

**NORTH CAROLINA JOINT UNDERWRITING ASSOCIATION  
NORTH CAROLINA INSURANCE UNDERWRITING ASSOCIATION  
PRODUCER DOWNLOAD SIGN UP**

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- The Associations perform downloads for many agency systems. Examples:
  - Applied Agency Systems
  - Instar Agency Systems
  - Doris Agency Systems
  - AMS Agency Systems
- Producer **must** utilize the **IVANS network** to perform downloads with the Associations.
- The Associations offer an initial download and daily downloads. Please check with your vendor to see if they charge a fee to process the initial downloads.
- If you would like to sign up for Producer Download please complete the following fields and email this form to ([sheila.ard@ncjua.com](mailto:sheila.ard@ncjua.com)) :

- 1) What type of System (Applied, AMS\*, etc): \_\_\_\_\_
- 2) NCJUA/NCIUA Producer Code: \_\_\_\_\_
- 3) Contact For Producer Office: \_\_\_\_\_
- 4) Contact Phone Number: \_\_\_\_\_
- 5) Contact Email Address: \_\_\_\_\_
- 6) IVANS Y- Account: \_\_\_\_\_
- 7) IVANS User ID: \_\_\_\_\_
- 8) Accord Machine Address: \_\_\_\_\_  
(Applicable For Applied and AMS Only)
- 9) Do you want an Initial Download?

We will get you set up on the Association's download as quickly as possible. However, depending on which agency system you are using it could take up to 10 days to process. If you have any questions email [sheila.ard@ncjua.com](mailto:sheila.ard@ncjua.com)