

Review and make updates to the business entity DLP (Supporting Agent) via Sircon's Compliance Express service by accessing www.sircon.com/virginia and clicking on Maintain Designated Licensed Producer link located on the menu on the left side of the page.

Enter the agency's EIN or Virginia license number. Click on State drop down box and select Virginia. Click Search.

Individual Association Maintenance

Please enter State, and either EIN or License Number. You can enter both EIN and License Number. If the EIN and License Number you entered does not match, no data will be retrieved. In that case, try to enter only one or the other.

EIN

or

License Number

and

State * Required

Click on Action drop down box.

Individual Association Maintenance

Firm FRIEDMAN AGENCY INC.

State VA

Action * Required

SSN

Last Name

Note: If no individual criterion is entered, all individuals associated with the firm will be retrieved. SSN and Last Name are required when creating a new association.

To review a list of agents associated with the agency, select Maintain and click Continue.

To remove a DLP, select Terminate, enter SSN and Last Name and click Continue.

To add the appropriate DLP, select Create, enter SSN and Last Name and click Continue.

Individual Association Maintenance

Firm	FREDMAN AGENCY INC
State	VA
Action	<input type="text" value="* Required"/>
SSN	<input type="text"/>
Last Name	<input type="text"/>

*Note: If no individual criterion is entered, all individuals associated with the firm will be retrieved.
SSN and Last Name are required when creating a new association.*

Click on drop down box and select appropriate association. (For example, Supporting Agent – Producer, Supporting Agent – Consultant, etc.) Click Create Association.

Individual Association Maintenance for the State of Virginia

Firm : 123 ABC INSURANCE LLC
Individual : NEAL ROBERT CARTER
Action : Create

Individual	SSN	City	State	Association
There are no current associations.				
New Association	<input type="text"/>			

Position may be left blank. Click on Submit. A Sircon processing fee will apply.

Individual Association Maintenance for the State of Virginia

Firm : 1 2 3 ABC INSURANCE LLC
Individual : NEAL ROBERT CARTER
Action : Create

<i>Begin Date or End Date is not modifiable. Begin Date or End Date will be defaulted to Today's date.</i>		
Association	Position	Begin Date
Supporting Agent - Producer	<input type="text" value=""/>	06-15-2016
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		
Warning: You will be charged for each click of the submit button. A double click counts as two clicks.		