

# Producer Manager Outbound Data Feed Getting Started Guide

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An Overview of the  
Producer Manager  
Outbound Data Feed

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# Overview

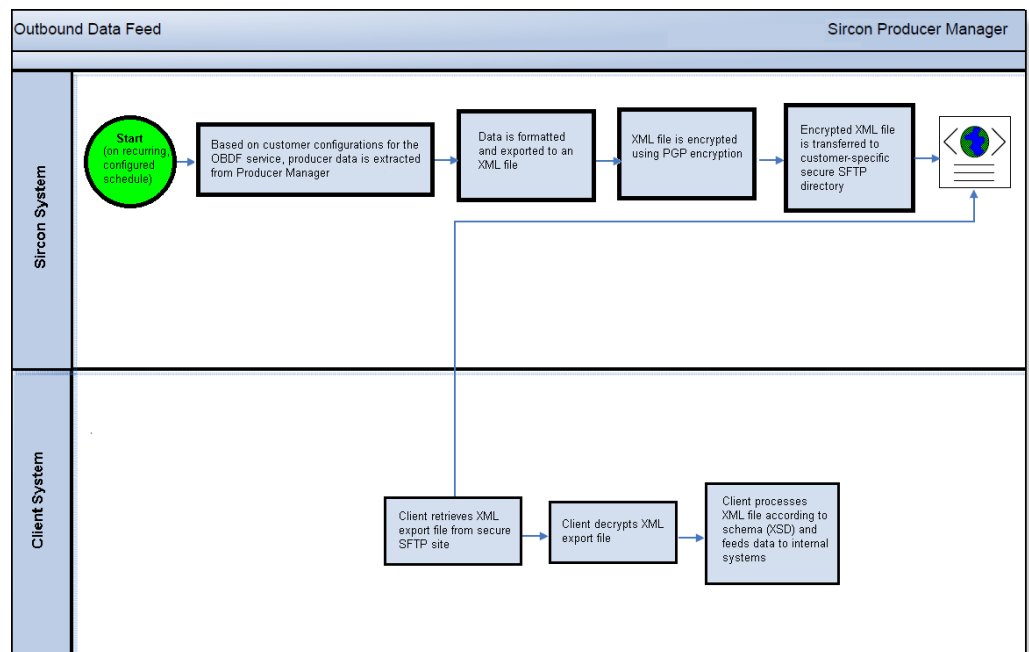
**Note:** This document is a high-level description of the Producer Manager Outbound Data Feed (OBDF). Rather than being comprehensive integration or API documentation, it is intended to acquaint your company’s business and IT staff with basic information about the OBDF in preparation for using it to integrate the Siron Platform with your company’s internal systems or reporting data warehouse. For more detailed and technical information about the OBDF, please refer to the separate “Producer Manager Outbound Data Feed File Layout and Data Definition Guide.”

Producer Manager, a component of the cloud-based Siron Platform, is a rules and data repository application that helps customers manage insurance producer credentials and distribution networks, submit state compliance transaction requests, and keep regulatory information in sync with trusted data sources.

Most Siron Platform customers have numerous systems, including ERP, CRM, new business, policy application, or payroll/commissioning systems, that require access to the producer data stored in Producer Manager. To accommodate this business need, Producer Manager offers a file transfer integration capability: the Outbound Data Feed (OBDF).

Triggered by a database job that runs with a frequency configured to a customer’s preference up to once per hour, the OBDF generates an XML export file that contains changes to the customer’s producer data since the last run of the job. The file is encrypted and transferred to a secure, customer-specific FTP directory, where it may be retrieved by the customer’s automated process. A customer-developed client application then can decrypt the file, parse the data, and feed the data to the customer’s internal systems, as needed.

The accompanying figure illustrates at a high level the OBDF



data throughput.

For testing purposes, Vertafore can configure the OBDF to run in a customer's Sircon Platform User Acceptance Testing (UAT) environment prior to being implemented in production. This assumes that the customer has a test-bed environment for any system that will ingest producer data from the OBDF.

Also, to establish baseline data values in a customer's data warehouse or other system, Vertafore can trigger an initial, "full" run of the OBDF prior to setting the OBDF to export only deltas on a configured schedule. A full run includes values for all data available through the OBDF as they exist at the time of the generated export. Also, as a fee-based engagement, a full export may be made available at any time a customer requires a snapshot or archive of producer data in Producer Manager.

## Key Points to Know

Before diving any deeper into the OBDF, there are a few important facts to understand about what the OBDF is or is not. They are as follows:

- The OBDF is designed to be change-based. It is intended to update existing data in consuming customer systems with deltas. It is not intended to fully overwrite customer data with every run
- Only if a producer record in Producer Manager incurred changes will it be included in the OBDF export file. Producer records themselves cannot be forced to be included in the OBDF if they did not incur a change since the last OBDF run. However, certain sections of data *may* be configured to always be included in an exported producer record, even if those sections themselves do not contain changed data
- The OBDF is a file transfer service, not a web service. Therefore, OBDF data is not "real-time," and depending on the frequency with which it runs, some latency is to be expected. If real-time data sets are imperative to your business, it is possible that Vertafore's Producer Data Web Service is a more suitable integration point. Please consult your Vertafore representative.

## File Contents Summary

This chapter provides basic information about the Producer Manager Outbound Data Feed XML export file, including an overview of its contents.

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**Note:** Vertafore maintains more comprehensive documentation about the data characteristics of and relationships between the specific data fields available in the OBDF. Please refer to the separate “Producer Manager Outbound Data Feed File Layout and Data Definition Guide.” Also, much useful information is obtainable by viewing the latest version of the OBDF schema file (SDBDataFeed.xsd) through an XML editor, such as [XMLSpy](#). For more information or assistance, please contact your Vertafore representative.

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### Sections of Exported Producer Record Data

The root element of an OBDF export file is <Producers>, which may contain two child elements: <Individuals> and <Firms>.

The <Individuals> element contains one or multiple child elements, tagged <Individual>, each of which includes data extracted from a particular record of an individual licensee producer in Producer Manager. Similarly, the <Firms> element contains child elements tagged <Firm> that include data extracted from a particular agency, broker/dealer, or other business entity producer record.

Nested inside each <Individual> or <Firm> record are elements and sections or “nodes” of data that contain the essential details of the record. Details may include demographic data, license/line or authority (LOA) information, appointment or affiliation information, and much more.

Typically it is the changes or “deltas” in record details that are included in an OBDF export file. The purpose of including the changes is to keep related data in a customer’s internal systems updated and in a state of synchronization with Producer Manager, which itself is intended to be a customer’s trusted, up-to-date source of producer compliance data.

The table below lists the sections of data in producer records that may be included in your company’s configuration of the OBDF. Note that some data sections are available only in an individual producer record, while others are exclusive to a firm record. An empty data section node will be included in the XML export file, even if there are no data details contained in it.

Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
<p><b>General and Demographic Information</b></p>	<p>Numerous child elements</p>	<p>Numerous child elements</p>	<p>General information about the producer and the producer record.</p>	<p>Information may include the following:</p> <ul style="list-style-type: none"> <li>• Status and status effective date of the producer in Producer Manager</li> <li>• Unique record ID in Producer Manager</li> <li>• Tax ID</li> <li>• National Producer Number</li> <li>• Name information</li> <li>• Personal statistics, including birth date (individuals only)</li> <li>• Bank information</li> <li>• Date of most recent automated data reconciliation with state data</li> <li>• Validation status (For more information, see “Incomplete Producer Records” on page 22.)</li> </ul> <p>The general and demographic information in each producer included in the export file includes Previous Feed elements for SSN (individuals) and EIN (firms). They are intended to hold the value from the last previous run of the OBDF to show the changes in the current run.</p>

Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
				<p>Note that an individual producer’s Social Security Number may be configured to be omitted from the OBDF export file. For more information, see “Configuration Options” on page 26.</p>
<b>Addresses</b>	Addresses	AddressesContacts	<p>A producer's address, email address, and communication preferences information.</p> <p>For firm producers only, also includes phone information.</p>	<p>Address information is grouped by address type, such as Residential, Mailing, Business Location, etc.</p> <p>Address types are represented as codes in the export file (e.g., Business Location (01), Residential (02), and Mailing (03), etc.).</p> <p>Includes business unit to tie address types to specific, customer-defined business segments or channels.</p>
<b>Agreements</b>	Agreements	Agreements	<p>A producer's contractual or reporting relationships with your company.</p>	<p>Each agreement may include a producer’s compensation or reporting hierarchy under the agreement, underwriting companies, products, and additional producers.</p> <p>Includes a child node that tracks changes to agreement type, hierarchy template, or parent agreement.</p> <p>Includes external system type and ID to tie agreement information to information in other systems.</p> <p>Includes business unit to tie an agreement to a specific, customer-defined business segment or channel.</p>

Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
<b>Aliases</b>	Aliases	Aliases	A producer's past or alternate identities.	Aliases may be state-specific.
<b>Appointments</b>	Appointments	Appointments	A producer's state-verified and record-only appointments for a carrier group's appointing companies, requested appointments, and appointment history (if configured).	<p>Along with key information, such as appointment state, appointment type, and status, each appointment may include a state-verified and record-only indicator, county appointment information, related appointment or appointment termination requests, and tracking identifiers.</p> <p>Along with key information, such as request type (appointment or appointment termination), request state, request status, and request response, each appointment request may include related background investigation information, related county appointment requests, and cost center.</p> <p>Each appointment includes Previous Feed elements for Active Date and Termination Date. They are intended to hold the value from the last previous run of the OBDF to show the changes in the current run.</p> <p>Appointment status by default can reflect a "derived status," based on the status of a related appointment request. As a configuration option, however, it may be set to reflect only the actual status of an appointment instead. For more information, see "Configuration Options" on page 26.</p> <p>Inactive appointments, also known as</p>



Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
				<p>“appointment history,” are configured by default to be excluded from a customer’s OBDP export file. A configuration option can include historical appointment information for changed producers, but it can increase the size of the export file. For more information, see “Configuration Options” on page 26.</p> <p>The &lt;TrackingIdentifier&gt; element is used to pass a client-supplied tracking ID to an appointment or appointment termination request submitted via the Producer Management Web Service to Sircon Producer Express. The tracking ID then is passed with Producer Express-initiated appointments included in the OBDP, so that a customer can track initial and subsequent appointment requests in states that do not appoint by license LOA. &lt;TrackingIdentifier&gt; is included in the Appointments node only when the Status of the transaction is Processed (PROC). See the Transactions section, below.</p>
<p><b>Associations (Individual-to-Firm Affiliations)</b></p>	<p>FirmAssociations</p>	<p>IndividualAssociations</p>	<p>Affiliations between an individual producer and an agency or brokerage.</p>	<p>Due to the high volume of data, especially for IndividualAssociations, we recommend not force-exporting association information with every OBDP run. For more information, see “Configuration Options” on page 26.</p> <p>Association information is grouped by firm producer in individual records, and by</p>

Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
				<p>individual producer in firm records.</p> <p>Includes external system type and ID to tie affiliation information to information in other systems.</p> <p>Includes business unit to tie affiliation information to a specific, customer-defined business segment or channel.</p>
<b>Background Investigations</b>	BackgroundInvestigations	N/A	A producer's background investigation information.	<p>Producer Manager can integrate with numerous different background investigation vendors.</p> <p>Each background investigation may include the background check type, BI vendor, result, result date, internal staff comment, and cost center for the BI check fee.</p> <p>Each background investigation also may include related appointment information.</p>
<b>Bond</b>	Bonds	Bonds	Deprecated data section held over from the legacy Sircon.db application and not supported in Producer Manager.	Empty node is exported.
<b>Business Units</b>	BusinessUnits	BusinessUnits	A producer's assignment to a business division, line of business, or geographic location.	<p>Business units are fully user-configurable in Producer Manager.</p> <p>Business unit information, expressed as a code from the &lt;BUShortName&gt; element of the BusinessUnit node, is included in</p>

Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
				numerous other nodes in the export file. Also may contain sub-codes for business segment, servicing location, and/or distribution channel.
<b>Comments</b>	Comments	Comments	Remarks, staff internal notes, or miscellaneous information about a producer.	
<b>Education</b>	Educations	N/A	A producer's educational background and professional designations or certifications.	
<b>Education Credential Course Completions</b>	Courses	N/A	A producer's education or training courses and credits applied specifically to eligibility for an education credential.	
<b>Education Credentials</b>	CourseRequirements	N/A	The status of a producer's current and past education credentials.	An active education credential is a visual or systemic signal that a producer currently fulfills the basic training and license requirements necessary to be eligible to represent a particular line of business in a given state.

Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
<b>Employment</b>	EmploymentHistory	N/A	A producer's history of employment positions.	
<b>Errors &amp; Omissions Coverage or Bonds</b>	ProfessionalLiabilityPolicies	ProfessionalLiabilityPolicies	A producer's professional liability coverage, such as errors and omissions (E&O) insurance or bonds.	Professional liability policies include total coverages, per-incident coverage amounts, and exclusions.
<b>External System IDs</b>	Interfaces	Interfaces	A producer's data linkage with your company's other systems or with other producer records in Producer Manager.	The types of external systems in which a producer would have an identifier are fully user-configurable in Producer Manager. External system types and IDs are included in numerous other nodes in the export file. Includes business unit to tie external system information to a specific, customer-defined business segment or channel.
<b>FINRA Information</b>	NASDSeriesList	N/A	The FINRA (Financial Industry Regulatory Authority) examinations that a producer has passed.	We recommend maintaining FINRA and other securities information in the Securities Information data section of Producer Manager. Then, exported data is contained in the <SecuritiesInformation> node. (See below.)
<b>FINRA Jurisdictions</b>	NASDJurisdictionStates	NASDJurisdictionStates	The states in which a producer markets securities-related	We recommend maintaining FINRA and other securities information in the Securities Information data section of Producer Manager. Then, exported data is contained

Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
			products.	in the <SecuritiesInformation> node. (See below.)
<b>Letter Requests</b>	LetterRequests	LetterRequests	Deprecated data section held over from the legacy Sircon.db application and not supported in Producer Manager.	Empty node is exported.
<b>License Applications</b>	Applications	Applications	The status of a producer's license applications.	Each application may include related qualifications (LOA), appointments, firm/individual associations, or background investigation instruction code (i.e., what to do with the application based on a BI result).
<b>Licenses</b>	Licenses	Licenses	A producer's active and inactive state insurance licenses and license lines (a.k.a., qualifications, lines of authority, or LOA).	Each license includes Previous Feed elements for Original Issue Date and Status Date. They are intended to hold the value from the last previous run of the OBDF to show the changes in the current run.
<b>Parent Firm</b>	N/A	ParentFirms	Deprecated data section held over from the legacy Sircon.db application and not supported in Producer Manager.	Empty node is exported.
<b>Phone Numbers</b>	TelephoneNumbers	N/A	An individual	Phone information is grouped by phone

Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
			producer's telephone information.	<p>type, such as Residential, Business, Cellular, etc.</p> <p>Phone types are represented as codes in the export file (e.g., Business Location (02), Residential (01), and Cellular (07), etc.).</p>
<b>Product Certifications</b>	ProductCertifications	N/A	Information about the products that a producer is certified to represent.	<p>Does not include any data that is relevant to the Producer Sales Authorization capability in Producer Manager.</p> <p>For more information about Producer Sales Authorization, please review the Producer Manager online help or consult your Vertafore representative.</p>
<b>Professional Designations</b>	ProfessionalDesignations	N/A	A producer's professional designations.	
<b>Qualifications</b>	Qualifications	Qualifications	The license lines (a.k.a., qualifications, lines of authority, or LOA) related to a producer's active and inactive state insurance licenses.	Each qualification includes Previous Feed elements for Original Issue Date and Status Date. They are intended to hold the value from the last previous run of the OBDF to show the changes in the current run.
<b>Related Firm</b>	N/A	RelatedFirms	Deprecated data section held over from the legacy Sircon.db application and not supported in	Empty node is exported.

Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
			Producer Manager.	
<b>Required Items</b>	RequiredItems	RequiredItems	A producer's required items (e.g., tickler list items, deadlines, or other requirements).	Includes business unit to tie each required item to a specific, customer-defined business segment or channel.
<b>Resident States</b>	ResidentStates	ResidentStates	A producer's state(s) of license residency.	
<b>Restrictions</b>	Restrictions	Restrictions	Deprecated data section held over from the legacy Sircon.db application and not supported in Producer Manager.	Empty node is exported.
<b>Sales Authorization Overrides</b>	AuthorizationOverrides	AuthorizationOverrides	Information about settings that override a producer's authorization to represent a certain product line in a given state, regardless of the status of the producer's credentials.	Indicates if a producer is suspended from selling.
<b>Securities Information</b>	SecuritiesInformation	N/A	Securities registrations and	Securities information include state and SRO securities registrations grouped by the

Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
			examinations related to a producer's affiliated firm (broker/dealer).	producer's affiliated broker/dealer. Also includes the producer's securities exams.
<b>State Producer Numbers</b>	StateProducerNumber	StateProducerNumber	A producer's state-assigned producer number.	
<b>Transactions</b>	Transactions	Transactions	The status of a producer's Producer Express onboarding or maintenance transaction requests. (Sircon Producer Express is a companion component of Producer Manager in the Sircon Platform.)	Available only if your company also subscribes to Sircon Producer Express. Otherwise an empty node is exported.  Transaction types are Vertafore-configurable based on a customer's specific Producer Express configuration.  <TrackingIdentifier> can be used to track appointment and appointment termination requests submitted via the Producer Management Web Service to Producer Express, and then as the requests wash through to Producer Manager and the OBDF. In its request to Producer Express, a customer can include unique values in <TrackingIdentifier>, such as producer ID in another system or Transaction ID, that can make is easier to analyze results in the OBDF. In an OBDF export file, <TrackingIdentifier> is included whenever the status of the related Producer Express request changes (Open, Processed, Error, Closed, etc.). Only when a request is



Data Section	Individual Licensee Records Schema Section Name	Firm Records Schema Section Name	Description	Notes
				Processed, its <TrackingIdentifier> is included in the Appointments node of the OBDF export file. Note that a <Tracking Identifier> can occur in multiple records in the OBDF, such as when a Producer Express request contains multiple appointment transactions for the same producer.

## Codes

Most of the essential data contained in Producer Manager and exported through the OBDF are represented by various codes. Vertafore maintains numerous code types that would be very difficult and time-consuming for our customers to maintain on their own. But many other codes are customer-configurable and can be maintained in various code domains through the Producer Manager user interface.

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**IMPORTANT:** Although most data types in an OBDF export file also include text descriptions, Vertafore strongly recommends that customers map their internal systems to consume the codes in the export file, rather than the descriptions. Especially as it applies to state regulatory codes, even if you encounter situations where there appears to be a many-to-one mapping between Producer Manager codes and codes in your system, Vertafore still recommends mapping to the codes. Our codes are less likely to change than are state-supplied descriptions, and we endeavor to “roll up” the many-to-one situations as they occur at the state level, to forfend our customers from having to do so.

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## Vertafore-Maintained Codes

Vertafore manages codes representing the values of various regulatory compliance data types, as issued and maintained by the states, globally for all customers. Pictured below is a section of a spreadsheet that Vertafore maintains (and is available to customers upon request) showing one state’s license type codes and descriptions, along with the one-to-many mappings of the licenses to their related LOA (qualifications).


1	ST_CD	UC_TYPE	UC_DESC	QUAL_TYPE	QUAL_DESC
1314	IN	620	Non-Resident Title - DHS	219	None
1315	IN	1417	Portable Electronics Limited Lines Insurance	219	None
1316	IN	271	Resident Consultant	057	Accident and Health
1317	IN	271	Resident Consultant	025	Casualty
1318	IN	271	Resident Consultant	147	Life
1319	IN	271	Resident Consultant	165	Life, Accident and Health
1320	IN	271	Resident Consultant	231	Personal Lines
1321	IN	271	Resident Consultant	245	Property
1322	IN	271	Resident Consultant	252	Property and Casualty
1323	IN	279	Resident Independent Adjuster	063	Adjuster - Property and Casualty
1324	IN	279	Resident Independent Adjuster	336	Worker's Compensation
1325	IN	591	Resident Producer Individual	057	Accident and Health
1326	IN	591	Resident Producer Individual	025	Casualty
1327	IN	591	Resident Producer Individual	044	Credit
1328	IN	591	Resident Producer Individual	086	Crop and Hail
1329	IN	591	Resident Producer Individual	110	Funeral Director
1330	IN	591	Resident Producer Individual	129	Industrial Fire
1331	IN	591	Resident Producer Individual	147	Life
1332	IN	591	Resident Producer Individual	165	Life, Accident and Health
1333	IN	591	Resident Producer Individual	198	Mortgage
1334	IN	591	Resident Producer Individual	231	Personal Lines
1335	IN	591	Resident Producer Individual	245	Property
1336	IN	591	Resident Producer Individual	252	Property and Casualty
1337	IN	591	Resident Producer Individual	300	Title
1338	IN	591	Resident Producer Individual	3722	Variable Life & Annuity

License classes/types, lines of authority (LOA or qualifications), appointment types, address types, status codes, and certain other data types all have unique code values that distinguish them one from another. A particular piece of compliance data – a “Producer” license type, for example – can have different codes to differentiate whether the license is issued to a resident state producer or a non-resident producer. Seeming equivalent license types even can bear different codes from state to state.

Codes are the most exact and efficient way to represent data values passing from machine to machine. If you relied merely on the text descriptions of compliance data, you would quickly encounter trouble when trying to map data in the OBD export file to your other, internal systems. For example, consider the following equivalent qualification types available for different states in Producer Manager, each of which has different descriptions and codes:

- Variable Life and Variable Annuity (code: 327)

- Variable Life/Variable Annuities (code: 326)



07/17/2015

**Notice of Code Changes for Producer Manager™**

We are updating electronic processing capabilities in Producer Manager to support regulatory changes and electronic processing standards. The updates will assist you in your compliance efforts. If you would like to use the updated services, please enable the codes that support them. Details are listed in the tables below.

**Summary and Customer Action**

Type of Change	When change takes effect:		Customer Action	Request change by:	
	UAT	Production		UAT	Production
Adding license, qualification, and appointment type codes; mapping qualification codes; making license and qualification codes historical	07/20/2015	07/31/2015	<ul style="list-style-type: none"> <li>Request access to new codes you plan to use. Begin using the new codes on 07/31/2015.</li> <li>Please submit your requests through our self-service portal.</li> </ul>	as soon as possible	07/29/2015 5:00 p.m. ET

For all changes requested, please include the state, the code number, the short description, and code type. For license type code changes, also indicate whether it is for an individual or a business entity.

**Kansas Code Changes**

Entity	Residency	License	Qualification	Appointment	Action
IL	RES, NON	Public Adjuster (215)	Adjuster (450)	-	License, qualification added

**Kentucky Code Change**

Entity	Residency	License	Qualification	Appointment	Action
IL, BE	RES, NON	Agent (050)	Worker's Compensation (336)	-	Qualification made historical

**Michigan Code Changes**

Entity	Residency	License	Qualification	Appointment	Action
IL	RES	Resident Solicitor (305)	Crop (085)	-	Qualification mapped to license
IL	RES	Resident Solicitor (305)	Limited Lines P&C (978)	-	Qualification mapped to license

- Variable Life & Variable Annuities (code: 7192)
- Variable Life and Variable Annuity Products (code:1881)
- Variable Contracts (code: 324)
- Variable Life (code: 325) Variable Annuity (code: 321) (separate lines)
- Variable Life & Annuity (code: 3722)

You can begin to see how confusing it can get. For example, one description uses an “&” as a conjunction, while another uses “and.” That would be easy to get wrong, if you were mapping to descriptions.

Behind the scenes, the data codes maintained by all of the various states are even more labyrinthine...and are constantly changing. Fortunately, Vertafore’s Sircon Platform manages the messiest of the data mappings on behalf our customers, so they don’t have to. Vertafore has a dedicated team of regulatory and compliance analysts that keeps on top of all of the changes and maintains all of the state compliance data and their codes in good order. (For more information, see “Post-Go-Live Support” on page 46.)

When state codes do change, Vertafore keeps customers informed through email alerts. A “Notice of Code Changes for Producer Manager” email (as illustrated) from Vertafore Client Services describes in detail any state code change, including a code that a state has made inactive (historical), and the date on which the change takes effect.Customer-Configurable Codes

Other codes passed in the OBDf export file deal more closely with a customer’s own business environment, such as codes representing a customer’s internal system types or unique business organization or distribution network. Those codes can be set up in each customer environment and maintained directly in Producer Manager by a user with administrative capabilities.

Some, but not all, of the customer-configurable codes include the following:

- External system types (shown in the accompanying illustration)
- Business units
- Agreement types
- Cost center names
- Required items

Your Vertafore representative will help you set up customer-controlled code domains during your implementation project and train your staff on how to manage them going forward. For more information about codes, consult the Producer Manager online help.

The screenshot displays the 'Maintain Codes' page in the Vertafore Producer Manager application. The page title is 'Maintain Codes' and it includes a search bar and navigation tabs. Below the title, there is a section for selecting a code group to add or modify a code. A list of code groups is shown, each with a radio button and a description. Below this, a table lists individual codes with their details.

Code	Short Description	Status	Begin Date	End Date	System Required	Long Description	Comment
AC	Agency Code	Active	10-12-2009		<input type="checkbox"/>	Agency Code	
BRAC	Branch Agency Code	Active	10-24-2009		<input type="checkbox"/>	Branch Agency Code	
BR	Branch ID	Active	11-13-2001		<input type="checkbox"/>	Branch ID	
J8	Broker Dealer ID	Historical	11-20-2001	10-12-2009	<input type="checkbox"/>	Broker Dealer ID	
BD	Broker Dealer System	Historical	04-11-2000	10-12-2009	<input type="checkbox"/>	Broker Dealer System	
SB	Canadian Social Security Nbr	Historical	11-13-2001	10-12-2009	<input type="checkbox"/>	Canadian Social Security Number (SIN)	
ADJC	Company Adjuster Code	Active	12-03-2009		<input type="checkbox"/>	Company Adjuster Code	
DBID	DB Unique Identifier	Active	03-06-2010		<input type="checkbox"/>	Database Unique Identifier	
FA	Fixed Annuity Policy Admin.	Historical	04-11-2000	10-12-2009	<input type="checkbox"/>	Fixed Annuity Policy Admin.	
FL	Fixed Life Policy Admin.	Historical	04-11-2000	10-12-2009	<input type="checkbox"/>	Fixed Life Policy Admin.	
GAC	General Agency Code	Active	10-12-2009		<input type="checkbox"/>	General Agency Code	
	General Agency Code -				<input type="checkbox"/>		

## Action Values

Because of the large volume of data available for export in the Sircon Platform, the OBDF is intended only to update customers' systems with data deltas. It is not intended to fully refresh or overwrite the same data in those systems with every run.

To help customers understand and prepare their systems for this change-based service, most key data contained in an OBDF export file includes an "Action" attribute. Valid action values are "Insert," "Update," "Delete," or "None." The following are descriptions of each "Action" value:

- **Insert:** Indicates new data since the last previous run of the OBDF.
- **Update:** Indicates that the data was updated at least once since the last previous run of the OBDF. (The export file does not include multiple updates, only the last update prior to the data being extracted for export in the OBDF.)
- **Delete:** Indicates that the data was deleted since the last previous run of the OBDF. Most data is not deletable by a user, but a Vertafore representative can delete certain data on a customer's behalf if directed to do so by the customer's system or security administrator or compliance officer.
- **None:** Indicates that there was no change to the data since the last previous run of the OBDF. Although the OBDF is designed to export only data changes, it can be Vertafore-configured to "force include" certain data sections of a producer record, even if the information in Producer Manager has not changed. (Note that the Interfaces and BusinessUnits sections are always included, by default.). Data also may bear a "None" action value with an initial run of the OBDF to establish baseline data values in customer systems or on other occasions when a customer requires a "full" export file.

## Change Auditing Fields

To support customers wishing to audit changes in producer data, all records in an OBDF export file and virtually all of their child nodes contain fields that identify who or what added or updated data and when those actions were performed. Audit fields capture the username of the user or system process that initially created (or "inserted," in database terms) the new data and the date and timestamp when it occurred. Other audit fields similarly contain the identities of users who updated existing data and when they did so.

A client application that consumes the OBDF also can log or report data change history using the values in the audit fields.

The names of the audit field elements are the same in each node in which they are contained. The following are the change audit elements and their descriptions:

- **InsertUserID:** The user name of the human or system user that created the data.
- **InsertDateTime:** The date and timestamp on which the data was created.
- **UpdateUserID:** The user name of the human or system user that last modified the data.
- **UpdateDateTime:** The date and timestamp on which the data was last modified.

If data is inserted or changed as a result of automated data reconciliation (“sync”) with an external data source, then InsertUserID or UpdateUserID will display a value of “SYSTEM\_USER”. Similarly, a value of “CATS” indicates data that was inserted or updated through Sircon’s electronic transaction processing, such as a state appointment request.

The following are some points to be aware of when using the audit fields:

- The “Update” audit field elements near the top of an individual or firm record included in the export file do not reflect summary “last updated” information for the entire record. Instead, they reflect the “last updated” information for the producer’s demographic and bank information only. (For more information, see “Sections of Exported Producer Record Data” on page 5.)
- If multiple changes occur to data within a given section or node between runs of the OBDF, the export file will contain “last updated” information only for the last change. The intervening changes are not captured in the audit fields. Similarly, if a producer record is created and then deleted before the next OBDF export, the system assumes the record was entered by mistake, and the next run of the OBDF will include no trace of the record.

## Incomplete Producer Records

In Producer Manager, a producer record that lacks required information is considered “incomplete.” The system prohibits a user from submitting electronic appointment or appointment termination requests for producers with incomplete records.

Information considered required is configurable per a customer’s business policies and may include the following:

- An address of a certain type (mailing, business location, etc.)
- Phone information of a certain type (business, home, cellular, etc.)
- At least one external system identifier
- An agreement

- A firm association (individual producers only)
- An individual association (firm producers only)
- At least one business unit
- Resident state information
- Birth date (individual producers only).

By default, the OBDF is set to include incomplete producer records in the export file. This setting is configurable through the XML\_EXPORT\_INCL\_INCMPLT\_PRDCRS business rule. If set to Yes, then any producer record with data changes will be exported in the next run of the OBDF. If set to No, then any producer record that is marked incomplete, even if it incurred changes, will not be exported in the next OBDF run. (For more information, please see “Configuration Options” on page 26.) Once all required data is entered on an incomplete record, it will be exported with the following scheduled OBDF run.

If an incomplete record is exported, then the <ValidationStatus> element in the OBDF export file will contain a value of “INCMPLT.” Records that do not contain missing required data will have a <ValidationStatus> value of “VALID.”

# Service Architecture

This chapter includes information about the mechanics of the Producer Manager Outbound Data Feed (OBDF), including file generation, file encryption, and transfer of the file to a secure FTP location for customer retrieval.

## File Generation

The OBDF is Vertafore-configured to run at customer-specified intervals, such as hourly, twice daily, daily, weekly, etc. Each time the job runs, if the customer's data in Producer Manager is changed since the last run of the job, Producer Manager generates an XML export file containing the changes.

## File Encryption

For purposes of data security, Vertafore secures the OBDF export file using PGP-compatible encryption with a DSA/EIGamal 1024-bit algorithm. PGP is a public/private-key based application providing cryptography and authentication. PGP and GPG (and other similar products) follow the OpenPGP standard for encrypting and decrypting data.

After extracting data for export and converting the file to XML format, Vertafore applies a digital signature and encrypts the file using the customer's *public* PGP key. After retrieving the OBDF export file from the secure FTP site, the customer must decrypt the file using the customer's *private* PGP key in combination with Vertafore's *public* key. The Vertafore public key block and more information about PGP encryption are available in "Appendix D: File Encryption Reference" on page 91.

If a customer does not already have a PGP-compatible key pair, one must be generated. To handle PGP administrative activities, Vertafore recommends to customers the use of [GnuPG](#) (also known as GPG). GnuPG is the GNU project's complete and free implementation of the OpenPGP standard. OpenPGP is an open cryptosystem that is commonly referred to as PGP. GnuPG allows encrypting and signing of data and features a versatile key management system, as well as access modules for all kinds of public key directories.

An encrypted XML file will bear date- and time-stamped file name along with a \*.gpg extension. For example, the file name exp2016101914h31m42s.xml.gpg would indicate a file generated at 2:31:42 PM on October 19, 2016. (All times are Central Time.)

Additionally, depending on the configuration of a business rule that can split a large file into multiple files, export files may include sequence numbers, such as



exp2016101914h31m42s\_0001.xml.gpg and exp2016101914h31m42s\_0002.xml.gpg. (For more information, see “Configuration Options” on page 26.)

## File Transfer

Vertafore programmatically transfers encrypted OBDF export files to a unique customer directory on Vertafore Sircon’s secure FTP site for customer retrieval.

The default directory path to the export file in the UAT (User Acceptance Testing) environment at `ftpptest.sircon.com` is `root/OutboundXML/[subscriberId]`. The default path in the production environment at `ftp.sircon.com` is `root/OutboundXML/[subscriberId]`. Note that there also may be sub-directories, such as `../Custom` or `../Raw`, if your company has engaged with Sircon for custom transformation of the native XML export file.

To provide the highest level of data security, Vertafore requires customers to configure their systems to access the UAT and production FTP servers over the SFTP protocol (port 22). Access is not granted through the standard FTP protocol (port 21). SFTP provides more secure transmission of content and increased password security, thereby improving protection against malicious users.

## File Purging

By default, production OBDF export files remain in a customer’s unique directory on the FTP site for 14 days, after which the files are programmatically purged.

For sound and secure record-keeping, Vertafore encourages customers to build a job into their consuming client applications to delete the XML export files from the file directory immediately after downloading them.

# Configuration Options

This chapter includes information about various options for configuring the Producer Manager Outbound Data Feed to be most performant in meeting your company’s business requirements. Please consult your Vertafore representative for recommendations and more information.

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
<p>Add associated firm name to individual producer address information in the Outbound Data Feed.</p> <p><b>Note:</b> Affects all address types, except Residential.</p>	<p>Option values include the following:</p> <ul style="list-style-type: none"> <li>• <b>Y:</b> For data exported through the Outbound Data Feed, the system will merge the existing values of an individual producer’s Line One and Line Two address information onto Line Two. Then, the system will derive the Firm Name of the firm with which an individual producer is actively associated and add it to Line One.</li> </ul>	<p>ADDR_USE_PARENT_FIRM_LINE_ONE</p>	<p>For individual licensees’ only, you can choose to automatically reformat individual licensees’ non-residential address types in the ODBF export file to include the name of the individual’s associated firm.</p> <p>This configuration can be useful for mail merge uses.</p>

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
	<ul style="list-style-type: none"> <li><b>N:</b> Default. Producer address information is exported through the Outbound Data Feed without modification.</li> </ul>		
<p>Force inclusion of certain data types in every Outbound Data Feed export file, even if they contain no changed values since the last export.</p> <p>Each of the following data types can be configured to always be included in any Outbound Data Feed export file, regardless of whether they contain any changed values since the last export:</p> <ul style="list-style-type: none"> <li>Addresses</li> <li>Agreements</li> <li>Aliases</li> <li>License Applications</li> <li>Appointments</li> <li>Background Investigations</li> <li>Business Units</li> <li>Comments</li> </ul>	<p>Option values for each data type include the following:</p> <ul style="list-style-type: none"> <li><b>Y:</b> Information of a selected data type will always be included in an Outbound Data Feed export file, even when its values have not changed since the last export file.</li> <li><b>N:</b> Information of a selected data type will be included in an Outbound Data Feed export file only when its values have changed since the last export file.</li> </ul> <hr/> <p><b>Note:</b> By default, Business Units and External System IDs are "force included" in</p>	<p>ALWAYS_EXP_IND in XML_DFEED_BUS_RULE</p>	<p>Generally, only sections of data that have changed on the producer record are included in an OBD export file. However, if a section includes data that has changed, and thereby makes the producer record eligible for export, you can choose to force <u>other</u> sections of data on the same producer record to be included, even if those sections include no changes.</p> <p>Forcing inclusion of data sections can be useful under the following scenarios:</p> <ul style="list-style-type: none"> <li>If you use data in a particular section -- an External System ID such as Employee ID or Writing Number, for example -- to identify a matching record in a downstream system.</li> <li>To synchronize with other systems all data for a producer at any time that the producer's record changes in Producer Manager.</li> <li>To populate a separate or replicated database with complete Producer Manager data for, for example, ad hoc reporting purposes.</li> </ul>

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
<ul style="list-style-type: none"> <li>• Course Completions</li> <li>• Education (not CE)</li> <li>• Education Credentials (in the CourseRequirements section)</li> <li>• Employment</li> <li>• Errors &amp; Omissions</li> <li>• Associations</li> <li>• External System IDs</li> <li>• Licenses</li> <li>• FINRA/NASD Exams</li> <li>• Phone Numbers</li> <li>• Product Certifications</li> <li>• Professional Designations</li> <li>• Qualifications</li> <li>• Resident States</li> <li>• Required Items</li> <li>• State Producer Numbers</li> <li>• Securities Information</li> <li>• Transactions</li> </ul>	<p>every run of the OBDF.</p>		<p><b>Warning:</b> Forcing the export of full producer records with each change can greatly increase the volume of data generated for export and consumed by your company's internal systems. It can lead to significantly reduced system performance and errors. Vertafore recommends a careful review of your company's business requirements to determine if the forced inclusion of full records in the OBDF is necessary or prudent, given your company's business objectives.</p>
<p>Automatically apply maximum length limits to all fields in all</p>	<p>Option values include the</p>	<p>CLEANUP_AGY_ADDR</p>	

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
<p>firm address types, abbreviate them, include updated address information in an Outbound Data Feed export file, and update Contact Information in producer records in Producer Manager with abbreviated address information.</p> <p><b>Note:</b> Abbreviations are based on accepted United States Postal Service standards.</p>	<p>following:</p> <ul style="list-style-type: none"> <li>• <b>Y:</b> Values in firm address fields that exceed 34 characters automatically will be abbreviated, included in an Outbound Data Feed export file, and updated in producer records in Producer Manager.</li> <li>• <b>N:</b> Values in firm address fields will be allowed to exceed 34 characters.</li> </ul>		
<p>Automatically apply maximum length limits to all fields in all individual address types, abbreviate them, include updated address information in an Outbound Data Feed export file, and update Contact Information in producer records in Producer Manager with abbreviated address information.</p> <p><b>Note:</b> Abbreviations are based on accepted United States</p>	<p>Option values include the following:</p> <ul style="list-style-type: none"> <li>• <b>Y:</b> Values in individual address fields that exceed 34 characters automatically will be abbreviated, included in an Outbound Data Feed export file, and updated in producer records in</li> </ul>	<p>CLEANUP_INDV_ADDR</p>	

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
Postal Service standards.	Producer Manager. <ul style="list-style-type: none"> <li>• <b>N:</b> Values in individual address fields will be allowed to exceed 34 characters.</li> </ul>		
Convert the <CourseRequirements> data node of an Outbound Data Feed export file from being used for tracking a producer's CE requirements to tracking a producer's education credential eligibility and status.	Option values include the following: <ul style="list-style-type: none"> <li>• <b>Y:</b> Data elements in the &lt;CourseRequirements&gt; node of an Outbound Data Feed export file will contain education credential eligibility and status information.</li> <li>• <b>N:</b> Data elements in the &lt;CourseRequirements&gt; node of an Outbound Data Feed export file will contain CE Requirements information.</li> </ul> <p><b>Note:</b> The setting of this business rule affects other system behavior regarding education credentials. For</p>	ec.credStatus.recordLatest	

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
	<p>more information, see “Education and Education Credentials” in the “Configuration Options” topic in the Producer Manager online help.</p> <p><b>Note:</b> For documentation regarding specific education credential data elements and types, please review the Producer Manager Outbound Data Feed File Layout and Data Definition Guide or consult your Vertafore representative.</p>		
<p>Export in the Outbound Data Feed a value of 'NR' (No Longer Required) for the status of an education credential for which a producer no longer is eligible (i.e., the value of the <b>Status</b> field in the <b>Inactive Credentials</b> sub-section of the Education Credentials data section is 'N/A').</p>	<p>Option values include the following:</p> <ul style="list-style-type: none"> <li>• <b>Y:</b> The &lt;Status&gt; child element of the &lt;CourseRequirements&gt; node of an Outbound Data Feed export file may contain a value of 'NR,' signifying that a producer is no longer eligible for or required to hold a specific education credential.</li> </ul>	<p>ec.credStatus.recordLatest.includeNotApplicableStatus</p>	

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
	<ul style="list-style-type: none"> <li>• <b>N:</b> The conditions under which a producer is no longer eligible for or required to hold a specific education credential will be reflected in the &lt;Status&gt; child element of the &lt;CourseRequirements&gt; node of an Outbound Data Feed export file with a value of 'NC' (Not Compliant).</li> </ul> <p><b>Note:</b> This business rule is dependent on the option value of the ec.credStatus.recordLatest business rule being set to 'Y' (see above).</p> <p><b>Note:</b> For documentation regarding specific education credential data elements and types, please review the Producer Manager Outbound Data Feed File Layout and Data Definition Guide or consult your Vertafore representative.</p>		



Configuration	Options	Business Rule (Vertafore Use Only)	Notes
<p>Enable the generation and retention of audit information for the Outbound Data Feed for a specific customer.</p>	<p>Option values include the following:</p> <ul style="list-style-type: none"> <li>• <b>Y: Default.</b> The system will generate audit information for a customer integrated with the Outbound Data Feed.</li> <li>• <b>N:</b> The system will not generate audit information for a customer that is not integrated with the Outbound Data Feed. All audit information will be purged from the system.</li> </ul> <p><b>Note:</b> All audit information is purged from the system after 180 days regardless of this configuration setting.</p> <p><b>Note:</b> This is a Vertafore-internal business rule used to ensure high system performance. It cannot be configured based on customer preference.</p>	<p>obdf_tracking_enabled (BUS_RULE table)</p> <p><b>Note:</b> The obdf_tracking_enabled configuration option appears in both the INTRFC_BUS_RULE table and the BUS_RULE table. In the INTRFC_BUS_RULE table, the option determines whether auditing is enabled for the Outbound Data Feed globally and should always be set to "Y." Customer-specific settings for this configuration are set in the BUS_RULE table and may be either "Y" or "N," depending on whether a customer is integrated with the Outbound Data Feed.</p>	
<p>Include producer records in an Outbound Data Feed export file</p>	<p>Option values include the</p>	<p>outbound.include.upToDate.producers</p>	<p>When attempting to perform automated data reconciliation on a producer record, Producer</p>

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
<p>whose only change is the value of the <b>Last Sync Date</b> field.</p>	<p>following:</p> <ul style="list-style-type: none"> <li>• <b>Y:</b> Producer records will not be excluded from an Outbound Data Feed export file based on <b>Last Sync Date</b> field information.</li> <li>• <b>N: Default.</b> Producer records whose only change since the last export is the <b>Last Sync Date</b> field will be excluded from an Outbound Data Feed export file.</li> </ul>		<p>Manager may discover that the record already is fully synchronized with the trusted data source (such as the national PDB). In such cases, Producer Manager will update only the Last Sync Date on the producer record.</p> <p>Although seeming minor, this change to a single field in the record still will trigger the inclusion of the record in the OBDF export file. In this scenario, processing bottlenecks, reduced system performance, or errors may result when your company's internal systems attempt to consume the high volume of producer records in the OBDF export, especially if your company is using one of Producer Manager's batch data reconciliation utilities, such as Quick Load or Scheduled Sync.</p>
<p>Set the email address of a customer's authorized contact.</p> <p><b>Note:</b> The recipient encryption key must be set for an Outbound Data Feed export file to encrypt properly and transfer securely to the customer's secure FTP site.</p>	<p>Option value is a valid email address of a customer's authorized contact.</p>	<p>RCPNT_KEY</p>	
<p>Set the order in which records will appear in the Outbound Data Feed export file, based on</p>	<p>Option values include the following:</p> <ul style="list-style-type: none"> <li>• <b>AGY:</b> Agency</li> </ul>	<p>XML_DFEED_ORDER</p>	<p>If individual licensee records appear first, firm producers with which included individuals are associated will not appear in the FirmAssociations node under &lt;Individual&gt;.</p>

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
entity type.	<p>producer records will appear first in the Outbound Data Feed export file.</p> <ul style="list-style-type: none"> <li>• <b>IL: Default.</b> Individual producer records will appear first in the Outbound Data Feed export file.</li> </ul>		<p>Instead, they will appear in the IndividualAssociations node of the associated &lt;Firm&gt;, but only if the associated firm record was changed and therefore included in the OBDF export file.</p> <p>Conversely, if firm records appear first, individual licensees associated with included firms will not appear in the IndividualAssociations node under &lt;Firm&gt;. Instead, they will appear in the FirmAssociations node of the associated &lt;Individual&gt;, but only if the associated individual record was changed and therefore included in the OBDF export file.</p>
Omit inactive or historical appointments from the Outbound Data Feed export file.	<p>Option values include the following:</p> <ul style="list-style-type: none"> <li>• <b>Y: Default.</b> Inactive appointments will be omitted from the Outbound Data Feed export file.</li> <li>• <b>N:</b> Inactive appointments will be included in the Outbound Data Feed export file.</li> </ul>	XML_EXPORT_CUR_APPT_ONLY_IND	Not including historic or inactive appointment data can reduce the overall size of the OBDF export file and improve performance.
Permit “derived” appointment status, which is determined by the status of any outstanding appointment requests, to be	<p>Option values include the following:</p> <ul style="list-style-type: none"> <li>• <b>Y: Default.</b> “Derived”</li> </ul>	XML_EXPORT_DERIVD_APPT_STS_IND	In records included in an OBDF export file, you can choose to include either standard appointment status or derived appointment status, determined by the status of any

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
<p>reflected in the Outbound Data Feed export file.</p>	<p>appointment statuses will include the following values:</p> <ul style="list-style-type: none"> <li>○ <b>AC:</b> Active</li> <li>○ <b>ACPN:</b> Active - Pending Submission. Returned if there is an outstanding appointment request that the system has not yet submitted to the state. Typically, appointments spend little, if any, time in this status. However, there may be two exceptions: 1) when a state system is inaccessible and the request is queued up to be submitted once the state comes back online, and 2) When an appointment request is future dated. In this case, Producer Manager does not submit the</li> </ul>		<p>outstanding appointment requests.</p>

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
	<p>appointment request to the state until the effective date is reached.</p> <ul style="list-style-type: none"> <li>○ <b>ACSBMT</b>: Active - Pending State Approval. Returned when an appointment request has been submitted to the state and the system is waiting to receive a response.</li> <li>○ <b>IN</b>: Inactive</li> <li>○ <b>INPN</b>: Inactive - Pending Submission. Returned if there is an outstanding appointment termination request that the system has not yet submitted to the state. Typically, terminations spend little, if any, time in this status. However, there are two exceptions: 1) when a state system is inaccessible and</li> </ul>		

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
	<p>the request is queued up to be submitted once the state comes back online, and 2) When a termination request is future dated. In this case, Producer Manager does not submit the termination request to the state until the effective date is reached.</p> <ul style="list-style-type: none"> <li>o <b>INSBMT:</b> Inactive - Pending State Approval. Returned when an appointment termination request has been submitted to the state and the system is waiting to receive a response.</li> <li>o <b>N:</b> Only the standard AC (Active) and IN (Inactive) appointment statuses will be returned.</li> </ul>		
Include records of producers	Option values include the	XML_EXPORT_INCL_INCMPLT_PR	This outcome of this configuration option is

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
<p>with a validation status of INCMPLT in the Outbound Data Feed.</p> <p><b>Note:</b> Your company’s configuration of Producer Manager may be set up to require producer records to contain certain pieces of information or otherwise are considered to be “incomplete.” Producer records missing any required information will bear an internal validation status (VLDTN_STS_CD) of INCMPLT. In Producer Manager, users are not permitted to submit appointments or terminations for producers with missing information. Among the data that, if missing, could result in an incomplete producer record are address type, external system ID, business unit, resident state, or birth date (individual producers only). For more information, see “Incomplete Producer Records” on page 22.</p>	<p>following:</p> <ul style="list-style-type: none"> <li>• <b>Y: Default.</b> Producer records with an internal validation status of INCMPLT will be included in an Outbound Data Feed export file.</li> <li>• <b>N:</b> Producer records with an internal validation status of INCMPLT will be excluded from an Outbound Data Feed export file.</li> </ul>	<p>DCRS</p>	<p>dependent on other configurations in a customer’s Sircon Platform environment.</p> <p>For example, if a customer has the D_INDV_ADDR_TYPE business rule configured to require a particular address type in all individual producer records, any producer record lacking information for the configured address type will be marked as incomplete and will not be included in an OBDF export file, even if the record incurred changes that would otherwise result in its export.</p> <p>Other configuration options that would similarly mark a producer records as “incomplete” and exclude it from an OBDF export are as follows:</p> <ul style="list-style-type: none"> <li>• require.bu.on.indv.producer requiring a business unit designation</li> <li>• EXT_SYS_ID_RQD requiring an external system identifier</li> <li>• IL_RES_ST_RQD requiring a resident license state</li> <li>• IL_BRTH_DTE_RQD requiring a birth date (individual licensees only)</li> </ul>
<p>Include or omit Social Security Numbers (SSN) from an Outbound Data Feed export</p>	<p>Option values include the following:</p> <ul style="list-style-type: none"> <li>• <b>Y: Default.</b> An</li> </ul>	<p>XML_EXPORT_INCL_SSN</p>	

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
file.	<p>Outbound Data Feed export file will include full and unmasked Social Security Number values.</p> <ul style="list-style-type: none"> <li>• <b>N:</b> Social Security Number values <u>and their related elements</u> will be omitted altogether from an Outbound Data Feed export file.</li> </ul> <p><b>Note:</b> For more information about the specific data elements affected by this configuration option, please refer to the Producer Manager Outbound Data Feed File Layout and Data Definition Guide.</p>		
Perform schema validation of an Outbound Data Feed export file.	<p>Option values include the following:</p> <ul style="list-style-type: none"> <li>• <b>Y:</b> The system will validate every Outbound Data Feed XML export file against the XML schema.</li> <li>• <b>N:</b> <i>Default.</i> The</li> </ul>	XML_EXPORT_SCHM_VLDN_RQD	



Configuration	Options	Business Rule (Vertafore Use Only)	Notes
	<p>system will not validate any Outbound Data Feed XML export file against the XML schema.</p>		
<p>Limit the number of producer records to be included per Outbound Data Feed export file.</p>	<p>Option value is a numeric string representing the maximum number of records included in a single Outbound Data Feed export file.</p> <p><b>Note:</b> When the number of records in a run of the Outbound Data Feed exceeds the maximum, the system will split the export file into multiple files, none of which will exceed the maximum.</p>	<p>XML_FEED_PRODUCER_COUNT</p>	<p>By default, each run of the OBDF will produce a single export file. However, in cases where the OBDF can be expected to export a very large quantity of records per run (for example, 1,000 or more records), Vertafore can configure a limit to the number of records to be included per export file.</p> <p>This will cause the OBDF to export multiple files on occasions when the configured limit is exceeded. With a limit set at 1,000, for example, a run of the OBDF resulting in the export of 1,434 records would generate two XML export files; a run resulting in the export of 6,562 records would generate seven output files, etc.</p> <p>This can be a useful configuration option if, for example, other configuration options are set that could result in large volumes of export data (such as the forced inclusion of unchanged records), and you are concerned that your company's internal systems would have difficulty processing such large volumes of data at a time. Breaking up the volume of data into more easily consumed segments may help prevent performance slow-down or errors.</p> <p>With this configuration option selected, each</p>

Configuration	Options	Business Rule (Vertafore Use Only)	Notes
			XML export file name will be appended with a file number suffix (for example, exp2016090513h38m06s_00001.xml, exp2016090513h38m06s_00002.xml, etc.).

# Implementation and Support

Vertafore wants customers' experience with setting up and using the Producer Manager Outbound Data Feed to be as easy as possible. To that end, Vertafore works closely with the customer's project team to gather necessary information and configuration requirements, implement and enable the OBDF, plan and execute testing activities, and follow-up to ensure successful integration and on-going communication of changes.

This chapter is intended to provide a basic understanding of the activities, roles, responsibilities, and resources surrounding successful OBDF implementation and usage.

## Implementation

If your company's configuration of the Sircon Platform includes the Producer Manager Outbound Data Feed, then implementation of the OBDF will take place as a planned project managed by the Professional Service Organization (PSO).

If OBDF integration is occurring as part of a new customer implementation of the Sircon Platform, then your Vertafore project manager will include integration activities as scheduled milestones in the overall project plan. If your company decides to integrate with the OBDF after the Sircon Platform is up and running in production, then a Vertafore project team will coordinate testing and roll-out activities, so as to not interfere with daily production usage of the Sircon Platform.

No matter the circumstances, an implementation of the OBDF encompasses the following action steps:

### *1. Configuration*

The PSO project team will discuss with your company's project team the schedule on which you want the OBDF to run. Generally, it can be set to run as frequently as once every hour, but your company likely will have business requirements that will determine an optimal schedule.

PSO also will apply default settings for other OBDF configuration flex-points. They are settings that PSO through experience with implementing dozens of customers has found to be the most effective.

Should you believe or discover, however, that a default setting does not fully meet your company's business objectives, you may consult with the project team. They will either change the configurations or discuss alternatives or workarounds that meet an objective most effectively.

Configuration options for the OBDF, including those that are set by default, may be viewed in the “Configuration Options” chapter, beginning on page 26.

## 2. Setup

Early on in the project, the project team will ask you to provide some key information needed to set up the OBDF for your company. Among the information your company will provide are the following:

- Your company’s PGP public key – a block of hexadecimal code needed as part of the file encryption key pair, which Vertafore will apply to every OBDF export file to secure the data contained in it. For more information on PGP encryption, please see “File Encryption” on page 24.
- The name, phone number, and email address of the person in your company who will be responsible primarily for the OBDF on your company’s side. Vertafore will issue this person the authentication credentials necessary to access the secure FTP site that will contain the OBDF export file.

Behind the scenes, the Vertafore project team will be busy coordinating system setup activities on behalf of your company. The team will configure reference tables in the system’s backend and work with the Vertafore database and network administrators to establish file encryption parameters (using your company’s PGP public key) and unique directory paths for your company on the Vertafore Sircon secure FTP site.

## 3. Vertafore Internal Testing

Testing occurs both internally at Vertafore and also in coordination with your company’s project team.

Internally, the project team will create a small OBDF export file to test successful data movement, from Producer Manager to files in temporary tables in the system’s backend to the transfer of the encrypted export file to the proper directory on the secure FTP site. If OBDF integration is part of a brand new customer implementation, the test export file may originate from data entered into Producer Manager through the use of the Quick Load Producers utility. (For more information, see “Appendix B: Quick Load Producers to OBDF” on page 84.

## 4. Customer Testing

After OBDF setup has passed internal QA testing, the PSO project team will notify your project team that it may begin its own testing activities.

Usually, the customer testing phase of the project assumes that your company is ready technically to retrieve, decrypt, process, and consume the OBDF export file. A customer generally needs time to develop a client application in its chosen Integrated Development Environment (IDE) to handle those activities. The hours required for this phase of the implementation can vary widely and must be coordinated carefully between project teams to avoid delays and project budget overruns.

Although the Vertafore project team cannot participate directly in developing a customer’s client application, it can offer a customer the following resources:

- Up to 40 hours of consultation assistance, to answer questions your company’s project team might have about file encryption, the business purpose of certain data types, data mappings between systems, or other technical issues. Additional hours of support may be acquired as a fee-based service engagement.
- Fully-functional integration testing utilities (SDK), VertaforeWebServiceExamples, for use in a Java IDE, or VertaforeWebServiceExamples DotNet for a Microsoft .NET IDE. The utilities may be used to view OBDF data processed in a Vertafore-maintained test environment. A customer’s IT staff then can modify the utilities’ supported, example arguments and methods and run the utilities to test OBDF integration in its UAT environment.

## 5. Go-Live

After all testing activities are completed, the project teams will prepare for production roll-out of OBDF integration. In production, the customer will have cemented a process for accessing the secure FTP server on a regular basis, downloading export files, and subsequently removing the files from the server.

The same configuration options applied to integration services in UAT will be promoted to your company’s production environment at go-live.

### Who From Your Project Team Should Be Responsible?

In our experience, two resources from a customer’s project team -- an individual knowledgeable regarding the customer’s business and an IT specialist -- are best qualified to work on an OBDF integration project.

Ideally, between them the resources should have the following qualifications:

- An intermediate to advanced knowledge of enterprise software applications, especially web-hosted, “cloud computing” applications, such as the Sircon Platform. This will help in understanding technical terminology, the Sircon service delivery model, the methods by which your company’s business requirements are accommodated through business analysis and technical configuration of our software, etc.
- An intermediate to advanced understanding of the business purpose of all data exchanged between the Sircon Platform and your company’s internal systems OR the ability to call upon the assistance of other resources with such an understanding. This will help in determining the optimal configuration settings for each data type that is exchanged between systems.
- An intermediate to advanced understanding -- OR the ability to call upon the assistance of other resources with such an understanding -- of the following:
  - XML as a means to transport and store data
  - The format and taxonomy of an XML file
  - The purposes of a schema
  - The use of third-party tools to validate the export file against a schema
  - Client authentication using GPG/PGP encryption keys
  - The development using an appropriate programming language of a client application to parse data and automate machine-to-machine communications
  - Troubleshooting unsuccessful consumption of the OBDF
  - A basic familiarity with Vertafore’s Sircon Platform.

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**Note:** The OBDF will continue to run in UAT even after your company goes into production, to allow your staff to test and re-code to accommodate changes to system integration as a result of Sircon Platform application enhancements or code changes.

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The PSO team will initiate a one-time, full export of records, to establish a baseline for subsequent runs. Please note that if the initial export contains more than approximately 40,000 records, the job may need to run over the course of a few business days. Vertafore must throttle large export jobs to maintain peak system performance.

Once the OBDF process is verified to be completed and successful in the customer's production environment, the PSO team will roll off of active involvement in the project. Direct responsibility for the ongoing care and maintenance of the OBDF will transfer to your company's Account Manager and Customer Support representatives.

## Post-Go-Live Support

Our customers' continued satisfaction with the performance of the OBDF is of great concern to Vertafore. Therefore we offer customers the following support after go-live:

- **Customer Assistance:** Your company's dedicated Account Manager and Customer Support representative are always available to answer questions about or to troubleshoot problems with the OBDF. Should your company have a special service request involving the OBDF, your customer care team will gather your requirements, scope the effort, and coordinate the project with you. (Please be aware that many post-production service requests are special, fee-based engagements.)
- **Updated User Documentation:** When the OBDF service is enhanced or otherwise changed, supporting user documentation, including this "Getting Started Guide" and the more detailed "Producer Manager Outbound Data Feed File Layout and Data Definition Guide," is updated apace. Check the version number on the cover page of each document; the documents are versioned to align with product release version numbers. If you are uncertain if you have the latest user documentation, please contact your Vertafore Sircon representative.
- **Code Documentation:** A team of dedicated analysts at Vertafore Sircon routinely pores over and monitors state regulatory changes, including updated license, LOA, and appointment type codes available in the Sircon Platform. They track the codes and their descriptions for all states in a spreadsheet file, named `PM_LIC_QUAL_APPT_by_State`, which they revise regularly. Customers always are welcome to request and refer to this documentation. (For more information and an illustration of the spreadsheet, see "Codes" on page 17.)
- **Code Change Notifications:** When regulatory code changes at the state level affect codes in Producer Manager, any changed codes may begin to be reflected in your company's OBDF export file. Vertafore keeps you informed of code changes through email alerts, titled "Notice of Code Changes for Producer Manager," so that your technical staff can update any code mappings between the Sircon Platform and your company's internal systems. Vertafore endeavors to inform customers of regulatory code changes at least two weeks before the changes take effect, but our ability to

communicate changes is dependent on states' ability to do likewise. (For more information, see "Codes" on page 17.)

- **Technical Change Documentation:** Not every product release of the Sircon Platform results in changes to the OBDF, but when there are updates, Vertafore informs customers well ahead of time, so that they can prepare downstream systems for the changes. Generally, Vertafore releases new functionality into customer UAT environments approximately five to six weeks prior to a production release, to allow customers time to test the changes. (Most changes are backwards-compatible.) With the UAT release, Vertafore emails Technical Change Notes to all Producer Manager customers that include detailed definitions of changes in the OBDF schema. The updated schema itself is made available for customer download.

# Troubleshooting

Once the OBDF is integrated successfully in your production environment, generally you can forget about it, and it runs just fine on its own. However, if you encounter problems with the OBDF, the first thing to do is to contact your Vertafore representative. Seldom can a customer do anything to resolve the problem; it is usually up to Vertafore to analyze the issue and fix it.

The purpose of this chapter is simply to provide insight into some of the most common issues and possible root causes that Vertafore will look into.

Problem	Possible Cause
No export file in the FTP directory	<p>If XML schema validation is enabled for the customer (business rule=' XML_EXPORT_SCHM_VLDN_RQD'), the file is validated against the current version of the OBDF schema.</p> <p>If validation fails, the file is moved to a rejected file directory. No additional files will be generated for the customer, as long as there is a data feed file present in the rejected directory.</p> <p>Rejected files need to be fixed manually and placed back in the &lt;LCL_BASE_DIR&gt;/&lt;LCL_EXPORT_DIR&gt;/&lt;SSCRB_ID&gt; directory to be sent on to the customer and resume normal data feed file generation.</p> <p>For more information about schema validation and other customer configurations, see "Configuration Options" on page 26.</p>
OBDF is running slow	<p>The export file is not generated frequently enough, resulting in overlarge file sizes.</p> <p>Increase the frequency with which the OBDF is scheduled to run for the customer.</p>
OBDF is running slow	<p>Unnecessary data sections are being included, resulting in overlarge file sizes.</p> <p>Revisit the business necessity of one or more optional data sections being force-included in the feed. Check the ALWAYS_EXP_IND settings for the various data sections in the 'XML_DFEED_BUS_RULE' business rule.</p> <p>For more information about schema validation and other customer configurations, see "Configuration Options" on page 26.</p>
Producer With Changes Not Included in Export File	<p>Check to see if the Exclude Producer From Outbound Data Feed rule is enabled globally for the customer by checking the settings on the Administer Producer</p>



Problem	Possible Cause
	<p>Business Rules page in Producer Manager. (If any producer records are getting exported, it probably isn't enabled.)</p> <p>Check to see if the Exclude Producer from Outbound Data Feed option is custom-enabled for the producer not included in the export file by checking the View Producers With Custom Values page in Producer Manager.</p>
<p>Producer With Changes Missing From Export File</p>	<p>Check to see if the producer record's validation status is "Complete."</p> <p>Then, check if the configuration option (business rule='XML_EXPORT_INCL_INCMPLT_PRDCRS') is enabled for the customer that excludes "incomplete" producer records from the OBDP.</p> <p>For more information, see "Incomplete Producer Records" on page 22 and "Configuration Options" on page 26.</p>

## Frequently Asked Questions

**Q:** We are currently getting an OBDF file every hour. We are finding that that cadence isn't frequent enough for our business needs. Can we get one more frequently than that?

**A:** You may, but be aware that some factors might pose a risk to a more frequent OBDF run schedule. One risk is file size. If an export file is too large, your consuming systems might not have enough time to process all of the data from one file before the next is ready. Another is processing speed of those systems. Some machines just crunch data faster than others. Either risk could create a latency issue that could potentially find your producer data in your systems downstream from Producer Manager to be "NIGO" (not in good order). Please consult your Vertafore representative for more information.

**Q:** Can I get the records of all of our producers in every run of the OBDF?

**A:** After an initial run to establish a baseline set of records, each subsequent run of the OBDF includes only changed records since last previous run. Only under special circumstances, and as a special engagement requiring additional investment, is it possible to get a full database export.

**Q:** Will Vertafore develop a client application for our company to use to retrieve an OBDF file, decrypt it, parse the data, and map the data to our company's internal systems?

**A:** Unfortunately, Vertafore is not able to provide programming or development services for our customers. During implementation, we are available to work very closely with your development or IT resources to help them test the mechanics of the OBDF and understand the content of the export file. Our experience has shown that, even when a customer hires outside IT developers or consultants, this approach is successful. (For more information, see "Implementation and Support" on page 43.)

**Q:** Is it possible for Vertafore to export the OBDF file to a different file format other than XML, such as UML or CSV?

**A:** Because the file is generated programmatically by our systems, the OBDF export supports only the XML file format.

**Q:** We looked at an OBDF export file, and there was no data in it. Is this normal? Can anything be done about a file that has no data?

**A:** It is default behavior of the OBDF to export a properly-formatted XML file at a scheduled interval, even if it contains only empty elements with no data. Many customers configure their client applications to delete or otherwise ignore empty export files when they are encountered. A minor benefit of an empty export file is that it confirms that the OBDF is working as expected.

**Q:** Can I get a section in the export file to be omitted?

**A:** It is not possible to omit a section from the export file. Even if it contains no data, the section parent element will be passed as an empty tag. Some customers code their client applications so that data in the export file that they do not care about is ignored.

**Q:** By looking at the OBDF schema, we see that many fields in the export file are populated by code lookups to various code domains. Can we see a listing of the possible code values in those code domains?

**A:** Many code domains are user-configurable and may be viewed and managed on the Maintain Codes page in the Producer Manager user interface. (For more information, see “Codes” on page 17.) The values of other code lookup fields are held in simpleType elements that also are viewable in the OBDF schema itself. Examples are <GeneralStatusCodeEnumType> or <StateProvinceCodeEnumType>. If you have questions about other code lookup values, please consult your Vertafore representative.

**Q:** I had the “Always” setting configured for addresses and external system IDs, but the most recent file does not include producers whose records I am certain contain that information.

**A:** The “Always” setting means that a configured section will be included if a producer record had changes to another section. In your company’s configuration, addresses and external system ID information for a producer are exported if the producer’s record had updated license information, for example. (Of course, addresses and external system ID information also will be included in the file if those sections themselves underwent changes.) If a producer record underwent no changes since the last OBDF run, it will not be included at all in the export file. (For more information, see “Configuration Options” on page 26.)

**Q:** What options or sequence numbers exist within the OBDF export file to support matching between data in the Sircon Platform and that in our other back-office systems?

**A:** Producer records included in the OBDF export file contain basic, demographic information by which to identify them, such as Tax ID numbers and National Producer Numbers (NPN). (NPN is passed in the <NationalProducerId> element.) But most commonly, customers use record identifiers from their own systems as a means of matching data between Producer Manager and the other systems. Writing numbers, employee ID numbers, and others of any system type can be recorded on producer records in Producer Manager in the External System IDs data section. Then, when a producer record containing this information is exported through the OBDF, your client application can match the producer by External System ID to other systems downstream from Producer Manager. (For more information, see “Sections of Exported Producer Record Data” on page 5.)

**Q:** Which address type do you consider the primary address? In the export file you are sending Business Location, Mailing, and Residential addresses for an individual producer, but just a Business Location and Mailing on a firm. What is the difference between the Business Location and Mailing address type?

**A:** Producer Manager does not distinguish one address type among the others as being “primary.” Address information in a producer record may undergo updating either manually or through automated data reconciliation with the states, and all updated data for any address type is passed through the OBDF export file. It is dependent on your client application to distinguish

which of the address types in the export file is the one considered by your company to be "primary."

**Q:** I see an element in the Addresses node of the export file, called <BadAddressIndicator>. What would the indicator be? If an address has a <BadAddressIndicator> set, does that mean that you wouldn't send the address in the export?

**A:** A user can set a "bad address indicator" in the Producer Manager user interface, such as when postal mail delivered to the address is returned to sender. If it is not set manually, it will never be set automatically. The export file still will include an address with a "bad address indicator." You may use the indicator as a flag for action or a trigger in your downstream systems.

**Q:** How is a name change handled? If a producer's name is changed, what will be sent to us in the OBDF export file? Will we know what the prior name was?

**A:** When a producer name changes (say from Jones to Williams) in Producer Manager – either manually or through automated data reconciliation with the national Producer Database – two things happen: 1) Producer Manager automatically creates an alias for the prior name, stored in the Aliases data section 2) The changed producer record will be included in the OBDF. In the export file, the new name will appear in any name elements in the Demographics node, and the former name will be included in the <Aliases> node with an alias type and code of Former Name.

**Q:** Can I delete a producer record from Producer Manager? If so, how is it reported in the OBDF?

**A:** You can delete a producer record; however, many clients prefer to preserve the producer history, keep the record, but just make it inactive. (See the Producer Manager online help for details on deleting a record and making a record status "Inactive.") A record and its related data that are deleted in Producer Manager will pass to the OBDF export file with Action Values of "Delete." (For more information, see "Action Values" on page 21.)

**Q:** What is a Required Item?

**A:** Many customers need a method to input and track events or activities that are associated with managing a producer's compliance lifecycle. For example, you could require a producer to forward certain documentation for your licensing staff to keep on file, such as a driver's license copy or fingerprint card. At other times, it might be necessary to set a milestone for internal use by which a producer will be expected to have fulfilled all necessary requirements to be eligible to sell a product. You can set events or activities as "required items" in a producer record. They will pass as codes and descriptions in the OBDF export file, in the <RequiredItems> node. (Producer Manager also includes an on-board reporting tool, the Required Items Inquiry, to compile required item "to-do" lists.)

**Q:** Can Vertafore split the OBDF export into separate files, such as one file per business unit, or per producer type, etc.?

**A:** We can split an export file, but only on occasions when the file contains more records than a configured limit of records per file. (See "Configuration Options" on page 26 for more information.) Some customers have coded their file-consuming client application to split the

OBDF file in more business-oriented ways, making multiple passes through the file and using conditional logic to process or ignore certain data.

**Q:** In the <Licenses> node of the OBDF export file, I do not see an element that handles license classes. Wouldn't such a fairly fundamental data type be included?

**A:** License class is passed with all license information. It's just that in the export file, it is referred to as "Type." Both the license type code and description are there. It's important to understand that the code value is the code of the license type in Producer Manager – it may not be the same code in other data sources. Also, when mapping data types from Producer Manager to systems consuming the OBDF, we strongly recommend mapping to the codes, rather than descriptions. The descriptions are included mostly to make the data human-readable.

**Q:** I'm a developer responsible for writing the client app to process the OBDF export file. Any tips for working with it?

**A:** A best practice for processing large XML files is: Don't try to read the whole file into memory/dom; read 50 producers at a time, and perhaps use SAX instead of DOM to parse and load into memory.

**Q:** I understand from the Technical Change Notes that the OBDF schema has changed. Where can we get the latest version of SDBDataFeed.xsd?

**A:** Please contact your Vertafore support representative.

## Appendix A: Example XML Export File

This section contains an example XML export file generated by the Producer Manager Outbound Data Feed.

### XML Export File Example

Below is an example of an Outbound Data Feed XML export file, containing one individual producer record.

```
<?xml version="1.0"?>
<Producers xmlns="http://sdb.sircon.com" FirmCount="0" IndividualCount="1">
  <Individuals>
    <Individual InternalID="56399" Action="Update">
      <InsertUserID>LOAD</InsertUserID>
      <InsertDateTime>09-01-2002 01:53:17</InsertDateTime>
      <UpdateUserID>SYSTEM_USER</UpdateUserID>
      <UpdateDateTime>08-26-2015 12:05:38</UpdateDateTime>
      <NationalProducerID>3535335</NationalProducerID>
      <Status Code="AC">Active</Status>
      <CaptiveIndicator>Y</CaptiveIndicator>
      <LastName>SMITH</LastName>
      <FirstName>JAMES</FirstName>
      <SuffixName/>
      <MiddleName/>
      <EmailAddress/>
      <WebAddress/>
      <Gender/>
      <BirthDate>12-22-1974</BirthDate>
      <BirthState/>
      <BirthProvince/>
    </Individual>
  </Individuals>
</Producers>
```

```

<BirthCountry/>
<DeceasedDate/>
<BankAccountNumber/>
<BankRouteNumber/>
<BankName/>
<BankAffiliatedIndicator>N</BankAffiliatedIndicator>
<EffectiveDate>03-19-2010</EffectiveDate>
<TerminationDate/>
<LicenseeIndicator>Y</LicenseeIndicator>
<LastSyncDate>06-13-2015</LastSyncDate>
<BankAccountType/>
<BankInstitutionType/>
<BankCity/>
<BankState/>
<BankAccountOwnerName/>
<BankEmailAddress/>
<Addresses>
  <Address InternalID="235095" Action="Update">
    <InsertUserID>DATAFIX1147ADDR</InsertUserID>
    <InsertDateTime>09-19-2002 16:42:52</InsertDateTime>
    <UpdateUserID>dgroetsch</UpdateUserID>
    <UpdateDateTime>08-26-2015 12:04:09</UpdateDateTime>
    <Type Code="01">Business Location</Type>
    <LineOne>100 State Street</LineOne>
    <LineTwo/>
    <City>Troy</City>
    <PostalCode>23456</PostalCode>
    <State>MI</State>
    <Country/>
    <County/>
    <Province/>
    <BadAddressIndicator>N</BadAddressIndicator>
    <BUShortName/>
    <LockIndicator>N</LockIndicator>
  </Address>
  <Address InternalID="135518" Action="None">
    <InsertUserID>LOAD</InsertUserID>
    <InsertDateTime>09-01-2002 01:57:10</InsertDateTime>
    <UpdateUserID>LOAD</UpdateUserID>
    <UpdateDateTime>09-01-2002 01:57:10</UpdateDateTime>
    <Type Code="03">Mailing</Type>
  </Address>

```

```

        <LineOne>1015 S CONGRESS AVE.</LineOne>
        <LineTwo/>
        <City>W. PALM BEACH</City>
        <PostalCode>33416</PostalCode>
        <State>FL</State>
        <Country/>
        <County/>
        <Province/>
        <BadAddressIndicator>N</BadAddressIndicator>
        <BUShortName/>
        <LockIndicator>N</LockIndicator>
    </Address>
</Addresses>
<Addresses InternalID="474497" Action="None">
    <InsertUserID>HKODURU</InsertUserID>
    <InsertDateTime>04-10-2006 15:08:05</InsertDateTime>
    <UpdateUserID>HKODURU</UpdateUserID>
    <UpdateDateTime>04-10-2006 15:08:05</UpdateDateTime>
    <Type Code="02">Residential</Type>
    <LineOne>1015 S CONGRESS AVE.</LineOne>
    <LineTwo/>
    <City>W. PALM BEACH</City>
    <PostalCode>33416</PostalCode>
    <State>FL</State>
    <Country/>
    <County/>
    <Province/>
    <BadAddressIndicator>N</BadAddressIndicator>
    <BUShortName/>
    <LockIndicator>N</LockIndicator>
</Address>
</Addresses>
<TelephoneNumbers>
    <PhoneNumber InternalID="84641" Action="Insert">
        <InsertUserID>dgroetsch</InsertUserID>
        <InsertDateTime>08-26-2015 11:59:23</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 11:59:23</UpdateDateTime>
        <Type Code="02">Business Location</Type>
        <Number>2342342345</Number>
        <Extension/>
    </PhoneNumber>
</TelephoneNumbers>

```



```

</TelephoneNumbers>
<Aliases/>
<Interfaces>
  <Interface InternalID="115367" Action="None">
    <InsertUserID>LOAD</InsertUserID>
    <InsertDateTime>09-01-2002 01:59:46</InsertDateTime>
    <UpdateUserID>LOAD</UpdateUserID>
    <UpdateDateTime>09-01-2002 01:59:46</UpdateDateTime>
    <Type Code="CAPIS">CAPIS System</Type>
    <ExternalID>21 223717</ExternalID>
    <PrimaryIndicator>Y</PrimaryIndicator>
    <InactiveIndicator>N</InactiveIndicator>
    <BUShortName/>
  </Interface>
</Interfaces>
<ResidentStates>
  <ResidentState Action="None">
    <InsertUserID>LOAD</InsertUserID>
    <InsertDateTime>09-01-2002 01:50:57</InsertDateTime>
    <UpdateUserID>LOAD</UpdateUserID>
    <UpdateDateTime>09-01-2002 01:50:57</UpdateDateTime>
    <State>FL</State>
    <LicenseExpirationDate/>
    <CertificationEffectiveDate/>
    <CertificationExpirationDate/>
  </ResidentState>
</ResidentStates>
<FirmAssociations/>
<Restrictions/>
<BackgroundInvestigations/>
<RequiredItems>
  <RequiredItem InternalID="20836" Action="Insert">
    <InsertUserID>dgroetsch</InsertUserID>
    <InsertDateTime>08-26-2015 12:03:21</InsertDateTime>
    <UpdateUserID>dgroetsch</UpdateUserID>
    <UpdateDateTime>08-26-2015 12:03:21</UpdateDateTime>
    <Type Code="OTS">OK to sell</Type>
    <State>MI</State>
    <Status Code="RECD">Received</Status>
    <RequiredItemRequests>
      <RequiredItemRequest InternalID="12209" Action="Insert">

```

```

        <InsertUserID>dgroetsch</InsertUserID>
        <InsertDateTime>08-26-2015 12:03:21</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:03:21</UpdateDateTime>
        <RequestedDate>08-26-2015</RequestedDate>
    </RequiredItemRequest>
</RequiredItemRequests>
<ReceivedDate>08-26-2015</ReceivedDate>
<OtherIdentifiers>12345</OtherIdentifiers>
<Comment/>
<BUShortName>123TEST</BUShortName>
<FollowupDate/>
</RequiredItem>
</RequiredItems>
<Bonds/>
<NASDJurisdictionStates/>
<NASDSeriesList/>
<EmploymentHistory/>
<Educations/>
<ProfessionalDesignations/>
<Licenses>
    <License InternalID="687243" Action="Insert">
        <InsertUserID>dgroetsch</InsertUserID>
        <InsertDateTime>08-26-2015 12:00:01</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:00:01</UpdateDateTime>
        <Type Code="430">Non-Resident Producer</Type>
        <State>MI</State>
        <Status Code="AC">Active</Status>
        <StatusDate>01-01-2000</StatusDate>
        <PreviousFeedStatusDate/>
        <CopyReceivedIndicator>N</CopyReceivedIndicator>
        <EffectiveDate>01-01-2000</EffectiveDate>
        <PreviousFeedEffectiveDate/>
        <ExpirationDate>01-01-2020</ExpirationDate>
        <Number>01012000</Number>
        <InactivationReason/>
        <SuspensionStartDate/>
        <SuspensionEndDate/>
        <Qualifications>
            <Qualification InternalID="1265532" Action="Insert">

```

```

        <InsertUserID>dgroetsch</InsertUserID>
        <InsertDateTime>08-26-2015 12:00:01</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:00:01</UpdateDateTime>
        <Type Code="147">Life</Type>
        <State>MI</State>
        <IssueDate/>
        <PreviousFeedIssueDate/>
        <Status Code="AC">Active</Status>
        <StatusDate>01-01-2000</StatusDate>
        <PreviousFeedStatusDate/>
        <ExpirationDate/>
        <InactivationReason/>
    </Qualification>
    <Qualification InternalID="1265533" Action="Insert">
        <InsertUserID>dgroetsch</InsertUserID>
        <InsertDateTime>08-26-2015 12:00:01</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:00:01</UpdateDateTime>
        <Type Code="320">Variable Annuities</Type>
        <State>MI</State>
        <IssueDate/>
        <PreviousFeedIssueDate/>
        <Status Code="AC">Active</Status>
        <StatusDate>01-01-2000</StatusDate>
        <PreviousFeedStatusDate/>
        <ExpirationDate/>
        <InactivationReason/>
    </Qualification>
</Qualifications>
</License>
<License InternalID="687244" Action="Insert">
    <InsertUserID>dgroetsch</InsertUserID>
    <InsertDateTime>08-26-2015 12:08:53</InsertDateTime>
    <UpdateUserID>dgroetsch</UpdateUserID>
    <UpdateDateTime>08-26-2015 12:08:53</UpdateDateTime>
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    <State>AL</State>
    <Status Code="AC">Active</Status>
    <StatusDate>08-26-2015</StatusDate>
    <PreviousFeedStatusDate/>

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<CopyReceivedIndicator>N</CopyReceivedIndicator>
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<PreviousFeedEffectiveDate/>
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    <UpdateUserID>dgroetsch</UpdateUserID>
    <UpdateDateTime>08-26-2015 12:08:53</UpdateDateTime>
    <Type Code="147">Life</Type>
    <State>AL</State>
    <IssueDate/>
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    <UpdateUserID>dgroetsch</UpdateUserID>
    <UpdateDateTime>08-26-2015 12:08:53</UpdateDateTime>
    <Type Code="327">Variable Life & Annuity</Type>
    <State>AL</State>
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  <UpdateDateTime>08-26-2015 12:12:42</UpdateDateTime>
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  <Status Code="AC">Active</Status>
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  <PreviousFeedStatusDate/>
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  <PreviousFeedEffectiveDate/>
  <ExpirationDate>01-01-2017</ExpirationDate>
  <Number>01012000</Number>
  <InactivationReason/>
  <SuspensionStartDate/>
  <SuspensionEndDate/>
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      <InsertDateTime>08-26-2015 12:12:42</InsertDateTime>
      <UpdateUserID>dgroetsch</UpdateUserID>
      <UpdateDateTime>08-26-2015 12:12:42</UpdateDateTime>
      <Type Code="1404">Variable Life/Variable Annuity</Type>
      <State>OK</State>
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      <Status Code="AC">Active</Status>
      <StatusDate>01-01-2000</StatusDate>
      <PreviousFeedStatusDate/>
      <ExpirationDate/>
      <InactivationReason/>
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    <Qualification InternalID="1265537" Action="Insert">
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      <InsertDateTime>08-26-2015 12:12:42</InsertDateTime>
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      <UpdateDateTime>08-26-2015 12:12:42</UpdateDateTime>
      <Type Code="147">Life</Type>
      <State>OK</State>
    </Qualification>
  </Qualifications>
</License>

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        <IssueDate/>
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        <ExpirationDate/>
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    <UpdateUserID>LOAD</UpdateUserID>
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    <Type Code="527">Resident General Lines Agent</Type>
    <State>FL</State>
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    <StatusDate>01-20-1990</StatusDate>
    <PreviousFeedStatusDate/>
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    <EffectiveDate>08-19-1983</EffectiveDate>
    <PreviousFeedEffectiveDate/>
    <ExpirationDate/>
    <Number>A246667</Number>
    <InactivationReason/>
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    <SuspensionEndDate/>
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            <InsertDateTime>09-01-2002 01:47:03</InsertDateTime>
            <UpdateUserID>LOAD</UpdateUserID>
            <UpdateDateTime>09-01-2002 01:47:03</UpdateDateTime>
            <Type Code="115">General Lines - P & C</Type>
            <State>FL</State>
            <IssueDate>01-20-1990</IssueDate>
            <PreviousFeedIssueDate/>
            <Status Code="AC">Active</Status>
            <StatusDate>01-20-1990</StatusDate>
            <PreviousFeedStatusDate/>
        </Qualification>
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</License>

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                <ExpirationDate/>
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        <UpdateDateTime>08-26-2015 12:00:01</UpdateDateTime>
        <Type Code="147">Life</Type>
        <State>MI</State>
        <IssueDate/>
        <PreviousFeedIssueDate/>
        <Status Code="AC">Active</Status>
        <StatusDate>01-01-2000</StatusDate>
        <PreviousFeedStatusDate/>
        <ExpirationDate/>
        <InactivationReason/>
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        <InsertDateTime>08-26-2015 12:00:01</InsertDateTime>
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        <UpdateDateTime>08-26-2015 12:00:01</UpdateDateTime>
        <Type Code="320">Variable Annuities</Type>
        <State>MI</State>
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        <Status Code="AC">Active</Status>
        <StatusDate>01-01-2000</StatusDate>
        <PreviousFeedStatusDate/>
        <ExpirationDate/>
        <InactivationReason/>
    </Qualification>
    <Qualification InternalID="1265534" Action="Insert">
        <InsertUserID>dgroetsch</InsertUserID>
        <InsertDateTime>08-26-2015 12:08:53</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>

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```

        <UpdateDateTime>08-26-2015 12:08:53</UpdateDateTime>
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        <Status Code="AC">Active</Status>
        <StatusDate>08-26-2015</StatusDate>
        <PreviousFeedStatusDate/>
        <ExpirationDate/>
        <InactivationReason/>
    </Qualification>
    <Qualification InternalID="1265535" Action="Insert">
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        <InsertDateTime>08-26-2015 12:08:53</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:08:53</UpdateDateTime>
        <Type Code="327">Variable Life & Annuity</Type>
        <State>AL</State>
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        <Status Code="AC">Active</Status>
        <StatusDate>08-26-2015</StatusDate>
        <PreviousFeedStatusDate/>
        <ExpirationDate/>
        <InactivationReason/>
    </Qualification>
    <Qualification InternalID="1265536" Action="Insert">
        <InsertUserID>dgroetsch</InsertUserID>
        <InsertDateTime>08-26-2015 12:12:42</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:12:42</UpdateDateTime>
        <Type Code="1404">Variable Life/Variable Annuity</Type>
        <State>OK</State>
        <IssueDate/>
        <PreviousFeedIssueDate/>
        <Status Code="AC">Active</Status>
        <StatusDate>01-01-2000</StatusDate>
        <PreviousFeedStatusDate/>
        <ExpirationDate/>
        <InactivationReason/>
    </Qualification>

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<Qualification InternalID="1265537" Action="Insert">
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  <InsertDateTime>08-26-2015 12:12:42</InsertDateTime>
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  <UpdateDateTime>08-26-2015 12:12:42</UpdateDateTime>
  <Type Code="147">Life</Type>
  <State>OK</State>
  <IssueDate/>
  <PreviousFeedIssueDate/>
  <Status Code="AC">Active</Status>
  <StatusDate>01-01-2000</StatusDate>
  <PreviousFeedStatusDate/>
  <ExpirationDate/>
  <InactivationReason/>
</Qualification>
<Qualification InternalID="668838" Action="None">
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  <InsertDateTime>09-01-2002 01:47:03</InsertDateTime>
  <UpdateUserID>LOAD</UpdateUserID>
  <UpdateDateTime>09-01-2002 01:47:03</UpdateDateTime>
  <Type Code="115">General Lines - P & C</Type>
  <State>FL</State>
  <IssueDate>01-20-1990</IssueDate>
  <PreviousFeedIssueDate/>
  <Status Code="AC">Active</Status>
  <StatusDate>01-20-1990</StatusDate>
  <PreviousFeedStatusDate/>
  <ExpirationDate/>
  <InactivationReason/>
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</Qualifications>
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    <UpdateUserID>dgroetsch</UpdateUserID>
    <UpdateDateTime>08-26-2015 12:00:46</UpdateDateTime>
    <State>MI</State>
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    <CompanyName>Trumbull Insurance Company</CompanyName>
    <PayCode/>
  </Appointment>
</Appointments>

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    <PreviousFeedTerminationDate/>
    <TerminationNotificationDate/>
    <TerminationReason/>
    <TerminationVestingType/>
    <StateVerifiedIndicator>N</StateVerifiedIndicator>
    <RecordOnlyIndicator>Y</RecordOnlyIndicator>
    <ResidentCounty/>
    <Requests/>
    <Counties/>
    <TrackingIdentifiers/>
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    <UpdateUserID>dgroetsch</UpdateUserID>
    <UpdateDateTime>08-26-2015 12:00:46</UpdateDateTime>
    <State>MI</State>
    <CompanyNAIC_ID>27120</CompanyNAIC_ID>
    <CompanyName>Trumbull Insurance Company</CompanyName>
    <PayCode/>
    <Type Code="316">Variable Contracts</Type>
    <Status Code="AC">Active</Status>
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    <PreviousFeedTerminationDate/>
    <TerminationNotificationDate/>
    <TerminationReason/>
    <TerminationVestingType/>
    <StateVerifiedIndicator>N</StateVerifiedIndicator>
    <RecordOnlyIndicator>Y</RecordOnlyIndicator>
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    <Requests/>
    <Counties/>

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        <UpdateDateTime>08-26-2015 12:09:11</UpdateDateTime>
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        <CompanyName>Trumbull Insurance Company</CompanyName>
        <PayCode/>
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        <Status Code="AC">Active</Status>
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        <TerminationDate/>
        <PreviousFeedTerminationDate/>
        <TerminationNotificationDate/>
        <TerminationReason/>
        <TerminationVestingType/>
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        <RecordOnlyIndicator>Y</RecordOnlyIndicator>
        <ResidentCounty/>
        <Requests/>
        <Counties/>
        <TrackingIdentifiers/>
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        <InsertDateTime>08-31-2002 23:18:30</InsertDateTime>
        <UpdateUserID>LOAD</UpdateUserID>
        <UpdateDateTime>08-31-2002 23:18:30</UpdateDateTime>
        <State>FL</State>
        <CompanyNAIC_ID>19682</CompanyNAIC_ID>
        <CompanyName>Hartford Fire Insurance Company</CompanyName>
        <PayCode/>
        <Type Code="267">General Lines (P & C) 0220</Type>
        <Status Code="AC">Active</Status>
        <ActiveDate>03-19-1990</ActiveDate>
        <PreviousFeedActiveDate/>
    </Appointment>

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        <TerminationReason/>
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        <RecordOnlyIndicator>N</RecordOnlyIndicator>
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        <Requests/>
        <Counties/>
        <TrackingIdentifiers/>
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        <UpdateUserID>LOAD</UpdateUserID>
        <UpdateDateTime>08-31-2002 23:17:52</UpdateDateTime>
        <State>FL</State>
        <CompanyNAIC_ID>29424</CompanyNAIC_ID>
        <CompanyName>Hartford Casualty Insurance Company</CompanyName>
        <PayCode/>
        <Type Code="267">General Lines (P & C) 0220</Type>
        <Status Code="AC">Active</Status>
        <ActiveDate>03-19-1990</ActiveDate>
        <PreviousFeedActiveDate/>
        <RenewalDate/>
        <TerminationDate/>
        <PreviousFeedTerminationDate/>
        <TerminationNotificationDate/>
        <TerminationReason/>
        <TerminationVestingType/>
        <StateVerifiedIndicator>Y</StateVerifiedIndicator>
        <RecordOnlyIndicator>N</RecordOnlyIndicator>
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        <Requests/>
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    <CompanyName>Hartford Accident and Indemnity Company</CompanyName>
    <PayCode/>
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    <Status Code="AC">Active</Status>
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    <RenewalDate/>
    <TerminationDate/>
    <PreviousFeedTerminationDate/>
    <TerminationNotificationDate/>
    <TerminationReason/>
    <TerminationVestingType/>
    <StateVerifiedIndicator>Y</StateVerifiedIndicator>
    <RecordOnlyIndicator>N</RecordOnlyIndicator>
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    <Requests/>
    <Counties/>
    <TrackingIdentifiers/>
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    <UpdateDateTime>08-31-2002 23:18:30</UpdateDateTime>
    <State>FL</State>
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    <CompanyName>Twin City Fire Insurance Co</CompanyName>
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    <Type Code="267">General Lines (P & C) 0220</Type>
    <Status Code="AC">Active</Status>
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    <RenewalDate/>
    <TerminationDate/>
    <PreviousFeedTerminationDate/>
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        <Counties/>
        <TrackingIdentifiers/>
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        <State>FL</State>
        <CompanyNAIC_ID>37478</CompanyNAIC_ID>
        <CompanyName>Hartford Other Insurance Company</CompanyName>
        <PayCode/>
        <Type Code="267">General Lines (P & C) 0220</Type>
        <Status Code="AC">Active</Status>
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        <PreviousFeedActiveDate/>
        <RenewalDate/>
        <TerminationDate/>
        <PreviousFeedTerminationDate/>
        <TerminationNotificationDate/>
        <TerminationReason/>
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        <RecordOnlyIndicator>N</RecordOnlyIndicator>
        <ResidentCounty/>
        <Requests/>
        <Counties/>
        <TrackingIdentifiers/>
    </Appointment>
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        <UpdateUserID>LOAD</UpdateUserID>
        <UpdateDateTime>08-31-2002 23:17:52</UpdateDateTime>
        <State>FL</State>
    
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    <CompanyName>Hartford Insurance Company</CompanyName>
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    <ActiveDate>03-19-1990</ActiveDate>
    <PreviousFeedActiveDate/>
    <RenewalDate/>
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    <TerminationReason/>
    <TerminationVestingType/>
    <StateVerifiedIndicator>Y</StateVerifiedIndicator>
    <RecordOnlyIndicator>N</RecordOnlyIndicator>
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    <Requests/>
    <Counties/>
    <TrackingIdentifiers/>
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</Appointments>
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    <UpdateDateTime>08-26-2015 12:02:24</UpdateDateTime>
    <Type Code="GA">GA</Type>
    <Status Code="AC">Active</Status>
    <LevelID/>
    <ManagerLevelID/>
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    <ExternalID>21 223717</ExternalID>
    <BeginDate>08-26-2015</BeginDate>
    <EndDate/>
    <TerminationReason/>
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    <AdvanceCommission/>
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</Agreements>

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        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:02:24</UpdateDateTime>
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        <NAIC_ID>27120</NAIC_ID>
        <Status Code="AC">Active</Status>
        <BeginDate>08-26-2015</BeginDate>
        <EndDate/>
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    </Companies>
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        <InsertDateTime>08-26-2015 12:02:24</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:02:24</UpdateDateTime>
        <EffectiveDate>08-26-2015</EffectiveDate>
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      </AgreementChange>
    </AgreementChanges>
  </Agreement>
</Agreements>
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    <UpdateDateTime>08-26-2015 12:08:10</UpdateDateTime>
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    <StatusDate>08-26-2015</StatusDate>
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  </Application>
</Applications>

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    <LicenseNumber>AL23444</LicenseNumber>
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        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:08:10</UpdateDateTime>
        <Type Code="147">Life</Type>
        <Status Code="AP">Approved</Status>
        <StatusDate>08-26-2015</StatusDate>
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    <Associations/>
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    <UpdateUserID>dgroetsch</UpdateUserID>
    <UpdateDateTime>08-26-2015 11:59:32</UpdateDateTime>
    <BUName>12345678900</BUName>
    <BUShortName>123TEST</BUShortName>
    <Status Code="AC">Active</Status>
    <BeginDate>08-26-2015</BeginDate>
    <EndDate/>
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</BusinessUnits>
<ProductCertifications>
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    <UpdateUserID>dgroetsch</UpdateUserID>
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</ProductCertifications>

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</ProductCertifications>
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        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:01:44</UpdateDateTime>
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        <Date>08-26-2015</Date>
        <LastModifiedDate>08-26-2015</LastModifiedDate>
    </Comment>
</Comments>
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        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:10:37</UpdateDateTime>
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        <Hours>4</Hours>
        <Category Code="ANU4">Annuity Training - Ongoing</Category>
        <Subcategory/>
        <RegulatoryBody/>
        <DocumentReference/>
        <ProviderName>Kaplan</ProviderName>
        <ProviderSubscriberId/>
        <ProviderCourseId/>
        <Status Code="CMPLT">Completed</Status>
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```

```

        <CompletionDate>08-26-2015</CompletionDate>
        <Name>OK LTC Training</Name>
        <Hours>8</Hours>
        <Category Code="LTC">Long-Term Care</Category>
        <Subcategory/>
        <RegulatoryBody Code="OK">Oklahoma</RegulatoryBody>
        <DocumentReference/>
        <ProviderName>Kaplan</ProviderName>
        <ProviderSubscriberId>12345</ProviderSubscriberId>
        <ProviderCourseId>123456</ProviderCourseId>
        <Status Code="CMPLT">Completed</Status>
    </Course>
    <Course InternalID="212683" Action="Insert">
        <InsertUserID>dgroetsch</InsertUserID>
        <InsertDateTime>08-26-2015 12:14:20</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:14:20</UpdateDateTime>
        <Number>0</Number>
        <CompletionDate>08-25-2015</CompletionDate>
        <Name>Oklahoma Annuity training</Name>
        <Hours>4</Hours>
        <Category Code="2004ANU">Annuity Training - Initial</Category>
        <Subcategory/>
        <RegulatoryBody Code="OK">Oklahoma</RegulatoryBody>
        <DocumentReference/>
        <ProviderName>Kaplan</ProviderName>
        <ProviderSubscriberId>23455</ProviderSubscriberId>
        <ProviderCourseId>123565</ProviderCourseId>
        <Status Code="CMPLT">Completed</Status>
    </Course>
</Courses>
<CourseRequirements>
    <CourseRequirement InternalID="100651" Action="Insert">
        <InsertUserID>SYSTEM_USER</InsertUserID>
        <InsertDateTime>08-26-2015 12:00:13</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:00:13</UpdateDateTime>
        <Type Code="test123456">Alabama:Alabama Credential</Type>
        <State>AL</State>
        <AssignedReviewDate/>
        <Status Code="NR">No Longer Required</Status>
    </CourseRequirement>
</CourseRequirements>

```

```

        <StatusDate>03-08-2007</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
    <CourseRequirement InternalID="100653" Action="Insert">
        <InsertUserID>SYSTEM_USER</InsertUserID>
        <InsertDateTime>08-26-2015 12:00:13</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:00:13</UpdateDateTime>
        <Type Code="PA87487238">Pennsylvania:Pennsylvania Credential</Type>
        <State>PA</State>
        <AssignedReviewDate/>
        <Status Code="NC">Not Compliant</Status>
        <StatusDate>01-05-2008</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
    <CourseRequirement InternalID="100655" Action="Insert">
        <InsertUserID>SYSTEM_USER</InsertUserID>
        <InsertDateTime>08-26-2015 12:00:13</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:00:13</UpdateDateTime>
        <Type Code="LTCLTCP">Alabama:Long Term Care Long Term Care Partnership</Type>
        <State>AL</State>
        <AssignedReviewDate/>
        <Status Code="CM">Compliant</Status>
        <StatusDate>01-03-2007</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
    <CourseRequirement InternalID="100654" Action="Insert">
        <InsertUserID>SYSTEM_USER</InsertUserID>
        <InsertDateTime>08-26-2015 12:00:13</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:14:28</UpdateDateTime>
        <Type Code="23344">Michigan:Michigan Credential</Type>
        <State>MI</State>
        <AssignedReviewDate/>
        <Status Code="CM">Compliant</Status>
        <StatusDate>08-25-2015</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
    <CourseRequirement InternalID="100652" Action="Insert">
        <InsertUserID>SYSTEM_USER</InsertUserID>

```

```

        <InsertDateTime>08-26-2015 12:00:13</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:14:28</UpdateDateTime>
        <Type Code="MI12323">Michigan:Alternate MI Credential</Type>
        <State>MI</State>
        <AssignedReviewDate/>
        <Status Code="CM">Compliant</Status>
        <StatusDate>08-25-2015</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
    <CourseRequirement InternalID="100657" Action="Insert">
        <InsertUserID>SYSTEM_USER</InsertUserID>
        <InsertDateTime>08-26-2015 12:09:04</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:09:04</UpdateDateTime>
        <Type Code="1234">Alabama:ALabama LTC Credential</Type>
        <State>AL</State>
        <AssignedReviewDate/>
        <Status Code="NC">Not Compliant</Status>
        <StatusDate>08-26-2015</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
    <CourseRequirement InternalID="100658" Action="Insert">
        <InsertUserID>SYSTEM_USER</InsertUserID>
        <InsertDateTime>08-26-2015 12:09:05</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:09:05</UpdateDateTime>
        <Type Code="65555">Alabama:Alabama PulsarChanges Credential</Type>
        <State>AL</State>
        <AssignedReviewDate/>
        <Status Code="NC">Not Compliant</Status>
        <StatusDate>08-26-2015</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
    <CourseRequirement InternalID="100656" Action="Insert">
        <InsertUserID>SYSTEM_USER</InsertUserID>
        <InsertDateTime>08-26-2015 12:09:05</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:09:05</UpdateDateTime>
        <Type Code="12345">Alabama:Force of Credential</Type>
        <State>AL</State>
    
```

```

        <AssignedReviewDate/>
        <Status Code="NC">Not Compliant</Status>
        <StatusDate>08-26-2015</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
    <CourseRequirement InternalID="100659" Action="Insert">
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        <InsertDateTime>08-26-2015 12:09:05</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:09:05</UpdateDateTime>
        <Type Code="345345">Alabama:Another Alabama Credential</Type>
        <State>AL</State>
        <AssignedReviewDate/>
        <Status Code="NC">Not Compliant</Status>
        <StatusDate>08-26-2015</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
    <CourseRequirement InternalID="100661" Action="Insert">
        <InsertUserID>SYSTEM_USER</InsertUserID>
        <InsertDateTime>08-26-2015 12:10:50</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:10:50</UpdateDateTime>
        <Type Code="22435">Idaho:AAA LIFIN PAYCOMP Cred</Type>
        <State>ID</State>
        <AssignedReviewDate/>
        <Status Code="CM">Compliant</Status>
        <StatusDate>08-01-2015</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
    <CourseRequirement InternalID="100669" Action="Insert">
        <InsertUserID>SYSTEM_USER</InsertUserID>
        <InsertDateTime>08-26-2015 12:10:50</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:10:50</UpdateDateTime>
        <Type Code="48999">Internal:AAA Internal Training Education Credential</Type>
        <State/>
        <AssignedReviewDate/>
        <Status Code="CM">Compliant</Status>
        <StatusDate>08-01-2015</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>

```

```

<CourseRequirement InternalID="100677" Action="Insert">
  <InsertUserID>SYSTEM_USER</InsertUserID>
  <InsertDateTime>08-26-2015 12:12:51</InsertDateTime>
  <UpdateUserID>SYSTEM_USER</UpdateUserID>
  <UpdateDateTime>08-26-2015 12:14:28</UpdateDateTime>
  <Type Code="765">Oklahoma:Oklahoma Sircon Example</Type>
  <State>OK</State>
  <AssignedReviewDate/>
  <Status Code="CM">Compliant</Status>
  <StatusDate>08-25-2015</StatusDate>
  <AppliedCourses/>
</CourseRequirement>
<CourseRequirement InternalID="100675" Action="Insert">
  <InsertUserID>SYSTEM_USER</InsertUserID>
  <InsertDateTime>08-26-2015 12:12:51</InsertDateTime>
  <UpdateUserID>SYSTEM_USER</UpdateUserID>
  <UpdateDateTime>08-26-2015 12:12:51</UpdateDateTime>
  <Type Code="434345">Oklahoma:OKI Cred</Type>
  <State>OK</State>
  <AssignedReviewDate/>
  <Status Code="NC">Not Compliant</Status>
  <StatusDate>07-21-2008</StatusDate>
  <AppliedCourses/>
</CourseRequirement>
<CourseRequirement InternalID="100674" Action="Insert">
  <InsertUserID>SYSTEM_USER</InsertUserID>
  <InsertDateTime>08-26-2015 12:12:51</InsertDateTime>
  <UpdateUserID>SYSTEM_USER</UpdateUserID>
  <UpdateDateTime>08-26-2015 12:14:28</UpdateDateTime>
  <Type Code="352342">Oklahoma:$$ Oklahoma Annuity Credential $$</Type>
  <State>OK</State>
  <AssignedReviewDate/>
  <Status Code="CM">Compliant</Status>
  <StatusDate>08-25-2015</StatusDate>
  <AppliedCourses/>
</CourseRequirement>
<CourseRequirement InternalID="100676" Action="Insert">
  <InsertUserID>SYSTEM_USER</InsertUserID>
  <InsertDateTime>08-26-2015 12:12:51</InsertDateTime>
  <UpdateUserID>SYSTEM_USER</UpdateUserID>
  <UpdateDateTime>08-26-2015 12:12:51</UpdateDateTime>

```

```

        <Type Code="OK-LTC">Oklahoma:Oklahoma LTC Credential</Type>
        <State>OK</State>
        <AssignedReviewDate/>
        <Status Code="NC">Not Compliant</Status>
        <StatusDate>06-30-2011</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
    <CourseRequirement InternalID="100680" Action="Insert">
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        <InsertDateTime>08-26-2015 12:13:44</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:13:44</UpdateDateTime>
        <Type Code="NewYLTC-P">New York:New York LTC-P Credential</Type>
        <State>NY</State>
        <AssignedReviewDate/>
        <Status Code="NR">No Longer Required</Status>
        <StatusDate>04-02-2009</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
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        <InsertDateTime>08-26-2015 12:14:48</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:14:48</UpdateDateTime>
        <Type Code="AML">Anti-Money Laundering</Type>
        <State/>
        <AssignedReviewDate>08-31-2015</AssignedReviewDate>
        <RequiredHours>4</RequiredHours>
        <AppliedHours>0</AppliedHours>
        <Status Code="PN">Pending</Status>
        <StatusDate>08-26-2015</StatusDate>
        <AppliedCourses/>
    </CourseRequirement>
</CourseRequirements>
<StateProducerNumbers/>
<Transactions>
    <Transaction InternalID="1117333" Action="Insert">
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        <InsertDateTime>08-26-2015 12:05:38</InsertDateTime>
        <UpdateUserID>SYSTEM_USER</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:06:10</UpdateDateTime>
    </Transaction>
</Transactions>

```



```

        <TransactionID>1117333</TransactionID>
        <TransactionType>INITAPPT</TransactionType>
        <TrackingIdentifier>JIT-1111</TrackingIdentifier>
        <Status>PROC</Status>
    </Transaction>
</Transactions>
<ProfessionalLiabilityPolicies>
    <ProfessionalLiabilityPolicy InternalID="903" Action="Insert">
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        <InsertDateTime>08-26-2015 12:17:58</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:17:58</UpdateDateTime>
        <PolicyType>BOND</PolicyType>
        <PolicyNumber>FSA123</PolicyNumber>
        <CompanyName/>
        <EffectiveDate>08-26-2015</EffectiveDate>
        <ExpirationDate/>
        <PerIncidentAmount/>
        <TotalCoverageAmount>10000000</TotalCoverageAmount>
        <Exclusions/>
    </ProfessionalLiabilityPolicy>
    <ProfessionalLiabilityPolicy InternalID="902" Action="Insert">
        <InsertUserID>dgroetsch</InsertUserID>
        <InsertDateTime>08-26-2015 12:17:27</InsertDateTime>
        <UpdateUserID>dgroetsch</UpdateUserID>
        <UpdateDateTime>08-26-2015 12:17:27</UpdateDateTime>
        <PolicyType>POLICY</PolicyType>
        <PolicyNumber>87-09478</PolicyNumber>
        <CompanyName>Assurity Corp</CompanyName>
        <EffectiveDate>08-25-2015</EffectiveDate>
        <ExpirationDate/>
        <PerIncidentAmount>100000</PerIncidentAmount>
        <TotalCoverageAmount>10000000</TotalCoverageAmount>
        <Exclusions>
            <Exclusion InternalID="1173" Action="Insert">
                <InsertUserID>dgroetsch</InsertUserID>
                <InsertDateTime>08-26-2015 12:17:27</InsertDateTime>
                <UpdateUserID>dgroetsch</UpdateUserID>
                <UpdateDateTime>08-26-2015 12:17:27</UpdateDateTime>
                <Type Code="FR">Fraud</Type>
            </Exclusion>
        </Exclusions>
    </ProfessionalLiabilityPolicy>
</ProfessionalLiabilityPolicies>

```

```

        </Exclusions>
    </ProfessionalLiabilityPolicy>
</ProfessionalLiabilityPolicies>
<SecuritiesInformation>
    <BrokerDealers>
        <BrokerDealer InternalID="435" Action="Insert">
            <InsertUserID>dgroetsch</InsertUserID>
            <InsertDateTime>08-26-2015 12:18:46</InsertDateTime>
            <UpdateUserID>dgroetsch</UpdateUserID>
            <UpdateDateTime>08-26-2015 12:18:46</UpdateDateTime>
            <Name>POE and BROWN AUTHORIZERS INC</Name>
            <EIN>590864461</EIN>
            <ExternallyVerifiedIndicator>N</ExternallyVerifiedIndicator>
            <StateRegistrations>
                <StateRegistration InternalID="1729" Action="Insert">
                    <InsertUserID>dgroetsch</InsertUserID>
                    <InsertDateTime>08-26-2015 12:19:15</InsertDateTime>
                    <UpdateUserID>dgroetsch</UpdateUserID>
                    <UpdateDateTime>08-26-2015 12:19:15</UpdateDateTime>
                    <State>AL</State>
                    <CategoryCode Code="AG">Broker-Dealer Agent</CategoryCode>
                    <ApprovalDate>08-26-2015</ApprovalDate>
                    <FinraStatus Code="APPROVED">Approved</FinraStatus>
                    <StatusDate>08-26-2015</StatusDate>
                    <SourceCode>PM</SourceCode>
                </StateRegistration>
            </StateRegistrations>
            <SroRegistrations>
                <SroRegistration InternalID="1019" Action="Insert">
                    <InsertUserID>dgroetsch</InsertUserID>
                    <InsertDateTime>08-26-2015 12:18:47</InsertDateTime>
                    <UpdateUserID>dgroetsch</UpdateUserID>
                    <UpdateDateTime>08-26-2015 12:18:47</UpdateDateTime>
                    <SroCode Code="NSX">National Stock Ex</SroCode>
                    <CategoryCode Code="ET">ET-Equity Trader</CategoryCode>
                    <ApprovalDate>08-26-2015</ApprovalDate>
                    <FinraStatus Code="APPROVED">Approved</FinraStatus>
                    <StatusDate>08-26-2015</StatusDate>
                    <SourceCode>PM</SourceCode>
                </SroRegistration>
            </SroRegistrations>
        </BrokerDealer>
    </BrokerDealers>
</SecuritiesInformation>

```

```

        </BrokerDealer>
        <BrokerDealer InternalID="436" Action="Insert">
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            <InsertDateTime>08-26-2015 12:19:57</InsertDateTime>
            <UpdateUserID>dgroetsch</UpdateUserID>
            <UpdateDateTime>08-26-2015 12:19:57</UpdateDateTime>
            <Name>GREEN INSURANCE AGENCY</Name>
            <EIN>418206684</EIN>
            <ExternallyVerifiedIndicator>Y</ExternallyVerifiedIndicator>
        </BrokerDealer>
    </BrokerDealers>
    <SecuritiesExams>
        <SecuritiesExam InternalID="174" Action="Insert">
            <InsertUserID>dgroetsch</InsertUserID>
            <InsertDateTime>08-26-2015 12:19:30</InsertDateTime>
            <UpdateUserID>dgroetsch</UpdateUserID>
            <UpdateDateTime>08-26-2015 12:19:30</UpdateDateTime>
            <ExamCode Code="S41">S41</ExamCode>
            <StatusCode Code="PASSED">Passed</StatusCode>
            <StatusDate>08-01-2015</StatusDate>
        </SecuritiesExam>
    </SecuritiesExams>
</SecuritiesInformation>
</Individual>
</Individuals>
<Firms/>
</Producers>

```

# Appendix B: Quick Load Producers to OBDF

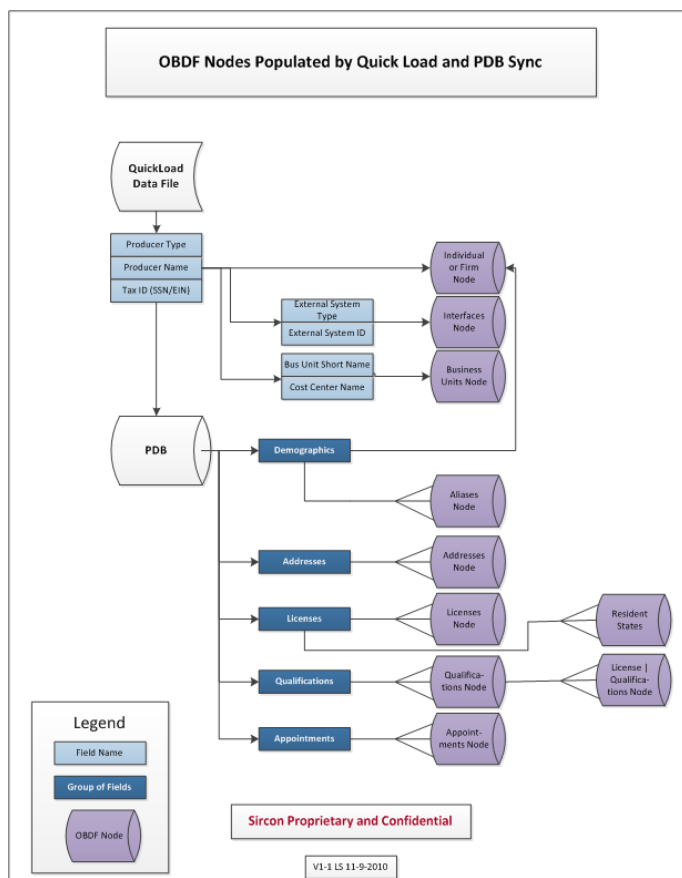
Quick Load Producers is a utility that adds multiple new individual and firm producer records to Producer Manager that are synchronized with current data maintained by state departments of insurance, including all active licenses, qualifications, appointments, addresses, and license name aliases.

The use case for viewing data generated in the OBDF through the use of Quick Load Producers is as follows:

1. The customer starts with a new, empty instance of Producer Manager (i.e., no producer records yet).
2. The customer enters minimal data in a spreadsheet to identify producers whose records the customer wishes to add.
3. The customer runs Quick Load Producers to add the selected producer records.
4. As part of the Quick Load, Producer Manager looks up the identified producers on the NIPR National Producer Database (PDB). If the producers are found, Producer Manager synchronizes the new producer records with state data from the PDB and populates additional fields.
5. Producer Manager generates an Outbound Data Feed (OBDF) export file for the client that contains the new producer records.

This section identifies the nodes and elements in an OBDF export file that are populated through the use of Quick Load Producers.

The hierarchical relationships among data in this process are shown in the accompanying figure.



## Quick Load Producers Input File

When used to add producer records to Producer Manager, the Quick Load Producers input file accepts the following data per producer:

- Producer Type (IL or AG)
- Producer Name
- Producer Taxpayer ID (SSN or EIN)
- External System Type
- External System ID
- Business Unit Short Name
- Cost Center Name
- National Producer Number (NPN)

Fields 1 through 3 are required in the input file; the others are optional.

---

**Note:** The code values used in External System Type, Business Unit Short Name, and Cost Center Name must be configured in Producer Manager prior to loading the Quick Load Producers input file.

---

## Record Updates through PDB Synchronization

The PDB will return the following information for each producer, if available. Producer Manager then will merge the following information to data fields on each producer record:

- Demographics
  - First Name
  - Middle Name
  - Last Name
  - Suffix
  - NPN
  - Date Of Birth
  - Alias State
  - Alias Name Type
  - Prev. Known As
- Contact Information
  - Address Type

- Line One
- Line Two
- Line Three
- City
- State
- Zip Code
- Licenses
  - State
  - Class
  - Original Issue Date
  - Effective Date
  - Expiration Date
  - License #
  - Residency
  - Status
  - Status Reason
- Qualifications
  - Line of Authority Code
  - Authority Issue Date
  - Status
  - Status Reason
  - Original Issue Date
  - Effective Date
  - Expiration Date
- Appointments
  - Company Name
  - NAIC ID
  - Appointment Type
  - Status
  - Status Date
  - Active Date
  - Termination Date

## Quick Load Producers Data Exported in OBDF

Assuming no other records are included in the OBDF, because Quick Load Producers is supplying the first records in Producer Manager and also making the first changes to trigger the OBDF export, the following nodes will include elements containing data from the Quick Load Producers process:

---

**Note:** If a node (section) in the OBDF export file is included in the OBDF, any database fields that are blank in that section will be populated as empty elements in the OBDF export file.

**Note:** Any data that is not updated through Quick Load Producers will not show up in the OBDF. For example, a producer record with no licenses, qualifications, or appointments on the PDB will export with empty tags for the Licenses, Qualifications and Appointments nodes in the OBDF file.

---

- Individual or Firm Demographics
- Interfaces
- Business Units
- Aliases
- Addresses (and AddressesContacts for firm producers)
- Resident States
- Licenses | Qualifications
- Qualifications
- Appointments

---

**Note:** Producer Manager populates the ResidentStates node by determining resident state(s) information from a producer's active license types. Producers' license residency is integrated into the license type mapping that Vertafore maintains in the background. Resident and non-resident license types typically are coded separately in Producer Manager.

**Note:** Mapping rules for license and qualification issue dates versus status dates can be complex, and they also vary by state.

**Note:** Individual aliases are exported in the FirstName and Last Name elements, along with a Type element value of "LIC". For firms, the Name element is populated.

**Note:** For appointments, ActiveDate and TerminationDate are not available from the PDB data source, so Producer Manager will derive dates from the PDB Status Date.

---

# Appendix C: Excluded Data

Some customers wish to know if Producer Manager producer records contain any information that is *not* exported in an OBDF export file.

The following table lists specific data sets that are visible and/or trackable on a producer record in the Producer Manager user interface but are excluded from export through the OBDF. For more information about a specific data set, please consult the Producer Manager online help.

Excluded Data	Producer Manager Location	Notes
<p><b>Rate this Producer</b></p>	<p>Rating, in the Record Summary of an individual or firm producer record or related maintenance pages</p>	<p>Producer rating is an attribute on either an individual or firm record. A user in Producer Manager can manually assign a rating of do-not-contract, 1 star, 2 stars, 3 stars, or 4 stars to any producer record.</p> <p>Producer rating is not included in the OBDF; however it is available in a response from the Producer Data Web Service. (For more information, see the Producer Data Web Service User Guide.)</p>
<p><b>Third Party Certifications</b></p>	<p>Third Party Certifications data section on an individual producer record</p>	<p>The Third Party Certifications data section of a producer record contains a producer's third-party education or training certification information*.</p> <p>Whether entered manually or retrieved from an external data source through an automated data reconciliation operation, Producer Manager can store outside certification of a producer's compliance with a state's eligibility requirements to represent a certain line of business.</p> <p>Although there is no third party certification data in the OBDF, a</p>



Excluded Data	Producer Manager Location	Notes
		<p>certification, together with the proper licensure, can translate to fulfillment of a credential program and earn the producer an education credential. Corresponding education credentials triggered or activated from a third party certification will be exported in the OBDf.</p> <p>* Compliance Certification Clearinghouse, LLC is a training certification organization that can integrate with Producer Manager to provide a yes/no status of a producer's fulfillment of long-term care insurance training requirements. For more information, please consult your Vertafore representative.</p>
<p><b>Producer Business Rules</b></p>	<p>Administer Producer Business Rules page under the Administration/Configure System menu</p> <p>Producer Business Rules data section of an individual or firm producer record</p>	<p>A system administrator permissions can use the Administer Producer Business Rules page to globally apply or suspend pre-defined business rules across your company's deployment of Sircon Producer Manager and Producer Express. With a business rule globally applied,</p> <p>The Producer Business Rules data section on a producer record allows an end user to customize a global rule on a per-producer basis. A customized business rule applies then only to the selected producer; global business rule settings apply elsewhere.</p> <p>One Producer Business Rule can exclude a group of producer records or a single producer record from export in the OBDf.</p>
<p><b>Costs</b></p>	<p>Costs data section of an individual or firm producer record</p>	<p>The Costs data section of an individual or firm producer record displays an ongoing list of the transactions, services, and fees</p>

Excluded Data	Producer Manager Location	Notes
		expended to maintain the producer's compliance and maintenance of the producer's record through Producer Manager.
<b>Transaction History</b>	Transaction History data section of an individual or firm producer record	<p>The Transaction History data section in Producer Manager links any Producer Express onboarding or maintenance transaction requests to the corresponding producer record in Producer Manager.</p> <p>This data is included in the &lt;Transactions&gt; node of the OBDF when a request is opened or there is a status change to a request, but the history is not provided on an ongoing basis in the OBDF.</p>
<b>User Security, Security Roles, or Account Settings</b>	User Security under the Administration menu	There are no details around user security or security settings in the OBDF export file.

## Appendix D: File Encryption Reference

This appendix includes the Sircon public key used to decrypt encrypted OBDF export files, along with some commonly-used UNIX commands when working with PGP encryption/decryption.

### Vertafore Sircon PGP Public Key

Below is the Sircon PGP public key. A customer is to use this in combination with the customer's PGP private key to decrypt an OBDF export file.

```
-----BEGIN PGP PUBLIC KEY BLOCK-----
Version: GnuPG v1.4.5 (MingW32)

mQGIBDcNE/QRBADxtsBkRcAla3tzFU2vwh25AE2P0SZL5L5iAGVzdEW8600aeTq4
YaQiOZQliPuTvkwnAislfe0Am4xwSt9TWzSV1S42NxAWFfiig50UoRpc4c6M81gb
PnsMG0mMwoJa4cGBWqQ4ywe9g0PKoTqeNpKqN6skMm0elqv02hk24ems6QCg/8Lv
xzenzCB4H981taMB7HhxlreEAKF713KCb8Q921CVUX+JQpaK3G4gxF5PpLbVNP2
VzxHL70dHBVD9oAzof2CcQsolh+Ah0qyU51kgrYWLtn2zzYSkFPCaUerHlh4NAZ3
N8P9kpFuMGWLG9c044SI7vTN/ldx0+FscXgyfm9HgBd42eralusBiHGcNYB/ewQq
nE65BAC4Bhj0lVdNPLhvWrjhZG2lrdrdt885Hic4PN9gmWNB5WV7WTzYletqfBsyri
+mU1lYXOAt+myZn3irMJvHaSgeN8YOnZuGsNRDLk0t0G5fb4I7F1Nm7mlM92kcNZ
GdrAnEQ208GS4yDr5yxQrYEz0YwgwzrhsQoks0tKkCOcfsvIcLQgc2lyY29uIDxz
aXJjb25AaW5ub3ZhdGl2ZWl0LmNvbT6ISwQQEQIACwUCNw0T9AQLAwECAAoJEFgM
7eBJeG0RC1gAniIIaQfb0uRR1PMMvbr+gd7onVRYAKCElAvNYLi2kE+IA+bRpcc8
NBFUKLkBDQQ3DRQaEAQA/cmscxyoGeNw4PUscFHBSNZStERHjtVF2hx4aCcQUx1G
oRPYyQkSMGX6Py1t8/qSpeQ6//NRoxH+iMnr3q0dazU0hL6ZLmp5iN0YvgsDzm3z
Np6VYidiovjYDobs9VIAOG2SZCOWjbxuEuscDqy2RtllI2pjHLzQulS1mpSeyDvcA
AgIEALjgCx2RaXdqJOrBYCNNbxJU5Y47KmTVpFkdozK9WbOoaYGB1X+Caci+jfle
svPkhR/VpLPlQHYaIWAwMvcoGALq6YiKJCOZS/7E3nxMwowgfWdqS2DNzXDO6130C
tAwIshJR+CIqdvvEbf1AB+amHVui7Dq1WemRV13wTlYumn5CiD8DBRG3DRQaWazt
4E14bRERAgejAKD9wPanI90qulfK05Z696LG8mPBbACfSBiMcVdoxn32K83tBrJY
fpNHK+o=
=1OMi
-----END PGP PUBLIC KEY BLOCK-----
```

## UNIX Commands

Below are some common commands used when working with PGP-encrypted files using GnuPG, the [GNU project](#)'s free and open source implementation of OpenPGP.

### *Review the GPG help file*

```
gpg -help
```

### *List the keys in the current user's keyring*

```
gpg -k
```

### *Generate a new key*

```
gpg --gen-key
```

```
gpg: Warning: using insecure memory!
```

```
Please select what kind of key you want:
```

```
  (1) DSA and ElGamal (default)
```

```
  (2) DSA (sign only)
```

```
  (4) ElGamal (sign and encrypt)
```

```
Your selection? 1
```

```
DSA keypair will have 1024 bits.
```

```
About to generate a new ELG-E keypair.
```

```
    minimum keysize is 768 bits
```

```
    default keysize is 1024 bits
```

```
    highest suggested keysize is 2048 bits
```

```
What keysize do you want? (1024) 1024
```

```
Requested keysize is 1024 bits
```

```
Please specify how long the key should be valid.
```

```
  0 = key does not expire
```

```
<n> = key expires in n days
```

```
<n>w = key expires in n weeks
```

```
<n>m = key expires in n months
```

```
<n>y = key expires in n years
```

```
Key is valid for? (0) 0
```

```
Key does not expire at all
```

```
Is this correct (y/n)? y
```

```
You need a User-ID to identify your key; the software  
constructs the user id
```

```
from Real Name, Comment and Email Address in this form:
```

```
"Heinrich Heine (Der Dichter) <heinrichh@duesseldorf.de>"
```

```
Real name: <First Last Name>
Email address: <Email Address>
Comment: <Some comment about this key>
```

```
You selected this USER-ID:
```

```
"XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX"
```

```
Change (N)ame, (C)omment, (E)mail or (O)kay/(Q)uit? o
You need a Passphrase to protect your secret key.
```

```
Enter passphrase: <password>
```

```
KEY GENERATING
```

## Sign a key

```
#Entering just the first few letters of the key name will
work.
```

```
@>gpg --edit-key <Key Name>
```

```
gpg (GnuPG) 1.0.0; Copyright (C) 1999 Free Software
Foundation, Inc.
```

```
This program comes with ABSOLUTELY NO WARRANTY.
```

```
This is free software, and you are welcome to redistribute it
under certain conditions. See the file COPYING for details.
```

```
gpg: Warning: using insecure memory!
```

```
#This is a list of the keys
```

```
pub 1024D/2527389B  created: yyyy-mm-dd expires: never
trust: -/q
sub 1024g/B6DF5652  created: yyyy-mm-dd expires: never
(1) keyname (keyname) < name@customer.com >
```

```
#select the key you wish to sign by entering the number next
to it
```

```
Command> 1
```

```
pub 1024D/2527389B  created: yyyy-mm-dd expires: never
trust: -/q
sub 1024g/B6DF5652  created: yyyy-mm-dd expires: never
(1)* keyname (keyname) < name@customer.com >
```

```
#Give the trust command to trust the keys you have selected
```

```
Command> trust
```

```
pub 1024D/2527389B  created: yyyy-mm-dd expires: never
trust: -/q
```

```
sub 1024g/B6DF5652 created: yyyy-mm-dd expires: never
(1)* keyname (keyname) < name@customer.com >
```

Please decide how far you trust this user to correctly verify other users' keys (by looking at passports, checking fingerprints from different sources...)?

```
#Select 4 as the trust level
```

```
1 = Don't know
```

```
2 = I do NOT trust
```

```
3 = I trust marginally
```

```
4 = I trust fully
```

```
s = please show me more information
```

```
m = back to the main menu
```

**Your decision? 4**

```
pub 1024D/2527389B created: yyyy-mm-dd expires: never
trust: f/q
```

```
sub 1024g/B6DF5652 created: yyyy-mm-dd expires: never
(1)* keyname (keyname) < name@customer.com >
```

```
#Save the changes made to the key
```

```
Command> save
```

```
# Now that it is trusted, you still need to sign it
```

```
Command> sign
```

```
pub 1024D/6FB87819 created: yyyy-mm-dd expires: never
trust: f/q
```

```
          Fingerprint: DCE5 B585 25D0 F439 8D20 0813 5CAC
1B56 6FB8 7819
```

```
          GPG User (GPG User) < name@customer.com >
```

```
Are you really sure that you want to sign this key
with your key: "keyname <name@customer.com>"
```

**Really sign? yes**

```
You need a passphrase to unlock the secret key for
```

```
user: " keyname < name@customer.com >"
```

```
1024-bit DSA key, ID xxxxxxxx, created yyyy-mm-dd
```

```
Command> save
```

### *Export a public key*

```
gpg --armor --export "<KEY NAME>" > public.asc
```

### *Import a key*

```
gpg --import mykey.asc
```

### *Get information about an encrypted file*

```
gpg --yes --batch -r publickeyname -o filename.gpg -e filename
```

### *Decrypt a file manually*

This method will prompt for a passphrase.

```
gpg -d --yes -u name@customer.com -o decryptedfilename  
encryptedfile.gpg
```

# Appendix E: Document Change History

Version Number	Date	Version Information	Notes
4 (or 3)	07/31/2010	Original	
7.3	09/03/2015	Wholesale reorganization, writing of new content, and updating of existing content. Reformatted to comply with current Vertafore user documentation template. Updated version number to comply with current Sircon Platform (Producer Manager) release number. Includes editorial and technical review of baseline draft.	DOC-1102
7.4	10/30/2015	Updates to support AuthorizationOverrides node. Updates to support publication of companion "Producer Manager Outbound Data Feed File Layout and Data Definition Guide."	DOC-1121, DOC-1027
7.4.1	11/10/2015	Updated data required to avoid "incomplete" validation status	
7.4.2	01/20/2016	Minor corrections of typos	
7.4.3	02/01/2016	Clarified definition of "None" Action attribute.	
7.4.4	02/02/2016	Fixed error in SFTP information	
7.4.5	02/24/2016	Added Appendix C: Excluded Data	DOC-1147
7.8	12/12/2016	Improved cross-references to the Producer Manager Outbound Data Feed File Layout and Data Definition Guide	