

**PROGRAM DIVISION
BULLETIN**

2004-11

February 17, 2004

**Important Information To all Program Administrators
Commercial Auto DMV Reporting Procedures**

This bulletin is to advise all our program administrators of upcoming changes in DMV reporting procedures for commercial automobile – please read this notice carefully.

In several states insurance carriers are required to report data for commercial automobile liability insurance to the applicable state Department of Motor Vehicles (DMV). As our program administrators, you have been supplying this information to us in compliance with these requirements. Presently, you supply this data to us in the form of standardized templates. In an effort to improve accuracy and efficiency, AIG has now developed a web-based system for the reporting of commercial automobile liability coverages to the various DMV's. The **ALIR** System (Automobile Liability Insurance Reporting) will soon be available to all our program administrators through the "accessaig.com" website.

As an alternative to training everyone on using this new software, an exporting feature will be made available which will allow you to continue to utilize the existing templates that you currently use, while taking advantage of this new on-line reporting feature.

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LEXINGTON INSURANCE COMPANY

PROGRAM DIVISION

100 Summer Street/19th Floor, Boston, MA 02110
phone 617-330-1100 / fax 617-772-4522

During a brief period of transition, you will need to immediately address the following:

1). Designate the appropriate individuals who will be responsible for the transmission of this data (most likely those presently designated for handling your DMV Reporting). Those individuals you have designated must complete the "Commercial Auto Regulatory Reporting Systems Used ID Request Form", which has been attached to this distribution. This form can also be obtained from the DMV Auto Liability Insurance Reporting section at accessaig.com (listed in the eServices section of the *Virtual Office*). These forms must be completed with your user information, and sent to dmvreporting@aig.com. Each user will receive an ID and password for access to the ALIR system, and this information will also need to be supplied in the appropriate spaces in the updated reporting templates.

2) During the transition period, all reporting templates should now be sent to dmvreporting@aig.com. **Effective immediately**, DO NOT USE the dmvdataentry@aig.com e-mail address.

3) All reporting templates should be retrieved from the "DMV Reporting Documents" section at accessaig.com; current versions of templates will be posted at this location, and you are responsible for submitting data on the proper template. Older editions of any template will be returned to the administrator for correction. (located at accessAIG.com, *Virtual Office*, eServices, then select 'DMV Auto Liability Insurance Reporting').

When the functionality becomes available, you will be able to upload these templates directly to our databases, thus eliminating the need to e-mail these forms, and giving you direct control of the data which is reported to the appropriate DMV. We will notify you when this functionality becomes available, which is expected to be within this first quarter of the year.

Presently, the following states require the reporting of data:
AR, AZ, CO, FL, GA, LA, MA, MD, NV, NM, NY, OR, UT and VA

If you have any questions regarding this notice, please contact your Program Manager.



"User ID Request
Form.xls"

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