

APPOINTMENTS AND TERMINATIONS STEPS TO FOLLOW

Insurance carriers now have three (3) different options to submit appointments or termination to our Office. Here are the same:

- 1) **Interactive Appointments & Terminations** - The National Insurance Producer Registry (NIPR) recently introduced an Interactive Appointments & Terminations (IAT) application, which allows insurance carriers to submit appointment and termination transactions directly to the NIPR Gateway without the need for programming.

There is a \$3 transaction fee per appointment/termination, in addition to any fees the state may charge. Currently, only credit card or e-check payments are being accepted for IAT. You must use IE8 or higher. Has to be batches of 200 or less at a time. Here is an instructional walk-thru: http://www.nipr.com/A&T_walk/iA&T.htm

- 2) **Programming with Transaction Layout Document-** In order to process appointments through NIPR directly (i.e. NOT using IAT), programming on the company's behalf is required; NIPR does not do the programming. You will need to contact NIPR to obtain a copy of the Transaction Layout Document which depicts the format and syntax in which NIPR expects to receive data from industry and states so it can be transmitted to the NIPR Gateway. There is a standard charge of \$1.53 per transaction sent through the NIPR Gateway, this is in addition to any state fees required. Lastly, in order to submit electronic appointments directly through the NIPR Gateway you will need to be able to pay the state fees via Electronic Funds Transfer (EFT). For more information on EFT click here, http://www.nipr.com/documents/eft_guide_industry.pdf. Credit card payments are not accepted.
- 3) **Authorized Business Partner (ABP)** - Instead of doing the programming yourself, another option is to utilize one of NIPR's Authorized Business Partners. They have already done the programming for you. You will need to contact them individually to determine their pricing. The following link will take you to their contact information, http://www.nipr.com/authorized_business_partners.htm.