

**NORTH CAROLINA JOINT UNDERWRITING ASSOCIATION
NORTH CAROLINA INSURANCE UNDERWRITING ASSOCIATION
PRODUCER DOWNLOAD ANNOUNCEMENT**

- Effective October 1, 2005 the Associations will begin to accept request for Producer Download. 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 – will be offered as soon as AMS certifies our files. AMS has had a tremendous backlog in certifying companies' files. Target date is the end of October 2005.

- 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.

- Sending download file to the producer is Phase I of the Producer Download Project. Phase II will incorporate the ability for Producer to review their declarations on line. Therefore, you will continue to receive paper copies of your declarations until Phase II is complete.

- If you would like to sign up for Producer Download please complete and fax (919-829-1793) or email (alvin.ashworth@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.