



Producers Application Users Guide

1. Login to the Producers Management Application using your Business Entity License Number. The URL to access the application is <https://www.ark.org/aid-producers/index.php> (Note - there is a link to the Arkansas Insurance Department database if you do not know your license number)

The screenshot shows the 'Producers Management' page of the Arkansas Insurance Department's Agency Affiliation Application. The page includes a header with the department's logo and name, and a navigation bar with 'Introduction' and 'Search for Agencies/Producers License Holders'. The main content area is titled 'Producer Management' and contains the following text:

Welcome to the Arkansas Insurance Department's Agency Affiliation Application. In order to proceed, you will need your agency's license number. To find your license number, go to <https://sbs-ar.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp>

You will also need the following information regarding your producer(s).

- Producer's Name
- Producer's NPN #
- Producer's State of Residence
- Producers Line of Business
- License classification:
 - Regular Lines
 - Surplus Lines
- DRLP

After entering the producer(s) information, you can process the affiliation by Credit Card or E-Check payment so have your payment information ready. The fees for the addition, deletion, adding a DRLP is \$10.00 to add/delete a Producer and to add DRLP for an agency. For Surplus Lines Producer, \$100.00 to add, and \$10.00 to delete.

Start Producer Management Form

License #

2. Enter your agency name, address, and contact information. This will help us in case there is a problem with your Producer Addition/Deletion.

The screenshot shows the 'Agency Information' form of the Arkansas Insurance Department's Agency Affiliation Application. The page includes a header with the department's logo and name, and a navigation bar with 'Introduction' and 'Search for Agencies/Producers License Holders'. The main content area is titled 'Agency' and contains the following text:

Please enter the agency information, including the requestor's name and contact information in case there are problems with the processing.

Agency Information

* Agency Name

* Address

* City

* State

* Zip

* Contact Name

Phone

Email

3. Enter the Producers Information. You will not be able to Add a Producers who has an inactive NPN.



Arkansas Insurance Department

Introduction Search for Agencies/Producers License Holders

Producer

Please enter the following data about the Producer you are Adding/Deleting from your agency.

Producer Information

* Action: Add Producer

* First Name: Jonathan

* Last Name: Martin

* NPN #: 8523949

State of Residence: Arkansas

* Line of Business: Auto

License Classification: Regular Lines

DRLP — Designated Responsible Licensed Producer

Back Next

4. Review your Producers Additions/Deletions. If there is a mistake to the information, you have the option to edit or remove the entry. You can also use the “Additional Change” button if you need to add or delete more Producers. When you are finished select the “Complete Changes” button.



Arkansas Insurance Department

Introduction Search for Agencies/Producers License Holders

Review Changes

Confirm the Producers records listed below is are correct.

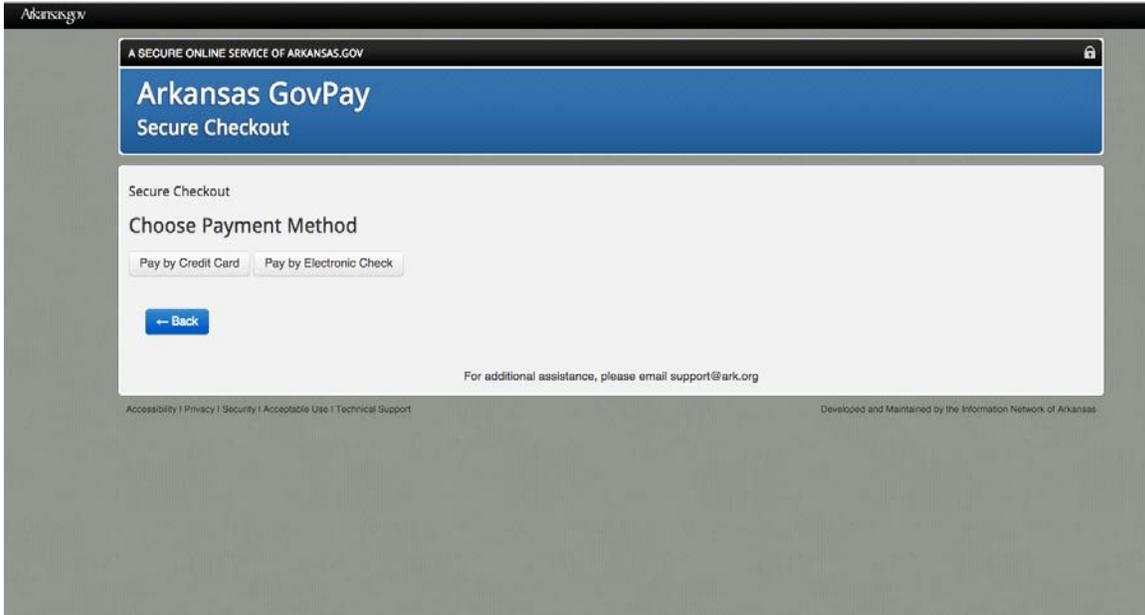
- You can add or delete additional Producers records by selecting the “Additional Change” button.
- If the producers record listed below is not correct, use the Edit or Remove options to revise the record.
- If the are correct and you do not want to add any other producers records, click the “Complete Changes” button to process you payment.

	Action	NPN	First Name	Last Name	Classification	DRLP
Edit Remove	Add	7660053	Candy	Barr	Surplus Lines	<input checked="" type="checkbox"/>
Edit Remove	Remove	2479925	Jeremy	Johnson	Regular Lines	<input type="checkbox"/>
Edit Remove	Add	8523949	Jonathan	Martin	Regular Lines	<input checked="" type="checkbox"/>

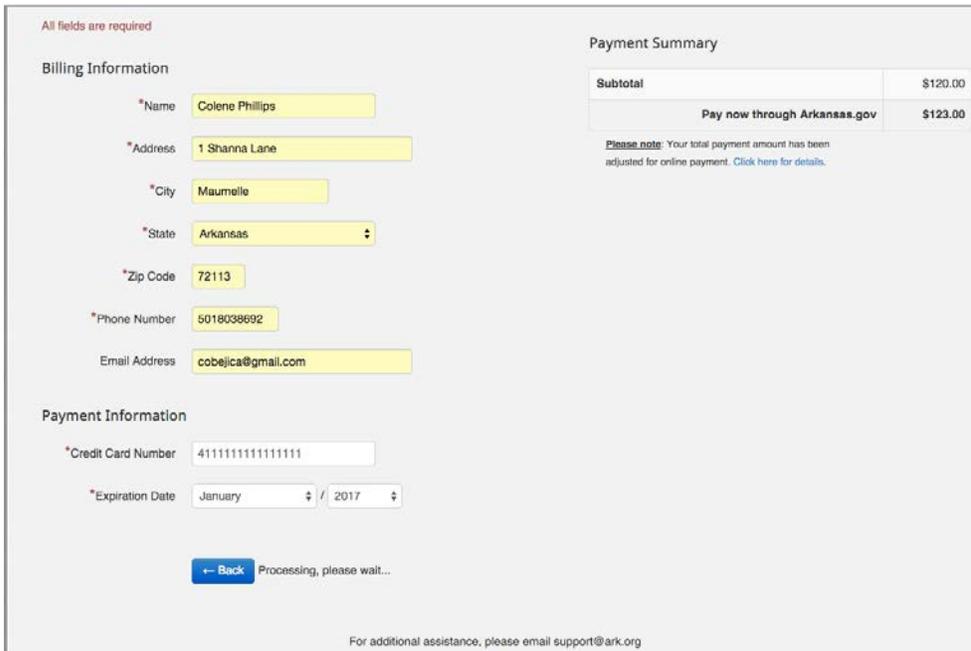
Additional Change Complete Changes



5. Select a Payment option. (Pay by Credit Card or Electronic Check)



6. Enter you billing information on the left side of the page. The right side provides a summary of the charges.



The fee structure charged by AID for additions, deletions, and adding a DRLP for an agency is \$10.00. To add a Surplus Lines producer is 100.00 and to delete a Surplus lines Producer is 10.00.

There is a transaction fee of 3% with a 1.00 minimum for CC. For Electronic Checks under \$500.00 there is a flat fee of \$3.00, under 1,000.00 is a flat fee of \$4.00, and \$1,000.00 and over is a flat fee of \$5.00

Arkansas.gov

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Arkansas GovPay

Secure Checkout

Secure Checkout

Receipt

Your Producer changes have been submitted to the Arkansas Insurance Department.

Confirmation Number	20150326143540127
Transaction Date / Time	03/26/2015 02:29:36 PM
Subtotal	\$120.00
Arkansas.gov Total	\$123.00
Name	Colene Phillips
Address	1 Shanna Lane Maumelle, AR 72113

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For additional assistance, please email support@ark.org

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Developed and Maintained by the Information Network of Arkansas

Printable Receipt

Receipt

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