

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



Vertafore™

Unleash your potential

Contents

Overview	2
Quick Adding the Master Agency Record	4
Manually Adding Branch Agency Records	9
Manually Adding Unmerged License Information	13
Verifying License Information on Each Record.....	24
Tying the Branch Agency Records to the Master Agency Record	30
Using a Shared System Identifier	30
Through a Recorded Agreement	35
Protecting the Corrected Records from Automated Data Reconciliations	40
Obtaining State Update Information for Periodic Manual Record Upkeep	43

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.

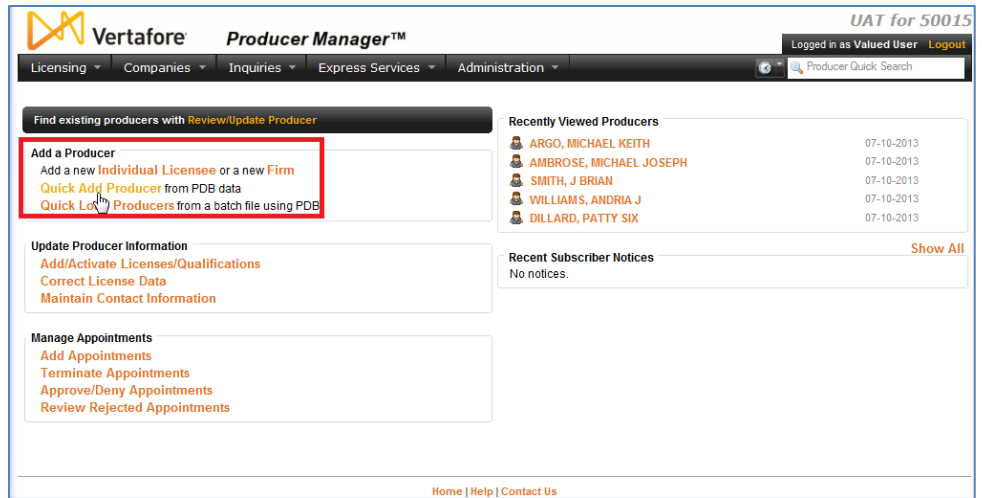
However, if your legacy producer data includes separate records for each of the mega-agency’s separate locations, then you may end up with multiple, identical records, with no differentiation among them. This situation could lead to vastly more manual data entry and cleanup.

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.



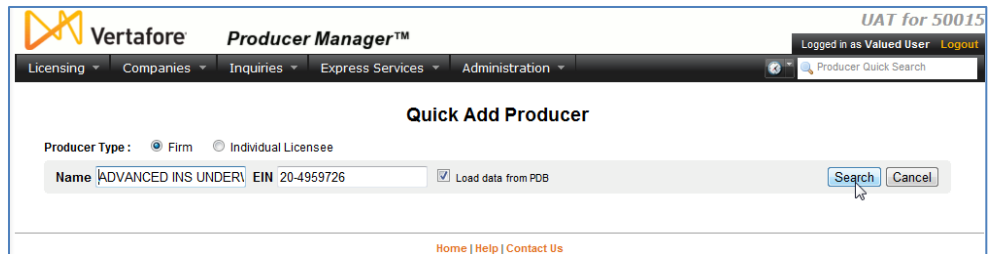
On the **Quick Add Producer** page, in the **Producer Type** field click to select the **Firm** radio button.

In the **Name** field, enter the name of the mega-agency.

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.



The system verifies the existence of the mega-firm'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.

Quick Add Producer

Producer Type: Firm Individual Licensee

Name: EIN: Load data from PDB

1 PDB entry was found:

Name	Resident State	Last Updated
Advanced Insurance Underwriters, Llc	Florida	06-14-2013

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

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado

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

Optionally, you may bill the cost of the PDB report to one of the following cost centers:
No Cost Centers available.

Instead of loading producer data from a PDB report, I would like to [create this firm manually](#).

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.

Data Reconciliation Details

ADVANCED INS UNDERWRITERS LLC

EIN	License State/#	Active BU	NPN	Resident States
20-4959726				

Reconciliation Pending


This reconciliation request is currently number 1 in the Data Reconciliation Queue. Once this request begins processing, this report will be updated. Please check back later.

Overview

Action: Quick Add
 Requested Date: 07-17-2013 1:52 PM
 Requested By: Valued User
 Status: Pending
 Status Date: 07-17-2013 1:52 PM

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.


Vertafore *Producer Manager™*
UAT for 50015
Logged in as Valued User [Logout](#)

Licensing ▾ Companies ▾ Inquiries ▾ Express Services ▾ Administration ▾
Producer Quick Search

Data Reconciliation Details

ADVANCED INSURANCE UNDERWRITERS, LLC Unrated

EIN	License State/#	Active BU	NPN	Resident States
20-4959726		GENLIC	8898786	

⚠ This producer has invalid information or is missing required information.

Overview

Action: Quick Add
 Requested Date: 07-17-2013 1:52 PM
 Requested By: Valued User
 Status: Processed
 Status Date: 07-17-2013 1:53 PM
 Cost Center: *No cost center was associated with this request.*

Reports:

- [Producer Record Updates](#)
- [PDB Report](#)
Retrieved 07-17-2013

Processing Messages to Review

Review Status: ⚠ 1 Unreviewed
[Review All / Reset All](#)

Reviewed	State	Type	Processing Message
⚠ Mark as Reviewed	Florida	Excluded State	Florida could not be synchronized because multiple active licenses of the same type in the same state indicate a situation that cannot be resolved automatically.

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

Automatically Resolved Data Issues

Alabama
 License Type : Non-Resident Producer Firm License Number : 445650

Qualification	Message
Property and Casualty	PDB Qualification expiration date is missing or is after its related PDB Licenses expiration date.

Virginia
 License Type : Producer License Number : 102829

Qualification	Message
Property and Casualty	Active PDB Qualification status date is different than its original issue date.

Washington
 License Type : Producer License Number : 701679

Qualification	Message
Casualty	PDB Qualification expiration date is missing or is after its related PDB Licenses expiration date.
Disability	PDB Qualification expiration date is missing or is after its related PDB Licenses expiration date.
Life	PDB Qualification expiration date is missing or is after its related PDB Licenses expiration date.
Property	PDB Qualification expiration date is missing or is after its related PDB Licenses expiration date.

West Virginia
 License Type : Business Entity Producer License Number : 100109468

Qualification	Message
None	PDB Qualification expiration date is missing or is after its related PDB Licenses expiration date.
None	Active PDB Qualification status date is different than its original issue date.

[Review Producer Record](#)

[Home](#) | [Help](#) | [Contact Us](#)

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.

The best thing to do while we have this record open is to identify it as the record of the mega-firm’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.

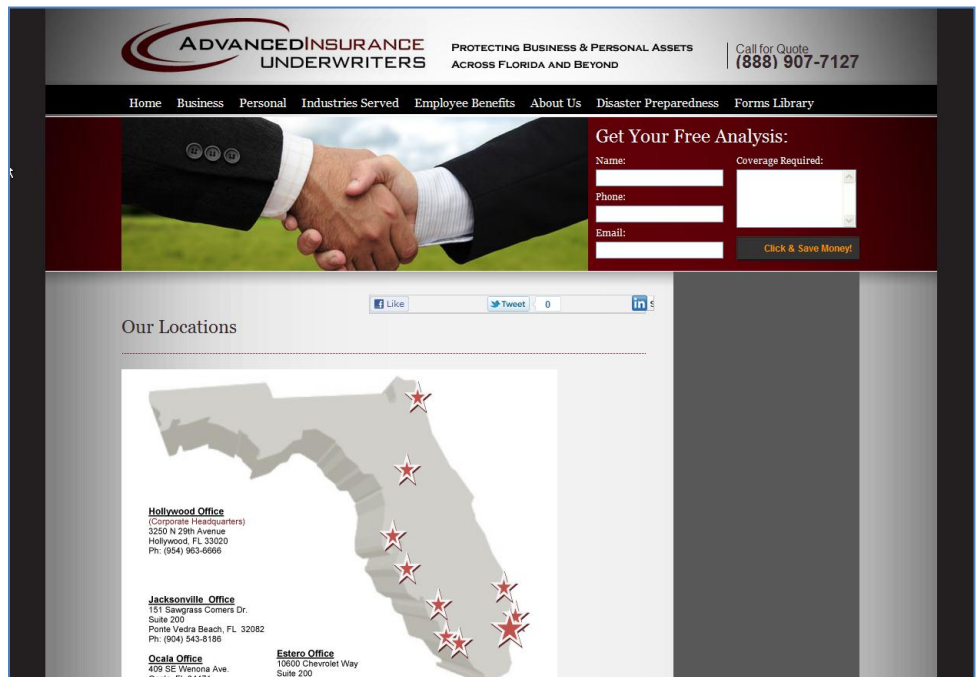
Manually Adding Branch Agency Records

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.

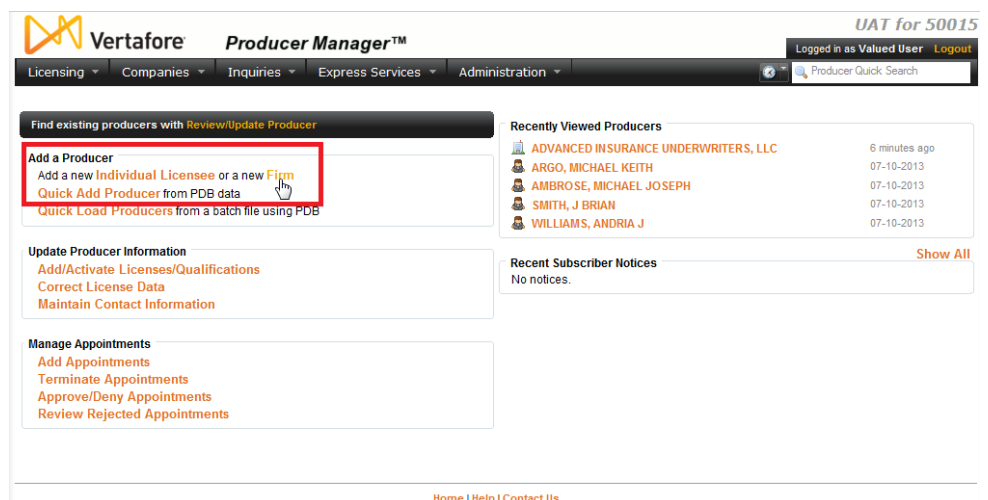
How do you know how many branch records to manually add? If you don’t already know how many, one way to find out is to visit the mega-firm’s website. Often the “Contact Us,” “Corporate Information,” or similar page on the agency’s website will include contact information for each of the branch locations. 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...

On the **Producer Manager Home** page, in the **Add a Producer** section click the **Add a new Firm** link.

The **Add Firm** page will open.



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**

Vertafore Producer Manager™ UAT for 50015
 Logged in as Valued User Logout
 Licencing Companies Inquires Express Services Administration
 Producer Quick Search

Add Firm Clear

Firm Details

Name: ADVANCED INS UNDERWRITERS LLC - BRANCH 1
 EIN: 20-4959726
 Firm Type: Limited Liability Company
 NPN: [] Indirect Appointments Preferred
 Last Sync Date: []
 Rate this Producer: [] X Unrated

Address

Mailing

Address Type: []
 Copy From: []
 Line One: 123 Main
 Line Two: []
 Line Three: []
 City: []
 State: Florida
 Postal Code: 32324
 Province: []
 Country: []

Contact Information

Last: []
 First: [] Middle: []
 Email Address: []
 Phone: [] Ext: []
 Toll: [] Ext: []
 Fax: []

Communication Preferences

Electronic Mail Fax Postal Mail Telephone Phone Type: [] Clear

Business Location

Address Type: []
 Business Unit: []
 Copy From: []
 Line One: 123 Main
 Line Two: []
 Line Three: []
 City: []
 State: Florida
 Postal Code: 32324
 Province: []
 Country: []

Contact Information

Last: []
 First: [] Middle: []
 Email Address: []
 Phone: [] Ext: []
 Toll: [] Ext: []
 Fax: []

Communication Preferences

Electronic Mail Fax Postal Mail Telephone Phone Type: [] Clear

Add Resident State

State: Florida Cert Effective Date: [] Cert Expiration Date: [] License Expiration Date: [] Clear

Add External System Identifier

External System Type: Agency ID External System ID: 1234567 Business Unit: [] Primary: [] Inactive: [] Clear

Add Business Unit

Business Unit: [] Clear

Save and Review Cancel

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.

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.

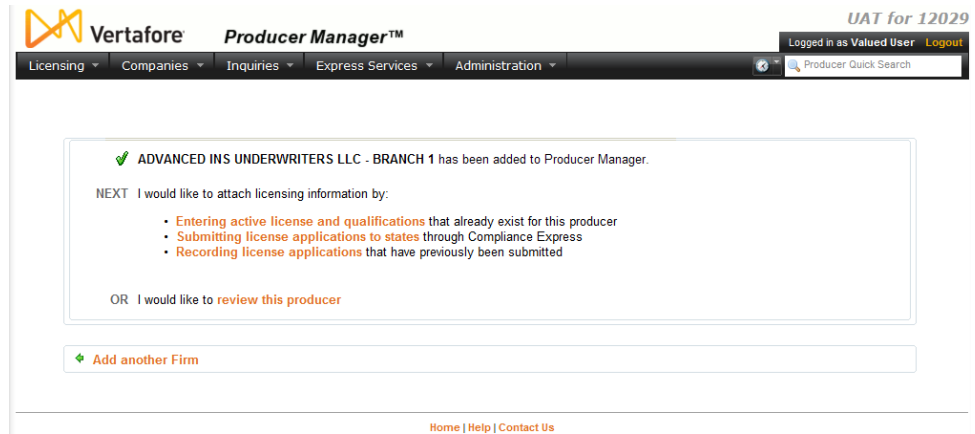
Reconciliation Action	Status	Requested Date	Data Sources	Processing Messages	Producer Modified?	Action
Quick Add	Processed	07-17-2013	PDB Report Retrieved 07-17-2013	1 Unreviewed	<input checked="" type="checkbox"/>	

Key: [View PDB Report](#) [View Reconciliation Details](#)

A “workflow transition” page will open, offering several choices as to what to do next.

If at this time you want to add another branch agency record, click the **Add another firm** link at the bottom of the page.

Then simply repeat the steps in this chapter.



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.

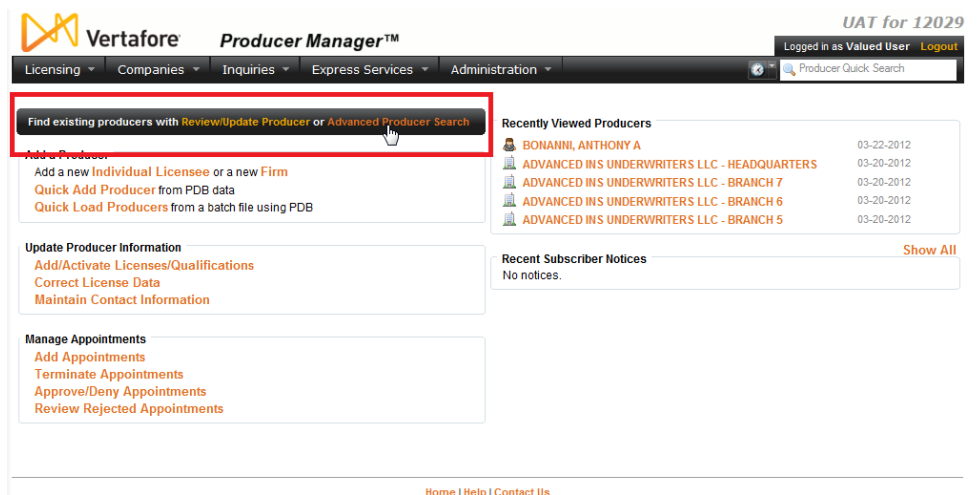
In the previous chapters, we Quick Added the mega-agency record, established it as the master agency record, and then manually added records for each of the branch locations.

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 Home page, click the **Advanced Producer Search** link.

The **Advanced Producer Search** page will open.

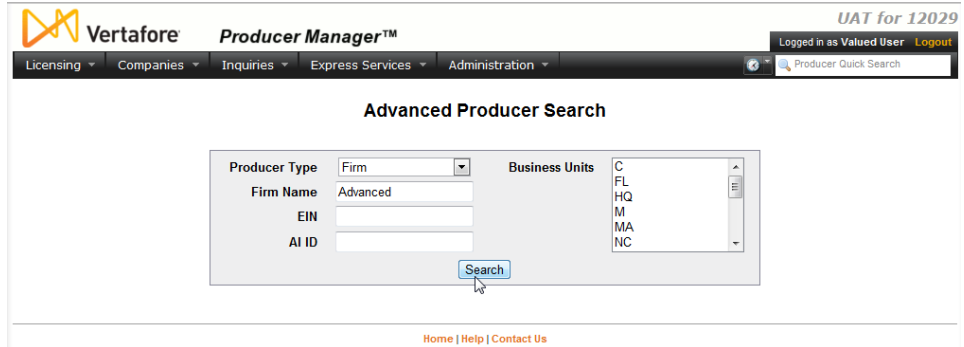


From the **Producer Type** dropdown menu, select Firm.

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

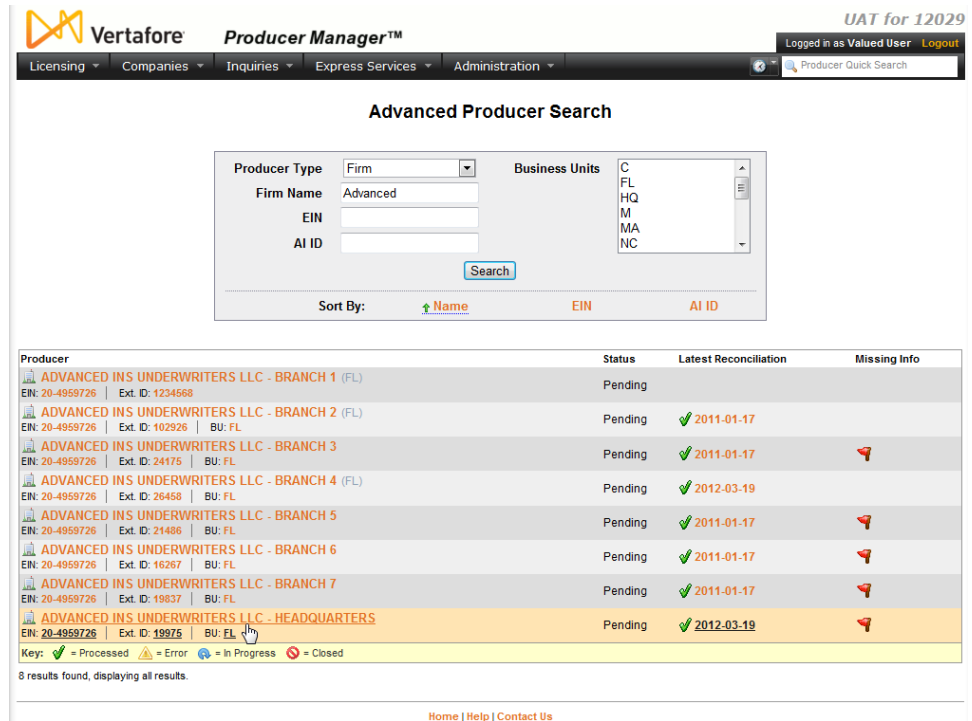
Click the **Search** button.

The **Advanced Producer Search** page will refresh with a list of all records that met your search criteria.



From the list of records on the **Advanced Producer Search** page, click the name of the “master” agency record.

After clicking the master agency’s name, the record will open in the **Review/Update Firm** page:



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 **PDB Report**, click the **Data Reconciliation** link in the **Quick Links** box at the top of the **Review/Update Firm** page.

The screenshot shows the 'Review/Update Firm' page for 'ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS'. The page includes a navigation menu with options like 'Licensing', 'Companies', 'Inquiries', 'Express Services', and 'Administration'. A search bar is present at the top right. The main content area displays firm details such as EIN (20-4959726), License State (# AL 445650), Active BU (FL), and NPN (8898786). A warning message states: 'This producer has invalid information or is missing required information.' Below this, there is an 'Expand All' section with a grid of links for various data sources: Firm Details, Producer Business Rules, Resident States, External Sys IDs, Contact Information, Address History, Licenses/Qualifications, Appointments, Agreements, Individual Associations, Costs, Aliases, Data Reconciliation, and State Producer Numbers. A 'Quick Sync Producer' button is located at the bottom of this section. A key indicates that a red icon means 'Fix Missing Required Information'.

The **Data Reconciliation** data section will display:

Data Reconciliation						Top
Reconciliation Action	Status	Requested Date	Data Sources	Processing Messages	Producer Modified?	Action
Quick Load With Sync	Processed	07-17-2013	PDB Report Retrieved 07-17-2013	1 Unreviewed	<input checked="" type="checkbox"/>	

Key: View PDB Report View Job Details View Reconciliation Details

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 **Data Reconciliation Details** page will display:

In this example, the processing message confirms that multiple licenses of the same type exist in Florida. This means that we need to dig deeper, find the Florida licenses that we have information about, and determine which entity -- the master agency or one or more of the branch agencies -- holds which of the multiple active licenses.

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.

Vertafore Producer Manager™ UAT for 12029
 Logged in as Valued User Logout
 Licensing Companies Inquiries Express Services Administration
 Producer Quick Search

Data Reconciliation Details
 ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated

EIN	License State/#	Active BU	NPN	Resident States
20-4959726		FL	8898786	

This producer has invalid information or is missing required information.

Overview
 Action: Quick Load With Sync (View Job Details)
 Requested Date: 07-17-2013 2:27 PM
 Requested By: Nate Silvers
 Status: Processed
 Status Date: 07-17-2013 2:33 PM
 Cost Center: 93

Reports:
 Producer Record Updates
 PDB Report Retrieved 07-17-2013

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	Processing Message
Mark as Reviewed	Florida	Excluded State	Florida could not be synchronized because multiple active licenses of the same type in the same state indicate a situation that cannot be resolved automatically.

Export options: CSV | Excel | XML | PDF

Vertafore Producer Manager™ UAT for 12029
 Logged in as Valued User Logout
 Licensing Companies Inquiries Express Services Administration
 Producer Quick Search

Data Reconciliation Details
 ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated

EIN	License State/#	Active BU	NPN	Resident States
20-4959726		FL	8898786	

This producer has invalid information or is missing required information.

Overview
 Action: Quick Load With Sync (View Job Details)
 Requested Date: 07-17-2013 2:27 PM
 Requested By: Nate Silvers
 Status: Processed
 Status Date: 07-17-2013 2:33 PM
 Cost Center: 93

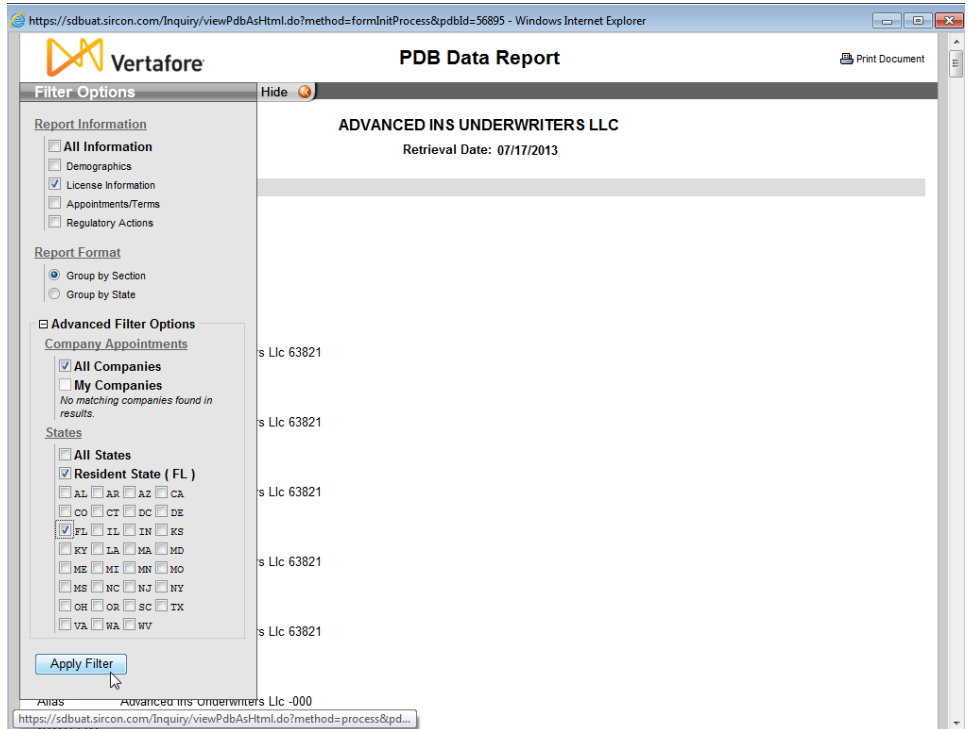
Reports:
 Producer Record Updates
 PDB Report Retrieved 07-17-2013

Reconciliations during this time did not have Indiana appointment data.

Processing Messages to Review
 Review Status: 1 unreviewed

The **PDB Report** will open in a separate window.

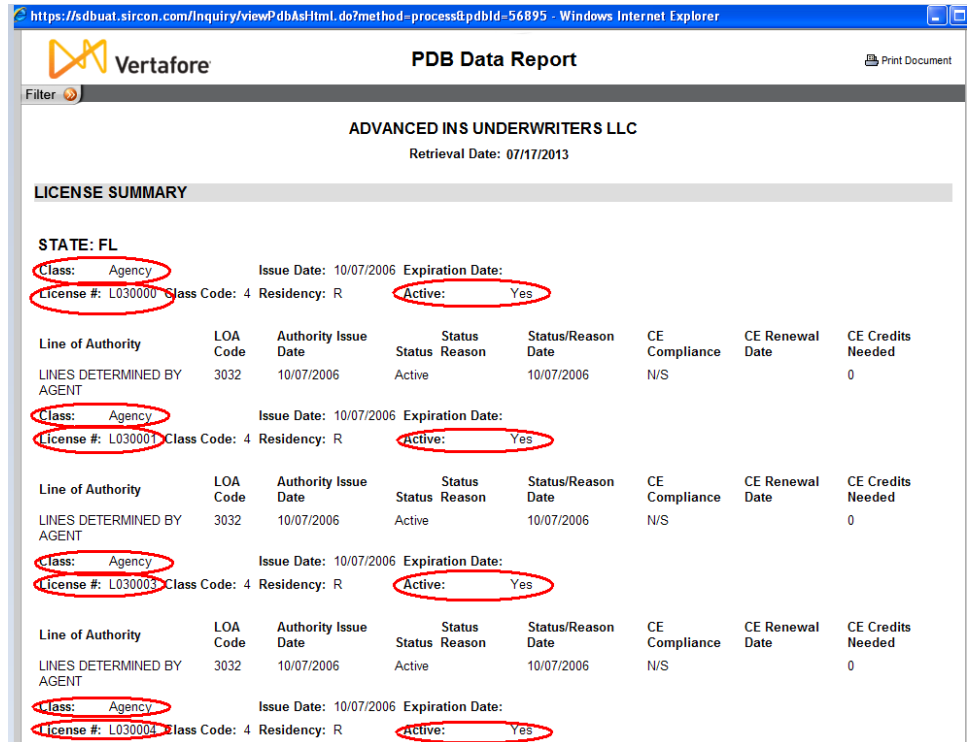
Use the **Filter Options** to narrow the report to include only the **Licenses** of the state indicated in the processing message, as shown at right.



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.

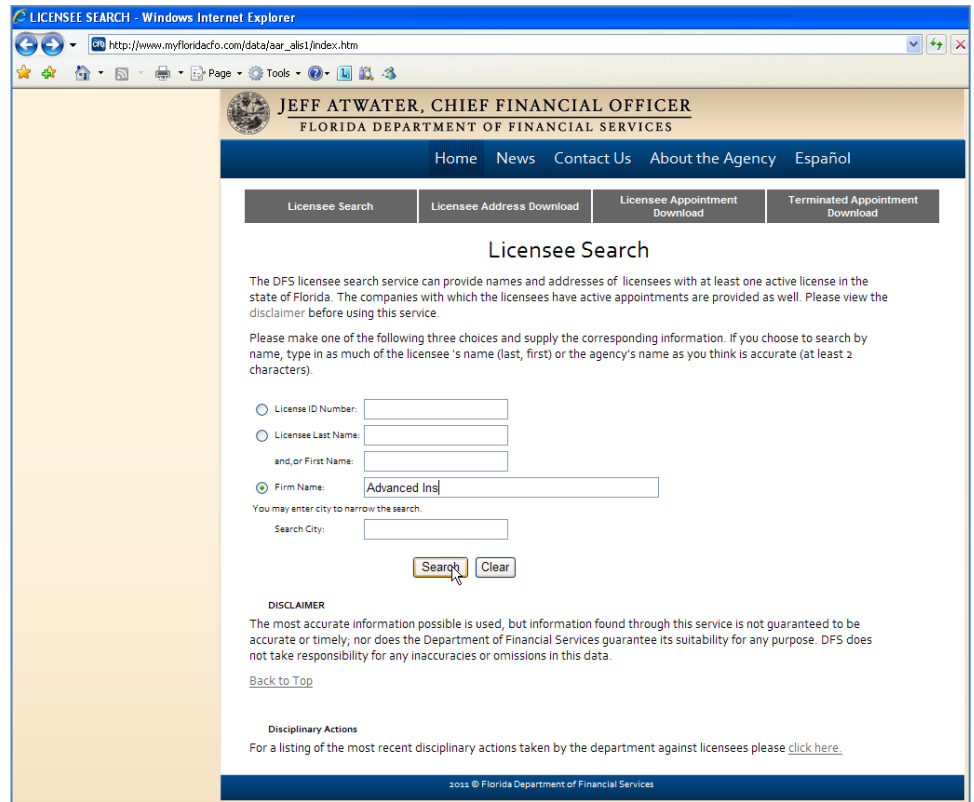


Our recommended approach is to visit the state website and look up the correct entity based on license information.

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

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.



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.

The screenshot shows a web browser window titled 'LICENSEE SEARCH - Windows Internet Explorer'. The URL is 'http://www.myfloridacfo.com/data/aar_als1/aarlist_results.asp'. The page header identifies 'JEFF ATWATER, CHIEF FINANCIAL OFFICER' and the 'FLORIDA DEPARTMENT OF FINANCIAL SERVICES'. Navigation links include Home, News, Contact Us, About the Agency, and Español. A menu bar contains Licensee Search, Licensee Address Download, Licensee Appointment Download, and Terminated Appointment Download. The main heading is 'AAR Search Result: Licensees List'. Below this, it states 'This information is current as of 9/19/2011.' and 'Your search for firms with ADVANCED INS as part of their name returned 19 records.' It indicates 'You are now viewing records 1 through 19.' A table lists 19 records with columns for 'Agent(Firm) Name' and 'City of Business Address'. The records are all variations of 'ADVANCED INSURANCE' agencies located in various Florida cities. Below the table is a 'NEW SEARCH' link and a 'DISCLAIMER' section.

Agent(Firm) Name	City of Business Address
ADVANCED INSURANCE & FINANCIAL SERVICES, LLC	COOPER CITY, FL
ADVANCED INSURANCE BROKERAGE	ANNA MARIA, FL
ADVANCED INSURANCE BROKERAGE	BRANDON, FL
ADVANCED INSURANCE CONCEPTS INC	BENSALEM, PA
ADVANCED INSURANCE COVERAGES INC	DEERFIELD BEACH, FLORIDA
ADVANCED INSURANCE COVERAGES, INC.	DEERFIELD BEACH, FL
ADVANCED INSURANCE GROUP, INC.	SEBRING, FL
ADVANCED INSURANCE LLC	TITUSVILLE, FL
ADVANCED INSURANCE NESTING, INC	LAKE WALES, FL
ADVANCED INSURANCE UNDERWRITERS, LLC	HOLLYWOOD, FL
ADVANCED INSURANCE UNDERWRITERS, LLC	TAMPA, FL
ADVANCED INSURANCE UNDERWRITERS, LLC	SARASOTA, FL
ADVANCED INSURANCE UNDERWRITERS, LLC	MARCO ISLAND, FL
ADVANCED INSURANCE UNDERWRITERS, LLC	OCALA, FL
ADVANCED INSURANCE UNDERWRITERS, LLC	ROYAL PALM BEACH, FL
ADVANCED INSURANCE UNDERWRITERS, LLC	ESTERO, FL
ADVANCED INSURANCE UNDERWRITERS, LLC	PONTE VEDRE BEACH, FL
ADVANCED INSURANCE UNDERWRITERS, LLC	BOCA RATON, FL
ADVANCED INSURORS, INC.	ATLANTA, GA

Review the details of the branch agency.

Note especially the license number.

The screenshot shows a web browser window titled 'LICENSEE DETAILS - Windows Internet Explorer'. The URL is 'http://www.myfloridacfo.com/data/aar_als1/LicenseeDetail.asp?name=ADVANCED+INSURANCE+UNDERWRITERS%2C+LLC&idno=L014788&city=HOLLYWOOD%2CFL'. The page header is the same as the search results page. The main heading is 'Licensee Details'. It shows the date '9/18/2011' and 'Demographic Information'. The details listed are: Name of Licensee: ADVANCED INSURANCE UNDERWRITERS, LLC; License #: L014788; Business Location: HOLLYWOOD, FL; Agent In Charge Name: CHARLOTTE FLOYD; Agent In Charge License Number: A086490. Below this is a section for 'Types and Classes of Valid Licenses' with a table showing one license type: AGENCY LICENSURE (2105) issued on 9/8/2006, with an expiration date of 9/8/2012. There is also a section for 'Types and Classes of Active Appointments' which is (n/a). The footer of the page reads '2011 © Florida Department of Financial Services'.

Type	Original Issue Date	Qualifying Appointment	Expiration
AGENCY LICENSURE (2105)	9/8/2006	Appointments are not required for insurance agencies	9/8/2012

Refer back to the **PDB Report**.

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.

FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Home News Contact Us About the Agency Español

Licensee Search Licensee Address Download Licensee Appointment Download Terminated Appointment Download

Licensee Details

9/18/2011
Demographic Information

Name of Licensee: ADVANCED INSURANCE UNDERWRITERS, LLC
License #: L014788
 Business Location: HOLLYWOOD, FL
 Agent In Charge Name: CHARLOTTE FLOYD
 Agent In Charge License Number: A086490

Types and Classes of Valid Licenses

Type	Original Issue Date	Qualifying Appointment	Expiration
AGENCY LICENSURE (2105)	9/8/2006	Appointments are not required for insurance agencies	9/8/2012

Types and Classes of Active Agencies (n/a)

Class: Agency Issue Date: 09/08/2006 Expiration Date: 09/08/2006
 License #: L014874 Class Code: 4 Residency: R Active: Yes

Line of Authority	LOA Code	Authority Issue Date	Status	Status Reason	Status/Reason Date	CE Compliance
LINES DETERMINED BY AGENT	3032	09/08/2006	Active		09/08/2006	N/S

Class: Agency Issue Date: 09/08/2006 Expiration Date: 09/08/2006
License #: L014788 Class Code: 4 Residency: R **Active: Yes**

Line of Authority	LOA Code	Authority Issue Date	Status	Status Reason	Status/Reason Date	CE Compliance
LINES DETERMINED BY AGENT	3032	09/08/2006	Active		09/08/2006	N/S

Class: Agency Issue Date: 09/08/2006 Expiration Date: 09/08/2006
 License #: L014805 Class Code: 4 Residency: R Active: Yes

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.

Vertafore Producer Manager™ UAT for 12029

Logged in as Valued User Logout

Licensing Companies Inquiries Express Services Administration

Data Reconciliation Details

ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated

EIN	License State	Active BU	NPN	Resident States
20-4959726	FL	FL	8898786	

This producer has invalid information or is missing required information.

Overview

Action: Quick Load With Sync (View Job Details)
 Requested Date: 07-17-2013 2:27 PM
 Requested By: Nate Silvers
 Status: Processed
 Status Date: 07-17-2013 2:33 PM
 Cost Center: 93

Reports:

Producer Record Updates
 PDB Report Retrieved 07-17-2013

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	Processing Message
Mark as Reviewed	Florida	Excluded State	Florida could not be synchronized because multiple active licenses of the same type in the same state indicate a situation that cannot be resolved automatically.

Export options: CSV | Excel | XML | PDF

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

Vertafore Producer Manager™ UAT for 12029
 Logged in as Valued User Logout
 Licensing Companies Inquiries Express Services Administration
 Producer Quick Search

Review/Update Firm Search Producer

ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated

EIN	License State#	Active BU	NPN	Resident States
20-4959726	AL 445650	FL	8898786	

This producer has invalid information or is missing required information.

Expand All

- Firm Details
- Producer Business Rules
- Licenses/Qualifications**
- External Sys IDs
- Contact Information
- Address History

- Appointments
- Agreements
- Individual Associations
- Costs
- Aliases
- Data Reconciliation
- State Producer Numbers

- FINRA Information
- Business Units
- Required Items
- License Applications
- Comments

Key: [Warning Icon] = Fix Missing Required Information

Quick Sync Producer

Firm Details Top

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

The **Add/Activate Licenses/Qualifications** page will open.

Licenses/Qualifications Top

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
Alabama	Non-Resident Producer Firm	445650	01-26-2010	Inactive	09-01-2011	12-31-2012	Canceled			<input type="checkbox"/>
Arizona	Insurance Professional	881413	12-22-2006	Active	12-22-2006	12-31-2014				<input type="checkbox"/> Inactivate
Arkansas	Nonresident Producer Agent	311666	03-13-2007	Active	03-13-2007	09-30-2012				<input type="checkbox"/> Inactivate
California	Non-Resident Producer Firm	0F69725	07-30-2007	Active	07-30-2007	07-31-2013				<input type="checkbox"/> Inactivate
Colorado	Non-Resident Producer	285661	02-09-2007	Active	02-09-2007	03-01-2013				<input type="checkbox"/> Inactivate
Connecticut	Non-Resident Producer Firm	002272107	12-22-2006	Active	12-22-2006	01-31-2014				<input type="checkbox"/> Inactivate
Delaware	Non-Resident Producer Firm	1055167	03-14-2007	Active	03-14-2007	02-28-2013				<input type="checkbox"/> 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 Type**, checkbox.

Enter the **Effective Date**.

Enter the **License Number**.

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

Tip: You can copy data directly from the PDB Report and paste it into the fields in Producer Manager.

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.

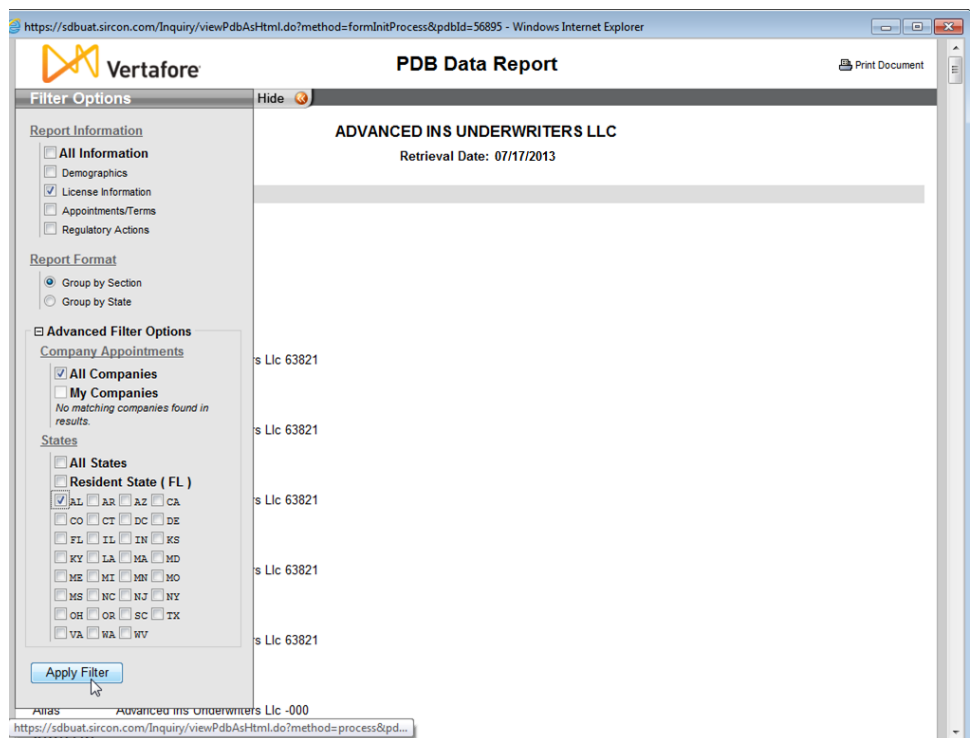
This involves verifying state licensure and possibly clearing erroneous license information from the master agency record and manually recording it on one of the branch records, where it belongs...

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?



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 http://healthguideusa.org/insurance_license_lookup.htm.

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.

Licensee Look-up

This document may serve in lieu of a Letter of Certification.

Report Date: September 19, 2011
Total Number of Licensees = 1

Selected Criteria

First Name = None
Last Name = None
Business Entity Name = Advanced Ins Und
License Num = None
License Status = All
National Producer Number = None
Sort By = Last Name

Middle Name = None
Suffix = None
Is Resident? = All
License Type = All
LOAs = All
DBA Name = None
Licensee Type: = Business Entity

* Indicates those agents which have branch offices. Click the link to view.
To view active Company Appointments, click the Licensee's Name.
To view active Affiliations of the following type(s) click on the License Type link.
Designated Responsible Licensee

Look-Up Results

License Number	NPN	Res Status	Full Name (Click link for App't)	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	1) PROPERTY(01/06/2010) 2) CASUALTY(01/06/2010)	12/31/2012		HOLLYWOOD, FL 33020	(9 4) 416-8 82

Ba

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 not become inactive at the state level).

Open the master agency record.

Advanced Producer Search

Producer Type: Firm
 Firm Name: Advanced
 EIN:
 AI ID:
 Business Units: C, FL, HQ, M, MA, NC

Sort By: Name, EIN, AI ID

Producer	Status	Latest Reconciliation	Missing Info
ADVANCED INS UNDERWRITERS LLC - BRANCH 1 (FL) EIN: 20-4959726 Ext. ID: 1234568	Pending		
ADVANCED INS UNDERWRITERS LLC - BRANCH 2 (FL) EIN: 20-4959726 Ext. ID: 102926 BU: FL	Pending		
ADVANCED INS UNDERWRITERS LLC - BRANCH 3 EIN: 20-4959726 Ext. ID: 24175 BU: FL	Pending		
ADVANCED INS UNDERWRITERS LLC - BRANCH 4 (FL) EIN: 20-4959726 Ext. ID: 26458 BU: FL	Pending		
ADVANCED INS UNDERWRITERS LLC - BRANCH 5 EIN: 20-4959726 Ext. ID: 21486 BU: FL	Pending		
ADVANCED INS UNDERWRITERS LLC - BRANCH 6 EIN: 20-4959726 Ext. ID: 16267 BU: FL	Pending		
ADVANCED INS UNDERWRITERS LLC - BRANCH 7 EIN: 20-4959726 Ext. ID: 19837 BU: FL	Pending		
ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS EIN: 20-4959726 Ext. ID: 19975 BU: FL	Pending	2013-07-17	

Key: = Processed = Error = In Progress = Closed

8 results found, displaying all results.

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

Licenses/Qualifications Top

[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	Active	09-01-2011	12-31-2014				<input type="checkbox"/>	Inactivate
Arizona	Insurance Professional	881413	12-22-2006	Active	12-22-2006	12-31-2014				<input type="checkbox"/>	Inactivate
Arkansas	Nonresident Producer Agent	311666	03-13-2007	Active	03-13-2007	09-30-2012				<input type="checkbox"/>	Inactivate
California	Non-Resident Producer Firm	0F69725	07-30-2007	Active	07-30-2007	07-31-2013				<input type="checkbox"/>	Inactivate
Colorado	Non-Resident Producer Firm	0F69725	07-30-2007	Active	07-30-2007	07-31-2013				<input type="checkbox"/>	Inactivate

The **Inactivate License** page will open.

From the **Inactivation Reason** dropdown menu, select **Canceled**.

Enter a date, today or earlier, in the **Inactivation Date** field.

Click the **Save** button.

UAT for 12029

Logged in as Valued User [Logout](#)

Inactivate License for State: Alabama

[Search Producer](#)

ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated

EIN	License State/#	Active BU	NPN	Resident States
20-4959726	AL 445650	FL	8898786	

This producer has invalid information or is missing required information.

License	License Type	Status	Effective Date	Original Issue Date	Expiration Date	License Number	License Suspend Begin Date	License Suspend End Date	Copy Received
Non-Resident Producer Firm	Active	09-01-2011	01-26-2010	12-31-2014	445650				<input type="checkbox"/>

Inactivation Reason

Inactivation Date

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**.

UAT for 12029

Logged in as Valued User [Logout](#)

Review/Update Firm

[Search Producer](#)

ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated

License State/#	Active BU	NPN	Resident States
AL 445650	FL	8898786	

This producer has invalid information or is missing required information.

Appointments
Agreements
Individual Associations
FINRA Information
Business Units
Required Items
License Applications
Comments

Key: = Fix Missing Required Information

Firm Details Top

Firm ID	Producers With Missing Information	Effective Date	Term Date
746893		03-19-2012	

Name ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS **Captive**

EIN 20-4959726

Firm Type **Distribution Channel** **NPN** 8898786

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

From the **Licensed States** dropdown menu, select the state whose inactive license data you want to delete from the master agency record.

Click the **Delete** button.

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).

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 does not 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 **Maintain Codes** page in Producer Manager.

With the record of the master agency open in the **Review/Update Firm** page, click the **External Sys IDs** link in the **Quick Links** box.

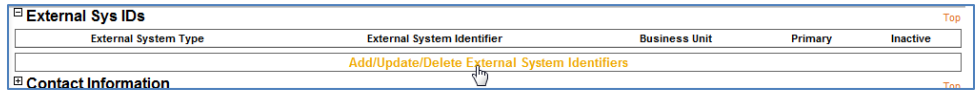
The system will navigate quickly to the **External System IDs** data section. The primary purpose of this

The screenshot shows the 'Review/Update Firm' interface in Vertafore Producer Manager. The page title is 'Review/Update Firm' and the user is logged in as 'Valued User'. The main content area displays details for 'ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS' with an 'Unrated' status. Key fields include EIN (20-4959726), License State/# (AR 311666), Active BU (FL), NPN (8898786), and Resident States (Illinois). A 'Quick Sync Producer' button is visible. Below this is an 'Expand All' section with a grid of links: Firm Details, Appointments, FINRA Information, Producer Business Rules, Agreements, Business Units, Resident States, Individual Associations, Required Items, External Sys IDs, Costs, License Applications, Contact Information, Aliases, Comments, Address History, Data Reconciliation, Licenses/Qualifications, and State Producer Numbers. The 'Firm Details' section shows Firm ID (746893), Status (Pending), Effective Date (07-17-2013), and Term Date. The Name field contains 'ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS' and the EIN field contains '20-4959726'. The Firm Type is 'Non-Person' and the Distribution Channel is empty. The NPN field contains '8898786' and the Last Sync Date is '07-17-2013'. At the bottom, there is a 'Rate this Producer' section with a star rating and 'Unrated' status, and 'Save' and 'Cancel' buttons.

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 IDs** data section, click the **Add/Update/Delete**

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

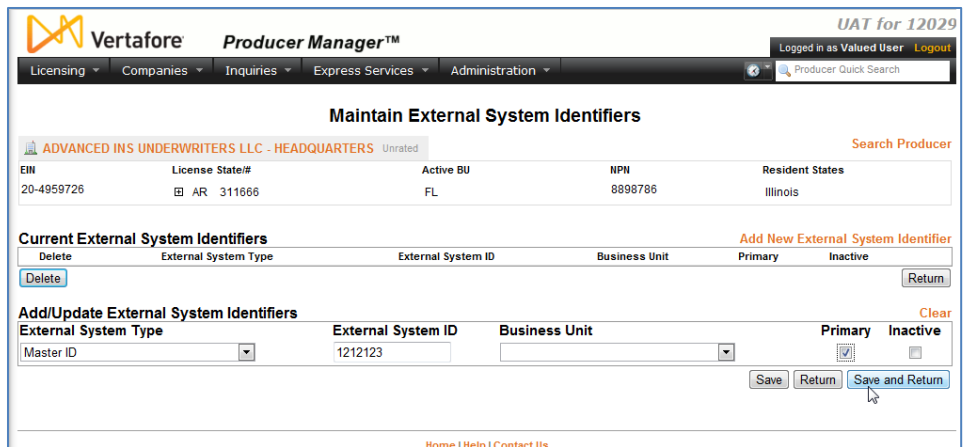


In the **Add/Update External System Identifiers** section, select a value from the **External System Type** dropdown menu. This will be the code type that the master agency and its branches will share in common.

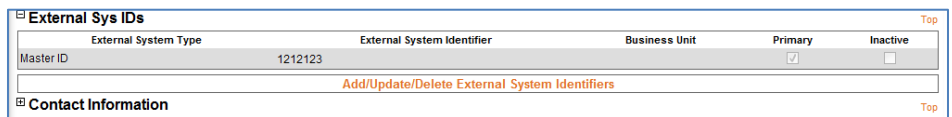
Then, enter a code value in the **External System ID** field. This value, too, will be shared among all locations in the mega-agency.

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.

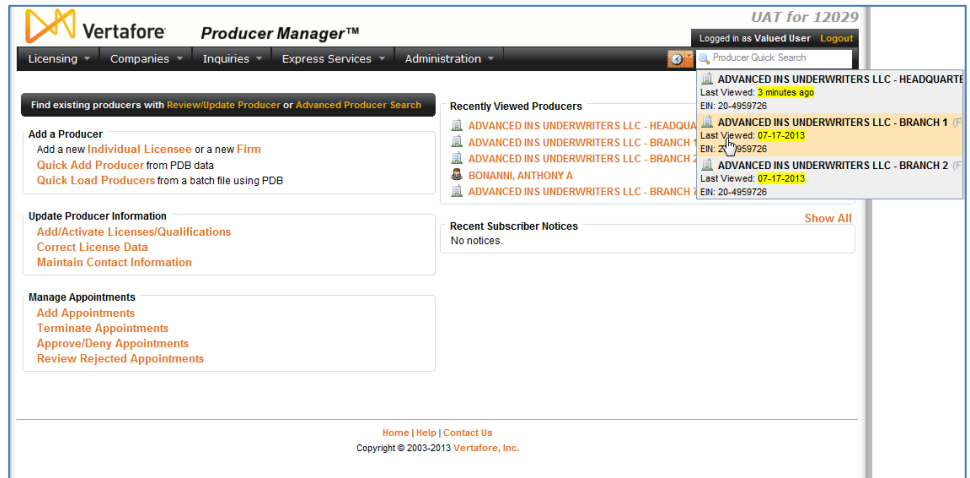


Now, in the **External System IDs** data section, you can see the newly entered grouping type and code.

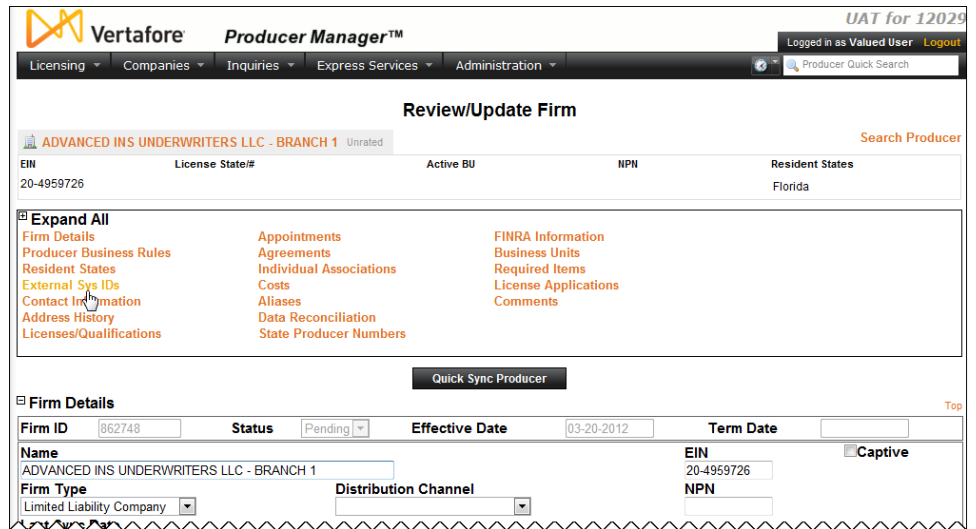


Next, let’s apply the same grouping information to the first branch location record.

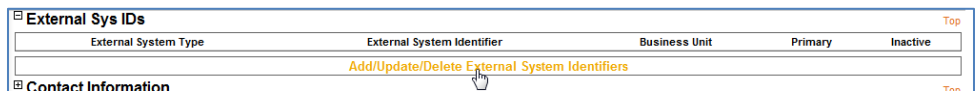
Search for and open the branch record.



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



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



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

... 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>Advanced Producer Search**. (See page 13 to review how to use it.)

Producer	Status	Latest Reconciliation	Missing Info
ADVANCED INS UNDERWRITERS LLC - BRANCH 1 (FL) EIN: 20-4959726 Ext. ID: 1212123	Pending		
ADVANCED INS UNDERWRITERS LLC - BRANCH 2 (FL) EIN: 20-4959726 Ext. ID: 1212123 BU: FL	Pending		
ADVANCED INS UNDERWRITERS LLC - BRANCH 3 EIN: 20-4959726 Ext. ID: 1212123 BU: FL	Pending		🔴
ADVANCED INS UNDERWRITERS LLC - BRANCH 4 (FL) EIN: 20-4959726 Ext. ID: 1212123 BU: FL	Pending		
ADVANCED INS UNDERWRITERS LLC - BRANCH 5 EIN: 20-4959726 Ext. ID: 1212123 BU: FL	Pending		🔴
ADVANCED INS UNDERWRITERS LLC - BRANCH 6 EIN: 20-4959726 Ext. ID: 1212123 BU: FL	Pending		🔴
ADVANCED INS UNDERWRITERS LLC - BRANCH 7 EIN: 20-4959726 Ext. ID: 1212123 BU: FL	Pending		🔴
ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS (IL) EIN: 20-4959726 Ext. ID: 1212123 BU: FL	Pending	2013-07-17	

Key: ✔ = Processed ⚠ = Error 🔄 = In Progress ⊘ = Closed

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 Producer Manager™ UAT for 12029
 Logged in as Valued User Logout
 Licensing Companies Inquiries Express Services Administration
 All Reports Recent Reports **Individual Appointments Inquiry**

Individual Appointments Inquiry
 Review all appointment and termination activity for all producers (or just one producer) in your system during the past month.

Please enter, at a minimum, the 'Appointment/Termination' dates.

Appointment/Termination Between
 Begin Date: 01/01/2013 End Date: 07-18-2013

External System ID: 1212123 Primary Only

State (s): Alabama, Alaska, American Samoa, Arizona, Arkansas, Armed Forces Americas

Status (es): Active - Approved, Inactive - Approved, Active - Denied, Inactive - Denied, Active - Pending, Inactive - Pending

Submitting Staff Member (s): ADMIN, SIRCON, Barantchouk, Deb, Bratt, Holli

Business Unit (s): C, FL, HQ, M, MA, NC

Active Writing Companies: INS CO

Spreadsheet View

[Search Specific Individual](#)

No Individual has been selected.

Submit Offline View/Refresh Report Cancel

Home | Help | Contact Us

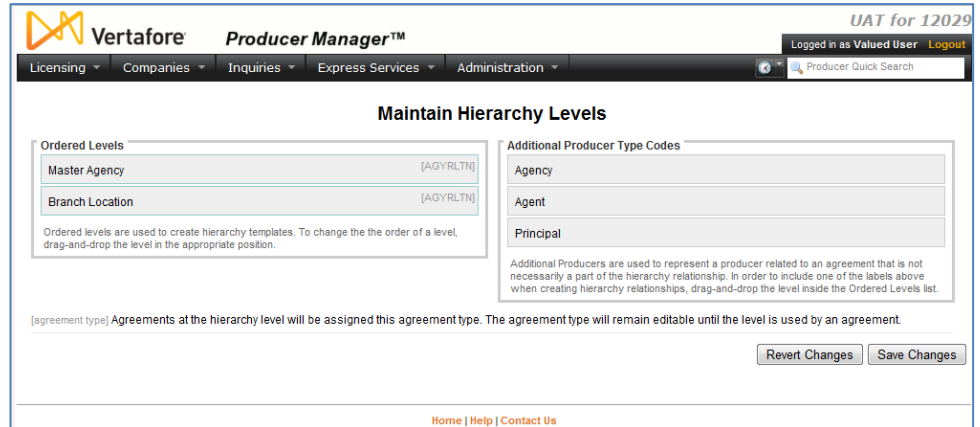
Through a Recorded Agreement

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.

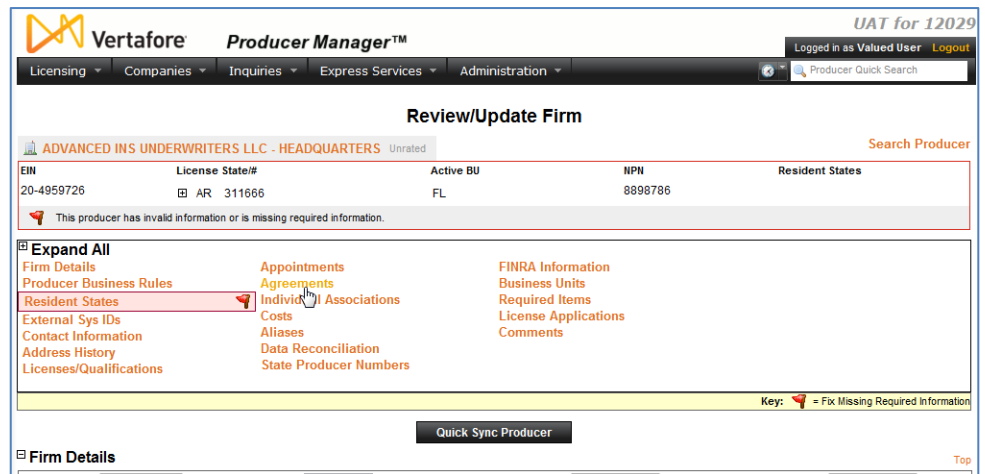
The ability to track a master/branch relationship has been configured on a page available to Producer Manager system administrators, called **Maintain Hierarchy Levels**.

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.

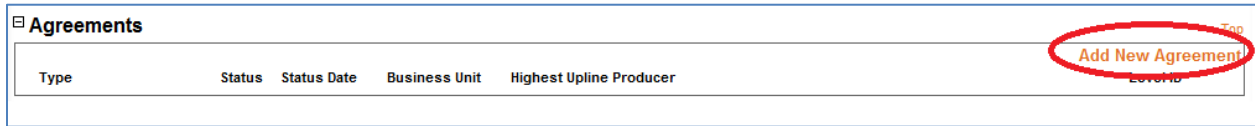


To record a master/branch relationship, first open the master agency record.

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



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



The **Add Agreement** page will open.

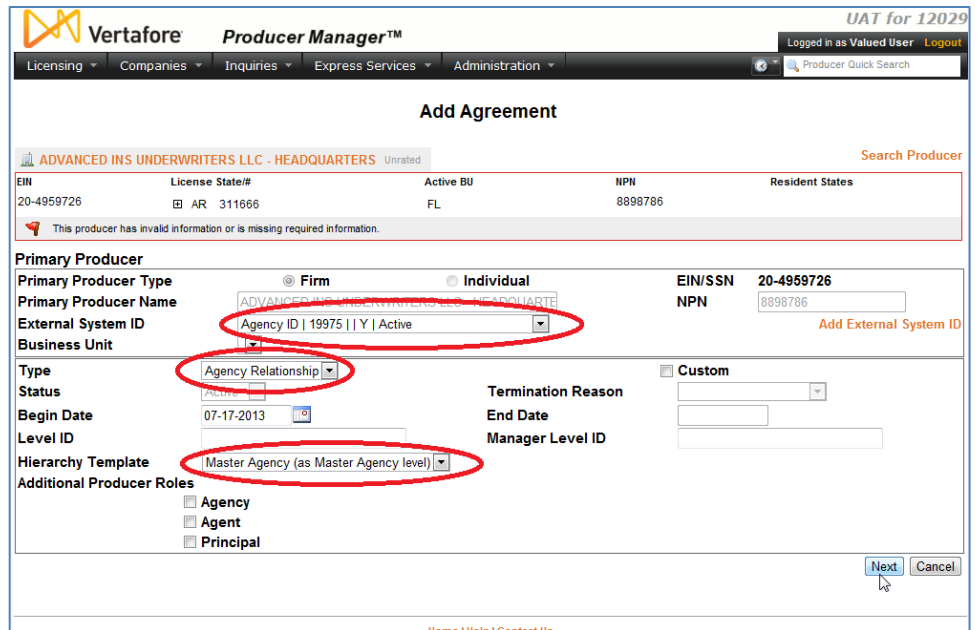
The **Add Agreement** function uses a “wizard” approach. First you want to establish the master agency record to a relationship with your company and establish its superordinate position with regard to the branch agencies.

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).

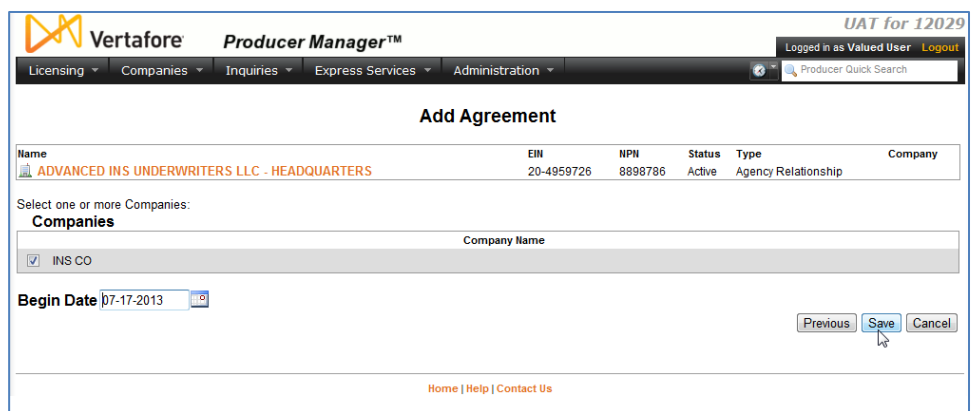
Then, click the **Next** button.



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.



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**.

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

The **Assign Parent Agreement** search page will open, allowing you to find the record of the master-agency -- the record you want to assign as the "parent" to the branch agency.

Click to select the master agency record.

Assign Parent Agreement
Search Producer

Producer Type: Firm Individual Licensee

Please enter at least one of the search criteria below:

Firm Name: advanced

EIN: NPN: Active Business Unit:

License Number: License State:

External System ID: Primary External ID Only:

Records Per Page: 10

Name	EIN	License State/#	NPN	Active BU	City	State
ADVANCED INS UNDERWRITERS LLC - BRANCH 1	20-4959726	AL 445650	8898786	FL	City	FL
ADVANCED INS UNDERWRITERS LLC - BRANCH 2	20-4959726	AR 311666	8898786	FL	HOLLYWOOD	FL
ADVANCED INS UNDERWRITERS LLC - BRANCH 3	20-4959726	AR 311666	8898786	FL	HOLLYWOOD	FL
ADVANCED INS UNDERWRITERS LLC - BRANCH 4	20-4959726	AR 311666	8898786	FL	HOLLYWOOD	FL
ADVANCED INS UNDERWRITERS LLC - BRANCH 5	20-4959726	AL 445650	8898786	FL	HOLLYWOOD	FL
ADVANCED INS UNDERWRITERS LLC - BRANCH 6	20-4959726	AR 311666	8898786	FL	HOLLYWOOD	FL
ADVANCED INS UNDERWRITERS LLC - BRANCH 7	20-4959726	AL 445650	8898786	FL	HOLLYWOOD	FL
ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS	20-4959726	AR 311666	8898786	FL	HOLLYWOOD	FL

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.

Assign Parent Agreement

Current Agreement

Name	EIN	NPN	Status	Type	Company
ADVANCED INS UNDERWRITERS LLC - BRANCH 1	20-4959726		Active	Agency Relationship	INS CO

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.

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.

Assign Parent Agreement

Current Agreement

Name	EIN	NPN	Status	Type	Company
ADVANCED INS UNDERWRITERS LLC - BRANCH 1	20-4959726		Active	Agency Relationship	INS CO

The selected parent agreement will give the current agreement the following upline:

Producer Upline	Level
ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS	Master Agency

This hierarchy has been effective since: 07-17-2013

Note: Any hierarchy history on the child agreement that has been recorded since the selected effective date will be overwritten with this new hierarchy.

Please select the hierarchy template to assign to the current agreement.

Name	Description	Base Level
<input checked="" type="radio"/> Branch Location	Branch Location Agencies	Branch Location

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.

Review/Update Agreement

Name: **ADVANCED INS UNDERWRITERS LLC - BRANCH 1** | EIN: 20-4959726 | NPN: 8898786 | Status: Active | Type: Agency Relationship | Company: PHILADELPHIA INDEMNITY INS CO

Expand All
 Agreement Details | Companies | Child Agreements | Comments

Agreement Details

Primary Producer Type: Firm | Individual | EIN/SSN: 20-4959726
 Primary Producer Name: ADVANCED INS UNDERWRITERS LLC - BRANCH 1 | NPN: 8898786
 External System ID: Agency ID | 1234568 | | N | Active | Add External System ID
 Business Unit: [Dropdown]
 Type: Agency Relationship | Termination Reason: Custom
 Status: Active | Begin Date: 07-17-2013 | End Date: [Date]
 Level ID: [Field] | Manager Level ID: [Field]
 Hierarchy Template: Branch Location (as Branch Location level)
 Payment Frequency: [Dropdown] | Conduct Business via DTCC: [Dropdown]
 Advance Commission: [Dropdown] | Percent of Advance: [Field]
 Maximum Advance Amount: [Field] | Advance Transaction Status: [Dropdown]
 Statement Distribution ID: [Field]

Additional Producers

Companies

Agreement Hierarchy

Producer Name	Type	Status	Start Date	End Date	Business Unit	Hierarchy Template	Level ID	Actions
ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS	Agency Relationship	Active	07-17-2013			Master Agency (as Master Agency level)		[View] [Edit]
ADVANCED INS UNDERWRITERS LLC - BRANCH 1	Agency Relationship	Active	07-17-2013			Branch Location (as Branch Location level)		[View] [Edit]

Key: [View] = View | [Change] = Change Assigned Parent Agreement | [Remove] = Remove Link to Assigned Parent Agreement

Child Agreements

Comments

Buttons: Save, 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.

Agreements

Type	Status	Status Date	Business Unit	Highest Upline Producer	Level ID	Actions
Agency Relationship	Active	07-17-2013				[Edit]
External System ID Begin Date End Date Hierarchy Template Termination Reason						
Agency ID 19975 Y Active 07-17-2013 Master Agency (as Master Agency level)						
Commission Details Additional Producers Agreement Companies Agreement Hierarchy Child Agreements (2 Active/0 Inactive)						
Producer Name Type Start Date Business Unit Hierarchy Template Level ID Actions						
ADVANCED INS UNDERWRITERS LLC - BRANCH 1 Agency Relationship 07-17-2013 Branch Location (as Branch Location level) [View] [Edit]						
ADVANCED INS UNDERWRITERS LLC - BRANCH 2 Agency Relationship 07-17-2013 Branch Location (as Branch Location level) [View] [Edit]						

Key: [View] = View

2 active agreements found, displaying all active agreements. [Move Children to Another Agreement](#)

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.

In the **Quick Links** box, click **Producer Business Rules**.

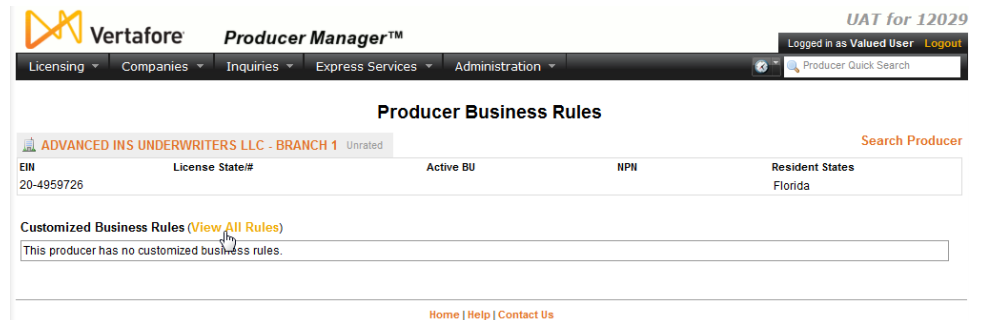


In the **Producer Business Rules** data section, click the **Update Producer Business Rules** link.



The **Producer Business Rules** page will open.

On the **Producer Business Rules** page, click the **View All Rules** toggle.



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.

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.

The screenshot shows the 'Producer Business Rules' interface for 'ADVANCED INS UNDERWRITERS LLC - BRANCH 1'. The rule 'Allow Scheduled Syncs to Run For This Producer' is highlighted in yellow, with a value of 'Yes'. An 'Edit' button is visible in the bottom right corner of the rule's row.

The screenshot shows the same rule, but the value has been changed to 'No' in a dropdown menu. The 'Save' button is highlighted with a mouse cursor, indicating the next step in the process.

The screenshot shows the 'Review/Update Firm' page. Under the 'Expand All' section, the 'Producer Business Rules' are listed. The rule 'Allow Scheduled Syncs to Run For This Producer' is highlighted in red, and its value is shown as 'No'. A 'Quick Sync Producer' button is also visible.

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.

The screenshot shows the Vertafore Producer Manager interface. At the top, there is a navigation bar with menus for Licensing, Companies, Inquiries, Express Services, and Administration. The user is logged in as 'Valued User' and the system is in 'UAT for 12029' mode. The main heading is 'Review/Update Firm' for 'ADVANCED INS UNDERWRITERS LLC - BRANCH 1' (Unrated). Below this, there is a table with columns for EIN (20-4959726), License State/#, Active BU, NPN, and Resident States (Florida). A section titled 'Expand All' lists various data points such as Firm Details, Appointments, FINRA Information, etc. A 'Quick Sync Producer' button is visible, but it is circled in red with a diagonal slash through it, indicating that this function should not be used for mega-agency records.

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.

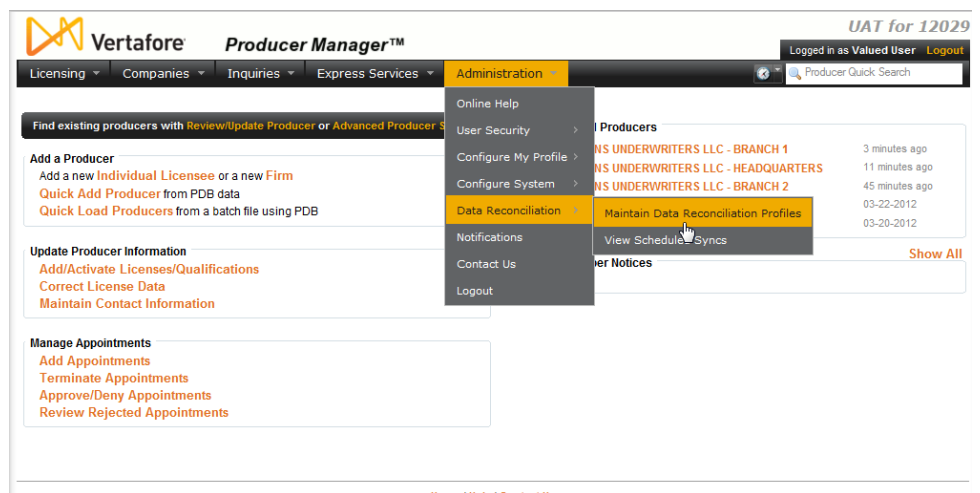
The recommended procedure in these cases is to obtain a PDB report and store it on the master agency record, and then use it as the basis for manual updates of the master and all branch agency records.

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.

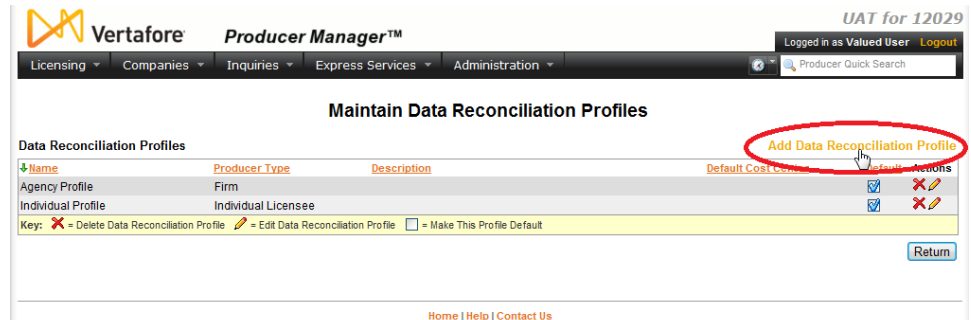


A “profile” is a collection of rules that govern the behavior of all automated data reconciliation actions that use the profile – what kinds of new state data will be merged to a record, what data will be ignored, etc. When performing a **Quick Sync Producer** manual automated data reconciliation, a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

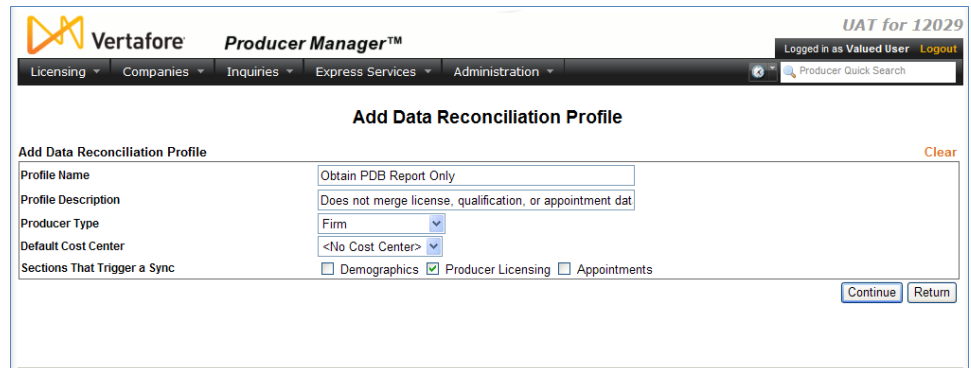
What we need to do is to create a new profile that obtains a PDB report when a user performs a **Quick Sync Producer**, but that does not use the state license, etc. information on the report to update the producer record.

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 **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 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 Manager™ UAT for 12029
 Logged in as Valued User Logout
 Licensing Companies Inquiries Express Services Administration Producer Quick Search

Maintain Data Reconciliation Profiles

Profile Details

Profile Name: Obtain PDB Report Only
 Profile Description: Does not merge license, qualification, or appointm...
 Producer Type: Firm
 Default Cost Center: <No Cost Center>
 Sections That Trigger a Sync: Demographics Producer Licensing Appointments

Profile Merge Strategies

Demographics: no strategy selected change
 This section will not be merged with External Data Sources.

Aliases: no strategy selected change
 This section will not be merged with External Data Sources.

Addresses: no strategy selected change
 This section will not be merged with External Data Sources.

Licenses: no strategy selected change
 This section will not be merged with External Data Sources.

Qualifications: no strategy selected change
 This section will not be merged with External Data Sources.

Appointments: no strategy selected change
 This section will not be merged with External Data Sources.

[Home](#) | [Help](#) | [Contact Us](#)

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

Vertafore Producer Manager™ UAT for 12029
 Logged in as Valued User Logout
 Licensing Companies Inquiries Express Services Administration Producer Quick Search

Maintain Data Reconciliation Profiles

Data Reconciliation Profiles Add Data Reconciliation Profile

Name	Producer Type	Description	Default Cost Center	Default	Actions
Agency Profile	Firm			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Individual Profile	Individual Licensee			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Obtain PDB Report Only	Firm	Does not merge license, qualification, or appoi...		<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Key: = Delete Data Reconciliation Profile = Edit Data Reconciliation Profile = Make This Profile Default

[Home](#) | [Help](#) | [Contact Us](#)

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.

The screenshot displays the 'Review/Update Firm' page in the Vertafore Producer Manager. The page header includes the Vertafore logo, 'Producer Manager™', and 'UAT for 12029'. A navigation menu contains 'Licensing', 'Companies', 'Inquiries', 'Express Services', and 'Administration'. A search bar is labeled 'Producer Quick Search'. The main content area shows the firm name 'ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS' with an 'Unrated' status. A table lists firm details: EIN (20-4959726), License State/# (AR 311666), Active BU (FL), NPN (8898786), and Resident States. A warning message states: 'This producer has invalid information or is missing required information.' Below this is an 'Expand All' section with a grid of links: Firm Details, Appointments, FINRA Information, Producer Business Rules, Agreements, Business Units, Resident States (highlighted with a red box and a warning icon), Individual Associations, Required Items, External Sys IDs, Costs, License Applications, Contact Information, Aliases, and Comments. Address History and Licenses/Qualifications are also listed. A 'Key: [Warning Icon] = Fix Missing Required Information' is provided. A yellow 'Quick Sync Producer' button is prominently displayed. The 'Firm Details' section includes fields for Firm ID (746893), Status (Pending), Effective Date (03-19-2012), and Term Date. The Name field contains 'ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS'. Other fields include Firm Type (Non-Person), Distribution Channel, EIN (20-4959726), NPN (8898786), and Last Sync Date (03-19-2012). A 'Rate this Producer' section shows an 'Unrated' status. At the bottom, there are expandable sections for 'Producer Business Rules', 'Resident States', and 'External Sys IDs'.

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.

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 Manager™* UAT for 12029
Logged in as Valued User [Logout](#)

Licensing ▾ Companies ▾ Inquiries ▾ Express Services ▾ Administration ▾

Data Reconciliation Details

ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated

EIN	License State/#	Active BU	NPN	Resident States
20-4959726		FL	8898786	

This producer has invalid information or is missing required information.

Reconciliation In Progress
This reconciliation is in progress. This report will continue to be updated until the reconciliation is complete.

[Refresh](#)

Overview

Action: Quick Sync
Requested Date: 07-20-2013 5:35 PM
Requested By: Valued User
Status: Running
Status Date: 07-20-2013 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.

Data Reconciliation Details

ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated

EIN	License State#	Active BU	NPN	Resident States
20-4959726		FL	8898786	

This producer has invalid information or is missing required information.

Overview

Action: Quick Sync
 Requested Date: 07-20-2013 5:35 PM
 Requested By: Valued User
 Status: Processed
 Status Date: 07-20-2013 5:36 PM
 Cost Center: 93

Reports:

No Producer Record Updates
PDB Report
 Retrieved 07/20/2013

Processing Messages to Review

Review Status: 1 Unreviewed
[Review All / Reset All](#)

Reviewed	State	Type	Processing Message
Mark as Reviewed	Florida	Excluded State	Florida could not be synchronized because multiple active licenses of the same type in the same state indicate a situation that cannot be resolved automatically.

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

[Review Producer Record](#)

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

PDB Data Report

ADVANCED INSURANCE UNDERWRITERS, LLC
 Retrieval Date: 07/20/2013

LICENSE SUMMARY

STATE: AL
 Class: BUSINESS ENTITY PRODUCER Issue Date: 01/26/2010 Expiration Date: 12/31/2014
 License #: 445650 Class Code: 1405 Residency: NR Active: Yes

Line of Authority	LOA Code	Authority Issue Date	Status Reason	Status	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: Non-Resident Agency Issue Date: 03/14/2007 Expiration Date: 09/30/2013
 License #: 311666 Class Code: 437 Residency: NR Active: Yes

Line of Authority	LOA Code	Authority Issue Date	Status Reason	Status	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
Marine	197	03/13/2007	Active		02/16/2009	N/S		0
Surety	30	03/13/2007	Active		02/16/2009	N/S		0

STATE: AZ
 Class: Insurance Professional Issue Date: 12/22/2006 Expiration Date: 12/31/2014
 License #: 881413 Class Code: 746 Residency: NR Active: Yes

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.

<input type="checkbox"/>	Washington	Property	07-01-2009	Active	07-01-2009	02-27-2013	Inactivate
<input type="checkbox"/>	West Virginia	None	05-01-2007	Active	05-01-2007	06-30-2013	Inactivate
<input type="checkbox"/>	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 Qualification 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.

Correct License Data

ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated Search Producer

EIN: 20-4959726 License State/#: AR 311666 Active BU: FL NPN: 8898786 Resident States

This producer has invalid information or is missing required information.

Select the License to correct:

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
<input type="radio"/> AZ	Insurance Professional	007415	12-22-2006	Active	12-22-2006	12-31-2014				<input type="checkbox"/>
<input checked="" type="radio"/> AR	Non-Resident Producer Agent	311666	03-13-2007	Active	03-13-2007	09-30-2012				<input type="checkbox"/>
<input type="radio"/> CA	Non-Resident Producer Firm	0700725	07-30-2007	Active	07-30-2007	07-31-2013				<input type="checkbox"/>
<input type="radio"/> CO	Non-Resident Producer	285661	02-09-2007	Active	02-09-2007	03-01-2013				<input type="checkbox"/>
<input type="radio"/> CT	Non-Resident Producer Firm	002272107	12-22-2006	Active	12-22-2006	01-31-2014				<input type="checkbox"/>
<input type="radio"/> DE	Non-Resident Producer Firm	1055167	03-14-2007	Active	03-14-2007	02-28-2013				<input type="checkbox"/>
<input type="radio"/> DC	Non-Resident Producer Agency	2842263	01-19-2007	Active	01-19-2007	05-31-2013				<input type="checkbox"/>
<input type="radio"/> FL	Non-Resident Agency	L014788		Active	09-08-2006					<input type="checkbox"/>
<input type="radio"/> GA	Non-Resident Principal Agency	165078	10-27-2011	Active	10-27-2011	12-31-2012				<input type="checkbox"/>
<input type="radio"/> IL	Business Entity Producer	100285860	02-15-2008	Active	02-15-2008	05-31-2014				<input type="checkbox"/>
<input type="radio"/> IN	Non-Res Producer Organization	519160	12-27-2006	Active	12-27-2006	12-31-2012				<input type="checkbox"/>
<input type="radio"/> KS	Non-Resident Agency	204959726-0	12-22-2006	Active	12-22-2006	12-22-2012				<input type="checkbox"/>
<input type="radio"/> KY	Non-Resident Agency	DOI-649843	02-21-2007	Active	02-21-2007	03-31-2013				<input type="checkbox"/>
<input type="radio"/> LA	Non-Res Prop & Casualty Agency	420879	12-29-2006	Active	12-29-2006					<input type="checkbox"/>
<input type="radio"/> ME	Non-Resident Producer Firm	AGN150482	02-22-2008	Active	02-22-2008					<input type="checkbox"/>
<input type="radio"/> MD	Producer	99970273	02-19-2007	Active	02-19-2007	02-18-2013				<input type="checkbox"/>
<input type="radio"/> MD	Non-Resident Producer Firm	NPF 99970273	02-19-2007	Inactive	04-05-2011	02-18-2013	Canceled			<input type="checkbox"/>
<input type="radio"/> MA	Non-Res Prdcr Business Entity	1870435	04-29-2009	Active	04-29-2009	04-29-2013				<input type="checkbox"/>
<input type="radio"/> MI	Non-Resident Producer Firm	204959726	05-25-2007	Active	05-25-2007					<input type="checkbox"/>
<input type="radio"/> MN	Non-Resident Agency	40015378	01-02-2007	Inactive	10-31-2008	10-31-2008	Canceled			<input type="checkbox"/>
<input type="radio"/> MS	Insurance Producer Entity	15007382	10-27-2009	Active	10-27-2009	05-31-2012				<input type="checkbox"/>
<input type="radio"/> MO	Business Entity Producer	8022957	05-15-2007	Active	05-15-2007	05-15-2013				<input type="checkbox"/>
<input type="radio"/> NJ	Producer - Organization (Corp)	1087152	12-22-2006	Active	12-22-2006	05-31-2012				<input type="checkbox"/>
<input type="radio"/> NY	Non-Res Prop & Casualty Agency	PC-1066760	07-01-2010	Active	07-01-2010	06-30-2012				<input type="checkbox"/>
<input type="radio"/> NC	Non-Res Agency - Corporation	204959726	04-27-2007	Inactive	09-27-2010	03-31-2012	Canceled			<input type="checkbox"/>
<input type="radio"/> OH	Major Lines	35928	03-13-2007	Active	03-13-2007	09-30-2013				<input type="checkbox"/>
<input type="radio"/> OH	Non-Resident Agency	35928	03-13-2007	Inactive	05-06-2011		Canceled			<input type="checkbox"/>
<input type="radio"/> OR	Non-Res Prdcr Business Entity	818062	02-28-2007	Active	02-28-2007	02-28-2013				<input type="checkbox"/>
<input type="radio"/> SC	Non-Resident Agency	175314	01-26-2010	Active	01-26-2010					<input type="checkbox"/>
<input type="radio"/> TX	General Lines Agency	1432810	02-21-2007	Active	02-21-2007	02-21-2013				<input type="checkbox"/>
<input type="radio"/> VA	Producer	102829	05-09-2007	Active	05-09-2007					<input type="checkbox"/>
<input type="radio"/> WA	Producer	701679	07-01-2009	Active	07-01-2009	02-27-2013				<input type="checkbox"/>
<input type="radio"/> WA	Non-Resident Producer	701679	07-01-2009	Inactive	03-30-2011	02-27-2011	Canceled			<input type="checkbox"/>
<input type="radio"/> WV	Business Entity Producer	100109468	05-01-2007	Active	05-01-2007	06-30-2013				<input type="checkbox"/>
<input type="radio"/> WV	Non-Resident Agency	4936	05-01-2007	Inactive	01-31-2011	06-30-2011	Canceled			<input type="checkbox"/>

Original Issue Date: 03-13-2007
 Effective Date: 03-13-2007
 Expiration Date: 09-30-2013
 License Number: 311666
 License Suspend Begin Date:
 License Suspend End Date:
 Copy Received:
 Locked from Data Reconciliation Updates:

[Next](#) [Cancel](#)

Home | Help | Contact Us
Copyright © 2003-2013 Vertafore, Inc.

On the **Correct Qualification Dates** page, click to checkmark the qualifications (related to the license you worked on the **Correct License Data** page) you want to update.

Update the selected agency record with new qualification (license line) information, as obtained from the **PDB Report**.

Click the **Save and Return** button to re-open the master agency record.

Repeat the steps, beginning on page 46, as necessary for any and all of the mega-agency records that need updating.

Correct Qualification Dates

ADVANCED INS UNDERWRITERS LLC - HEADQUARTERS Unrated

EIN	License State/#	Active BU	NPN	Resident States
20-4959726	AR 311666	FL	8898786	

This producer has invalid information or is missing required information.

Select the Qualification(s) to correct:

State	Qualification Type	Original Issue Date	Status	Effective Date	Expiration Date	Inactivation Reason
<input checked="" type="checkbox"/> AR	Casualty	03-13-2007	Active	03-13-2007	09-30-2012	
<input checked="" type="checkbox"/> AR	Marine	03-13-2007	Active	03-13-2007	09-30-2012	
<input checked="" type="checkbox"/> AR	Property	03-13-2007	Active	03-13-2007	09-30-2012	
<input checked="" type="checkbox"/> AR	Surety	03-13-2007	Active	03-13-2007	09-30-2012	

Original Issue Date:

Effective Date:

Expiration Date: 09-30-2013

Locked from Data Reconciliation Updates:

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.