

NEW YORK AUTOMOBILE INSURANCE PLAN

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ID Card Contingency System (ICCS)

Version 5.0.18

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Users Manual/Guide for Windows Vista and newer

ICCS Users' Manual/Guide

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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 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.

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 October 01, 2018. The initial download allotment containing 50 ICCS ID cards will expire on April 01, 2019. Instructions about obtaining future renewals will be posted on the PASS website.

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:

- NYSDFS Issuer License Number
- NYSDFS Personal Identification Number (PIN)

Obtaining the NYSDFS Issuer Key and NYSDFS PIN from the Department of Financial Services 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 NYSDFS Issuer Key and NYSDFS 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.

4. Microsoft .Net Framework 4

If version 4.0 of the Microsoft .Net Framework is not already installed on your computer, then the ICCS installation process will prompt you to download and install it from Microsoft's website. The Framework must be installed for ICCS to work.

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/iies/html/iies1.htm>
- Frequently asked questions: www.dfs.ny.gov/insurance/iies/html/iies1.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-iies@dfs.ny.gov
- The Department Of Financial Services states that questions regarding the software may be e-mailed to the DMV at ins-iies@dfs.ny.gov

Questions specifically related to the ICCS software may be directed to one of our Customer Service Associates at:

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

How do I use/install the ICCS software?

STEP 1 – Download, install, and setup the DMV software (if not previously done)

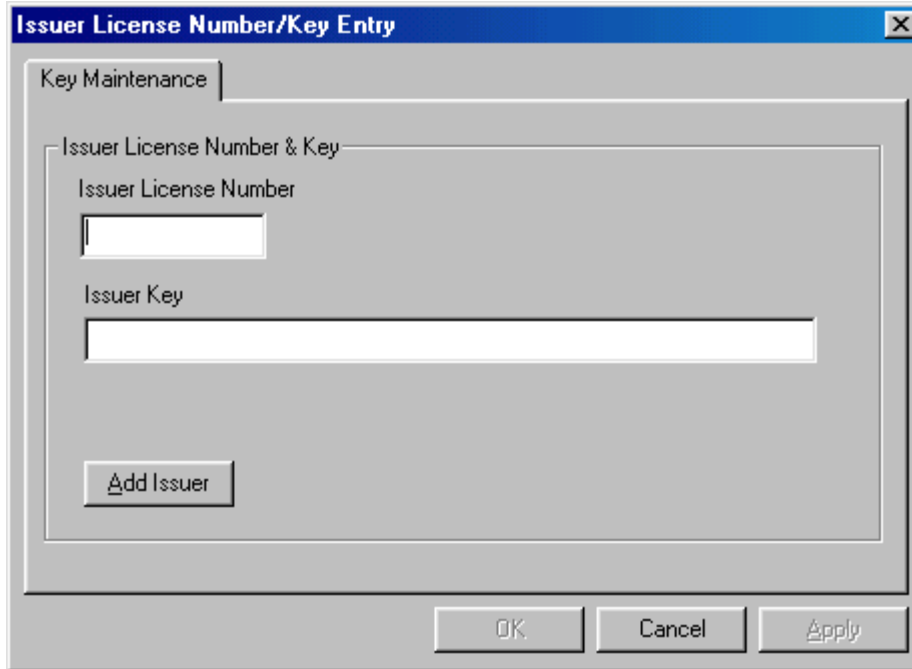
- Go to <http://www.dfs.ny.gov/insurance/iies/html/iies1.htm> and click on the link to "Download the IIES Software".
- The setup process will automatically begin. Now follow the on-screen instructions.
- After installation, the DMV software icon will appear on your desktop, and the program name "IDCardGenerate" will appear in your Start Menu and in your Program files. You may run the program from any of these locations.
- When you run the DMV's software, you will be prompted with the following logon screen:



The screenshot shows a Windows-style dialog box titled "Logon Information". It contains a yellow key icon and the instruction "Enter an Issuer License Number and PIN that is valid for this application". Below this are two text input fields labeled "Issuer License Number" and "PIN Number". At the bottom of the dialog are four buttons: "OK", "Cancel", "Setup", and "Help".

- 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 2 – Download, install, and setup the NYAIP ICCS software

There are 2 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 previously used when you registered to use PASS.
- C. Select **ID Card Contingency System (ICCS)** link located in the “**Other Services**” tab.
- D. Click the link: **Important! Download ICCS Software (for use when PASS is unavailable)**
- E. The ICCS Producer Confirmation page will display, please print and retain this page. 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 5 for Windows Vista or newer** button under the ID Card Contingency System section.
- H. When prompted, choose “**Save**” to save to a location that is convenient. The file is zipped so it needs to be extracted. To “**Extract**” the contents, **Right Click** the file and select “**Extract All**” from the menu. In the **Extract Compressed (zipped) Folders wizard** select a destination on your computer to save the files. Go to the location where you saved the extracted files and then run **Setup.exe** from the extracted location. Now proceed to follow the appropriate on-screen instructions.

- I. If the correct version of Microsoft .Net Framework (Windows Application Development Software) is not already installed you will be prompted to install it from here. You may also be prompted to install a Windows Installer.
- J. Once your PC is properly configured, the setup process will automatically begin. Now follow the appropriate on-screen instruction.

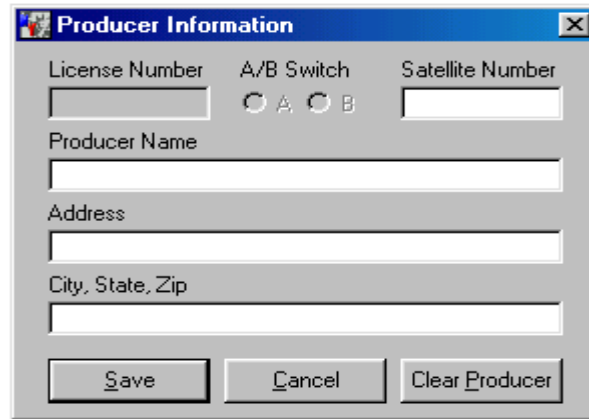
STEP 3 – Run the NYAIP ICCS software

Remember – Use of this software is limited to only those times when the Plan’s web site 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 NYSDFS License Identifier and NYSDFS PIN (the NYSDFS License Identifier and the license number you are certified with the NYAIP MUST be the same in order to access and use the software). Once you've keyed this information, click the “Login” button.

The screenshot shows a login window titled "ID Card Contingency System Login". The window features the "New York Automobile Insurance Plan" logo in red and blue. Below the logo, there is a text prompt: "Enter a license number assigned by the NYSID, and the PIN that was obtained from NYSID for that same license number." The form contains two input fields: "License Number" and "PIN". To the right of these fields are three buttons: "Login", "Cancel", and "About". Below the input fields is an "Activation Code" field. At the bottom of the window, there is a copyright notice: "Copyright © 2001 AIPSO. Includes copyrighted material of the New York Department of Motor Vehicles, with permission. All rights reserved." and a disclaimer: "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 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. After entering your name and address click save.



The image shows a software dialog box titled "Producer Information". It contains the following fields and controls:

- License Number:** A text input field.
- A/B Switch:** Two radio buttons labeled "A" and "B".
- Satellite Number:** A text input field.
- Producer Name:** A text input field.
- Address:** A text input field.
- City, State, Zip:** A text input field.
- Buttons:** Three buttons at the bottom: "Save", "Cancel", and "Clear Producer".

- D. 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, either select it from the Company Code drop menu if available or manually enter the Company Code and Company Code in the required format “Company Code=Company Name”.

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

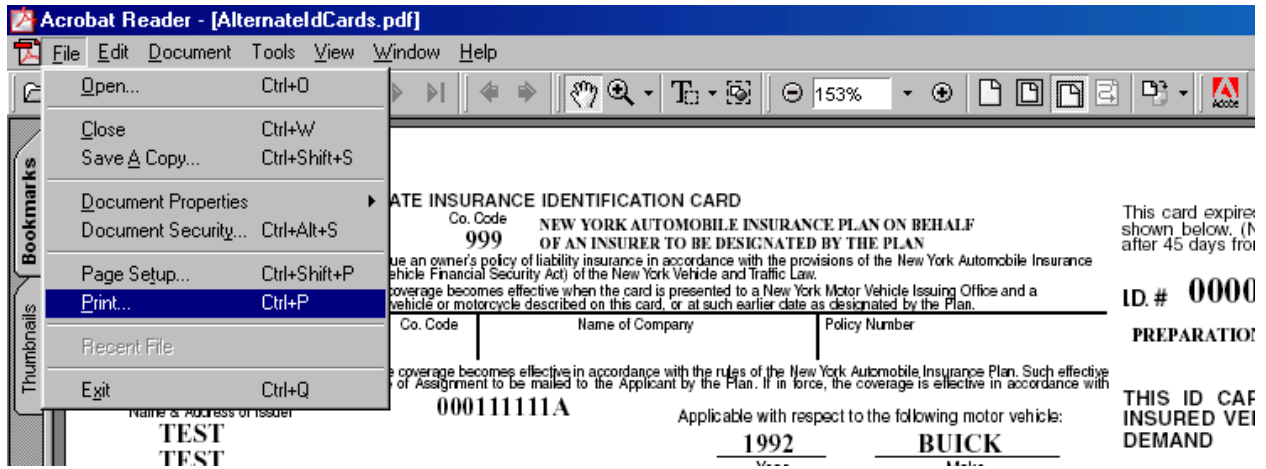
Vehicle Information

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.