



2008 Annual Contracted Producer Report – due March 1, 2008

All licensed insurance companies must file an Annual Contracted Producer Report if the company paid an insurance producer(s) \$100.00 or more in commission for Rhode Island business during calendar year 2007. *This requirement does not apply to approved surplus lines insurers, risk retention groups or approved or accredited reinsurers.* The Annual Contracted Producer Report is to be filed with the Departments' Annual Statement Filing.

The instruction for the filing of the report are as follows:

1. The report must list each producer to which \$100.00 or more was paid for Rhode Island business during calendar year 2007.
2. Payment of \$30.00 must be made for each producer listed.
3. Each insurance company within an insurance group must file separately.
4. An insurance company that did not pay any insurance producer \$100.00 or more in commission for Rhode Island business must still file a report listing "zero." No fee will be charged for that filing.

The 2008 report must be filed electronically. Each insurer should make the filing by going to https://sbs-ri-public.naic.org/Lion-Web/jsp/login/login_acp.jsp. (This link will not be active until January 31, 2008). The insurer's login ID is their NAIC cocode, the password is the insurer FEIN. If you need assistance with this process please contact Donna Arabian at 222 5458.

The filing must be made as follows:

1. Navigate to the web address shown above and login using the company login and password;
2. Fill in the information required pursuant to the online forms. Each company is required to upload the report via the SBS application. The report should be uploaded in Excel format;
3. Print out the confirmation/invoice page;
4. Send the confirmation/invoice page to the Department with a check for the full amount of the fees owed (calculated as \$30.00 for each insurance producer listed). One check may be sent for a group of companies, however, the conformation/invoice pages for each individual company must be included with the check;
5. The check should be made payable to General Treasurer, State of Rhode Island;
6. The confirmation/invoice page and the check should be sent to:

Rhode Island Department of Business Regulation
Insurance Division, Licensing Section (Contracted Producer Report)
233 Richmond Street, Suite 233 Providence, Rhode Island 02903

7. There is no charge from SBS for this service in 2008.



Annual Contracted Producer Screen Shots

Annual Producer Contract Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address G:\DATA\State Based Systems\Rhode Island\Annual Contracted Producer Fee\Annual Contracted Producer Fee Login.htm Go

DEPARTMENT OF BUSINESS REGULATION
STATE OF RHODE ISLAND

Powered By: NAIC AUTHENT

Company Login

Please login:

User Name [Help](#)

Password [Help](#)

Login Reset

Local intranet

1. The company will use their ID and PW and Login to the system from an external login screen.



Do you have any Contracted Produ - Microsoft Internet Explorer

Address G:\DATA\State Based Systems\Rhode Island\Annual Contracted Producer Fee\2 - Screenshots\Company ACP Report Page.htm

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Annual Contracted Producer

Pursuant to RI Gen Laws Section 27-2.4-4, licensed insurance companies are required to report any insurance producer that has been paid \$100 or more in commission for Rhode Island insurance business (for the prior calendar year). The insurance company is required to provide the individual's last name, first name, RI license and/or the National Producer Number ("NPN"); and pay a fee in the amount of \$30 per individual. The Annual Contracted Producer Report is due by March 1st.

Submitter First Name

Submitter Last Name

Do you have any Contracted Producers to Report? Yes No

How many Producers are you reporting? (Enter Value Between 1 - 9999)

Please Upload Your File of Reported Producers:

Attachment Details			
File Name	Attach Date	View	Delete
Annual Contracted Producer.xls	9/18/2007		

Before your submission, please be sure that the producer list is complete.

Done Local Intranet

2. The system will allow the user to declare that they have Producers to Report
3. If they have Producers to report they will be able to enter the number
4. They will be able to upload their file of their Producers



Annual Contracted Producer

Number of Producers Reported:	40
Contracted Producer Fee:	\$30.00
Sub-Total	\$1,200.00
Total Fee	\$1,200.00

Please confirm that these are the number of producers you wish to report, then press the Submit button to pay the fee.

Print Submit

Back

5. The user will be taken to a confirmation page to confirm the number of producers being reported and the total fee. If they want to make a change they will be able to go back to the previous screen and change data.



Annual Contracted P - Microsoft Internet Explorer

Address: G:\DATA\State Based Systems\SBS States\Rhode Island\Annual Contracted Producer Fee\2 - Screenshots\ACP Check Page.htm

 Annual Contracted Producer
Powered By: NAIC | Authent

September 18, 2007

Congratulations! You have successfully reported the annual contracted producers. Below is a copy of the invoice and an amount due to the Rhode Island Department of Insurance.

Company Name: [Company Name]
NAIC Number: [NAIC Number]
FEIN: [FEIN]
Transaction Number: [Transaction Number]

Number of Producers Reported:	40
Contracted Producer Fee:	\$30.00
Sub-Total	\$1,200.00
Total Fee	\$1,200.00

****The Rhode Island Insurance Division requires that a check in this amount be mailed to the Division.**

You are required to mail a check and a copy of this invoice page to:

Rhode Island Department of Business Regulation Insurance Division, Licensing Section
233 Richmond Street, Suite 233
Providence, RI 02903

Note: The Annual Contracted Producer Report is due by March 1st.

Print Close

Done Local intranet

- The user will be taken to the check invoice screen with instructions to mail the payment to the DOI. The company will be marked in SBS as not paid.



Annual Contracted P - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address G:\DATA\State Based Systems\Rhode Island\Annual Contracted Producer Fee\ACP No Producer Confirmation.htm

 Annual Contracted Producer

Powered By:  

September 18, 2007

Congratulations! You have successfully reported zero annual contracted producers.

Company Name: [Company Name]
NAIC Number: [NAIC Number]
FEIN: [FEIN]
Transaction Number: [Transaction Number]

Number of Producers Reported:

Done Local intranet

7. Confirmation Page when no Producers are reported.