

Attachment Warehouse

Background Questions Supporting Documents (BQSD)







This section of the attachments warehouse is for uploading documents related to a yes response to a uniform background question on a pending application. Customers may not upload documents related to a non-uniform (state specific) background question. Customer may not upload additional state documents such as fingerprints, proof of citizenship, background checks, etc.

1) Use the link as follow to sign-in <https://live-nipr-cms.pantheonsite.io/licensing-center/attachments> or select the Attachment Warehouse button from the home page:


Licensing Center

[Learn More](#)

NIPR's Licensing Center is a one-stop resource with everything you need to know about obtaining, renewing and managing producer and adjuster licenses through NIPR.

 State Requirements and Contact Information	 Apply for a New License
 Add a Line of Authority	 Renew an Existing License
 Change Contact Information	 Attachment Warehouse

2) Click "BQSD Attachment Warehouse" and accept the use agreement.



BQSD Background Questions Supporting Documents

Use Background Questions Supporting Documents (BQSD) if you have answered "yes" to any of the uniform background questions on a pending uniform application/renewal and need to attach supporting documentation.

Things you can do with BQSD:

- View previously entered document file(s) for any application type/background question.
- Associate a document file to a different application type/background question.
- Add a new document file to an application type/background question.

BQSD Attachment Warehouse

3) A customer can use either the top half or the bottom half to sign-into attachment warehouse.

Individual and Agency sign-in with NPN

*Resident State

* [Resident License Number](#)

* [National Producer Number \(NPN\)](#)

* SSN/FEIN (Last 4 digits)

Individual and Agency sign-in without NPN or Resident License Number

*SSN or FEIN

*Firm or Last Name

4) Click Edit, then enter the Phone number and Business email. Afterwards hit "continue"

Enter or Verify Producer's Contact Information.

*Business Phone Number - -

Alternate Phone Number - -

*Business email address

Alternate email address

Fax - -

5) You'll see current documents already have on file, if none; click "Add New Document" to start adding. (You can choose either the upper or lower button.)

Below are the file(s) you have previously submitted to the attachment warehouse. If you wish to add a new document to the warehouse press the "Add new document" button.

*** You can NOT delete or update documents once they are submitted.**

The list below reflects the Background Questions as they currently appear on the NAIC approved licensing application. To view the document and the Background Question as it appeared when the document was uploaded,click on the Document Name.

Attachment Warehouse - Background Questions:		
Application Type	In Response to	Link to Document

Attachment Warehouse - Reporting Of Actions:		
Application Type	In Response to	Link to Document

6) Accept the user agreement on the next page

Select whether you are :

Producer **Producer's Authorized Submitter**

7) Fill out the below, make sure:

- **Correct Category is selected** (Many customers will choose the first license type, non-resident adjuster licensing, in error.)
- **"Date of Action" format is correct** (Date of action refers to the date of the incident, fine, etc.)

Use this screen to attach a new document to a background question. After the document is attached, you cannot alter or change any submitted documents.

* Category: [Help](#)


* Date of Action:
(mm-dd-yyyy)

* Document Description By Producer:
(250 maximum characters including spaces and punctuation.)

* Document to upload: No file selected.

Reporting of Action (ROA)

- 1) Use the link as follow to sign-in <https://nipr.com/licensing-center/attachments> or select the Attachment Warehouse button from the home page.
- 2) Click "ROA Attachment Warehouse" and accept the use agreement.

 **ROA**
Reporting of Actions

Use Reporting of Actions (ROA) if you need to report a final administrative, criminal or civil action to the state(s) in which an active license is held.

Things you can do with ROA:

- Create a new reporting of action with files already in the warehouse.
- Add a new Reporting of Action and upload new document file(s).
- Add a new document file to a previously entered reporting of action.
- Associate a file already in the Attachment Warehouse to a reporting of action.

ROA Attachment Warehouse

- 3) A customer can use either one of the sign in option and log in to the ROA.

Sign-In

Individual and Agency sign-in with NPN

*Resident State

* [Resident License Number](#)

* [National Producer Number \(NPN\)](#)

* SSN/FEIN (Last 4 digits)

Agency sign-in without NPN

*FEIN

*Firm Name

4) Click Edit, and then enter the Phone number and Business email. Afterwards hit "continue"

Enter or Verify Producer's Contact Information.

***Business Phone Number** - -

Alternate Phone Number - -

***Business email address**

Alternate email address

Fax - -

5) You will see current documents already have on file, if none; click "Add New Document" to start adding. (You can choose either the upper or lower button.)

Below are the file(s) you have previously submitted to the attachment warehouse. If you wish to add a new document to the warehouse press the "Add new document" button.

*** You can NOT delete or update documents once they are submitted.**

The list below reflects the Background Questions as they currently appear on the NAIC approved licensing application. To view the document and the Background Question as it appeared when the document was uploaded,click on the Document Name.

Attachment Warehouse - Background Questions:

Application Type	In Response to	Link to Document

Attachment Warehouse - Reporting Of Actions:

Application Type	In Response to	Link to Document

6) Accept the user agreement on the next page

Select whether you are :

Producer

 Producer's Authorized Submitter

Fill out the below, make sure:

- Correct "Category of Action" is selected
- "Date of Action" format is correct.

ROA User Definition Guidance

Administrative Action - The document(s) that represent the final disposition of a regulatory action taken against the producer by any insurance Regulatory Official or by another governmental agency. Examples: Consent Order, Settlement Agreement, or any other relevant administrative documents.


Civil Action - A non-criminal action taken against a producer by a civil court, i.e. Child Support Order, Bankruptcy Order (do not include personal bankruptcies unless they involve funds held on behalf of others), and any other Civil Judgment that would be deemed a reportable action by a particular jurisdiction that the active license(s) is held.


Criminal Action - A proceeding that results in a criminal conviction of the producer in any jurisdiction. Conviction includes but not limited to, having been found guilty by verdict of a judge or jury, or having entered a plea of guilty or nolo contendere. Conviction also includes any order imposing probation, community service, a suspended sentence or a fine.

* Category of Action:

Producer's licensed states NOT participating in ROA: N/A

* Date of Action:
(mm-dd-yyyy)

* Producer's Information for Regulators:
(600 maximum characters including spaces and punctuation.) 


* Document Description by Producer:
(250 maximum characters including spaces and punctuation.) 

* Attach a Document: New Document Existing Documents

No file selected.

Additional Licensing Document (ALD)

- 1) Use the link as follow to sign-in <https://nipr.com/licensing-center/attachments> or select the Attachment Warehouse button from the home page.
- 2) Click "ALD Attachment Warehouse" and accept the use agreement.



ALD
Additional Licensing Documents

Use Additional Licensing Documents (ALD) if you need to submit documents to the state insurance departments for any pending uniform application/renewal.

Things you can do with ALD:

[View previously entered documents file\(s\) for any application type. Associate a document file to a different application type. Add a new document type to an application type.](#)

[Additional Licensing Documents](#)

- 3) A customer can use either one of the sign-in option and get access to the ALD.

Sign-In

Individual and Agency sign-in with NPN

*Resident State

* [Resident License Number](#)

* [National Producer Number \(NPN\)](#)

* SSN/FEIN (Last 4 digits)

Agency sign-in without NPN

*FEIN

*Firm Name

4) Click Edit, and then enter the Phone number and Business email. After the information has been edited or confirmed, you will need to click on 'continue'

Enter or Verify Producer's Contact Information.

*Business Phone Number - -

Alternate Phone Number - -

*Business email address

Alternate email address

Fax - -

5) You will see current documents already on file, if not; click "Add New Document" to start adding. (You can choose either the upper or lower button.)

Below are the file(s) you have previously submitted to the attachment warehouse. If you wish to add a new document to the warehouse press the "Add new document" button.

*** You can NOT delete or update documents once they are submitted.**

The list below reflects Additional Documents as they currently appear in the NIPR Attachments Warehouse application. To view an Additional Document as it appeared when the document was uploaded, click on the Document Name.

Attachment Warehouse - Additional Documents:		
Application Type	Document Type	Link to Document

Attachment Warehouse - Background Questions:		
Application Type	In Response to	Link to Document

Attachment Warehouse - Reporting Of Actions:		
Application Type	In Response to	Link to Document

6) Accept the user agreement on the next page.

7) Select if who is submitting the document.

Select whether you are :

Producer **Producer's Authorized Submitter**

8) Fill out the information on the page and upload the Document.

Use this screen to upload Additional Documents. Once a document is uploaded to the Attachments Warehouse application, it cannot be edited or deleted.

* Document Type: ▾

* Application Type: ▾

* Document Description by Producer:
(250 maximum characters including spaces and punctuation.)

* Producer's Information for Regulators:
(600 maximum characters including spaces and punctuation.)

* Document to Upload: No file chosen

* required

*****Document Type**

- *Fingerprint receipt*
- *Proof of Bond/Proof of Financial Responsibility*
- *Proof of Legal Status/work Eligibility*
- *Proof of Secretary of State Registration*
- *State Criminal Background Report*
- *Other*