

AutoIDweb SelfServ Version 3.0 Release Notes

This document provides information about new and enhanced features that have been made available as part of AutoIDweb SelfServ Version 3.

New Feature Summary:

1. PRINTING: [#10 Window Envelope Address Printing \(Driver or Registrant name and address\)](#)
2. PRINTING: [Lessor Information can now be printed on Auto ID Cards \(in addition to Named Insured/Registrant\)](#)
3. VEHICLES: [Registrant Name & Address data entry fields added to User Interface.](#)
4. SETUP: ["Default Auto ID Card Quantity" field added to Firm Profile.](#)
5. VEHICLES: [Card Quantity field now defaults to minimum cards required by state unless Firm Profile's Default Auto ID Card Quantity field is greater.](#)
6. VEHICLES: [Driver Name & Address data entry fields added to User Interface.](#)
7. POLICIES: [Issuing Company Lookup and data pre-fill](#)
8. VEHICLES: [VIN Decoding \(enter VIN and AutoIDweb automatically pre-fills Year, Make, and Model\)](#)
9. INSUREDS: [Custom Card Message – custom text can now appear ON all Auto ID Cards.](#)
10. VEHICLES: [Added Internal Vehicle ID data field](#)
11. INSUREDS: ["Insured Description" field added to Add/Edit Insured screen to enable differentiation within the Insured List](#)
12. VEHICLES AND PRINTING: [Mailing ID field added for further sorting capabilities.](#)
13. COMPLIANCE: [California Uniform Auto ID Card w/barcode and signature implemented for Personal Lines](#)
14. COMPLIANCE: ["California Signature Image" field added to Firm Profile for uploading an image file.](#)
15. COMPLIANCE: [State Specific option for Nevada – Operator's Policy will print special message on Auto ID Card \(Nevada Only\)](#)
16. COMPLIANCE: [State Specific option for New Jersey – Address for notification of commencement of medical services \(New Jersey Only\)](#)

Enhancement Summary:

1. DATA VALIDATION: Conditional Data Validation (GUI and Import)
2. DATA VALIDATION: Registration State defaults to "Select Registration State" instead of first in list (Alabama)
3. COMPLIANCE: New York FH-1 form certified by NYS DMV.
4. PRINTING: Print Option settings retained upon return visits to AutoIDweb (prior version only retained within current User session)
5. COMPLIANCE: AutoIDweb Compliance Guide updated (January, 2004)
6. COMPLIANCE: AutoIDweb Sample ID Cards document updated (March, 2004)
7. PRINTING: Auto ID Cards now printed in single stream (sorted according to User selection) [OK and MI used to print at end of the Card stream].

New Feature Details:

#10 Window Envelope Address Printing (Driver or Registrant name and address)

This feature provides the ability for information to be printed in the lower-left corner of the 8.5"x11" Auto ID Card stock form where the information will show through the window of a #10 window-envelope. This information will only be printed when the User requests it by selecting the "Print Window Envelope Info" checkbox from the Print Options dialog. The information that is placed in this "window" area is determined via hierarchy, depending on data entered for the current record. The hierarchy and resulting printed information is as follows:

Entered Data			Information Printed in "window"
Named Insured (required)	Registrant (optional)	Driver (optional)	
✓			Year, Make, Model, VIN, Internal Veh#, and Registration State
✓	✓		Registrant Name & Address
✓	✓	✓	Driver Name and Address

For an example of each of the three printouts, please [\[click here\]](#)

Lessor Information can now be printed on Auto ID Cards (in addition to Named Insured/Registrant)

Definition: **lessor** (n) - someone who grants a lease. With automobile insurance, the **lessor** is most often a business or corporation and the person or company who possesses or drives the vehicle is the **lessee**.

State rules vary regarding the insured name(s) that should appear on Insurance ID Cards. Some states do not have specific rules, some states require that the Insured Name on the Auto ID Card match the vehicle registrant's name, while other states require that both the lessor and the lessee names appear on the Auto ID Card. For a detailed list of state rules, please refer to the AutoIDweb Compliance Guide.

AutoIDweb provides three ways to print Lessor information onto an Auto ID Card.

For a policy that has many vehicles leased from the same source, a Default Policy Lessor Name can be entered on the Add/Edit Policy screen. This will become the default Lessor Name and this Lessor Name can be assigned to a vehicle by selecting "Policy" from the Lessor Usage list box field on the Add/Edit Vehicles screen.

For a policy that has only a few leased vehicles or has vehicles that are leased from a variety of Lessors, one can enter the name of the Lessor on the Add/Edit Vehicle screen. First, indicate that this Lessor information will be vehicle specific by choosing "Vehicle" from the Lessor Usage list box field.

When a vehicle is owned by the Insured and not leased, then you can leave the Lessor Usage field at its default value of "None".

Lessor information appears on each state Auto ID Card above the Named Insured with the word "(Lessor)" following.

VEHICLES: Registrant Name & Address data entry fields added to User Interface.

Some state rules require that the name on the Auto ID Card match the name on the Department of Motor Vehicles (DMV) Registration document. In cases where the policy's Named Insured doesn't match the name on a DMV Operator's Registration, you will want to override the Named Insured information by entering the Registrant's Name and Address information into its respective vehicle record in AutoIDweb.

The Registrant information portion of the Add/Edit Vehicle screen is shown below to help illustrate how to override the policy Named Insured with Registrant-specific name and address. **When the "Edit/View Registrant Information" Checkbox is selected, the information entered into the corresponding Registrant Name & Address fields will be printed on the Auto ID Card in lieu of the policy's Named Insured.**

Begin by locating the "Edit/View Registrant Information" checkbox as shown below. Click on the checkbox so that it displays a .

Edit/View Registrant Information: **Note:** Checking this box will print Registrant name & address on card in lieu of Named Insured.

When you click on the "Edit/View Registrant Information" checkbox, the Registrant Name & Address fields will be revealed on the screen. These fields are hidden when the "Edit/View Registrant Information" checkbox is unchecked. If the Registrant of the vehicle is an individual or a pair of individuals, leave the "Registrant Type" field set to its default of "Individual" as shown below.

The screenshot shows a web form titled "Registrant Type" with two radio buttons: "Individual" (selected) and "Business/Organization". Below this, there are two sections for individual accounts. The first section, "Individual Account #1:", includes fields for Last Name, First Name, Middle Name, Suffix, and Client ID. The second section, "Individual Account #2:", includes fields for Last Name, First Name, Middle Name, Suffix, and Client ID. At the bottom, there is an "Address Information:" section with fields for Address Line #1, Address Line #2, City, State, and Postal Code. All fields are empty.

When the Registrant of the vehicle is a business, select the "Business/Organization" button in the Registrant Type field as shown below. This changes the Name fields to Organization Name Line 1 and Organization Name Line 2.

The screenshot shows the same "Registrant Type" form, but with the "Business/Organization" radio button selected. The "Individual Account" sections are replaced by a "Business or Organization Name:" section with fields for Organization Name Line 1, Organization Name Line 2, and FEIN #. The "Address Information:" section remains the same with fields for Address Line #1, Address Line #2, City, State, and Postal Code. All fields are empty.

“Default Auto ID Card Quantity” field added to Firm Profile

Default Auto ID Card Quantity: (cards per vehicle - may be overwritten at vehicle level)

Administrators can now set a “Default Auto ID Card Quantity” from the Firm Profile. The quantity from this field **or** the state-required minimum will be defaulted for new records being entered on the Add/Edit Vehicle page or either of the AutoIDweb import templates. The greater of the two available values will be used. Example: You want to issue two Auto ID Cards to your Insured per vehicle regardless of whether state rules may only require one card. Setting the “Default Auto ID Card Quantity” field to “2” will force each new record added to have a Card Quantity of 2.

Card Quantity field now defaults to minimum cards required by state unless Firm Profile’s Default Auto ID Card Quantity field is greater.

The Card Quantity field on the Add/Edit Vehicle screen determines how many Auto ID Cards will be created for that vehicle (or in the case of Fleet wording, how many Fleet cards for the respective state). When the “Use Fleet Wording on Auto ID Card” checkbox is not selected, AutoIDweb will default the “Card Quantity” field to the minimum number of cards allowed by the selected “Registered State” Ex: CA= 1, CT = 2, NY = 2.

If the Firm Profile’s Default Auto ID Card Quantity is greater than the number of cards required by a state, then the Default Auto ID Card Quantity shall take precedence.

Driver Name & Address data entry fields added to User Interface.

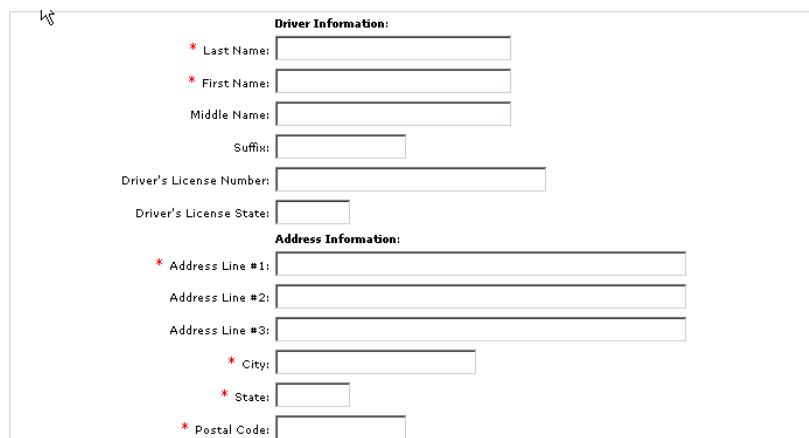
Driver Name & Address information fields are now available from the Add/Edit Vehicle screen. This information does not print on the actual Auto ID Card, but rather it is used for mailing address purposes. The Driver Name & Address can be printed in the lower-left corner of the cardstock so that it can be viewed through a standard #10 Window Envelope.

This feature is often useful with large commercial fleets whereby the drivers of vehicles are located at different locations. Example: a pharmaceutical company with field sales/marketing Reps. each with a car. These types of employees often work from home but drive a company car. In this case, the Auto ID Card will need to be mailed to the Driver’s Name & Address.

Begin by locating the “Edit/View Driver Information” checkbox as shown below. Click on the checkbox so that it displays a .

Edit/View Driver Information: **Note:** Driver information will be used as mailing address for window envelope.

When you click on the “Edit/View Driver Information” checkbox, the Driver Name & Address fields will be revealed on the screen. These fields are hidden when the “Edit/View Driver Information” checkbox is unchecked.



The screenshot shows a form with two main sections: "Driver Information" and "Address Information".

Driver Information:

- * Last Name:
- * First Name:
- Middle Name:
- Suffix:
- Driver's License Number:
- Driver's License State:

Address Information:

- * Address Line #1:
- Address Line #2:
- Address Line #3:
- * City:
- * State:
- * Postal Code:

Issuing Company Lookup and data pre-fill

When entering Policy information on the Add/Edit Policy screen, Users can now lookup the Issuing Insurance Company Name and other related information. This task can be accomplished in three ways.

NAIC Number: 12345 Prefill Policy
(NAIC required for issuing Alabama, Arkansas, California, Delaware, Illinois, Louisiana, Pennsylvania, and Rhode Island state cards)
Insurance Company Name: Any Insurance Company Search For Company

1. If your AutoIDweb Firm Administrator had entered a “Default Issuing Company NAIC#” in the Firm Profile, then AutoIDweb will prefill information about that Issuing Company every time a new policy is added.
2. User can enter a valid NAIC Number into the “NAIC Number” field and click “Prefill Policy” button to have the Issuing Company information prefill.
3. User can click the “Search For Company” button next to the “Insurance Company Name” field (see below)

Steps to Search for Company:

1. Click “Search for Company” button from Add/Edit Policy screen
2. A blank Issuing Company Search window will be displayed.
3. Enter part of the Issuing Company Name in the text box.
4. Click “GO!”
5. Scroll through the results list below and select the desired Issuing Company.
6. Click “Save Selection” to close window and prefill Issuing Company information onto Add/Edit Policy screen.

AutoIDweb

Enter part of the issuing company name here: GO!

Close

AutoIDweb

Enter part of the issuing company name here: GO!

Matching Issuer Company NAIC # - Name(s):

- 22667 - ACE American Insurance Company
- 18511 - ACE American Lloyds Ins Co
- 22705 - ACE American Reinsurance Co
- 11110 - Allstate North American Ins Co
- 10730 - American Access Casualty Co
- 10789 - American Agents Insurance Co
- 12548 - American Agri-Business Ins Co
- 10103 - American Agricultural Ins Co
- 19720 - American Alternative Ins Corp
- 10073 - American Ambassador Cas Co

Save Selection Close

Note: if there is existing data in any of the fields that are to be prefilled, the existing data will be overwritten when you click “Save Selection”. If you do not want to prefill information from the AutoIDweb Issuing Company database, then click the “Close” button and you will be returned to the Add/Edit Policy screen without prefilling any Issuing Company Information.

The following fields are prefilled by AutoIDweb:

1. NAIC Number (5-digit)
2. Insurance Company Name
3. Insurance Company # (default/catch-all for states that don't require a specific number)
4. Arizona DOT Number or NAIC Number (Arizona now accepts either of these numbers. AutoIDweb will prefill the NAIC Number into this field).
5. Florida DOI Company Code (5-digit)
6. New Jersey Company Code (3-digit)
7. New York Company Code (3-digit)
8. Issuing Company Address, City, State, and Zip Code
9. Issuing Company Telephone

Note: Kentucky Company ID (3-digit) is NOT prefilled. This number must be obtained from the Issuing Company as it is not publicly available information.

Below is an Add/Edit Policy screen that has been prefilled:

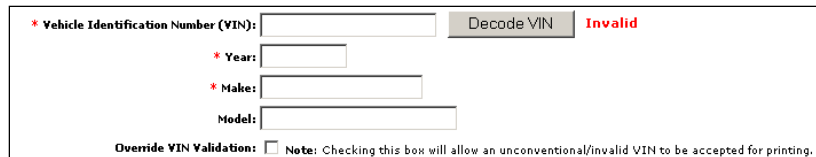
The screenshot shows the 'Add Policy' form in the AutoIDweb application. The form is titled 'Add Policy' and has a navigation bar with links for Home, Insureds, Policies, Vehicles, My Account, and Help. The form contains several input fields, many of which are prefilled with values. Red circles with numbers 1 through 9 are placed around the form to highlight the prefilled fields mentioned in the text above. The fields and their values are: Policy Number (empty), Effective Date (empty), Expiration Date (empty), NAIC Number (22667), Insurance Company Name (ACE American Insurance Company), Insurance Company Numbers (22667), Arizona Number (22667), Florida DOI Company Code (09271), Kentucky Company ID (empty), New Jersey Company Code (487), New York Ins. Co. Code (487), Address Line 1 (P.O. Box 41484), Address Line 2 (empty), City (Philadelphia), State (PA), Zip (19101-1484), Phone Number (215-640-1000), Default Policy Lessor Name (empty), and Policy Description (empty). A 'Search For Company' button is located next to the Insurance Company Name field. A 'Add Policy' button is located at the bottom of the form.

VIN Decoding (enter VIN and AutoIDweb automatically pre-fills Year, Make, and Model)

The Vehicle Identification Number (VIN) is a globally unique identifier for any vehicle built. The structure of a VIN is prescribed by the International Standards Organization (ISO) and has been required as a standard in the United States since Vehicle Model Year 1981.

A fairly simple mathematical calculation can determine a VINs validity. Additionally, VINs have structured data elements within that can be decoded. AutoIDweb has the ability to validate and decode most VINs.

The fields affected by the VIN decoding feature of AutoIDweb are VIN, Year, Make, and Model. To a lesser extent, the "Override VIN Validation" field is a factor, but that will be discussed more later.



* Vehicle Identification Number (VIN): Decode VIN Invalid

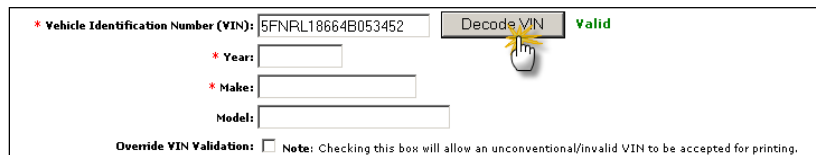
* Year:

* Make:

Model:

Override VIN Validation: Note: Checking this box will allow an unconventional/invalid VIN to be accepted for printing.

Type or paste your VIN into the "Vehicle Identification Number (VIN)" field, then click the "Decode VIN" button.



* Vehicle Identification Number (VIN): 5FNRL18664B053452 Decode VIN Valid

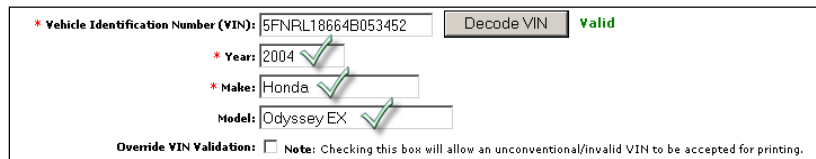
* Year:

* Make:

Model:

Override VIN Validation: Note: Checking this box will allow an unconventional/invalid VIN to be accepted for printing.

As you can see below, AutoIDweb has decoded the VIN and returned the Year, Make, and Model of this VIN. This feature can save time and reduce date-entry errors.



* Vehicle Identification Number (VIN): 5FNRL18664B053452 Decode VIN Valid

* Year: 2004 ✓

* Make: Honda ✓

Model: Odyssey EX ✓

Override VIN Validation: Note: Checking this box will allow an unconventional/invalid VIN to be accepted for printing.

AutoIDweb has data-validation rules that are enforced at the time of **saving** a new or existing record. VIN, Year, and Make are required fields except when the "Use Fleet Wording on Auto ID Card" checkbox is checked. The VIN field is checked for a **valid** VIN. If you have a VIN that is "invalid", then AutoIDweb will not let you save your changes to the record unless you override the validation by checking the "Override VIN Validation" checkbox. The Override VIN Validation feature comes in very handy when you have a custom-built vehicle or a vehicle that predates the standardized VIN system (1981).

Custom Card Message – custom text can now appear ON all Auto ID Cards.

A User customized message can now appear on all Auto ID Cards. The custom message is entered on the Add/Edit Insured screen (see below).

This field is often used to place a Claim Reporting Toll-Free Telephone Number.

The Custom Card Message will only print on the Auto ID Cards when "Print Card Message" is set to "Yes" on the Print Options Dialog Box that appears just before Auto ID Cards are created (see below)

AutoIDweb

Home Insureds Policies Vehicles My Account Help

Add Insured

Type of Insured: Individual Business/Organization

Business or Organization Name

Organization Name Line 1:

Organization Name Line 2:

FEIN #: (9 digits only, do not include dash; req'd for Louisiana [fleet] & New York)

Address Information

Address Line #1:

Address Line #2:

City:

State:

Postal Code:

Telephone:

Fax:

Email:

Miscellaneous

Insured Description:

Custom Card Message: (maximum 50 characters)

Submit

Print Options - Microsoft Internet Explorer

AutoIDweb

Cards Per-Page: 2

Sort By: State

Sort Order: Ascending

Show Grid Lines: Yes

Use Marketing Info: Yes

NY Card Style: 3.5"x5" (double sided)

Print Window Envelope Info: Yes

Print Card Message: Yes

Create Cards Cancel

Added Internal Vehicle ID data field

Internal Vehicle ID is a field that can be printed in the Window Envelope portion of the cardstock (see topic #10 Window Envelope Printing Options in this document). This field can be useful for tracking and sorting by the company asset number used to identify this vehicle within the company's fleet.

The screenshot shows the 'Add Vehicle' form in the AutoIDweb application. The form includes a navigation bar with 'Home', 'Insureds', 'Policies', 'Vehicles', 'My Account', and 'Help'. The 'Add Vehicle' section contains several fields and options:

- Registration State:** A dropdown menu with the text '- Select Accounts State -'.
- Effective Date:** A date input field with the value '1/1/2004' and a note '(mm/dd/yyyy)'.
- Expiration Date:** A date input field with the value '1/1/2005' and a note '(mm/dd/yyyy)'.
- Use Fleet Wording on Auto ID Card:** A checkbox with a note: 'Note: Only check this box if you want Fleet Wording in lieu of Year, Make, Model & VIN on card.'
- Vehicle Identification Number (VIN):** An input field with a 'Decode VIN' button and a red 'Invalid' error message.
- Year:** An input field.
- Make:** An input field.
- Model:** An input field.
- Override VIN Validation:** A checkbox with a note: 'Note: Checking this box will allow an unconventional/invalid VIN to be accepted for printing.'
- Internal Vehicle ID:** An input field, highlighted by a red arrow.
- License Plate Number:** An input field.
- Lessor Usage:** A dropdown menu with 'None' selected.
- Lessor Name:** An input field.
- Edit/View Registrant Information:** A checkbox with a note: 'Note: Checking this box will print Registrant name & address on card in lieu of Named Insured.'
- Edit/View Driver Information:** A checkbox with a note: 'Note: Driver information will be used as mailing address for window envelope.'
- Replacement Vehicle:** A checkbox.
- For Hire Vehicle:** A checkbox.
- Historical Vehicle:** A checkbox.
- Tow Trucks:** A checkbox.
- Seating Capacity:** An input field.
- Mailing ID:** An input field.
- Card Quantity:** An input field.

A note at the bottom states: 'Note: * Denotes required fields.' Below the note are 'Save' and 'Cancel' buttons.

Additionally, if the characters "noval" are typed into the "Internal Vehicle ID" field, AutoIDweb will skip data validation for this entire record when saving the record. Note: errors can occur during printing if validation has been disabled for a record and required data is not present. Example: New York State barcodes require certain fields and will error/fail otherwise.

“Insured Description” field added to Add/Edit Insured screen to enable differentiation within the Insured List

When working with a large commercial Insured's complex insurance program, it may be necessary or useful, for better organization, to enter the same Insured two or more times in the database. AutoIDweb allows entering duplicate Insureds, but differentiating duplicates in the Insured list can be frustrating as they appear to be exactly the same. To help differentiate, AutoIDweb provides a data field called “Insured Description” on the Add/Edit Insured screen. The content of the “Insured Description” field is displayed in parentheses after the Insured Name in the Insured listbox (see below-right). In the screenshot below-left, our Named Insured is “Sample Corporation”. The “Insured Description” is “Manufacturing Division”. The Insured Description field will not appear on any printed Auto ID Cards. This field is for list display purposes only. In the screenshot below-right, the Named Insured “Sample Corporation” appears with the “Insured Description” field following it - enclosed by parentheses. There are multiple ways to organize Insureds, Policies, and Vehicles within AutoIDweb; separation by Insured is one method. (See also: Policy Description)

AutoIDweb

Home Insureds Policies Vehicles My Account Help
 Edit Insured

Type of Insured: Individual Business/Organization

Business or Organization Name

Organization Name Line 1:

Organization Name Line 2:

FEIN #: (9 digits only, do not include dash; req'd for Louisiana [fleet] & New York)

Address Information

Address Line #1:

Address Line #2:

City:

State:

Postal Code:

Telephone:

Fax:

Email:

Miscellaneous

Insured Description:

Custom Card Message: (maximum 50 characters)

AutoIDweb

Home Insureds Policies Vehicles My Account Help
 Insureds Page

Select an Insured from the list below then click "Policies" or "Vehicles" on the toolbar:

123 Auto Parts
General Electric
Insured, Average J (Personal Lines Sample)
Sample Corporation (XYZ Subsidiary)
Sample Corporation (Manufacturing Division)

Mailing ID field added for further sorting capabilities

The mailing ID field has been added to enable print jobs to be sorted in a User-defined order. The data type for this field is numeric and valid entries include integers between 1 and 32767. Mailing ID numbers do not have to be unique by record (Ex: 4 can be used multiple times). Duplicate numbers can be useful for grouping Auto ID Cards that will be sent to the same location. However, if a client would like the Auto ID Cards in a specific order (for instance, the order provided to you in an Excel spreadsheet) then you can simply sequentially number the Mailing ID column of the import template. Then, when printing set the "Sort By" option to "Mailing ID" and the "Sort Order" option to either "Ascending" or "Decending", according to your needs.

AP
MailingID
1
2
3
4
5
6
7
8
9
10

Mailing ID from the AutoIDweb Excel Import Template

Edit/View Registrant Information: **Note:** Checking this box will print Registrant name & address on card in lieu of Named Insured.
Edit/View Driver Information: **Note:** Driver information will be used as mailing address for window envelope.
Replacement Vehicle:
For Hire Vehicle:
Historical Vehicle:
Tow Trucks:
Seating Capacity:
Mailing ID:
*** Card Quantity:**

Mailing ID field from the Add/Edit Vehicle screen

When printing your Auto ID Cards, you need to instruct AutoIDweb to sort your print-job by Mailing ID:

AutoIDweb


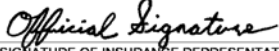
Cards Per-Page:
Sort By:
Sort Order:
Show Grid Lines:
Use Marketing Info:
NY Card Style:
Print Window Envelope Info:
Print Card Message:

California "Uniform Insurance Card" w/barcode and signature implemented for Personal Lines

Effective January 1, 2004 with enforcement beginning July 1, 2004, California requires the issuance of the "Universal Insurance Card" for private passenger policies. The new Auto ID Card differs from other state Identification cards with the following requirements:

1. PostNet barcode on top-right corner to identify the form to automated processing equipment
2. Form data fields printed in OCRa barcode font
3. Signature of Insurance Representative
4. Scanline printed in OCRa barcode font including check-digit

Note: AutoIDweb only prints the "Universal Insurance Card" for Personal Lines Insureds (Individuals). AutoIDweb still prints a modified ACORD 50 for Commercial Lines Insureds. AutoIDweb will print the appropriate card based on the Insured Type (Individual or Business/Organization) selected on the Add/Edit Insured screen.

REG 890A (REV. 5/97)			
CALIFORNIA EVIDENCE OF LIABILITY INSURANCE DO NOT FOLD OR STAPLE - SUBMIT ORIGINAL TO DMV			
This insurance complies with CVC §16056 or §16500.5 _____		 <small>SIGNATURE OF INSURANCE REPRESENTATIVE</small>	
NAME	VEHICLE IDENTIFICATION NUMBER (VIN)	MAKE	YEAR MODEL
John T Doe	5FNRL186648053452	Honda	2004
POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	INSURANCE COMPANY NAME
XT68329	03-01-2004	03-01-2005	St Paul Fire & Marine Ins C
INSURANCE COMPANY STREET ADDRESS	CITY	STATE	ZIP CODE
385 Washington Street	St. Paul	MN	55102
			NAIC NUMBER
			24767
FR2476703012004030120052004H0N175FNRL1866480534520000000000000000000024			

“California Signature Image” field added for uploading an image file

The State of California has designed a new Auto ID Card for use on **personal lines policies**. California is calling this card the “Universal Insurance Card”. Among other unique things about this card, it’s required to have a signature (scanned graphic) to be displayed on the Card. The ability to upload a scanned signature to AutoIDweb has been added to the Edit Firm Profile screen. Multiple graphic file formats are supported for this feature including BMP, GIF, JPG, WMF, and EMF.

The field labeled “California Signature Image” allows for the upload of an accepted filetypes to AutoIDweb. AutoIDweb will automatically scale the image to fit; however, it is suggested that the image be small and clear to avoid large PDF files (a large graphic/image file will increase size of PDF).

Note: when making a signature file with a digital scanner, it is best to start with a signature written on paper with black ink using a felt-tip pen. In our experience, this produces the sharpest scan that reproduces best.

To upload your signature file, click the button labeled “New Image” next to the “California Signature Image” field. This will present a popup window allowing you to type or browse for the file to be uploaded from your computer (see image on next page).

Click “Browse...” to open the Windows file chooser and navigate your way to where you signature file is stored on your computer or network. When you have selected your file, click “Open” to paste the full path into the “Signature File Image Path” field. Next click the “Upload File” button to upload the file to AutoIDweb.

Now print a California ID Card from a personal lines (Individual) Insured in AutoIDweb. The resulting Auto ID Card should look like the “Universal Insurance Card” as shown on the next page with the signature you uploaded as the “Signature of Insurance Representative”.

State Specific option for Nevada – Operator’s Policy will print special message on Auto ID Card (Nevada Only)

The State of Nevada requires a special message to appear on Auto ID Cards that are issued for Operator’s Policies.

Definition: An operator’s policy of motor vehicle liability insurance shall insure the person named as insured therein against loss from the liability imposed on that person by law for damages arising out of use by that person of any motor vehicle not owned by that person, and for any subsequently acquired motor vehicle for a period not to exceed 10 days from date of purchase, within the same territorial limits and subject to the same limits of liability as are provided for in an owner’s policy of liability insurance. (From: California Vehicle Code, Amended Ch. 1157, Stats. 1989. Effective January 1, 1990)


If a policy is an “Operator’s Policy” rather than an “Owner’s Policy” (the AutoIDweb default policy type) then you need to indicate this on the Edit State Specific Information screen. This information can only be entered from the Edit Policy screen. To access this screen, first select the desired Insured from the Insured list then click the “Policies” button on the toolbar. From the policies listed, select the policy that you want to edit. Click the “Edit Selected Policy” button to display the Edit Policy screen. At the bottom of the Edit policy screen click the button labeled “Edit State Specific”. This will display a new page titled “State Specific Information”. Each state that has state-specific options is listed alphabetically on the page. Find Nevada and you will see that there is just one field labeled “Policy Type”. There are two choices for Policy Type: Owner or Operator. If you choose “Operator” then scroll to the bottom of the page and click “Save Settings” you will have updated the State Specific settings to indicate that this policy is an Operator’s Policy.

The State of Nevada requires that Operator’s Policy Auto ID Cards contain wording that indicates such. The following wording will print on the back side of each Nevada Auto ID Card that is associated with an Operator’s Policy.

This card constitutes evidence of an operator’s policy of liability insurance.
The policy is a limited policy of liability insurance. The specific limitations are set forth in the policy or the endorsement required by NRS 485.186:

Sample of ACORD 50NV (back side) w/Operator’s Policy wording:

THIS CARD MUST BE CARRIED IN THE INSURED MOTOR VEHICLE FOR PRODUCTION UPON DEMAND



This card constitutes evidence of an operator’s policy of liability insurance.
The policy is a limited policy of liability insurance. The specific limitations are set forth in the policy or the endorsement required by NRS 485.186:

IN CASE OF ACCIDENT: Report all accidents to your Agent/Company as soon as possible. Obtain the following information:

1. Name and address of each driver, passenger and witness.
2. Name of Insurance Company and policy number for each vehicle involved.

THE FRONT OF THIS DOCUMENT CONTAINS AN
ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

THIS CARD HAS BEEN APPROVED BY THE COMMISSIONER OF INSURANCE

ACORD 50 NV (2002/04)

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State Specific option for New Jersey – Address for notification of commencement of medical services (New Jersey Only)

The State of New Jersey requires that a special message to the Insured appear on Auto ID Cards issued for vehicles registered in New Jersey. The New Jersey Department of Banking & Insurance instructs: "The reverse of the permanent identification card shall contain the words "ADDRESS FOR NOTIFICATION OF COMMENCEMENT OF MEDICAL TREATMENT" together with the address where notices in compliance with N.J.A.C. 11:3-25 are to be sent by medical providers rendering treatment or services to persons claiming PIP benefits. E-mail address and facsimile number may also be included if the insurer accepts that kind of notification.

AutoIDweb provides the ability to print this information on the back side of New Jersey Auto ID Cards. This information can only be entered from the Edit Policy screen. To access this screen, first select the desired Insured from the Insured list then click the "Policies" button on the toolbar. From the policies listed, select the policy that you want to edit. Click the "Edit Selected Policy" button to display the Edit Policy screen. At the bottom of the Edit policy screen click the button labeled "Edit State Specific". This will display a new page titled "State Specific Information". Each state that has state-specific options is listed alphabetically on the page. Find New Jersey and you will see that there are three fields (see image to right).

There are two way to get Address for Notification of Commencement of Medical Treatment information onto AutoIDweb Auto ID cards. First, you can enter freeform text into the Address Line #1, and Address Line #2 fields (see right). Or, you can check the "Use Insurance Company Information" checkbox and the address of the Issuing Company for the corresponding policy will appear on the Auto ID Card.

FergTech recommends that the "Use Insurance Company Information" checkbox be checked on the "State Specific Defaults" screen. By setting this option on the State Specific defaults screen, policies will automatically default to this behavior unless specifically overridden by policy level state specific settings.

AutoIDweb

Home Insureds Policies Vehicles My Account Help

State Specific Information

Illinois

Excluded Drivers Line 1:

Excluded Drivers Line 2:

Louisiana

Excluded Drivers Line 1:

Excluded Drivers Line 2:

Michigan

Excluded Drivers Line 1:

Excluded Drivers Line 2:

Nevada

Policy Type:

New Jersey

Address for Notification of Commencement of Medical Treatment

Address Line #1:

Address Line #2:

Use Insurance Company Information (In lieu of Address Line #1 and Address Line #2 above)

Oklahoma

Liability (Bodily Injury/Property Damage) [A]

Medical Payments [C]

Comprehensive [D]

Collision [G]

Loss to your Recreational Vehicle [L]

Emergency Road Service [N]

Car Rental [R]

Car Rental and Travel Expense [R1]

Uninsured Motor Vehicle [U]

Death, Dismemberment [S]

Disability [T]

Loss of Earnings [Z]

West Virginia

Date Issued: (if left blank, card generation date will be used)

Save Settings

New Jersey (continued)

Below is an example of the Address information printed on the back side of a New Jersey Auto ID Card.

THIS CARD MUST BE KEPT IN THE INSURED
VEHICLE AND PRESENTED UPON DEMAND

IN CASE OF ACCIDENT: Report all accidents to your Agent/Company as soon as possible. Obtain the following information:

1. Name and address of each driver, passenger and witness.
2. Name of Insurance Company and policy number for each vehicle involved.

NOTICE TO INSURED: Address for notification of commencement of medical treatment:

Any Insurance Company

100 Fifth Ave, New York, NY 10010

THE FRONT OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

ACORD 50 WM (2/95)

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Enhancement Details

Conditional Data Validation (Graphical User Interface and Import)

Vehicle Data that is entered or imported to AutoIDweb has been enhanced significantly. The validation rules applied are as follows: