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](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)

2. Enter your agency name, address, and contact information. This will help us in case there is a problem with your Producer Addition/Deletion.
3. Enter the Producers Information. You will not be able to Add a Producers who has an inactive NPN.

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

6. Enter your 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