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ABC Exhibit for Branch Office

Use case ID: UC 119	
Feature: FEAT 6	
Analyst: Praveen Parimi	**Business Approval: 6/15/2015**
Version: 0.3	**Last Modified: 6/12/2015**

Description (Purpose/Context):

1. As an Underwriter Manager/Super User I want ability to add a new abc exhibit/Agent Number to existing Branch Office so that I can do business with them.

Business Rules:

1. ABC Exhibit can belong to only one Branch Office.
2. ABC Exhibits/Agent Numbers are assigned at Branch Office level vs. Organization or Parent level.
3. ABC Exhibits always assigned to Physical Address of the Branch Office.
4. Branch Office Contacts can be associated with multiple ABC Exhibits which belong to other branch offices if and only if the branch offices belong to one hierarchy.
5. Active Branch Office should have one or more Active ABC Exhibits.
6. The following criteria should be met for Active ABC Exhibit.
   a. Must have Agent Number.
   b. Must be associated with Branch Office.
7. Agent Numbers cannot be shared between ABC Exhibits
8. ABC Exhibit has one to one relationship with Agent Numbers i.e. Agent Number is unique identifier for ABC Exhibit.
9. One Master Number can be associated with Multiple ABC Exhibits.
10. ABC Exhibits cannot share Multiple Master Numbers.
11. Each ABC Exhibit can have one or more Authorities defined under it.
12. Authorities are exclusive to ABC Exhibit under which they are defined.
13. Based on the selected Brand the individual authorities are restricted to Departments that belong to that brand.
14. Types of business(s) are restricted based on the selected Department.
15. Non Exclusive Program names shall be restricted based on the selected Department.
16. Branch office contacts shall inherit all the authorities of the assigned ABC Exhibit/Agent Number.
17. IF and only IF a branch office contact is a producer when Role == General Agent, Broker or Program Manager, then the contact/producer will have SUBMISSION authorities.
18. All the Branch Office contacts (including Producers) will have bulletins access/privileges.
19. Active Contacts should always be assigned to at least one Branch office.
20. Active Contact should always be assigned to an Active ABC Exhibit.
21. For Brokerage Manager, Broker, Associate Broker and Broker-All Other ;
    When Division == Brokerage Underwriting, system should automatically assign all the Agent Numbers related to Brokerage Underwriting within the Branch office
22. For GA Contract Underwriter Manager, GA Contract Underwriter and GA Contract-All Others;
    When Division== Contract Underwriting then populate all the agent numbers within the Branch office related to Contract Underwriting and give user the ability to deselect one or many Agent Numbers

23. For GA Prof Underwriter Manager, GA-Prof -All Others and GA Prof Underwriter;
    When Division== Professional Lines then populate all the agent numbers within the Branch office related to Professional Lines and give user the ability to deselect one or many Agent Numbers.
24. For Program Manager, Program Underwriter and Program -All Others;
    Populate all the Agent Numbers within the Branch Office and give user the ability to select one or more Agent number(s) within the Branch office.
25. For all the other roles assign all the agent numbers related to branch office and give user the ability to deselect one or more.

Data Definitions:

DD 17, DD 18: Please refer to Solution Requirement Document.

Dependencies:

N/A

Pre Conditions:

A Branch Office must exist before calling this process.

Requirements:

Following requirements should be satisfied for defining ABC Exhibit and authorities for a Branch Office:
1. Display the Branch Office basic information.
    a. Branch Office Name
    b. Branch office Type
    c. Physical Address
2. Ability to enter Effective Date for the new ABC Exhibit/Agent Number.
    a. Allow User to input the date within past 30 days and all future dates
    b. If >30 days trigger Super User Approval.
3. Ability to create ABC Exhibit with financial information.
4. The following information needs to be at ABC Exhibit level
    a. Payment Terms : 45 days as default (Read only)
    b. Ability to specify Risk Purchasing Group with Yes or No indicator.
        i. Always default Risk Purchasing Group to NO.
        ii. If Yes is selected then user needs ability to enter Name.
    c. Ability to specify Assumed Business (checkbox)
    d. Ability to select Business Type
        i. Business Type Values: General Agency, Brokerage and Program Manager
    e. Ability to capture Comments
        i. ABC Exhibit Comments: To be visible for all the users and should be displayed when exported (pdf) or printed.
    Ability to add one or more Authorities per each ABC Exhibit.
5. The following information is required to be defined at authority(s) level

a. Ability to select Brand (*) from pick list.
b. System shall calculate the Division (*) based on the selected department.
c. Ability to select Department (*) from the Pick list based on the selected Brand.
 i. Ability to select options for Agency Locator when Departments are Contract Transportation, Professional Lines Non-Medical Liability and Professional Lines Medical Liability.
  • This applies to both Programs and Non Programs.
d. Ability to select one or more Type of Business (*) from the Pick list based on the selected Department.
e. Ability to specify/select business offered is Non Program (Regular Business) or Program.
f. Ability to identify exclusive programs.
 i. When Program option is selected user needs ability to select Yes or No for Exclusive?
 ii. If Yes is selected then user needs ability to enter name(free text)
 iii. If No is selected then display the Program Name in the pick list based on the department selected.
  • Populate TOB based on selected Program.
g. Ability to select states for Admitted and Non Admitted business per Company.
h. Ability to select province for Canada business per company.
i. Ability to specify Commission Percentage.
j. Ability to specify Commission Percentage Type.
k. Ability to select Binding Authority Type from Pick list.
l. Ability to select Binding Authority Limits per Aggregate, Per Occurrence and Per TIV.
m. Ability to select Yes or No for Profit Sharing.
 Rules:
 i. Indicator default value == "no" for the following departments:
 ii. Brokerage Casualty (for all Type of Business)
 iii. Brokerage Excess Umbrella (for all Type of Business)
 iv. Brokerage Property (for all Type of Business)
 v. Brokerage Package (for all Type of Business)
 vi. Brokerage Transportation (for all Type of Business)
 vii. Brokerage Programs (for all Type of Business)
 viii. Brokerage K&K (for all Type of Business)
 ix. Public Entity P&C (for all Type of Business)
 x. Personal Lines where Type of Business == Personal Umbrella
 xi. Indicator default value == "yes" for all other departments
n. Ability to select Operational Region from the pick list.
6. Ability to enter Premium committed at Authority level based on department selected.
 a. For Brokerage Underwriting
  i. Department(s)
   • Dollar Amount
   • Bind Ratio (percentage)
   • Start Date
   • Target Date
 b. For Contract Underwriting
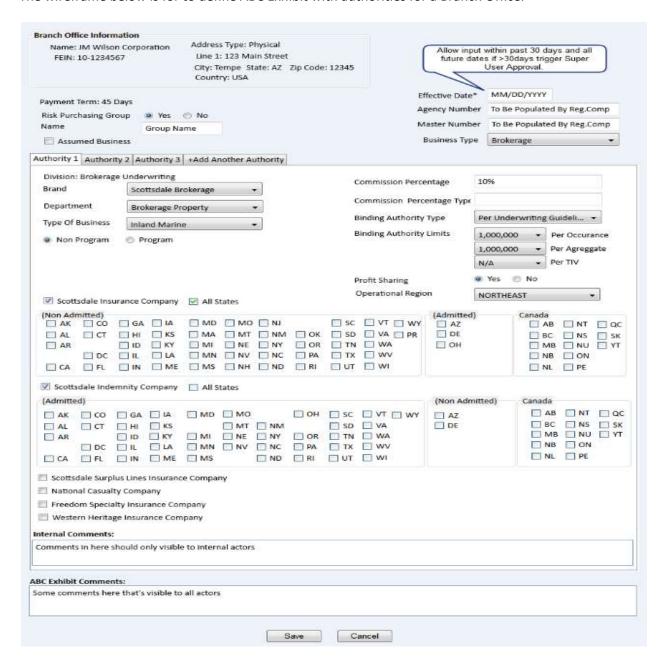 i. Department(s)

ABC Exhibit for Branch Office

- Dollar Amount
- Start Date
- Target Date
7. Internal Comments are at authority level and to be displayed only to employees with in SG.
8. Ability to Print and/ or Export.
9. System shall capture the information about the updated/created user and the date.

Check the Notes for all the Pick list values.

Wireframes:

The wireframe below is for to define ABC Exhibit with authorities for a Branch Office.

Branch Office Information

Name: JM Wilson Corporation   Address Type: Physical
FEIN: 10-1234567   Line 1: 123 Main Street
City: Tempe State: AZ   Zip Code: 12345
Country: USA

Allow input within past 30 days and all future dates if >30days trigger Super User Approval.

Payment Term: 45 Days
Risk Purchasing Group   ◉ Yes ○ No
Name   Group Name
☐ Assumed Business

Effective Date*   MM/DD/YYYY
Agency Number   To Be Populated By Reg.Comp
Master Number   To Be Populated By Reg.Comp
Business Type   Brokerage

Authority 1 | Authority 2 | Authority 3 | +Add Another Authority

Division: Brokerage Underwriting
Brand   Scottsdale Brokerage
Department   Brokerage Property
Type Of Business   Inland Marine
◉ Non Program ○ Program

Commission Percentage   10%
Commission Percentage Type
Binding Authority Type   Per Underwriting Guideli...
Binding Authority Limits   1,000,000 Per Occurance
1,000,000 Per Agreggate
N/A   Per TIV
Profit Sharing   ◉ Yes ○ No
Operational Region   NORTHEAST

☑ Scottsdale Insurance Company   ☑ All States

(Non Admitted)
☐ AK ☐ CO ☐ GA ☐ IA   ☐ MD ☐ MO ☐ NJ   ☐ SC ☐ VT ☐ WY
☐ AL ☐ CT ☐ HI ☐ KS   ☐ MA ☐ MT ☐ NM ☐ OK ☐ SD ☐ VA ☐ PR
☐ AR   ☐ ID ☐ KY   ☐ MI ☐ NE ☐ NY ☐ OR ☐ TN ☐ WA
☐ DC ☐ IL ☐ LA   ☐ MN ☐ NV ☐ NC ☐ PA ☐ TX ☐ WV
☐ CA ☐ FL ☐ IN ☐ ME   ☐ MS ☐ NH ☐ ND ☐ RI ☐ UT ☐ WI

(Admitted)
☐ AZ
☐ DE
☐ OH

Canada
☐ AB ☐ NT ☐ QC
☐ BC ☐ NS ☐ SK
☐ MB ☐ NU ☐ YT
☐ NB ☐ ON
☐ NL ☐ PE

☑ Scottsdale Indemnity Company   ☐ All States

(Admitted)
☐ AK ☐ CO ☐ GA ☐ IA   ☐ MD ☐ MO   ☐ OH ☐ SC ☐ VT ☐ WY
☐ AL ☐ CT ☐ HI ☐ KS   ☐ MT ☐ NM   ☐ SD ☐ VA
☐ AR   ☐ ID ☐ KY   ☐ MI ☐ NE ☐ NY ☐ OR ☐ TN ☐ WA
☐ DC ☐ IL ☐ LA   ☐ MN ☐ NV ☐ NC ☐ PA ☐ TX ☐ WV
☐ CA ☐ FL ☐ IN ☐ ME   ☐ MS   ☐ ND ☐ RI ☐ UT ☐ WI

(Non Admitted)
☐ AZ
☐ DE

Canada
☐ AB ☐ NT ☐ QC
☐ BC ☐ NS ☐ SK
☐ MB ☐ NU ☐ YT
☐ NB ☐ ON
☐ NL ☐ PE

☐ Scottsdale Surplus Lines Insurance Company
☐ National Casualty Company
☐ Freedom Specialty Insurance Company
☐ Western Heritage Insurance Company

Internal Comments:
Comments in here should only visible to internal actors

ABC Exhibit Comments:
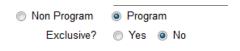Some comments here that's visible to all actors

[Save]   [Cancel]

Wireframe Functionality Description:

The following information needs to be at ABC Exhibit level
1. System should display the Branch Office basic information.
    a. Branch Office Name
    b. Branch office Type
    c. Physical Address
2. Ability to enter Effective Date for the new ABC Exhibit/Agent Number.
    a. Allow User to input the date within past 30 days and all future dates
    b. If >30 days trigger Super User Approval.
3. Payment Terms : 45 days as default
4. Ability to specify Risk Purchasing Group with Yes or No indicator.
    a. Always default Risk Purchasing Group to NO.
    b. If Yes is selected then user needs ability to enter Name.
5. Ability to specify Assumed Business (checkbox)
6. Ability to select Business Type: Ability to select multiple options, exception is Brokerage and General agency cannot be selected together.
    a. General Agency
    b. Brokerage
    c. Program Manager
7. Ability to capture Comments
    a. ABC Exhibit Comments: To be visible for all the users and should be displayed when exported (pdf) or printed.

The following information is required to define at authority(s) level.

1. Brand (*): Pick list.
2. Division (*): Based on the selected department System shall calculate.
3. Department (*): Pick list based on the selected Brand.
4. Type of Business (*): Pick list based on the selected Department.
5. Ability to specify/select kind of business offered that is Non Program (Regular Business) or Program.
6. Ability to identify exclusive programs.
    a. When Program option is selected user needs ability to select Yes or No for Exclusive.

    b. If Yes is selected then user needs ability to enter name(free text)
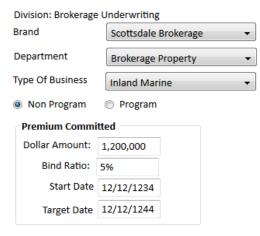

    c. If No is selected then display the Program Name in the pick list based on the department selected and populate Type of business based on Program selected.
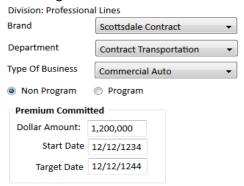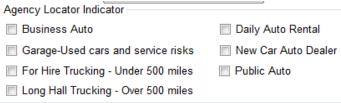
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ABC Exhibit for Branch Office

Department   Contract Transportation ▾

○ Non Program   ◉ Program
Exclusive?   ○ Yes   ◉ No

Program Name   Daily Auto Rental ▾

Type Of Business   Commercial Auto ▾

d. Ability to enter Premium committed at Authority level based on department selected.
   a. Ability for user to enter premium committed values when a department is selected.
   b. For Brokerage Underwriting

Division: Brokerage Underwriting

Brand   Scottsdale Brokerage ▾

Department   Brokerage Property ▾

Type Of Business   Inland Marine ▾

◉ Non Program   ○ Program

Premium Committed
Dollar Amount: 1,200,000
Bind Ratio: 5%
Start Date   12/12/1234
Target Date   12/12/1244

   c. For Contract Underwriting

Division: Professional Lines

Brand   Scottsdale Contract ▾

Department   Contract Transportation ▾

Type Of Business   Commercial Auto ▾

◉ Non Program   ○ Program

Premium Committed
Dollar Amount: 1,200,000
Start Date   12/12/1234
Target Date   12/12/1244

e. When Department is Contract Transportation then ability to select Agency Locator options

Agency Locator Indicator

☐ Business Auto   ☐ Daily Auto Rental

☐ Garage-Used cars and service risks   ☐ New Car Auto Dealer

☐ For Hire Trucking - Under 500 miles   ☐ Public Auto

☐ Long Hall Trucking - Over 500 miles

f. When Departments is Professional Lines Non-Medical Liability then ability to select Agency Locator options

g. When Department is Professional Lines Medical Liability then ability to select Agency Locator options

7. Company Name (*) : Indicator
    a. All States :Checkbox (Checked in by default)
    b. States: Check box to select or deselect. Differentiated by Admitted vs. Non-Admitted.
    c. Canada Province: Check box to select or deselect
8. Commission Percentage(*) Field : Text Field
9. Commission Percentage Type (*):
    a. Blank/Null
    b. Various
    c. None

BR: If commission percentage is filled Commission percentage type is Blank/Null by default.

10. Binding Authority Type (*): Pick list.
11. Binding Authority Limits (*): Dollar amount pick list per Aggregate, Per Occurrence and Per TIV.
12. Profit Sharing (*): Yes or No Indicator, by default it's always NO.
13. Internal Comments are at authority level and to be displayed only to employees with in SG.
14. Operational Region (*): Pick list.

Acceptance Criteria:

1. System should display the Branch Office basic information.
    a. Branch Office Name
    b. Branch office Type
    c. Physical Address
2. Ability to enter Effective Date for the new ABC Exhibit/Agent Number.
    a. Allow User to input the date within past 30 days and all future dates
    b. If >30 days trigger Super User Approval.
3. Ability to create ABC Exhibit with financial information.
4. The following information needs to be at ABC Exhibit level
    a. Payment Terms : 45 days as default (Read only)
    b. Ability to specify Risk Purchasing Group with Yes or No indicator.
        i. Always default Risk Purchasing Group to NO.
        ii. If Yes is selected then user needs ability to enter Name.

    c. Ability to specify Assumed Business (checkbox)

    d. Ability to select Business Type: Ability to select multiple options, exception is Brokerage and General agency cannot be selected together.

        i. General Agency

        ii. Brokerage

        iii. Program Manager

    e. Ability to capture Comments

        i. ABC Exhibit Comments: To be visible for all the users and should be displayed when exported (pdf) or printed.

5. Ability to add one or more Authorities per each ABC Exhibit at any given situation.
6. The following information is required to defined at authority(s) level

    a. Ability to select Brand (*) from pick list.

    b. System shall calculate the Division (*) based on the selected department.

    c. Ability to select Department (*) from the Pick list based on the selected Brand.

    d. Ability to select options for Agency Locator when Departments are Contract Transportation, Professional Lines Non-Medical Liability and Professional Lines Medical Liability.

        1. This applies to both Programs and Non Programs.

    e. Ability to select one or more Type of Business (*) from the Pick list based on the selected Department.

    f. Ability to specify/select kind of business offered that is Non Program (Regular Business) or Program.

    g. Ability to identify exclusive programs.

        i. When Program option is selected user needs ability to select Yes or No for Exclusive?

        ii. If Yes is selected then user needs ability to enter name(free text)

        iii. If No is selected then display the Program Name in the pick list based on the department selected.

    h. Ability to select states for Admitted and Non Admitted business per Company.

    i. Ability to select province for Canada business per company.

    j. Ability to specify Commission Percentage.

    k. Ability to specify Commission Percentage Type from Pick list.

    l. Ability to select Binding Authority Type from Pick list.

    m. Ability to select Binding Authority Limits per Aggregate, Per Occurrence and Per TIV.

    n. Ability to select Yes or No for Profit Sharing, by default it's always NO.

    o. Ability to select Operational Region from the pick list.

    p. Ability to enter Premium committed at Authority level based on department selected.

        i. Ability for user to enter premium committed values when a department is selected.

        ii. For Brokerage Underwriting

            1. Department(s)

                a. Dollar Amount

                b. Bind Ratio (percentage)

                c. Start Date

                d. Target Date

        iii. For Contract Underwriting

            1. Department(s)

a. Dollar Amount
b. Start Date
c. Target Date

q. Internal Comments are at authority level and to be displayed only to employees with in SG.

Non-Functional Requirements:

Please refer to Non Functional Requirements Document.

Notes:

1. (*) is to identify MANDATORY data required to complete the activity.
2. Nationwide Mutual Insurance Company (NMIC) shall be considered as future enhancement.
3. Pick List values:

COPDR ABC Exhibit Values .docx   SG Company Licensing as of 6-4-14

Out of Scope for this Story:

Document History:

Version	Date	Author	Comments
0.1	5/27/2015	Praveen Parimi	Initial draft.
0.2	6/15/2015	Praveen Parimi	Business Stakeholders Approval.
0.3	6/22/2015	Praveen Parimi	Troika Approval.