7/1/2014

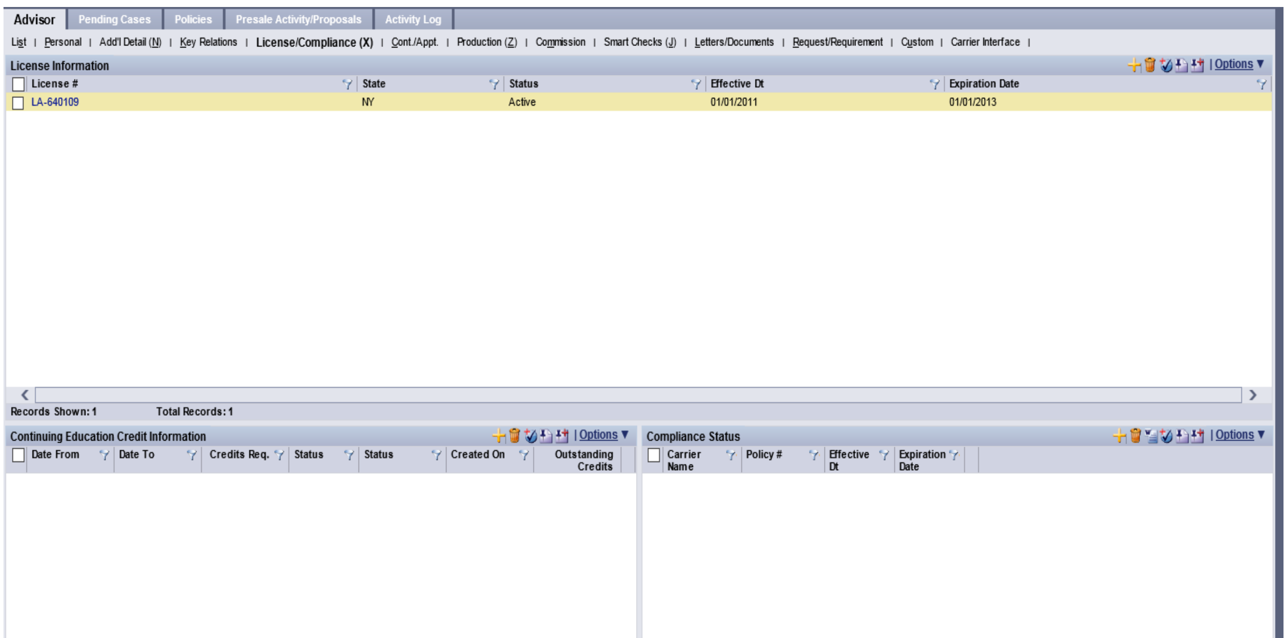
Documenting CE Credits and License Info in SO

Liz Casper
UPSTATE SPECIAL RISK SERVI CES, INC.

Documenting CE Credits and License information for Agents in Smart Office

Adding License Information

1) Go to Agent's Page
2) Choose License/Compliance and click on
3)



4) Using the "+" sign, add the license number, state, status, effective and expiration dates

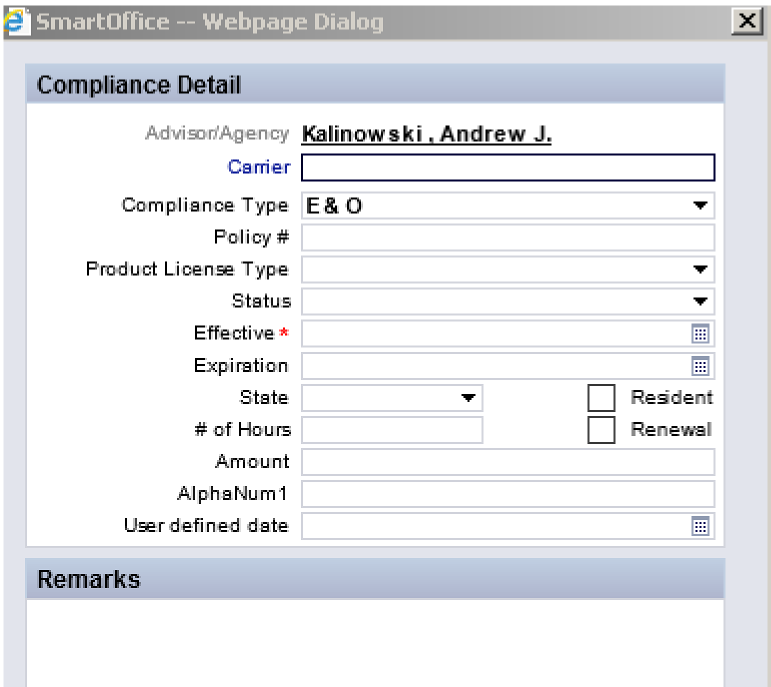
5) Click Save.

6) You should put this information in for each agent and should get in the habit of checking for it. This information is needed more and more for illustrations and other documents so having easy access will improve efficiencies. The number should be put into the section under Add'l Detail on the agent's page. Only put the resident state license there.

Recording Compliance Data

1) Click on the plus sign for Compliance Status in the lower right corner of the License/Compliance page

2) The following Screen Comes Up:

3) 

4) Under Compliance Type there is a drop down menu and there you would choose the appropriate type:

   a. Choices are E&O, AML, Annual Compliance Certificatrion, Annual Renewal Fees, Annuity Suitability Training, LTC Certificate Training and Other

5) If there is a physical certificate, please upload and post to Letters/Documents page and clearly identify name and type of document.

Continuing Education Credit Information

We can track continuing education credits through Smart Office. Go to the agent’s page and click on License/Compliance. On the lower left corner is a section entitled “Continuing Education Credit Information”. There you will click on the plus sign and this is what you will see: