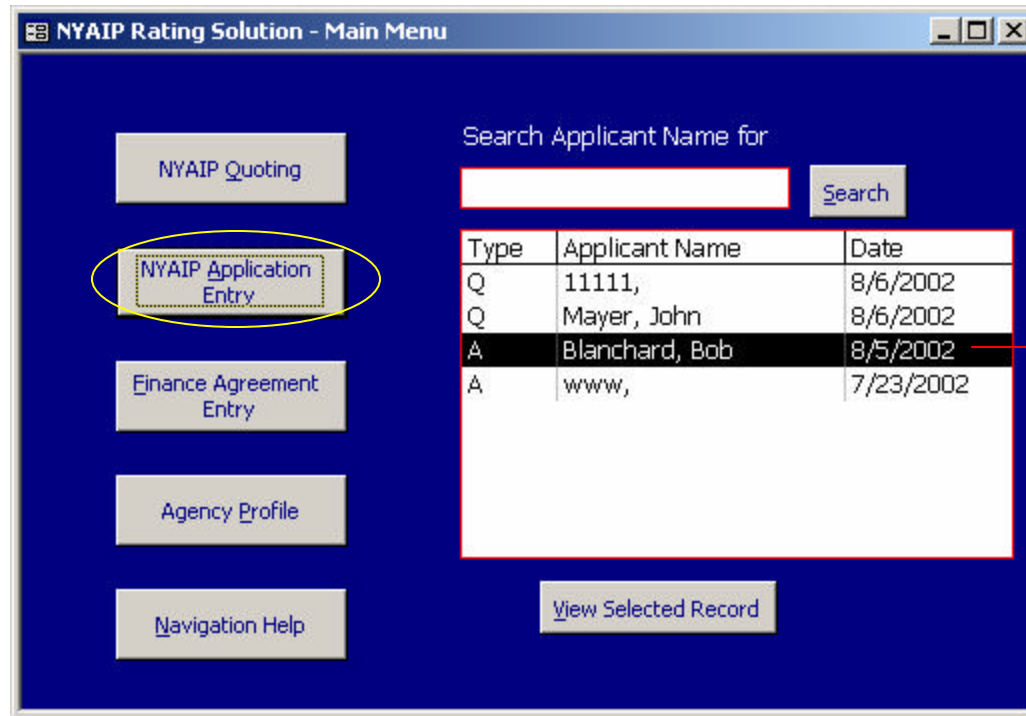


NYAIP PASS Upload

PASS Upload



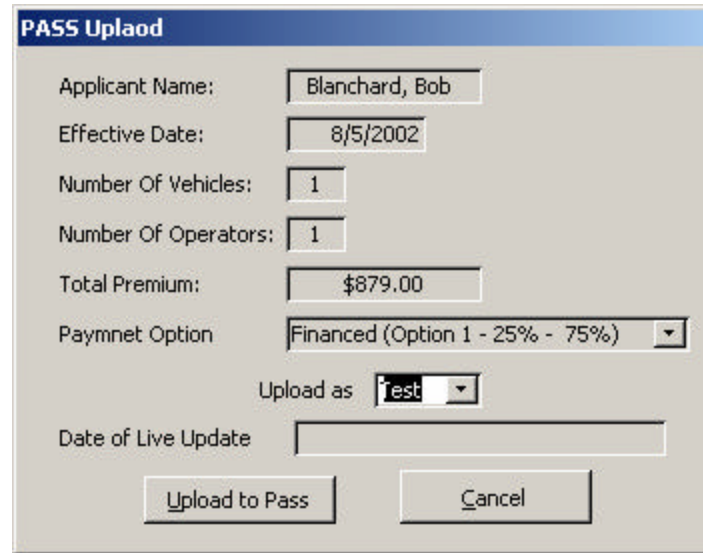
To upload an application to the PASS website, click the NYAIP Application Entry button to begin a new entry, or click an applicant by name from the list on the right.

PASS Upload

The screenshot shows the 'Application Entry' software interface. At the top, there are fields for 'File #' (4), 'Application Date' (8/5/2002), and 'Blanchard, Bob'. To the right are 'Main Menu' and 'Upload to PASS' buttons, with the latter circled in red. Below this is a tabbed menu with 'Applicant Information' selected. The form is divided into several sections: 'Applicant Information' with fields for First Name (Bob), MI, Last Name (Blanchard), Suffix, and SS # (098-76-5432); 'Address 1' (12 West Street), City (ALBANY), State (NY), Zip (12205-), County (Albany), and Territory # (13); 'Employer Information' with Occupation (SELF EMPLOYEC), Job Title (Owner), Employer (Owner), and Address (57 Clare Lane); 'Garage Address' with Address (12 West Street), City (ALBANY), State (NY), and Zip (12205-); and 'Former Address' with empty fields for Address, City, State, and Zip. A 'Next >>' button is at the bottom right. A note at the bottom center says 'Use the ITab| Key to move between fields'.

All of the required data must be entered before uploading to the PASS website. When data entry is complete, click the Upload to PASS button in the upper right corner of the Application Entry screen.

PASS Upload



The screenshot shows a dialog box titled "PASS Upload" with a blue header bar. The form contains the following fields and controls:

- Applicant Name:
- Effective Date:
- Number Of Vehicles:
- Number Of Operators:
- Total Premium:
- Payment Option:
- Upload as:
- Date of Live Update:

At the bottom of the dialog are two buttons: "Upload to Pass" and "Cancel".

The PASS upload screen appears. Verify that the information to be uploaded is correct. If the information is not correct, an upload error will result. Cancel to return to the Application Entry screen and edit the necessary information. If the information is correct, verify that "Test" has been selected in the drop-down box, and click Upload to PASS.

PASS Upload

NYAIP PASS - Confirmation Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help | Links Autotask™ Prodigy Yahoo! Weather H.C. eGay

Address C:\pass.html Go

New York AIP Online System
New York Automobile Insurance Plan - Confirmation Section

This information will be used to create your application. If the information is not accurate, use the links below to make your changes.

Producer Name:

About the Applicant(s):

Blanchard, Bob
12 West Street
ALBANY, NY
12205

Occupation: SELF EMPLOYED

Number of Vehicles: 1

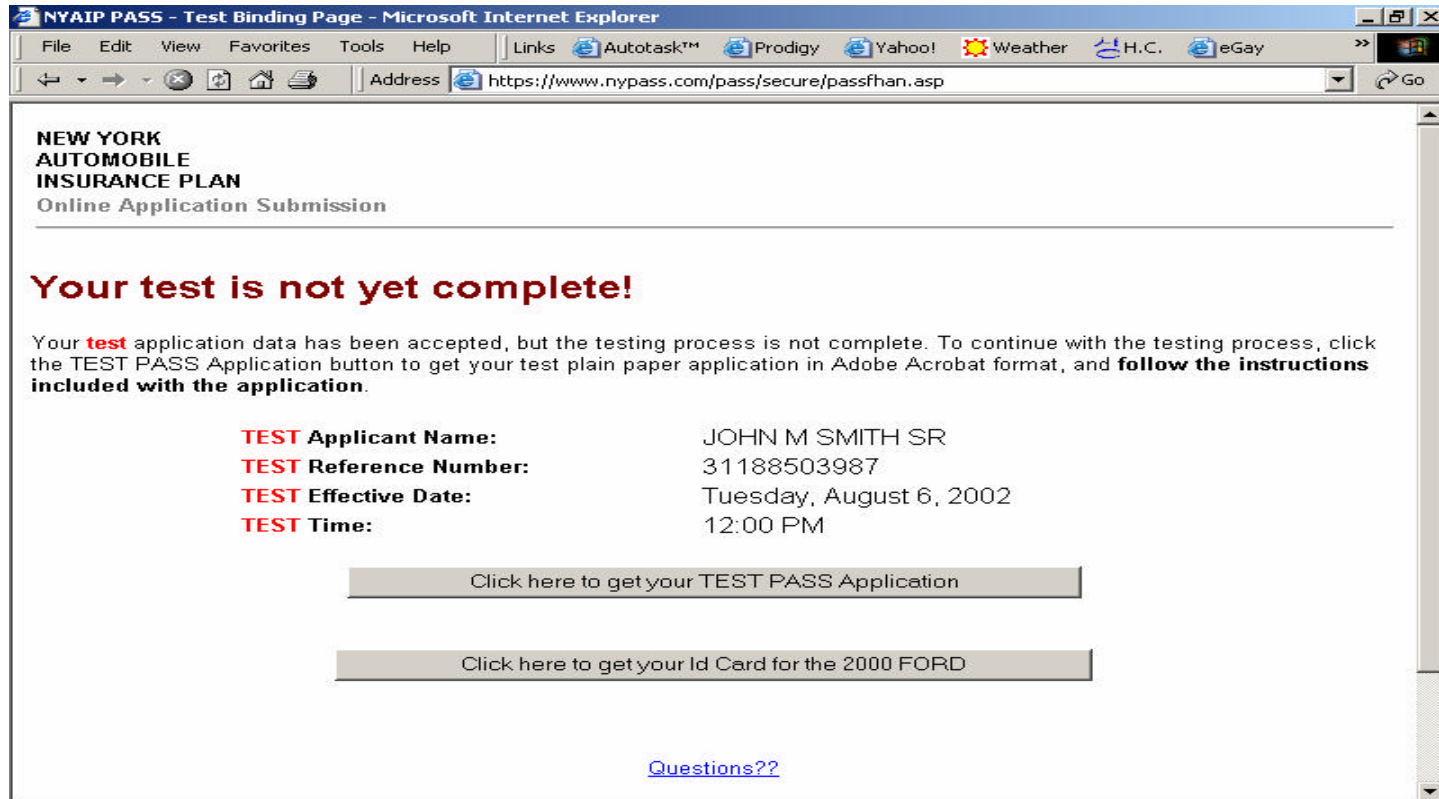
Number of Operators: 1

Please be patient as the data is validated. Submitting this data more than once will result in duplicate applications.

[Submit this application](#)

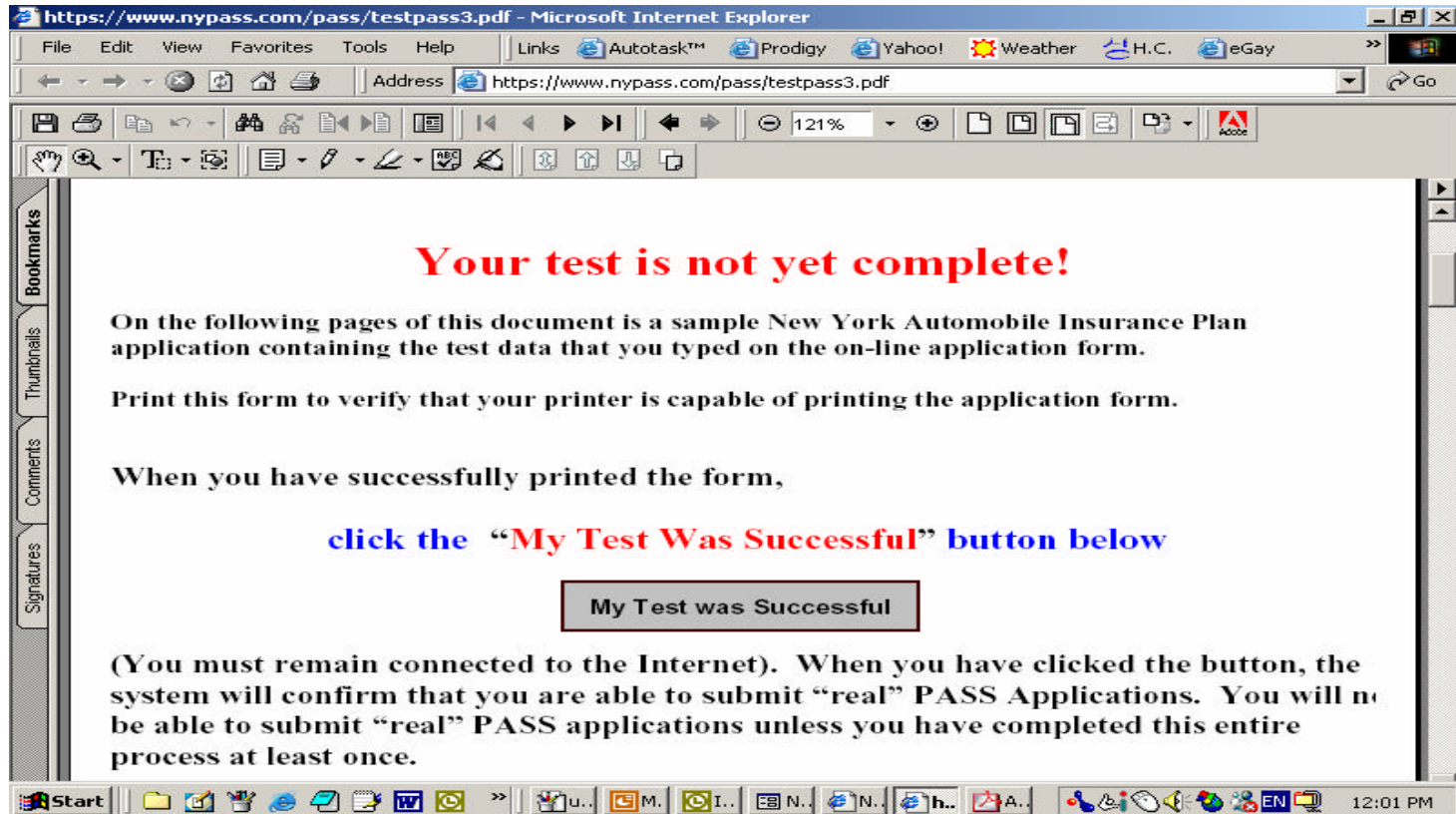
An online internet connection will be made showing the final verification page before submission. Click the Submit button to submit the information.

PASS Upload



An example of a test submission.

PASS Upload



Follow the online documentation. When the test is complete, close the internet site, and return to the application to submit a “Live” PASS upload.

PASS Upload

PASS Upload

Applicant Name:

Effective Date:

Number Of Vehicles:

Number Of Operators:

Total Premium:

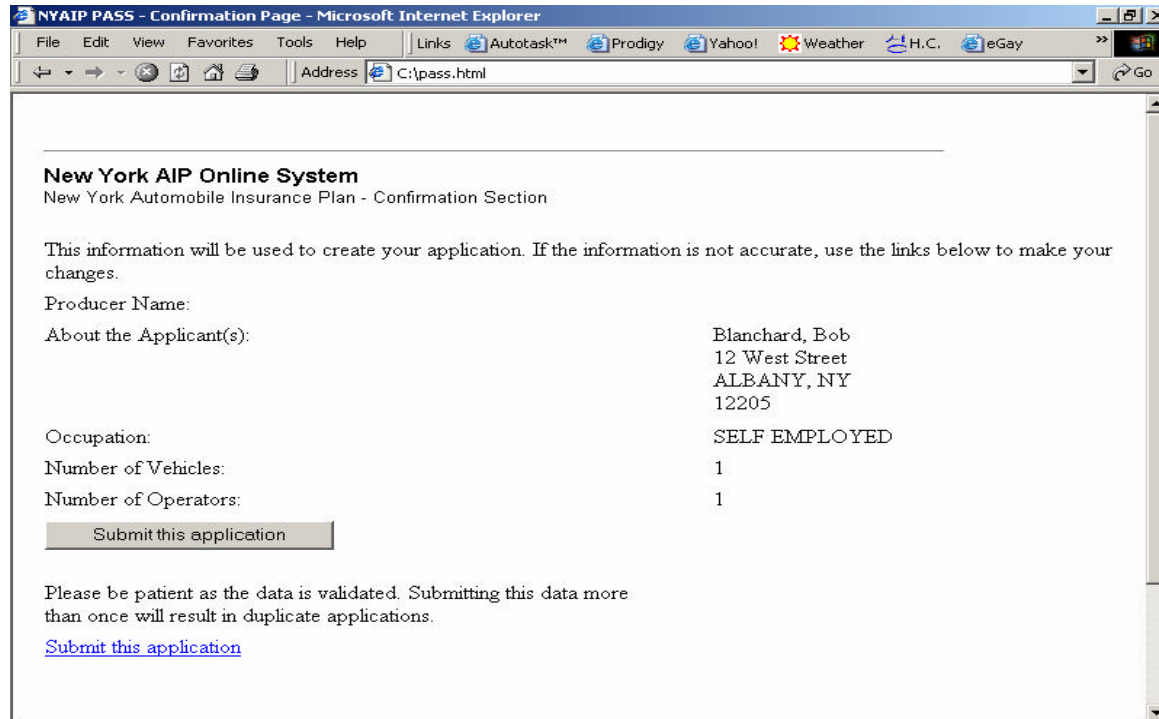
Payment Option:

Upload as: (dropdown menu open showing Test, Live)

Date of Live Update:

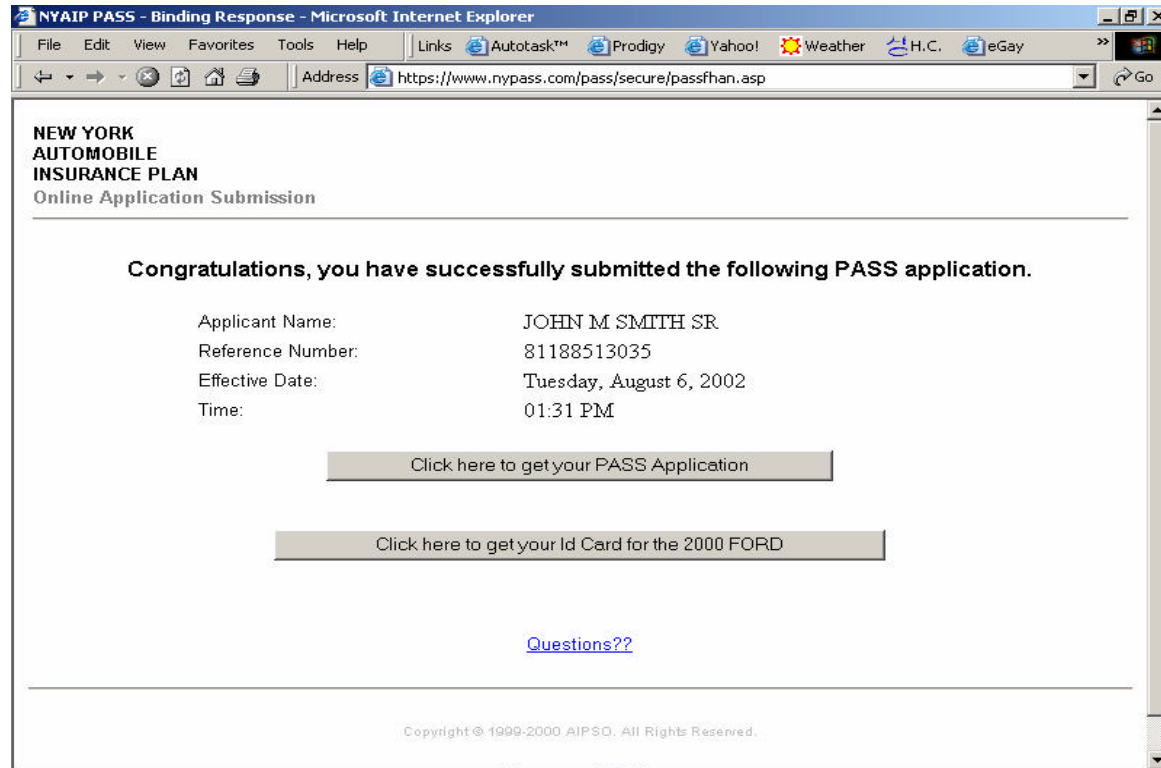
This time, click the drop-down menu and select “Live” from the list and click “Upload to PASS” again to perform a live upload to the PASS website.

PASS Upload



You will see this screen again. Click Submit Application to continue with the Live upload.

PASS Upload



The above screen will appear when the application has been successfully submitted to the PASS website.