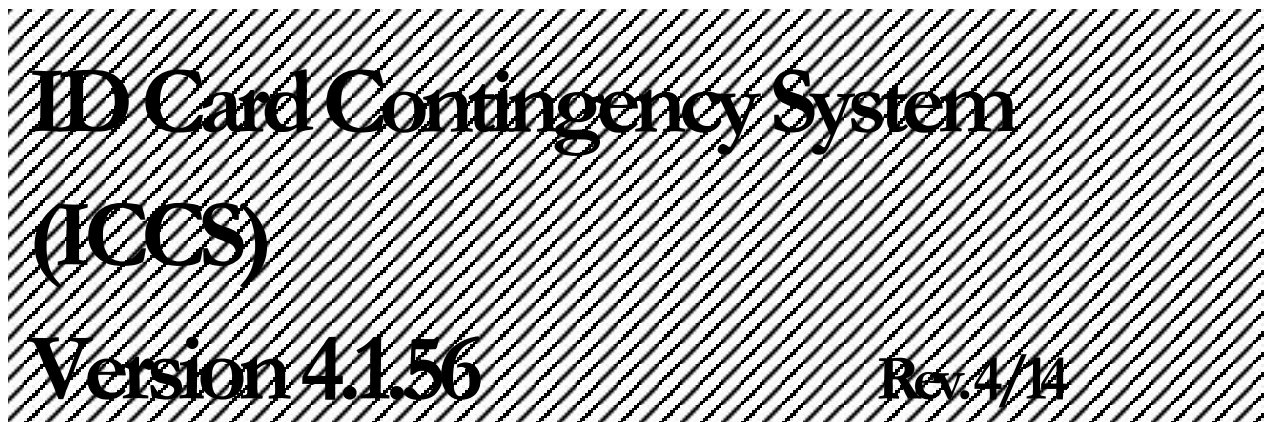


NEW YORK AUTOMOBILE INSURANCE PLAN

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Users Manual/Guide for Windows XP and older.

ICCS Users' Manual/Guide

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Introduction

Effective **January 7, 2002**, the Department of Motor Vehicles (DMV) will only accept 2D bar coded ID cards and will no longer accept the New York Automobile Insurance Plan's (Plan) pre-printed blue ID card (FS-75). Since April 3, 2001 the Plan's 2D bar coded ID card could be obtained through the Plan's PASS website at www.nypass.com. To assist producers in complying with DMV requirements the Governing Committee adopted two alternative options to generate ID cards. 2D bar coded ID cards may now be obtained through TML Information Services, Inc. (TML) and through the NYAIP ID Card Contingency System (ICCS). NYAIP ICCS was developed for use **ONLY** when the PASS website is inoperable. Inoperable or unavailable means the PASS website is down. It does not apply to the unavailability of a personal computer or internet service provider.

What is the New York AIP ID Card Contingency System (ICCS)?

The ICCS software is designed to work in conjunction with the DMV's Insurance ID Card Generator software (see www.ins.state.ny.us/ies/html/ies2.htm) to enable certified producers to print the NYAIP 2D bar coded ID card. ICCS is available only for contingency use in the event the Plan's website is unavailable. Only producers who are certified with the NYAIP may download this software from www.nypass.com and install it on their personal computers.

What are the Rules and Procedures for using ICCS?

This contingency software is to be used only in the event that the www.nypass.com website is inoperable. If the Plan's PASS website is available you must issue NYAIP bar coded ID cards from the website. Producers using this software when the web site is available or generating ID cards from copies of the software will be subject to producer performance complaints and may be subject to suspension or revocation of your ID card privileges and your certification with the NYAIP.

Important – If you have previously installed a version of the NYAIP ICCS software, you must first delete any prior/expired versions prior to re-installing a new version of the software.

With this download of this software you will receive 50 ICCS cards. The status of your ICCS allotment is continually displayed on the bottom of the data entry screen as "Remaining Count". Each time you print an ICCS ID card, your "Remaining Count" will decrease. When you have 10 or fewer cards remaining, you may contact us to obtain an activation code, which will give you an additional allotment of cards. You may do this at any time when your "Remaining Count" is 10 or less. When you have printed all 50 ICCS ID cards and your "Remaining Count" is 0 the software will no longer function. Instructions about obtaining additional 2D bar coded ID cards on the software will be posted on the PASS website in the future.

Your ICCS allotment is designed to be available in limited quantities, expiring in six month intervals beginning April 01, 2014. The initial download allotment containing 50 ICCS ID cards will expire on October 01, 2014. Instructions about obtaining future renewals will be posted on the PASS website in the future.

The ICCS software will be available for each registered satellite office so producers should not make copies of the software. In fact, making copies of the ICCS software is strictly prohibited, including making copies to other personal computers. Unauthorized copies of ICCS will result in 2D bar coded ID cards with duplicate numbers that will be considered fraudulent. **Fraudulent ID cards will be reported to the DMV as fraudulent. The insured's registration and the producer's certification may be revoked.**

What do I need to use the ICCS software?

A computer with internet connection and a printer will be required to complete the process. Additional requirements are as follows: (1) download and install the DMV's Insurance ID Card Generator software; (2) access PASS using your username and password and (3) download the ICCS software and print a test ID card. Also, in order to use the ICCS software, the NYSDFS Issuer License Number must be the same as the license number for which you are currently certified with the NYAIP.

1. DMV's Insurance ID Card Generator Software

Information about downloading the DMV's Insurance ID Card Generator software may be obtained at the Department of Financial Services' website (See www.dfs.ny.gov/insurance/iies/docs/iiesinstr.pdf). You will need the following information to successfully download and install the DMV's Insurance ID Card Generator software:

- NYSID Issuer License Number
- NYSID Personal Identification Number (PIN)
- NYSID Issuer Key

Obtaining the NYSID Issuer Key and NYSID PIN from the Insurance Department may take several days so don't wait until the last minute.

2. Register for PASS

To download the ICCS software you must have completed Step 1 with the DMV, be a certified NYAIP producer and you must be registered for PASS. See www.nypass.com for detailed instructions about registering for PASS. Briefly, to register for PASS you will need:

- Your producer license and certification number. If you do not remember your certification number you can request a letter with your certification number from the Plan which will be mailed to you. For security reasons certification numbers are not e-mail, faxed or given over the phone.
- Video tutorials are available on PASS to walk you through the registration process. <http://aipso.hosting4less.com/nypass/newlycertprod/PASS-NewProducersVideo.html>

3. Download the ICCS software

This software may be downloaded by accessing the Plan's PASS website at www.nypass.com. You must complete Steps 1 and 2 above before you begin the process or you will be unable to complete it. Remember, downloading the DMV's Insurance ID Card Generator Software means that you must obtain your NYSID Issuer Key and NYSID PIN from the Department of Financial Services. Obtaining

this information may take several days. Please allow enough time to obtain all of the necessary information and successfully complete the download.

Here is a list of websites that will provide you with information about the ID Card Generator.

- Department of Financial Services' website:
<http://www.dfs.ny.gov/insurance/ies/html/ies1.htm>
- Frequently asked questions: www.dfs.ny.gov/insurance/ies/html/ies1.htm
- Questions about downloading the New York State Department of Financial Services' software from the Department of Financial Services' website may be directed to the Department of Financial Services at ins-ies@dfs.ny.gov
- The Department Of Financial Services states that questions regarding the software may be e-mailed to the DMV at ins-ies@dfs.ny.gov

Questions specifically related to the ICCS software may be directed to PASS Customer Service at:

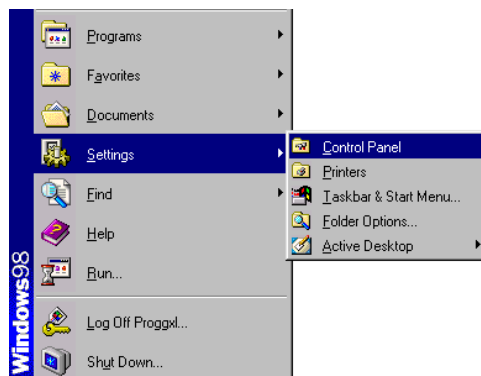
- 212-943-5100
- passhelp@aipso.com

How do I use/install the ICCS software?

STEP 1 – Removing a previous NYAIP ICCS Software installation

Remember – This must be done prior to each new installation of the software!!

- A. In order to remove a previous installation, you must first go to the “Control Panel” on your PC from the Start Menu, as displayed below.

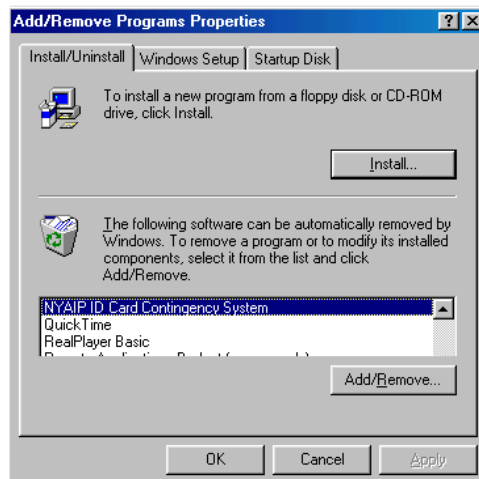


- B. Once in the Control Panel, you will double click on the Add/Remove programs icon



- C. The screen shown below will then be displayed. Find NYAIP ID Card Contingency

System in the list provided and click on this item. Next, you will click the Add/Remove button.



- D. Once this has been done, you may follow the on screen instructions to complete the removal of this system. Once removed, you may now install a new version of the ICCS software by downloading it from the NY PASS website.

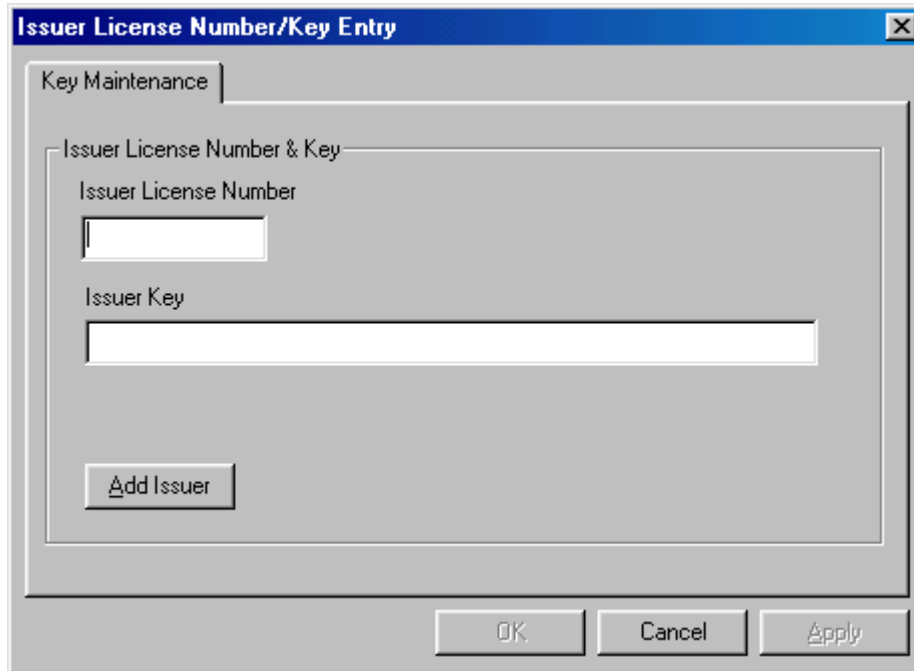
STEP 2 – Download, install, and setup the DMV software (if not previously done)

- A. Go to <http://www.dfs.ny.gov/insurance/ies/html/ies1.htm> and click on the link to "Download the IIES Software".
- B. The setup process will automatically begin. Now follow the on-screen instructions.
- C. After installation, the DMV software icon will appear on your desktop, and the program name "IDCardGenerate" will appear in your Start Menu and in your Program files. You may run the program from any of these locations.
- D. When you run the DMV's software, you will be prompted with the following logon screen:



- E. Click the Setup button in order to enter your NYSID Issuer License Number and NYSID Key information, and you will be prompted with the following screen. Enter the NYSID Issuer License Number and Issuer Key as assigned to you by the DMV. If you do not have this

information, please remember you must contact the Insurance Department in order to receive it.



- F. Click the Add Issuer button to complete the setup process.
- G. You may now close the DMV Software.

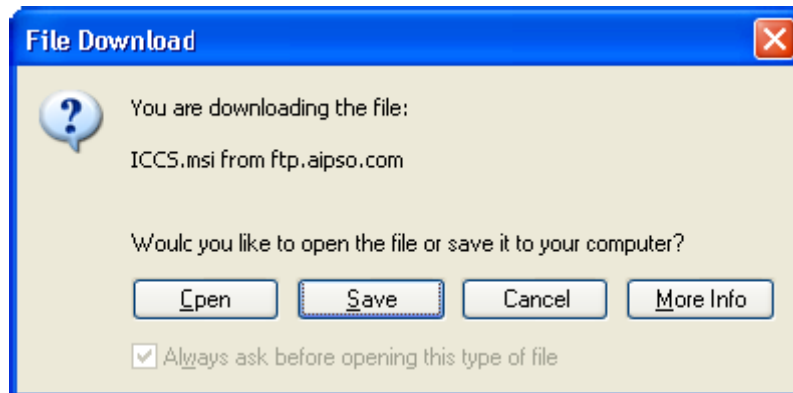
STEP 3 – Download, install, and setup the NYAIP ICCS software

There are three basic steps you must complete in order to use the ICCS software:

Remember –before you begin this installation, you MUST be a registered PASS user.

- A. Go to the PASS website www.nypass.com.
- B. Log in using your Username and Password. This is the same username and password that you should have previously used when you registered to use PASS.
- C. Select the Other Services Tab underneath the Current Office information box. Select the **ID Card Contingency System (ICCS)** link.
- D. Click the link: **Important! Download ICCS Software (for use when PASS is unavailable)**
- E. You will be prompted with your producer information. Print this page now so you can use it when you run the software later. You will need this information to complete Step 3 Item C.
- F. Click **Continue** to move on to the Download Center.

- G. Once in the Download Center click the **Download Version 4 for Windows XP or older** button under the ID Card Contingency System section.
- H. If you have not previously downloaded the software, you will be prompted with the following screen:

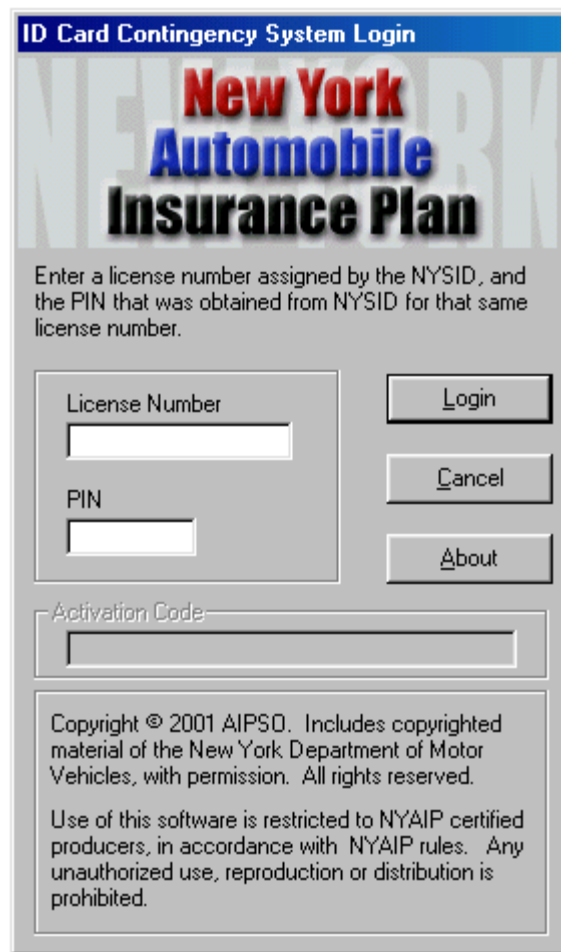


- I. Choose “Open this file from its current location” and the setup process will automatically begin (you may receive this prompt several times, simply repeat the procedure). Now follow the appropriate on-screen instructions. Or
- J. Choose “Save this file” to a location that is convenient to you, then Run from the saved location. Now proceed to follow the appropriate on-screen instructions.
- K. If the setup does not begin or you get a message prompting you to choose a program to open the current application then you will need to install a Windows Installer. Two Windows Installers are provided for you in the Download Center. They are for either Windows 95 and 98, or Windows NT.
- L. Once your PC is properly configured, the setup process will automatically begin. Now follow the appropriate on-screen instruction.

STEP 4 – Run the NYAIP ICCS software

Remember – Use of this software is limited to when the Plan’s web site (PASS) is unavailable!!

- A. After installation, the NYAIP ICCS software icon will show up in your Program files as ID Card Contingency System. Run the program from this location.
- B. You will first be prompted to login to the system by entering a valid NYSID License Identifier and NYSID PIN (the NYSID License Identifier and the PASS license MUST be the same in order to access and use the software). Once you've keyed this information, click the Login button.



ID Card Contingency System Login

New York Automobile Insurance Plan

Enter a license number assigned by the NYSID, and the PIN that was obtained from NYSID for that same license number.

License Number

PIN

Login

Cancel

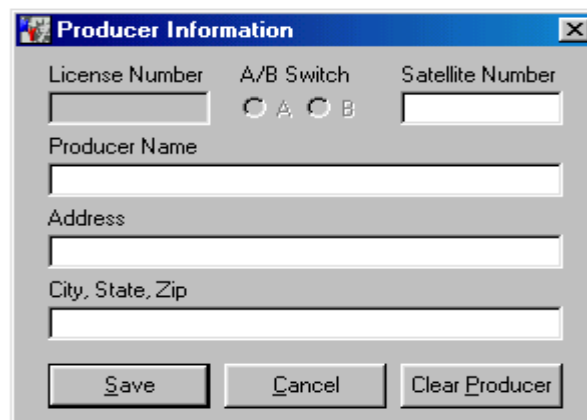
About

Activation Code

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Use of this software is restricted to NYAIP certified producers, in accordance with NYAIP rules. Any unauthorized use, reproduction or distribution is prohibited.

- C. Before you may print any ID cards, you will be prompted to enter your name and address information as it appears on your NYAIP certification. This information was displayed for you as part of the download process, and you should have printed that page. Refer to that page now, for this information. This information is required in order to print bar coded ID cards.



Producer Information

License Number

A/B Switch
☐ A ☐ B

Satellite Number

Producer Name

Address

City, State, Zip

Save

Cancel

Clear Producer

- D. After entering your name and address information, click Save. You must then complete all of the information requested on the data entry window. All ICCS ID cards will default

to Company Code “999” and cannot be changed. However for existing policies, if you know the policy number, you should enter it.

NYAIP ID Card Contingency System

File Options Help

Policy Information

Policy Type: New Company Code: 999=NEW YORK AUTOMOBILE INSURANCE PLAN Card/Policy Number:

Preparation Date: 09/05/2001 Document Type: FS-75 Type of Registrant: 1 Individual

Individuals

First Name Middle Init/Name Last Name Name Suffix NYS Driver's Lic/ ID#

First Name Middle Init/Name Last Name Name Suffix NYS Driver's Lic/ ID#

Organization

FEIN

Address

Street City State Zip Code

NY - NEW YORK

Vehicle Information

Year Make Vehicle Identification Number Replacement Historical Tow Truck In-Transit

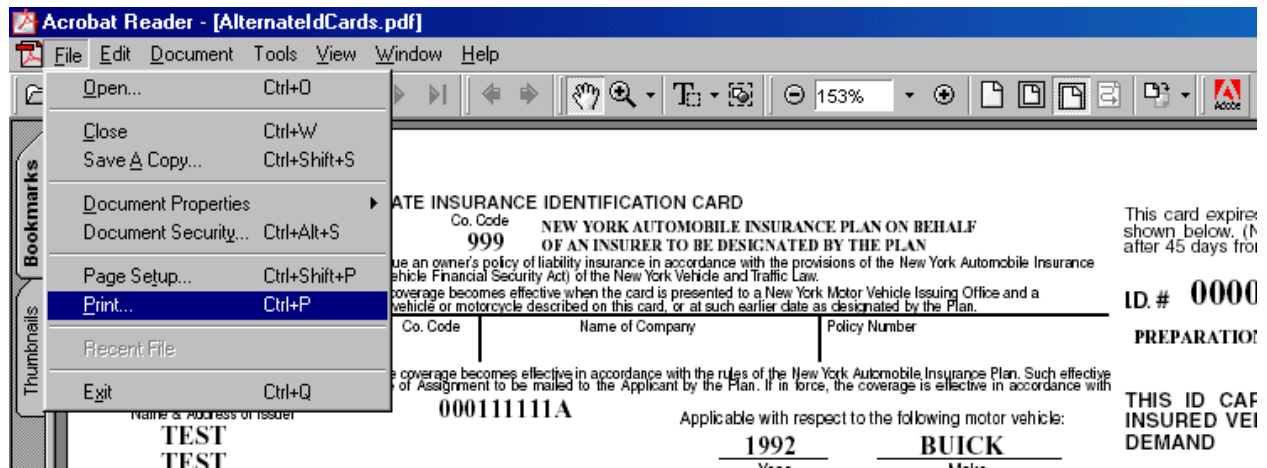
☐ ☐ ☐ ☐

Ready License ID: PC-111111 Remaining Count: 0050 9/5/01

*** Please note the status bar at the bottom of the data entry screen. The second pane contains your license identifier. The third pane contains the number of cards left to be printed. This number should initially be set to 50. Each time you print a card this number will decrease by 1. The final pane contains the current system date.**

- E. Press Ctrl-P or choose Print from the File menu. This will generate the PDF ID card, using the information that you have entered.

- F. Once the PDF appears with all of the appropriate information, press the Ctrl-P key or choose print from the file menu. Once the printer dialog box appears, press the Enter key or click the “OK” button.



- G. Close the Print Window and make sure that the status bar panel containing the number of remaining ID cards has changed to reflect the card that has just been printed.
- H. You may continue printing cards until you have reached the maximum number of cards available to you or you have exceeded the time frame that you have been allotted.
- I. Instructions about obtaining additional 2D bar coded ID cards on the software are posted on the PASS website.