view individual producer appointment and/or termination activity for agents affiliated with the mega-agency over a given time period.

Find this inquiry in Producer Manager through Inquiries>Producer Management>Individual Appointments Inquiry.

Vertafore P	roducer Manager™		UAT for 12029
Licensing - Companies - In	quiries - Express Services - Administration -	. 🔞 *	Register Andrea User Logout
All Reports Recent Reports In	dividual Appointments Inquiry		
	Individual Appointments	s Inquiry	
Review	all appointment and termination activity for all producers (or just one p	producer) in your system during the past month.	
Please enter, at a minimum, the 'Appo	intment/Termination' dates.		
	Appointment/Termination Bet	tween	
	Begin Date 01012013 Ind Date	07-18-2013	
	External System ID 1212123	Primary Only	
State (s)	Status (es)	Submitting Staff Member (s)	Business Unit (s)
Alabama Alaska El American Samoa Arizona Arkansas Armed Forces Americas	Active - Approved Inactive - Approved Active - Denied Inactive - Denied Active - Pending Inactive - Pending	ADMIN, SIRCON Barantchouk, Deb Bratt, Holli	C A FL E HQ M MA NC
	Active Writing Companies	s	
	INS CO		
			Spreadsheet View
	No lodicidual has been acted	stad	Search Specific Individual
	No individual has been selec	ctea.	
		Submit Offline	/iew/Refresh Report Cancel
	Home   Help   Contact Us		



## Through a Recorded Agreement

You also may record connections between a mega-agency's headquarters and its subsidiary offices in the **Agreements** data section of all affected firm records.

An advantage to this approach include that the entire hierarchical relationship between your company, the master agency, and all of its branches are viewable and maintainable from within the master agency record.

The ability to track a master/branch relationship has been configured on a page available to Producer Manager system administrators, called **Maintain Hierarchy Levels**.

To the right is an illustration of an example of such a configuration. In it you can see that records designated in a relationship as a Branch Location will be subordinate to those designated as a Master Agency.

censing - Companies - Inquiries - Expr	ress Services 👻 Administration 👻	🐼 🏹 🔍 Producer Quick Search
	Maintain Hierarchy Leve	els
Ordered Levels	Additional Pro	ducer Type Codes
Master Agency	[AGYRLTN] Agency	
Branch Location	[AGYRLTN] Agent	
Ordered levels are used to create hierarchy templates. To chang drag-and-drop the level in the appropriate position.	e the the order of a level, Principal	
	Additional Produ necessarily a pi when creating h	cers are used to represent a producer related to an agreement that is not rt of the hierarchy relationship. In order to include one of the labels above ierarchy relationships, drag-and-drop the level inside the Ordered Levels lis:
greement type] Agreements at the hierarchy level will be ass	igned this agreement type. The agreement typ	e will remain editable until the level is used by an agreement.
		Revert Changes Save Char

To record a master/branch relationship, first open the master agency record.

In the **Quick Links** box, click the **Agreements** link.

Verta	afore	Producer l	Manager™		UAT for 120 Logged in as Valued User Log
Licensing - Co	ompanies 👻	Inquiries 👻	Express Services 👻 Admini	stration 👻	🐼 🔍 Producer Quick Search
			Review/Up	date Firm	
ADVANCED INS	UNDERWRITE	ERS LLC - HEADO	UARTERS Unrated		Search Produc
EIN	License	State/#	Active BU	NPN	Resident States
20-4959726	🗄 AR	311666	FL	8898786	
[#] Expand All Firm Details Producer Business Resident States	Rules	Appointm Agreeme Individ	ents nts I Associations	FINRA Information Business Units Required Items	
External Sys IDs Contact Informatio Address History Licenses/Qualificat	n tions	Costs Aliases Data Reco State Pro	onciliation ducer Numbers	License Applications Comments	
					Key: 🌱 = Fix Missing Required Inform
			Quick Sync	Producer	
- Cirm Detaile					



In the Agreements data section, click the Add New Agreement link.

□ Agreements						Тар
Туре	Status	Status Date	Business Unit	Highest Upline Producer	Add New Agreeme	ent

#### The Add Agreement page will open.

The **Add Agreement** function uses a "wizard" approach. First you want to establish the master agency record to a relationship with your company and establish its superordinate position with regard to the branch agencies.

From the **External System ID** menu, select the Agency ID of the master agency.

From the **Type** dropdown menu, select Agency Relationship.

From the **Hierarchy Template**, select Master Agency (as Master Agency level).

Then, click the **Next** button.

Vertafore	Producer N	lanager™				Logged in as \	IAT for 12029 /alued.User Logout
Licensing - Companies	<ul> <li>Inquiries - E</li> </ul>	Express Services 👻 Adm	inistration 👻	_	_	🐼 🎽 🔍 Producer Q	uick Search
		Add Ag	reement				Search Producer
EIN Lice	inse State/#	Active BU		NPN		Resident States	
20-4959726	AR 311666	FL		8898786			
This producer has invalid info	rmation or is missing require	d information.					
Primary Producer							
Primary Producer Type	Fir	m 🔘 Inc	lividual		EIN/SSN	20-4959726	
Primary Producer Name	ADVANCED !!	NO UNDERWIRTERO LLO - L	EADOLIARTE		NPN	8898786	
External System ID	Agency ID   19	9975     Y   Active				Add E	xternal System ID
Business Unit							
Туре 🤇	Agency Relationship				Custom		
Status	Activo		Termination Reaso	on		-	
Begin Date	07-17-2013		End Date				
Level ID			Manager Level ID				
Hierarchy Template 🛛 🤇	Master Agency (as M	Master Agency level) 💌					
Additional Producer Roles							
E	Agency						
	Agent						
	Principal						
							Next Cancel

Next, you need to tie the
entire mega-agency to
your company in the
relationship.

In the **Companies** section of the **Add Agreement** page, click the checkmark associated with your company.

Then click the **Save** button.

Vertafore	Producer Manager™				U. Logged in as V	AT for 1202
Licensing - Companies -	Inquiries • Express Services •	Administration 👻	_		🐼 🎽 🔍 Producer Qu	lick Search
	Ad	dd Agreement				
Name	RS LLC - HEADQUARTERS	EIN 20-4959726	NPN 8898786	Status Active	Type Agency Relationship	Company
Select one or more Companies: Companies		Company Name				
INS CO		company name				
Begin Date 07-17-2013					Previous	Save Cancel
	Не	ome   Help   Contact Us				



A "workflow transition" page will open, allowing you to perform related operations on the master agency agreement. Ignore it (or click the **Add an Agreement** link at the bottom of the page and search for a branch agency record).

Instead, open a branch agency record, and add the same agreement information as you added for the master agency.

For a branch agency, select its **External System ID** and its **Type**, but *do not* select a **Hierarchy Template**.

Then, click the **Next** button, and tie the branch agency to your company.

Click the checkbox						
associated with your						
company.						

Click Save.

	nies 🔻 Inquiries 👻 Express Se	rvices 👻 Administration 👻			Producer	Quick Search
		Add Agreement				
ADVANCED INS UND	ERWRITERS LLC - BRANCH 1 Unrated	đ				Search Prod
EIN	License State/#	Active BU	NPN		Resident State	s
20-4959726					Florida	
Primary Producer						
Primary Producer Typ	e 💿 Firm	Individual		EIN/SSN	20-4959726	
Primary Producer Nan	ne ADVANCED INS LINDER	WRITERS LLC - BRANCH 1	_	NPN		
External System ID Business Unit	Agency ID   1234568     N	Active	>		Add	External Syste
	Agency Relationship			Custom		
Status	Active	Termination	Reason	Gustom	Ψ.	
Begin Date	07-17-2013	End Date				
Level ID		Manager Le	vel ID			
Hierarchy Template		•				
Additional Producer R	Roles					
	Agency					
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Vertafor	Producer Manager           ies *         Inquiries *         Express Ser	™ vices ▼ Administration ▼	_	_	Logged in as V	Valued User Lo Quick Search
Licensing + Compan	e Producer Manager ies Tinquiries Express Ser	TM vices × Administration × Administration			Logged in as V	Valued User Lo
Licensing × Compan	e Producer Manager	TM vices × Administration × Add Agreement EIN	NPN Sta	tus Type	Logged in as V	Valued User Lo Auluck Search Company
Licensing × Compan	Producer Manager ies      Inquiries      Express Ser      RWRITERS LLC - BRANCH 1	TM vices • Administration • Add Agreement EIN 20-49597	NPN Sta 26 Act	<b>tus Type</b> ve Agency	Logged in as V	Valued User Lo Ruick Search Company
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	Producer Manager         ies *       Inquiries *       Express Ser         RWRITERS LLC - BRANCH 1         ies:	TM vices × Administration × Add Agreement EIN 20-49597 Company Name	NPN Sta 26 Act	tus Type ve Agency	Logged in as \ Cogged in as \ Producer C Relationship Previous	Company

A "workflow transition" page will open. This time, click the **Assign a Parent** link.

Verta	fore Produce	r Manager™			UAT for	12029
Licensing - Co	mpanies - Inquiries -	Express Services 👻	Administration 👻	8	Q Producer Quick Search	Logout
		Ac	ld Agreement			
4	Agreement for ADVANCED	NS UNDERWRITERS LL	C - BRANCH 1 has bee	n successfully added to Producer Man	ager.	
NEXT	I would like to: • review this agreem • assign a parent to t • review the produce	<mark>ent</mark> is agreement r on this agreement				
OR	I just want to <mark>add an agree</mark>	ment for a different produc	cer.			
		Ho	me   Help   Contact Us			



	Licensing - Companies -	Producer Manager™ Inquiries ▼ Express Servic	es – Administra	tion 👻		Lo <u>o</u>	UAT for ged in as Valued Use Producer Quick Search	r 12029
The Assign Parent Agreement search page will open, allowing you to	Assign Parent ement search page pen, allowing vou to	Individual Licensee	sign Parent A Search Prod	greement ^{ucer}				
find the record of the master-agency the record you want to assign	Please enter at least one of the sear Firm Name advanced EIN License Number External System ID	ch criteria below:	Ac: Lic Pri	tive Business Unit cense State imary External ID On	ıly		×	
as the "parent" to the branch agency.	Records Per Page: 10  Displaying 1 - 8 (of 8 matching record	ls)	EIN	Tiliaanaa Stata/#	NDN	F Astivo PU	Search P	Cancel
Click to select the master agency record.	ADVANCED INS UNDERWRITERS I ADVANCED INS UNDERWRITERS I Displaying 1 - 8 (of 8 matching record	LLC - BRANCH 1 LLC - BRANCH 2 LLC - BRANCH 3 LLC - BRANCH 4 LLC - BRANCH 4 LLC - BRANCH 6 LLC - BRANCH 7 LLC - HEADQUARTERS Is)	20.4959726 20.4959726 20.4959726 20.4959726 20.4959726 20.4959726 20.4959726 20.4959726	□AL 445650 □AR 311666 □AR 311666 □AL 445650 □AR 311666 □AL 445650 □AR 311666 □AR 311666	8898786 8898786 8898786 8898786 8898786 8898786 8898786 8898786	FL FL FL FL FL FL FL	City HOLLYWOOD HOLLYWOOD HOLLYWOOD HOLLYWOOD HOLLYWOOD HOLLYWOOD	FL FL FL FL FL FL FL FL FL FL age 1 of 1
			Home   Help   Con	itact Us				

## The Assign Parent

Agreement page will show you the agreement you already recorded for the master agency. Now all you need to do is select it.

Click the radio button corresponding to the master agency agreement.

Then, click the **Select** Agreement button.

The last thing to do is select the level in the hierarchy template that the branch agency will assume in the master/branch relationship.

Click the Branch Location radio button.

Then, click the **Select** Template button.

Licensing   Companies	Producer I Inquiries -	Manager™ Express Services →	- Administ	ratio	ו ד		6 -	UAT for 12029
Current Agreement								
Name			EIN	NPN	Status	Туре	Company	
ADVANCED INS UNDERWRITE	RS LLC - BRANC	H 1	20-4959726		Active	Agency Relationship	INS CO	
The following active agreements wer Type : Agency Relationship Business Unit : External Sy No producer upline for this agr	The following active agreements were found for ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS. Please select the appropriate parent agreement from the list below. Type : Agency Relationship Status : Active Start Date : 07-17-2013 End Date : Hierarchy Template : Master Agency Business Unit : External System ID : 19975 Level ID : No producer upline for this agreement.							
								Select Agreement Return
			Home I Help I C	ontaci	t Us			

Vertafore Prod	lucer Manager™						UAT for 12029 Logged in as Valued User Logout	
Licensing Companies Inquin	ies 👻 Express Services	<ul> <li>Administ</li> </ul>	tratior	۱ ×		3 °	Roducer Quick Search	
Assign Parent Agreement								
Current Agreement								
Name		EIN	NPN	Status	Туре	Company		
ADVANCED INS UNDERWRITERS LLC	- BRANCH 1	20-4959726		Active	Agency Relationship	INS CO		
The selected parent agreement will give the c	urrent agreement the following	upline:						
Producer Upline					Level			
ADVANCED INS UNDERWRITERS LLC - HEA	DQUARTERS				Master Agency			
This hierarchy has been effective since: 07-1	7-2013							
Note: Any hierarchy history on the child agreen	nent that has been recorded s	ince the selected	d effect	ive date	will be overwritten with this	s new hierar	chy.	
Please select the hierarchy template to assign	n to the current agreement:							
Name	Description				Base Level			
<ul> <li>Branch Location</li> </ul>	Branch Location Agencies				Branch Location			
							Select Template Return	



The **Review/Update Agreement** page will open, where, in the **Agreement Hierarchy** data section, you can review the established relationship between the branch agency and its master agency.

Click the **Return** button to exit.

Vertafore	Produce	er Manaαer™							UAT	for 1202
Licensing Companie	es - Inquiries -	- Express Service	es - Admi	nistration	Ŧ	-	-		roducer Quick S	iearch
		Rev	iew/Upda	te Agre	emen	nt				
Name			FIN	NDN	Statue	Type		Company	Searc	h Agreement
ADVANCED INS UNDER	WRITERS LLC - BR	ANCH 1	20-4959726	8898786	Active	Agency Re	ationship	PHILADELPHI		INS CO
Expand All Agreement Details Additional Producers	Com Agree	panies ement Hierarchy		Child Ag	reement	ts		Comments		
□ Agreement Details										Tor
Primary Producer Type Primary Producer Name External System ID Business Unit	ADVANCED   Agency ID   1	Firm INS UNDERWRITERS 1234568     N   Active	linc - Brand	lividual CH 1			EIN/SSN NPN	<b>20-4959726</b> 8898786	Add Extern	nal System ID
Type Status Begin Date	Agency Relationshi Active  07-17-2013	ip 💌		Terminatio End Date	n Reasor	1	Custom	•		
Level ID Hierarchy Template	Branch Location (as	Branch Location level	)	Manager L	evel ID					
Payment Frequency Advance Commission Maximum Advance Amount Statement Distribution ID			·			Conduct B Percent of Advance T	usiness via D Advance ransaction St	TCC atus		
Additional Producers     Companies     Agreement Hierarchy	3									Save Toj Toj Toj
Producer Name		Туре	Status Start	Date End I	Date Busi	ness Unit H	ierarchy Temp	olate	L	evel ID Actions
ADVANCED INS UNDERWRIT HEADQUARTERS	ERS LLC -	Agency Relationsh	ip Active 07-17	7-2013		Μ	laster Agency	(as Master Agen	cy level)	× 2
ADVANCED INS UNDERWRIT	ERS LLC - BRANCH	1 Agency Relationsh	ip Active 07-17	7-2013		B	ranch Locatio	n (as Branch Lo	cation level)	
Key: 🔤 = View 🖉 = Change	Assigned Parent Agreen	ment X = Remove Link ti	o Assigned Parer	nt Agreement						
<ul> <li>Child Agreements</li> <li>         E Comments     </li> </ul>		Vie	w Agreement	Hierarchy	History					Τοι Τοι
Delete Agreement										Return

Then, switching to the master agency record, in the **Child Agreements** sub-section of the **Agreements** data section, you can review the relationship between the master agency and all branch agencies.

							10
						Ado	l New Agreemen
Туре	Status	Status Date	Business Unit	Highest Upline Pr	oducer		Level ID
Agency Relationshi	p Active	07-17-2013					Edit
External	System ID		Begin Date	End Date	Hierarchy Ter	nplate Termination	n Reason
Agency If	)   19975     Y	Active	07-17-2013		Master Agenc	cy (as Master Agency level)	
E Commis	sion Details						
Addition	al Producers						
E Agreem	ent Compani	es					
_							
🗄 Agreem	ent Hierarchy	,					
⊞ Agreem ⊖ Child Ag	ent Hierarchy reements (2	/ Active/0 Inactive)					
⊞ Agreem [⊖] Child Ag ↓ <u>Produce</u>	ent Hierarchy reements (2 <u>r Name</u>	Active/0 Inactive)		уре	Start Date	Business Unit Hierarchy Template	Level ID Actions
E Agreem S Child Ag <mark> </mark>	ent Hierarchy reements (2 <u>r Name</u> D INS UNDE	Active/0 Inactive)	BRANCH 1	' <u>vpe</u> Agency Relationship	Start Date 07-17-2013	Business Unit Branch Location (as Branch Location level	Level ID Actions
E Agreem Child Ag ↓Produce ADVANCE ADVANCE	ent Hierarchy reements (2 <u>r Name</u> D INS UNDE D INS UNDE	Active/0 Inactive) RWRITERS LLC - RWRITERS LLC -	BRANCH 1 /	<u>ype</u> Agency Relationship Agency Relationship	Start Date 07-17-2013 07-17-2013	Business Unit Hierarchy Template Branch Location (as Branch Location level Branch Location (as Branch Location level	Level ID Actions )
	ent Hierarchy reements (2 D INS UNDE D INS UNDE View	Active/0 Inactive) RWRITERS LLC - RWRITERS LLC -	BRANCH 1 / BRANCH 2 /	<u>'ype</u> Agency Relationship Agency Relationship	Start Date 07-17-2013 07-17-2013	Business Unit Hierarchy Template Branch Location (as Branch Location level Branch Location (as Branch Location level	Level ID Actions )

Now, you will want to tie the rest of the branch agency records to the master agency record, repeating the steps beginning on page 37 for each branch record.



# Protecting the Corrected Records from Automated Data Reconciliations

Now that you have your master and branch agency records reflecting accurate licenses, etc. information, you will want to keep them from being accidentally "refreshed" by automated data reconciliation. If that happens, all of your manual record-keeping could be undone.

As a safeguard, you can apply a setting to each record that will protect it from an automatic **Scheduled Sync**.

Here's how...

Open one of the agency records.	Licensing - Compar	TC [·] <b>Producer Manager™</b> nies ▼ Inquiries ▼ Express Service	s 🔹 Administratio	n •	UAT for 120 Logged in as Valued User Log 3 • • • • • • • • • • • • • • • • • • •	29 out
In the <b>Quick Links</b> box, click <b>Producer Business</b>	🚊 ADVANCED INS UND	RWRITERS LLC - BRANCH 1 Unrated	Review/Update	Firm	Search Produ	cer
Rules.	EIN OF OF OF OF	License State/#	Active BU	NPN	Resident States	
	Expand All     Firm Details     Producer Business Rule:     Resident States     Details     External Sys IDs     Contact Information     Address History     Licenses/Qualifications	Appointments Agreements Individual Associations Costs Aliases Data Reconciliation State Producer Numbers	FINRA Busine Requir Licens Comme Quick Sync Produc	Information ss Units ed Items e Applications ents		
In the <b>Producer Business</b>	Producer Business	Rules			Т	op
Rules data section, click	This producer has no custor	nized business rules.				
the Update Producer Business Rules link.	[⊞] Resident States	Upo	late Producer Busine	ss Rules	T	qc

The Producer Business Rules page will open.

UAT for 12029 On the Producer Vertafore Producer Manager™ Business Rules page, Express Ser click the View All Rules **Producer Business Rules** toggle. Search Producer ADVANCED INS UNDERWRITERS LLC - BRANCH 1 Unrated Active BU NPN EIN License State/# Resident States 20-4959726 Florida Customized Business Rules (View All Rules) This producer has no customized business rules. Home | Help | Contact Us



In the Customized Business Rules section, find the Allow Scheduled Syncs to Run For This Producer rule.

Click the **Edit** button in the **Actions** column.

Vertaf	ore Produce	er Manager™			UAT for 120	029
Licensing - Comp	anies 🔹 Inquiries 🔹	Express Services 👻	Administration 👻		🐼 🎽 🔍 Producer Quick Search	
		Produc	er Business R	ules		
🚊 ADVANCED INS UN	DERWRITERS LLC - BR	ANCH 1 Unrated			Search Produ	сег
EIN 20-4959726	License State/#	Ac	tive BU	NPN	Resident States Florida	
All Business Rules (Hic	le Defaulted Rules)					
Allow Scheduled Syncs	to Run For This Producer			Value: Yes	4	
If set to "No" for a produ	icer, the producer will not b	e synced by a Sync Schedule	9		1	
Key: 🖉 = Edit						
		н	ome   Help   Contact Us			

By default, this producer business rule allows all producer records to be subject to a Scheduled Sync. A Scheduled Sync might bring back all the license data you have cleared from this record. You need to protect the record from that happening.

From the **Value** dropdown menu, select No

Then, click the **Save** button.

Now the record will have the producer business rule applied that protects its data against Scheduled Syncs.

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Licensing 👻	Companies 🔹 Inquiries	Express Services 👻 Administration	n -	🐼 🔍 Producer Quick Search
		Producer Busines	ss Rules	
🚊 ADVANCED II	NS UNDERWRITERS LLC - BR	ANCH 1 Unrated		Search Produce
EIN 20-4959726	License State/#	Active BU	NPN	Resident States Florida
All Business Rule	es (Hide Defaulted Rules)		Value: Vec	
If set to "No" for a	a producer, the producer will not b	e synced by a Sync Schedule	value. res	
Value: No				
				Save Cancel Edit
Key: 🖉 = Edit				6
		Home I Heln I Contar	t lle	

Vertafore	Producer Manager™			UAT for 1202 Logged in as Valued User Loggu
Licensing Companies	Inquiries 🔹 Express Service	es 🔹 Administration 👻		🐼 🏝 🔍 Producer Quick Search
	I	Review/Update Fir	m	
🚊 ADVANCED INS UNDERWR	ITERS LLC - BRANCH 1 Unrated			Search Produce
EIN Licer	ise State/#	Active BU	NPN	Resident States
20-4959726				Florida
■ Expand All				
Firm Details	Appointments	FINRA Info	mation	
Producer Business Rules	Agreements	Business U	nits	
Resident States	Individual Associations	Required It	ems	
External Sys IDs	Costs	License Ap	plications	
Contact Information	Aliases	Comments		
Address History	Data Reconciliation			
Licenses/Qualifications	State Producer Numbers			
		Quick Sync Producer		
			-	То
Producer Business Rule	es			То
Rule Name				Value
Allow Scheduled Syncs to Run For	This Producer			No
	Up	date Producer Business F	lules	



Repeat these procedures for all of your mega-agency records, master and branch alike.

**Important Note**: To further protect license, etc. data on mega-agency records from unintentional overwriting, your company must adopt an internal business practice *never* to use the manual **Quick Sync Producer** function for mega-agency branch location records and rarely for the master agency record but only under certain conditions, as we will explore in the next chapter.

Vertafor	e Producer Manager™	м		UAT for 12029
Licensing - Compan	ies 🔹 Inquiries 🔹 Express Servi	ices - Administration	•	🐼 🎽 🔍 Producer Quick Search
		Review/Update F	irm	
🚊 ADVANCED INS UNDE	RWRITERS LLC - BRANCH 1 Unrated			Search Producer
EIN	License State/#	Active BU	NPN	Resident States
20-4959726				Florida
Expand All				
Firm Details	Appointments	FINRA Inf	formation	
<b>Producer Business Rules</b>	Agreements	Business	Units	
Resident States	Individual Associations	Required	Items	
External Sys IDs	Costs	License A	Applications	
Contact Information	Aliases	Commen	ts	
Address History	Data Reconciliation			
Licenses/Qualifications	State Producer Number	rs		
		Quick Sylic Producer		
⊞ Firm Details		quoreguero	7	Top
Producer Business	Rules		/	Τορ
Rule Name		- <b>\</b> /		Value

# Obtaining State Update Information for Periodic Manual Record Upkeep

Of course, license, qualification, and appointment information for any producer will change over time. You will want to stay apprised of these changes and periodically update your master and branch agency records.

Or, a natural event in the producer lifecycle may trigger the need for an update, such as when the master agency or one of its branches has new business in hand in a state and needs an appointment there. You can obtain the latest compliance information from the state and manually update the record in advance of submitting the appointment request, all within Producer Manager.

Another occasion that might warrant an update is before a state's appointment renewal period. You could perform automated data reconciliation on the mega-firm's records, just to make sure the master and branch agencies still hold the licenses that support your company's appointment in the renewal state. If they do not, you could save renewal fees by terminating the state appointment.

The recommended procedure in these cases is to obtain a PDB report and store it on the master agency record, and then use it as the basis for manual updates of the master and all branch agency records.

Here's how ...

If you have administrator rights in Producer Manager, you can configure the automated data reconciliation services to retrieve a PDB report but not refresh a record with the state data contained in the report. (If you don't have administrator rights, you can ask an administrator to set up Producer Manager using the following sequence of steps.)

From the Administration menu, select Data Reconciliation, and then select Maintain Data Reconciliation Profiles.

The **Maintain Data Reconciliation Profiles** page will open.

Licensing   Companies  Inquiries  Express Services	Administration 🔻	Produce	r Quick Search
	Online Help		
Find existing producers with Review/Update Producer or Advanced Producer 3	User Security >	I Producers	
Add a Producer	Configure My Profile >	NS UNDERWRITERS LLC - BRANCH 1	3 minutes ag
Add a new Individual Licensee or a new Firm		NS UNDERWRITERS LLC - HEADQUARTERS	11 minutes a
Quick Add Producer from PDB data	Configure System >	NS UNDERWRITERS LLC - BRANCH 2	45 minutes a
Quick Load Producers from a batch file using PDB	Data Reconciliation 🔶	Maintain Data Reconciliation Profiles	03-22-2012
	Notifications	View Schedule Syncs	00 20 2012
Update Producer Information	Contact Us	er Notices	SI
Correct License Data	Locout		
Maintain Contact Information	Logout		
Manage Appointments			
Add Appointments			
Terminate Appointments			
Approve/Deny Appointments Poview Poincted Appointments			
Review Rejected Appointments			

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A "profile" is a collection of rules that govern the behavior of all automated data reconciliation actions that use the profile – what kinds of new state data will be merged to a record, what data will be ignored, etc. When performing a **Quick Sync Producer** manual automated data reconciliation, a user can choose which profile to use for the operation.

The **Data Reconciliation Profiles** table lists all of the profiles that exist currently in your company's instance of Producer Manager.

What we need to do is to create a new profile that obtains a PDB report when a user performs a **Quick Sync Producer**, but that does not use the state license, etc. information on the report to update the producer record.

On the Maintain Data Reconciliation Profiles page, click the Add Data Reconciliation Profile link.

The Add Data

Reconciliation Profile page will open, allowing you to configure a new profile that only pulls a

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Vertafore	Producer	Manager™			Logged i	n as Valued Us	er Logout
Licensing - Companies -	Inquiries 👻	Express Services 👻	Administration 👻		🐼 🎽 🔍 Produ	cer Quick Sear	ch
		Maintain Data	Reconciliatio	on Profiles			
Data Reconciliation Profiles					Add Data	Reconciliati	ion Profile
↓ <u>Name</u>	Producer Type	Description			Default Cost Conten	Chefau	f dealers
Agency Profile	Firm					2	×2
Individual Profile	Individual License	ee				<b>1</b>	×2
Key: X = Delete Data Reconciliation Pr	ofile 🤌 = Edit Data I	Reconciliation Profile 🔲 = Ma	ke This Profile Default				
							Return
		Но	me   Help   Contact Us				

PDB Report when a Quick Sync Producer is performed.

On the Add Data Reconciliation Profile page, enter a descriptive name for the new profile in the Profile Name field.

Enter details about the purpose of the profile in the **Profile Description** field.

From the **Producer Type** dropdown menu, select Firm. This will restrict this profile to being available only when Quick Syncing agency records.

## From the Default Cost

UAT for 12029 Vertafore Producer Manager™ as Valued User Add Data Reconciliation Profile Add Data Reconciliation Profile Profile Name Obtain PDB Report Only Profile Description Does not merge license, qualification, or appointment dat Producer Type Firm Default Cost Cente <No Cost Center> 🔽 Sections That Trigger a Sync Demographics Producer Licensing Appointment Continue Return

**Center** dropdown menu, if desired, select an accounting category to which the costs of all automated data reconciliations that use this profile will apply.

In the **Sections That Trigger a Sync** field, click to checkmark the **Producer Licensing** checkmark. This means that whenever an automated data reconciliation operation is performed that uses this profile, the system will check first to see if the PDB has licensing information that is newer than what is already contained on the producer record in Producer Manager before continuing with the operation.

Then, click the **Continue** button. The **Maintain Data Reconciliation Profile** page will re-open.



Here is where specific rules or "strategies" that govern the profile can be configured. Many profiles may have elaborate combinations of strategies within the listed categories: Demographics, Aliases, Addresses, Licenses, Qualifications, Appointments, or others.

For our purposes, we simply want this profile to allow a user to obtain a PDB Report without effectuating any changes in a producer record.

So, all we need to do is click the **Save** button.

Vertafore Producer M	anager™	Logged in as Valued User
sıng • Companies • Inquines • E	Administration	Producer Quick Search
Profile Details		
Profile Name	Obtain PDB Report Only	
Profile Description	Does not merge license, qualification, or appointme	
Producer Type	Firm	
Default Cost Center	<no center="" cost=""></no>	
Sections That Trigger a Sync	🔲 Demographics 🗹 Producer Licensing 🔲 Appointments	
		Save Return
file Merge Strategies		
		chang
his section will not be merged with External Data Sources		Chang
liases: no strategy selected		chang
his section will not be merged with External Data Sources		
ddresses : no strategy selected		chang
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ualifications : no strategy selected		chang
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his section will not be merged with External Data Sources ppointments: no strategy selected his section will not be merged with External Data Sources		chang
his section will not be merged with External Data Sourcer <b>ppointments</b> : <i>no strategy selected</i> his section will not be merged with External Data Sourcer		chang

Then, click the **Return** button. You will see the new profile added to the others.

Vertafore	e Producer	Manager™		UA Logoed in as Val	T for 120
Licensing Companie	es 🔹 Inquiries 🔹	Express Services 👻	Administration 👻	🐼 🔭 🔍 Producer Quid	k Search
		Maintain Data	a Reconciliation Profile	s	
Data Reconciliation Profile	s			Add Data Recon	ciliation Prof
↓ <u>Name</u>	Producer Type	Description		Default Cost Center	Default Action
Agency Profile	Firm				📝 🛛 🗙 🧷
Individual Profile	Individual License	e			📝 🛛 🗙 🧷
Obtain PDB Report Only	Firm	Does not me	rge license, qualification, or appoi		🗆 🗙 🖉
Key: X = Delete Data Reconciliat	tion Profile 🛛 🖉 = Edit Data F	Reconciliation Profile 📃 = Ma	ake This Profile Default		
					Retur
		Но	me I Help I Contact IIs		

Now, let's say you have an occasion to obtain a new PDB Report, to check and see if licensing, etc. data has changed in any state for our master agency or any of its branch locations.



Open the master agency record, and click the **Quick Sync Producer** button.

The **Quick Sync Producer** page will open.

Verta	afore	Produc	er Manager	ſM			UAT for 1202
		Troute	el manager			Log	iged in as Valued User Logou
Licensing - Co	mpanies 👻	Inquiries	<ul> <li>Express Serv</li> </ul>	vices – Administratio	י ד <b>ר</b>	Ø* 🔍	Producer Quick Search
		-RSILC H		Review/Update	Firm		Search Produce
FIN	License	State/#	LADQUARTERS 0	Active BII	NPN	Resid	ent States
20-4959726		211666		EI	88987	36	chi states
				12			
This producer has	invalid informatio	on or is missing	required information.				
Firm Details Producer Business Resident States External Sys IDs Contact Information Address History Licenses/Qualificati	Rules 1 ions	Appo Agre Indiv Cost Alias Data State	ointments ements ridual Associations ses Reconciliation a Producer Numbe	FINRA Busine s Requir Licens Comm	Information ss Units ed Items e Applications ents		
						Key: 🌱	= Fix Missing Required Informatio
[∃] Firm Details				Quick Sync Produc	er		Те
Firm ID 746893	}	Status	Pending 💌	Effective Date	03-19-2012	Term Date	
Name ADVANCED INS UND Firm Type Non-Person Last Sync Date	DERWRITERS	LLC - HEAD	QUARTERS Distribut	tion Channel		EIN 20-4959726 NPN 8898786	Captive
03-19-2012							
Rate this Producer: 🚫	습습습습 >	K Unrated					Save Cancel
Producer Busir	ness Rules						Тс
Resident States	5						Τα
External Sve ID	e						To



In **Step 1**, note that the system detected that, indeed, the PDB holds newer licensing information (as well as Demographics and Appointments) than what is currently contained in the master agency record.

From the **Step 2** dropdown menu, you want to select the profile you created that will only pull a PDB Report and not merge data on the report to the master agency record. The reason for that is that you want to review the PDB Report and manually update the master and branch agency records with the new information.

Just ignore Step 3.

In **Step 4**, you may choose a cost center accounting bucket to which to apply the cost of the Quick Sync Producer transaction.

When you are ready, click the **Submit** button. The system will retrieve the PDB Report.

A workflow transition page will open.

Click the I Want to View
the Data Reconciliation
Record for this offline
reconciliation request link.

ANCED INS U	The most rec				
ANCED INS U		ent reconciliation completed of	on 03-19-2012.		
70e	NDERWRITERS LLC - HEADQ	UARTERS Unrated			
120	License State/#	Active BU FI	NP 88	N 98786	Resident States
nis producer has in	valid information or is missing require	d in formation.			
STEP 1:	1 PDB entry was found:				
	Name		Resident State	New Information Avail	able
	Advanced Insurance Ur	iderwriters, Llc	Florida	Demographics     Producer Lice     Appointments	s nsing
	Agency Profile	haa na aatiwa marroa atratagiaa			
STEP 3:	Obtain PDB Report Only will not be updated. The report Select which states should be	will be attached to the producer synced:	If you continue, a PDB repo record.	ort will be retrieved, but	the producer record
STEP 3:	Obtain PDB Report Only will not be updated. The report Select which states should be Note: Resident States will alw	will be attached to the producer synced: ays be synced. Select All Stat	If you continue, a PDB repo record. es i Unselect All States	ort will be retrieved, but	the producer record
STEP 3:	Obtain PDB Report Only will not be updated. The report Select which states should be Note: Resident States will alw	will be attached to the producer synced: ays be synced. Select All Stat	If you continue, a PDB repo record. es   Unselect All States V Nevada	ort will be retrieved, but	the producer record
STEP 3:	Obtain PDB Report Only will not be updated. The report Select which states should be Note: Resident States will alw Ø Alabama Ø Alabama	will be attached to the producer s synced: ays be synced. Select All Stat Indiana Indiana Iowa	If you continue, a PDB repo record. es   Unselect All States I Nevada I New Hampshire	ort will be retrieved, but ☑ South Da ☑ Tenness	the producer record kota ee
STEP 3:	Obtain PDB Report Only         *           will not be updated. The report         *           Select which states should be         Note: Resident States will alw           Image: Select which states will alw         Image: Select which states will alw           Image: Select which states should be         *           Image: Select which states will alw         Image: Select which states will alw           Image: Select which states will alw         Image: Select which states will alw           Image: Select which states will alw         Image: Select which states will alw           Image: Select which states will alw         Image: Select which states will alw           Image: Select which states will alw         Image: Select which states will alw           Image: Select which states will alw         Image: Select which states will alw	inas in a cuve interge strategies. will be attached to the producer ays be synced: Select All Stat ♥ Indiana ♥ Iowa ♥ Iowa ♥ Kansas	If you continue, a PDB repo record. es   Unselect All States V Nevada New Hampshire V New Jersey	©rt will be retrieved, but ♥ South Da ♥ Tenness ♥ Texas	the producer record kota ee
STEP 3:	Obtain PDB Report Only         *           will not be updated. The report         *           Select which states should be         *           Note: Resident States will alw         *           Ø Alabama         Ø Alaska           Ø Alaska         Ø Arizona           Ø Arkansas         *	inas in a cuve interge strategies. will be attached to the producer ays be synced: Select All Stat ♥ Indiana ♥ Iowa ♥ Kansas ♥ Kentucky	ff you continue, a PDB repo record. es   Unselect All States V Nevada New Hampshire New Jersey New Mexico	© South Da ♥ South Da ♥ Tenness ♥ Texas ♥ U.S. Virgi	the producer record kota ee in Islands
STEP 3:	Obtain PDB Report Only         Image: Constraint of the report           will not be updated. The report         Select which states should be           Note: Resident States will alw         Image: Constraint of the report           Image: Alabama         Alabama           Image: Alabama         Image: Alabama           Image: Alabama <td< td=""><td>will be attached to the producer synced: your synced: Select All Stat ♥ Indiana ♥ Iowa ♥ Kansas ♥ Kentucky ♥ Louisiana</td><td>If you continue, a PDB report record. es   Unselect All States V Nevada New Hampshire New Jersey New Mexico V New Mexico New York</td><td>♥ South Da ♥ South Da ♥ Tennesss ♥ Texas ♥ U.S. Virgi ♥ Utah</td><td>the producer record kota ee in Islands</td></td<>	will be attached to the producer synced: your synced: Select All Stat ♥ Indiana ♥ Iowa ♥ Kansas ♥ Kentucky ♥ Louisiana	If you continue, a PDB report record. es   Unselect All States V Nevada New Hampshire New Jersey New Mexico V New Mexico New York	♥ South Da ♥ South Da ♥ Tennesss ♥ Texas ♥ U.S. Virgi ♥ Utah	the producer record kota ee in Islands
STEP 3:	Obtain PDE Report Only         Will not be updated. The report           will not be updated. The report         Select which states should be           Note: Resident States will alw         Image: States will alw           Image: Alabama         Alabama           Alabama         Alabama           Alabama         Arizona           Image: Alabama         Arizona           Image: Alabama         California           Image: Colorado         Colorado	will be attached to the producer synced: ays be synced. Select All Stat ♥ Indiana ♥ Iowa ♥ Kansas ♥ Kentucky ♥ Louisiana ♥ Maine	If you continue, a PDB repr record. I Unselect All States V Nevada New Hampshire New Jersey New Verk New York New York North Carolina	♥ South Da ♥ South Da ♥ Tenness ♥ Texas ♥ U.S. Virg ♥ Utah ♥ Vermont	the producer record kota ee in Islands
STEP 3:	Obtain PDB Report Only         Image: Constant of the report           will not be updated. The report         Select which states should be           Note: Resident States will alw         Image: Constant of the report           Image: Alabama         Alabama           Image: Alabama         Alabama           Image: Alabama         Arizona           Image: Alabama </td <td>Main ha dative interge strategies. synced: ays be synced. Select All Stat ♥ Indiana ♥ Iowa ♥ Kentucky ♥ Louisiana ♥ Maine ♥ Maryland</td> <td>If you continue, a PDB repr record. Solution of the states I Newada New Hampshire New Jersey New Mexico New York North Carolina North Dakota</td> <td>♥ South Da ♥ South Da ♥ Tenness ♥ Texas ♥ U.S. Virg ♥ Utah ♥ Vermont ♥ Virginia</td> <td>the producer record kota ee in Islands</td>	Main ha dative interge strategies. synced: ays be synced. Select All Stat ♥ Indiana ♥ Iowa ♥ Kentucky ♥ Louisiana ♥ Maine ♥ Maryland	If you continue, a PDB repr record. Solution of the states I Newada New Hampshire New Jersey New Mexico New York North Carolina North Dakota	♥ South Da ♥ South Da ♥ Tenness ♥ Texas ♥ U.S. Virg ♥ Utah ♥ Vermont ♥ Virginia	the producer record kota ee in Islands
STEP 3:	Obtain PDB Report Only         will not be updated. The report         Select which states should be         Note: Resident States will alw         Image: Alabama         Alabama         Alabama         Alabama         Alabama         Alabama         Alabama         Alabama         Arkansas         California         Connecticut         Delaware	Inde in a cluve interge strategies. will be attached to the produced ays be synced. Select All Stat V Indiana V Iowa Kansas V Kansas V Kentucky Louisiana Maine V Maryland V Massachusetts	If you continue, a PDB repr record.	Image: second	the producer record kota ee in Islands
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STEP 3:	Obtain PDB Report Only       *         will not be updated. The report       *         Select which states should be       *         Note: Resident States will alw       *         ✓ Alabama       *         ✓ Alabama       *         ✓ Alabama       *         ✓ Arizona       *         ✓ Arizona       *         ✓ California       *         ✓ Colorado       *         ✓ Delaware       *         Ø District of Columbia       *         Ø Instrict of Columbia       *         Ø Instrict of Columbia       *	Mil be attached to the producer synced: synced: I Indiana I Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana	If you continue, a PDB repr record. I Unselect All States V Nevada New Hampshire New Jersey New Mexico New York North Carolina North Carolina Ohio Ohio Oklahoma V Oregon	South Da     South Da     Tenness     Tenness     U.S. Virgi     Utah     Vermont     Virginia     Washing     West Vir,     Wiscons     Wiscons	the producer record kota ee in Islands ton ginia
STEP 3:	Obtain PDE Report Only         will not be updated. The report         Select which states should be         Note: Resident States will alw         Image: Alabama         Alaska         Arizona         Arkansas         California         Colorado         Colorado         Delaware         District of Columbia         Florida         Georgia         Imaxii	Inda in a cluve interge strategies. will be attached to the producer ays be synced: Select All Stat Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana Indiana	If you continue, a PDB repr record. I Unselect All States V Nevada New Hampshire New Jersey New Verk New York New York North Carolina V North Dakota Ohio Oklahoma V Oregon V Pennsytvania D Data Birco	South Da     South Da     Tenness     Tenness     U.S. Virgi     Utah     Vermont     Virginia     Washing     West Vir     Wiscons     Wiyoming	the producer record kota ee in Islands ton ginia in
STEP 3:	Obtain PDE Report Only         Image: Constant only         Image:	Inda in active interge strategies. will be attached to the producer ays be synced. Select All Stat Indiana Iowa Kansas Kansas Kentucky Louisiana Maine Maryland Massachusetts Michigan Minesota Mississippi Mississippi Missouri Mostana	If you continue, a PDB repr record.	South Da     South Da     Tenness     Texas     U.S. Virg     Utah     Virginia     Washing     West Virg     Wiscons     Wyoming	the producer record kota ee in Islands ton ginia in

NM.						UAT for	12029
Ve Ve	rtafore	Producer	rManager™			Logged in as Valued User	Logout
Licensing 👻	Companies 👻	Inquiries 👻	Express Services 👻	Administration 👻		🐼 🎽 🔍 Producer Quick Search	
			Quick	Sync Produc	er		
s second	An offline data re	conciliation for I	ADVANCED INS UNDERV	VRITERS LLC - HEAD	QUARTERS was successfully	submitted.	
NEXT	I want to view:						
	<ul><li>the produce</li><li>the data</li></ul>	reconciliation i	record for this offline reco	nciliation request			
			Но	ne   Help   Contact Us			



The Data Reconciliation Details page will open, indicating that the automated data reconciliation (Quick Sync) is in progress.

Click the **Refresh** button until the operation is complete.

Vertafore	Producer Mana	ger™		UAT for 120. Logged in as Valued User Logg
Licensing - Companies	; - Inquiries - Expres	s Services 👻 Administration	•	🐼 🎽 🔍 Producer Quick Search
		Data Reconciliation	Details	
	VRITERS LLC - HEADQUARTI	Active BU	NPN	Resident States
20-4959726		FL	8898786	
This producer has invalid infe	ormation or is missing required inform	ation.		
Overview Action: Quick Sync	complete. Refresh			
Requested Date: 07-2	0-2013 5:35 PM			
Requested By: Valued	User			
Status: Running				
Status Date: 07-20-201	13 5:35 PM			
				Review Producer Record



The **Data Reconciliation Details** page will refresh. Note that it confirms that no producer record updates were made.

Click the **PDB Report** link in the **Reports** box. The **PBB Report** will open.

Vertafore	Producer	Manager™			UAT for 12029
	riouucei	manager			Logged in as Valued User Logout
Licensing   Companies	Inquiries 🔻	Express Services	<ul> <li>Administration -</li> </ul>		Producer Quick Search
		Data I	Reconciliation De	etails	
ADVANCED INS UNDERWRIT	ERS LLC - HEAD	QUARTERS Unrated			
EIN License	e State/#		Active BU	NPN	Resident States
20-4959726			FL	8898786	
This producer has invalid informati	ion or is missing requ	ired information.			
Overview Action: Quick Sync Requested Date: 07-20-20 Requested By: Valued Use Status: Processed Status: Date: 07-20-2013 6: Cost Center: 93 Processing Messages to Review Status: 1 Unrev Review All / Reset All	13 5:35 PM er 36 PM <b>Review</b> iewed				Reports: No Produce Record Undetes PDB Report Retrieved 07_72013
Reviewed	State	Туре	Processing Messag	e	
A Mark as Reviewed	Florida	Excluded State	Florida could not be same state indicate	synchronized because multipl a situation that cannot be reso	le active licenses of the same type in the plved automatically.
Export options: CSV   Excel   )	KML   PDF				Review Producer Record
			Home   Help   Contact Us		

You can filter the **PDB Report** to show only licenses and qualifications for particular states.

	Vertafor	e	PDB	Data Report			Print Document								
ADVANCED INSURANCE UNDERWRITERS, LLC															
ICENSE SUMMARY															
STATE: AL Class: BU	USINESS ENT	TITY PRODUCER Issue	e Date: 01/26/2010 Ex	piration Date: 12/31/2	2014										
icense #: 44	5650 Class	Code: 1405 Resi	idency: NR Ac	tive: Yes											
_ine of Authority	LOA Code	Authority Issue Date	Status Status Reason	Status/Reason Date	CE Compliance	CE Renewal Date	CE Credits Needed								
Casualty	11	01/26/2010	Active	10/11/2012	N/S		0								
Property	12	01/26/2010	Active	10/11/2012	N/S		0								
STATE: AR															
Class: No	on-Resident A	gency Issue Date	: 03/14/2007 Expiratio	on Date: 09/30/2013											
icense #: 31	1666 Class C	Code: 437 Residency	NR Active:	Yes											
_ine of Authority	LOA Code	Authority Issue Date	Status Status Reason	Status/Reason Date	CE Compliance	CE Renewal Date	CE Credits Needed								
Casualty	11	03/13/2007	Active	02/16/2009	N/S		0								
Property	12	03/13/2007	Active	02/16/2009	N/S		0								
roporty	197	03/13/2007	Active	02/16/2009	N/S		0								
Marine	30	03/13/2007	Active	02/16/2009	N/S		0								
Marine Surety				STATE: AZ											
Marine Surety STATE: AZ															



Then, open each of the mega-agency master and branch office records, and manually update the records with the newly-retrieved state information from the **PDB Report**.

To update license information, in the **Licenses/Qualifications** data section of a selected agency record, click the **Correct License Data** link.

Washington	Property	07-01-2009	Active	07-01-2009	02-27-2013		Inactivate		
🖽 West Virginia	None	05-01-2007	Active	05-01-2007	06-30-2013		Inactivate		
🖽 West Virginia	AGY	05-01-2007	Inactive	01-31-2011	06-30-2011	Canceled			
Submit a License Application Activate Licenses/Qualifications Correct License Data Correct Qualify thin Dates									

The Correct License Data page will open.



Click to select the radio button that corresponds to a state whose license information you want to manually update on the selected agency record.

In the edit fields at the bottom of the Correct License Data page, update any information that has changed, based on the PDB Report.

When you are finished, click the Next button.

The Correct Qualification Dates page will open.

D	Vertafore Producer Manager™							UAT for 12029 Logged in as Valued User Logout				
Lic	ens	ing - Companies - Inq	uiries 👻 Expr	ess Services	- Adı	ministration	•		🐼 * 🔍 Pr	oducer Quick Sear	rch	
				Co	rrect l	icense 🛛	Data					
	ADV	ANCED IN SUNDERWRITERS L	LC - HEADQUAR	TERS Unrated						Searc	h Producer	
EIN		License State/	#		Active BU	I	NF	PN	Residen	t States		
20-4	9597	726 ⊞ AR 3116	66		FL		88	398786				
4	Th	is producer has invalid information or is	missing required info	rmation.								
Polo	ot the	Licence to correct										
Sele	alect the License to correct.											
icer	ises											
:	State	License Type	License Number	Original Issue Date	Status	Effective Date	Expiration Date	Inactivation Reason	License Suspend Begin Date	License Suspend End Date	Copy Rec'd	
0	AZ	Insurance Professional	001415	12 22 2000	A dire	10 22 2006	12-31-2014					
0	AR	Nonresident Producer Agent	311666	03-13-2007	Active	03-13-2007	09-30-2012	>				
0	CA	Non-Resident Producer Firm	0700725	07 00 2007	Active	07-30-2007	07-31-2013					
0	со	Non-Resident Producer	285661	02-09-2007	Active	02-09-2007	03-01-2013					
0	СТ	Non-Resident Producer Firm	002272107	12-22-2006	Active	12-22-2006	01-31-2014					
0	DE	Non-Resident Producer Firm	1055167	03-14-2007	Active	03-14-2007	02-28-2013					
0	DC	Non-Resident Producer Agency	2842263	01-19-2007	Active	01-19-2007	05-31-2013					
0	FL	Non-Resident Agency	L014788		Active	09-08-2006						
0	GA	Nonresident Principal Agency	165078	10-27-2011	Active	10-27-2011	12-31-2012					
0	IL	Business Entity Producer	100285860	02-15-2008	Active	02-15-2008	05-31-2014					
0	IN	Non-Res Producer Organization	519160	12-27-2006	Active	12-27-2006	12-31-2012					
0	KS	Non-Resident Agency	204959726-0	12-22-2006	Active	12-22-2006	12-22-2012					
0	KY	Non-Resident Agency	DOI-649843	02-21-2007	Active	02-21-2007	03-31-2013					
0	LA	Non-Res Prop & Casualty Agency	420879	12-29-2006	Active	12-29-2006						
0	ME	Non-Resident Producer Firm	AGN150482	02-22-2008	Active	02-22-2008						
0	MD	Producer	99970273	02-19-2007	Active	02-19-2007	02-18-2013					
0	MD	Non-Resident Producer Firm	NPF 99970273	02-19-2007	Inactive	04-05-2011	02-18-2013	Canceled				
0	MA	Non-Res Prdcr Business Entity	1870435	04-29-2009	Active	04-29-2009	04-29-2013					
0	МІ	Non-Resident Producer Firm	204959726	05-25-2007	Active	05-25-2007						
0	MN	Non-Resident Agency	40015378	01-02-2007	Inactive	10-31-2008	10-31-2008	Canceled				
0	MS	Insurance Producer Entity	15007382	10-27-2009	Active	10-27-2009	05-31-2012					
0	мо	Business Entity Producer	8022957	05-15-2007	Active	05-15-2007	05-15-2013					
0	NJ	Producer - Organization (Corp)	1087152	12-22-2006	Active	12-22-2006	05-31-2012					
0	NY	Non-Res Prop & Casualty Agency	PC-1066760	07-01-2010	Active	07-01-2010	06-30-2012					
0	NC	Non-Res Agency - Corporation	204959726	04-27-2007	Inactive	09-27-2010	03-31-2012	Canceled				
0	он	Major Lines	35928	03-13-2007	Active	03-13-2007	09-30-2013					
0	он	Non-Resident Agency	35928	03-13-2007	Inactive	05-06-2011		Canceled				
0	OR	Non-Res Prdcr Business Entity	818062	02-28-2007	Active	02-28-2007	02-28-2013					
0	sc	Non-Resident Agency	175314	01-26-2010	Active	01-26-2010						
0	тх	General Lines Agency	1432810	02-21-2007	Active	02-21-2007	02-21-2013					
0	VA	Producer	102829	05-09-2007	Active	05-09-2007						
0	WA	Producer	701679	07-01-2009	Active	07-01-2009	02-27-2013					
0	WA	Non-Resident Producer	701679	07-01-2009	Inactive	03-30-2011	02-27-2011	Canceled				
0	wv	Business Entity Producer	100109468	05-01-2007	Active	05-01-2007	06-30-2013					
0	wv	Non-Resident Agency	4936	05-01-2007	Inactive	01-31-2011	06-30-2011	Canceled				
Orig	gina	I Issue Date		03-13-2007	•							
Effe	ectiv	re Date		03 12 2007	-							
Exp	irati	ion Date	(	09-30-2013		/						

Oliginal issue Date		03-13-2001	
Effective Date		03 12 2007	
Expiration Date	- C	09-30-2013	
License Number		311000	
License Suspend Begin Date			•
License Suspend End Date			•
Copy Received			
Locked from Data Reconciliation Updates			

Next Cancel

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On the <b>Correct</b> <b>Qualification Dates</b> page, click to checkmark the qualifications (related to	Licensing	Vertafor	e <b>Producer N</b> es • Inquiries • E	anager™ Express Services ▼	Administra	tion -		UAT for 12029 Logged in as Valued User Loggout © [*] Q Producer Quick Search
the license you worked on the <b>Correct License Data</b> page) you want to update.	ADVAN EIN 20-4959726     This p	ICED INS UNDE	RWRITERS LLC - HEADQ License State/# AR 311666 information or is missing require	UARTERS Unrated Active FL d information.	e BU	uon Dates	NPN 8898786	Search Producer Resident States
Update the selected	Select the Qu Qualification	ualification(s) to co	prrect					
qualification (license line)	Stat	e	Qualification Type	Original Issue Date	Status	Effective Date	Expiration Date	Inactivation Reason
information as obtained	AR	Casualty		03-13-2007	Active	03-13-2007	09-30-2012	
	AR	Broporty		03-13-2007	Active	03-13-2007	09-30-2012	
from the PDB Report.	AR	Surety		03-13-2007	Active	03-13-2007	09-30-2012	
Click the <b>Save and Return</b> button to re-open the master agency record.	Original Is Effective Expiratior Locked fr Reconcilia	ssue Date Date I Date om Data ation Updates	09-30-2013	Clear selected Original Clear selected Expiratio	Issue Date(: on Date(s)	s)		Previous Save and Return Cancel
Repeat the steps, beginning on page 46, as necessary for any and all of	the me	ega-age	ency records	Hom Copyright © S that need	e   Help   Con 2003-2013 V	tact Us ertafore, Inc. ating.		ιφ Ι

**Note**: Alternately, you could allow the master agency record's license, qualification, and appointment information to be auto-updated through **Quick Sync Producer**. Depending on the complexity and volume of a mega-firm's compliance information, this approach might save some manual updating of the master agency record.

To do this, repeat the steps outlined in this chapter, except select the "Merge All" strategy from the **Licenses**, **Qualifications**, and **Appointments Profile Merge Strategies** sections on the **Maintain Data Reconciliation Profiles** page (see page 45). Save the profile with a name such as "For Master Agencies Only." Then, select this profile when you perform a **Quick Sync Producer** on the master agency record.

Be aware that this approach might restore unique branch license information to the master record that would need to be cleared, using the steps outlined in "Verifying License Information on Each Record" beginning on page 24. Also you would still need to manually update branch agency records with compliance information contained in the new PDB Report that is stored on the master agency record, as outlined in the steps in this chapter, beginning on page 46.

