saif
Work. Life. Oregon.

Ivans download instructions for agents

Agency name: _____

According to our records, we show that your agency has opted to receive to the following Ivans mailbox account:

Download services opted into:

- ☐ Policy Data
- ☐ eDocs
- ☐ Direct Bill Commissions

Ivans Y-Account Number: _____ **Ivans User ID:** _____

The information below will help you update your agency management system so you can successfully receive the download. Please note that if your agency is unsure where or how to enter any of these details into your agency management system, your agency management system vendor can provide assistance.

Ivans account information

Y Account: **SAIF8**

User ID: **SAIF8PRD**

Machine Address: **IBM503SAIFOR**

NAIC codes (needed for your agency management system)**:** **36196 SAIF Corp**

Current lines of business: **Workers Comp**

Supported policy transactions:

- Cancellation Confirmation (XLC)
- New Business (NBS)
- Policy Change (PCH)
- Reinstatement (REI)
- Renewal Image (RWL)
- Premium Audit (PAB)
- Policy Data Sync (SYN)

Note: Policy data transactions for monthly premium reports and final audit reconciliations reporting payroll to SAIF are transmitted using the SYN transaction code as there are no associated policy documents for these transactions. This data sync will update payroll and premiums accordingly. For detailed information regarding payroll reporting associated with these transactions, please go to the Report Payroll section in Business Online via the agent portal.

SAIF producer codes

The following producer codes for your agency should be entered into your agency management system:

What day of the month will commissions be sent?

Direct bill commissions will be transmitted to the Ivans Exchange on the last day of the month and will be available to agents on the first day of each month.

Can I sync the policy data for my entire agency book?

Yes. If you prefer to receive a full one-time sync for policy data on your entire agency book, please contact Ivansdownload@saif.com.

What policies will be included in the Ivans download?

Policy data and commissions will be transmitted via the Ivans Exchange for all SAIF regional, service center, and assigned risk policies, except as noted below.

Commission transactions will be included for Zurich policies issued through our other states coverage (OSC) program. At this time, however, policy data for Zurich OSC policies is not available. Depending on the specific agency management system vendor, you may have the option to designate specific policies as "do not download" if you do not wish to receive policy data for those policies.

Will the SAIF download require unique company codes?

Yes, the unique carrier codes listed in the table below will need to be added to your agency management system. If you need assistance entering these codes, your agency management system vendor can provide guidance specific to your system. They can also help with any additional configuration that may be necessary to ensure downloads are received correctly.

SAIF unique company codes

CODE	DESCRIPTION
AFELA	Balance to Min EL Increased Limits (FELA)
AIRSC	Aircraft Seat Surcharge
BWAIV	Blanket Waiver of Liability
CLAIM	Claim Cost
CLOSR	Federal Closure Charge
CNVLC	Federal Converted Loss for Closure
CNVTL	Converted Loss
DRISK	Divided Risk Endorsement

GROUP	OGSERP Premium
GRPLD	Group Premium Less Deferred
IRPAD	Federal IRP Min Max Adjustment
LOSSC	Excess Loss Premium Charge
LOSSD	Federal Loss Development Charge
LSSDC	Federal Claim Cost Loss Deferral Charge
MAXPR	Maximum Premium for Retro evaluation
MINPR	Minimum Premium for Retro evaluation
NAFND	Nonappropriated Fund Instrumentalities Act Coverage Endorsement
PBAMT	Previously Billed Amount
PBCLM	Previously Billed Claim Costs
PRMDF	Retrospective Premium Deferral Charge
RETRD	Group Retro Deferred Premium
RNDR	Retrospective Non-disabling Reimbursement
SHELF	Outer Continental Shelf Lands Act Coverage Endoresement
STS##	DCBS Assessment
SWAIV	Specific Waiver of Liability
TAX##	Retro Federal Tax
VOLFC	Employers Liability Voluntary Compensation flat charge
VWAIV	Waiver of Subrogation Charge
WAIVB	Balance to Minimum of Waiver of Subrogation
WVS##	Waiver of Our Right to Recover from Others Endorsement
XLABR	Employee Leasing Client Exclusion Endorsement
XLCSR	Cancellation Short-Rate Penalty
XLEAS	Employee Leasing Exclusion Endorsement
XWPLC	Designated Workplaces Exclusion Endorsement

What if I have additional questions?

Please contact your Strategic Relationship Partner or email **Ivansdownload@saif.com** if you have additional questions.

Special instruction for agencies utilizing Vertifore AMS360

In lieu of STS## in the table above, please enter STS01, STS02, STS03, STS04, STS05, STS06 for the SAIF unique company codes. The description for each should be listed as DCBS Assessment1, DCBS Assessment2, DCBS Assessment3, etc.

Special notes regarding SAIF's download for policy data

Ownership Information

Due to complexities regarding ownership coverage triggered by statute for corporate officers that were identified during the pilot, ownership coverage information will NOT be included in the download for policy data at this time. We will continue to work through the challenges we are experiencing relating to the ownership coverage rules applicable by statute and hope to include ownership information in an enhancement to the policy data download in the future.

SAIF vs Ivans Download Terminology

SAIF POLICY	IVANS DOWNLOAD
Pre-Pay Discount	Paid in Full
OGSERP Discount	Affinity Group

Special notes regarding SAIF's download for eDocs

The table below provides an overview of the documents that will be delivered to the agency via eDocs through download. At this time, we are sending documents generated from our Guidewire PolicyCenter and BillingCenter. As a result, there are some limitations on the types of documents that can be included in the download.

DESCRIPTION	POLICY TRANSACTION	IVANS TRANSACTION
Cancel Coverage Notice	CANCELLATION	XLC
Issuance Contract	ISSUANCE, SUBMISSION	RWL
Payroll Estimate Letter	AUDIT	PRMAU
Final Premium Audit/Payroll Report Package	AUDIT	PRMAU
Group Eligibility Letter	RENEWAL	RWL
Intent to Cancel Policy Notice	POLICYCHANGE	XLP
Retrospective Rating Evaluation Packet		MEM
Policy Change	POLICYCHANCE	PCH
Demand Invoice	CANCELLATION	XLC
Assigned Risk Renewal Notice	RENEWAL	RWL

SAIF agents will continue to have access to their paperless agency inbox and policy documents in the agent portal. Because the eDocs download only includes the document types listed above that are generated from our Guidewire policy and billing systems, some will still need to be delivered via mail or the paperless agency inbox. There is no change to the types of documents currently delivered to the agency inbox.

Documents that are delivered to both the agency inbox and through the eDocs download will appear as read documents and not be bolded.