



Checklist for Companies Starting to Write Auto Liability Insurance in NC

Welcome to the North Carolina Reinsurance Facility. We have developed this checklist as a guideline to assist new companies that intend to begin writing automobile liability insurance in North Carolina and will need to report information to the Facility.

- 1. APPLY FOR NCRF MEMBERSHIP:** You will automatically receive a Membership Packet from Joan Alessandri of Membership Services, upon becoming licensed to write auto liability insurance in North Carolina. You are not required to join the North Carolina Reinsurance Facility, unless you are actually writing auto liability insurance in North Carolina. If you became licensed in the past, but did not become a member and you are starting to write auto liability insurance in North Carolina at this time, you can request a Membership Packet from Membership@ncrb.org

Complete the necessary forms and return them with your membership fee to:

Membership Services
North Carolina Reinsurance Facility
2910 Sumner Boulevard
Raleigh, NC 27616

When the appropriate forms and membership fee have been received, it will take approximately 1 week for the process to be completed. You will be notified of the NCRF company code you have been assigned.

Forms to be completed:

- **Membership Application Form**
 - **NCRF Company Code Issues (Form NCRF-44)** – Form to determine whether you want your company to report to the Facility as a stand-alone company or group it with an existing company that is already a member of the Facility.
 - **Request for Member Company Address Information (Form NCRF-43)** – Does not need to be filled out if the company is being assigned the same NCRF code as an existing company in the Facility. We would already have contacts on file.
 - **Authorization Agreement for ACH Deposits (Credits)** – *(Optional, but completing this form will result in faster payments).*
- 2. BECOME FAMILIAR WITH OUR WEBSITE:** Visit our website at www.ncrb.org/ncrf for the NCRF Standard Practice Manual, FTP Instruction Guide, Circular Letters, FAQ's and other information you will need as a Facility member. There is also information for using our online system EDGE and detailed information on how to contact us.

3. **NOTIFY NCRF OF YOUR START DATE:** When you know the projected date you will begin writing auto liability insurance coverage in North Carolina, please email the start date to NCRF Operations at NCRFOperations@ncrb.org.
4. **SETUP YOUR ONLINE ACCESS ACCOUNTS:** To obtain an online user account to the NCRB-NCRF-NCIGA Member Services site, each company is required to establish a Master Web Administrator (MWA). This self-service account management policy allows members to grant and control users' access to information sensitive to their organization. If you did not set up a MWA when you joined the North Carolina Rate Bureau, you can complete the online registration on our website. The Member Services links are located on the right side of the page. If you already have an established MWA, that person would need to grant access to EDGE for each individual user in your organization.
5. **SETUP YOUR FTP ACCOUNT:** In preparation for issuing auto liability policies in North Carolina, you will need to set up an FTP account in order to submit cession, accounting and recoupment data to the EDGE system. On our website, under the EDGE tab, click on FTP Transmissions and you will find the FTP Account Request Form. Complete this form and email it to ftpsupport@ncrb.org. **(Please note that you may manually enter cessions online, but during any business interruption at the Facility that causes EDGE online services to be unavailable, FTP services continue without interruption and are the only way to report cessions and preserve the earliest receipt date).**

You should give yourself at least 2 months to set-up and test FTP files for cession, accounting and recoupment data. The length of time can vary based on whether or not you already have FTP software in place, the expertise of your technical resources and internal development policies in place at your company.

You will not be considered as production ready, until all applicable files have been tested and approved. A mutually agreeable date will be selected at which point the member company can begin transmitting "Production" files via FTP. This start date will be confirmed in an email from our FTP Support. **(Please refer to the NCRF FTP Instruction Guide on our website).** To begin testing FTP files, please contact ftpsupport@ncrb.org. Please copy NCRFOperations@ncrb.org.

6. **REQUEST CEDING AND EXPENSE ALLOWANCES:** If you wish to request your ceding and claims expense allowances, please contact Katie Lovelace at kml@ncrb.org.

Feedback on this form is welcome. Please email Patricia Stallings at pas@ncrb.org or Terry Brown at teb@ncrb.org

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