Attachment Warehouse

Additional Licensing Document (ALD)

Individuals and Business Entities (Resident and Non-Resident) – If you have been convicted of or are currently charged with the commission of any crime or pled nolo contendere in a criminal proceeding or you have received first offender treatment or had adjudication of guilt withheld in a criminal proceeding, other than a minor traffic offense that has not been previously reported to Georgia, please upload document(s) to ALD.

Individuals and Business Entities (Resident and Non-Resident) - Please visit https://oci.georgia.gov/citizenship-affidavit. All applicants will be required to submit these documents to Georgia Department of insurance before the application can be processed. Please use ALD to upload document(s).

Individual Georgia Residents - Applicants who are non-citizen must provide a copy of work authorization or green card and must reside in the U.S. Please use ALD to upload document(s).

Individual Georgia Resident Surplus Lines Brokers - Completion of $50,000 Surplus Lines Bond required for licensing. Go to https://ociga.seamlessdocs.com/f/surpluslinesbrokerbond

Please use ALD to upload document(s).

Business Entity Georgia Resident Branch Agencies – Branch Agencies must supply the name, FEIN and license number for the principal agency. Please use ALD to upload document(s).

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.
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.

Add New Document

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:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Document Type</th>
<th>Link to Document</th>
</tr>
</thead>
</table>

Attachment Warehouse - Background Questions:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>In Response to</th>
<th>Link to Document</th>
</tr>
</thead>
</table>

Attachment Warehouse - Reporting Of Actions:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>In Response to</th>
<th>Link to Document</th>
</tr>
</thead>
</table>

Add New Document

6) Accept the user agreement on the next page
7) Select if who is submitting the document.

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: Nothing selected
* Application Type: Nothing selected

* 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: Choose File 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

Background Questions Supporting Documents (BQSD)

This section of the attachments warehouse if 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](https://live-nipr-cms.pantheonsite.io/licensing-center/attachments) or select the Attachment Warehouse button from the home page:

2) Click “BQSD Attachment Warehouse” and accept the use agreement.
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
5) Click Edit, then enter the Phone number and Business email. Afterwards hit "continue"

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.

<table>
<thead>
<tr>
<th>Attachment Warehouse - Background Questions:</th>
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</thead>
<tbody>
<tr>
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</thead>
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<tr>
<td>Application Type</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
</tbody>
</table>

Add New Document
5) Accept the user agreement on the next page

6) 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:**

  Non-Resident Adjuster Licensing - Background Question 1A
  Non-Resident Adjuster Licensing - Background Question 1B
  Non-Resident Adjuster Licensing - Background Question 1B1
  Non-Resident Adjuster Licensing - Background Question 1B2
  Non-Resident Adjuster Licensing - Background Question 1C

- **Date of Action:**

  (mm-dd-yyyy)

- **Document Description By Producer:**

  (250 maximum characters including spaces and punctuation.)

- **Document to upload:**

  Browse... No file selected.
Reporting of Action (ROA)

1) Use the link as follow to sign-in [https://nipr.com/licensing-center/attachments](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.
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* ▼

[Login] [Reset]

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** ▼

[Edit] [Continue]
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.

<table>
<thead>
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<th>Add New Document</th>
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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.

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6) Accept the user agreement on the next page

**Select whether you are:**

- ☑ Producer
- ☐ Producer’s Authorized Submitter

<table>
<thead>
<tr>
<th>Back</th>
<th>Continue</th>
</tr>
</thead>
</table>

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: [Administrative]

Producer's licensed state(s) 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

Browse... No file selected.

Attach Document