



## ManageAR Security & Roles

11/9/2016

### **Data Security**

#### ***Agents***

Viewing and editing data in ManageAR is based upon the user's web security settings and the assigned ManageAR Role (see below). ManageAR users can view data for all users belonging to the agency or agencies to which they are associated in the NCRB Web Administration application. The exception to this rule is users who have the AgentAuthorOnly role. Users with the AgentAuthorOnly role can only view data for applications that the user created.

#### ***Premium Finance Companies***

Premium Finance companies will have access to 135NC applications where they were designated as the company to issue Electronic Funds Transfer (EFT) payments by the agent writing the application. Premium Finance companies have read-only access to the 135NC application data with the exception of the ability to add EFT payments.

#### ***Agency EFT Payment History Report***

The Agency EFT Payment History Report will only display history for the EFT payment accounts to which the user has the ability to maintain. For example, if the user had the AgentSuperUser role, this report will only display payments applied using the payment accounts that the user created. They would not see the payments applied using agency level EFT payment accounts.

#### ***NCRB Infrastructure***

NCRB has implemented reasonable security measures to help protect against the loss, misuse and alteration of the information under our control. NCRB uses industry-standard firewalls around all NCRB networks and servers that store personal data. When accessing products and services on our site that contain sensitive information, NCRB employs secure socket layer (SSL) technology using 128 Bit encryption.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986, the National Information Infrastructure Protection Act of 1996, or other such laws as may apply.

If you have reason to believe a breach of security at NCRB has led to disclosure of your personally identifiable information, you should send an e-mail to [techsupport@ncrb.org](mailto:techsupport@ncrb.org).

Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, NCRB cannot ensure or warrant the security of any information you transmit to us, and you do so at your own risk. Once we receive your transmission, we make our best efforts to ensure its security on our systems.

## **Roles**

### ***AgentAdmin***

The AgentAdmin role is the highest level role for agents. It will allow the user to create, edit and submit 135NC application data. Users with the AgentAdmin role can maintain Electronic Fund Transfer Payment Accounts as well as apply EFT payments on applications. In addition, the AgentAdmin has the ability to view the Agency EFT Payment History Report.

### ***AgentSuperUser***

The AgentSuperUser role provides the ability to create, edit and submit 135NC applications. Users with the AgentSuperUser account can maintain USER EFT payment accounts, can submit funds electronically and can view the Agency EFT Payment Report.

### ***AgentAuthorOnly***

The AgentAuthorOnly has the same privileges as the AgentSuperUser except they can only see 135NC applications that they created themselves.

### ***AgentDataEntry***

The AgentDataEntry user has the ability to create and edit 135NC applications. They cannot submit 135NC applications to the NC Rate Bureau.

### ***AgentReadOnly***

The AgentReadOnly user does not have the ability to edit data inside of ManageAR. They have view only access to the 135NC application data that is associated with the agencies to which they have been granted access.

### ***PFCCompany***

The PFCCompany role should only be used by Premium Finance Company accounts. This user only has the ability to apply EFT payments to 135NC applications and to view the Agency EFT Payment History Report.

	Agent Admin	Agent Super User	Agent Author Only	Agent Data Entry	Agent Read Only	PF Company
Create 135NC applications	X	X	X	X		
Edit 135NC application data	X	X	X	X		
Delete 135NC applications	X	X	X	X		
Submit 135NC applications to the NC Rate Bureau for processing	X	X	X			
Apply EFT payments	X	X	X			X
Maintain EFT payment accounts for the agency or premium finance company	X					X
Maintain personal EFT payment accounts (i.e. not agency level)	X	X	X			X
View the EFT Agent/Premium Finance Company Payment History report	X	X	X			X
Can only view applications that they created (i.e. cannot see applications for other users inside of their agency)			X			