

February 14, 2019
NYAIP Info Update (19-01) Producer Notice:
PASS-EASi Producer Email Verification

The following is an information update. The NYAIP will continue to communicate to you by email, information that we believe is of interest to our customers and information that is important to you in your business process.

Certified Producers,

This notice is to alert you that starting, **February 14, 2019**, producers and all users registered to access NYPASS under the producer's user account, will be required to either verify or update their email address. Since most communications to producers are released by email, this will ensure that the email address we have on file for your office is up to date.

The email verification process will be released to groups of producers in phases beginning February 14, 2019, with the final release in March 2019.

How do I validate my Email Address?

Step 1 When you log into PASS, you will be directed to the "Account Management" page to confirm or update your email address.

Access Level: **Administrator**

[Account Management](#) 

[Profile](#) | [Security Questions](#) | [Password](#)

User Name: TestUser

Contact Information:

Note: Please confirm or update your email address, then select "Save Profile" to continue. An email notification will be sent to you with instructions on how to proceed.

First Name

TEST

Middle Name

Last Name

USER M

Email

test@aipso.com 

Step 2 Confirm or update your email address and select "Save Profile".

Select the next action from the list provided:

Save Profile 

The current changes to this profile will be saved

Return

Return to your home page

Step 3 To complete the email validation process, you must enter the Confirmation Code from the email that will be sent to you by EmailConfirmation@AIPSO.com, retype your email address and click Submit to continue.

Access Level: Administrator

Note: To complete the email validation process, please enter the Confirmation Code from the email that was sent to you by EmailConfirmation@AIPSO.com, retype your Email Address and click Submit to continue.


Email Confirmation Code: Retype Email Address:



Step 4 You will then be directed to the confirmation page where you can click "Return" to go to the home page to conduct business as usual.

Thank you, the email confirmation process is now complete. Click "Return" to go to the home page. Your email address updates will display on next login.

Select the next action from the list provided:

- Update Profile**
Update user profile information
 - Return**
Return to your home page
- 

We hope you find this change helpful and as always, we welcome your feedback and comments. If you have any questions you can send email to our Customer Service Department at NYAIPINQ@AIPSO.COM. If you wish to discuss your questions with one of our Customer Service Associates, please call our Customer Service Department at 212-943-5100.

Thank you,
The New York Automobile Insurance Plan

General questions regarding non-technical/system issues such as eligibility, password inquiries, application completion, producer certification, etc. should be directed to the NYAIP Customer Service Department at (212) 943-5100 (Monday - Friday, 8:30 a.m. - 4:15 p.m.).

Technical support problems and questions should be directed by e-mail to passhelp@aipso.com. When contacting us, please provide your producer license number and a contact name and telephone number so that we can call you back with a problem resolution.