Sircon Producer Manager User Guide



A Guide to Setting Up and Working With Agreements March 2016 | Version 7.5



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Overview

The job of an insurance distributor or producer is to market and sell an insurance carrier's products to customers. An insurance producer may be a firm (e.g., a brokerage, wholesaler, marketing organization, or agency) or an individual broker or agent working either independently or in affiliation with a firm.

All carriers have a set of legal terms and conditions that spells out the details of their business relationship with a producer. Usually this set of legal and business terms is referred to as a "contract" or an "**agreement**."

A carrier may preside over many different varieties of contracts, each with unique terms and conditions, depending on the type of business relationship being established with a producer. Each producer that represents the carrier's product lines functions under at least one contract variety, or "**agreement type**."

The carrier's computer systems that keep track of a producer's sales activities know which agreement type the producer is working under. When the producer sells a product, the carrier's compensation or commissions system pays the producer according to the terms set forth under the agreement type.

Although the Sircon Platform (including Producer Manager) is not a compensation system, a carrier may use the Sircon Platform to manage its producers and its agreements with them. When a carrier contracts with a new producer using the Sircon Platform, the entire business agreement, including the agreement type, can be added automatically or manually to the new producer's record in Producer Manager. The Sircon Platform then can communicate the details of the agreement to other systems, and as time goes on, the Sircon Platform can keep these systems updated with any changes in the business relationship.

Sircon Platform Agreement Concepts

In the Sircon Platform, an **agreement** data type represents a contractual relationship between an insurance carrier's underwriting company and an insurance producer. Details of the agreement are recorded on the producer's record, including the **agreement type** and other information that the Sircon Platform can feed to the carrier's other systems.

A **hierarchy** represents a compensation relationship among multiple producers. In Producer Manager, a hierarchy is established by linking together two or more producers' agreements, with each producer assigned to a specified ordered level in the hierarchy.

A **hierarchy template** enforces the ordered levels in a hierarchy, from the base level up to the top level. When a lower-level producer's agreement ("child agreement") is linked to a higher-level producer's agreement ("parent agreement"), the hierarchy template applied to each agreement maintains its ordered level in the hierarchy.

This document is intended to assist users in setting up and working with agreements and agreement hierarchies in the Sircon Platform.

Getting Started

For licensing staff to be able work with agreement information in the Sircon Platform, it is necessary that a user in an administrator security role first undertakes some configuration steps in the system.

Ideally, this user also will have some detailed knowledge about your company's producer relationship policies, including a familiarity with different types of producer contracts, the structure of compensation or reporting hierarchies under each contract type, and the commission or compensation schedules associated with each hierarchy.

This user also should understand the data contained in your company's other producer relationship management systems, such as sales, new business, policy admin, commissions, etc. A familiarity with the specific data codes exchanged among networked systems also is important.

If one person has not mastered these competency bases at your company, it may be necessary for the user with Sircon Platform administrator rights to get assistance from staff in Producer Support, IT, or other departments.

In this chapter, we will examine the steps necessary for an administrator to configure the Sircon Platform to accommodate your company's unique contractual and business relationships with producers.

Diagram Producer Relationships

Before doing any work setting up the Sircon Platform, it can be extremely helpful first to diagram the relationships among producers in the various sales channels your company supports.

Such a diagram might look something like the one on the right. In it, each vertical flow might represent the compensation hierarchy of a particular distribution chain. Your company may have a unique contract type for each hierarchy or even for each level in a hierarchy.

In the Sircon Platform, each contract type would translate to a specific **agreement type**. Each ordered level may be reflected in an **agreement hierarchy**, and the



dominant/subordinate relationships of each level may be enforced by a hierarchy template.

All are areas that you must configure in Producer Manager before users can work with agreements in the system.

Configure Agreement Types

The first configuration task to accomplish is the mapping of your company's contract types to agreement types in Producer Manager.

This is where an understanding of your company's producer contracts and the codes used by your company's internal systems to exchange information about the various contract types is important. Once Producer Manager is up and running, it will be ready to pass information to these systems about the contracts issued to new producers who are onboarded through different sales channels to represent your company's products. Agreement type codes in Producer Manager should be mapped to the contract type codes used in other systems.

Log in to Producer Manager, and then from the Administration menu select Configure System, and then select Maintain Codes.

The Maintain Codes page will open.

Administration 🔻	_
Online Help	
User Security >	
Configure My Profile >	
Configure System 🔷	Maintain Codes
Data Reconciliation >	Maintain Siness Unit
Notifications	Maintain Business Unit Cost Center
Contact Us	Add Hierarchy Templates
Logout	Maintain Hierarchy Templates
	Maintain Hierarchy Levels
	Administer Producer Business Rules

The Maintain Codes page allows you to customize certain lookup fields in Producer Manager with your own company-specific codes or values. You will use it to create new codes for agreement types in the Sircon Platform, based on the codes used in other systems to refer to producer contract types. The agreement type codes you add here will be available elsewhere in the Sircon Platform, such as when you associate hierarchy levels with specific agreement types and when a staff member adds new producer agreements to the Sircon Platform.

In the **Code Group** column of the page, find the AGRMT_TYPE_CD code group. Then, click the plus box node to expand it.

You will see details about the

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			Code Grou)				Description	
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Ð	Ħ	AGRMT_PRDC	R_ROLE_CD			Agreement Prod	lucer Role Co	de	
D	ŧ	AGRMT_TRMN	_RSN_CD			Agreement Terr	nination Reas	on Code	
	Ξ	AGRMT_TYPE_	.CD			Agreement Type	Code		
		Codes							
		Code	Short Description	Status	Begin Date	End Date	System Required	Long Description	Commer
		AGYRLTN	Agency Relationship	Active	10-30-2009			Agency Relationship	
		BOTH	Both	Historical	05-15-2001	02-05-2009			
		CL	Commercial Lines	Historical	05-15-2001	02-05-2009			
		NEWPROD	New Producer	Active	04-04-2006			New Producer Agreement	
		OTHR	Other	Historical	06-21-2001	02-05-2009			
		PL	Personal Lines	Historical	05-15-2001	02-05-2009			
		SA	Service Agreement	Historical	05-15-2001	02-05-2009			
D	ŧ	AGY_TYPE_CD	1			Firm Type Code			
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0	ŧ	BD_GROUP_C	D			Broker/Dealer g	roups.		
	Ħ	BKGRND_INVT	_STS_CD			Background Inve	estigation Stat	us Code	
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0	ŧ	CARRIER_RQS	ST_STS_CD			Carrier Request	t Status Code		
	Ħ	CARRIER_UNI	T_TYPE_CD			Carrier Unit Type	e Code		
0	ŧ	CE_RQMT_ST	S_CD			Continuing Educ	cation Require	ment Status Code	
	Ħ	CE_RQMT_TYP	PE_CD			Continuing Educ	cation Require	ment Type Code	

agreement type codes that are active or historical in your company's instance of the Sircon Platform. Producer Manager ships with a number of codes already configured. You are free to accept any of the pre-configured codes, or you can inactivate them, making them historical and unavailable in the system.

Let's add our own company-specific agreement type codes. Click the radio button to the left of the AGRMT_TYPE_CD code group to select it for updating. Then, scroll to the bottom of the page, and then click the **Next** button. (Or, press the End key on your keyboard to zoom to the bottom.)

The page will refresh to focus in on just the AGRMT_TYPE_CD code group.

			Mai	ntain Codes	5				
Current Co	de Group								
	Code Grou	p				De	escription		
AGRMT_TYPE	_CD			Agreement Type C	ode				
Codes								Add a N	lew Co
Code	Short Description	Status	Begin Date	End Date	System Required		Long Description	Comment	
AGYRLTN	Agency Relationship	Active	10-30-2009			Agency Re	lationship		Edit
вотн	Both	Historical	05-15-2001	02-05-2009					Edit
CL	Commercial Lines	Historical	05-15-2001	02-05-2009					Edit
NEWPROD	New Producer	Active	04-04-2006			New Produ	ucer Agreement		Edit
OTHR	Other	Historical	06-21-2001	02-05-2009					Edit
PL	Personal Lines	Historical	05-15-2001	02-05-2009					Edit
SA	Service Agreement	Historical	05-15-2001	02-05-2009					Edit
Add/Update (odes								
Code	Short Description	Status	Begin Date	e End	Date	System Required	Long Descri	ption	
MGA	aging General Agent	Active -	09-20-2012	•			Managing General Agent		Clea
Comment						A			

What you want to do is add agreement type codes that map to the codes that represent your company's various contract types. You also want to add short and long descriptions that are plain enough to be understood when viewed as values in dropdown menus throughout Producer Manager and Producer Express.

For illustration purposes, let's refer back to the diagram that appears on page 3. One agreement type (contract type) you might add would be one that governs your company's relationship with managing general agents (MGA).

Let's assume that in other systems in your company's back office, the managing general agent contract type uses a code of "MGA." So, in the **Code** field for the MGA agreement type, enter "MGA." Then, in both the **Short Description** and **Long Description** fields, you can spell it out, and enter "Managing General Agent."

The **Status** field and **Begin Date** fields may have default values. In the case of the **Status** field, you always want codes that you are going to use in the system to be "Active." And, generally speaking, you can accept the current date as the default **Begin Date**. (Although you could backdate this field, if you needed to.)

When you are finished, click the **Save** button. The new agreement type code is entered in the system, and users can record new MGA contracts using the new agreement type code. Moreover, the Sircon Platform's integration services, such as the Outbound Data Feed or Producer Data Web Service, will be able to pass producer agreement information to your company's other systems, and those systems will know which contract type the Sircon Platform is talking about.

Go ahead and, using the same procedures described above, add additional agreement type codes for all of your company's producer contract types in all of its various distribution channels.

Configure Hierarchy Level Codes

The next task to accomplish is to set codes in Producer Manager that represent the differing levels that producers will assume in various agreement hierarchies under each agreement type.

Just like the agreement type codes, the hierarchy level codes also are set using the **Maintain Codes** page in Producer Manager. Let's assume that you still have that page open. If not, review the procedure on page 4 for opening the **Maintain Codes** page.

Hierarchy level codes are stored in the AGRMT_PRDCR_ROLE_ CD code group, as shown	Lice	nsing t the	Code Group to add a	Producer Mana Tinquiries Texpre a new Code to or modify an e	ager™ ss Services ▼ N kisting Code fo	Administratio Maintain Co Dr.	on • des		Ti Logged in ss V	e <i>st for 10795</i> alued User Logout Jick Search
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of the box" codes might	\odot	Ŧ	AGRMT_TRMN_RSN_	_CD		Agreei	ment Termination	Reason Code		
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agreement hierarchies. In	0	E	BD_GROUP_CD	CD.		Broker	r/Dealer groups.	on Status Code		

that case, you won't need to do anything to configure them; they are all set to use.

Just as you did for the agreement type codes, click the radio button to the left of the AGRMT_PRDCR_ROLE_CD code group to select it for updating. Then, at the bottom of the page, click the **Next** button.

The **Maintain Codes** page will refresh to display information just about the AGRMT_PRDCR_ROLE_CD code group.

Your goal here is to add a separate producer level for each agreement hierarchy under each agreement type. In other words, if you have a hierarchy that is ordered from the top level to the base level:

- 1. Managing General Agent
- 2. General Agent
- 3. Agent

and this hierarchy exists under your company's MGA contract type, then you will need to add a code to represent each level: MGA >GA>AGT.

Furthermore – and this is important – *levels are not reusable from agreement type to agreement type*. That means that if you have two separate agreement types for sales channels with hierarchies than include any

			Mainta	ain Codes					
Current Code	e Group								
	Code Grou	р				Descriptio	n		
AGRMT_PRDCR	R_ROLE_CD		A	greement Produ	cer Role Co	de			
Codes								Add a N	ew Cr
Code	Short Description	Status	Begin Date	End Date	System Required	Long De	scription	Comment	
AGY	Agency	Active	10-30-2009			Agency			Edi
AGT	Agent	Active	10-30-2009			Agent			Edi
AGTMGA	Agent - MGA Agreement	Active	09-21-2012			AGT - MGA Agreem	ent		Edi
MGAMGA	MGA - MGA Agreement	Active	09-21-2012			MGA - MGA Agreem	ient		Edi
MGR	Manager	Active	08-02-2001			Manager			Edi
MGA	Managing General Agent	Active	09-21-2012			Managing General	Agent		Edi
PRN	Principal	Active	10-30-2009			Principal			Edi
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Add/Undate Co	des								
Code	Short Description	Status	Begin Date	End D	ate	System Required	Long Descrip	tion	
GAMGA	GA - MGA Agreemer	Active 🔹 0	9-27-2012		•	GA - M	GA Agreement		Cle
Comment						*			
						Ψ.			

of the same levels (such as "Agent, "GA," etc.), you must set up separate producer level codes in Producer Manager for each agreement type.

For example, you might have a one sales channel with a MGA>GA>AGT hierarchy and a completely different channel (possibly with a different compensation schedule) with an FMO> >MGA>GA>AGT>SA hierarchy. Codes to represent the producer levels that are common to each hierarchy should be created separately (e.g., for agent producers, "AGTMGA" for an MGA agreement type and "AGTFMO" for an FMO agreement type.)

For our example purposes, in the **Code** field for the MGA agreement type example we have been using, let's enter "GAMGA." Then, in both the **Short Description** and **Long Description** fields, you can spell it out, and enter "GA – MGA Agreement."

In the **Status** field, select "Active," and in the **Begin Date** field, enter the current date.

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

Use the same steps to add a producer level code for each level in the MGA agreement hierarchy. Then, add level codes for each hierarchy under each agreement type.

Set Hierarchy Levels

With your company's various agreement types and all necessary producer levels in agreement hierarchies entered into Producer Manager, the next set-up task is to establish an order for each level under each agreement type.

In Producer Manager, from the Administration menu select Configure System, and then select Maintain Hierarchy levels.

The **Maintain Hierarchy Levels** page will open.

Administration 💌	_
Online Help	
User Security >	
Configure My Profile >	
Configure System 🔷	Maintain Codes
Data Reconciliation >	Maintain Business Unit
Notifications	Maintain Business Unit Cost Center
Contact Us	Add Hierarchy Templates
Logout	Maintain Hierarchy Templates
	Maintain Hierarchy Levels
	Administer Producer Business Rules

The descriptions of the producer level codes you created in the previous section display on the right side of the page, in the **Additional Producer Type Codes** section.

What you need to do is move them to the **Ordered Levels** section, and then arrange them in the correct order in the hierarchy.

nsing - Companies - Inqui	ries 👻 Express Services 👻 Adm	inistration 👻 🚳 🕄 🔍 Producer Quick Search
	Maintain Hie	erarchy Levels
Ordered Levels		Additional Producer Type Codes
Agency	[AGYRLTN]	Agent - MGA Agreement
Principal	[AGYRLTN]	Disbursee
Agent	[AGYRLTN]	GA - MGA Agreement
irdered levels are used to create hierarchy te rag-and-drop the level in the appropriate pos	Implates. To change the the order of a level, tion.	MGA - MGA Agreement Manager
		Telesales
		Additional Producers are used to represent a producer related to an agreement that is not necessarily a part of the hierarchy relationship. In order to include one of the labels above when creating hierarchy relationships, drag-and-drop the level inside the Ordered Levels list.
eement type) Agreements at the hierarchy	/ level will be assigned this agreement type.	The agreement type will remain editable until the level is used by an agreement.

To do this, simply click a level in the **Additional Producer Type Codes** section, press and hold down the mouse button, and then move the mouse to drag the level to the **Ordered Levels** section. Release the mouse button. The level should now be positioned or "dropped" in the **Ordered Levels** section.

Repeat the action for every producer level you want to arrange into an agreement hierarchy.

	Maintain H	lierarchy Levels
Ordered Levels		Additional Producer Type Codes
Agency	[AGYRLTN]	Disbursee
Principal	[AGYRLTN]	GA - MGA Agreement
Agent	[AGYRLTN]	MGA - MGA Agreement
Ordered levels are used to rag-and-drop the level in th	create hierarchy templates. To change the the order of a level, ne appropriate position.	Manager
Agent	- MGA Agreement 4 最少	
	~	Managing General Agent
		Telesales
		Additional Producers are used to represent a producer related to an agreement that is not necessarily a part of the hierarchy relationship. In order to include one of the labels above when creating hierarchy relationships, drag-and-drop the level inside the Ordered Levels list.

Make sure the newly added levels are in the correct hierarchical order within the **Ordered Levels** box, dominant levels above subordinate levels. If they are not in the correct order, you can "drag and drop" the levels to order them correctly.

Note: All ordered levels for <u>all</u> agreement types may populate the **Ordered Levels** box. As a consequence, the box may get crowded, and you may get a little confused. The best advice is to keep the levels associated with each

Agency	[AGYRLTM
Agent	[AGYRLTM
MGA - MGA Agreement	<select agreement="" an="" type=""> 🔻</select>
GA - MGA Agreement	<select agreement="" an="" type=""> 🔻</select>
Agent - MGA Agreement	<select agreement="" an="" type=""> 🔻</select>
Ordered levels are used to create hierarchy temp	<select agreement="" an="" type=""> Agency Relationship</select>
arag-and-drop the level in the appropriate position	Managing General Agent

agreement type that you configure grouped together and in the correct hierarchical order within their group,

Finally, you must associate the levels to the appropriate agreement type. From the **<Select an Agreement Type>** dropdown menu, select the name of the agreement type that is reflective of the ordered hierarchy. In our example, we will select the "Managing General Agent" agreement type. (Hierarchy levels already associated with an agreement type will display the agreement type code in brackets, instead of the **<Select an Agreement Type>** dropdown menu.)

Repeat these steps for each hierarchy level.

When you are finished, click
the Save Changes button at
the bottom of the page.

The Add New Levels to Hierarchy Template page will open.

Additional Producer Type Codes Additional Producer Type Codes Additional Producer Type Codes Disbursee Disbursee Manager Principal Anager Principal Managing General Agent Telesslee		Maintain	
gent (AGYRLTN) Manager GA - MGA Agreement Managing General Agent Managing General Agent Managing General Agent	Agency	[AGYRLT]	Additional Producer Type Codes Disbursee
GA - MGA Agreement Managing General Agent Principal A - MGA Agreement Managing General Agent Managing General Agent anagenerat Managing General Agent Tales alse	Agent	[AGYRLTN) Manager
A - MGA Agreement Managing General Agent Managing General Agent Telessie	MGA - MGA Agreement	Managing General Agent	Principal
nent- MCA Arreament Managing General Agent	GA - MGA Agreement	Managing General Agent	Managing General Agent
Jent Work Agreement Wanaging General Agent . Telesales	Agent - MGA Agreement	Managing General Agent	Telesales
tered levels are used to create hierarchy templates. To change the the order of a level, g-and-drop the level in the appropriate position. Additional Producers are used to represent a producer related to an agreement that is not necessarily a part of the hierarchy relationship. In order to include one of the labels above when creating hierarchy relationships, drag-and-drop the level inside the Ordered Levels list.	Ordered levels are used to create hiera drag-and-drop the level in the appropria	archy templates. To change the the order of a leve ate position.	 Additional Producers are used to represent a producer related to an agreement that is not necessarily a part of the hierarchy relationship. In order to include one of the labels above when creating hierarchy relationships, drag-and-drop the level inside the Ordered Levels list.

You have not yet created hierarchy templates to enforce the hierarchy levels of the MGA agreement type, so you can ignore this page.

If you have other hierarchies for which you want to establish ordered levels, click the **Previous** button to return to the **Maintain Hierarchy Levels** page.

Li	Ver	tafore P Companies Ir	roducer Mana	ss Services →	Administration 👻	Logged	Test for 10795 In as Valued User Logout Jucer Quick Search
New	Levels		Assig	n New Level	s to Hierarchy Template	5	
	GA - MGA A	greement		[MGA]			
	MGA - MGA Agr	eement	[M	IGA]			
	Agent - MGA Ag	reement	[M	IGA]			
Add	GA - MGA Agree	ement' to Existing Hie	rarchy Templates				
	Name	Description	Status	Base Level	Hierarchy Levels	Start Date	End Date
Nov	alid templates v	vere found.					
							Previous Next
				Home	Help Contact Us		

Otherwise, in the next section, we will create new hierarchy templates, and assign all of our new hierarchy levels in their correct order to the templates.

Create a Hierarchy Template

When a user records an agreement on a producer record in Producer Manager, it is not required to also set a hierarchy template. Many agreements exist simply between a producer and a carrier. But if a producer's agreement will be part of a multi-level hierarchy under a selected agreement type, then a user must select a hierarchy template to enforce each parent/child relationship in the hierarchy.

Having established the ordered producer levels in a compensation or reporting hierarchy and then associating the hierarchy with an agreement type, now it's time to bind our settings to a series of hierarchy templates. When a user adds a new agreement to a producer's record, the user can select a hierarchy template to apply to the agreement, thereby "locking" the producer's agreement into the appropriate hierarchy for the selected agreement or contract type.

From the Administration menu select Configure System, and then select Maintain Hierarchy Templates. The Maintain Hierarchy Templates page will open.

Administration 💌		
Online Help		
User Security		
Configure My Profile	>	
Configure System	>	Maintain Codes
Education Credentialing	>	Maintain Business Unit
Data Reconciliation	>	Maintain Business Unit Cost Center
Notifications		Add Hierarchy Templates
Product Authorizations	>	Maintain Hierarchy Templates
Contact Us		Maintain Hierarchy Levels 🖤
Logout		Administer Producer Business Rules
		View Code Use Indicators
		Maintain Locations and Departments
		View Regulatory Mappings

Vertafore Produ Licensing Companies Inquiries	acer Manager™ s ▼ Express Services ▼ Administration ▼ Maintain Hierarchy Templates	Test for 10795 Logged in as Valued User Logged
Hierarchy Templates Name Description Hierarchy Template Kaur & ER Microschu Template	Status <u>Base Level</u> Allowed Parent Levels Active Agent	Add A New Hierarchy Template <u>Start Date</u> ↑ <u>End Date</u> Actions 09/25/2012
Hierarchy validation scheme: Single-Level	Export options: CSV Excel XML PDF	Return
	Vertafore Production Licensing Companies Inquirier Hierarchy Templates Mame Description Hierarchy Template Key: 2 Est Herarchy Template Key: 2 Est Herarchy Template Herarchy Template Hierarchy Template Herarchy Template Herarchy template Hierarchy addition scheme: Single-Level Herarchy validation scheme:	Vertafore Producer Manager™ Licensing Companies Companies Administration Administration Companies Administration Companies Administration Administration Companies Administration Companies Administration Companies Administration Companies Administration Companies Administration Administratin Administration Administration Administratin Administration Admi

In the upper right of the page, click the Add A New Hierarchy Template link.

The Add Hierarchy Templates page will open.

In an MGA agreement hierarchy, an MGA would function as the top of the hierarchy, or "highest upline." What we need to do is create a hierarchy template that establishes MGA producers as being at the top of the chain in MGA agreements.

On the Add Hierarchy

Templates page, from the **Base Level** dropdown menu, select the MGA level for the MGA agreement type.

Then enter a descriptive name in the **Name** field. It is best to identify the

Add Hierarchy Templates						
Add A New Hierarchy Template	e		Clea			
Base Level	Name	Description	Start Date			
MGA - MGA Agreement 💌	MGA Base Level - MGA A		09-25-2012			
Hierarchy Levels Allowed Parent Levels:						
Agency						
Principal						
C Agent						
			Save Return			

hierarchy level and the agreement type in the name, to help users differentiate when choosing this hierarchy template from others that may look similar.

The **Hierarchy Levels – Allowed Parent Roles** section will display all of the levels that were ordered above your selected base level in the **Ordered Levels** section of the **Maintain Hierarchy Levels** page. (See page 10.) Obviously, in the MGA agreement, there are no levels above the MGA level, so you do not want to checkmark any allowed parent levels.

When you are finished, click the **Save** button. Notice that the page remains open, allowing you to add additional hierarchy templates for a selected agreement type, all at once.

Next, we need to establish a hierarchy template for the MGA to GA relationship. Producers serving as General Agents or Agencies in an MGA agreement will need to be tied to their upline MGAs.

To add the GA to MGA hierarchy template, from the **Base Level** dropdown menu, select the GA level for the MGA agreement type.

Then – as you did in the prior step -- enter a descriptive name in the **Name** field. It is best to identify the child and parent hierarchy levels that the template is

Vertafore	Producer Manager™		Test for 10795
Licensing - Companies -	Inquiries 👻 Express Service	s 👻 Administration 👻	Roducer Quick Search
	Ade	d Hierarchy Templates	
Add A New Hierarchy Template			Clear
GA - MGA Agreement	Name GA to MGA - MGA Agree	Description	Start Date 09-25-2012
Hierarchy Levels Allowed Parent Levels:			
Agency			
Agent			
MGA - MGA Agreement			
			Save Return

enforcing, as well as the agreement type, to help users differentiate when choosing this hierarchy template from others that may look similar.

The **Hierarchy Levels – Allowed Parent Roles** section will display all of the levels that were ordered above your selected base level in the **Ordered Levels** section of the **Maintain Hierarchy Levels** page. (See page 10.) As opposed to the MGA hierarchy template where you selected no upline levels, for the GA to MGA hierarchy template with the GA functioning as the base level, you need to identify the MGA level as being dominant to the GA level. So, click the **MGA – MGA Agreement** checkbox.

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

Our last step in creating hierarchy templates for the MGA agreement type is to enforce the levels in the hierarchy beginning with the Agent base level, or Agent up to GA up to MGA.

To add the Agent to GA to MGA hierarchy template, from the **Base Level** dropdown menu, select the Agent level for the MGA agreement type.

Once more, enter a descriptive name in the **Name** field. It is best to identify the entire hierarchy that the template is enforcing, as well as the agreement type, to help

Vertafore	Producer Manag	ſer™	Test for 10795 Logged in as Valued User Loggout
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Base Level	Name	Description	Start Date
Agent - MGA Agreement 💌	Agent to GA to MGA - I	NG	09-26-2012
Hierarchy Levels Allowed Parent Levels:			
Agency			
Principal			
Agent			
MGA - MGA Agreement			
GA - MGA Agreement			
			Save Return
			-0

users differentiate when choosing this hierarchy template from others that may look similar.

The **Hierarchy Levels – Allowed Parent Levels** section will display all of the levels that were ordered above your selected base level in the **Ordered Levels** section of the **Maintain**

Hierarchy Levels page. (See page 10.) For the Agent to GA to MGA hierarchy template with the Agent functioning as the base level, you need to identify both the GA and MGA levels as being dominant to the Agent level. So, click both the **GA – MGA Agreement** and **MGA – MGA Agreement** checkboxes.

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



each hierarchy template is expressed in the Base Level and Allowed Parent Levels columns.

Now, a user now can tie producers' agreements together and slot each producer into their rightful place within the compensation or reporting hierarchy under a selected agreement type.

In fact, the effort of the system administrator in setting up agreement types, hierarchy levels, and hierarchy templates is complete, too.

Working with Agreements

In this chapter, we will explore the activities of a licensing or producer relations staff member in maintaining producer agreement information manually using the Producer Manager user interface.

Note: Using the full Sircon Platform, including Producer Express, agreement data can be added automatically to a producer record when a producer is onboarded. Also, through Producer Express, producer agreement information can be maintained automatically as it changes over time. For more information, see the Producer Express online help or consult your Vertafore representative.

Add an Agreement

Information about a specific agreement or contract that a producer has entered into with a carrier underwriting company can be added to a producer's record through Producer Manager

or Producer Express. In this guide, we will focus on adding an agreement using Producer Manager. (The same steps may be undertaken in Producer Express, either automatically or manually.)

Let us assume that a new individual agent has been onboarded by your company. The agent's record is in Producer Manager, but now you want to add information about his business agreement with your company.

With the agent's record open in the **Review/Update Producer** page in Producer

Vertafo	ore Prod	ucer Manager™			Looped in as Valued User
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imail Messages Individual Details	Quid	tate Producer Numbers	Educ New PX Request	Verify Producer Author	ization
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Manager, click the Agreements link in the Quick Links box at the top of the record.

This will zoom you down to the **Agreements** data section. Here is where Producer Manager stores information about a producer's direct agreements (contracts entered into directly with an underwriting company) and indirect agreements (contracted indirectly with a company by virtue of an affiliation with a contracted agency).

Click the node (\boxdot) to the left of the **Direct Agreements** sub-section to expand it. As you can see, this producer currently has no contracts recorded with your company.

Click the **Add New Agreement** link on the right side of the section. The **Add Agreement** page will open.

There are likely many more data fields on this page than you will need to save the agreement to the producer's record. Let's step through only the required ones.

As mentioned earlier, Producer Manager can feed agreement information to your company's other systems, such as compensation or commissions. The code that identifies the producer in another system is stored on the producer's record. We

Vertafor	e Producer Manag	ler™			Logged in as Valued User Logout
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	E AL A012830				Alabama
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External System ID	Agency Code 35344	5 JMIS Y Active	·		Add External System ID
Business Unit	-				
Туре	Managing General Agent 👻			Custom	
Status		Termina	tion Reason		Ψ.
Begin Date	Agency Relationship Managing General Agent	End Date	•		_
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Hierarchy Template			•	1	
Additional Producer Ro	oles				
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	Managing General Ager	t			
	Telesales				
					Next Cancel

need to tie that code to the agreement.

So, from the **External System ID** dropdown menu, select the correct code to tie to this agreement. (If you don't know which it is, ask the licensing supervisor.)

Next, we need to record what type of agreement or contract your company has entered into with the producer. From the **Type** dropdown menu, select the agreement type. (The types were entered into the system by a system administrator. See page 4 for more information.)

To add an active agreement, accept the default setting of "Active" in the Status field.

Note the **Hierarchy Template** field. Later, when we tie this agreement to those of the producer's upline to form an agreement hierarchy, this field will become important.

Click the **Next** button to proceed.

Next, we must identify the underwriting company that the producer's agreement is with. Click to checkmark the underwriting company that issued the producer's agreement.

Enter the date that the agreement became effective in the **Begin Date** field.

There you have it. External System ID, Type, Begin Date, and Company are the

Licensing - Companies -	Inquiries - Express Services	→ Adr	ninistration 👻		🐼 🚆 🔍 Producer Quick Search
		Add A	greement		
ame	SSN	NPN	Status	Туре	Company
TRIBBLE, JACK D			Active	Managing General Agent	
Mutual Insurance Company					Previous Sąve Can
					<u> </u>

minimum data required in order for you to save an active agreement to the producer's record.

Click the **Save** button to finish. The producer's record now reflects a direct agreement with the selected underwriting company.

Note: If your company needs to load a producer's historical or inactive agreement data to the producer's record, you also may add an inactive agreement. Use the same preceding steps, except from the **Status** dropdown menu, select "Inactive." You also must choose a value from the **Termination Reason** dropdown menu and enter an **End Date** for the historical agreement.

Establish an Agreement Hierarchy

As you saw, it is easy to add agreement information to an agent's record. But if your company's agreement with an agent becomes part of a multi-level commission hierarchy with other producers, you must edit the agent's agreement information and apply a hierarchy template. Hierarchy templates enforce the commission schedules or reporting structure for all levels of the hierarchy.

Before we explain how this is done, let's assume the following:

- Agreement info already has been added to the record in Producer Manager of a producer sitting at the top level of the MGA agreement hierarchy. A hierarchy template that enforces the MGA level as being the "highest upline" of an MGA hierarchy has been applied to the producer's agreement. (For more information, see page 12.)
- Agreement info already has been added to the record in Producer Manager of a second producer sitting at the middle level the General Agent (GA) level -- of the MGA agreement hierarchy. Another hierarchy template enforcing that the GA level reports up to the MGA level in an MGA hierarchy has been applied to the second producer's agreement. (For more information, see page 13.)

Now, we will complete the formation of the agreement hierarchy by applying a hierarchy template to the agreement information we added to the producer's record in the preceding

section. This third hierarchy template will enforce that the Agent "base level" reports up to the GA level, which in turn reports up to the MGA level. (For more information, see page 13.)

With the "base level"
agent's record open in the
Review/Update
Producer page in
Producer Manager,
navigate to the
Agreements data
section.

	(🗿 Add New Ap	pointments	Correct Appointment Date	s Manage Company Relationships	
∃ Agreements						
Direct Agreements						
						Add New Agreem
Туре	Status	Status Date	Business Unit	Highest Upline Producer		Level ID
🗉 Managing General Agent	Active	09-26-2012				E
∃ Indirect Agreements						5
Firm Associations						
Employment History						

Click the node (\boxdot) to the left of the **Direct Agreements** sub-section to expand it. There, you can see information about the agent's business agreement with the underwriting company.

Click the **Edit** link on the right side of the section. The **Review/Update Agreement** page will open, with the current details about the producer's business agreement.

In the Quick Links box at the top of the Review/Update	Licensing - Companie	e Producer Manag es • Inquiries • Express	er™ Services →	Administra	tion 👻		Logged	Test for 10795 in as Valued User Logout lucer Quick Search
Agreement page, click the			Review/U	pdate A	greement			Secret Agreement
Agreement Hierarchy	Name	SSN	NPN	Status	Type	Company	Compos	Search Agreement
link. This will navigate you	Expand All			Active		. Wutuarins	surance company	,
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Agreement Hierarchy	E Agreement Details	Agreement metar						
data section	Primary Producer Type	C Firm		Individua	1	EIN/SSN		гор
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The Agreement Hierarchy	External System ID	Agency Code 353446 JM	IS Y Active	•	•]			Add External System ID
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selected producer's	Status	Active -		Termi	ination Reason		•	
"unline" in a multi-level	Begin Date	09-26-2012		End D	ate			
business relationship. In	Level ID			Mana	ger Level ID			
	Hierarchy Template				•			
this example, you can see	Additional Producers	S						Top
that the selected producer	Companies Agreement Hierarchy	w.						Тор
currently has no upline.	To connect two related agreer	nents, you can Assign a Parent Ag	reement.					
To the the producer's Amount	■ Child Agreements	40	View Agree	ment Hiera	archy History			Top
To the the producer's Agent	□ Comments							Тор
base level agreement with	Date	Last Modified Date	Add/Upda	ate/Delete (Comments	Comment		
the agreement of an	L							
immediate-upline, GA-level								

producer, click the Assign a Parent Agreement link.

The Assign Parent Agreement – Search Page will open.

On this page, you must search for the agreement belonging to a firm or individual licensee producer who will serve as the agent's immediate upline in the agreement hierarchy.

Use your standard search techniques to locate the upline producer's agreement.

With the correct upline producer's agreements searched for and found, the **Assign Parent Agreement** page will redisplay. Now, you must choose which specific upline agreement to tie to the agent's agreement.

If there is only one, the choice is simple. If there are multiple, review carefully the information related to each agreement listed.

Vertafore	Producer Manager™		Test for 10795 Logged in as Valued User Logout
Licensing - Companies -	Inquiries 🔹 Express Services 👻	Administration 👻	🐼 🎽 🔍 Producer Quick Search
	Assign	Parent Agreement	
		Search Producer	
Producer Type © Firm	C Individual Licensee		
Please enter at least one of the sea	rch criteria below:		
Firm Name park		-	
EIN	NPN	Active Business Unit	•
License Number		License State	-
External System ID		Primary External ID Only	
Records Per Page: 10 -			Search Cancel

Licensin	ig + Companies +	Inquiries -	Express Se	rvices - A	Administration 👻	Logged in as Value	Search
			A	Assign Pa	arent Agreement		
urrent Agr	reement			5	5		
lame 🛃 TRIBBI	LE, JACK D	SSN	NPN	Status Active	Type Managing General Agent	Company Mutual Insurance Company	
The follow	ving active agreements wer	e found for PARK	AVENUE SERV	ICE CORPORA	TION. Please select the approp	riate parent agreement from the list below.	
The follow Type Bus * U No	wing active agreements wer be : NMO Status : Active siness Unit : External S Unable to assign this agree p producer upline for this ag	e found for PARK Start Date : system ID : 24524 ment as parent be preement.	AVENUE SERV 03-09-2010 1354 Level I acause it has n	ICE CORPORA End Date : ID : ot yet been ass	Hon. Please select the approp Hierarchy Template : igned a hierarchy template.	riate parent agreement πom the list below.	
The follow Type Bus * U No Type Busir	wing active agreements wer we : NMO Status : Active siness Unit : External S Jnable to assign this agree to producer upline for this ag- : Managing General Agent ness Unit : External Sy	e found for PARK s Start Date : system ID : 24524 ment as parent be greement. Status : Activ stem ID : 3957	AVENUE SERV 03-09-2010 1354 Level I because it has no ee Start Date Level ID :	ICE CORPORA End Date : ID : ot yet been ass e : 09-26-2012	Hon, Please select the approp Hierarchy Template : ligned a hierarchy template.	rrate parent agreement trom the list below. Template : GA to MGA-MGA Agreement	
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Note that you cannot link to an upline agreement that does not have a hierarchy template in force.

Click the radio button to the left of the agreement you want to link to. In this case, it is the agreement that is governed by the GA to MGA hierarchy template under the MGA agreement type.

Click the **Select Agreement** button. The **Assign Parent Agreement** page will redisplay once more.

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in as Valued User

Select Template Return

Company Mutual Insurance Company

Now, you can see quite clearly where your Agent agreement is going to fit in the MGA agreement hierarchy. It will serve as the base level in the Agent to GA to MGA hierarchy. You can see the specific names of the producers that will be in the agent's upline.

To enforce this set of relationships, select the correct hierarchy template by clicking its associated radio button.

Then, click the Select

Template button. The agent's agreement information will redisplay in the **Review/Update Agreement** page.

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

Vertafore

ADVANCED INSURANCE UNDERWRITERS, LLC

This hierarchy has been effective since: 09-26-2012

Agent to GA to MGA - MGA Agreement

PARK AVENUE SERVICE CORPORATION

Current Agreemen

Producer Upline

🎩 TRIBBLE, JACK D

Name

Name

Producer Manager™

NPN

•

SSN

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

Assign Parent Agreement

Managing General Agent

Level

Base Level

Agent - MGA Agreement

MGA - MGA Agreement

GA - MGA Agreement

Status Type

Active

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

Description

Now, in the **Agreement Hierarchy** data section, you can view the agent's entire upline, with relationships at each level spelled out.

In the **Actions** column, you can review or edit the parent agreements. You can also quickly break the parent/child relationship between the agent's agreement and that of the agent's immediate upline (in this case, the GA). Be aware that this only breaks the hierarchical relationship between agreements; it does not delete or inactivate any agreement.

Take a look at the **Child Agreements** data section. You can see that, in this case, the agent has no

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Licensing - Compani	es - Inquiries -	Express Service	es 👻 Admini	stration	•	ł	🛞 💌 🔍 Producer Quick Searc	h
		Revi	iew/Updat	e Agr	eement			
Name	SSN	NPN	Status Active	Type Managin	g General Age	Company ent Mutual Insurance C	Search A Company	greemen
[⊞] Expand All Agreement Details Additional Producers	Compa Agreei	inies nent Hierarchy		Child A	greements	Com	nments	
□ Agreement Details								То
Primary Producer Type Primary Producer Name External System ID	C F TRIBBLE, JAC	rm < D 353446 JMIS Y .	Indiv Active	vidual •		EIN/SSN NPN	Add External	System IC
Business Unit								
Type	Managing General A	gent 💌				Custom		
status	Active		1	erminati	on Reason		▼	
Begin Date	09-26-2012		E	ind Date				
Level ID	I		N	Manager	Level ID			
[⊞] Additional Producer ∃ Companies	s							Save To To
Company Multual Insurance Company					Status	Begin Date	End Date	
mutual insurance company		A	dd/Update/Del	lete Cor	npanies	03-20-2012		
Agreement Hierarch	v							То
Producer Name		Туре	Status Start Da	te End Date	Business Unit	Hierarchy Template	Lev ID	Action
ADVANCED INSURANCE UNI	DERWRITERS, LLC	Managing General Agent	Active 09-26- 2012			MGA Base Level - MGA Agr Agreement level)	eement (as MGA - MGA	63
PARK AVENUE SERVICE COP	RPORATION	Managing General Agent	Active 09-26- 2012			GA to MGA - MGA Agreemen Agreement level)	nt (as GA-MGA	× /
TRIBBLE, JACK D		Managing General Agent	Active 2012			Agent to GA to MGA - MGA . Agreement level)	Agreement (as Agent - MGA	
Key: 🔛 = View 🖋 = Change	Assigned Parent Agreeme	nt 🗙 = Remove Link to	Assigned Parent A	Agreemen				
Child Agreements								То
No child agreements.								
Comments	Lard Mar	ified Date				Commont		То
Date	Last Mod	Ad	ld/Update/Dele	ete Com	ments	comment		
Delete Agreement								Return



downline relationships in the same agreement hierarchy. However, were you to review the **Child Agreements** data section of any of the agent's upline producers, you would see names of those producers' downlines and agreement information listed.

Note also the **Delete Agreement** button at the bottom right of the page. You can delete an agreement only as long as it does not have child agreements (i.e., a downline). So, for example, if you wanted to delete each agreement in a hierarchy, you would have to start at the base level of the hierarchy and work your way up to the top. If an agreement has a downline, the **Delete Agreement** button is grayed out and unavailable for use.

Transfer Downline Agreements to a Different Parent Agreement

In the course of business, an existing sales hierarchy may need to be broken and re-arranged. An example might be when an agency closes one of its branches and transfers all or some of the agents in that branch to a different branch. Another might be when a brokerage buys out a competing brokerage, requiring the transfer of existing commission hierarchies to new uplines.

When these events occur, Producer Manager makes it easy to update the agreements and hierarchy information on all affected producer records.

However, the procedure will work only if the following rules are acknowledged:

- A new parent producer must have an active agreement with a compatible hierarchy template
- The agreement type associated with the hierarchy template of a new parent agreement must be the same agreement type as are associated with downline hierarchy templates
- The base level of the hierarchy template governing a new parent agreement must be either:
 - Identical to the base level of the hierarchy template of the original parent agreement

OR

- ✓ Configured as an Allowed Parent Level in the hierarchy template of the original parent agreement. (For more information, see page 13.)
- The effective date of the downline hierarchy transfer must be on or after the start date of a new parent agreement
- The system will allow the underwriting company(ies) associated with a new parent agreement to be different from that of an original parent agreement

Let's see how this is done...

First, open the record of the upline producer with child agreements (downline) you want to transfer to a different upline.

In the Quick Links box on the Review/Update Producer page, click the Agreements link. This will navigate you rapidly to the Agreements data section.

Click the **Edit** link. The **Review/Update Agreements** page will open.

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		Review/update	e Firm		Search P	Producer
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00-9946751	ISC States	Active 50		Wiscor	nsin	
Expand All						
Firm Details Comments Producer Business Rules Resident States	Licenses/Qualificatio Appointments Agreements Individu Associatio	ons FINR/ Busin Requ ons Lice	A Information ess Units ired Items se Applications			
External Sys IDs Contact Information Address History	Aliases Data Reconciliation State Producer Num	Produ Trans bers	ict Certifications action History			
□ Firm Details	Quick Sync Producer	New PX Request	Verify Produce	er Authorization		Тор
Firm ID 52452	Status Pending 👻	Effective Date	08-19-2002	Term Date		
Name FIRST AMERICAN INS AGCY IN Firm Type Corporation	NC Distribution Char	nnel	EIN 00-9946751 NPN	Captive Bank Affiliated Indirect Appointment	s Preferred	
EFT Information Routing Nbr	Account Nbr	Acco	unt Type		Clear EFT Infor	mation
EFT Information Routing Nbr Institution Type	Account Nbr Name	Accor	unt Type	State	Clear EFT Infor	mation
EFT Information Routing Nbr Institution Type Account Owner	Account Nbr Name	Accor City EFT I	unt Type ▼ E-Mail Address	State	Clear EFT Infor	mation
EFT Information Routing Nbr Institution Type Account Owner Rate this Producer:	Account Nbr Name	Accol City EFT I	unt Type T	State	Clear EFT Infor	mation Cancel
EFT Information Routing Nbr Institution Type Account Owner Rate this Producer: Comments	Account Nbr Name	Acco City EFT I	E-Mail Address	State	Clear EFT Infor	mation Cancel Top
EFT Information Routing Nbr Institution Type Account Owner Rate this Producer: Comments Date Date	Account Nbr Name	Accol	E-Mail Address	State	Clear EFT Infor	Cancel Top
EFT Information Routing Nbr Institution Type Account Owner Rate this Producer: Comments Agreements Agreements	Account Nbr Name	Accol	E-Mail Address	State	Clear EFT Infor	Cancel Top Top
EFT Information Routing Nbr Institution Type Account Owner Rate this Producer: Comments Agreements Type Status Status Date	Account Nbr Name	Acco City EFT I	E-Mail Address	State	Clear EFT Infor	Cancel Top Top reement
EFT Information Routing Nbr Institution Type Account Owner Rate this Producer: Comments Comments Agreements Type Status Status Date GA Active 09-27-201 GA Active 09-27-201	Account Nbr Name	Acco City EFT I	E-Mail Address	State	Clear EFT Infor	Cancel Top Teement
EFT Information Routing Nbr Institution Type Account Owner Rate this Producer: Comments Comments Agreements Type Status Status Date GA Active 09-27-201 External System I0 CAPIS System I83.4	Account Nbr Name	Acco City EFT I lighest Upline Producer Begin Date End Date 09-27-2012	E-Mail Address	State	Clear EFT Infor	Cancel Top Teement
EFT Information Routing Nbr Institution Type Account Owner Rate this Producer: Comments Comments Agreements Type Status Status bat GA Active 09-27-201 External System I8 34 CAPIS System I8 34 Commission Detail Additional Producer Bagreement Hierarch	Account Nbr Name	Acco City EFT I lighest Upline Producer Begin Date End Date 09-27-2012	E-Mail Address	Comment (as EGAlevel)	Clear EFT Infor	Cancel Top reement Edit
EFT Information Routing Nbr Institution Type Account Owner Rate this Producer: Comments Comments Agreements Type Status Status Date CAPIS System 183 4 CAPIS System 183 4 CAPIS System 183 4 Capital System 183	Account Nbr Name	Acco City EFT I Highest Upline Producer Begin Date End Date 09-27-2012	E-Mail Address	State	Clear EFT Infor	Top Top Teement
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EFT Information Routing Nbr Institution Type Account Owner Rate this Producer: Comments Comments Agreements Type Status Status Date CAPIS System 183 4 CAPIS System 183 4 Commission Details Additional Producer B Agreement Hierarch No partent egreements Child Agreements (Producer Hame G/ALDINI, JAMES	Account Nbr Name Last Modified Date Last Modified Date Business Unit H 12 12522 Y Active s rs nies hy net has been assigned. (1 Active® Last Date GA 09-27-2012	Acco City EFT I Highest Upline Producer Begin Date End Date 09-27-2012	Hierarchy Template EGA - GA Agreement archy Template to EGA - GA Agreement	State	Clear EFT Infor	Cancel Top reement Edit
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With the **Review/Update** Agreement page open, click the **Child** Agreements link in the Quick Links box at the top of the page. This will navigate you to the expanded Child Agreements data section. Here you can see the first downline agreement under the selected agreement. Be aware that below the first downline agreement, many more dependent agreements may exist.

In the Child Agreements data section, click the Move Children to Another Agreement link. The Reassign Downline to a new Parent Agreement page will open.

If the original parent producer has other active agreements, they will display on this page. You can transfer the downline from one of a producer's multiple agreements to a different agreement, as long the same rules are followed. (See bullet points on page 21.)

										Test f	or 10795
Vertafore	,	Producer N	lanager™						Logg	ed in as Valued U	ser Logout
Licensing - Companie	25 -	Inquiries 👻 I	Express Services	Admini	stration 👻				🔞 🔭 🔍 Pr	oducer Quick Sea	rch
			Review	w/Updat	e Agree	ment					
										Search	Agreement
Name	GCY IN	с	EIN 00-	9946751	NPN	Status Active	Type GA	Company Hartford I	nsurance Com	npany	
Expand All											
Agreement Details		Companie	S		Child Agree	ements		С	omments		
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□ Agreement Details											Тор
Primary Producer Type		Firm	n	o In	dividual			EIN/SSN	00-9946751		
Primary Producer Name	F	FIRST AMERICA	N INS AGCY INC					NPN			
External System ID	(CAPIS System 8	3 412522 Y Activ	e	•					Add External	System ID
Business Unit		•									
Туре	GA		-				🔲 Cu	stom			
Status	Active	•		Т	ermination F	eason			•		
Begin Date	09-27-2	2012 🛄		E	nd Date				•		
Level ID		,		Ν	lanager Leve	I ID					
Hierarchy Template	EGA - G	A Agreement (as l	EGA level)								
Payment Frequency			•			Conduct	Business	via DTCC		-	
Advance Commission				-		Percent	of Advanc	e			
Maximum Advance Amount						Advance	Transact	ion Status			-
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											Cove
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Agreement Hierarchy	1										Тор
Child Agreements											Тор
Producer Name	Туре	Start Date	Business Unit	Hier	archy Templa	te				Level ID	Actions
GIALDINI, JAMES	GA	09-27-2012		IGA	to EGA - GA A	greement (a	as IGA leve	el)			
Key: 🖾 = View											
One active agreement found.						N	love Chil	dren to An	other Agreer	nent	-
Date		Last Modifie	d Date				Con	ment			тор
Julo		Last mounts	Add/	Update/Del	ete Comme	nts	001				
Delete Agreement											Return

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		_						
		R	eassign L	ownline	o a new Parer	nt Agreement		
						Search f	or a different Par	ent Agreemer
Producer Name	∱ Type	Status	Start Date	End Date	Business Unit	Hierarchy Template	Level ID	Actions
Nothing found to display.								
lo results found.								Previous

But for our example here, we want to transfer the producer's downline to a different producer altogether.

Click the Search for a different Parent Agreement link.

On this page, you must search for the producer to which you want to transfer the original producer's downline.

Use your standard search techniques to locate the new parent producer's agreement.

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V VC	italore i	Producer Man	ager				ogged in as Valued	User Logo
Licensing 👻	Companies 👻 1	Inquiries 👻 Expr	ess Services 🔻 Adr	ministration 🔻		3	Producer Quick Se	earch
			Review/Upd Searcl	late Agreement h Producer				
Producer Type	e © Firm	O Individual Licensee)					
Please enter at le	east one of the searcl	h criteria below:						
Firm Name	fidelity							
EIN		NPN		Active Busines	s Unit		•	
License Numb	er			License State				-
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Records Per Page	e: 10 🔻						Search	Cance
Displaying 1 - 10	(of 20 matching recor	rds)						Page 1 or
Name 🔺			EIN	License State/#	<u>NPN</u>	Active BU	City	State
FIDELITY & BUR	GLARY X/S-GEN RE	-MUN	00-9920938					
FIDELITY & BUR	GLARY X/S-GEN RE	-MUN	00-9938238					
FIDELITY & CAS	UALTY CO OF NY		00-9928336					
FIDELITY & SUR	ETY BONK_CONSUL	ING	46-3089052				FIWORIH	IX
FIDELITY AND C	A SUALTY CO		00-9948698					
FIDELITY AND C	A SUALTY CO		00-9941950					
			00-3530032					
	EPOSIT COMPANY		00-9923586					
FIDELITY ASSO	CIATES INC		00-9913616					
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Once you have located the new parent producer, click the **Choose New Parent Agreement** button in the **Actions** column.

The Move Children to Another Agreement page will open.

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icensing - Companies - Inq	uiries 👻	Expres	s Services 👻	Adminis	stration –	🐼 🎽 🔍 Produ	icer Quick Se	arch
	Re	assigi	n Downlii	ne to a i	new Parent	t Agreement Search for a different	Parent Ag	reement
Producer Name	↑Type	Status	Start Date	End Date	Business Unit	Hierarchy Template	Level ID	Actions
FIDELITY & CASUALTY CO OF NY	GA	Active	09-27-2012			EGA - GA Agreement (as EGA level)		R
Key: 📴 = Choose New Parent Agreement								
Dne result found.							P	revious
				ome i Help I	Contact lie			

Review the information on the **Move Children to Another Agreement** page.

The **New Parent Agreement** section displays basic information about the producer agreement that is poised to become the new parent agreement.

The **Step 1** section displays all of the producers with immediate downline agreements with the original parent producer.

ensing Com	nanies – In	nguirie		Express Se	ervices 🔻	Administration		_		Producer O	uick Search
										,	
				Move	Childrer	to Another	Agreement				
New Parent Agree	nent										
Producer Name		Туре	Status	Start Date	Business Un	it Hierarchy Templ	ate	Level ID			
FIDELITY & CASUA	LTY CO OF NY	GA	Active	09-27-2012		EGA - GA Agreer	nent (as EGA level)				
STEP 2:	GIALDINI, One result found. This hierarch Note: Any hier overwritten with	JAME: y has l rarchy l h this n	S GA	Active 09-2 ffective sin on the child rarchy.	ce: 09-27-20 agreements	12 hat has been reco	IGA to EGA - GA A	greement (a	s IGA level) date will be		
					Hor	un Heln I Contact II				P	revious

Click to select all of the downline agreements that you want to transfer from the original parent to the new parent. (Depending on the circumstances, you may not wish to transfer all downline agreements.)

The **Step 2** section allows you to change the date on which the newly reorganized hierarchy, with its transferred downline agreements, will be effective. You can either accept the default date of the current date, or you can backdate it to any date that is after the **Start Date** of the new parent agreement (displayed in the **New Parent Agreement** section).

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

The new parent agreement will display the new immediate downline agreements. Additionally, all agreements that are downline to the new parent agreement will display the new hierarchy.

Review Agreement Hierarchy History

For audit purposes, Producer Manager keeps track of changes to a producer's agreement hierarchy. You can easily view the historical log directly within a producer's agreement information.

First, be sure that the **View Agreement Hierarchy History** permission is enabled on the **Maintain Security Role** page for security role that is attached to your Producer Manager user account.

Then, open in the **Review/Update Agreement** page the agreement information of the producer whose hierarchy history you want to review. (To review how to do this, see page 22.)

Click the **Agreement Hierarchy** link in the **Quick Links** box at the top of the page. The **Agreement Hierarchy** data section will expand.

Click the View Agreement Hierarchy History link at the bottom of the Agreement Hierarchy data section.

The View Agreement Hierarchy History page will open.

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					01-1	T	2	Search A	greement
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							0 1 2		
Expand All									
Agreement Details		С	ompanies		Child Agreer	nents	Comments		
Additional Producers		A	greement Hierarchy						
□ Agreement Details			\Box						Тор
Primary Producer Type			🔿 Firm	۲	Individual		EIN/S SN		
Primary Producer Name	G	A, GAB	E				NPN		
External System ID	A	gency (Code 509004000 N	Active	*			Add External S	ystem ID
Business Unit		~							
Туре	GA		4] Custom		
Status	Active	~			Termination F	leason	~		
Begin Date	03-01-2	009	•		End Date				
- Level ID					Manager Lev	A ID			
Hierarchy Template	GA (as (GA level)							
Payment Frequency			*			Conduct	Business via DTCC	~	
Advance Commission			~			Percent	of Advance		1
Maximum Advance Amount		Ì				Advance	Transaction Status	~	- I
Statement Distribution ID		[
									Save
Additional Producer	S								Тор
Companies									Тор
□ Agreement Hierarch	У								Тор
Producer Name	Туре	Status	Start Date	End Date	Business U	nit Hi	erarchy Template	Level ID	Actions
NMO, NATE	NMU	Active	01-01-2008			N	INIO (as ININO level)		
RMO, RON	RMO	Active	02-01-2009			R	MO (as RMO level)		×
GA, GABE	GA	Active	03-01-2009			G	A (as GA level)		
Key: 🔯 = View 🖉 = Change	e Assigned	Parent A	greement X = Remove Li	nk to Assigned Pa	irent Agreement				
L				View Agreeme	ent Hierarchy His	story			

The **Current Hierarchy** section at the top of the page always show the selected producer's currently effective upline.

The **Historical Hierarchy** section at the bottom of the page shows the producer's upline as of the date displaying in the **View Hierarchy as of** field.

You can enter any date in this field to view the producer's upline as of the entered date. Use the *mm*-

V ver	laiore	Produ	cer manager				Log	ed in as Valued Us	er Logout
Licensing 👻	Companies 👻	Inquiries	 Express Ser 	vices 👻 Adn	ninistration 👻		🐼 🗂 🔍 F	roducer Quick Searc	:h
			View	Agreemen	t Hierarchy	History	/		
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SA, GABE		330		nrn	Active	GA	Regulated Company		
Current Hierar	chv								
Producer Name	Туре	Status	Start Date	End Date	Business Unit		Hierarchy Template	Level ID	Action
NMO, NATE	NMO	Active	01-01-2008				NMO (as NMO level)		2
RMO, RON	RMO	Active	02-01-2009				RMO (as RMO level)		5
GA, GABE	GA	Active	03-01-2009				GA (as GA level)		
Key: 🔛 = View									
View Hierarchy :	as of 03-14-2009		View H	lierarchy as of	10-01-2009	• View	View	lierarchy as of 01	-01-2010
Historical Hier	archy						Va	lid from 03-15-2009 t	0 12-31-20
Producer Name			Туре		Hierarchy Template	•			Actio
NMO, NED			NMO		NMO (as NMO leve	I)			1
RMO, RON			RMO		RMO (as RMO leve	I)			6
			GA		GA (as GA level)				
GA, GABE									

dd-yyyy date format, or click the **Calendar** button to open a popup calendar from which you can click to select a date. Then, click the **View** button.

In the example above, the user has chosen to view the selected producer's agreement upline as of October 1, 2009. Note that by looking at the top right of the **Historical Hierarchy** section you can view the exact time period during which the historical upline was valid.

The View Agreement Hierarchy History page also offers navigational links to historical data. Click the View Hierarchy as of [date] link to view the selected producer's historical upline as it stood on the first day of its period of effectiveness.

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Licensing 👻	Companies 👻	Inquiries	 Express Se 	rvices - Ad	ministration 👻		3	🛛 🔍 Producer Quick Sea	rch
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Name		SSN		NPN	Status	Туре	Company	Obarc	Il Agreement
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Current Hiera	irchy								
Producer Name	Туре	Status	Start Date	End Date	Business Unit		Hierarchy Template	Level ID	Actions
NMO, NATE	NMO	Active	01-01-2008				NMO (as NMO level)		2
RMO, RON	RMO	Active	02-01-2009				RMO (as RMO level)		23
GA, GABE	GA	Active	03-01-2009				GA (as GA level)		
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View Hierarchy	y as of 03-14-2009		View	Hierarchy as o	f 10-01-2009	View]	View Hierarchy as of	01-01-2010 🔶
Historical Hie	erarchy							Valid from 03-15-200	9 to 12-31-2009
Producer Name			Тур	e	Hierarchy Template				Actions
NMO, NED			NM	C	NMO (as NMO level)				64
RMO, RON			RM	C	RMO (as RMO level)				6
GA, GABE			GA		GA (as GA level)				
Key: 🕞 = View									
									Return

And here is what that looks like, in the example on the right.

When you are finished reviewing hierarchy history, click the **Return** button to go back to the selected producer's agreement information in the **Review/Update Agreement** page.

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Licensing - (Companies 👻	Inquiries	 Express Ser 	vices 👻 Adm	inistration 👻		S *	Roducer Quick Search	h
			View	Agreemen	t Hierarchy H	listor	y	_	
Name & GA, GABE		SSN		NPN	Status Active	Type GA	Company Regulated Company	Search .	Agreeme
Current Hierar	chy								
Producer Name	Туре	Status	Start Date	End Date	Business Unit		Hierarchy Template	Level ID	Actio
NMO, NATE	NMO	Active	01-01-2008				NMO (as NMO level)		6
RMO, RON	RMO	Active	02-01-2009				RMO (as RMO level)		2
GA, GABE	GA	Active	03-01-2009				GA (as GA level)		
Key: 🔛 = View									
			View H	lierarchy as of	03-14-2009	View) v	/iew Hierarchy as of 03	-15-2009
Historical Hier	archy							Valid from 03-01-2009 t	o 03-14-20
Producer Name			Тур	e	Hierarchy Template	•			Actic
GA, GABE			GA						

Viewing and Exporting Agreement Data

In this chapter, we will learn how agreement data maintained in producer records can be reviewed in aggregate through a number of standard Producer Manager inquiries (reports). Also, we will examine agreement data as it is made available for export to other systems.

Run Producer Hierarchy Inquiries

Producer Manager offers several pre-built reports that you can run to get snapshot views of producers and their agreement and hierarchy information.

The agreements-related reports are available from the **Inquiries** menu. In the Producer Manager menu bar, select **Inquiries**, and then select **Producer Hierarchy**. A submenu will fly out, from which you can select the report you want.

Then, a page will open, specific to the selected report, on which you can enter report criteria.

Below is a summary of the **Producer Hierarchy** reports. For detailed information, consult the Producer Manager online help.

Inquiries 🝷	
All Reports	
Information	
Producer Management	
Required Items	
Appointment	
Statistics	
System Information	>
Producer Hierarchy	>
Carrier Requests	

License Renewals Due New Producer Inquiry Producer Appointment Inquiry Report of Producers in a Hierarchy Producers with Missing Upline Hierarchy

License Renewals Due Inquiry

Run the **License Renewals Due Inquiry** to find out which producers with recorded agreements have licenses that are coming up for renewal. If desired, filter the report by license state, business unit, or responsible staff member.

You also can limit the report results to include only producers whose agreements tie them to a specific upline producer.

✓ Vertafore Producer Manager™	Logged in as Valued User
ensing • Companies • Inquiries • Express Services	 Administration Administration
All Reports Recent Reports License Renewals Due	
Lice	ense Renewals Due
Find out when producers' licenses are up for renewal. You can	limit the report to show renewals due only for producers who report to a specified producer.
Due Dates From 06-25-2012 🔯 to 07-31-2012 🔟	Producer Status
State 🗾	License Status
License Type Accident & Sickness Agent Adjuster (Firm) Adjuster - DHS Texas Adjuster Trainee Adjusting Firm	Qualifications 1244 A & H - Ltd to Credit Health AGY Acc Hith or Sick Reinsurance Acc. Hith & Sickness MGA Accident & Health (P&C only)
Business Units 00001 00002 00003 00004 123TEST AAA	☐ Include "Do Not Contract"
erarchy Downline Restrict results to producers that report to a specific producer. No producer selected.	
	Submit Offline Car

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,	AG12	•		Jx		0								17			b.			-
A	B Sircon ID	Prod La ucer Na	nst ame	First Name	Middle Name	Suffix	Firm Nan	ne	н		SSN/EIN	License State	ł	K License Number	License Status	M License Type	Original Issue Date	Expr Date	P Business Units	;
	694653						CUSTON	BENEF	IT PROGI	RAMS INC	123456789	California (CA))	0878383	AC	Non-Resident Producer Firr	n 6/12/1996	6/30/2012	AWD	
	694638						FARMING	TON C)		123456790	Arizona (AZ)	1	64349	AC	Non-Resident Producer Firr	n 6/26/1998	6/30/2012	AWD	
	739101						SECURI	LA INS S	ERVICES	INC	123456791	Illinois (IL)		100306002	AC	Business Entity Producer	7/28/2004	7/28/2012	AWD	
	694653						CUSTON	BENEF	IT PROGI	RAMS INC	123456792	West Virginia (WV)	100110212	AC	Business Entity Producer	4/25/2006	6/30/2012	AWD	
	694638						FARMING	TON C)		123456793	Arizona (AZ)	٦	64349	AC	Non-Resident Producer Firr	n 6/26/1998	6/30/2012		
	697317						ACCG-G	OVERNN	IENT EM	PLOYEE BENEFITS (123456794	Arizona (AZ)		133745	AC	Non-Resident Producer Firr	n 6/14/2002	6/30/2012		
	694725						BENEFIT	ALLIAN	CEINC		123456795	Utah (UT)	1	346084	AC	Non-Res Producer Organiza	tion 6/1/2010	6/30/2012		
	694653						CUSTON	BENEF	IT PROGI	RAMS INC	123456796	California (CA))	0878383	AC	Non-Resident Producer Firr	n 6/12/1996	6/30/2012		
	697317						ACCG-G	OVERNN	IENT EM	PLOYEE BENEFITS O	123456797	Arizona (AZ)		133745	AC	Non-Resident Producer Firr	n 6/14/2002	6/30/2012	AWD	
	694653						CUSTON	BENEF	IT PROGI	RAMS INC	123456798	California (CA)	1	0878383	AC	Non-Resident Producer Firr	n 6/12/1996	6/30/2012		
	739101						SECURI	FY INS S	ERVICES	INC	123456799	Illinois (IL)		100306002	AC	Business Entity Producer	7/28/2004	7/28/2012		
	694725						BENEFIT	ALLIAN	CE INC		123456800	Utah (UT)	1	346084	AC	Non-Res Producer Organiza	tion 6/1/2010	6/30/2012	AWD	
	694653						CUSTON	BENEF	IT PROGI	RAMS INC	123456801	California (CA))	0878383	AC	Non-Resident Producer Firr	n 6/12/1996	6/30/2012	AWD	
► ►I	Sheet1	. / 🔁 /											[4						

New Producer Inquiry

Run the **New Producer Inquiry** to locate new producers added to the system in a selected timeframe.

You can limit the report results to include only producers whose agreements tie them to a specific upline producer.

The report results display producers' highest uplines in the hierarchy.

Vertafore Producer Manager™	Test for 10795
Licensing Companies Inquiries Express Services Administration	Cogged in as valued user Cogged
All Reports Recent Reports New Producer Inquiry	
New Producer Inquiry	
Locate new producers added to the system in the past month. You can limit the report to show only new produc	cers who report to a specified producer.
Created Date Producer Status Begin Date 07-07-2011 C End Date 08-06-2011	
Hierarchy Downline Business Unit(s) Restrict results to producers that report to a specific producer. 00001 No producer selected. 00003	Submit Offline Cancel
Home Help Contact Us	

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Created Date Producer	ID Last Name		E	F	G	H	_	1	J	K	L
		First Name	Name	SUTTIX	FIFM NAME	Status	e Kes	sident state(s)	BUSINESS UNITS	As (DBA) Alias	Preterrea Address Line 1
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***************************************	NASSIH	EMAD	GUERGUE S			Pending	CA		ORSCLA		16014 ARROW HWY
******	NANCE	RICHARD	JACKSON			Active	CA		PAM		11344 COLOMA RD
****	SKILKEN	DANIEL	CARY			Active	CA		JHIA		17960 ANDREWS ST.
******	SKILKEN	DANEL	CARY			Active	CA		OTIS		17960 ANDREWS ST.
******	NEWBERRY	SHERALD	ROSE			Pending	CA				225 SOUTH LAKE AVENUE
******					ONLINE TRIP INS SERVICES INC	Active	CA		JHIA		17960 ANDREWS ST
******					ONLINE TRIP INS SERVICES INC	Active	CA		OTIS		17960 ANDREWS ST
******	HALLON	JORGE	L			Active	FL		ORCUP		7529 SW 109TH CT
******					ASSIST-CARD CORPORATION O AMERICA	F Active	FL		ORCUP		175 SW 7TH STREET #2407
******	CALLANAN	CASEY	М			Active	A		ORAGU		FIRST INSURANCE AGENCY
******					FIAHC INC	Active	А		ORAGU		25 W. STATE STREET
******	ZIMMER	JAMES	R			Pending	L		ORSCLA		ADVANTAGE AVIATION INSURANCE
******	PESCH	MICHAEL	R			Active	L		PAM		TWO PIERCE PLACE
******	PRESTON	ROBERT	J			Pending	L		PAM		1000 N MILWAUKEE AVE
Sheet1	Stevenson	Sidney				Active] 4			1 Kinn Street

Producer Appointment Inquiry

Run the **Producer Appointment Inquiry** to review all appointment and

termination activity for all producers or just one producer in your system during a given timeframe.

You can limit the report to show appointment and termination activity only for producers whose agreements tie them to a specific upline producer.

The report output displays producers' highest uplines in the hierarchy.

Vertafore Producer Manager		Test for 1079
Licensing Companies Inquiries Express Services	 Administration - 	Producer Quick Search
All Reports Recent Reports Producer Appointment Inquiry		
Produc	er Appointment Inquiry	
Review all appointment and termination activity for all producers (or just one produce produce	r) in your system during the past month. You can limit the report to she ers who report to a specified producer.	ow appointment and termination activity only for
Appointment/Termination	External System ID	
Begin Date 07-07-2012 End Date 08-06-2012	External System ID 🔽 Prima	ry Only
State(s) Status(es) Alabama Active - Approved Anerican Samoa Arizona Arizona California Active - Denied Active - Denied Active - Denied Active - Pending Inactive - Pending Inactive - Pending Inactive - Pending	Submitting Staff Member(s) Lennon, Karyn Little, Stuart Loomis, Kelly Lostroscio, Therese LUREAU, JIM Mable, Greg	Business Unit(s) QUIRX ▲ RALBU RLOR SCR2304 SCR2304B SMFC ▼
The Jones Western Company TrueBlue Trumbull Insurance Company Twin City Fire Insurance Co Umbrella Corporation Washington Casualty and Disability	•	
Hierarchy Downline Restrict results to producers that report to a specific producer. No producer selected.		
Single Producer Search for a specific producer. No producer selected.		
		Submit Offline Cancel

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	Company Name	NAICID	Producer ID	Last Name	rirst name	Name is	um ninn Name :	35N/EIN	Status	State	Аррт туре	Appt Status	Active Date	irmn Date	Reason	Only	Appt Rest Date	(License #)	Units	Men
2	AmLife Insurance Company	60534		ACKLEY	KRISTEN	BENJA MIN		987654321	Active	OK	Accident and Health	Inactive	06-28-2009	06-29-2009	Cancel	Y		Producer (40040611), Non- Resident		
3	AmLife Insurance Company	60534		ACKLEY	KRISTEN	BENJA MIN		987654322	Active	ОК	Accident and Health	Inactive	06-28-2009	06-29-2009	Cancel	Y		Producer (40040611), Non- Resident	AWD	
1	AmLife Insurance Company	60534		ACKLEY	KRISTEN	BENJA MIN		987654323	Active	ОК	Life	Inactive	06-28-2009	06-29-2009	Cancel	Y		Producer (40040611), Non- Resident	AWD	
5	AmLife Insurance Company	60534		ACKLEY	KRISTEN	BENJA MIN		987654324	Active	ОК	Life	Inactive	06-28-2009	06-29-2009	Cancel	Y		Producer (40040611), Non- Resident		
;	AmLife Insurance Company	60534		ACKLEY	KRISTEN	BENJA MIN		987654325	Active	тх	Life Accident Health and	Inactive	06-29-2009	06-30-2009	Cancel	Y		General Lines Agent (1241224)	AWD	
,	AmLife Insurance Company	60534		ACKLEY	KRISTEN	BENJA MIN		987654326	Active	тх	Life Accident Health and	Inactive	06-29-2009	06-30-2009	Cancel	Y		General Lines Agent (1241224)		
	AmLife Insurance Company	60534					ADVANCED VOLUNTARY CONCEPTS	263795461	Active	NJ	Doesn't Appoint By LOA	Active	06-25-2009			Y		1116 (1217087)		
,	AmLife Insurance Company	60534					ADVANCED VOLUNTARY CONCEPTS	263795461	Active	PA	Accident and Health	Active	06-25-2009			Y		1115 (550162)		
0	AmLife Insurance Company	60534		ANDREVV	JASON	THOMA S		123456789	Active	CA	Disability	Active	05-24-2009			N	06-23-2009	Resident Insurance Producer		
	AmLife Insurance	60534		ANDREVV	JASON	THOMA S		123456790	Active	CA	Disability	Active	05-24-2009			N	06-23-2009	Resident Insurance	AWD	
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Report of Producers in a Hierarchy

Run the **Report of Producers in a Hierarchy** inquiry to identify producers having downline agreements with a specific parent producer in a reporting or compensation hierarchy. You can search for parent agreements by either a specific external system ID(s) or agreement.

All Reports Recent Rep	orts Report of Producers	in a Hierarchy				
	R	eport of Producers	in a Hierard	:hy		
Shows all the producers that h	ave agreements that are "in the dov	vnline" for any given parent agreemer external system ids assigned to	t. Parent agreements the agreements.	are specified by	either selecting a	specific agreement, or by a lit
If a produce	r has multiple agreements that appe	ar in the identified hierarchies, the pro	ducer will appear in t	the report multiple	times, once for ea	ach agreement.
roducer Criteria						
Filter producers by type and da	ta on their agreements:					
Producer Type	Agreement Status	Agreements identified by a	n active External	System ID of ty	/pe	
1 P 2 P 2 P 2 P 2 P 2 P 2 P 2 P 2 P 2 P	Active	<no selected="" type=""> -</no>				
Firm	Inactive	wing criteria:				
Individual Licensee Firm Dine Criteria Each producer's upline will cont List upline agreement Select a specific uplin Name	ian an agreement matching the folio s by External System IDs ne agreement	wing criteria:	NPN	Status	Туре	Company
Individual Licensee Firm Dine Criteria Each producer's upline will cont C List upline agreement C Select a specific uplin Name C The Firm of Doom	inactive inactive	EIN 12-9999999	NPN	Status Active	Type RMO	Company TEST2
Individual Licensee Firm pline Criteria Each producer's upline will cont C List upline agreement ⓒ Select a specific uplin Name <u>Mame</u> Select a different Uplin	inactive ain an agreement matching the folio s by External System IDs he agreement	EIN 12-9999999	NPN	Status Active	Type RMO	Company TEST2
Individual Licensee Firm Diline Criteria Each producer's upline will cont C List upline agreement C Select a specific uplin Name C The Firm of Doom Select a different Uplin Select a different Uplin	Inactive	EIN 12-9999999	NPH	Status Active	Type RMO	Company TEST2
Individual Licensee Firm pline Criteria Each producer's upline will cont C List upline agreement C Select a specific uplir Name The Firm of Doom Select a different Uplir isplay Configuration Additional information about the	Inactive Ina	EIN 12-9999999	NPH	Status Active	Type RMO	Company TEST2
Individual Licensee Firm pline Criteria Each producer's upline will cont C List upline agreement Select a specific uplir Name The Firm of Doom Select a different Uplir isplay Configuration Additional information about the Additional External Syste	Inactive	EIN 12-9999999	NPH	Status Active	Type RMO	Company TEST2
Individual Licensee Firm pline Criteria Each producer's upline will cont C List upline agreement C Select a specific uplir Name The Firm of Doom Select a different Uplir isplay Configuration Additional information about the Additional External Syste	Inactive	EIN 12-9999999	NPN	Status Active	Type RMO	Company TEST2

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1	8/22/2012											
2	Producer Type: Ind	ividual Licensee (IL), Firm	(AGY)									
3	Producer Agreeme	nt Status: Active (AC), In	active (IN)									
4	Producer Agreeme	nt ESID Type: Any										
5	Parent Producer A	greement: NMO agreeme	nt owned by T	he Lookaftaya Firr	n , ESID: 546642555							
6	Producer Additiona	I ESID Type: None										
7	Note: External Systematics Sys	m Id is abbreviated as ES	SID. Email add	dresses for firms a	are pulled from the "Bus	siness Loca	tion" address					
8	Individual Last Nan	ne Individual First Name	Firm Name	TIN	Agreement Status	Agreem	ent Type Cod	e Agreement ESID	Hierarchy Templat	e Base Role	Parent Agreement ESID	Parent Agreemer
9	Accept	Jim		***-**-5614	AC	EMO			9250	EMO	546642555	CAPIS
10	Allen	Daniel		***-**-7779	AC	GA		858585858	9099	GA	546642555	CAPIS
11	BRAVO	FRANK		***-**-1044	AC	GA		10 177906	9999	GA		
12	Thayer	Ben		***-**-3057	AC	GA		0000000434	9099	GA	546642555	CAPIS
13												

Producers with Missing Upline Hierarchy

Run the **Producers with Missing Upline Hierarchy** inquiry to identify producers that are not currently part of a valid agreement hierarchy. Invalid conditions may include the following:

- Where a producer's agreement is not part of an agreement hierarchy whatsoever
- Where a producer's agreement includes an additional producer but is not part of an agreement hierarchy
- Where a producer is part of an agreement hierarchy, but the producer's agreement with an immediate upline producer is inactive

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		Pr	roducers with Mi	ssing Upline Hierar	chy	
		This report	t identifies producers that have	active agreements with invalid upline	e hierarchies.	
	If a producer	has multiple agreements tha	at are missing an upline hierarch	y, the producer will appear in the rep	port multiple times, once for eacl	h agreement.
Producer Cri	teria					
Filter produce	ers with active agree	ments:				
Producer Individua Firm	Type I Licensee	Producer Status Active Inactive Pending	C Only include pro	ducers with an active license		
Agreeme AGENC	nts identified by a Y_ID _	.n active External Syste]	m ID of type			
Missing Uplin Select the sc Intel pa	e Criteria enario in which the p arent agreement i	roducer's upline is invalid: s inactive				
C No up	line exists					
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1	8/23/2012				Produ	ucers with Miss	sing Upline	Hierarchy Rep	ort					
2			F	Producer Upline So	cenario: The pa	arent agreement is inacti	/e -							
3				Produce	er Type: Individ	ual Licensee (IL), Firm (#	AGY)							
4	Producer Status: Active (AC), Inactive (IN), Pending (PN)													
5			Produc	er Agreement ES	ID Type: All									
6			Only Produce	rs with an Active L	icense: False									
7				Additional Produc	er Role: N/A									
8		Add	litional Producer Agreen	nent ESID Search	Values: N/A									
9	Note: Extern	nal System Id is	abbreviated as ESID.											
10	Last Name	First Name	Firm Name	Producer Status	Agreement Ty	r Agreement Begin Date	Agreement ESID	Agreement ESID Type	Hierarchy Template	Base Role	Parent Agreement ESID	Parent Agre		
11	Bedard	Jon		AC	RMO	3/5/2007	000000089	TEST	3406	RMO				
12	Ghould	Gordon		AC	RMO	3/5/2007	0000000110	CAPIS	3406	RMO				
13	JORZ	LUCILLE		AC	GA	3/6/2007	00 880116	CAPIS	9099	GA				
14			Swingline Agency Inc.	PN	GA	5/15/2007	30054888	CAPIS	9365	GA				
15			First Finance Fidelity	AC	RMO	3/22/2007	8888888000	CAPIS	3406	RMO				
16			First Finance Fidelity	AC	EMO	2/16/2007	8888888000	CAPIS	9250	EMO				
17			Lustige Agency	PN	GA	3/2/2007	4444999911	CAPIS	3972	GA				
18			Age and See Agency	AC	LO	3/22/2007	204051051	CAPIS	3421	SGA	128000000	CAPIS		
19			Thomas Sherk Agency	PN	GA	8/9/2007	3333333666	CAPIS	3415	GA	704771244	CAPIS		
20														
21														
22														

View Agreement Data from Sircon Platform Integration Points

The Sircon Platform can feed producers' agreement data to your company's other computer systems or to a reporting warehouse through the use of two integration services: the Outbound Data Feed and the Producer Data Web Service.

Outbound Data Feed

The **Outbound Data Feed** (OBDF) tracks changes in producer data as stored in Producer Manager. It can be configured to regularly push an encrypted XML file with changed data to a secure FTP site, where a client application, developed and maintained by your company's IT staff, can retrieve, parse, and feed the data to systems waiting downstream from Producer Manager.

At the right is an example of agreement data contained in an OBDF file. In this example, the file is communicating a change in a specific producer's immediate parent agreement and a new Begin Date for the hierarchy.

In the example, you can see the following data elements related to a specific producer's agreement:

<agreements></agreements>				
	<agreement action="Update" internalid="329243"></agreement>			
	<insertuserid>licspec</insertuserid>			
	<insertdatetime>03-15-2009 11:14:17</insertdatetime>			
	<updateuserid>licspec</updateuserid>			
	<updatedatetime>03-15-2009 11:44:47</updatedatetime>			
	<type code="GA">GA</type>			
	<status code="AC">Active</status>			
	<levelid></levelid>			
	<managerlevelid></managerlevelid>			
	<externalsystemtype code="AGYCODE">Agency Code</externalsystemtype>			
	<externalid>509004000</externalid>			
	<begindate>03-01-2009</begindate>			
	<parentagreementid>329224</parentagreementid>			
	<hierarchytemplate internalid="2122"></hierarchytemplate>			
	<name>GA</name>			
	<baserole code="GA">GA</baserole>			
	<begindate>03-02-2009</begindate>			
	<enddate></enddate>			
	<description>GA Level</description>			
	<agreementchanges></agreementchanges>			
	<agreementchange action="Insert" internalid="303763"></agreementchange>			
	<insertuserid>licspec</insertuserid>			
	<insertdatetime>03-15-2009 11:44:47</insertdatetime>			
	<updateuserid>licspec</updateuserid>			
	<updatedatetime>03-15-2009 11:44:47</updatedatetime>			
	<effectivedate>03-15-2009</effectivedate>			
	<type code="GA">GA</type>			
	<hierarchytemplate internalid="2122"></hierarchytemplate>			
	<name>GA</name>			
	<baserole code="GA">GA</baserole>			
	<begindate>03-02-2009</begindate>			
	<enddate></enddate>			
	<description>GA Level</description>			
	<parentagreementid>329224</parentagreementid>			
	Agreements			

- The agreement </r>
 type code, contained in the <Type> element
- An internal system tracking ID for the agreement's immediate upline agreement, contained in the <ParentAgreementID> element
- The hierarchy template name, contained in the <HierarchyTemplate> <Name> element

• The hierarchy template base level, contained in the <BaseRole> and <Description> elements.

Producer Data Web Service

The **Producer Data Web Service** is intended to deliver specific information about one or multiple producers with records in Producer Manager. One of your company's internal systems can call the Producer Data Web Service to retrieve real-time producer information as contained in Producer Manager.

At the right is an example XML response file from the Producer Data Web Service.

The <Agreements> element contains a collection of agreements for a requested producer, as well as general agreement information. It also includes the producer's upline agreement hierarchy when it exists. Each <ParentAgreement> element contains the name of the immediate upline or parent producer and the parent producer's level in the agreement hierarchy. <soapenv:Envelope <soapenv:Body> <ProducerQueryResponse xmlns="http://px.sircon.com/schemas/2006/06/Transaction.xsd"> <GenericResponse> <Status>Processed</Status> </GenericResponse> <Producer> <Individual id="172471"> <FirstName>Pod</FirstName> <MiddleName>B</MiddleName> <LastName>Potato</LastName> <\$\$N>...</\$\$N> </Individual> <Agreements> <Agreement id="264049";</pre> <TypeCode Value="RMO"> <Description>RMO</Description> </TypeCode> <StatusCode Value="AC"> <Description>Active</Description> </statusCode> <StartDate>2007-02-21</StartDate> <HierarchyTemplate> <Name>3406</Name> <Description>RMO-NMO</Description> <BaseRoleCode Value="RMO" <Description>RMO</Description> </BaseRoleCode> </HierarchyTemplate> <Companies> <Company id="662784"> <Name>Wo De Farmer's Insurance Company</Name> <StatusCode Value="AC": <Description>Active</Description> </statusCode> <NaicId>26000</NaicId> <StartDate>2007-02-21</StartDate> </Company> </Companies> <AgreementUpline> <ParentAgreement id="264021" order="0"> <LevelCode Value="NMO"> <Description>NMO</Description> </LevelCode> <Producer> <Organization id="661860"> <Name>wo de firm</Name> </Organization> <ExternalSystemIds> <ExternalSystemId> <Type Value="NSCC IPS"> <Description>NSCC IPS</Description> </Type> <ExternalId>1002</ExternalId> <PrimaryIndicator>true</PrimaryIndicator> <InactiveIndicator>false</InactiveIndicator> </ExternalSystemId> </ExternalSystemIds> </Producer> </ParentAgreement> </AgreementUpline> <PaymentFrequencyCode Value="DAILY"> <Description>Daily</Description> </PaymentFrequencyCode> <BusinessViaDtccCode Value="ALLBUS"> <Description>All Business</Description> </BusinessViaDtccCode> <AdvancePercentage>99.0</AdvancePercentage> <AdvanceMaxAmount>999999999.99</AdvanceMaxAmount> <AdvanceTransactionStatusCode Value="IP"> <Description>In Progress</Description> </AdvanceTransactionStatusCode> <StatementDistributionId>453-97A</StatementDistributionId> </Agreement> </Agreements> </Producer> </ProducerQueryResponse> </soapenv:Body> </soapenv:Envelope>

Appendix A: Document Change History

Version Number	Date	Version Information	Notes
6.2	10/17//2012	Baseline draft Technical and business review Signoff	DOC-782
7.5	03/12/2016	Reformatted to comply with current Vertafore doc template Changed references from PLM to Sircon Platform Updated chapter taxonomy Added Document History Added info to support adding an inactive agreement	DOC-1108