

## Instructions

**Attachments Warehouse accepts attachments from both individual and business entity/agency producers.**

<b>Step 1:</b>	<p>First you must accept the Use Agreement and then sign-in to the application. There are two ways you can sign-in.</p> <p>For producers nonresident license and renewal applications where the producer has an NPN, fill in the producer's resident State, resident State license number, National Producer Number (NPN), and last-four (4) digits of the SSN (for individual and sole proprietorship) or FEIN (business entity/agency). If you have resident licenses in more than one state, you will need to pick one of these states to use as your home/resident state for the purposes of this application (any active resident license will do). If you have more than one license number for your home/resident state, you can use any that is associated with an active license.</p> <p>The second way is especially for resident license applications and agencies that do not know their NPN, fill in the producer's full SSN (for individual and sole proprietorship) or FEIN (business entity/agency). The link to the NPN utility that returns the producer's NPN is on the National Producer Number (NPN).</p>
<b>Step 2:</b>	<p>The screen will display your personal information at the top and display any previous documents you have attached. You will be able to view the data you entered with each attachment and the attachment itself, but you will not be able to delete nor edit either. The background question category labels are links that if you click will display the wording from the uniform application.</p>
<b>Step 3:</b>	<p>If you wish to add a new document, click on one of the buttons "Add new document."</p>
<b>Step 4:</b>	<p>Read and accept the Attestation. This will have to be done with each attachment.</p>
<b>Step 5:</b>	<p>First choose the category or categories these documents apply. You can access the wording of each of these by going back two (2) screens and clicking on the background question label.</p> <p>Second enter the date of the action. This would be the date the adjudication was made, the final determination of the action. Future dates are not allowed.</p> <p>Third fill in the box with a brief description of the action that was taken against you. You will also have an opportunity to add a description to each document that you submit. The maximum limit is 250 characters including spaces.</p> <p>Fourth click on the "Browse" button. This will display the directory on your hard drive. Selected which file you want to add. You can only add one file at a time.</p> <p>Fifth if you are the producer click the "Producer" button. If you are the authorized submitter for this producer, click the "Authorized Submitter" button and fill in the contact information. If you are the producer, all of your contact information will be contained on the Gateway transaction for the State regulators to use to contact you.</p>

<b>Step 6:</b>	If you wish to add more attachments on the credit card screen/page click the “Back” button. This will take you back to the “Add Documents” screen. You can continue to add documents during one session until you are finished for the same fee. When you sign-out and sign-in again you will be charged an additional fee to add more documents.
<b>Step 7:</b>	Verify the information you entered and then click the “Attach Document” button.
<b>Step 8:</b>	Enter your credit card information and click the “Continue” button.
<b>Step 9:</b>	Review the credit card information and click “Submit Payment” button – only ONCE.
<b>Step 10:</b>	Wait for the credit card authorization. After the credit card payment as been accepted your receipt will display. We recommend that you print this page as your record of the payment.
<b>Step 11:</b>	If you wish to enter more attachments, click “continue” button.