South Carolina Automobile Liability Insurance Reporting (SC ALIR) System

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Supplemental Information Guide for Insurance Companies

Version 3
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1. Introduction

The South Carolina (SC) Department of Motor Vehicles (DMV) has implemented the South Carolina Automobile Liability Insurance Reporting (SC ALIR) System that collects automobile liability insurance information from insurers that are licensed to provide automobile liability insurance in the state. The DMV cross-references the collected information to South Carolina driver and vehicle data to identify registered vehicles that do not meet the minimum automotive liability insurance requirements of the state.

The DMV has published the Implementation Guide for Insurers containing information that insurers need to exchange data with the SC ALIR System. This guide supplements the main Implementation Guide to provide more detailed information for insurers, and cover additional functionality outside of the basic cancellation and compliance reporting process.

2. ALIR Business Processes

This section describes additional ALIR business processes. It is divided into four subsections:

- FR31 Suspension and Compliance Process
- SR22 Policy Cancellation and Compliance Process
- FR10 Accident Compliance Process
- FR5 Suspension and Compliance Process

2.1 FR31 Suspension and Compliance Process

2.1.1 FR31 Suspension Creation

When a VIN of a registered vehicle fails to match with an insured VIN provided by insurance companies, a pending FR31 suspension is created and notification is sent to the customer. The customer has 20 business days from the date the letter was generated to respond before their registration and/or driver license becomes suspended.

2.1.2 Customer Action

When the customer receives the FR31 suspension letter, he/she will be required to verify their insurance coverage by notifying their insurance company representative. However, if the customer meets one of the alternative compliance requirements listed below, he/she can complete the FR31a form (located on the back of the FR31 suspension letter) and mail it to SC DMV to clear the FR31 suspension. The customer has 20 business days to comply before the suspension begins.

Alternative Compliance Requirements:

- If the vehicle has been sold or traded, the customer must complete the corresponding section of the FR31a form and mail it to DMV for processing.
- If the tag has been transferred to a recently purchased vehicle, the customer must complete the corresponding section of the FR31a form and mail it to DMV with a copy of the Bill of Sale for processing.
- If the vehicle has been junked, the customer must take the FR31 suspension letter and title to DMV and junk the title.
- If the insurance has been cancelled because of military service or illness, the FR4k form for military or illness must be completed and mailed with the FR31 Suspension letter to DMV for processing.
- If the customer would like to surrender his/her tag, the customer must take the FR31 suspension letter and tag to DMV for processing.
- If the customer has lost or had their tag stolen, an affidavit of lost or stolen tag must be completed and mailed to DMV with the FR31 Suspension letter.

- If the customer's vehicle has been stolen, a copy of the incident report and the FR31 Suspension letter must be mailed to DMV.

DMV forms are available online at www.scdmvonline.com

2.1.3 Insurer Action

The customer will provide the insurance company representative with the FR31 suspension letter or the required information including the FR31 Reference number. If the customer already has insurance in force or if a new policy is written, the representative will record the FR31 Reference number in the insurer computer system or submit an FR31a Compliance transaction using the SC ALIR website. The insurer also has the option of transmitting the FR31a Compliance transaction in the Transactions file.

a) Business Rules for Transmitting FR31a Compliance Transactions

- Vehicle effective begin date must be on or before transmission date.
- Vehicle effective end date must be on or after transmission date if transmitting compliance using the Transactions file.

2.1.4 DMV Processing of Compliance Information

Transmitting using the ALIR website

Transactions submitted using the SC ALIR website will be processed in real-time. A step-by-step process for submitting transactions using the ALIR website is provided in section 9.

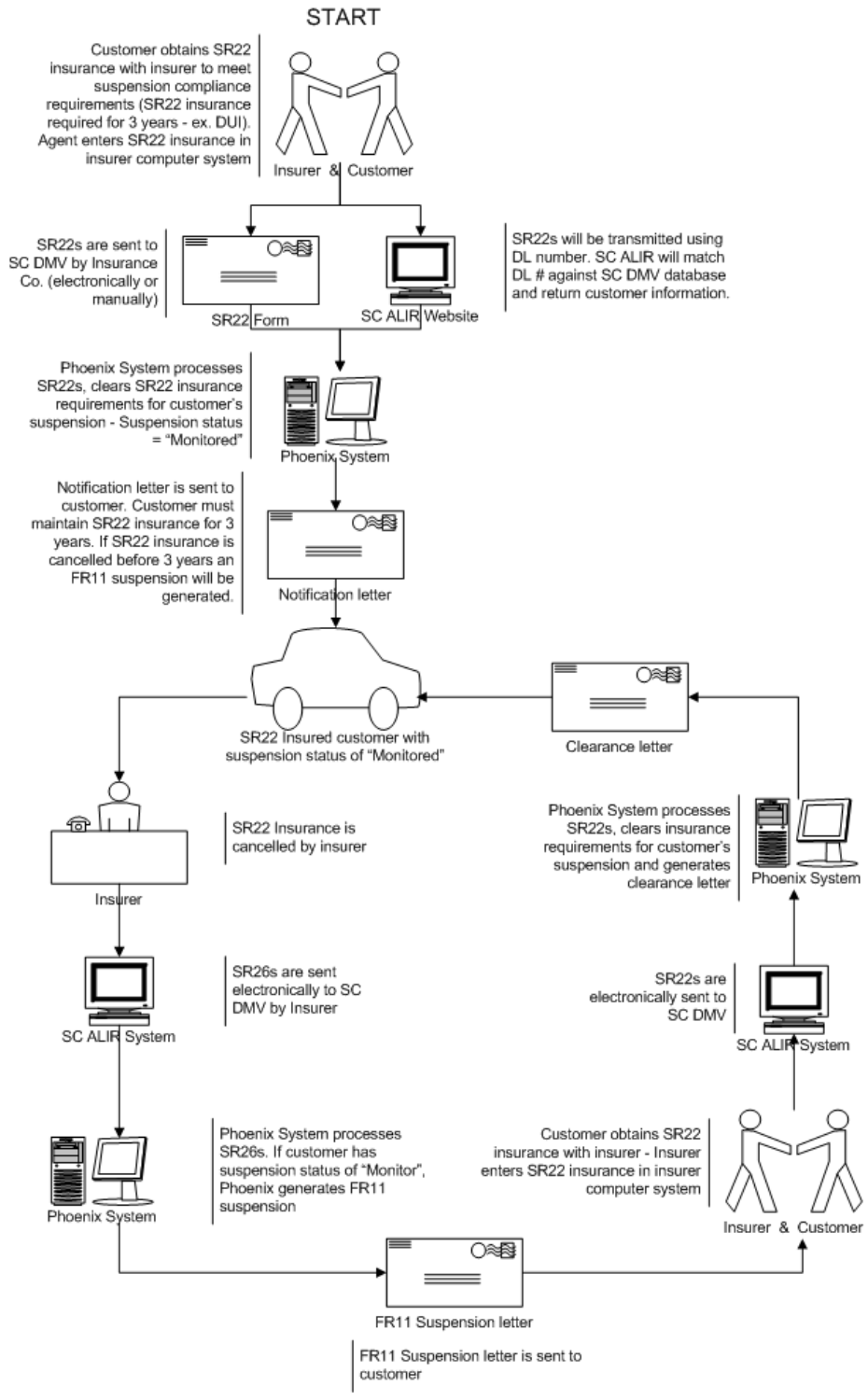
Transmitting using FTP in the Transactions File

Transactions submitted using FTP should be submitted as an NBS transaction. Transactions that do not have formatting errors will be matched with DMV data using FR31 Reference number in a batch process. If the FR31 Reference number cannot be matched an error record will be returned to the insurance company. The corrected error record should be resubmitted immediately to avoid customer suspension.

The DMV action will depend on how the vehicle effective date compares to the causal and suspension dates.

2.2 SR22/26 Process

2.2.1 SR22/26 Process Flowchart



2.2.2 Customer Action

Customer will be required by SC DMV to obtain SR22 insurance to meet the reinstatement requirements of a suspension (Ex. DUI).

If the customer does not obtain SR22 insurance he/she will remain suspended for the remainder of the designated period (period varies by suspension type). If the customer obtains SR22 insurance and has met all other compliance requirements of their suspension a “Monitored” status will be placed on the suspension and full driving privileges will be afforded to the customer. He/she must maintain proof of Financial Responsibility throughout the remainder of the designated period.

2.2.3 Insurer or Agent Action

The customer will obtain SR22 insurance with an insurer. Insurance and customer-related information will be recorded in the insurer computer system.

Non-owners SR22 should not be written for customers who own vehicles. Regular vehicles cannot be covered under an SR22 motorcycle filing.

2.2.4 Transmission of SR22 Information

The insurer will be responsible for transmitting compliance information electronically using the SC ALIR system. The insurer can transmit the SR22 transactions using the SC ALIR website, the SR22 Web Service, or in the Transactions file.

Details of SR22 reporting via the Transactions file is included in Section 7. To submit the transaction over the web, the user will log on to the website, click on the “New Transaction” button, and select the “SR22 Transaction”. The user will enter the Drivers License number that will be matched against the Phoenix database. If a match is found, the associated customer information will be displayed. The user will enter the Policy Number, Effective Begin Date, Expiration Date, and SR22 Type. A step-by-step process for submitting SR22 transactions through the ALIR website is provided in section 9.

b) Business Rules for Transmitting SR22s

- The effective end date of the filing must be greater than transmission date.
- If the SR22 filing Type is “Non-owner’s Liability Insurance”, then the user will not be able to enter vehicle information on the SC ALIR website.
- For all other SR22 filing types, at least one vehicle will be required.
- Motorcycles can be entered only under the “Motorcycle Only” filing type.
- If the same SR22 filing covers both motorcycles and regular automobiles, two separate SR22 transactions must be submitted (one for the motorcycle and the other for the vehicle).

2.2.5 DMV Processing of SR22 Information

SR22 information submitted using the ALIR website and the SR22 Web Service will be processed in “real-time”. SR22 information submitted by Transactions files will be processed in a nightly batch routine. The DMV action will depend on the suspension type and the met/unmet compliance requirements. If the customer’s vehicle and driving status changes as a result of the submission, the vehicle and driving status including any fees owed to the SC DMV will be returned to users submitting SR22s on the ALIR website. This information can be printed and given to the customer or securely discarded. Additionally, a copy of the customer’s vehicle and driving status will be mailed to the customer by SC DMV. He/she is responsible for maintaining Financial Responsibility throughout the remainder of the designated period (period varies with suspension type). If Financial Responsibility is not maintained during this period (an

SR26 was sent to DMV) a Failure to Maintain Proof of Financial Responsibility Suspension (FR11) will be issued to the customer.

2.2.6 Transmittal of SR26 Information

If the insurer cancels the customer's SR22 insurance, the cancellations of SR22 insurance (SR26s) must be reported to DMV. The insurer will transmit SR26 information using either the SC ALIR website or in the Transactions files. SR26 cancellations can only be submitted by insurance companies, not agents or agencies.

Details of SR22 reporting via Transactions files is included in Section 7. For submitting SR26s using the website, the user will log on, click on the "New Transaction" button, and select the "SR26 – SR22 Insurance Cancellation". The user will enter the policy number of the SR22 insurance that is being cancelled. This number will be matched against the DMV database. If a match is found, the associated customer information will be displayed, and the user will be able to enter the cancellation date and reason. The SC ALIR system will verify the cancellation dates to ensure that they meet the following SR26 legal requirements:

- Effective Cancellation Date must be less than 40 days in the future
- Effective Cancellation Date can be prior to the transmission date.
- If reason is "non-payment of premium", Cancellation Date cannot be within 90 days of SR22 effective date.

If the above requirements are met, the web user will be able to submit the transaction or save it to submit it later.

2.2.7 FR11 Suspension Creation

If the SR26 data is successfully matched with the DMV data and the customer has a suspension status equal to "Monitored", an FR11 suspension will be generated. An FR11 suspension notification letter will be automatically generated and sent to the customer. The FR11 suspension letter will inform the customer that he/she has 15 calendar days from notification date to obtain SR22 insurance. If the customer does not have a suspension status equal to "Monitored" an FR11 suspension will not be generated.

If proof of SR22 insurance is not received within 15 calendar days, the customer's driver license and/or registration will be suspended.

2.2.8 Customer Action

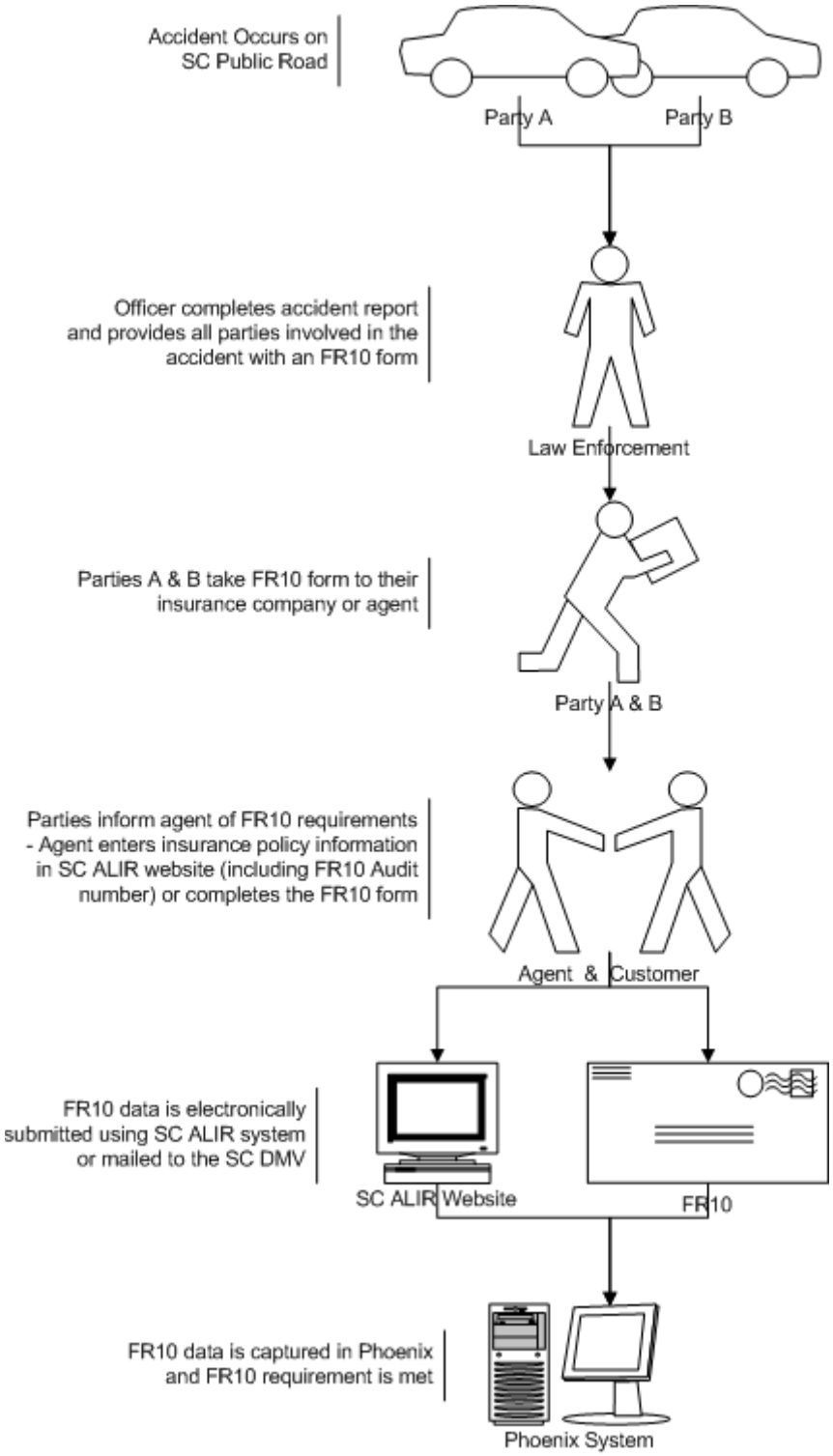
When the customer receives the FR11 suspension letter, she/he will be required to obtain SR22 insurance. The customer has 15 days to comply before the suspension begins.

The customer has the option of remaining suspended and waiting until the monitored period is over, or obtaining SR22 insurance to clear the FR11 suspension. If the customer chooses to wait until the monitored period is over, he/she will be required to pay the per diem fine and or reinstatement fee to clear the FR11 suspension. If the customer chooses to obtain SR22 insurance, he/she will contact their insurer and obtain the appropriate insurance.

Non-owners SR22 insurance should not be written for customers who own vehicles. Regular vehicles cannot be covered under an SR22 motorcycle filing.

2.3 FR10 Accident Compliance Process

2.3.1 FR10 Process Flowchart



2.3.2 Customer Action

An FR10 is the insurance verification required for each party involved in an accident. At the occurrence of an accident, the officer will complete the accident report, also known as the TR310, which includes accident related information as well as the driver and vehicle information of each party involved in the accident. Information from the TR310 is transposed directly to FR10 Form through carbon copy and the officer will provide the FR10 to each party involved in the accident.

All parties must provide their insurance company or agent with the FR10 form. Any customer who fails to provide DMV with proof of liability insurance at the time of accident within the required time will be subject to suspension.

2.3.3 Insurer Action

The FR10 transaction is only available to insurers through the SC ALIR website or using the paper form. This transaction cannot be submitted via the Transactions file.

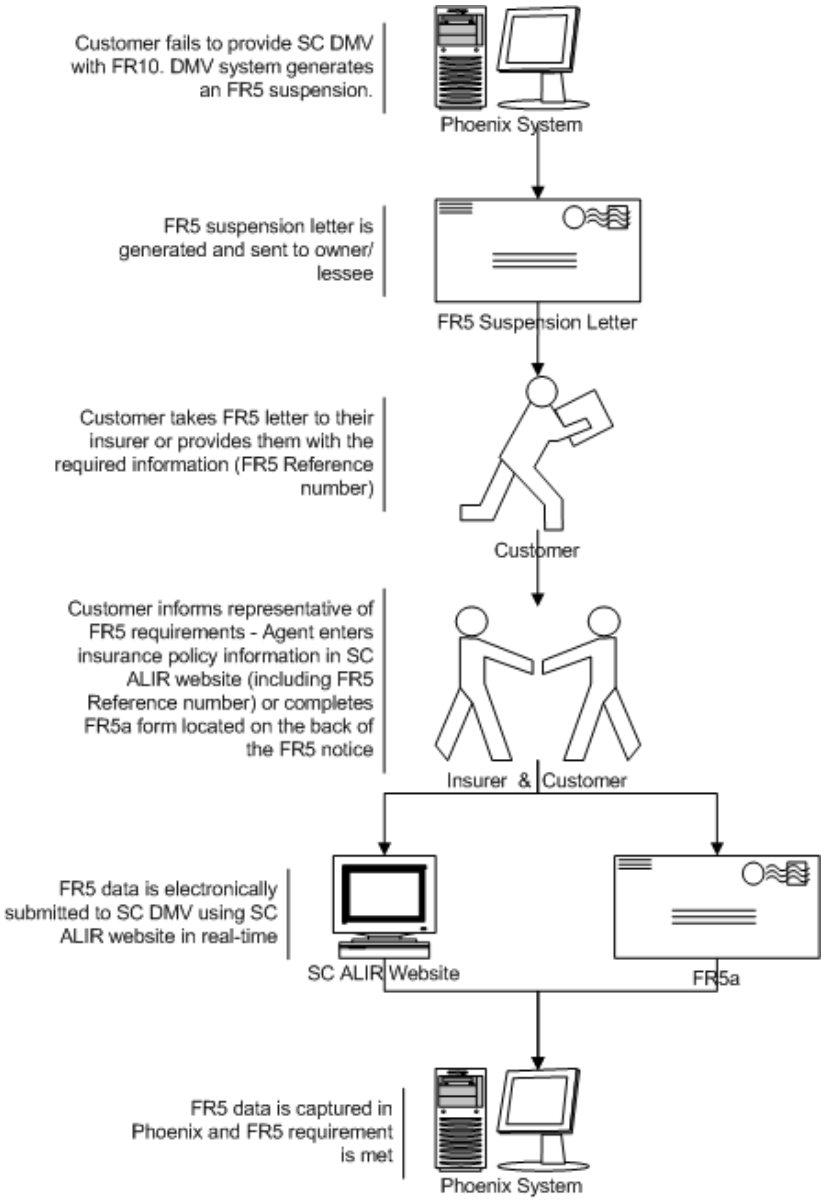
Once the party has provided the insurance company with the FR10 form, the user can log onto the ALIR Website and submit an FR10 Transaction. The FR10 Audit number located on the FR10 form will be used as the primary identifier. If necessary, the user may be required to enter the Accident date and perform an additional search using the Tag or VIN. If the incorrect information is returned or a match cannot be found, the FR10 form should be completed by the user and mailed to DMV. If the FR10 transaction is successfully submitted on the website, it's not necessary to mail the FR10 form to DMV.

2.3.4 Transmission of FR10 Data

Once the FR10 information has been submitted using the SC ALIR website the data will be held on a staging table and added to the DMV system through a nightly batch routine. FR10 transactions will appear on the Phoenix system the following business day.

2.4 FR5 Compliance Process

2.4.1 FR5 Process Flowchart



2.4.2 Customer Action

An FR5 Suspension is generated when a customer fails to provide SC DMV with an FR10 following an accident and vehicle coverage is not found in the weekly VIN files. Once the suspension is generated, a suspension notice is sent to the customer informing them that insurance must be provided for the vehicle on the accident date. The customer has 15 calendar days from the date the suspension letter was generated to respond before the suspension becomes effective. Any customers who fail to provide DMV with proof of liability insurance at the time of accident within the required time will be subject to suspension.

The customer must provide their insurance company representative with the FR5 suspension letter or the required information. The FR5 Reference number which is located at the top-right section of the letter is required to submit an FR5a transaction using the SC ALIR website.

2.4.3 Insurer Action

The FR5a transaction is only available to insurers through the SC ALIR website or using the paper form. This transaction cannot be submitted via the Transactions file.

Once the customer has provided the insurance representative with the required FR5 information, the user can log onto the ALIR Website and submit an FR5a Transaction. The FR5 Reference number located on the FR5 suspension letter will be used as the primary identifier. If the FR5 suspension letter has been lost a copy can be obtained at any local DMV office for free.

If the FR5 reference number has been entered and the incorrect information is returned or a match cannot be found, the FR5a form should be completed (located on the back of the FR5 suspension notice) by the user and mailed to DMV. If the FR5a transaction is successfully submitted on the website, it's not necessary to mail the FR5a form to DMV.

2.4.4 Transmission of FR5a Data

The FR5a transaction is real-time. Once the FR5a transaction has been submitted the insurance information will be updated directly to the SC DMV system instantly.

If the customer's vehicle and/or driving status changes as a result of the submission, the vehicle and driving status including any fees owed to the SC DMV will be returned to the user. This information can be printed and given to the customer. Additionally, a copy of the customer's vehicle and driving status will be mailed to the customer by SC DMV.

3. ALIR Reporting Frequency

SC DMV highly recommends reporting transactions to the SC ALIR system as frequently as possible. This will avoid unnecessary action against customers because of delays in data reporting.

BOB Files must be submitted weekly.

FR4a, FR31a, SR22, and SR26 transactions must be reported daily on an as needed basis.

4. File Exchange Using FTP

Files can be submitted only using FTP. After the insurer has registered, they will be contacted by SC ALIR support personnel. They will be provided the IP address of the FTP server, the user name, and the password. The FTP transmission will be secured in the following ways.

- SSH: Only SFTP will be used and the FTP transmission layer will be encrypted using SSH. All data will be transmitted over port 22.
- PGP: Files exchanged between SC ALIR and insurers will be encrypted by the Pretty Good Privacy (PGP) digital data encryption. Public PGP keys will be exchanged between insurance companies and the SC ALIR Help Desk.
- Client IP restrictions: The access to the SC ALIR FTP server will be limited to the client IPs provided by the insurers.

During testing, the communication, encryption, and file format will be tested. Once the test is successful, the insurer's web and FTP accounts will be activated for sending actual insurance data to the ALIR system.

5. Transactions File Structure

The following transactions can be submitted using the text file format described in this section:

- FR31a compliance transactions
- SR22 transactions
- SR26 transaction

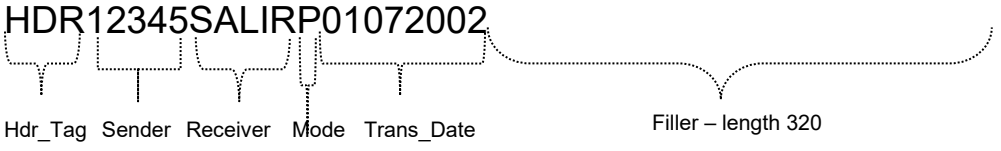
The SC ALIR system will accept and generate fixed width text files. The format of the files sent by the insurers and the files sent by the SC ALIR system will be the same. The Transactions files will have 2 sections: the Header Row and the Detail Rows. All rows should be 342 characters long with spaces being used as filler space. There should be no footer after the Detail Rows.

5.1 The Header Row

Each text file should have one Header Row at the beginning of the file. The Header Row should have the following fields listed in the order that they are listed in the table. The length of each field should be equal to the length specified in the table. Trailing spaces should fill the unused length.

Data Fields	Field names for ALIR System	Data Type/Length	Description
Header Tag	HDR_TAG	Alphanumeric(3)	This field indicates a Header Row. The value of this field should be "HDR"
Sender of the File	SENDER	Alphanumeric (5)	-NAIC Number of Insurance Company for files being sent by insurance companies -"SALIR" for files being sent by the SC ALIR system to the DMV
Receiver of the File	RECEIVER	Alphanumeric(5)	-"SALIR" for files being sent by insurance companies -NAIC Number of Insurance Company for files being sent by the SC ALIR system to the DMV
Mode	MODE	Alphanumeric(1)	This field identifies if the file being sent is a test file or a production file. The valid values are "T" (for test files) and "P" (for production files).
Transmission Date	TRANS_DATE	Alphanumeric(8)	This is the date that the file was sent. It should be in the MMDDYYYY format. For example, 4th of July, 2002 will be represented as 07042002
Filler	-	Alpha (320) 320 blank spaces	This is the filler used to make the length of the Header row equal to Detail Row. It is filled with blank spaces

Example of Header Row being sent by insurer with NAIC Number "12345"



5.2 Detail Rows

The Detail Rows should contain the transaction data being submitted by the insurers. There should be at least one row for each policy transaction being submitted.

Each row should contain the following fields in the order in which they appear in the table below. The length of each field should be equal to the specified length with any unused length filled by trailing spaces.

Data Fields	Field names	Data Type/Length	Example	Description	Mandatory	Error Code
Detail Tag	DTL_TAG	Alphanumeric(3)	“DTL”	Value should be "DTL"	YES	n/a
Insurer’s Transaction Reference Number	INS_REF_NO	Alphanumeric(30)	“12345 ”	Reporting insurer's unique transaction reference number for identifying each individual submitted transaction. This number will be used by the SC ALIR System when sending errors back to the insurer. This field is not mandatory.	No	n/a
Transaction Type	TX_TYPE	Alpha(3)	“NBS”	Type of transaction. Valid values are "NBS": FR-31A Compliance "22A" : Non-Restricted SR22 "22B ": Non-owners SR22 "22C" : Restricted SR22 "22D" : Motorcycle Only SR22 "S26" : SR26 transaction	YES	E075
FR-31 Reference Number	REF_FR31	Numeric(9)	“123456789”	This file (reference) number contained in the FR31 notices is required when submitting an FR31 compliance transaction. This number allows the system to cross-reference a previously submitted suspension notice.	YES, for NBS transactions	E600
Insurer’s NAIC Number	NAIC_NO	Numeric(5)	“12345”	Reporting insurer's NAIC (National Association of Insurance Commissioners) number.	YES	E097
Insurer’s Policy Number	POLICY_NO	Alphanumeric(25)		Reporting insurer's policy number associated with particular transaction.	YES	E085
Policy Effective Begin Date	EFF_BEGIN_DATE	Numeric(8) (MMDDYYYY)	“09122003 ”	Date at which the policy became effective. Policy effective date should always be in the past.	YES	E115
Policy Expiration/Cancellation Date	CANCEL_DATE	Numeric(8) (MMDDYYYY)	“12022003 ”	The future expiration date of the policy (for SR22 and NBS transactions). Policy Cancellation Date for SR26	YES, for SR22 and SR26 transactions	E610, E620

Data Fields	Field names	Data Type/Length	Example	Description	Mandatory	Error Code
				transactions		
Policy Cancellation Reason Code	POLICY_CANCEL_REASON_CODE	Alphanumeric(3)	“NPP”	Codified policy cancellation reason of SR26 transactions. The valid codes are: “NPP” for Non-Payment "OTH” for Other	YES, for SR26 transactions	E615
Vehicle Identification Number	VEH_VIN	Alphanumeric(30)		Vehicle identification number. The full 17 character VIN should be included for vehicles with model year of 1981 and after. Less than 17 characters are acceptable for vehicles with model year of less than 1981.	YES, for NBS transactions	E200
Vehicle Manufacture Year	VEH_YEAR	Numeric(4)	“2002”	Model year of the vehicle.	YES, for NBS transactions	E220
Vehicle Manufacturer	VEH_MAKE	Alphanumeric(4)		Codified manufacturer of vehicle. This should match the NCIC code for the manufacturer.	YES, for NBS transactions	E205
Vehicle Model	VEH_MODEL	Alphanumeric(12)		Codified model of vehicle. This should match the NCIC code for the model.	NO	E210
Customer Type	CUST_TYPE	Alphanumeric(1)	“1” or “2”	Type of Customer. Valid values are: "1": Person "2": Organization	YES	E018
Customer’s South Carolina Driver’s License Number	CUS_DL_NO	Numeric(9)	“112233441”	Customer's South Carolina Driver’s License Number.	YES, for SR22 transactions	E045
Customer Organization Federal Tax Identification Number	CUS_FED_TAXID	Alphanumeric(9)		Federal Tax Identification Number for an organization acting as customer. This field should be left blank if the customer is not an organization or if the insurer does not collect this information.	NO	E047
Customer’s Last Name	CUS_LAST_NAME	Alpha(35)	“Doe“	Last name of customer if an individual or name of organization if an entity.	YES	E020
Customer’s First Name	CUS_FIRST_NAME	Alpha(20)	“John“	First name of customer if an individual or blank if an entity.	YES, if Customer Type is 1 (Person)	E025

Data Fields	Field names	Data Type/Length	Example	Description	Mandatory	Error Code
Customer's Middle Initial	CUS_MI	Alpha(1)	"M"	Middle initial of customer if an individual, or blank if an entity.	NO	n/a
Customer's Name Suffix	CUS_SUFFIX	Alphanumeric(3)	"SR "	Suffix of customer's name if an individual, or blank if an entity.	NO	n/a
Customer's Street Address	CUS_ADDRESS	Alphanumeric(60)	"123 Main St "	Street address of customer.	YES	E050
Customer's Address City	CUS_CITY	Alphanumeric(28)	"Columbia "	City of customer's address.	YES	E055
Customer's State	CUS_STATE	Alpha(2)	"SC"	State of customer's address	YES	E060
Customer's Address Zip Code	CUS_ZIP	Alphanumeric(9)	"29210 "	Zip Code of customer's address	YES	E065
Customer's Date of Birth	CUS_DOB	Numeric(8) (MMDDYYYY)	"01141970 "	Date of Birth of customer. This field should be left blank if the customer is an organization.	YES If the Customer Type is 1 (Person)	E110
ALIR System Reference Number	ALIR_REF_NO	Numeric(9)	" " (Filler - Not submitted by insurers)	Unique ALIR system-generated transaction reference number for identifying each transaction. This number is sent to insurer with error transactions. THE INSURERS DO NOT USE THIS FIELD IN THEIR SUBMISSIONS	NO (Not submitted by insurers)	n/a
Transaction Return Error Number	TX_RETURN_ERROR_NO	Alphanumeric(4)	" " (Filler - Not submitted by insurers)	Error code used by the SC ALIR System when sending errors back to the insurer. The insurer never submits this field.	NO (Not submitted by insurers)	n/a

The Appendix contains a sample Transactions files with example of Detail Rows.

5.3 Multiple Vehicles and/or Customers under the same policy

For an SR22 or SR26 transaction, multiple vehicles and customers may be submitted under one policy. In such cases, consecutive rows should be submitted for the policy. The policy information should be the same in all rows but the customer and vehicle information can be different.

Each FR4a compliance transaction should be in a separate row. If one insurance policy meets the requirements of multiple suspensions with different reference numbers, a separate row must be transmitted for each FR4 reference number.

6. Return Files

If there are any errors in the Transactions files submitted by insurers, the SC ALIR System will generate error files for insurers. Based on the type of error, there will be 4 different types of error files generated in the error reporting process

6.1 Decryption Error file

This is the error file generated for the PGP encrypted file because the ALIR system could not decrypt the file received from the insurance company. Decryption error can happen for the following reasons:

a. File which was sent from Insurance Company was not encrypted.
b. File which was sent from Insurance Company was encrypted using the wrong PGP key.

Decryption error file will be identified based on the file name prefix DE. File will be named as DE_OriginalFileNameDatetimeStamp.TXT (DE_FileNameSentByInsurer08062005121501.TXT)

6.2 Reject file

This is the file generated if there were errors in the Transactions file that made the whole file unusable. File may be rejected for the following reasons:

a. File is not formatted properly
b. Header of the file may be missing
c. Detail part of the file may be missing
d. Length of each record (line) is not up to the specified length specified in the implementation guide
e. End of each record missing carriage return and line feed

The reject file will contain the description of the error at the top followed by the contents of the file. The reject file can be identified based on the file name prefix REJ. File will be named as REJ_NAIC_DatetimeStamp.TXT (REJ_10000_08062005121501.TXT)

6.3 Error file

This file will be generated for the following reasons:

a. Mandatory fields missing
b. Invalid date formats

This file will contain only the records which are in error. The remaining records sent with the original file will be processed by the ALIR system and will not appear in the Error file. Each error record will have an error code.

The Error file can be identified based on the file name prefix ERR. File will be named as ERR_NAIC_DatetimeStamp.TXT (ERR_10000_08062005121501.TXT)

6.4 Out File

The data in the Transactions files is compared to the DMV data in a nightly batch routine. If the submitted data cannot be matched with the DMV data, an Out file is generated. The Out file is usually generated because of the following reasons:

a. The FR31 Reference Number was not found in the DMV database (for NBS transactions)
b. The Drivers License Number was not found in the DMV database (for SR22 transactions)
c. The SR22 Policy Number was not found in the DMV database (for SR26 transactions)

The OUT file will contain only records that did not match with the DMV data. Each unmatched record will have an error code. Since the nightly batch routine generates the OUT file, it is usually put into the insurer's OUTBOUND folder on the day following the file submission.

The OUT file can be identified based on the file name prefix OUT. File will be named as OUT_NAIC_DatetimeStamp.TXT (OUT_10000_08062005121501.TXT)

7. SR22 and SR26 Reporting via Transactions Files

Insurance companies can report SR22 and SR26 transactions in the Transaction files. The same file can contain FR31a compliance, SR22, and SR26 transactions.

For SR22 transactions:

- The following values should be supplied for the Transaction Type (TX_TYPE) field.
  - "22A" for Non-Restricted SR22s
  - "22B" for Non-owners SR22s
  - "22C: for Restricted SR22s
  - "22D" for Motorcycle Only SR22s
- The Expiration Date of the SR22 Policy should be supplied in the Policy Cancellation Date (CANCEL_DATE) field. The Expiration Date should be in the future.
- A valid SC Driver's License Number should be supplied
- For Transaction Types other than "22B" at least one vehicle must be supplied.

For SR26 transactions:

- The following values should be supplied for the Transaction Type (TX_TYPE) field.
  - "S26" for SR26 transactions
- The following values should be supplied for the Policy Cancellation Reason Code (POLICY_CANCEL_REASON_CODE) field
  - "NPP" for Non-Payment
  - "OTH" for Other
- The Policy Cancellation Date should not be more than 40 days in the future. It can be in the past.
- The NAIC number and the Policy Number of a previously reported SR22 transaction should be supplied.
- If the Policy Cancellation Reason Code is NPP (Non-Payment), the Policy Cancellation Date cannot be within 90 days of SR22 Effective Date.

8. SR22 Webservices

8.1 Introduction

The Web Service described in this section allows insurers to submit SR22 transactions programmatically without manual data entry through the ALIR website. Although SR22 is the only transaction currently available using the web services, the DMV and the SC ALIR Working Group may enhance the web services to allow the submission of other compliance transactions.

8.2 Access to the Web Service

The web service can be accessed at **https://www.sc-alir.com/scalirwebservice/alirwebservice.asmx**

All active SC ALIR users who can submit SR22 transactions using the SC ALIR website can also access the Web Service to submit SR22 transactions. There is no separate registration process required to begin using the web services. The web service input parameters **Username** and **Password** should have the same values as the user name and password assigned to the user for the SC ALIR website.

All insurance companies with active web accounts can submit SR22 transactions.

8.3 Testing of Web Services

If an insurer would like to test the web service, they should supply the value 'T' for the input parameter **Test_Mode.** Any data submitted while testing will be recorded in the SC ALIR System but will not update the customer records in the DMV system. When the Test_Mode 'T' is supplied, the web service connects to the DMV Test System that is periodically unavailable. If that is the case, the insurer should try testing at a later time. The SC ALIR Help Desk can be contacted to facilitate testing.

8.4 Input Parameters

The following input parameters should be provided to the web service.

Input Parameter	Value to be Provided	Mandatory	Comment
Username	Same as the Web User Name	Y	
Password	Same as the Web Password	Y	
NAIC_NO	NAIC Number of the company providing insurance	Y	
AgencyId	The unique, six-digit code assigned to the insurance agency by DOI.	Mandatory for Insurance Agents	Insurance companies and Agents should not provide any value
AgentId	The unique, six-digit code assigned to the insurance agent by DOI.	Mandatory for Insurance Agencies	Insurance companies and Agencies should not provide any value
LicenseNo	Customer's South Carolina Drivers License Number.	Y	Drivers License Numbers for other states should not be provided
Customer_Last_Name	Customer's Last Name	Y	
Customer_First_Name	Customer's First Name	Y	
Transaction_Type	Value should be 'S22'	Y	
Insurance_Policy_No	Insurance Policy Number	Y	
Compliance_No	No value should be provided.	N	Reserved for future use for other type of compliance transactions.
Effective_Begin_Date	The date the insurance coverage begins. Format is *MM/DD/YYYY*	Y	
Effective_End_Date	The date the insurance coverage will end. Format is *MM/DD/YYYY*	Y	
SR22_Type	The type of SR22 Policy. Valid values are '0'=non restricted '1'=non-owners liability policy '2'=restricted '3'=motorcycle only	Y	
Vehicle_VIN	Vehicle Identification Number	N	The VIN should not be provided for Non-owner's liability policy
Vehicle_Make	Vehicle Make (manufacturer) as listed on the registration document of the vehicle	N	
Vehicle_Year	Vehicle Model Year as listed on the registration document of the vehicle	N	
Test_Mode	Value should be 'T' for Test data and 'P' for Production data	Y	

8.5 Output Parameters

The following output parameters will be provided by the web service.

Output Parameter	Values that will be returned	Comment
Message	Values will be 'Success' if the DMV System was successfully updated 'Error' if there was any error and the DMV system was not updated	
MessageCode	Message Code. Values listed in the next section.	
Message_Other	Text explaining the Message Code	
ALIR_Transaction_Id	The Id for the transaction on the SC ALIR System.	Insurer must refer to the transaction id when contacting the Help Desk
Letter_Body	The text of the letter that is generated as a result of the transaction	Letters are generated if the transaction results in a change in customer's status in the DMV system
Letter_Create_TimeStamp	Date and Time when the letter was generated	
Letter_FileNO	File No of the letter that was generated.	

8.6 Message Codes

The following codes will be returned in the **MessageCode** parameter when the DMV system is successfully updated.

Message Code	Message
S0	Success
S1	Success but vehicle information was not updated because no VIN was provided
S2	Success but vehicle information was not updated because VIN did not match DMV system.

The following codes will be returned in the **MessageCode** parameter when there is an error and the DMV system is not updated.

Message Code	Message
EWS01	You cannot specify both AgencyId and AgentId
EWS02	Combination of UserName, Password and Account information do not match.
EWS03	Invalid or Inactive AgencyId
EWS03A	Agency does not have permission to submit transaction for the NAIC no
EWS04	AgencyId and Username do not match
EWS05	Invalid or Inactive AgentId:
EWS05A	Agent does not have permission to submit transaction for the NAIC no
EWS07	AgentId and Username do not match
EWS08	NAIC_NO not supplied.
EWS09	NAIC_NO not found or not active in SCALIR
EWS10	Invalid/Missing Test Mode

Message Code	Message
EWS11	Insurance_Policy_No not supplied
EWS13	Customer DL or FirstName or LastName not supplied
EWS14	Policy Begin Date or End Date not supplied.
EWS14A	Invalid/future Effective Begin Date
EWS14B	Invalid/past Effective End Date
EWS14C	End Date must occur after the Effective Begin Date
EWS15	Transaction Type Not supplied or Wrong Transaction Type
EWS16	Invalid NAIC_NO specified.
EWS17	Invalid License No specified.
EWS18	Invalid VIN specified.
EWS19	Error Adding Insurance Information to the DMV System
EWS20	Error Adding Information to the SC ALIR System
EWS21	Missing/incorrect SR22 Type
EWS22	Vehicle data should not be supplied for Non-owner's policy
EWS23	DMV System not responding
EWS99	Any error not included above. A detailed error description will be included in the Message_Other parameter

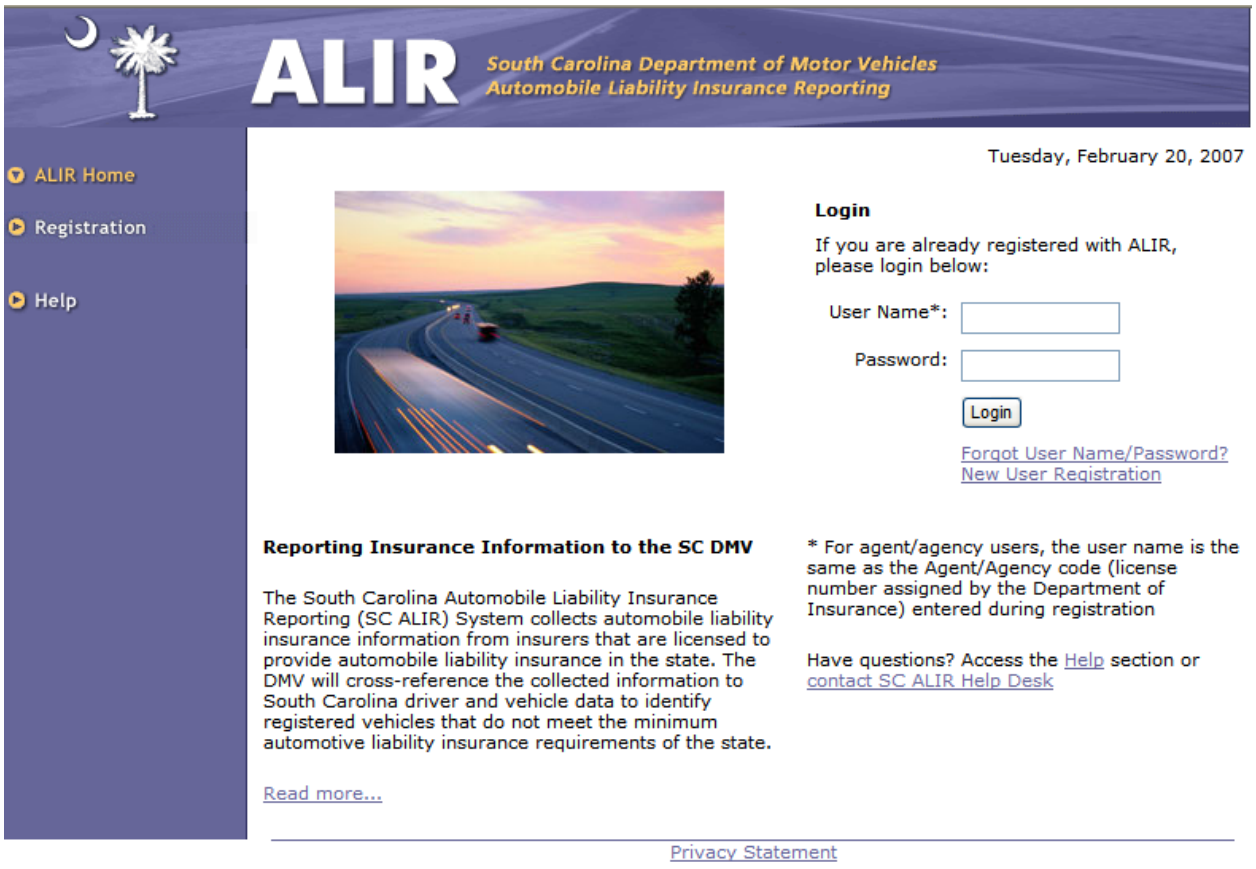
.

If the insurer is getting the Message Codes EWS19, EWS20 or EWS23, they should try connecting to the web service at a later time. If they continue to get the error, they should contact the SC ALIR Help Desk.

9. The SC ALIR Website

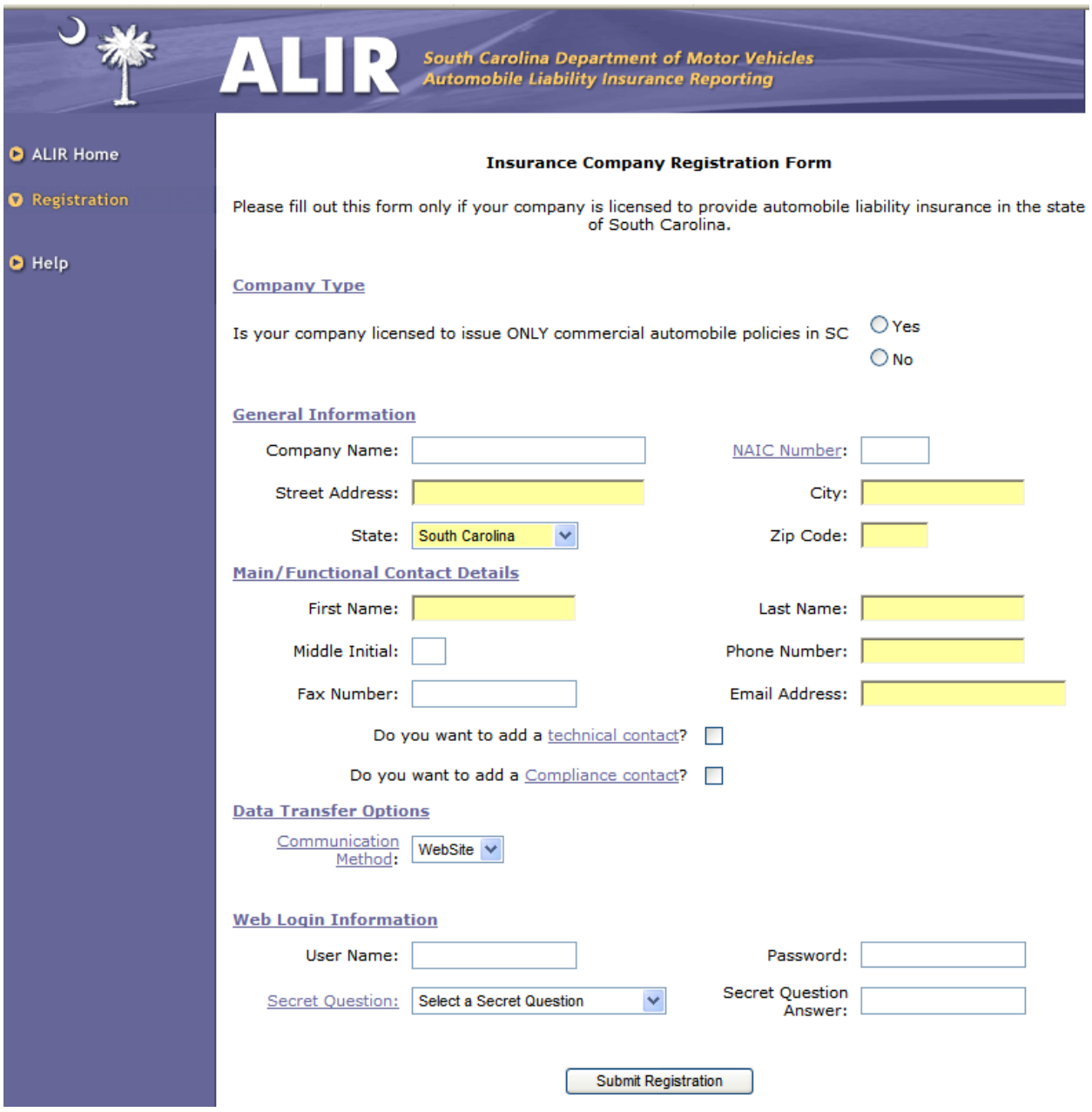
The SC ALIR website can be used by any registered insurer to submit ALIR transactions (FR31a, SR22/26, FR5A, and FR10). In addition, it is used for user registration, account management, reporting, and providing help to insurers.

The website can be accessed by entering http://www.sc-alir.com on the address field of an Internet browser. Although the website should work with the recent versions of most Internet browsers, it has optimized for and tested with Microsoft Internet Explorer Version 6 SP1. Cookies should be enabled for the website to properly function after the user has logged in.



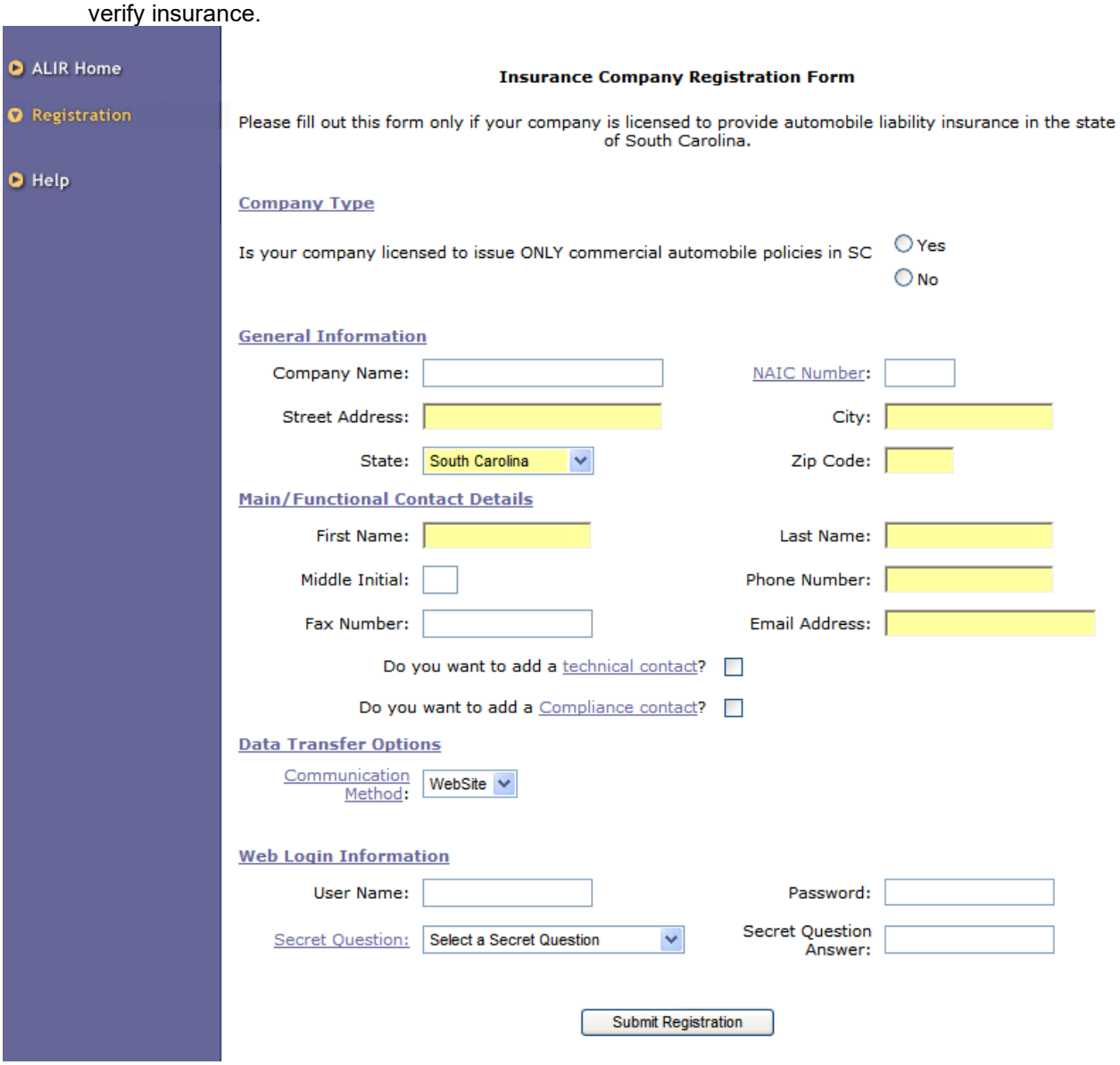
9.1 Insurance Company Registration

- To register, go to ALIR Home Page and click on 'Register' link in the menu on the left side. Self registration is only available to SC licensed insurance companies and agents. After the registration process is completed, the web account for the main insurance company web user (Main User) is created. If the insurance company wants to have multiple web accounts, the Main User can create Sub-User accounts.
- The following screen will be displayed once Insurance Company Registration link is selected:



- Select the Company Type. If your company is only licensed to write only commercial automobile policies in SC select the Yes radio button.
- Fill in all the company information and functional contact details.

- If insurer has a separate technical contact, check the 'Do you want to add a technical contact?' check box and more fields will become available to add the technical contact information.
- If insurer has a separate compliance contact, check the "Do you want to add a compliance contact?" checkbox and more fields will become available. The compliance contact is used to verify insurance.



- User name and password must be provided in the Web Login Section. This will be user name and password for the Main User.
- Finally, a secret question and answer must be provided which will be used with the Forgot Password functionality.

9.2 Accessing Help

ALIR help functions are available to users at all times and do not require the user to log in to the website. In order to get help, click on 'Help' link from the left menu from any screen and select the "Help – For Insurance Companies" link. The following screen will appear:



The Help link provides assistance and information to insurance companies, agents, and citizens. Users can download guides that provide detailed information on interacting with the SC ALIR system. The Glossary of Terms provides definitions of commonly used terms. The Frequently Asked Question sections will be populated based on queries that the SC ALIR Help Desk receives most often. If these sources are not sufficient, click on the Contact DMV link to write an email to the SC ALIR Help Desk. Copies of ALIR-related forms are also available to users which can be downloaded and completed if electronic transmission of compliance information is not feasible.

9.3 Login for Registered and Approved Main Users

Insurer must be registered with ALIR website and the account must be activated before a user can login to submit transactions. To log in, enter the user name and password on the SC ALIR website home page, and then click on the Login button.

- ALIR Home
- Registration
- Help

Tuesday, February 20, 2007



Login

If you are already registered with ALIR, please login below:

User Name*:

Password:

Login

Forgot User Name/Password?
New User Registration

Reporting Insurance Information to the SC DMV

The South Carolina Automobile Liability Insurance Reporting (SC ALIR) System collects automobile liability insurance information from insurers that are licensed to provide automobile liability insurance in the state. The DMV will cross-reference the collected information to South Carolina driver and vehicle data to identify registered vehicles that do not meet the minimum automotive liability insurance requirements of the state.

Read more...

* For agent/agency users, the user name is the same as the Agent/Agency code (license number assigned by the Department of Insurance) entered during registration

Have questions? Access the Help section or contact SC ALIR Help Desk

9.4 Insurance Company Home Page

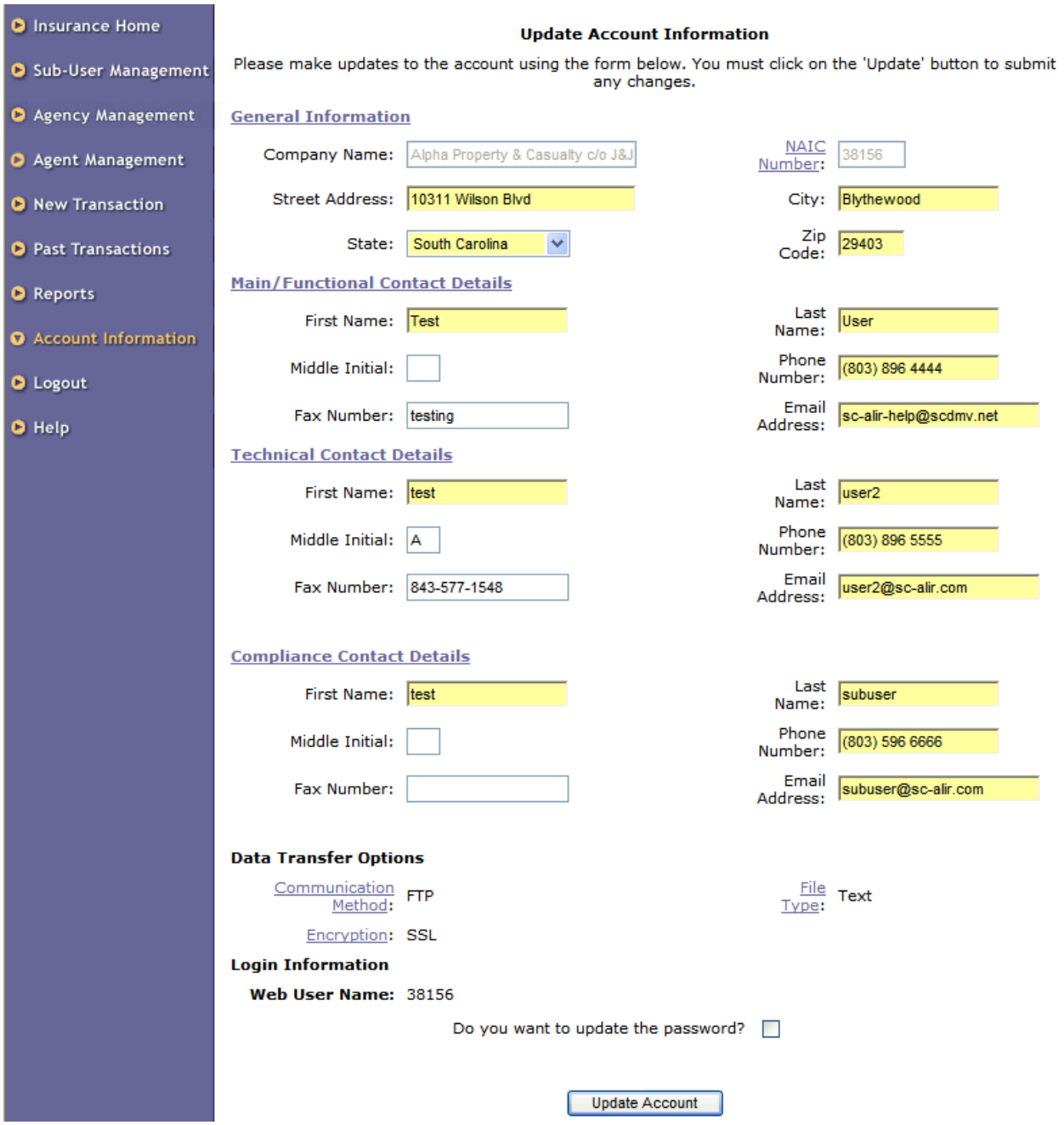
The first page that appears after the Main User has logged in shows the most frequently used web pages grouped by Web Transactions, Administration, and Reports.



You may also use the links on the left to perform any of the available functionality.

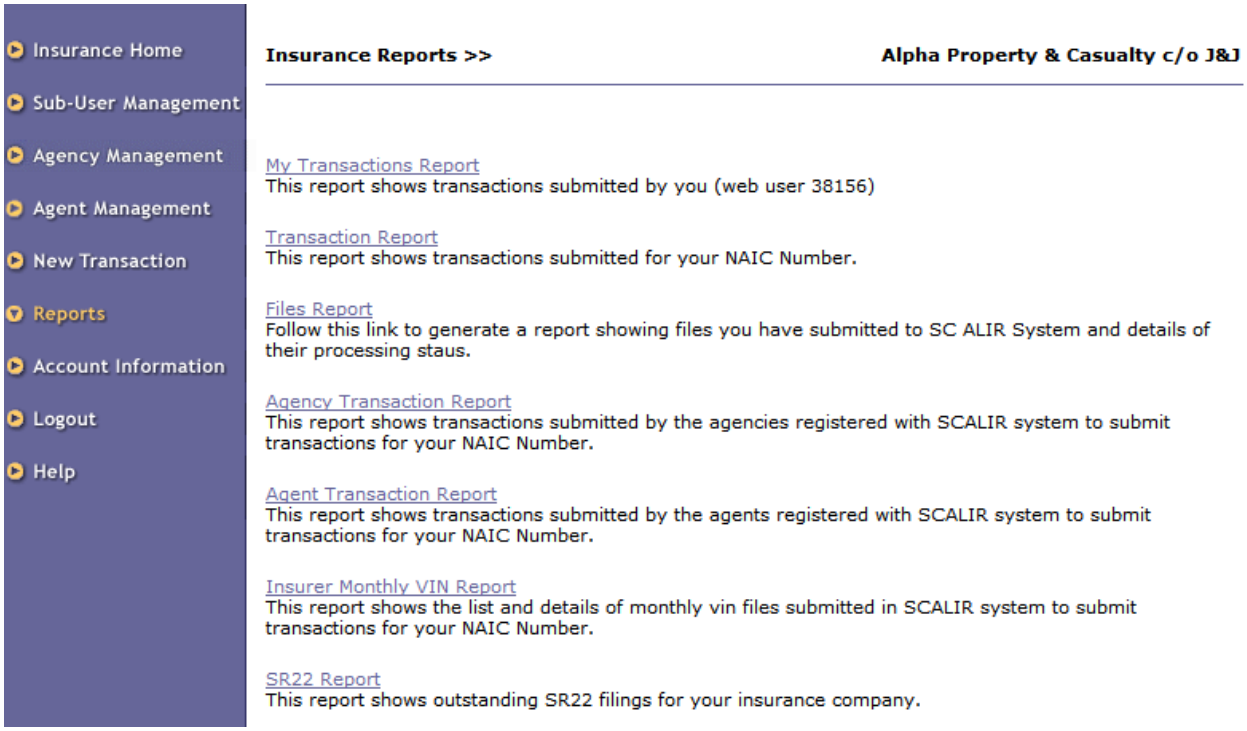
9.5 Insurance Company Profile Management

Once logged in, the Main User can click on the Account Information button to access the page to update profile information. The user can change the address, contact, and password information.



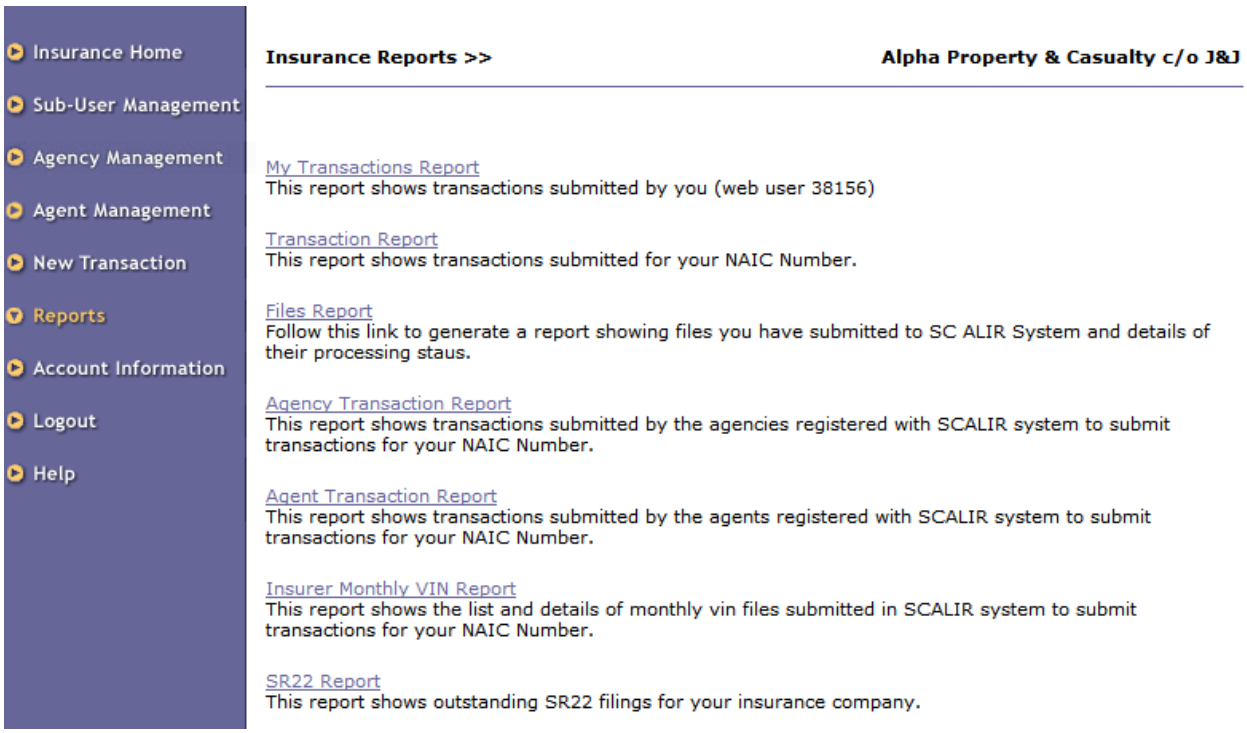
9.6 Insurance Company Reports

Several reports are available to insurance companies. Transactions submitted by the insurance company or on behalf of the insurance company can be viewed through the My Transactions Report and Transaction Report. My Transactions Report shows only transactions submitted by the user on the website and doesn't include transactions submitted on their behalf by Sub-Users, or Agents. These reports can be narrowed by selecting specific search criteria. Search criteria includes, but is not limited to date, user type, transaction type, status, ALIR transaction number, VIN, and policy number.



9.6.1 SR22 Report

The SR22 report is provided for insurers to view their active SR22 filings on record with the SC DMV. Insurers can view the SR22 information and submit an SR26 directly from the report. To view the SR22 report the select the SR22 Report link from the Insurance Reports page.



On the SR22 Report page, select the search criteria from the Search By dropdown box and enter the required criteria. Additionally, a specific date range can be specified to narrow your search.



An SR26 can be created by selecting the Create SR26 link.

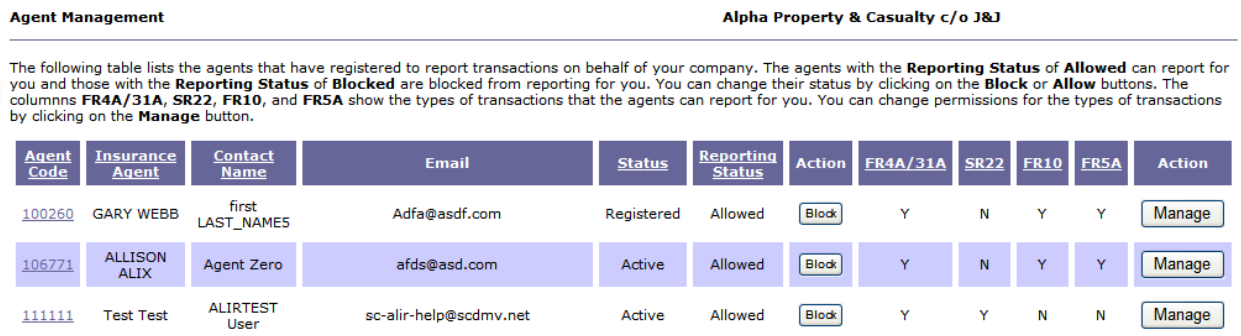


9.7 Agent Management

By default, insurance agents have the ability to submit FR31a, FR10, and FR5A transactions on behalf of insurance companies using the SC ALIR website. The ability to submit SR22 insurance can also be added by the insurance company. The insurance company Main Users have the ability to view transactions submitted by agents on their behalf. In addition, insurance company Main Users can block insurance agents from reporting on behalf of the insurance company and add or remove the agent's access to transactions. For example, an insurance company can grant an agent access to FR10 and FR5 transactions to verify insurance following an accident and use the insurance company application to report FR31a transactions using a file transfer. In this example the insurance company would remove FR31a permissions for the agent or agency. Sub-Users do not have the ability to view or modify agency/agent information.

To view agents reporting on your behalf select the Agent Management link on the insurance company homepage.

The Agent Management page will display. Additional information about the agent account can be viewed by selecting the agent code. To block an account, select the Block button. To add or remove transaction permissions select the Manage button.



Agent Management **Alpha Property & Casualty c/o J&J**

The following table lists the agents that have registered to report transactions on behalf of your company. The agents with the **Reporting Status** of **Allowed** can report for you and those with the **Reporting Status** of **Blocked** are blocked from reporting for you. You can change their status by clicking on the **Block** or **Allow** buttons. The columnns **FR4A/31A**, **SR22**, **FR10**, and **FR5A** show the types of transactions that the agents can report for you. You can change permissions for the types of transactions by clicking on the **Manage** button.

Agent Code	Insurance Agent	Contact Name	Email	Status	Reporting Status	Action	FR4A/31A	SR22	FR10	FR5A	Action
100260	GARY WEBB	first LAST_NAME5	Adfa@asdf.com	Registered	Allowed	Block	Y	N	Y	Y	Manage
106771	ALLISON ALIX	Agent Zero	afds@asd.com	Active	Allowed	Block	Y	N	Y	Y	Manage
111111	Test Test	ALIRTEST User	sc-alir-help@scdmv.net	Active	Allowed	Block	Y	Y	N	N	Manage

After selecting the Manage button the Account Information page will appear. When adding or removing transactions, click the checkbox to the right of the transaction type. Checking the transaction type checkbox will give the agent access to the transaction when reporting for the main user's insurance company.

To view transactions reported on your behalf by an agency or agent select the Agent Transaction Report link from the Reports page.

Enter the appropriate search criteria including a date range and insurance agent and select Create Report.



9.8 Sub-User Management

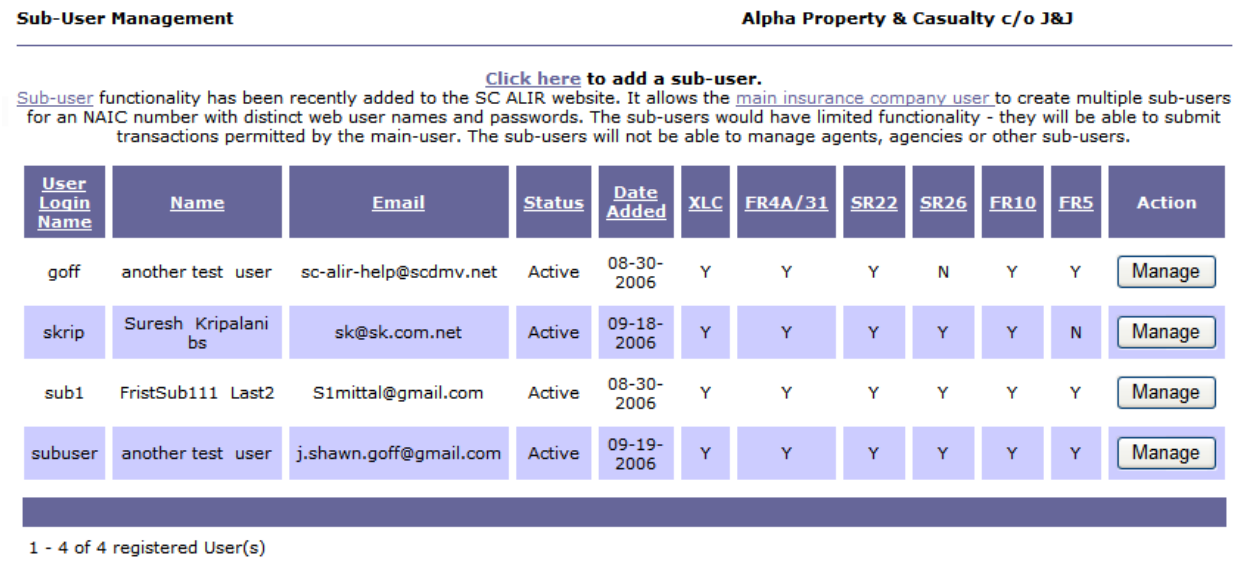
The Main Users have the ability to create unique Sub-User web accounts for insurance company representatives. They are responsible for creating and managing the Sub-User accounts.

The Main User will have the following Sub-User functionality:

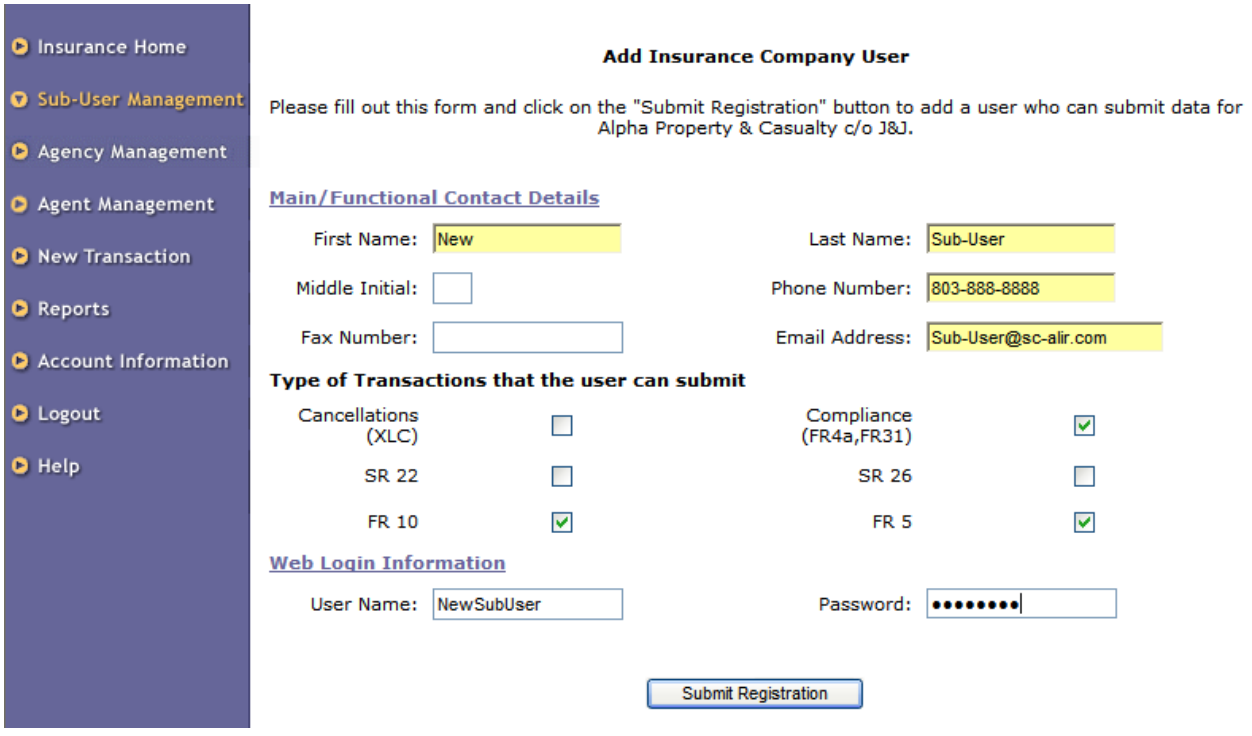
- Create Sub-User Account
- Manage Sub-User Account
- Monitor Sub-User Account

9.8.1 Create Sub-User Account

To create a Sub-User account select the Sub-User Management link on the Insurance Company Homepage. The Sub-User Management screen will appear. At the top of the screen, select the “Click Here to add a Sub-User” link. Accounts can be sorted by selecting the column name which appears as a link on the Sub-User Management screen.

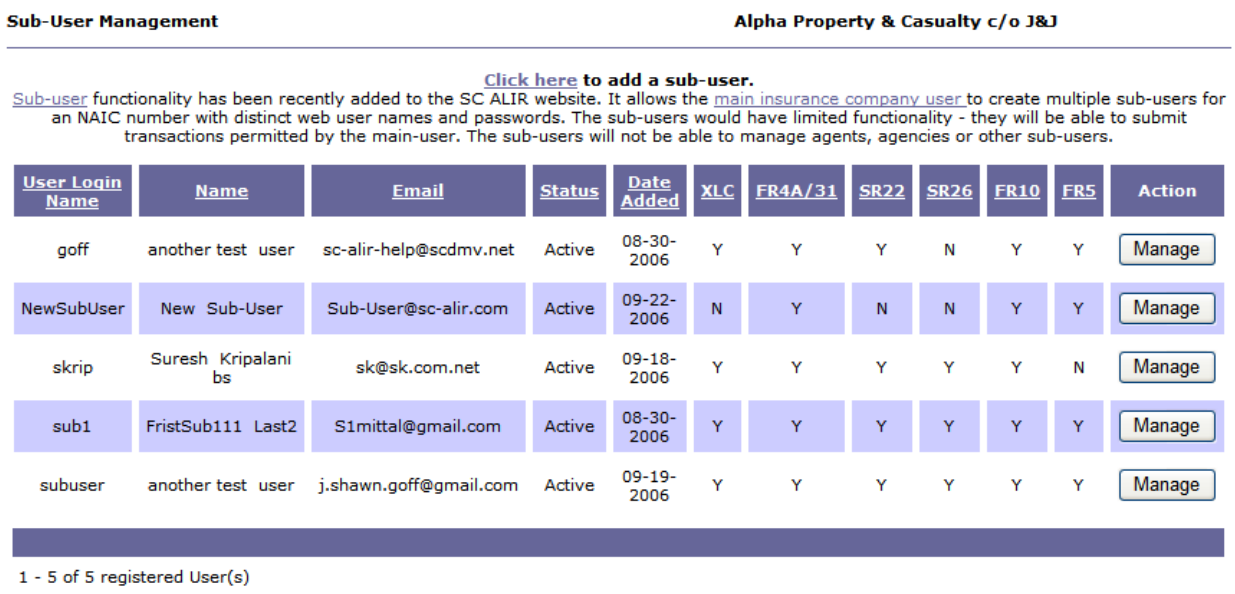


When the “Click Here to add a sub-user” link is selected, the Add Insurance Company User screen will appear. Complete the Contact Details section, uncheck transactions that the Sub-User should not have access to, and create a username and password for the Sub-User account. The password can be changed by the Sub-User, but the user name cannot. Once all information has been entered select the Submit Registration button. The Sub-User Management screen will appear.



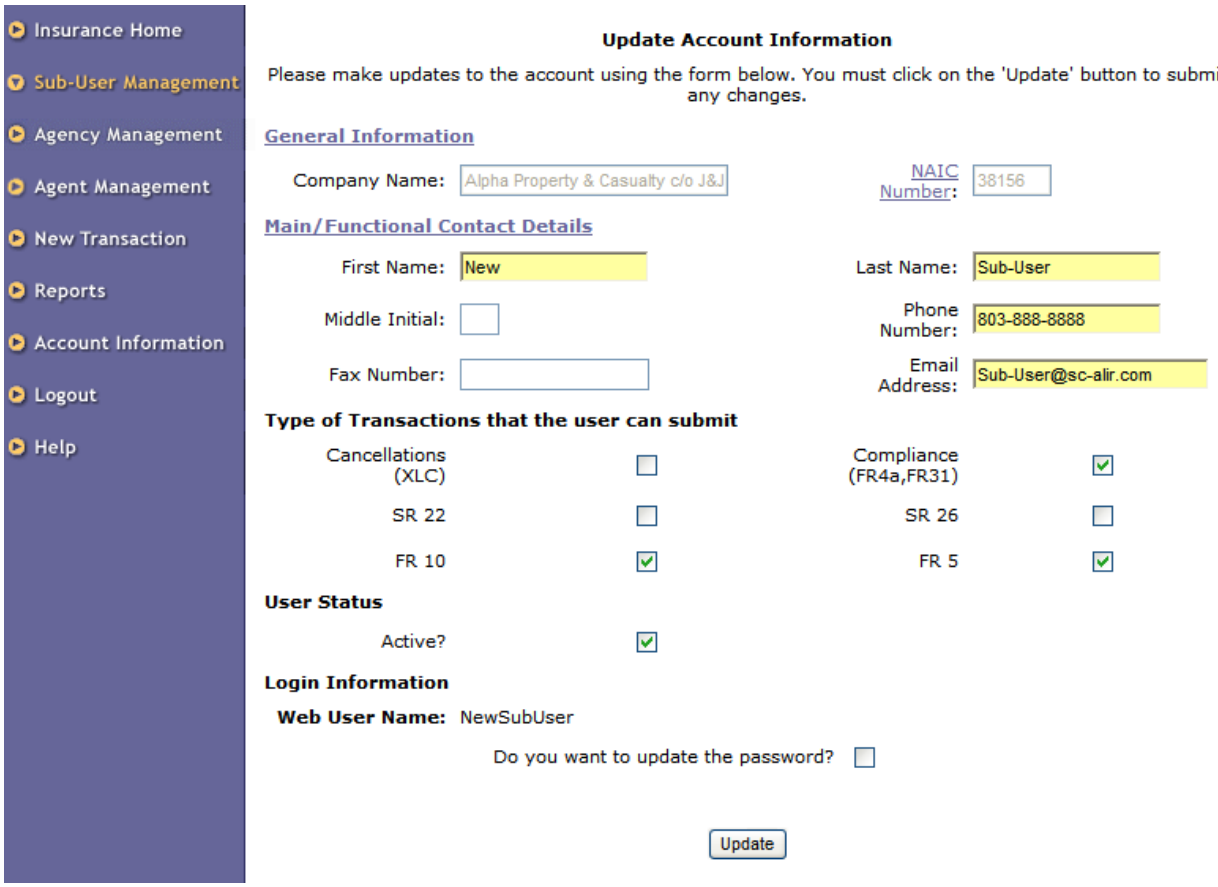
9.8.2 Manage Sub-User Account

To manage a Sub-User account, select the Sub-User Management link on the insurance company homepage. The Sub-User Management screen will appear. To manage a Sub-User account, select the Manage button to the right of the appropriate account.



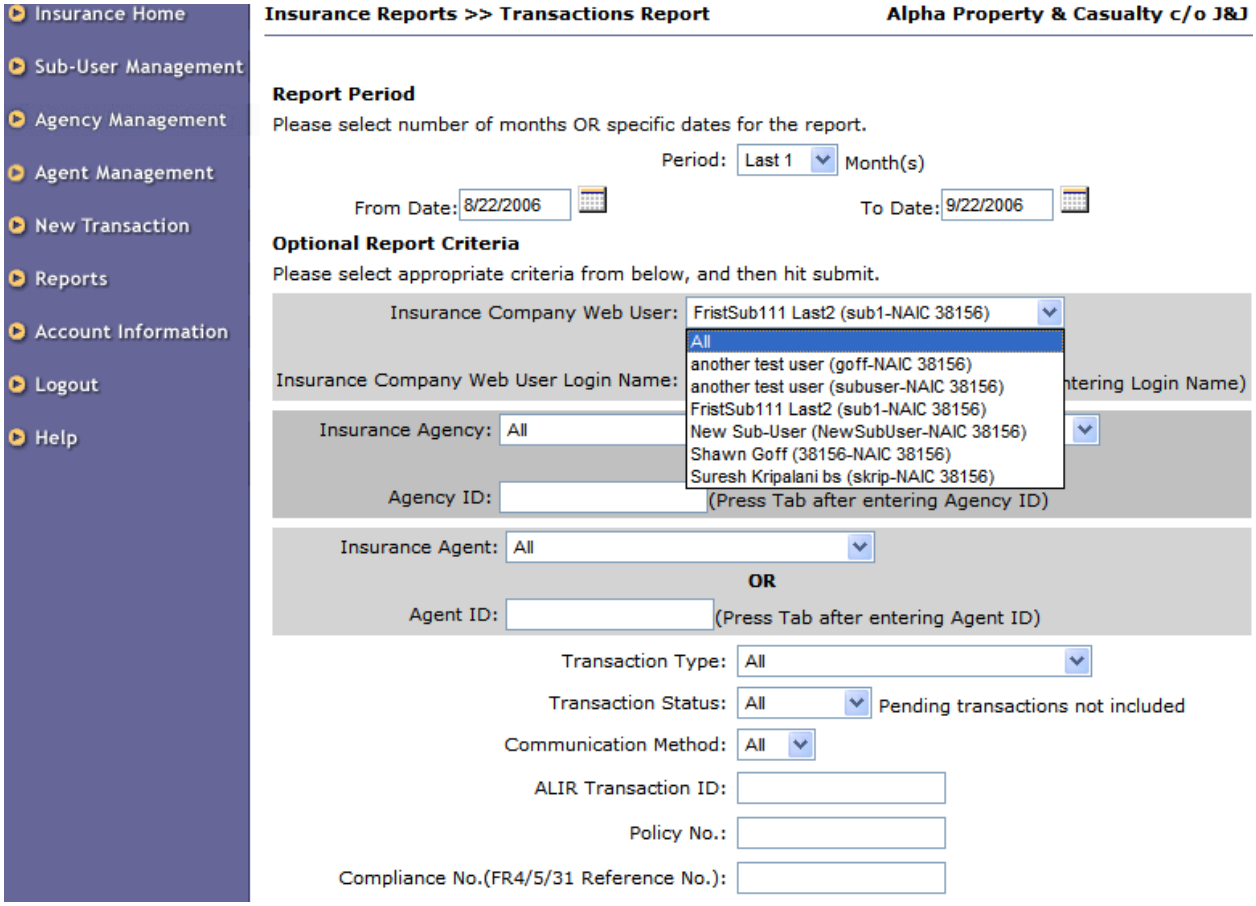
Once the Manage button is selected, the Update Account Information screen will appear. The Main User can update any of the available fields including contact information, transactions that the Sub-User can submit, and the password. To update the password, check the Do You Want To Update The Password checkbox. The Sub-User username cannot be updated. To inactivate a Sub-User account check the Active checkbox under the User Status section. If unchecked, the Sub-User account will have a status of inactive which will appear on the Sub-User Management screen. Login is not permitted for an inactive account.

Once all changes have been made to the Sub-User account, select the Update button at the bottom of the screen. If the Update button is not selected, the updates will not be saved. Once the Update button is selected, the Main User will be returned to the Sub-User Management screen and the Update Successful message will appear in red on the Sub-User Management screen.



9.8.3 Monitor Sub-User Account

The Main User has the ability to monitor transactions submitted by Sub-Users. The Main User will only be able to view Sub-User transactions submitted for their insurance company. To view Sub-User transactions the Transactions Report must be used which is located on the Reports screen. After selecting the Transactions Report link the Transactions Report screen will appear. This report has been modified to allow the Main User to select a specific Sub-User as a report criterion.



9.9 Sub-User Functionality

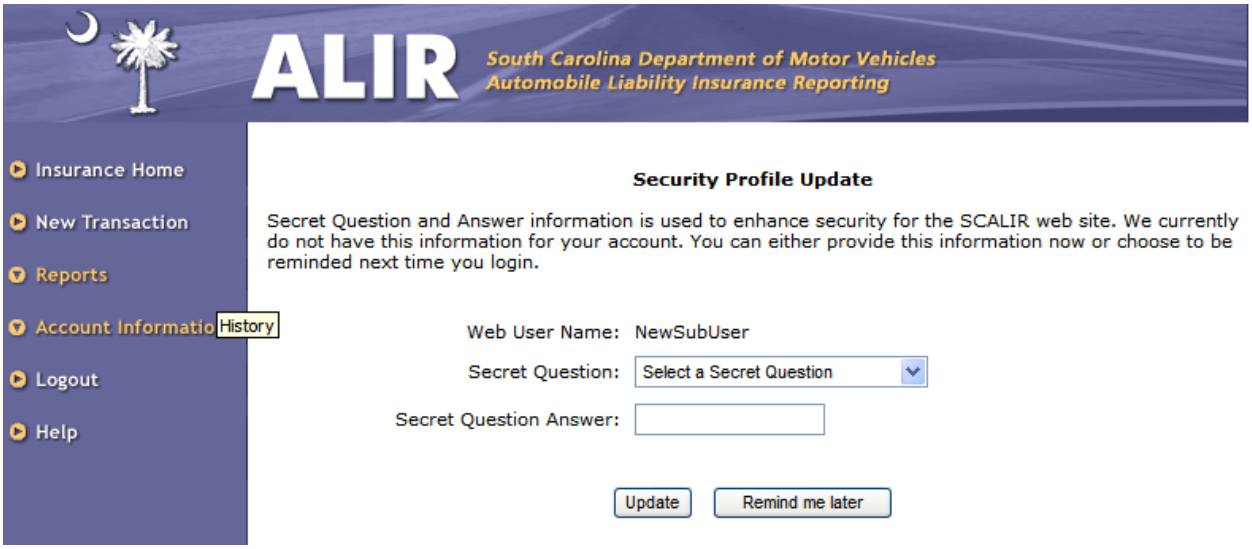
9.9.1 Login

Sub-User accounts must be created by the Main User. Account administration including user name and password distribution is also performed by the Main User. Once the Sub-User account has been created and the user name and password has been provided by the Main User, the Sub-User can log onto the SC ALIR website which is available at www.sc-alir.com

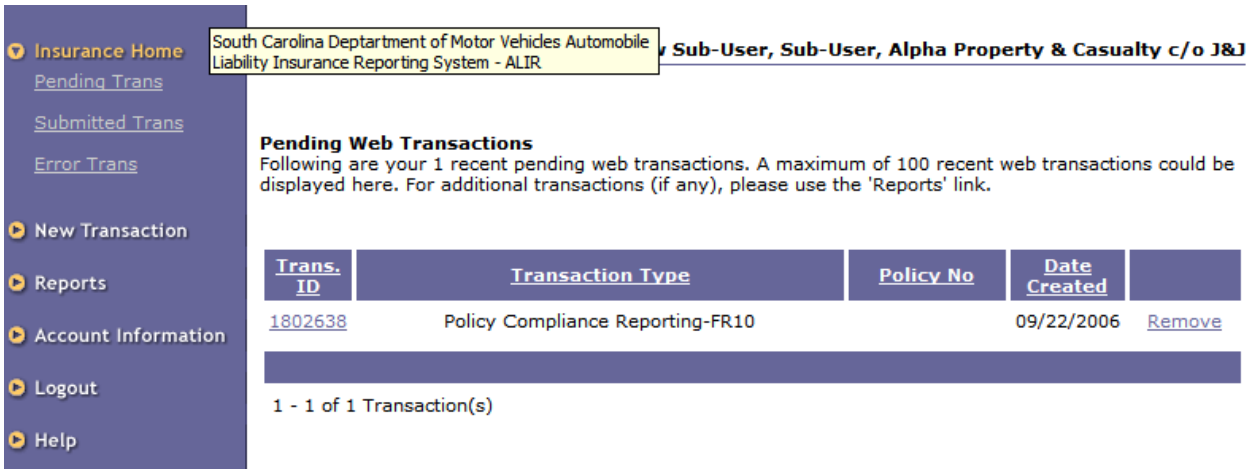
To log in, the Sub-User must enter his or her User Name and Password and select the Login button.

If the password has been lost the Forgot Password link should be selected.

The first time the Sub-User logs in he/she will be required to create a Secret Question and Answer. The secret question and answer are required to reset the password using the Forgot Password link and to update the password in the Account Information screen.

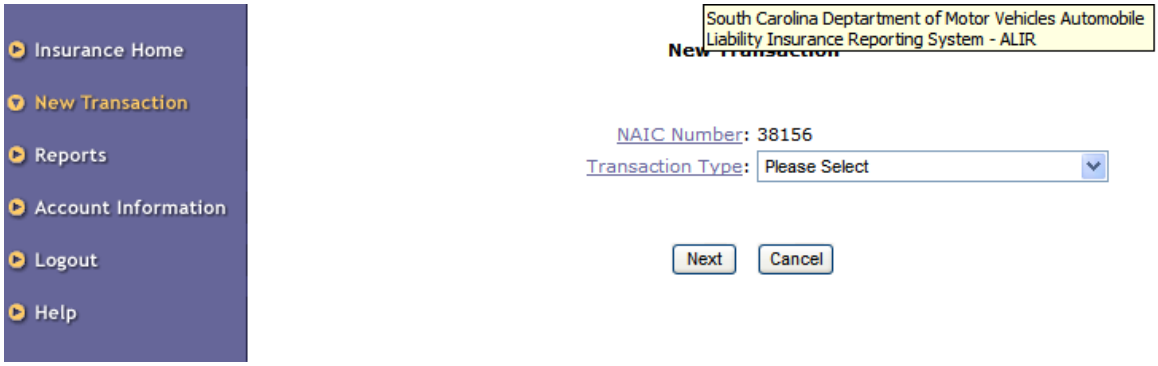


Once the Security Profile has been completed the Sub-User Home Page will appear. For future logins, the Sub-User will be directed to their Homepage after logging in. The Sub-User Homepage provides the user with a platform to submit transactions, view reports, update account information including password, and obtain help. The Sub-User Homepage defaults to the Pending Transaction view. Any saved transactions will appear on the Sub-User Homepage automatically. Pending transactions can be removed by selecting the Removed link or submitted by selecting the Transaction ID. Alternatively, submitted and error transactions can be displayed on the homepage by selecting the appropriate link under the Insurance Home navigation category.



9.9.2 Submitting Transactions

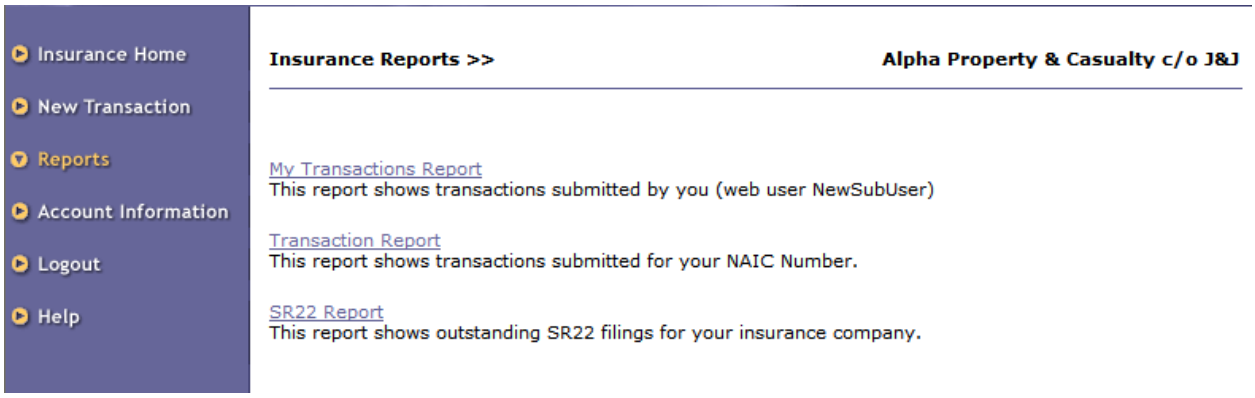
To submit a transaction the Sub-User must select the New Transaction link from the Menu Bar located on the left-side of the screen. The New Transactions screen will appear. To select a transaction, select the transaction type from the Transaction Type dropdown box. Transactions can only be submitted for the NAIC code that the Sub-User account is created for. Available transactions are determined by the Main User while creating the Sub-User account. Additional transactions must be added by the Main User.



9.9.3 Reports

Sub-User reports are available by selecting the Reports link in the menu bar on the left-side of the screen. To view the available reports select the appropriate Report link.

The My Transactions Report will display only transactions submitted by the Sub-User. The Transaction Report displays all transactions submitted for that particular NAIC code. Both of these reports can be refined by selecting additional search criteria within the report function. The SR22 Report displays all active SR22 filings that company currently has on file with the SC DMV. SR22 details can be viewed and an SR26 can be submitted from this report.

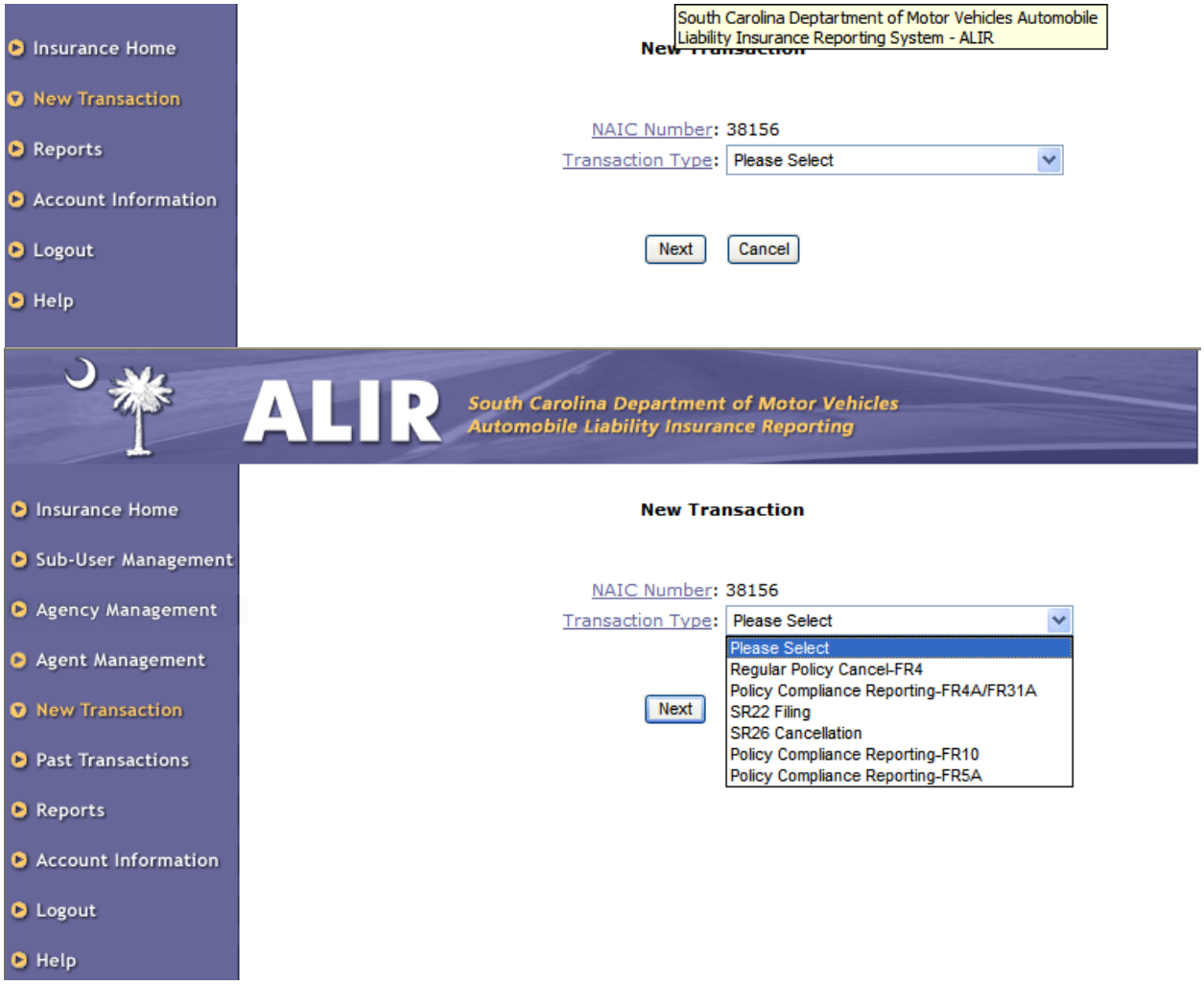


9.9.4 Help

SC DMV forms, Information Guides, and Frequently Asked Questions are available under the Help link located in the menu bar on the left-side of the screen. Login is not required to access the Help link. Sub-User account issues such as password administration should be addressed by the Main User.

9.10 Submitting Transactions

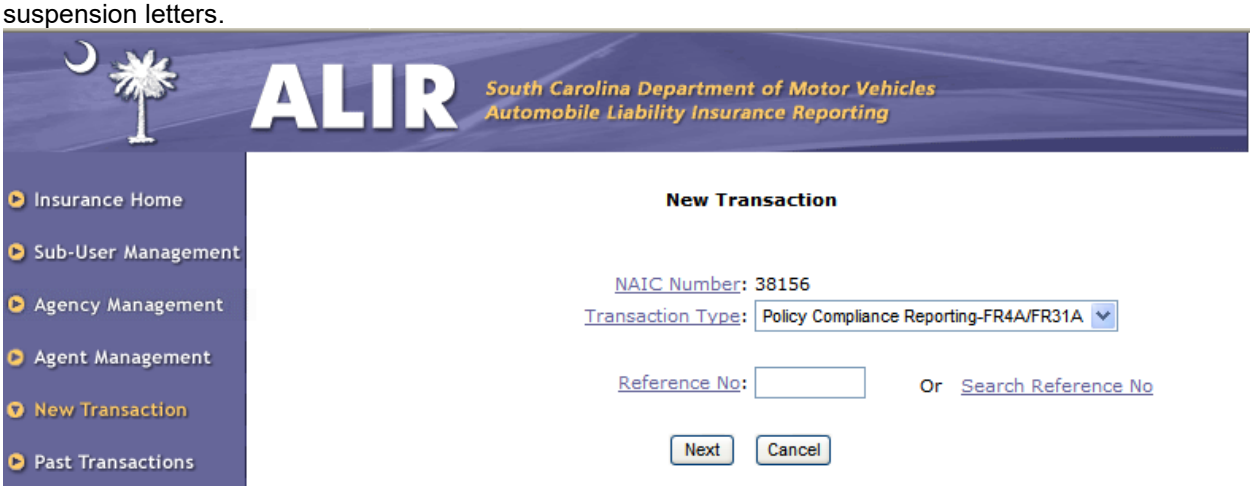
To access the web page for submitting transactions click on the “New Transaction” button in the left menu. The screen below appears. To submit a transaction you must select the transaction type from the Transaction Type dropdown box.



Different screens appear based on the type of transaction. These screens and their functionality are described in the following subsections. Regular Policy Cancel-FR4 will not be available to commercial only ALIR users. Cancellations for commercial policies should not be submitted to DMV at this time.

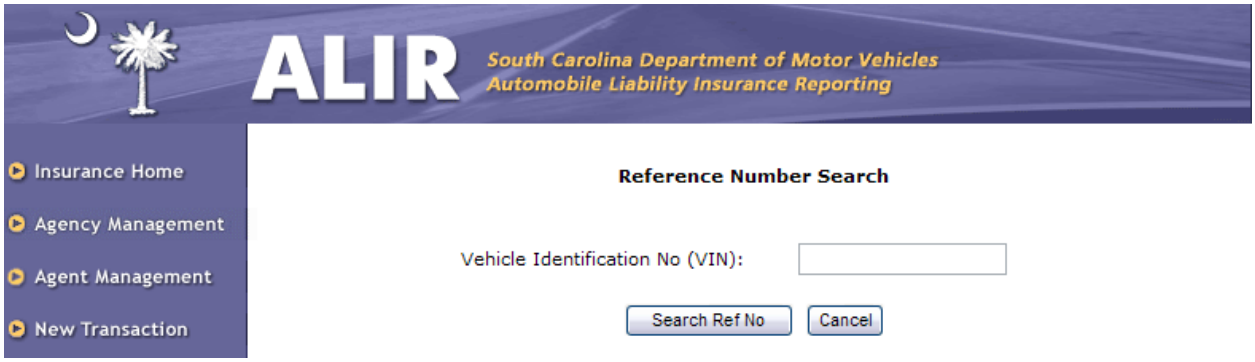
9.10.1 FR31a Compliance Transactions

The first step in submitting an FR4a or FR31a transaction is adding the Reference Number in the following screen. The Reference Number is located in the upper right-hand corner of the FR4 and FR31 suspension letters.



If the Reference Number is valid, then the corresponding vehicle and customer information will be displayed. You can then add the Policy Number and Policy Effective date, and submit the transaction.

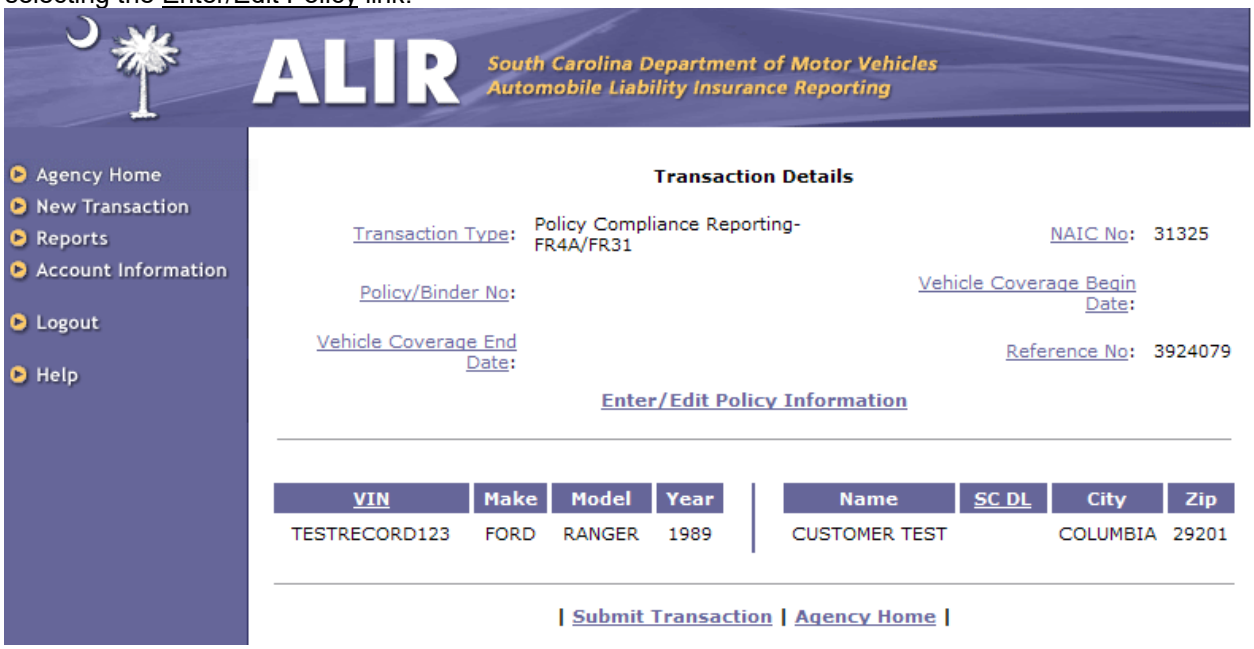
If the Reference number is not available, you can search the number by selecting the Search Reference No link and entering the VIN in the following screen.



Once a valid reference number is provided, the system will return the vehicle and customer information associated with the suspension. If this information is correct, select Continue. Otherwise select Cancel.



After Continue is selected the Transaction Details page will appear. Enter the policy information by selecting the Enter/Edit Policy link.



On the Edit Policy page enter the policy number, effective begin date and effective end date. A binder number may be submitted if the policy number is not available. Also, the effective begin date of the policy cannot be in the future, and the effective end date of the policy cannot be in the past. If multiple coverage periods exist for the policy, enter the effective dates of the earliest coverage period first. After the first coverage period is submitted, a link will appear at the bottom of the Submission Confirmation page to submit the remaining coverage periods for the policy. If multiple policies exist which cover the dates in question, separate FR31a transactions are required. Multiple compliance transactions may be submitted for one reference number.



After the policy information has been captured, you can submit the transaction by selecting Submit Transaction link, or save the transaction by selecting Save Transaction link. If the transaction is saved it will appear on the user's homepage on the ALIR website. Saved transactions will not be automatically purged.



By selecting the Submit Transaction link the insurance compliance information will be submitted to DMV "real-time". If the customer's vehicle and driving status changes as a result of the submission, the status including any fees owed to the SC DMV, will be returned to the user. This information can be printed and given to the customer or securely discarded. Additionally, a copy of the customer's vehicle and driving status will be mailed to the customer by SC DMV. If another coverage period must be submitted for this policy the "Add another coverage period for this policy" link should be selected. The user will be returned to the Edit Policy screen. The company representative, with the customer's consent, may pay any fees owed to the SCDMV online by selecting the link provided on the confirmation page. Alternatively, this payment option is available directly to the customer at www.scdmvonline.com

ALIR South Carolina Department of Motor Vehicles
Automobile Liability Insurance Reporting

Submission Confirmation

The following insurance information has been successfully added to the SC DMV system in real-time. Please do not submit the paper form for this Policy Compliance Reporting-FR4A/FR31 transaction to DMV.

Transaction Id:	1802696	Transaction Date:	1/24/2007 3:16:03 PM
Transaction Type:	Policy Compliance Reporting-FR4A/FR31	Insurance Company:	Alpha Property & Casualty c/o J&J (38156)
Policy No:	SC ALIR	Effective Date:	8/1/2006
Effective End Date:	8/1/2007	Reference No:	4268282
Submitted by:	Insurance Company User Shawn Goff (38156)		

VIN	Make	Model	Year
TESTRECORD123	FORD	RANGER	1989

Name	SC DL	City	Zip
CUSTOMER TEST		CAMDEN	29020

| Home | New Transaction | Add another coverage period for this policy

The following letter provides the customer's suspension status and information on any additional fines as a result of this transaction. The DMV will also mail this letter to the customer. If there are any fees owed, the customer has the option of paying the fees online at the following link: https://www.scdmvonline.com/dmvpublic/trans/ReinFee.aspx

TEST, CUSTOMER JULY
955 PARK ST
COLUMBIA, SC 29201-3959
Year/Make1989 FORD 4S
Tag No:IFF222 SC
Law Reference: 56-10-245

File No: 3981106
Driver License No:
Customer No: 30960387

The Department of Motor Vehicles has received compliance information for the vehicle listed above indicating there was a lapse in insurance coverage.

Your registration and/or driving privilege in this state will not be suspended. However, you will not be able to renew or transfer your vehicle registration, plate and/or conduct driver license transactions until you pay a penalty in the amount of $5.00 per day for each uninsured day. Your vehicle was uninsured for a period of 13 days, the total amount due to the department is $65.00.

This penalty can be paid at your local DMV office or mailed to the Financial Responsibility Office at the address listed below. Please make check or money order payable to the Department of Motor Vehicles.

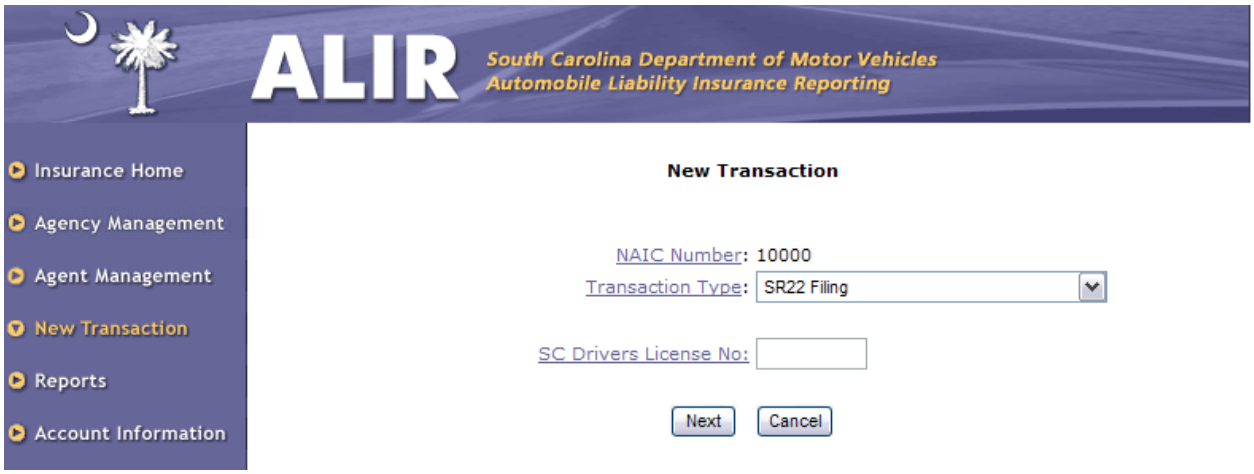
THIS LETTER CONCERNS ONLY THE ACTION LISTED ABOVE AND DOES NOT CHANGE ANY OTHER NOTICES THE DEPARTMENT HAS SENT TO YOU.

If you have any questions or concerns regarding this letter, you may call or write:

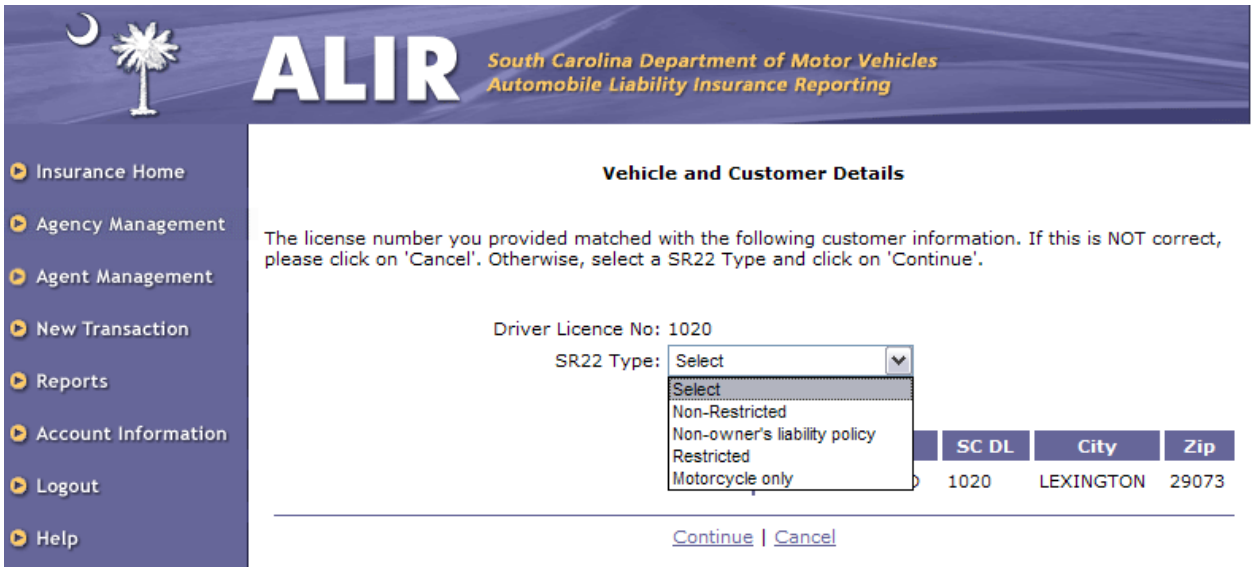
S.C. Department of Motor Vehicles
Financial Responsibility (ALIR-REG STOP)
P.O.Box 1498
Blythewood, SC 29016-0040
(803)896-5000

9.10.2 SR22 Transaction

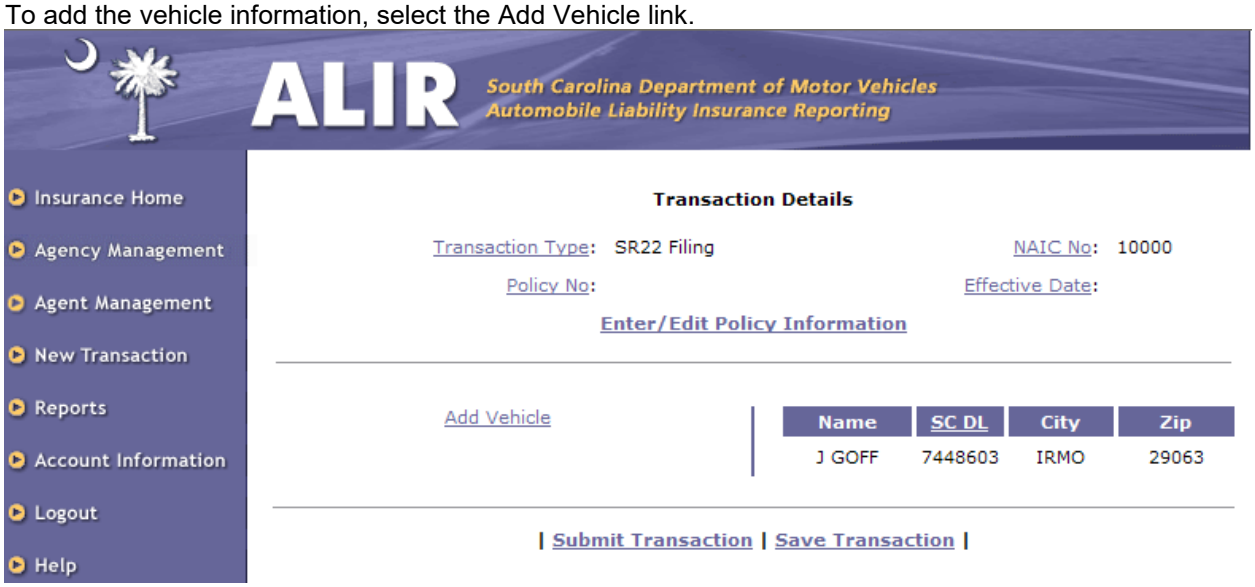
The first step in submitting an SR22 transaction, is adding the Drivers License Number in the screen shown below and selecting Next.



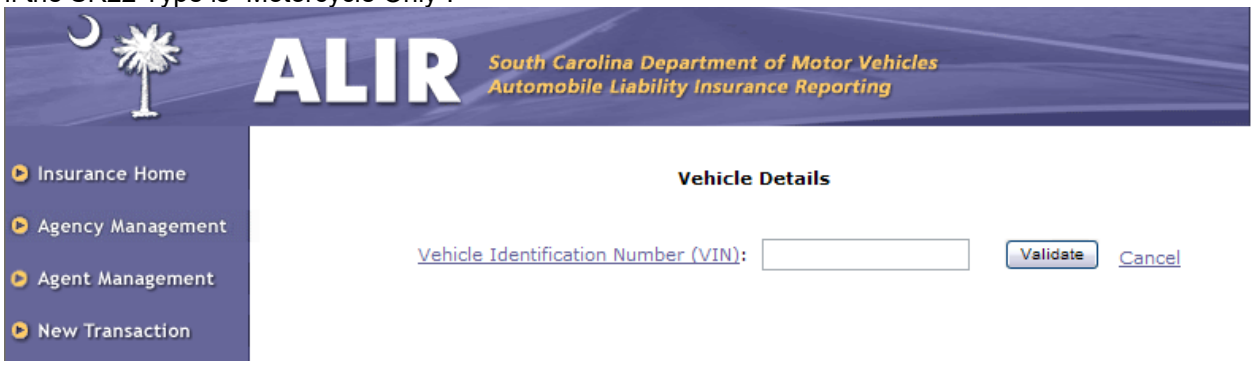
If the Drivers License number is found in the database, then the corresponding customer information will be displayed.. You must select the SR22 Policy Type and click on Continue



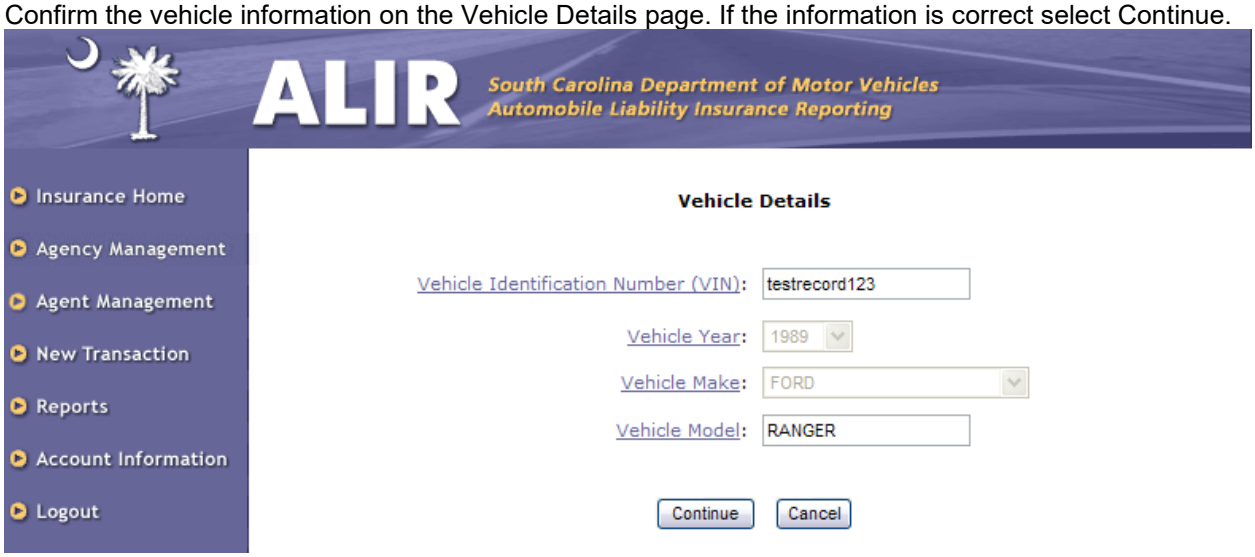
To add the vehicle information, select the Add Vehicle link.



The Vehicle Details page will appear. Enter the VIN and select Validate. Motorcycles can be entered only if the SR22 Type is “Motorcycle Only”.



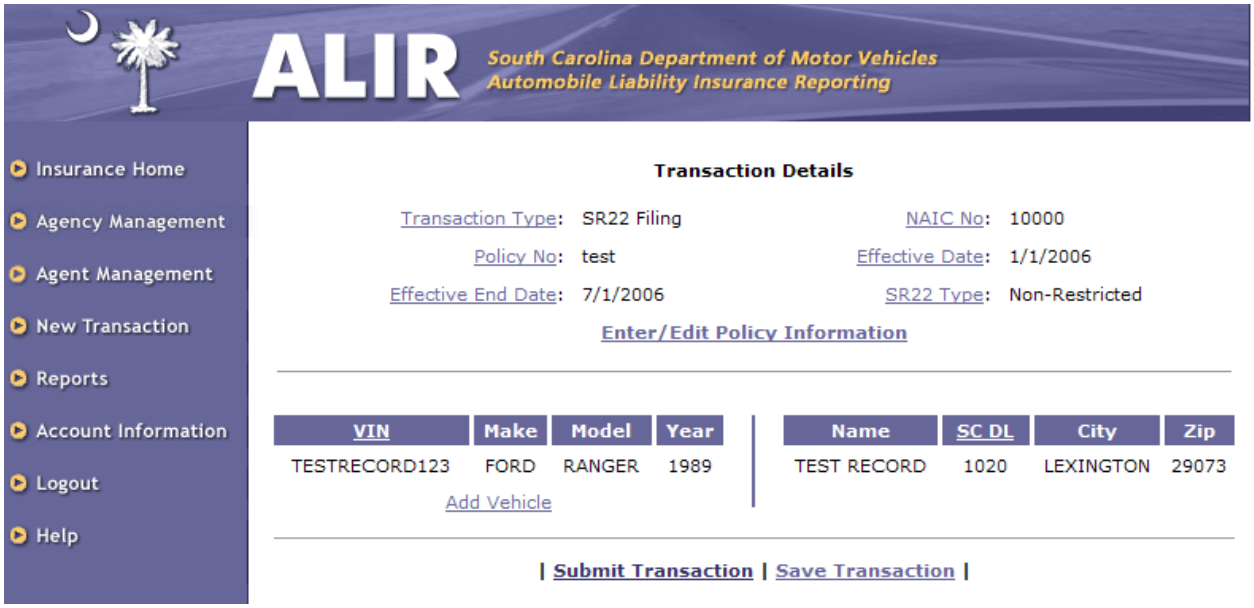
Confirm the vehicle information on the Vehicle Details page. If the information is correct select Continue.



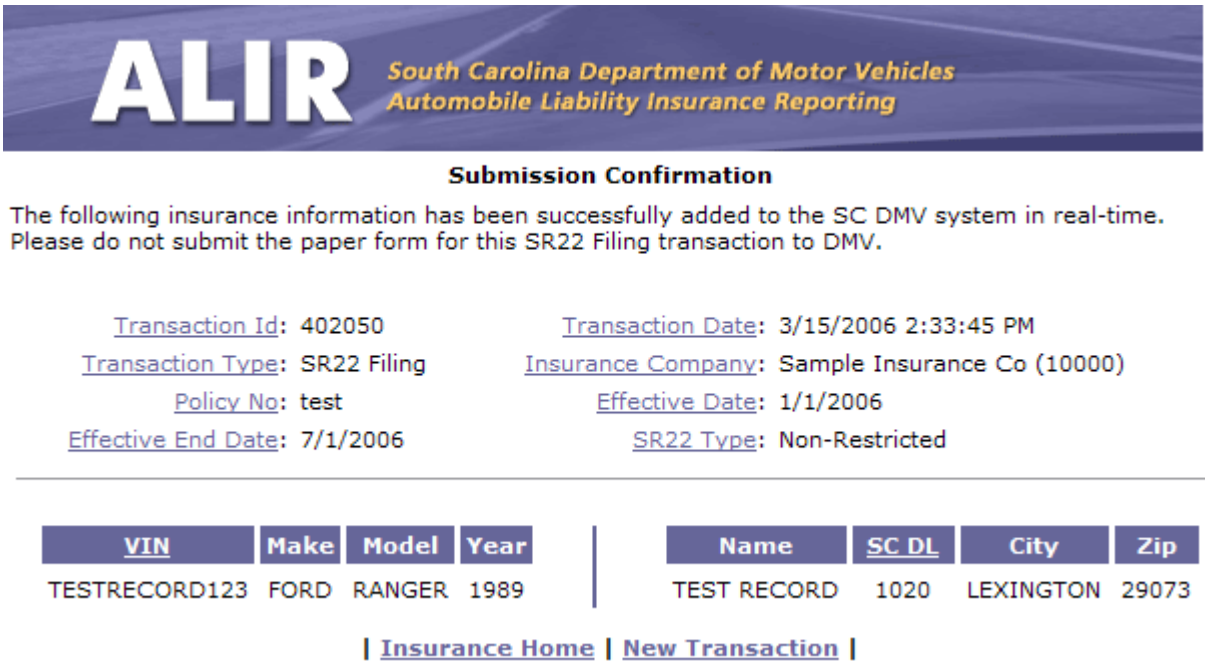
To enter the policy information, select the Enter/Edit Policy Information link on the Transaction Details page. The Edit Policy page will appear. Enter the policy number, effective date, and effective end date, and select Next.



Confirm the information on the Transaction Details page. If the information is correct select Submit Transaction.

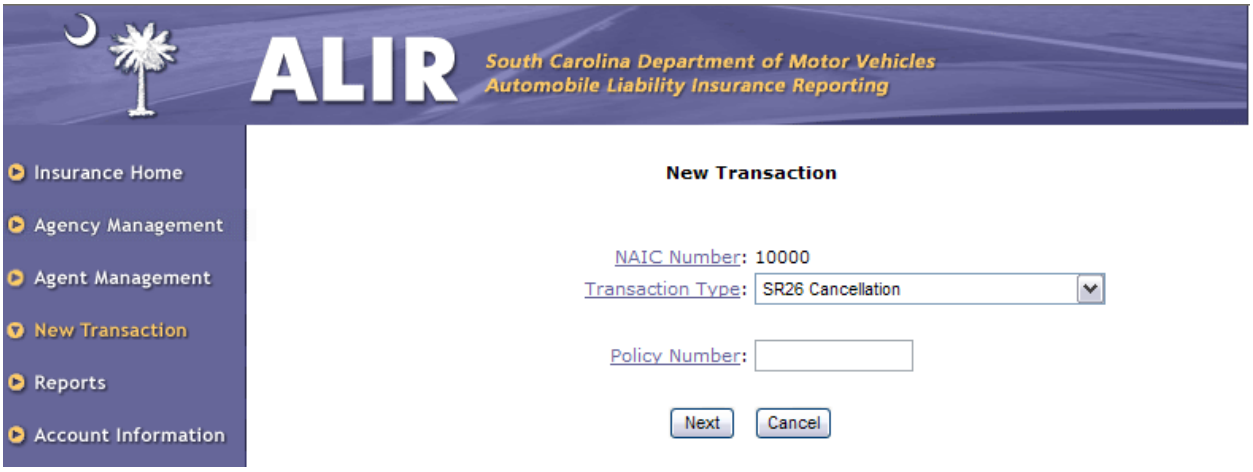


By selecting the Submit Transaction link the SR22 information will be submitted to DMV “real-time”. If the customer’s vehicle and driving status changes as a result of the submission, the status including any fees owed to the SC DMV, will be returned to the user. This information can be printed and given to the customer. Additionally, a copy of the customer’s vehicle and driving status will be mailed to the customer by SC DMV.



9.10.3 SR26 Transaction

The first step in submitting an SR26 transaction is adding the policy number of the SR22 insurance that is being cancelled.



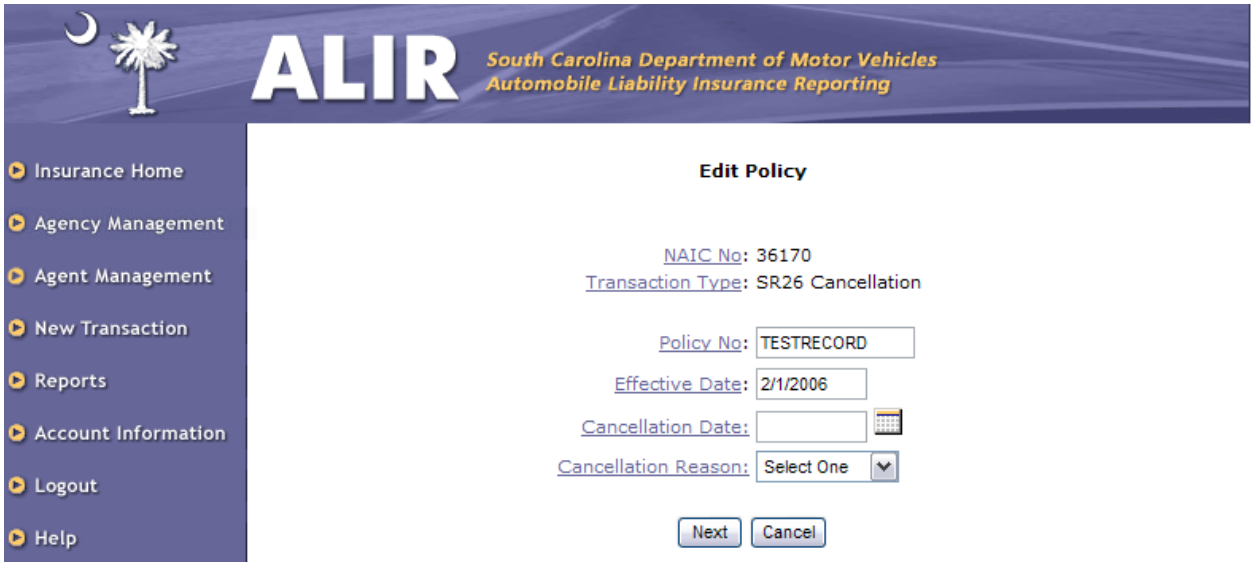
The Policy number will be matched against the DMV database. If a match is found, the associated customer information will be displayed on the Vehicle and Customer Details page. Verify the vehicle and customer data. If the information is correct, select the Continue link.



The cancellation date and reason code must be recorded by selecting the Enter/Edit Policy Information link.



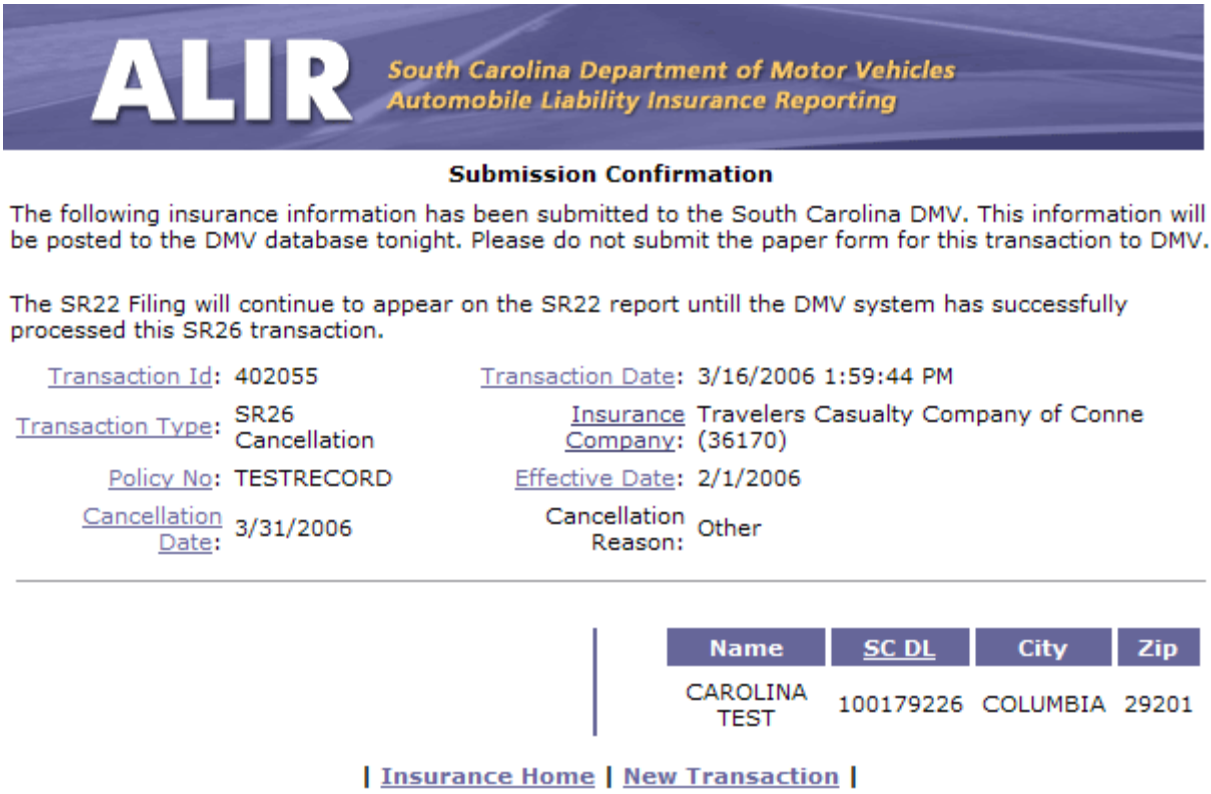
The Edit Policy page will appear. Enter the Cancellation date and select a cancellation reason code from the Cancellation Reason dropdown box.



The Transaction Details page will appear. Verify the policy information. If the information is correct, select the Submit Transaction link. To save the transaction, select the Save Transaction link.

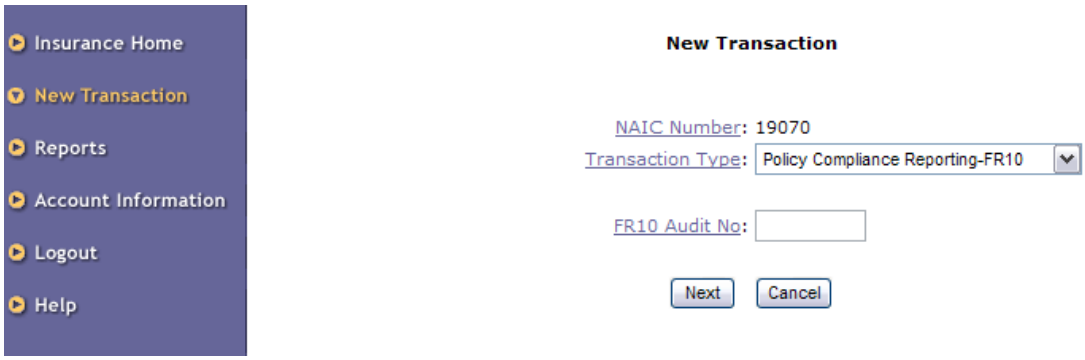


After submission, the Submission Confirmation screen will appear. The Submission Confirmation screen may be printed and provided to the customer for their records. This confirmation screen confirms that the SR26 transaction has been successfully processed without errors. If the SR26 transaction has been submitted to SC DMV electronically, the paper SR26 form should not be mailed to SC DMV.

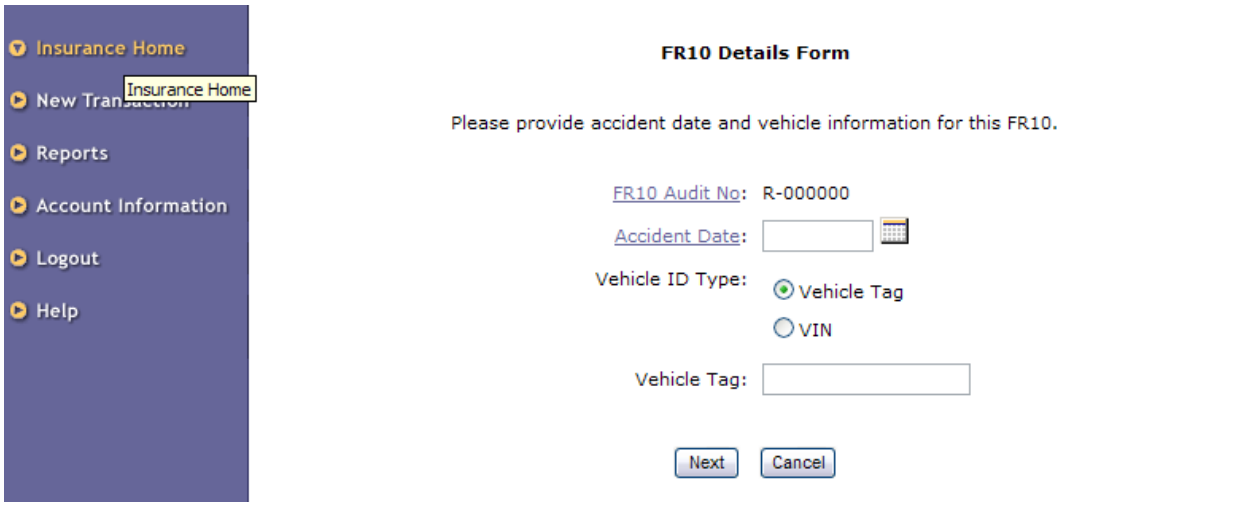


9.10.4 FR10 Transaction (Accident Compliance)

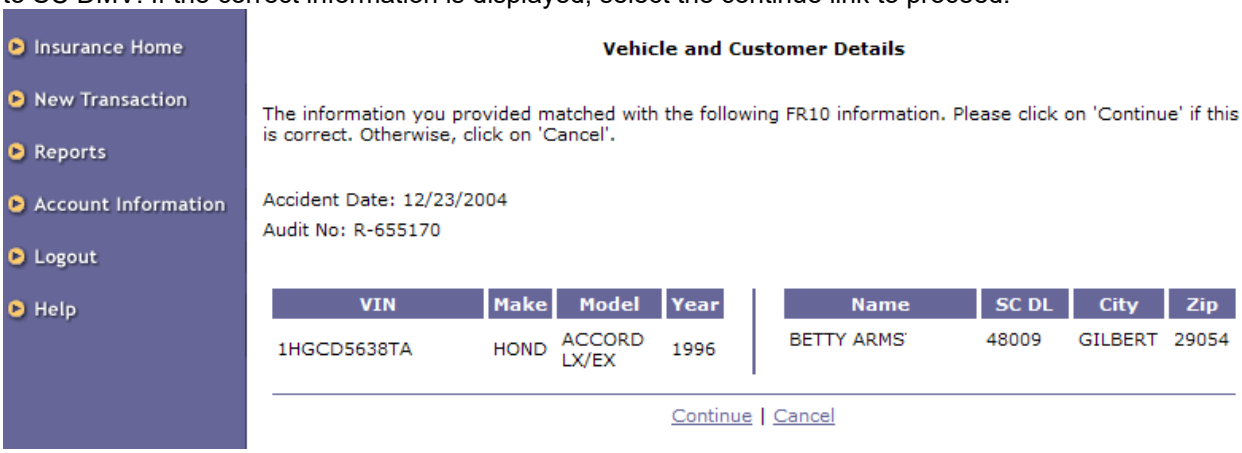
The first step to submit an FR10 transaction is to enter the FR10 Audit number provided on the FR10 paper form. Once the FR10 Audit number is entered select the Next button. The FR10 Audit number should be entered exactly as it appears on the FR10 form. The standardized number format is one Alpha character (letter), followed by a dash (-), and six numeric characters (example: A-000000). Once the FR10 Audit number is entered select the Next button.



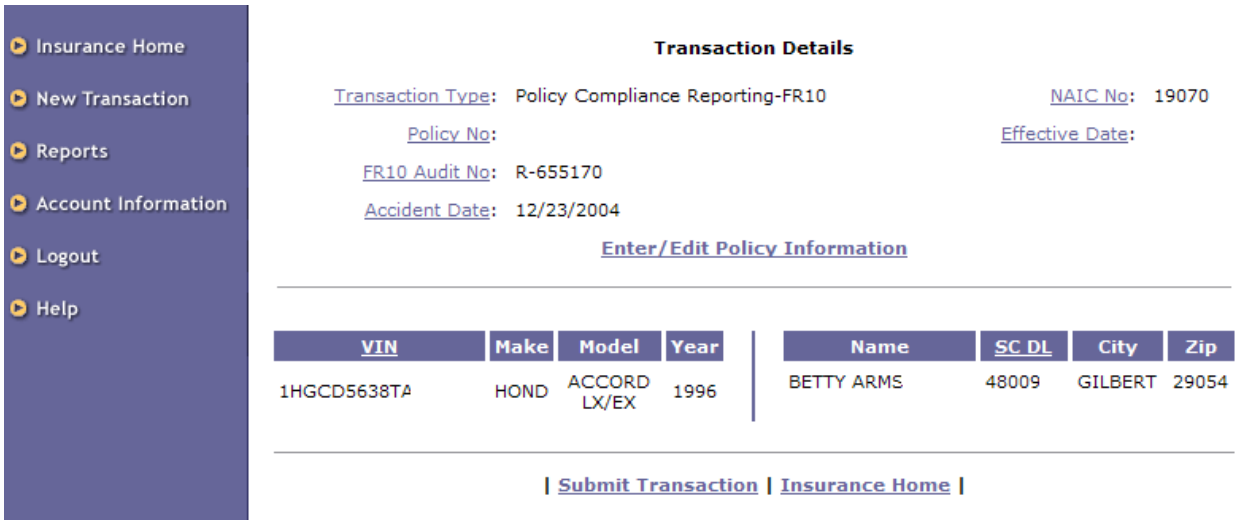
If necessary, you will be required to enter the accident date and perform a vehicle tag or VIN search to identify the vehicle involved in the accident. The accident date and vehicle information are located on the FR10 form. If the correct vehicle cannot be identified, complete the paper FR10 form and mail to SC DMV.



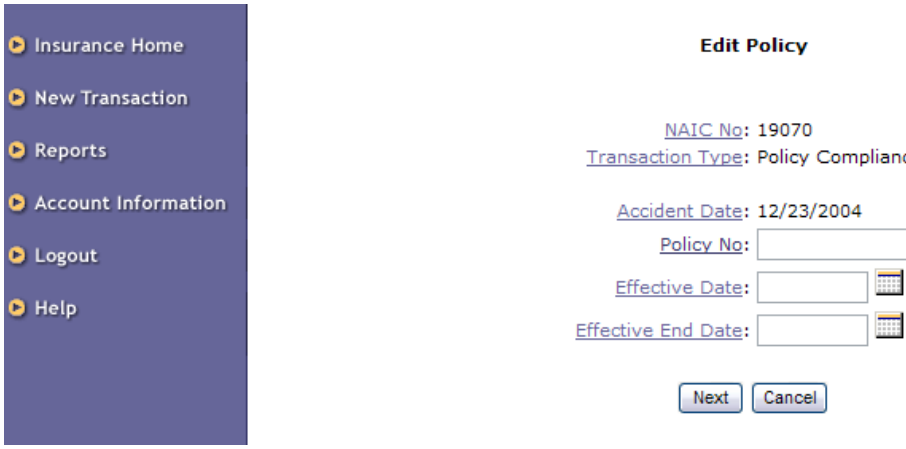
Once a match is found either by the FR10 Audit number or an additional search using the vehicle tag or VIN, the vehicle and owner information will be displayed on the Vehicle and Customer Details screen. If the incorrect information is returned, cancel the transaction and complete the paper FR10 form and mail to SC DMV. If the correct information is displayed, select the continue link to proceed.



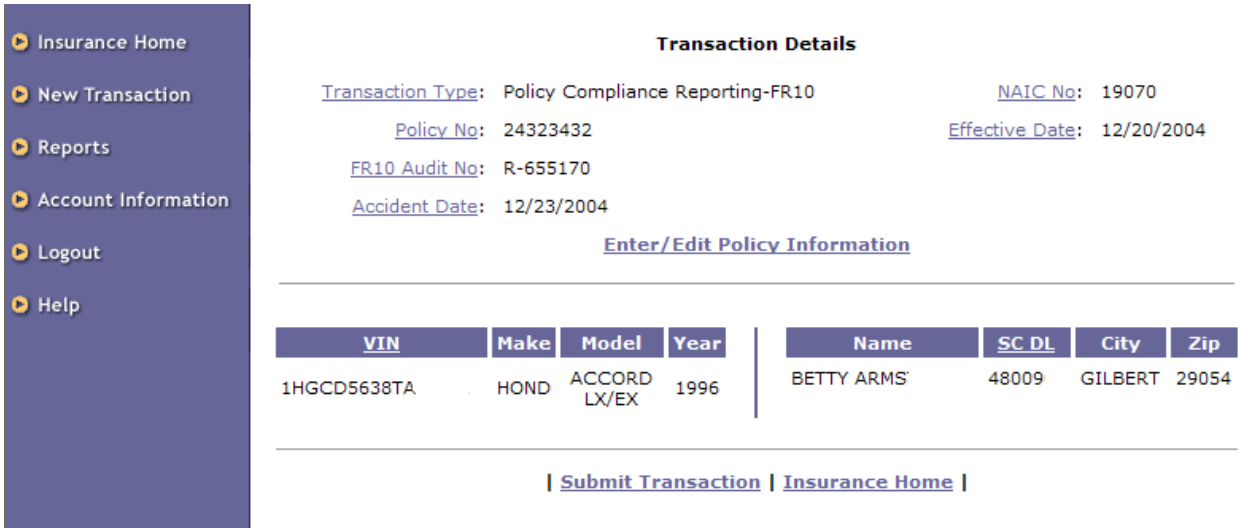
Once the Continue link is selected the Transaction Details screen will be displayed. To proceed, the policy information must be entered by selecting the Enter/Edit Policy Information link.



On the Edit Policy screen the user must enter the policy number and effective dates of the insurance policy. The effective dates must cover the accident date in order to satisfy the accident compliance requirements. Once the insurance information has been entered, select the Next button.



After the Next button is selected, the Transaction Details Screen will appear. To submit the FR10 transaction, select the Submit Transaction link at the bottom of the screen.



After submission the Submission Confirmation screen will appear. The Submission Confirmation screen may be printed and provided to the customer for their records. This confirmation screen confirms that FR10 transaction has been successfully processed without errors. If the FR10 transaction has been submitted to SC DMV electronically, the paper FR10 form should not be mailed to SC DMV.

Submission Confirmation

The following insurance information (SC ALIR Transaction ID: 401134) has been submitted to the South Carolina DMV. This information will be posted to the DMV database tonight. Please do not submit the paper form for this Policy Compliance Reporting-FR10 transaction to DMV.

Transaction Type: Policy Compliance Reporting-FR10

Insurance Company: The Standard Fire Insurance Company (19070)

Policy No: 232343

Effective Date: 12/20/2004

FR10 Audit No: R-655170

Accident Date: 12/23/2004

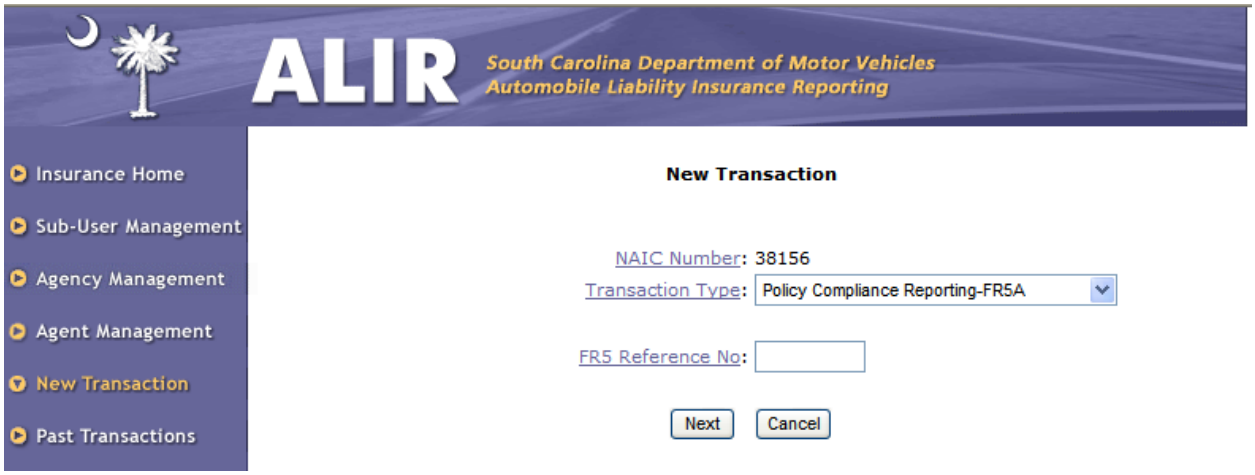
VIN	Make	Model	Year
1HGCD5638TA	HOND	ACCORD LX/EX	1996

Name	SC DL	City	Zip
BETTY ARMS	48009	GILBERT	29054

| Insurance Home | New Transaction |

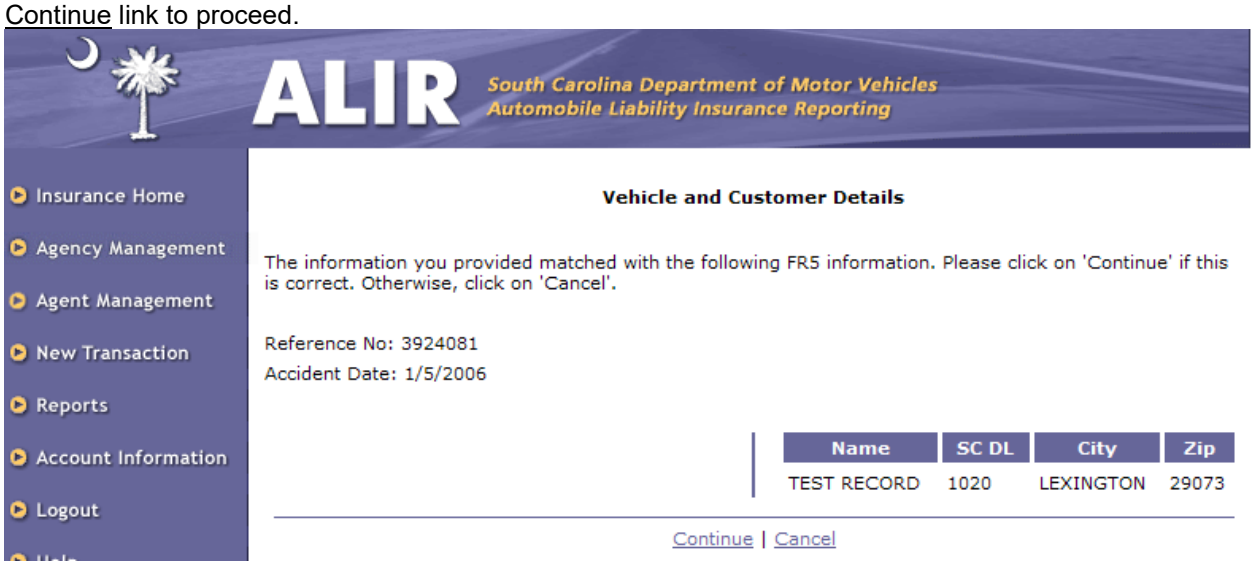
9.10.5 FR5a Compliance Transaction

From the Transaction Type dropdown box select Policy Compliance Reporting – FR5a. The FR5 Reference No text box will appear. Enter the FR5 Reference number (located on the top-right of the FR5 Suspension notice) and select Next.



If the FR5 Suspension letter has been lost, a copy can be obtained at any local DMV office for free.

If a match is found the accident date, and vehicle and owner information will be displayed on the Vehicle and Customer Details screen. If the incorrect information is returned, cancel the transaction and complete the back of the FR5 form (FR5a) and mail to SC DMV. If the correct information is displayed, select the Continue link to proceed.



Once the Continue link is selected the Transaction Details page will be displayed. To proceed, the policy information must be entered by selecting the Enter/Edit Policy Information link.



On the Edit Policy screen enter the policy number and effective dates of the insurance policy. The effective dates must cover the accident date in order to satisfy the accident compliance requirements. Once the insurance information has been entered select the Next button.



After the Next button is selected, the Transaction Details Screen will appear. To submit the FR5A transaction, select the Submit Transaction link at the bottom of the screen.



After selecting the Submit Transaction link, the insurance information will be added to the SC DMV system real-time and the Submission Confirmation screen will appear. If the customer's vehicle and/or driving status change as a result of the submission, the vehicle and driving status including any fees owed to the SC DMV will be returned to the user. This information can be printed and given to the customer. Additionally, a copy of the customer's vehicle and driving status will be mailed to the customer by SC DMV.

ALIR South Carolina Department of Motor Vehicles
Automobile Liability Insurance Reporting

Submission Confirmation

The following insurance information has been successfully added to the SC DMV system in real-time. Please do not submit the paper form for this Policy Compliance Reporting-FR5 transaction to DMV.

Transaction Id:	402048	Transaction Date:	3/14/2006 10:17:00 AM
Transaction Type:	Policy Compliance Reporting-FR5	Insurance Company:	Shawn Company (31325)
Policy/Binder No:	ALIR	Effective Date:	10/1/2005
Effective End Date:	3/7/2006	Reference No:	3924078
Accident Date:	11/1/2005		

VIN	Make	Model	Year
TESTRECORD123	FORD	RANGER	1989

Name	SC DL	City	Zip
CUSTOMER TEST		COLUMBIA	29201

| Agency Home | New Transaction |

The following letter provides the customer's suspension status and information on any additional fines as a result of this transaction. The DMV will also mail this letter to the customer.

TEST, CUSTOMER JULY
955 PARK ST
COLUMBIA, SC 29201-3959

File No: 3981102
Customer No: 30960387
Driver License No:

Dear Customer:

Your driving and registration privileges have been restored. If your driver's license and/or plate(s) have been surrendered, lost or misplaced, you may purchase a new plate(s) and/or make application for a driver's license at a DMV Office. A vision test is required.

Manager,
Financial Responsibility

Appendix A

Glossary of Terms

Glossary of Terms

Accident Date – Date the accident occurred. Located at the top of the FR10 Form.

Cancellation Date – The date the insurance policy (SR22 or Regular) was cancelled. Customer is covered on the cancellation date.

Causal date – An event date which is used as a point at which insurance coverage must be verified.

Customer Level Stop – A Phoenix function that prevents vehicle and driver license-related transactions.

Effective date – The date the insurance coverage (SR22 or Regular) begins. Customer is covered on the effective date.

Effective end date – The date the insurance coverage (SR22 or Regular) ends. Customer is covered on the effective end date.

FR02 Suspension – Vehicle level suspension resulting from an FR4 or SR26.

FR10 – Insurance that is verified with SC DMV to show that liability insurance was in force at time of accident.

FR10 Audit Number – Unique alphanumeric sequence assigned to each FR10 Form. This unique number identifies each party involved in the accident.

FR10 Form – Green Carbon Copy form provided to each party involved in the accident. Contains the unique FR10 Number for that party.

FR11 Suspension – Customer level suspension resulting from an SR26.

FR31 – Failure to verify insurance for a registered vehicle.

FR31 Suspension – Suspension generated from a Failure to verify insurance for a registered vehicle.

FR31 Suspension letter – Suspension notification letter sent to registrant after the FR31 is added in Phoenix.

FR31a – The compliance transaction that must be submitted by insurer in response to an FR31 Suspension letter. Also, the back portion of the FR31 Suspension letter that can be completed by the customer or insurance company representative and returned to SC DMV if non-insurance compliance is being used.

FR4 – Cancellation of regular insurance.

FR4 Compliance Number/FR4 Reference Number – Unique Phoenix generated number assigned to FR4 suspensions.

FR4 Suspension – Suspension generated from a regular insurance cancellation.

FR4 Suspension letter – Suspension notification letter sent to registrant after the FR4 is added in Phoenix.

FR4a – The compliance transaction that must be submitted by insurer in response to an FR4 Suspension letter. Also, the back portion of the FR4 Suspension letter that can be completed by the customer or insurance company representative and returned to SC DMV if non-insurance compliance is being used.

FR5 – Failure to provide FR10 following an accident.

FR5 Suspension – Suspension generated from Failure to provide FR10 following an accident.

FR5 Suspension letter – Suspension notification letter sent to registrant after the FR5 is added in Phoenix.

FR5a – Back portion of the FR5 Suspension letter that can be completed by the customer or insurance company representative and returned to SC DMV to meet FR5 compliance requirements. Insurer can also submit the FR5a information on the SC ALIR website.

FTP - *Abbreviation for* File Transfer Protocol. The TCP/IP protocol that is a standard high-level protocol for transferring files from one computer to another

Main User - The main web user for an insurance company. There is only one Main User for each NAIC number. The Main User can create and manage Sub-Users. The Main User can also control which agents can report transactions for the insurance company.

PGP - *Abbreviation for* Pretty Good Privacy (PGP). A program used to encrypt and decrypt documents transmitted over the Internet.

Phoenix – SC DMV's main Information System.

Registration Stop – A Phoenix function that prevents vehicle-related transactions such as renewal of vehicle registration.

Regular Insurance Compliance Reporting – Insurance that is reported to SC DMV to meet the compliance requirements of an FR31 suspension.

SC ALIR – South Carolina Automatic Liability Insurance Reporting system.

SR22 – Insurance that is filed with SC DMV to show proof of future financial responsibility.

SR26 – Notification that is filed with SC DMV to show that the SR22 coverage has been cancelled.

Sub-User - A user created by the main insurance company user. There can be multiple Sub-Users for each NAIC number-each having a distinct web user name and password. Sub-Users have limited functionality - they can submit transactions permitted by the main-user. Sub-Users cannot manage agents or other Sub-Users.

Suspension Begin Date – The date the customer's driving and/or vehicle privileges will be revoked.

TR310 – Accident report completed by officer at time of accident. Accident information from the TR310 is transposed directly to FR10 Form through carbon copy.

Appendix B

Sample Transactions File

SAMPLE TEXT FILE FOR THE SC ALIR SYSTEM

The data below is a sample of the format that should be used for text files. The dotted lines delineate the fields in the Detail rows. To make the data fit onto one page, some filler space has not been displayed.

```
HDR12345SALIRP02012004
DTL|ABC1111|XLC|     |12345|330009200|02122003|02012004|NPP|1HFSC1450AA024175|1994|HOND|ACCORD|1|1652425|          |SMITH|DOE|A|150 WOODS EDGE CT|GREENVILLE|SC|296156054|01519444|
DTL|ABC1112|XLC|     |12345|3030009201|03122003|01312004|NPP|B55T055138|1955|CHEV|UNKNOWN|1|7378224|          |ZIMMERMAN|MICHAEL|  |1700 LORAINE DR|CONVERSE|SC|293290185|03181976|
DTL|ABC1112|XLC|     |12345|3030009201|03122003|01312004|NPP|WB1036509C6370527|1982|BMW|312|1|9699079|          |THOMAS|ANDREAS|M|240 LORAINE DR|CONVERSE|SC|293290185|05311967|
DTL|ABC1113|XLC|     |12345|3030005202|06122003|01292004|CRQ|1GTCS14E8M2508102|1991|GMC|YUKON|2|          |923456489|ACME INC|          |  |1234 MAIN ST|TRAVELERS REST|SC|296901931|          |
DTL|ABC1114|NBS|1234566|12345|50030009203|02032004|          |   |JH2RC3800NM103299|1992|HOND|CIVIC|1|6516641|          |ROBERTS|JOHN|JR|50 POST OAK LN|ROCK HILL|SC|297327101|05051956|
DTL|ABC1115|XLC|     |12345|30039204|08122003|02012004|CRQ|1G1YY2185K5120215|1989|FORD|TAURUS|1|2009567|          |KOLE|KENNETH|  |2000 ALPINE RD LOT 74|COLUMBIA|SC|292232721|06011940|
DTL|ABC1116|NBS|1234565|12345|50030009203|02032004|          |   |1GNCS13W0T2166757|1997|CHEV|MALIBU|1|3516641|          |ROBERTS|JOHN|JR|5085 POST OAK LN|ROCK HILL|SC|297327101|05051956|
DTL|ABC1117|NBS|1234567|12345|50030009205|02052004|          |   |SCDHPT501778|1963|FORD|FALCON|1|840187|          |NICOLE|JACK|  |479 BEARS BLUFF RD|WADMALAW ISLAND|SC|294876909|01151930|
```

DTL_TAG -- Alphanumeric(3)

INS_REF_NO -- Alphanumeric(30)

TX_TYPE -- Alpha(3)

REF_FR4 -- Numeric(9)

NAIC_NO -- Numeric(5)

POLICY_NO -- Alphanumeric(25)

EFF_BEGIN_DATE -- Numeric(8)

CANCEL_DATE -- Numeric(8)

POLICY_CANCEL_REASON_CODE -- Alphanumeric(3)

VEH_VIN -- Alphanumeric(30)

VEH_YEAR -- Numeric(4)

VEH_MAKE -- Alphanumeric(4)

VEH_MODEL -- Alphanumeric(12)

CUST_TYPE -- Alphanumeric(1)

CUS_DL_NO -- Numeric(9)

CUS_FED_TAXID -- Alphanumeric(9)

CUS_LAST_NAME -- Alpha(35)

CUS_FIRST_NAME -- Alpha(20)

CUS_MI -- Alpha(1)

CUS_SUFFIX -- Alphanumeric(3)

CUS_ADDRESS -- Alphanumeric(60)

CUS_CITY -- Alphanumeric(28)

CUS_STATE -- Alpha(2)

CUS_ZIP -- Alphanumeric(9)

CUS_DOB -- Numeric(8)

ALIR_REF_NO -- Numeric(9) - Filler

TX_RETURN_ERROR_NO -- Alphanumeric(4) - Filler

Appendix C

Transactions File – Return Error Codes

The table below has the list of error codes that will be returned to the insurer in the “Transaction Return Error Number” field of the Error and Out return files in response to a Transactions file.

Error Code	Missing or Invalid Data Field	Field Code
E018	Customer Type	CUS_TYPE
E020	Customer's Last Name	CUS_LAST_NAME
E025	Customer's First Name	CUS_FIRST_NAME
E045	Customer's South Carolina Driver’s License Number	CUS_DL_NO
E047	Customer Organization Federal Tax Identification Number	CUS_FED_TAXID
E050	Customer's Street Address	CUS_ADDRESS
E055	Customer's Address City	CUS_CITY
E060	Customer State	CUS_STATE
E065	Customer's Address Zip Code	CUS_ZIP
E075	Transaction Type	TX_TYPE
E085	Insurer's Policy Number	POLICY_NO
E097	Insurer's NAIC Number	NAIC_NO
E110	Customer's Date of Birth	CUS_DOB
E110	Customer’s Century of Birth	CUS_DOB_CENTURY
E115	Policy Effective Begin Date	EFF_BEGIN_DATE
E115	Policy Effective Begin Century	EFF_BEGIN_CENTURY
E200	Vehicle Identification Number	VEH_VIN
E205	Vehicle Manufacturer	VEH_MAKE
E210	Vehicle Model	VEH_MODEL
E215	Vehicle Manufacture Century	VEH_CENTURY
E220	Vehicle Manufacture Year	VEH_YEAR
E600	FR-4 Reference Number	REF_FR4
E610	Policy Cancellation Date format	CANCEL_DATE
E610	Policy Cancellation Century	CANCEL_CENTURY
E615	Missing Policy Cancellation Reason Code	POLICY_CANCEL_REASON_CODE
E620	Policy Cancellation Date value	CANCEL_DATE

Appendix D

FR10 Form

Mail FR-10 to: Office of Financial Responsibility
SC Department of Public Safety
PO Box 1498, Columbia, SC 29216

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
FR-10 (REV. 01/01)
NOTICE OF REQUIREMENT

Date	Time	County	1- Interstate 4- Secondary 2- US Primary 5- County 3- SC Primary	Collision Location (Rt. # / Name)	0-Main line 6-Connection 2-Alternate 7-Business 5-Spur	Miles:	Dir. N E S W	In / Near City or Town of:
				50				

To Vehicle Owner/ Operator

Failure to comply could result in appropriate action under 56-10-270 and 56-10-20 of the 1976 code of laws of S.C. as amended, if vehicle subject to registration in S.C., and upon conviction thereof, the Department must suspend your driving and/or registration privileges until all compliances have been met under the above sections of law.

S- 937975 Driver/Pedestrian's Full Name

Unit #	Sex	Race	Street/R.F.D.
	Birth Date		City, State, & Zip

State	Driver's License #	Insurance Company
Year	Body / Vehicle Make / VIN #	
State	Year / License Plate #	Owner's D.L. #
Home Telephone ( )	Owner's Full Name	
Bus. Telephone ( )	Street/R.F.D.	
Contributed To Collision Yes No	City, State, & Zip	

S- 937976 Driver/Pedestrian's Full Name

Unit #	Sex	Race	Street/R.F.D.
	Birth Date		City, State, & Zip

State	Driver's License #	Insurance Company
Year	Body / Vehicle Make / VIN #	
State	Year / License Plate #	Owner's D.L. #
Home Telephone ( )	Owner's Full Name	
Bus. Telephone ( )	Street/R.F.D.	
Contributed To Collision Yes No	City, State, & Zip	

S- 937977 Driver/Pedestrian's Full Name

Unit #	Sex	Race	Street/R.F.D.
	Birth Date		City, State, & Zip

State	Driver's License #	Insurance Company
Year	Body / Vehicle Make / VIN #	

State	Year	License Plate #	Owner's D.L. #
Home Telephone ( )	Owner's Full Name		
Bus. Telephone ( )	Street/R.F.D.		
Contributed To Collision Yes No	City, State, & Zip		

All Units Insurance Information
(to be completed by Investigating Officer)

Accident Insurance Information for Unit #		
Company Name		Area Code/Phone Number ( )
Agency Name	Policy Number	

Accident Insurance Information for Unit #		
Company Name		Area Code/Phone Number ( )
Agency Name	Policy Number	

Insurance Information

Notice of Requirement Accepted ⟶ Signature

Y N Refused to Affix Signature?
Y N Vehicle Subject to Registration in SC?

To Be Completed By Insurance Agency, Broker, Or Other Company Representative

Reference to Unit #: _____, I hereby affirm that to the best of my knowledge the vehicle described above was insured by the below stated Insurance company on the date of the collision.

The information as contained herein is based solely upon my knowledge and belief as a representative of the above insurance company and no warranty of liability is imputed into the above mentioned insurance as I have listed herein.

Insurance Company	Policy #:	Signature	Title
Beginning Date: / Ending Date:	Policy Holder:	NAIC# (Assigned by S.C. Dept. of Ins.)	Bus. Telephone ( )

Notice: Failure to have this form completed by your insurance broker, agent, or representative and returned to the South Carolina Department of Public Safety within 15 days may result in suspension of your driving and/or registration privileges.

If any of the below are applicable, disregard the above portion.

- ☐ Check here if a Form SR-23, Fleet Policy of 25 or more vehicles is on file with the Department covering the vehicle.
- ☐ Check here if a certificate of self-insurance has been issued by the Department covering the vehicle and indicate the certificate number: SI - _____
- ☐ Check here if liability insurance was not in effect to comply with South Carolina statutory requirements. Signature _____ Date _____

Form FR-10 Not Issued: Section 56-10-270 / 56-10-520

No FR-10 Issued to Operator/ Owner of Unit #: _____

Summons Issued to:

For operating or allowing the operation of an uninsured vehicle — Summons Number: _____ Signature _____

Investigating Officer's Name	Rank	Badge #	Code	Date	Reviewer's Name	Rank	Internal Agency Code

DRIVER / OWNER