

**NORTH CAROLINA JOINT UNDERWRITING ASSOCIATION
NORTH CAROLINA INSURANCE UNDERWRITING ASSOCIATION
PRODUCER DOWNLOAD SIGN UP**

- The Associations will only perform downloads for the following:
 - 1) Applied Agency Systems
 - 2) Instar Agency Systems
 - 3) Doris Agency Systems
 - 4) AMS Agency Systems

- Producer **must** utilize the **IVANS network** to perform downloads with the Associations.

- The Associations offer an initial download and daily downloads. Please check with your vendor to see if they charge a fee to process the initial downloads.

- If you would like to sign up for Producer Download please complete and fax (919-829-1793) or email (Michael.Butler@ncjua.com) the following:

- 1) What type of System (Applied, AMS, Instar, Doris): _____
- 2) NCJUA/NCIUA Producer Code: _____
- 3) Contact For Producer Office: _____
- 4) Contact Phone Number: _____
- 5) Contact Email Address: _____
- 6) IVANS Y- Account: _____
- 7) IVANS User ID: _____
- 8) Accord Machine Address: _____
(Applicable For Applied and AMS Only)
- 9) Do you want an Initial Download? _____

We will get you set up on the Association's download as quickly as possible. However, depending on which agency system you are using it could take up to 30 days to process.