

*North Carolina Joint Underwriting Association  
(NCJUA)*

*North Carolina Insurance Underwriting Association  
(NCIUA)*

# On-Line Declarations For Producers

## User Guide

# Introduction

Beginning November 3, 2009 NCJUA and NCIUA will begin to beta test Phase I of our On-Line Declarations feature with our Dynamic Web Producers.

This feature will allow the capability of viewing policy declarations and policy bills on-line. With one click you will be able to view all declarations and bills that are associated with the requested policy number. You can print, save or email the declarations or bills.

The only requirement to use this feature is you must have a producer code and a producer authorization code for our Dynamic Web.

We will beta test this feature until December 31, 2009, so please provide us with feedback on your experiences and suggestions on the On – Line Declaration feature.

Declarations and bills from the “current” process date back to October 26, 2009 is available for viewing through the On – Line Declaration feature. We will continue to add later dates to the database until there is three years worth of data. The available dates will be updated daily in this document.

**Note:** When using the On-Line Declaration screens, you will need to use your back or forward button in order to navigate between screens. The screens will open in an independent window.

For Technical Support or Questions on this new feature, please contact:

Alicia Shytle  
(919) 821-1299 Ext. 4500  
(800)662-7048 Ext. 4500  
alicia.shytle@ncjua.com

or

Alex Regan  
(919) 821-1299 Ext. 4503  
(800)662-7048 Ext. 4503  
alex.regan@ncjua.com

## User's Guide for On - Line Declarations

Go to our web page at <http://www.ncjua-nciua.org/>

Click the "Producer Login" link on the home screen

Login with your Producer Code and Producer Authorization Code

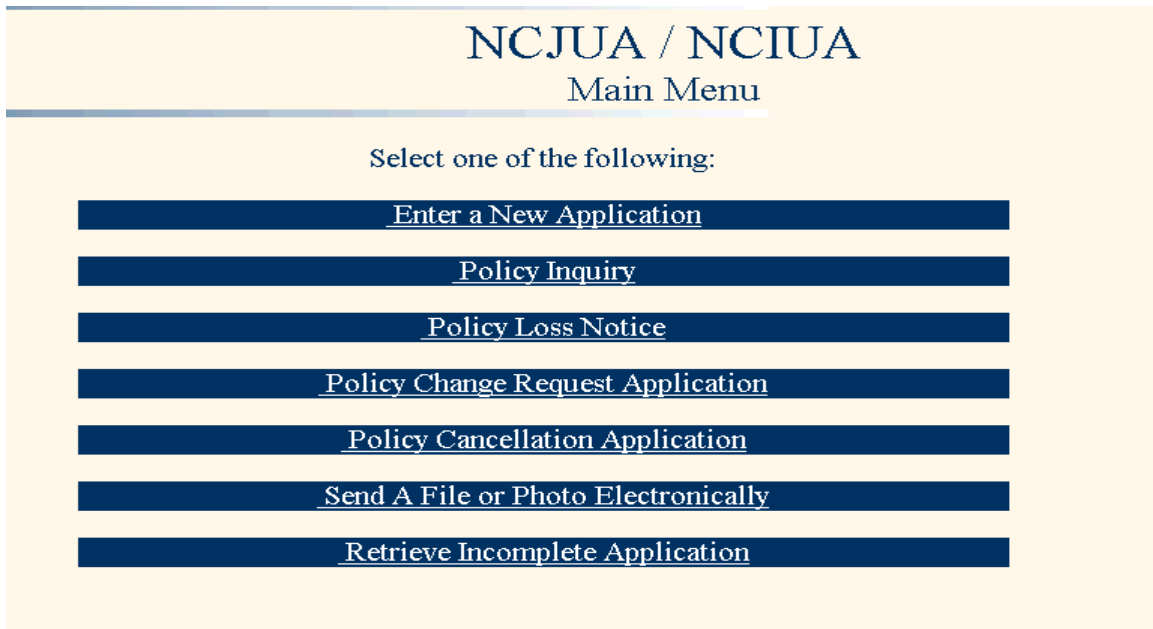
**NCJUA / NCIUA**  
Producer Login

Please enter your **Producer Code** and **Producer Authorization Code**:

**Producer Code**

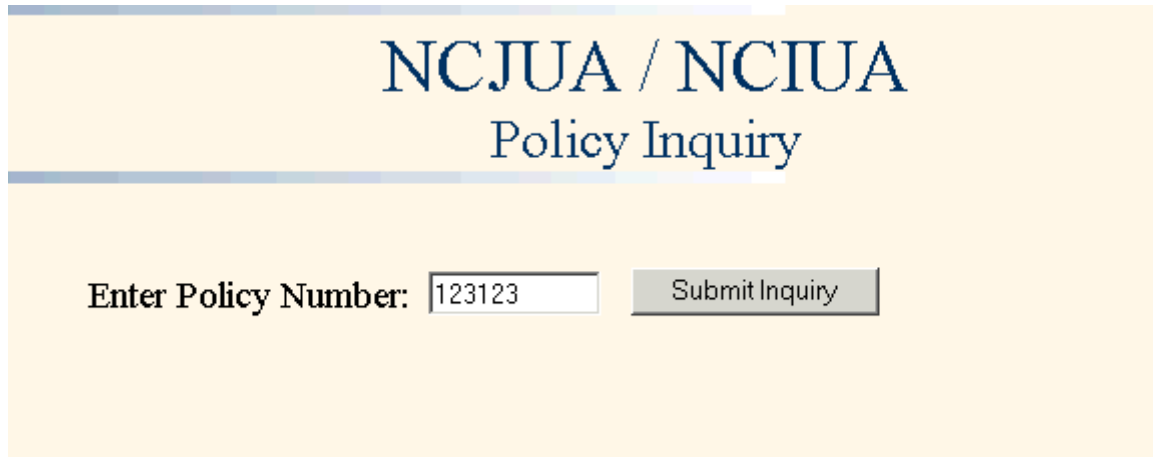
**Producer Authorization Code**

Click the “Policy Inquiry” link



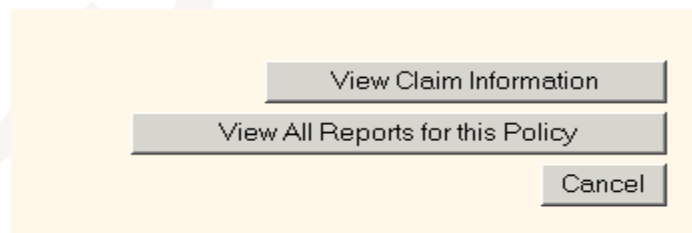
The screenshot shows the 'Main Menu' of the NCJUA / NCIUA system. At the top, the text 'NCJUA / NCIUA' is displayed in a large, dark blue serif font, with 'Main Menu' centered below it in a smaller, dark blue serif font. A horizontal line separates the header from the main content. Below the line, the text 'Select one of the following:' is centered. Underneath, there are eight dark blue rectangular buttons with white text, each containing a link name: 'Enter a New Application', 'Policy Inquiry', 'Policy Loss Notice', 'Policy Change Request Application', 'Policy Cancellation Application', 'Send A File or Photo Electronically', and 'Retrieve Incomplete Application'.

Enter the desired policy number and click “Submit Inquiry” button



The screenshot shows the 'Policy Inquiry' screen. At the top, the text 'NCJUA / NCIUA' is displayed in a large, dark blue serif font, with 'Policy Inquiry' centered below it in a smaller, dark blue serif font. A horizontal line separates the header from the main content. Below the line, the text 'Enter Policy Number:' is followed by a text input field containing the number '123123'. To the right of the input field is a grey button with the text 'Submit Inquiry'.

Once the inquiry screen is populated - click the “View All Reports for this Policy” button



The screenshot shows a portion of the Policy Inquiry screen with three buttons. The top button is 'View Claim Information', the middle button is 'View All Reports for this Policy', and the bottom button is 'Cancel'. The buttons are grey with black text.

Search by the desired fields  
Click Search


**Note: The Process date is pre filled. This is the date that we have data available. This date will change daily as we get more documents available for viewing.**

OnDemand Internet Client - Windows Internet Explorer provided by FOR NCJUA CO-LOCATION USE ONLY

http://68.143.134.214/NCJUAWEB/NCJUAODLogon

File Edit View Favorites Tools Help

OnDemand Internet Client

 NCJUA / NCIUA  
OnDemandUW Search Page

Policy# Equal To

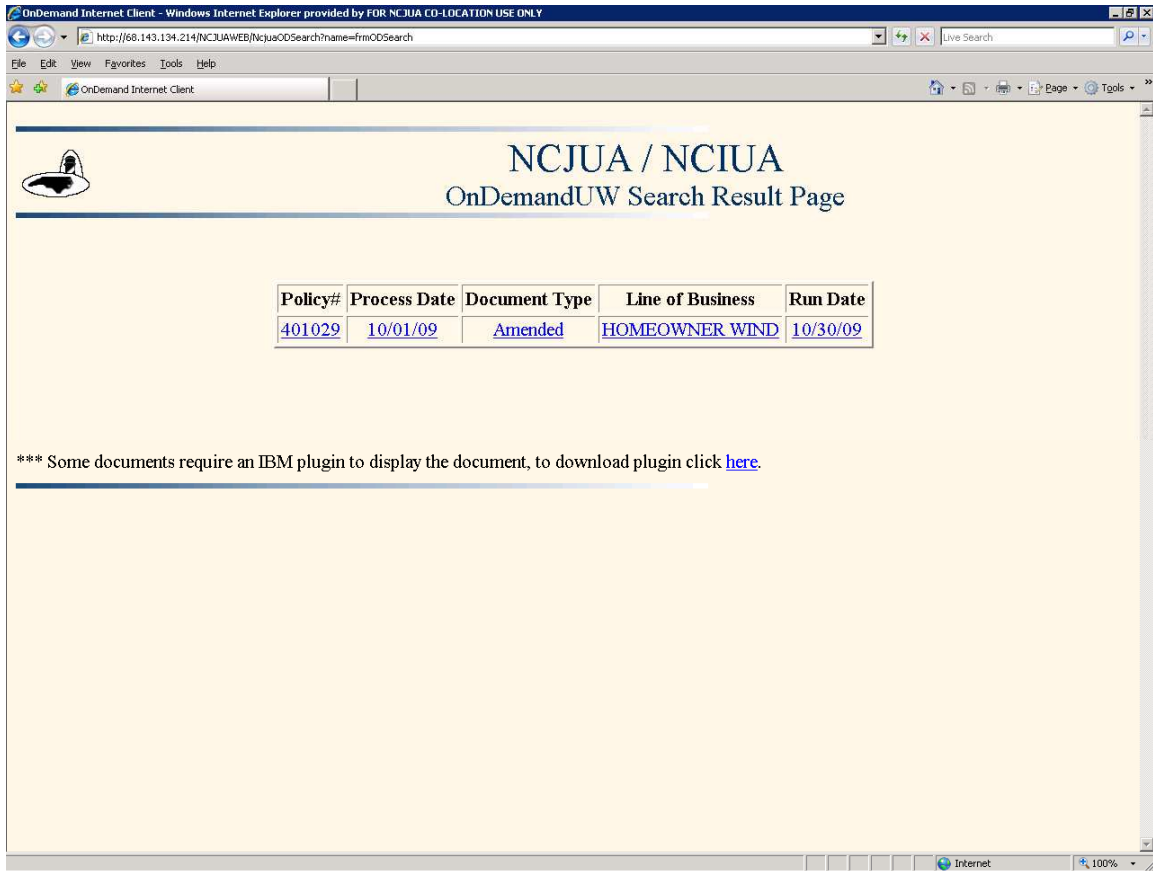
Process Date (mm/dd/yy) Between  and

Document Type Equal To

\*\*\* The only documents available for viewing are in the default 'Process Date' range listed above. As more documents are added, the default 'Process Date' range will be updated.

Done Internet 100%

## Select Document Type desired



The screenshot shows a web browser window titled "OnDemand Internet Client - Windows Internet Explorer provided by FOR NCJUA CO-LOCATION USE ONLY". The address bar displays the URL "http://68.143.134.214/NCJUAWEB/NCjuaODSearch?name=frmODSearch". The page content includes a logo on the left and the title "NCJUA / NCIUA OnDemandUW Search Result Page" in the center. Below the title is a table with the following data:

Policy#	Process Date	Document Type	Line of Business	Run Date
<a href="#">401029</a>	<a href="#">10/01/09</a>	<a href="#">Amended</a>	<a href="#">HOMEOWNER WIND</a>	<a href="#">10/30/09</a>

Below the table, there is a note: "\*\*\* Some documents require an IBM plugin to display the document, to download plugin click [here](#)."


Your report will be displayed as a pdf file. As a PDF file you can print, save, email and review these documents as needed.

Adobe Reader - [CM001235440-4-M\_P7EXPCONT\_Expiration Notice\_100209.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 150% Help

NORTH CAROLINA  
FAIR  
AND  
BEACH  
PLANS



**NORTH CAROLINA JOINT UNDERWRITING ASSOCIATION**  
**NORTH CAROLINA INSURANCE UNDERWRITING ASSOCIATION**  
 P.O. BOX 8009 - CARY, NORTH CAROLINA 27512  
 (919) 821-1299 - www.ncjua-nciua.org

—  
—  
—

**COMMERCIAL FIRE**  
**EXPIRATION NOTICE and Application**  
**for Continuation of Coverage** 01  
**EXPIRATION DATE 12/31/2009**

POLICY NUMBER	POLICY PERIOD		EFFECTIVE TIME AT THE DESCRIBED LOCATION	PRODUCER'S CODE
	FROM	TO		
	12/31/2008	12/31/2009	12:01 AM STANDARD TIME	
PRODUCER:	PHONE	NAMED INSURED AND MAILING ADDRESS		
SALES & SERVICE INC.		HIGH POINT NC 27262		
ARCHDALE	NC 27263			

COVERAGE PROVIDED BY: NORTH CAROLINA JOINT UNDERWRITING ASSOCIATION

This policy will expire on the expiration date shown above. This policy does not automatically renew or continue beyond the expiration date shown. No provision is made for automatic renewal because you may be able to secure coverage through a standard insurance company. If you are unsuccessful in obtaining standard insurance, you may apply for continuation of coverage through the Association. This application does not bind coverage. The Association reserves the right not to issue a continuation of coverage policy for the same limits, coverages and/or deductible amounts as the expiring policy.

ALL ITEMS MUST BE COMPLETED. INCOMPLETE APPLICATIONS MAY BE RETURNED.

1 of 7