A. <u>GENERAL INFORMATION</u>

The CAR Cession System is a subset of the overall CAR Accounting System that is limited to cession records only. It differs from the Statistical System in that the Cession System is a cumulative file containing data for all open policies. Note that only the three most current effective years are considered active. A cession represents the notification from a company that it wants CAR to cover the policy. You may submit cessions on tape, FTP, or using CAR's on-line system.

The CAR Cession System is a "policy-based" system meaning that CAR performs edits comparing the cession record to other cession records and to the premium and loss records on a policy, as opposed to "record-by-record" editing in the statistical system. To maintain and access cession records quickly, CAR established a "key". The "key" is

- Company Number
- Policy Effective Year
- Policy Number
- Record Number

Thus, the system treats all the cession records with the same key as part of a policy.

Throughout this manual, cession activity is described in one of four ways:

Adds - refer to new cession records, and include all four transaction types: TX1 - new business, TX2 - renewal, TX4 - flat cancellation, and TX5 - uncede.

Corrections - refer to changes to existing cession records, which may or may not eliminate an error.

Deletes - refer to the deactivation of a duplicate cession or the deletion of an invalid, non-matching TX4 or TX5 cession.

Nulls - refer to a TX1 or TX2 cession deactivated by a TX4 or TX5 cession.

Generally, CAR processes and loads data to the cession file on a weekly basis. The following chart outlines CAR's current processing schedule:

Daily: Process and load cessions (all media types) and most on-line cession corrections to the suspense files.

A. <u>GENERAL INFORMATION (CONTINUED)</u>

Thursday Night: Process and load all other cession corrections to the suspense files.

Friday Night: Load newly accepted cession adds, corrections, deletes and nulls to the cession database file.

Produce the CR140 - Fatal Cessions Adds Report

Produce the CR150 - Fatal Corrections Report

Update the on-line system to add all new activity and errors, so that on Monday mornings, Servicing Carriers can review the on-line cession activity and error lists.

Additionally, the paper CR170 - Notice of Cessions Received runs in April of each year for the most recently closed cession reporting year for companies to retain as historical information.

The Cession on-line system allows the options of browsing listings, adding, correcting and deleting cession records. New records and corrections made through the on-line system are edited immediately. Records with fatal errors will not be loaded to the suspense file unless the fatal error is eliminated. Regardless of how the data is originally reported to CAR, all cession data loaded to the suspense file can be viewed through one of the on-line applications. This option allows for a more timely cession verification process.

A summary of each application is listed below:

Applied Cessions lists adds, corrections and deletes/nulls by specific load date. If an incorrect load date is entered, the system will bring you to the next subsequent load date. It also has an option to display batch totals by date received and media type. These batch totals can be used in conjunction with Servicing Carriers' cession verification procedures.

Active Cessions Listing for the three most current reporting years. It also indicates if a cession contains a non-fatal cession error. If CAR received the cession after the policy effective date, an * appears next to the cession.

A. <u>GENERAL INFORMATION (CONTINUED)</u>

Producer Code Browse allows you to list cessions by specific producer codes. It also indicates if CAR received a cession after the policy effective date by using an *.

Browse Pending records allows you to view all suspense records, regardless of how they were submitted. For example, a company may submit correction records through the on-line application and also send several batches on tape. Once loaded to the suspense file, records, sorted by record type, can all be viewed through the appropriate pending menu option.

Cession Errors is comprised of recently loaded cessions as well as older, uncorrected cession errors with non-fatal errors. Corrections can be made through the cession errors on-line. The system will immediately edit the correction. If any fatal or non-fatal errors are detected, they will display with an error description. The unique feature of the on-line system is that, not only does it identify errors before submitting a correction record to CAR, but it also allows the error to be corrected. A producer code inquiry "hot-key" also provides quick access to your producer code information without having to leave the correction screen.

Correct Cession by Key allows updates to records regardless of whether an error exists or not. For example, the insured's name or producer code may be changed even though the cession has no error. This application has the same functionality as the Cession Errors.

Add Cession Records allows new cession records to be submitted directly to CAR through the on-line application. The system will immediately edit the newly added record. If any fatal or non-fatal errors are detected, they will display with an error description. The unique feature of the on-line system is that, not only does it identify errors before submitting a record to CAR, but it also allows the error to be corrected. A producer code inquiry "hot-key" also provides quick access to your producer code information without having to leave the correction screen. Once the record is applied, all the data fields remain filled in so that repetitive data does not have to be continuously entered.

Warning and Penalty list, which is part of the On-line Accounting Correction application, can process corrections to any cession record that is listed on the Warning and Penalty list. Corrections can be made through the Warning and Penalty list on-line. This application has the same functionality as the Cession Errors.

A. <u>GENERAL INFORMATION (CONTINUED)</u>

Cession Message Board is used by CAR staff to post any information that is specific to the Cession system.

Cession Summary Report will appear at the end of each on-line session prior to exiting from the cession system. It provides add, correction, and deletion totals for the records that have been entered. A print screen of this information will be a useful tool in cession verification and problem resolution.

If at any time the actual cession load produces different results than what you expected when you entered the cession add or correction, please contact your company's Data Analyst. For example, previously valid cessions are now appearing with a non-fatal error code 5. This may have occurred due to changes to the producer code file.

For more specific information relative to the cession system, reference the Cession Edit Package and Chapter II of the Manual of Administrative Procedures.

B. <u>ACCESSING THE CESSION SYSTEM</u>

To access the CESSION SYSTEM from TE100 - TELECOMMUNICATIONS MENU (exhibit IV-B-1),

      1)   **Select PF3 or**

      2)   **Tab to the option field, type "3" and hit ENTER**

Exhibit IV-B-1

```
TE100SB                COMMONWEALTH AUTOMOBILE REINSURERS                11/01/2006
TEMENUSA                      TELECOMMUNICATIONS                           11:15:30


           C.A.R. ACCOUNTING          ........... PF2  OR 02

           CESSION SYSTEM             ........... PF3  OR 03

           STATISTICAL SYSTEM         ........... PF4  OR 04

           PRODUCER CODE SYSTEM       ........... PF5  OR 05

           TAXI INDEX SYSTEM          ........... PF6  OR 06

           AUDIT & CLAIMS SYSTEM      ........... PF7  OR 07

           EXPERIENCE RATING SYSTEM ............. PF8  OR 08

           TERMINATE C.A.R. SESSION ............. PF12 OR 12

                              :    :

                  DEPRESS PFKEY OR ENTER PROCESSING OPTION
```

The TE130 - CESSION LISTINGS screen (exhibit IV-B-2) appears.

B. ACCESSING THE CESSION SYSTEM (CONTINUED)

Exhibit IV-B-2

```
TE130SA              COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
                             CESSION LISTINGS                     11:15:30




                      COMPANY CODE    ___










                    ENTER COMPANY CODE FOR PROCESSING
                                    OR
                 DEPRESS PF12 OR ENTER 12 FOR END OF SESSION
                                  :    :
```

1)   Input your company number, and
2)   Hit ENTER

The CR100SA - CESSION MENU screen (exhibit IV-B-3) appears.

B. ACCESSING THE CESSION SYSTEM (CONTINUED)

Exhibit IV-B-3

```
*** INPUT A DATE IF NEEDED ***
CR100SA               COMMONWEALTH AUTOMOBILE REINSURERS            11/01/2006
COMPANY: ___                       CESSION MENU                       11:15:30


    BROWSE
       - APPLIED CESSIONS W/LOAD DATE 11 01 2006 ....... PF2  OR 02
                                    MM DD YYYY
       - ACTIVE CESSIONS ............................... PF3  OR 03
       - BROWSE BY PRODUCER  ........................... PF4  OR 04
       - BROWSE PENDING  .............................. PF5  OR 05


    CORRECT / ADD
       - ERRORS WITH LIST DATE 11 01 2006 ............. PF6  OR 06
                              MM DD YYYY
       - CORRECT CESSION BY KEY ....................... PF8  OR 08
       - ADD CESSION RECORDS .......................... PF9  OR 09

       - CESSION MESSAGE BOARD LAST UPDATED  11 01 2006  PF10 OR 10

                             : __ :
       PF01/01 HELP                                   PF12/12 EXIT
```

Enter the value in the processing option field or the appropriate PF key as follows:

PF2/02: Displays the Applied Cessions - Cessions loaded for the run date you entered. See section B2 for specific information.

PF3/03: Displays the latest Active Cession Listing - List of Active Cessions for the current three reporting years. See section B3 for more specific information.

PF4/04: Allows the user to browse all cessions reported for a particular producer. See section B4 for specific information.

PF5/05: Allows the user to view cession records added, corrected, deleted or nulled during the week prior to CAR's loading them to the masterfile on Fridays. See section B5 for specific information.

PF6/06: Allows the user to process on-line cession corrections to the Cession Errors. See section B6 for specific information.

B. <u>ACCESSING THE CESSION SYSTEM (CONTINUED)</u>

PF8/08: Allows the user to process a cession correction or deletion by cession key. Cession Key is comprised of company number, policy year, policy number, record number. See section B9 for specific information

PF9/09: Allows the user to add a cession record. See section B10 for specific information.

PF10/10: Allows the user to access the Cession Message Board which display information specific to the cession system posted by CAR staff. See section B11 for specific information.

PF12/12: Returns to the Main Menu (TE100).

C. <u>BROWSING THE APPLIED CESSIONS</u>

The Applied Cessions - Applied Cessions allows you to view adds, corrections, deletes and nulls by a specific load date. To access Applied Cessions from the CR100SA - CESSION MENU,

       1)   Tab to the "LOAD DATE" field.
       2)   Enter the date of the listing you want to view in Month/Day/Year format.
       3)   Press PF2/02.

The system will bring you to the run you entered. If you entered an invalid date the system displays the first Applied Cessions run after the date you entered. If you enter a date, which contains no cessions, the message "NO CESSIONS WITH THIS DATE, SELECT DATE & REPORT" appears. Every Friday CAR loads the suspense file records to its cession file.

C. <u>BROWSING THE APPLIED CESSIONS (CONTINUED)</u>

The Applied Cessions - LATEST ACTIVITY MENU (exhibit IV-B-4) screen appears.

<div align="center">Exhibit IV-B-4</div>

```
 CR156SA                 COMMONWEALTH AUTOMOBILE REINSURERS            11/01/2006
                          CR156 - APPLIED CESSION ACTIVITY                11:15:30
 COMPANY: 999                                          LOAD DATE: 11/01/2006
          ANY INSURANCE COMPANY                                      MM/DD/YYYY


                         HELP ............................... PF1  OR 01

                         ADDS ............................... PF2  OR 02

                         CORRECTIONS ........................ PF3  OR 03

                         DELETES AND NULLS .................. PF4  OR 04

                         EXIT ............................... PF12 OR 12



                                                  : __ :
```

At this screen, you can -

        1. Access the help screen.
        2. Browse cession adds in policy number order by date received.
        3. Browse cession corrections in policy number order of the cession *corrected.*
        4. Brows cessions deleted or nulled in policy number order.
        5. Exit back to previous menu.

To browse applied ADDS at the Applied Cessions screen -

    1)   **Press PF2 or**
    2)   **Tab to the option field, type "2" and hit ENTER.**

C. __BROWSING THE APPLIED CESSIONS (CONTINUED)__

1. Browse Adds

The Applied Cessions - APPLIED ADDS screen (exhibit IV-B-5) appears.

Exhibit IV-B-5

```
 CR156SC              COMMONWEALTH AUTOMOBILE REINSURERS              11/01/2006
 COMPANY: 999                    APPLIED ADDS                          11:15:30
        ANY INSURANCE COMPANY
 CESSN LOAD DATE:    11/01/2006       START WITH DATE RECEIVED = YYMMDD: 061101
                                          R              A     A    C          E
                     EFF DT EXP DT DT RCV DT S T         B MED C REC I   PROD  R
     POLICY NUMBER   YYMMDD YYMMDD YYMMDD PT K X INS NM  S TYP T NO   D   CODE R
        320999       040805 050805 040828 1  0 1 INSURED   01  0 003 4 6B0    0
        347427       041024 051024 041024 1  2 2 INSURED   01  0 003 4 959    0
        418362       040305 050305 040131 0  0 5 INSURED   01  0 004 5 082    1
        493946       040207 050207 040213 1  0 1 INSURED   01  0 003 5 563    0
        503951       040207 050207 040213 1  0 1 INSURED   01  0 003 5 563    0
        538499       040127 050127 040219 1  2 1 INSURED   01  0 001 4 511    0
      * 550112       041224 051224 040313 2  0 1 INSURED   01  0 002 4 405    0
        576393       040411 050411 040410 1  0 2 INSURED   01  0 004 4 932    0
        596081       040514 050514 040528 1  0 1 INSURED   01  0 002 4 4C8    0
        604894       040523 050523 040602 1  0 1 INSURED   01  0 001 5 4B3    0
        615672       040510 050510 040602 1  0 1 INSURED   20  0 002 4 1G6    1
        626341       040514 050514 040603 1  2 1 INSURED   01  0 002 4 127    1
    * THIS CESSION HAS BEEN AWARDED A CESSION DATE OTHER THAN THE POL EFF DATE
                                    : __ :
 PF1/01 HELP   PF7/07 BACKWARD   PF8/08 FORWARD   PF9/09 TOTALS   PF12/12 EXIT
```

This listing displays all the cession add records for the cession load date displayed at the top of the screen. If there are no cession add records for the requested date, the message "NO CESSIONS FOUND WITH SELECTED CRITERIA" appears on the Applied Cession Activity menu.

Each screen can display up to 12 cession records. Use the PF8/08 - SCROLL FORWARD and PF7/07 - SCROLL BACKWARD functions to view all cession add records. If the screen contains 12 or fewer cession records, you'll see the message "ONLY ONE PAGE OF LISTING ".

An * next to the policy number indicates that CAR received a cession after the policy effective date on renewal business or after the 23 day extension on new business. The cession has been given a cession date other than the policy effective date (typically the cession receipt date).

The chart on the following page lists the field abbreviations, full title and possible values.

C. **BROWSING THE APPLIED CESSIONS (CONTINUED)**

1. Browse Adds (continued)

   Use the PF9/09 - TOTALS function to view all the cession batches that correspond to the load date chosen at the main menu. See section 2b for batch total information.

   The field definitions are-

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
POLICY NUMBER	Policy Number	Policy Number assigned by your company
EFF DT	Policy Effective Date	YYMMDD Format
EXP DT	Policy Expiration Date	YYMMDD Format
DT RCV	Date Received	Date CAR received cession notice or Date company input cession record on-line in YYMMDD Format.
DT PT	Date Pointer	Blank or 0 = No cession coverage 1 = Coverage as of policy effective date 2 = Coverage as of cession receipt date
RSK	Risk Indicator	0 = Private Passenger 1 = Taxi/Limo/Car Service 2 = All Other Commercial Business
TX	Transaction code	1 = New Business 2 = Renewal Business 4 = Flat Cancellation 5 = Retained as Voluntary
INS NM	Insureds Name	Name of insured on cession
ABS	Auto Backdate Switch	0 = No Auto Backdate 1 = Auto Backdate Eligible 2 = Automatically Backdated
MED TYP	Media Type	00-19 = Tape 60-84 = On-line Activity 85-99 = File Transfer Protocol (FTP)
ACT	Activity Status	0 = Active cession 1 = Deleted cession 3 = Corrected cession 4 = Nulled by transaction 4 5 = Nulled by transaction 5

C. **BROWSING THE APPLIED CESSIONS (CONTINUED)**

1. Browse Adds (continued)

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
REC NO	Record Number	Record number of cession
CID	CAR ID Code	CAR ID code on cession
PROD CODE	Producer Code	Assigned by Company
ERR	Cession Error Status	0 = No Error 1 = Error

To start at a specific date received-

> 1) **Tab to the "START WITH DATE RECEIVED =" field.**
> 2) **Type in a receipt date in Year/Month/Day format, and hit ENTER.**

The system will bring you directly to those cessions having that date received and subsequent.

2. Cession Batch Totals

A batch is defined as a single on-line data entry session or as designated on your tape, on-line entry, or FTP submission. The batch total screen provides you with a list of cession batch totals in date received order. Each received date is sorted into batch types, 01 - adds, and 03 - corrections. The batches displayed correspond to the load date entered on the CR100SA Main Menu. Use this function to administer your cession verification procedures by confirming the number of cessions you submitted on a particular date.

To access the CESSION BATCH TOTALS from the Applied Adds menu,

> 1) **Select PF9 or**
> 2) **Tab to the option field, type "9" and hit ENTER.**

C. <u>BROWSING THE APPLIED CESSIONS (CONTINUED)</u>

2. <u>Cession Batch Totals (continued)</u>

The Applied Cessions - CESSION BATCH TOTALS screen (exhibit IV-B-6) appears.

Exhibit IV-B-6

```
 CR156SB              COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
                         CR156 - CESSION BATCH TOTALS               11:15:30
    COMPANY: 999                                        LOAD DATE: 11/01/2006
          ANY INSURANCE COMPANY

                   BATCH      CESSION      DATE       SUSPENSE
                 NO   TYPE      TOTAL     RECEIVED    LOAD DATE
                 20    01          3     10/10/2006   10/10/2006
                 21    01          6     10/11/2006   10/11/2006
                 50    01        176     10/12/2006   10/12/2006
                 22    01          8     10/12/2006   10/12/2006
                 50    01        153     10/15/2006   10/15/2006
                 23    01          1     10/15/2006   10/15/2006
                 50    01        200     10/16/2006   10/16/2006
                 24    01          3     10/16/2006   10/16/2006
                 50    01        158     10/17/2006   10/17/2006
                 60    01          1     10/17/2006   10/17/2006
                 01    01         28     10/17/2006   10/17/2006
                 50    01        165     10/18/2006   10/18/2006


    PF1/01 HELP    PF7/07 BACKWARD   : __ :    PF8/08 FORWARD    PF12/12 EXIT
```

The field definitions are -

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
BATCH NO	Batch Number	CAR assigns this based on media type and the number of batches received in a single day.
BATCH TYPE	Batch Type	01 = Regular add cession batch 03 = Correction cession batch
CESSION TOTAL	Cession Total	Total number of cession in batch
DATE RECEIVED	Date received	Date CAR received the cession batch

C. <u>BROWSING THE APPLIED CESSIONS (CONTINUED)</u>

3. <u>Browse Corrections</u>

This function displays corrections by cession load date. Corrected cession records are displayed in two lines. The first line displays the original cession. The second line displays the corresponding cession correction record.

To browse applied CORRECTIONS at the CR156SA screen,

> **1) Select PF3 or**
> **2) Tab to the option field, type "3", and hit ENTER.**

The CR156 - APPLIED CORRECTIONS screen appears (exhibit IV-B-7).

Exhibit IV-B-7

```
CR156SC                 COMMONWEALTH AUTOMOBILE REINSURERS              11/01/2006
COMPANY: 999                      APPLIED CORRECTIONS                     11:15:30
      ANY INSURANCE COMPANY
DEACTIVATE DATE:  11/01/2006
                                                 R              A    A    C           E
                        EFF DT EXP DT DT RCV DT S T             B MED C REC I  PROD   R
   POLICY NUMBER        YYMMDD YYMMDD YYMMDD PT K X INS NM      S TYP T NO  D  CODE   R
   330122               051224 061224 070313 2  0 1 INSURED     0 22  3 001 4 405     0
 * 330112               051224 061224 070313 2  0 1 INSURED       01  0 002 4 405     0

   545099               060808 070808 060828 1  0 1 INSURED     0 20  3 002 4 6B0     0
   545099               060805 070805 060828 1  0 1 INSURED       01  0 003 4 6B0     0

   897427               061024 061024 061024 1  2 2 INSURED     0 21  3 001 4 959     0
   897427               061024 071024 061024 1  2 2 INSURED       01  0 003 4 959     0

   099999               070514 080514 070603 1  2 1 INSURED     0 21  3 005 4 127     0
   996341               070514 080514 070603 1  2 1 INSURED       01  0 002 4 127     1

 *  THIS  CESSION  HAS  BEEN  AWARDED  A  CESSION  DATE  OTHER  THAN  THE  POL  EFF  DATE
                                    : __ :
 PF1/01 HELP   PF7/07 BACKWARD             PF8/08 FORWARD    PF12/12 EXIT
```

If there are no corrections for the requested date, the message "NO CESSION ACTIVITY FOR THE REQUESTED LOAD DATE" appears.

Each screen can display up to 4 cession pairs. Use the PF8/08 - SCROLL FORWARD and PF7/07 - SCROLL BACKWARD functions to view all cession correction records. If a screen contains 4 or fewer cession pairs, the message "ONLY ONE PAGE OF LISTING" appears.

See page 10 and 11 for field descriptions**.**

C. **BROWSING THE APPLIED CESSIONS (CONTINUED)**

4. Browse Deletes and Nulls

This listing displays those cessions that were either nulled with a transaction "4" or "5" cession or deleted through the Cession Error List or "Correct by Key".

To access the BROWSE DELETES and NULLS at the CR156 screen,

> **1) Select PF4 or**
> **2) Tab to the option field, type "4" and hit ENTER.**

The Applied Cessions- DELETES AND NULLS screen (exhibit IV-B-8) appears.

Exhibit IV-B-8

```
 CR156SC              COMMONWEALTH AUTOMOBILE REINSURERS           11/01/2006
 COMPANY: 999              APPLIED DELETES AND NULLS               11:15:30
        ANY INSURANCE COMPANY
 DEACTIVATE DATE:   11/01/2006
                                            R           A    A    C         E
                    EFF DT EXP DT DT RCV DT S T         B MED C REC I  PROD  R
    POLICY NUMBER   YYMMDD YYMMDD YYMMDD PT K X INS NM  S TYP T NO  D  CODE  R
    G54051          070920 080920 070826 1  0 2 INSURED 0 01  5 001 4 7D3   0
    HX5492          070926 080926 070714 1  0 1 INSURED 0 50  5 001 4 9R6   0
    HX5610          070922 080922 070725 1  0 1 INSURED 0 50  5 001 5 M38   0
    HX5619          070925 080925 070801 1  0 1 INSURED 0 50  5 001 5 M38   0
    HX5684          070923 080923 070714 1  0 1 INSURED 0 50  5 001 5 0S7   0
    H09127          070919 080919 070826 1  0 2 INSURED 0 01  5 001 5 277   0
    H10415          070926 080926 070826 1  0 2 INSURED 0 01  5 001 4 772   0
    JT5206          070923 080923 070731 1  0 1 INSURED 0 50  5 001 4 6A3   0
    JV2635          070912 080912 070808 1  0 1 INSURED 0 50  5 001 4 8B9   0
    JV3105          070925 080925 070812 1  0 1 INSURED 0 50  5 001 4 3B5   0
    JV8023          070928 080928 070822 1  0 1 INSURED 0 50  5 001 5 6C3   0
    JW0091          070926 080926 070826 1  0 1 INSURED 0 50  5 001 5 1J0   0

                                    : __ :
  PF1/01 HELP   PF7/07 BACKWARD            PF8/08 FORWARD   PF12/12 EXIT
```

If there are no Deletes or Nulls for the requested date, the message "NO CESSIONS FOUND WITH SELECTED CRITERIA" appears on the Applied Cession Activity menu.

C. **BROWSING THE APPLIED CESSIONS (CONTINUED)**

4. Browse Deletes and Nulls (continued)

Each screen can display up to 12 cession records. Use the PF8/08 - SCROLL FORWARD and PF7/07 - SCROLL BACKWARD functions to view all cession correction records. If the screen contains 12 or fewer cession records, you'll see the message "ONE PAGE OF LISTING."

See pages 10 and 11 for field descriptions**.**

D. <u>BROWSING THE ACTIVE CESSIONS REPORT</u>

To browse the Active Cessions Listing from the CR100SA - CESSION MENU,

1) Select PF3 or
2) Tab to the option field, type "3", and hit ENTER.

The current list of active cessions (exhibit IV-B-9) appears.

Exhibit IV-B-9

```
CR170SA              COMMONWEALTH AUTOMOBILE REINSURERS           11/01/2006
COMPANY: 999              CR170 - ACTIVE CESSIONS                    11:15:30
        ANY INSURANCE COMPANY                            START W/EFF YR 05
  I                               R        POL NO A000430123      REC NO 001
  N                 EFF DT EXP DT S T              CAR PROD DT DT RCV    REC ER
  F POLICY NUMBER   YYMMDD YYMMDD K X INSURED NM ID CODE PT YYMMDD PREM NO R
  1 500043          050502 060502 0 2 INSURED    5 157    1 050425  Y  001 0
  1 500084          050502 060502 0 2 INSURED    5 047    1 050425  Y  001 0
* 1 500220          050502 060502 0 2 INSURED    5 111    2 050710  Y  001 0
  1 500252          050427 060427 2 2 INSURED    5 467    1 050302  S  001 0
  1 500260          050503 060503 0 2 INSURED    5 235    1 050425  Y  001 0
  1 500627          050621 060621 0 2 INSURED    5 848    1 050523  S  001 0
  1 500803          050504 060504 0 2 INSURED    4 798    1 050317  Y  001 0
  1 501260          050503 060503 0 2 INSURED    5 661    1 050425  Y  001 0
  1 501356          050502 060502 0 2 INSURED    5 754    1 050425  Y  001 0
  1 501855          050505 060505 0 2 INSURED    4 484    1 050425  Y  001 0
  1 501910          050506 060506 0 2 INSURED    5 106    1 050425  Y  001 0
  1 501957          050504 060504 0 2 INSURED    4 799    1 050425  Y  001 0
* THIS CESSION HAS BEEN AWARDED A CESSION DATE OTHER THAN THE POL EFF DATE.
                                : __ :

PF1/01 HELP       PF7/07 PAGE BACK      PF8/08 PAGE FORWARD      PF12/12 EXIT
```

D. **BROWSING THE ACTIVE CESSIONS REPORT (CONTINUED)**

The Active Cession Listing is a cumulative list of all active cessions in CAR's cession database file for the three most current years. In addition to the standard cession information it also provides information on the premium status for the policy and if the cession is the active in-force cession.

The * indicates that CAR received the cession records after the 23 day extension on new business or after the effective date on renewal business.

The chart below lists the field abbreviations, full title and possible values.

The field definitions are-

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
INF	Active Inforce Cession	0 = Not inforce cession 1 = Active, inforce cession
POLICY NUMBER	Policy Number	Policy Number assigned by your company
EFF DT	Policy Effective Date	YYMMDD Format
EXP DT	Policy Expiration Date	YYMMDD Format
RSK	Risk Indicator	0 = Private Passenger 1 = Taxi/Limo/Car Service 2 = All Other Commercial Business
TX	Transaction code	1 = New Business 2 = Renewal Business 4 = Flat Cancellation 5 = Retained as Voluntary
INSURED NM	Insured's Name	Name of insured on cession
CAR ID	CAR ID Code	CAR ID code on cession
PROD CODE	Producer Code	Assigned by company
DT PT	Date Pointer	Blank or 0 = No cession coverage 1 = Coverage as of policy effective date 2 = Coverage as of cession receipt date
DT RCV	Date Received	Date CAR received cession notice or Date company input cession record on-line.

D. <u>BROWSING THE ACTIVE CESSIONS REPORT (CONTINUED)</u>

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
PREM	Premium Indicator	C = Flat cancelled N = No positive premium S = Short-term cancelled Y = Positive premium present - = TX4/TX5 cession
REC NO	Record Number	Record number of cession
ERR	Cession Error Status	0 = No Error 1 = Error

To start at a specific effective year and or policy number, record number combination,

1) Tab to the START W/EFF YR field
2) Type in an effective year
3) Hit ENTER

This system will bring up the policies which have the effective year specified.

E. <u>BROWSING BY PRODUCER CODE</u>

To access the Browse by Producer function from CR100SA - CESSION MENU,

1) Select PF4 or
2) Tab to the option field, type "4", hit ENTER.

The PRODUCER CODE BROWSE screen (exhibit IV-B-10) appears.

Exhibit IV-B-10

```
 CR140SA              COMMONWEALTH AUTOMOBILE REINSURERS            11/01/2006
                           PRODUCER CODE BROWSE                      11:15:30
 COMPANY: 999
         ANY INSURANCE COMPANY


                        ENTER SPECIFIC INFORMATION BELOW

                          PRODUCER CODE: _____

                            CAR ID CODE: _

                          EFFECTIVE YEAR: ____

                        AUTO BACK DATE SW: _

                                 : __ :

          PF1/01 HELP          PF3/03 PROCESS          PF12/12 EXIT
```

To look up those cessions containing a specific PRODUCER CODE, CAR ID CDE, EFFECTIVE YEAR and/or AUTO BACKDATE SWITCH,

1) **Enter the desired PRODUCER CODE, CAR ID CODE, EFFECTIVE YEAR, and AUTO BACKDATE SW in the appropriate fields.**

2) **Select PF3 or tab to the option field, type "3", and hit ENTER.**

If you do not complete all the information, then the system will display the information for the fields you complete. The more detail provided at the selection screen will result in a more specific display.

The PRODUCER CODE BROWSE detail screen (exhibit IV-B-11) appears.

E. **BROWSING BY PRODUCER CODE (CONTINUED)**

Exhibit IV-B-11

```
CR140SB              COMMONWEALTH AUTOMOBILE REINSURERS            11/01/2006
COMPANY: 999                  PRODUCER CODE BROWSE                    11:15:30
       ANY INSURANCE COMPANY                                         PAGE: 01
                                       R                   C              A E
                   EFF DT EXP DT DT RCV DT S T       MED REC I    PROD   B R
    POLICY NUMBER  YYMMDD YYMMDD YYMMDD PT K X INSURED NM TYP NO  D  CODE D R
    A00043         050502 060502 050425 1  0 2 INSURED   1  001 5 157    0 0
    A00084         050502 060502 050425 1  0 2 INSURED   1  001 5 047    0 0
  * A00220         050502 060502 050710 2  0 2 INSURED  50  001 5 111    0 0
    A00252         050427 060427 050302 1  2 2 INSURED  50  001 5 467    0 0
    A00260         050503 060503 050425 1  0 2 INSURED   1  001 5 235    0 0
    A00627         950621 060621 050523 1  0 2 INSURED   1  001 5 848    0 0
    A00803         050504 060504 050317 1  0 2 INSURED  51  001 4 798    0 0
    A01260         050503 060503 050425 1  0 2 INSURED   1  001 5 661    0 0
    A01356         050502 060502 050425 1  0 2 INSURED   1  001 5 754    0 0
    A01855         050505 060505 050425 1  0 2 INSURED   1  001 4 484    0 0
    A01910         050506 060506 050425 1  0 2 INSURED   1  001 5 106    0 0
    A01957         050504 060504 050425 1  0 2 INSURED   1  001 4 799    0 0


                                 : __ :

 PF1/01 HELP        PF7/07 BACKWARD       PF8/08 FORWARD        PF12/12 EXIT
```

See pages 10 and 11 for a description of the field abbreviations.

F. <u>BROWSING PENDING CESSIONS</u>

The Browse Pending menu allows you to view adds, corrections, deletes and nulls from the suspense file. To access the Browse Pending menu from the CR100SA - CESSION MENU,

> **1) Press PF5 or**
> **2) Tab to the option field, type "5" and hit ENTER**.

The CR150SA- Browse Pending screen appears (exhibit IV-B-12).

Exhibit IV-B- 12

```
CR150SA              COMMONWEALTH AUTOMOBILE REINSURERS           11/01/2006
                        BROWSE PENDING CESSIONS                     11:15:30
COMPANY: 999
           ANY NSURANCE COMPANY


                 HELP ................................. PF1  OR 01
                 ADDS ................................. PF2  OR 02
                 CORRECTIONS .......................... PF3  OR 03
                 DELETES AND NULLS .................... PF4  OR 04
                 EXIT ................................. PF12 OR 12



                           : __ :

```

At this screen, you can -

> 1. Access the help screen.
> 2. Browse pending cession adds in policy number order by date received.
> 3. Browse pending cession corrections in policy number order of the cession *corrected*.
> 4. Browse pending cession deletes or nulls in policy number order.
> 5. Exit back to previous menu.

1. <u>Pending Adds</u>

    To access ADDS at the Browse Pending screen -

    > **1) Press PF2 or**
    > **2) Tab to the option field, type "2" and hit ENTER.**

F. **BROWSING PENDING CESSIONS (CONTINUED)**

1. Pending Adds (continued)

The PENDING CESSION ADDS screen (exhibit IV-B-13) appears.

Exhibit IV-B-13

```
CR151SA              COMMONWEALTH AUTOMOBILE REINSURERS              11/01/2006
COMPANY: 999                 PENDING CESSION ADDS                      11:15:30
        ANY INSURANCE COMPANY                      POL NO  56409403602

CAR                     DTE RCV     POL EFF      POL EXP           MED    PROD
ID   POLICY NUMBER      MM/DD/YYYY  MM/DD/YYYY  MM/DD/YYYY RSK TX  TYP    CODE
 4   56409403602        10/21/2004  12/13/2004  12/13/2005  2   2  50    443541
        INSURED NAME INSURED
 5   56909628804        10/20/2004  12/12/2004  12/12/2005  2   2  50    440672
        INSURED NAME INSURED
 5   578034357          10/15/2004  07/28/2004  07/28/2005  0   2  50    440431
        INSURED NAME INSURED
 4   598071130          10/15/2004  11/30/2004  11/30/2005  0   2  50    449399
        INSURED NAME INSURED
 5   59973078           10/17/2004  12/01/2004  12/01/2005  0   2  50    441240
        INSURED NAME INSURED
 4   600152870          10/17/2004  09/14/2004  09/14/2005  0   2  61    443816
        INSURED NAME INSURED
 4   601152870          10/24/2004  09/14/2004  09/14/2005  0   2  60    443816
        INSURED NAME INSURED

                                   : __ :
PF1/01 HELP        PF7/07 PAGE BACK      PF8/08 PAGE FORWARD    PF12/12 EXIT
```

If there are no adds, the message "NO RECORDS PENDING" appears.

Each screen can display up to 7 cession records. Use the PF8/08 - SCROLL FORWARD and PF7/07 SCROLL BACKWARD functions to view all pending cession add records.   If the screen contains 7 or fewer cession records, the message "ONLY ONE PAGE OF LISTING."

Enter policy number in the POL NO field (top right of screen) to find a specific policy number, enter the POL NO, and hit ENTER. If there is no cession matching the POL NO you typed in, the message "NO CESSIONS FOUND WITH SELECTED POLICY NUMBER" appears. You can type over the POL NO to search for a new cession.

The chart on the following page lists the field abbreviations, full title, and possible values.

F. <u>BROWSING PENDING CESSIONS (CONTINUED)</u>

1. <u>Pending Adds (continued)</u>

The field definitions are-

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
CAR ID	CAR Id Code	CAR ID code on cession
POLICY NUMBER	Policy Number	Policy Number assigned by your company
DTE RCV	Date Received	Date Received
POL EFF	Policy Effective Date	MM/DD/YYYY Format
POL EXP	Policy Expiration Date	MM/DD/YYYY Format
RSK	Risk Indicator	0 = Private Passenger 1 = Taxi/Limo/Car Service 2 = All Other Commercial Business
TX	Transaction code	1 = New Business 2 = Renewal Business 4 = Flat Cancellation 5 = Retained as Voluntary
MED TYP	Media Type	00-19 = Tape 60-84 = On-line Activity 85-99 = File Transfer Protocol (FTP)
PROD CODE	Producer Code	Assigned by company
INSURED NAME	Insured's Name	Named of insured on cession

F. <u>BROWSING PENDING CESSIONS (CONTINUED)</u>

2. <u>Pending Corrections (continued)</u>

To access "BROWSE PENDING CORRECTIONS" at the Browse Pending menu,

1) Select PF3 or
2) Tab to the option field, type "3", and hit ENTER.

The PENDING CESSION CORRECTIONS screen appears (exhibit IV-B-14).

Exhibit IV-B-14

```
 CR152SA                 COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
 COMPANY: 999                  PENDING CESSION CORRECTIONS             11:15:30
         ANY INSURANCE COMPANY                       POL NO 01009010901
                                         R
                   POL EFF     POL EXP   S T MED C  PROD   INSUREDS    NON FATAL
 POLICY NUMBER   MM/DD/YYYY MM/DD/YYYY K X TYP ID CODE     NAME         ERRORS
 01009010901     09/22/2004 09/22/2005 2 2 50  4 443734 INSURED
 01009015900     09/22/2004 09/22/2005 2 1 61  4 443734 INSURED

 01008710800     07/18/2004 07/18/2005 2 1 50  4 443667 INSURED      5
                                          30  4

 01009412200     07/28/2004 07/28/2005 2 1 50  4 440704 INSURED      5
                                          30  5

 01002109002     09/26/2004 09/26/2005 2 2 50  4 442016 INSURED
 01002109001                               62

 01004190400     08/01/2004 08/01/2005 2 1 50  4 440598 INSURED      5
                                          30  5

                             : __ :
 PF1/01 HELP      PF7/07 PAGE BACK      PF8/08 PAGE FORWARD    PF12/12 EXIT
```

This screen lists cession corrections which have been entered through the Cession Errors, Correct by on-line, tape, or FTP, as indicated by media type, but have not yet been loaded to CAR's cession database.

A pending cession cannot be deleted or changed.

If there are no corrections, the message "NO CORRECTIONS PENDING" appears. Each screen can display up to 4 cession pairs. Use the PF8/08 - SCROLL FORWARD and PF7/07 - SCROLL BACKWARD functions to view all cession correction records. If the screen contains 4 or fewer cession records, the message "ONLY ONE PAGE OF LISTING" appears.

F. **BROWSING PENDING CESSIONS (CONTINUED)**

2. Pending Corrections (continued)

Enter policy number in the POL NO field (top right of screen) to find specific policy number, enter the POL NO, and hit ENTER. If there is no cession matching the POL NO you typed in, the message "NO CESSIONS FOUND WITH SELECTED POLICY NUMBER" appears. You can type over the POL NO to search for a new cession.

The field definitions are –

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
POLICY NUMBER	Policy Number	Policy number assigned by company
POLICY EFF DTE	Policy Effective Date	Effective date reported on cession
POLICY EXP DTE	Policy Expiration Date	Expiration date reported on cession
RSK	Risk Type	0 = Private Passenger business 1 = Taxi/Limo/Car Service business 2 = All Other Commercial business
TX	Transaction code	1 = New Business 2 = Renewal Business 4 = Flat Cancellation 5 = Retained as Voluntary
MED TYP	Media Type	00-19 = Tape 60-84 = On-line Activity 85-99 = File Transfer Protocol (FTP)
CID	CAR ID Code	CAR ID reported on the cession
PROD CODE	Producer Code	Assigned by company
INSURED'S NAME	Insured's Name	Name of insured on cession

F. <u>BROWSING PENDING CESSIONS (CONTINUED)</u>

2. <u>Pending Corrections (continued)</u>

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
NON FATAL ERRORS	Non Fatal Error Codes	01 POLICY NUMBER INVALID 02 POLICY EXPIRATION DATE INVALID 03 EXPIRATION DATE INVALID WITH EFFECTIVE DATE 04 INSURED NAME INVALID 05 INVALID PRODUCER CODE 06 PRODUCER CODE / TYPE OF BUSINESS INVALID 07 INVALID DATE FOR PRODUCER CODE 08 DUPLICATE POLICY NUMBER / EFFECTIVE DATE 09 EFFECTIVE DATE INCONSISTENT ON TX4 CESSION 10 EFFECTIVE DATE INCONSISTENT ON TX5 CESSION 11 DATE RECEIVED INVALID WITH EFFECTIVE DATE FOR TX5 12 TX5 INVALID FOR PRODUCER 13 PREMIUM / LOSSES REPORTED ON TX5 14 NO MATCHING RECORD FOR TX4 15 MATCHING RECORD NOT ACTIVE FOR TX4 16 NO MATCHING RECORD FOR TX5 17 MATCHING RECORD NOT ACTIVE FOR TX5 18 RISK INDICATOR INCONSISTENT ON TX5

3. <u>Pending Deletes and Nulls</u>

To access the BROWSE PENDING DELETES and NULLS at the Browse Pending menu,

> **1) Select PF4 or**
> **2) Tab to the option field, type "4" and hit ENTER.**

The PENDING CESSION DELETES AND NULLS screen (exhibit IV-B-15) appears.

F. <u>BROWSING PENDING CESSIONS (CONTINUED)</u>

3. <u>Pending Deletes and Nulls (continued)</u>

Exhibit IV-B-15

```
CR152SA              COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
COMPANY: 999              PENDING CESSION DELETES AND NULL           11:15:30
        ANY INSURANCE COMPANY                        POL NO  555585123
                                     R
                POL EFF    POL EXP   S T MED C  PROD   INSUREDS   NON FATAL
POLICY NUMBER   MM/DD/YYYY MM/DD/YYYY K X TYP ID CODE    NAME      ERRORS
555585          07/01/2004 07/01/2005 0 1 51  4 0J0    INSURED    08
                                        60

555585          07/01/2004 07/01/2005 0 5 27  4 0J0    INSURED    11
                                        60

555585          07/01/2004 07/01/2005 0 1 50  4 0J0    INSURED    08
                                        60

555680          06/16/2004 06/16/2005 0 1 24  4 4R9    INSURED    08
                                        60

556799          06/17/2004 06/17/2005 0 1 50  4 1F2    INSURED    08
                                        60

                              : __ :
PF1/01 HELP   PF7/07 BACKWARD              PF8/08 FORWARD   PF12/12 EXIT
```

This screen lists cessions that have been deleted through the on-line system, tape or FTP. It also lists TX4/TX5 which null existing TX1/TX2 cessions, added through the on-line system, tape or FTP. These cessions have not yet been loaded to CAR's database file.

A pending cession cannot be deleted or changed.

See page 23 for the field descriptions.

If there are no deletes or nulls, the message "NO DELETES AND NULLS PENDING" appears. Each screen can display up to 5 cession pairs. Use the PF8/08 - SCROLL FORWARD and PF7/07 - SCROLL BACKWARD functions to view all cession correction records. If the screen contains 5 or fewer cession pairs, the message "ONLY ONE PAGE OF LISTING" appears.

Enter policy number in the POL NO field (top right of screen) to find a specific policy number, enter the POL NO and hit ENTER.

G. <u>CORRECTING THE CESSION ERRORS</u>

The Cession Errors lists cessions that have one or more non-fatal cession errors. The errors are listed in descending order based upon error list date.

1. <u>Correcting a Cession</u>

   To process on-line corrections to the Cession Errors from the CR100SA - CESSION MENU

   > **1) Tab to the "LIST DATE" field.**
   > **2) Enter the date of the listing you want to view in Month/Day/Year format.**
   > **3) Press PF6/06.**

   The system brings you to the run date you entered, displaying all errors from this list date and prior. If you entered an invalid date, the system displays the first Cession Errors run after the date you entered. If there are no errors for your company, the message "NO CESSIONS IN ERROR FOR THIS COMPANY" appears. The Cession Errors - CAR CESSION ERROR LISTING screen (exhibit IV-B-16) appears.

   Enter policy number in the POL NO field (top right of screen) to find a specific policy number, enter the POL NO, and hit ENTER. If there is no cession matching the POL NO you typed in, the message "NO CESSIONS FOUND WITH SELECTED POLICY NUMBER" appears. You can type over the POL NO to search for a new cession.

Exhibit IV-B-16

```
CR157SA                  C.A.R. CESSION ERROR LISTING                11/01/2006
COMPANY: 999             STARTING LIST DATE:  11/01/2006                11:15:30
         ANY INSURANCE COMPANY           (MM/DD/YYYY)  POL NO 56907119400
                                         R
 CAR               POL EFF  POL EXP S T               PROD   RECEIPT  REC  POL
 ID  POLICY NUMBER MM/DD/YY MM/DD/YY K X INSURED'S NAME CODE  MM/DD/YY NO   MSG
_ 5 56907119400    11/20/04 11/20/05 0 1 INSURED       440704 12/13/04 005
         ERRORS    06
  4 56908485902    02/11/04 02/11/05 2 2 INSURED       442014 01/31/04 001
PENDING CORRECTION
_ 4 58908485902    02/11/04 02/11/05 2 2 INSURED       442014 01/28/04 002
         ERRORS    08
_ 4 59009013500    02/07/04 02/07/05 2 1 INSURED       449112 02/12/04 001
         ERRORS    08
_ 4 60009013500    02/07/04 02/07/05 2 1 INSURED       449112 01/28/04 002
         ERRORS    08
_ 4 65209204902    10/15/04 10/15/05 2 2 INSURED       443646 10/03/04 001
         ERRORS    06 08
X - MARK THE CESSION TO BE CORRECTED
                                      : __ :
            PF3/03 CORRECT REC    PF7/07 PAGE BCK       PF11/11  POLICY MESSAGE
PF1/01 HELP PF4/04 DELETE REC     PF8/08 PAGE FORWARD   PF12/12  EXIT
```

G. <u>CORRECTING THE CESSION ERRORS (CONTINUED)</u>

1. <u>Correcting a Cession (Continued)</u>

Each screen can display up to 6 cession records. Use the PF8/08 - SCROLL FORWARD and F7/07 - SCROLL BACKWARD functions to view all cession correction records. ENTER. If the screen contains 6 or fewer cession records, the message "ONLY ONE PAGE OF LISTING" appears.

Enter policy number in the POL NO field (top right of screen) to find a specific policy number, enter the POL NO, and hit ENTER. If there is no cession matching the POL NO you typed in, the message "NO CESSIONS FOUND WITH SELECTED POLICY NUMBER" appears. You can type over the POL NO to search for a new cession.

The field definitions are -

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
CAR ID	CAR ID Code	CAR ID reported on the cession
POLICY NUMBER	Policy Number	Policy number assigned by company
POLICY EFF DTE	Policy Effective Date	Effective date reported on cession
POLICY EXP DTE	Policy Expiration Date	Expiration date reported on cession
RSK	Risk Type	0 = Private Passenger business 1 = Taxi/Limo/Car Service business 2 = All Other Commercial business
TX	Transaction code	1 = New Business 2 = Renewal Business 4 = Flat Cancellation 5 = Retained as Voluntary
INSURED'S NAME	Insured's Name	Name of insured on cession
PROD CODE	Producer Code	Assigned by company
RCPT DTE	Receipt Date	Date CAR received cession
REC NO	Record Number	Assigned by CAR

To access the error explanation or correct a record,

> **1) Tab to the desired record**
> **2) Mark the policy number with an "X"**
> **3) Select PF3 or type "03" in the option field, and hit ENTER.**

G. **CORRECTING THE CESSION ERRORS (CONTINUED)**

1. Correcting a Cession (Continued)

The Add Cession Records - Cession Record correct screen with detail error codes appears (exhibit IV-B-17).

Exhibit IV-B-17

```
CR600SA            COMMONWEALTH AUTOMOBILE REINSURERS            11/01/2006
COMPANY: 999            CESSION RECORD -  CORRECT                   11:15:30
        ANY INSURANCE COMPANY                         RCPT DTE 11/01/2006

                                         REC NO 001
  CAR              POL EFF DT  POL EXP DT                       PROD
  ID POLICY NUMBER  MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME   CODE
  5 1240978590     08/04/2004  08/04/2005  0   2 INSURED          ERP675
( . ................ .. .. ....  .. .. ....  .  .  ................  ...... )

ERROR
CODE      DESCRIPTION
 06 PRODUCER CODE / TYPE OF BUSINESS INVALID




PF1/01  HELP                    : __ :            PF09/09 PRODUCER INQUIRY
PF3/03  APPLY CORRECTION    PF8/08 PAGE FORWARD    PF10/10 POLICY HISTORY
                            PF11/11 POLICY MESSAGE  PF12/12 EXIT
```

This screen displays the cession record you chose with correction grids beneath all data fields. The error code and description shown is the current error status of the cession record.

G. <u>CORRECTING THE CESSION ERRORS (CONTINUED)</u>

1. <u>Correcting a Cession (Continued)</u>

    The field definitions are-

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
CAR ID	CAR ID Code	CAR ID reported on the cession
POLICY NUMBER	Policy Number	Policy number assigned by company
POLICY EFF DTE	Policy Effective Date	Effective date reported on cession
POLICY EXP DTE	Policy Expiration Date	Expiration date reported on cession
RSK	Risk Type	0 = Private Passenger business 1 = Taxi/Limo/Car Service business 2 = All Other Commercial business
TX	Transaction code	1 = New Business 2 = Renewal Business 4 = Flat Cancellation 5 = Retained as Voluntary
INSURED'S NAME	Insured's Name	Name of insured on cession
PROD CODE	Producer Code	Assigned by company
ERROR CODE	Error Code	01 POLICY NUMBER INVALID 02 POLICY EXPIRATION DATE INVALID 03 EXPIRATION DATE INVALID WITH EFFECTIVE DATE 04 INSURED NAME INVALID 05 INVALID PRODUCER CODE 06 PRODUCER CODE / TYPE OF BUSINESS INVALID 07 INVALID DATE FOR PRODUCER CODE 08 DUPLICATE POLICY NUMBER / EFFECTIVE DATE 09 EFFECTIVE DATE INCONSISTENT ON TX4 CESSION 10 EFFECTIVE DATE INCONSISTENT ON TX5 CESSION 11 DATE RECEIVED INVALID WITH EFFECTIVE DATE FOR TX5 12 TX5 INVALID FOR PRODUCER 13 PREMIUM / LOSSES REPORTED ON TX5 14 NO MATCHING RECORD FOR TX4 15 MATCHING RECORD NOT ACTIVE FOR TX4 16 NO MATCHING RECORD FOR TX5 17 MATCHING RECORD NOT ACTIVE FOR TX5 18 RISK INDICATOR INCONSISTENT ON TX5

G. <u>CORRECTING THE CESSION ERRORS (CONTINUED)</u>

1. <u>Correcting a Cession (Continued)</u>

To apply a correction,

1) **Tab to the desired record**
2) **Edit the field**
3) **Select PF3 or type "3" in the option field, and hit ENTER.**

Once you have hit PF3, CAR edits the correction you input through the fatal and non-fatal cession edits. When the edit procedure is complete and if the correction passes successfully through the edits, the message "ERROR FREE PF4 TO APPLY, PF5 TO REDO, PF1 TO QUIT" appears at the top of the screen (exhibit IV-B-18).

Exhibit IV-B-18

```
ERROR FREE  PF4 TO APPLY, PF5 TO REDO, PF12 TO QUIT
 CR600SA            COMMONWEALTH AUTOMOBILE REINSURERS            11/01/2006
 COMPANY: 999              CESSION RECORD -  CORRECT                11:15:30
         ANY INSURANCE COMPANY                          RCPT DTE 11/01/2006

                                            REC NO 001
  CAR              POL EFF DT  POL EXP DT                              PROD
  ID POLICY NUMBER  MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME       CODE
  5 1240978590      08/04/2004  08/04/2005  0   2 INSURED             ERP675
(  .  ................ .. .. ....  .. .. ....  .  .  ................  ERP645 )

 ERROR
 CODE     DESCRIPTION



 PF1/01 HELP                      : __ :              PF09/09  PRODUCER INQUIRY
 PF3/03 APPLY CORRECTION    PF8/08  PAGE FORWARD      PF10/10  POLICY HISTORY
                            PF11/11 POLICY MESSAGE    PF12/12  EXIT
```

You now have three options,

1) **Select PF4 or type "4" in the option field, and hit ENTER, to apply the correction.**
2) **Select PF5 or type "5" in the option field, and hit ENTER, to redo the correction.**
3) **Select PF12 or type "12" in the option field, and hit ENTER, to exit.**

G. **CORRECTING THE CESSION ERRORS (CONTINUED)**

1. Correcting a Cession (Continued)

If your correction is fatal, a message indicating the type of error appears at the top of the screen (exhibit IV-B-19).

Exhibit IV-B-19

```
FATAL ERROR 08 - MARKET INDICATOR/SERV CARRIER INVALID
 CR600SA               COMMONWEALTH AUTOMOBILE REINSURERS            11/01/2006
 COMPANY: 999               CESSION RECORD -  CORRECT                  11:15:30
         ANY INSURANCE COMPANY                          RCPT DTE 11/01/2006

                                              REC NO 001
   CAR                  POL EFF DT  POL EXP DT                        PROD
   ID POLICY NUMBER     MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME  CODE
   5  1786978590        08/04/2004  08/04/2005  0   2  INSURED        ERP675
 ( .  ................  ..  ..  ....  ..  ..  ....  1  .  ................  ...... )

 ERROR
 CODE     DESCRIPTION




 PF1/01 HELP                          : __ :           PF09/09  PRODUCER INQUIRY
 PF3/03 APPLY CORRECTION       PF8/08 PAGE FORWARD      PF12/12  POLICY HISTORY
                               PF11/11 POLICY MESSAGE   PF12/12  EXIT
```

The system will not allow you to add a fatal cession record. To re-enter the correction, tab back to the field and type over your correction, then apply it or press PF12 to exit.

If non-fatal error is found, the message "NON FATAL ERROR FOUND PF4 TO APPLY, PF5 TO REDO, PF12 TO QUIT" appears at the top of the screen and the non-fatal error code(s) are displayed below the grids (exhibit IV-B-20).

G. **CORRECTING THE CESSION ERRORS (CONTINUED)**

1. Correcting a Cession (Continued)

Exhibit IV-B-20

```
NON FATAL ERROR FOUND  PF4 TO APPLY, PF5 TO REDO, PF12 TO QUIT
CR600SA           COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
COMPANY: 999           CESSION RECORD -  CORRECT                  11:15:30
        ANY INSURANCE COMPANY                        RCPT DTE 11/01/2006

                                        REC NO 001
  CAR               POL EFF DT  POL EXP DT                        PROD
  ID POLICY NUMBER  MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME  CODE
  5 1240978590      08/04/2004  08/04/2005  0  2  INSURED         ERP675
( . ................ .. .. ....  .. .. ....  .  .  ...............  ERP699 )

 ERROR
 CODE    DESCRIPTION
  06 PRODUCER CODE / TYPE OF BUSINESS INVALID




 PF1/01 HELP                     : __ :          PF09/09  PRODUCER INQUIRY
 PF3/03 APPLY CORRECTION   PF8/8 PAGE FORWARD     PF10/10 POLICY HISTORY
                           PF11/11 POLICY MESSAGE PF12/12 EXIT
```

You now have three options,

> 1) **Select PF4 or type "4" in the option field, and hit ENTER, to apply the correction.**
> 2) **Select PF5 or type "5" in the option field, and hit ENTER, to redo the correction.**
> 3) **Select PF12 or type "12" in the option field, and hit ENTER, to exit.**

If you choose to apply a correction that has a non-fatal error, CAR will load the cession correction to its database file. After CAR has loaded the correction, it will appear in the cession errors function for the most recent error list date.

Records that have a pending status cannot be corrected or deleted until after the cession load.

When the correction is applied, the message "SUCCESSFULLY ADDED TO THE CESSION SUSPENSE FILE" appears.

G. <u>CORRECTING THE CESSION ERRORS (CONTINUED)</u>

1. <u>Correcting a Cession (Continued)</u>

   After applying the correction, you have the option to PAGE FORWARD to the next record.

   To Page forward to the next available cession record,

   1) Select PF8 or
   2) Tab to the option field, type "08" and hit ENTER.

   Upon exiting the Add Cession Records, the cession record(s) that you corrected will have the message "PENDING CORRECTION" displayed below the policy number (exhibit IV-B-21).

   Exhibit IV-B-21

```
SUCCESSFULLY ADDED TO THE CESSION SUSPENSE FILE
CR157SA                  C.A.R. CESSION ERROR LISTING              11/01/2006
COMPANY: 999            ERROR LIST DATE:  11/01/2006                 11:15:30
        ANY INSURANCE COMPANY                                     (MM/DD/YYYY)
                                      R
 CAR                   POL EFF  POL EXP  S T                PROD   RECEIPT  REC
 ID   POLICY NUMBER   MM/DD/YY MM/DD/YY  K X INSURED'S NAME CODE   MM/DD/YY NO
 _ 5 0854807210        07/31/04 07/31/05 0 2 INSURED        ERP261 06/27/97 001
          ERRORS    06
 _ 5 0964228850        06/19/04 06/19/05 0 1 INSURED        ERP935 07/01/04 001
          ERRORS    06
 _ 5 1006201214        06/06/04 06/06/05 0 1 INSURED        ERP394 07/01/04 001
          ERRORS    06
 _ 5 1176642531        08/01/04 08/01/05 0 2 INSURED        ERP325 06/30/04 001
          ERRORS    06 07
   5 1240978590        08/04/04 08/04/05 0 2 INSURED        ERP645 07/02/04 001
  PENDING CORRECTION
 _ 4 1274611551        08/04/04 08/04/05 0 2 INSURED        000008 07/02/04 001
          ERRORS    04
 X - MARK THE CESSION TO BE CORRECTED
                                   : __ :
                PF3/03 CORRECT RECORD   PF7/07 PAGE BCK  PF11/11  POLICY MESSAGE
PF1/01 HELP     PF4/04 DELETE RECORD    PF8/08 PAGE FWD  PF12/12  EXIT
```

2. <u>Deleting a Cession</u>

   You can delete only those cessions that meet one of the following criteria:

   1) A cession in duplicate error
   2) A TX4 or TX5 in error

G. **CORRECTING THE CESSION ERRORS (CONTINUED)**

2. Deleting a Cession (Continued)

You cannot randomly delete TX1 or TX2 cessions.

A deletion can be processed from the Cession Errors- Correct Cession Errors or the Correct Cession by Key. (Please reference section B9 for more information on "correct by key").

To delete a record from the Correct Cession Errors,

1) Tab to the desired record
2) Mark the policy number with an "X"
3) Select PF4 or type "04" in the option field, and hit ENTER.

The CR600SA- Cession Record - Delete screen appears (exhibit IV-B-22).

Exhibit IV-B-22

```
CR600SA           COMMONWEALTH AUTOMOBILE REINSURERS            11/01/2006
COMPANY: 999              CESSION RECORD -  DELETE                   11:15:30
        ANY INSURANCE COMPANY                           RCPT DTE 11/01/2006
                                              REC NO 001
  CAR              POL EFF DT  POL EXP DT                          PROD
  ID POLICY NUMBER  MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME   CODE
  5  0854807210     07/31/04    07/31/05    2   1 INSURED          GAO261
(  .  ................ .. .. ....  .. .. ....  .  .  ................  ...... )

 ERROR
 CODE      DESCRIPTION
  08 DUPLICATE POLICY NUMBER / EFFECTIVE DATE




 PF1/01  HELP                      : __ :                PF09/09 PRODUCER INQUIRY
 PF3/03  APPLY DELETION      PF8/08  PAGE FORWARD        PF10/10 POLICY HISTORY
                             PF11/11 POLICY MESSAGE      PF12/12 EXIT
```

Do not make any corrections on the grids since you are deleting the record. In fact, the system won't allow you to. If you input a correction, you get a fatal error "RECORD TYPE INVALID."

G. <u>CORRECTING THE CESSION ERRORS (CONTINUED)</u>

2. <u>Deleting a Cession (Continued)</u>

To apply a deletion,

    1) Select PF3
    2) Tab to the option field, type "03" and hit ENTER.

A message will appear on the top of the menu showing "ERROR FREE PF4 TO APPLY, PF5 TO REDO, PF12 TO QUIT" or an error message.

    1) Select PF4 or type "04" in the option field, and hit ENTER, to apply the deletion.
    2) Select PF5 or type "05" in the option field, and hit ENTER, to redo the deletion.
    3) Select PF12 or type "12" in the option field, and hit ENTER, to exit.

After applying the deletion, you have the option to PAGE FORWARD to the next record.

To page forward to the next available cession record,

    1) Select PF8 or
    2) Tab to the option field, type "08" and hit ENTER.

Upon exiting the Add Cession Records – Cession Record Delete, the deletion is applied and the message "SUCCESSFULLY ADDED TO THE CORRECTION SUSPENSE FILE" appears (exhibit IV-B-23).

G. **CORRECTING THE CESSION ERRORS (CONTINUED)**

2. Deleting a Cession (Continued)

Exhibit IV-B-23

```
SUCCESSFULLY ADDED TO THE CORRECTION SUSPENSE FILE
CR600SA            COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
COMPANY: 999           CESSION RECORD -  DELETE                   11:15:30
        ANY INSURANCE COMPANY                       RCPT DTE 11/01/2006
                                           REC NO 001
  CAR              POL EFF DT  POL EXP DT                          PROD
  ID POLICY NUMBER MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME    CODE
  5  0854807210    07/31/2004  07/31/2005  2   1 INSURED           GAO261
(  .  ................  ..  ..  ....  ..  ..  ....  .  .  ................  ...... )

 ERROR
 CODE    DESCRIPTION
  08 DUPLICATE POLICY NUMBER / EFFECTIVE DATE




 PF1/01  HELP                    : __ :              PF9/09  PRODUCER INQUIRY
 PF3/03  APPLY DELETION     PF8/08  PAGE FORWARD      PF10/10 POLICY HISTORY
                            PF11/11 POLICY MESSAGE    PF12/12 EXIT
```

3. Accessing the Producer Code File

To access the producer inquiry system from the correction screen,

> 1) **Select PF10 or**
> 2) **Tab to the option field, type "10" and hit ENTER.**

The PM600 - PRODUCER CODE INQUIRY screen appears (exhibit IV-B-24).

G. **CORRECTING THE CESSION ERRORS (CONTINUED)**

3. Accessing the Producer Code File (continued)

Exhibit IV-B-24

```
PM600MN              COMMONWEALTH AUTOMOBILE REINSURERS           11/01/2006
PM600SA                    PRODUCER INQUIRY SYSTEM                  11:15:30

                         COMPANY CODE      999

                         EFF YEAR (YYYY)   2006

              OPTION 1:   PRODUCERCODE     223
                          OR
              OPTION 2:   AGENCY NAME      _____


        MEMBER COMPANIES, FILL IN THE KEY AND DEPRESS....  PF2  OR  02

        RETURN TO MENU .................................  PF12 OR  12

                            : __ :
```

The COMPANY CODE, EFF YEAR, and PRODUCER CODE fields are automatically filled with the
information from the record that was displaying on the Add Cession Records screen. You can change any of the
selection criteria to browse other producer code information.

H. <u>VIEWING THE WARNING AND PENALTY LIST</u>

The Warning and Penalty list function, in the on-line Accounting Correction application, allows you to correct cessions that have no corresponding positive premium.

See section B6 for information on applying corrections and deletes from the Add Cession Records. (Please note the "PAGE FORWARD" function within the CR600 is not available from the Warning and Penalty list function).

I. <u>CORRECTING A CESSION BY CESSION KEY</u>

The correction by cession key function allows you to choose a cession record without accessing it through the Cession Errors list. Cessions that are not in error can also be corrected through this function, such as a name change or a producer code change. (Please note the "PAGE FORWARD" function within the Add Cession Records is not available from the Warning and Penalty list function).

To access a cession correction or deletion using the key information from the CR100-Cession Menu,

> 1) **Select PF8 or**
> 2) **Tab to the option field, type "8", hit ENTER**

The Cession Correction by Key (exhibit IV-B-25) appears.

Exhibit IV-B-25

```
CR180SA            COMMONWEALTH AUTOMOBILE REINSURERS            11/01/2006
COMPANY: 999            CESSION CORRECTION BY KEY                11:15:30
                          ANY INSURANCE COMPANY


  PLEASE ENTER THE KEY FOR THE CESSION TO BE CORRECTED / DELETED

          POLICY NUMBER      _____
          EFFECTIVE YEAR     ____
          RECORD NUMBER      _____
          TRANSACTION CODE  C      C=CORRECTION / D=DELETE




                               : __ :
 PF1/01 HELP               PF3/03 CESSION DETAIL            PF12/12 EXIT


```

To correct the record,

> 1) **Enter the key information, (Policy No, Eff Yr, Rec No)**
> 2) **Input "C" next to transaction code,**
> 3) **Select PF3 or**
> 4) **Tab to the option field, type "03", hit ENTER**

I. **CORRECTING A CESSION BY CESSION KEY (CONTINUED)**

To delete the record,

1) **Enter the key information,**
2) **Input "D" next to transaction code,**
3) **Select PF3 or**
4) **Tab to the option field, type "03", and hit ENTER**

J. <u>ADDING A CESSION</u>

To add new cession records to CAR's database file from the CR100 – CESSION MENU,

1) Select PF9 or
2) Tab to the option field, type "9", and hit ENTER

The Add Cession Records screen appears (exhibit-IV-B-26).

Exhibit-IV-B-26

```
CR600SA              COMMONWEALTH AUTOMOBILE REINSURERS                11/01/2006
COMPANY: 999              CESSION RECORD -  ADD                          11:15:30
         ANY INSURANCE COMPANY                           RCPT DATE 11/01/2006
                                          REC NO
 CAR                    POL EFF DT  POL EXP DT                     PROD
 ID   POLICY NUMBER     MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME   CODE

 (.  ...............  .. .. ....  .. .. ....  .  .  ...............  ...... )

 ERROR
 CODE      DESCRIPTION




PF1/01  HELP                                          PF09/09  PRODUCER INQUIERY
PF3/03  APPLY ADD                        :____:       PF10/10  POLICY  HISTORY
                               PF11/11 POLICY MESSAGE  PF12/12  EXIT
```

To report a new cession to CAR,

1) Input information into the fields
2) Select PF3 or
3) Type "03" in the option field, and hit ENTER.

Once you have hit PF3, CAR edits the new record you input through the fatal and non-fatal cession edits. Records that have fatal errors cannot be added to the suspense file. Any fatal edits will have to be corrected before they can be applied.

If the record is error free, the message "ERROR FREE PF4 TO APPLY, PF5 TO REDO, PF12 TO QUIT" appears at the top of the screen (exhibit IV-B-27).

J. <u>ADDING A CESSION (CONTINUED)</u>

Exhibit IV-B-27

```
ERROR FREE  PF4 TO APPLY, PF5 TO REDO, PF12 TO QUIT
CR600SA            COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
COMPANY: 999              CESSION RECORD - ADD                   11:15:30
        ANY INSURANCE COMPANY                      RCPT DTE 11/01/2006
                                          REC NO 001
  CAR             POL EFF DT  POL EXP DT                         PROD
  ID POLICY NUMBER   MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME CODE
  5  1240978590      08/04/2004  08/04/2005  0  2  INSRUED        ERP645


 ERROR
 CODE    DESCRIPTION




 PF01/01 HELP                                 PF09/09  PRODUCER INQUIRY
 P3/03   APPLY ADD              : __ :        PF10/10  POLICY HISTORY
                         PF11/11  POLICY MESSAGE  PF12/12  EXIT
```

You now have three options,

1) **Select PF4 or type "04" in the option field, and hit ENTER, to apply the correction.**
2) **Select PF5 or type "05" in the option field, and hit ENTER, to redo the correction.**
3) **Select PF12 or type "12" in the option field, and hit ENTER, to exit.**

If your add is fatal, a message indicating the type of error appears at the top of the screen (exhibit IV-B-28).

Exhibit IV-B-28

```
FATAL ERROR 08 - MARKET INDICATOR/SERV CARRIER INVALID
CR600SA            COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
COMPANY: 999              CESSION RECORD - ADD                   11:15:30
        ANY INSURANCE COMPANY                      RCPT DTE 11/01/2006
                                          REC NO 001
  CAR             POL EFF DT  POL EXP DT                         PROD
  ID POLICY NUMBER   MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME CODE
  5  1240978590      08/04/2004  08/04/2005  1  2  INSURED        ERP645


 ERROR
 CODE    DESCRIPTION




 PF01/01 HELP                                 PF09/09 PROUDCER INQUIRY
 PF3/03  APPLY CORRECTION       : __ :        PF10/10 POLICY HISTORY
                         PF11/11 POLICY MESSAGE   PF12/12  EXIT
```

J. ADDING A CESSION (CONTINUED)

To re-enter the correction, tab back to the field and type over your correction, then apply it or press PF12 to exit.

If non-fatal error is found, the message "NON FATAL ERROR FOUND PF4 TO APPLY, PF5 TO REDO, PF12 TO QUIT" appears at the top of the screen and the non-fatal error code(s) are displayed below the grids (exhibit IV-B-29).

Exhibit IV-B-29

```
NON FATAL ERROR FOUND  PF4 TO APPLY, PF5 TO REDO, PF12 TO QUIT
CR600SA             COMMONWEALTH AUTOMOBILE REINSURERS           11/01/2006
COMPANY: 999            CESSION RECORD -  ADD                       11:15:30
        ANY INSURANCE COMPANY                         RCPT DTE 11/01/2006

                                           REC NO 001
  CAR             POL EFF DT  POL EXP DT                           PROD
  ID POLICY NUMBER  MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME   CODE
  5  1240978590    08/04/2004  08/04/2005  0  2  INSURED          ERP699


 ERROR
 CODE     DESCRIPTION
  06 PRODUCER CODE / TYPE OF BUSINESS INVALID




  F01/01 HELP                                  PF09/09  PRODUCER INQUIRY
  PF3/03  APPLY ADD              : __ :        PF10/10  POLICY HISTORY
                       PF10/10 PRODUCER INQUIRY  PF12/12  EXIT
```

You now have three options,

1) **Select PF4 or type "04" in the option field, and hit ENTER, to apply the correction.**
2) **Select PF5 or type "05" in the option field, and hit ENTER, to redo the correction.**
3) **Select PF12 or type "12" in the option field, and hit ENTER, to exit.**

If you choose to apply an add that has been found to have a non-fatal error, the record will be given a pending status and will appear in error the next time CAR loads cessions to its cession database file.

When the cession is added, the message "SUCCESSFULLY ADDED TO THE CESSION SUSPENSE FILE" appears (exhibit IV-B-30).

J. ADDING A CESSION (CONTINUED)

Exhibit IV-B-30

```
SUCCESSFULLY ADDED TO THE CESSION SUSPENSE FILE
 CR600SA            COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
 COMPANY: 999            CESSION RECORD -  ADD                    11:15:30
         ANY INSURANCE COMPANY                         RCPT DTE 11/01/2006

                                             REC NO 001
  CAR              POL EFF DT  POL EXP DT                            PROD
  ID  POLICY NUMBER  MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME    CODE
  5  1240978590    08/04/2004  08/04/2005  0  2  INSURED            ERP645




 ERROR
 CODE     DESCRIPTION
 06   PRODUCER CODE / TYPE OF BUSINESS INVALID




 PF1/01  HELP                                       PF09/09 PRODUCER INQUIRY
 PF3/03  APPLY ADD                 : __ :           PF10/10 POLICY HISTORY
                              PF11/11 POLICY MESSAGE  PF12/12 EXIT
```

As you continue to add other new cession records, all the fields remain filled in on the record (including any non-fatal error messages). Type over the fields with the data for the next cession record and then hit PF3 to add. (This was done so that you will not have to type repetitive data. For example, when adding January 1st cessions, you may have a great deal. This allows you to enter data without having to re-key some of the duplicate fields).

All the cessions that are entered in one entry session are considered one batch. An entry session is closed when you completely exit the cession system. A maximum of 25 batches is allowed for one company for one day. To insure that you will be able to add all the new cessions that you need to in a day, do not exit out of the system after a single entry; however, please keep in mind the 30 minute window for inactivity. Once you have reached the maximum batches for the day, you will not be able to enter any other cessions until the following day.

Press PF12 to return to the CR100SA - Cession Menu.

K. <u>CESSION MESSAGE BOARD</u>

The message board is used by CAR staff to post information that is specific to the cession system. To access the Cession Message board from the Cession Menu,

> **1) Select PF10 or**
> **2) Type "10" in the option field, and hit ENTER**.

The CESSION MESSAGE BOARD screen (exhibit IV-B-31) appears.

Exhibit IV-B-31

```
CR300SA              COMMONWEALTH AUTOMOBILE REINSURERS             11/01/2006
                          CESSION MESSAGE BOARD                       11:15:30

                            UPDATED: 11/01/2006

 LAST LIST DATE: 11/01/206                    LAST LOAD DATE: 11/01/2006

 ******************************************************************************
 * WELCOME TO THE CESSION ON-LINE SYSTEM                                      *
 *                                                                            *
 * SERVICING CARRIERS HAVE THE ABILITY TO ADD NEW CESSION RECORDS, AND        *
 * CORRECT AND DELETE EXISTING CESSION RECORDS THROUGH THIS ON-LINE SYSTEM.   *
 * NEW CESSION ACTIVITY IS GENERALLY PROCESSED AND LOADED FROM THE ON-LINE    *
 * SUSPENSE FILES TO THE CESSION MASTERFILE ON FRIDAY EVENINGS.               *
 *                                                                            *
 * IF YOU HAVE ANY QUESTIONS, PARTICULARLY IF YOU FIND DISCREPANCIES BETWEEN  *
 * THE ON-LINE EDITS AND THE BATCH EDITS IN THE CESSINO LOAD, PLEASE CONTACT  *  *
 YOUR CAR DATA ANALYST.                                                  *
 *                                                                            *
 *                                                                            *
 *                                                                            *
 *                                                                            *
 ******************************************************************************



                          ENTER PFKEY/OPTION
                            : __ :          PF12/12 - EXIT MESSAGE BOARD
```

L. <u>CESSION SUMMARY REPORT</u>

The Cession Summary Report provides totals for each on-line session that will serve as a verification tool for total records entered. The record total is broken down into corrections, adds, and deletes. This screen will automatically appear at the end of each on-line session just prior to exiting the cession system, PF12 at the Cession Main Menu. CAR staff recommends that companies take a screen print of this information for use in verification and problem resolution (exhibit IV-B-32).

Exhibit IV-B-32

```
CR100SB               COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
COMPANY: 999                CESSION SUMMARY REPORT                  11:15:30


                      USER – SC02 FOR ANY INSURANCE COMPANY

                      -    15      CESSIONS CORRECTED.

                      -    10      CESSIONS ADDED.
                      -    12      CESSIONS DELETED.



                      HIT ENTER TO EXIT TO MENU

```