



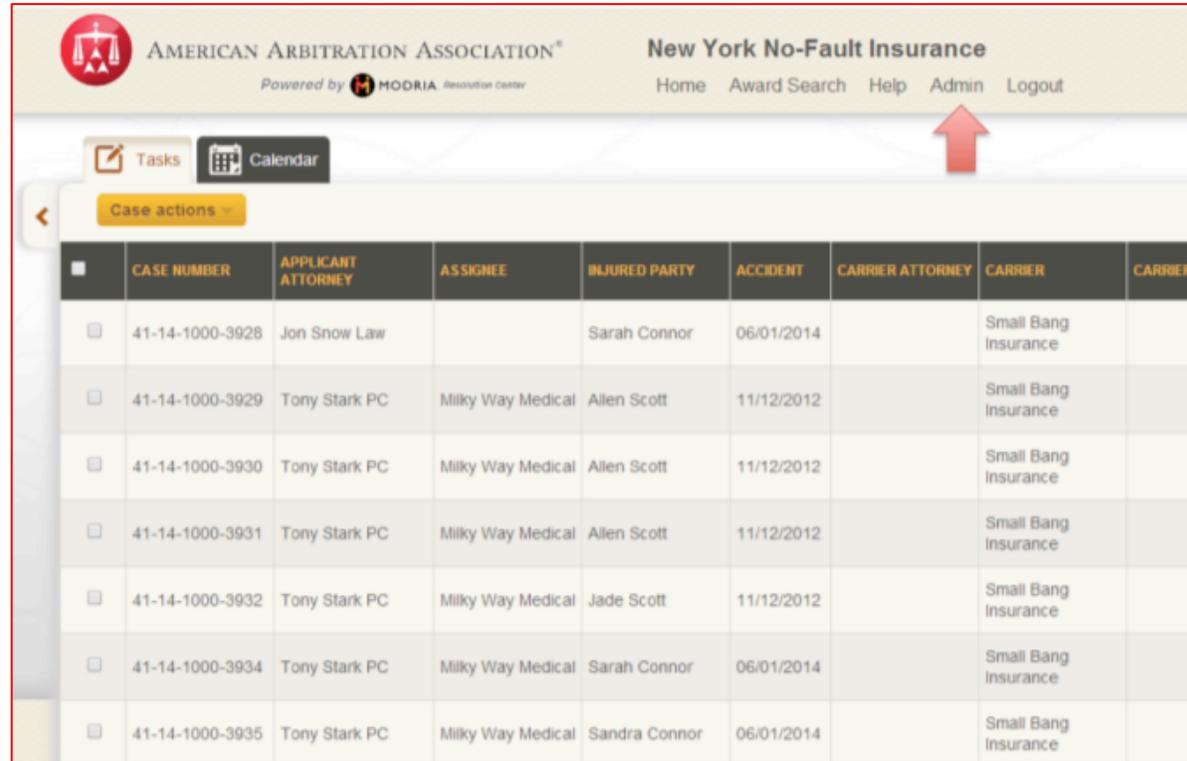
AMERICAN ARBITRATION ASSOCIATION®

# ADD AND REMOVE AUTHORIZED AGENTS



## ADD AND REMOVE AUTHORIZED AGENTS

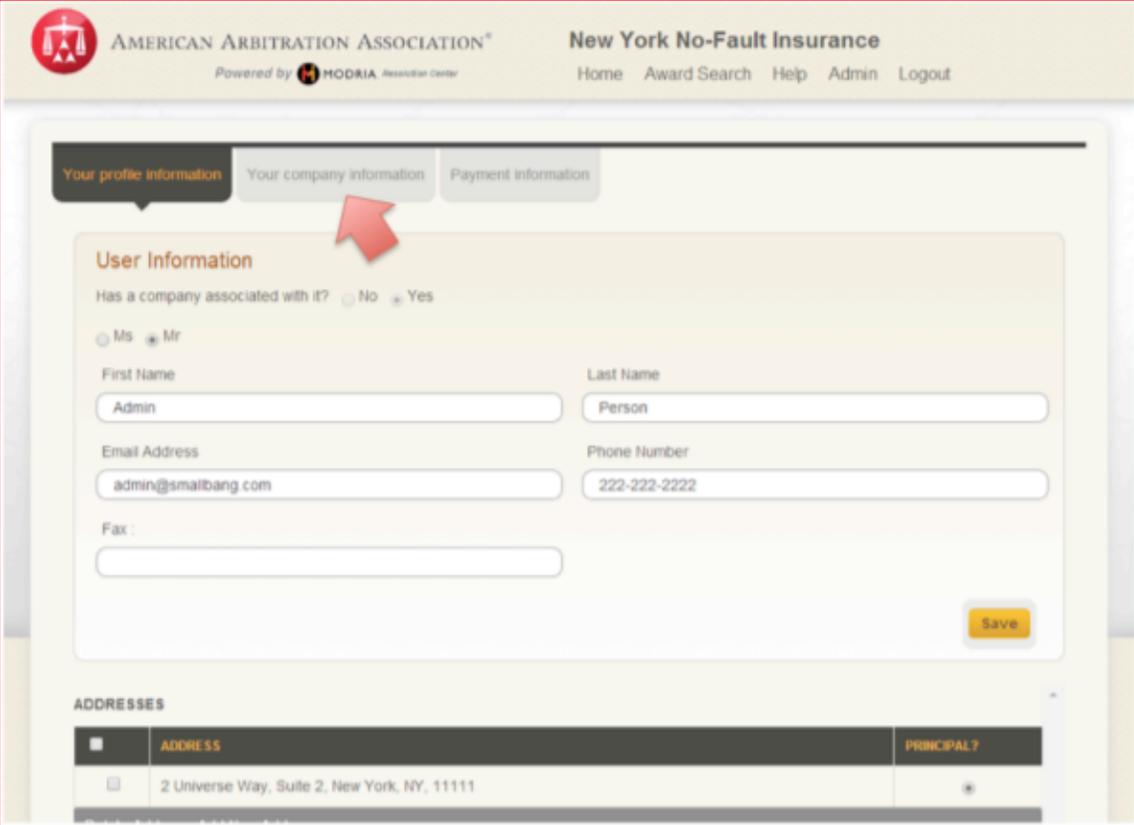
Once logged into ADR Center, access your “My Account” menu by clicking on the link at the top of the landing page (left of **LOGOUT**). When logged in, the My Account tab will display your name. In the example above, ADMIN, has been entered as the user’s name.



	CASE NUMBER	APPLICANT ATTORNEY	ASSIGNEE	INJURED PARTY	ACCIDENT	CARRIER ATTORNEY	CARRIER	CARRIER
<input type="checkbox"/>	41-14-1000-3928	Jon Snow Law		Sarah Connor	06/01/2014		Small Bang Insurance	
<input type="checkbox"/>	41-14-1000-3929	Tony Stark PC	Milky Way Medical	Allen Scott	11/12/2012		Small Bang Insurance	
<input type="checkbox"/>	41-14-1000-3930	Tony Stark PC	Milky Way Medical	Allen Scott	11/12/2012		Small Bang Insurance	
<input type="checkbox"/>	41-14-1000-3931	Tony Stark PC	Milky Way Medical	Allen Scott	11/12/2012		Small Bang Insurance	
<input type="checkbox"/>	41-14-1000-3932	Tony Stark PC	Milky Way Medical	Jade Scott	11/12/2012		Small Bang Insurance	
<input type="checkbox"/>	41-14-1000-3934	Tony Stark PC	Milky Way Medical	Sarah Connor	06/01/2014		Small Bang Insurance	
<input type="checkbox"/>	41-14-1000-3935	Tony Stark PC	Milky Way Medical	Sandra Connor	06/01/2014		Small Bang Insurance	

## ADD AND REMOVE AUTHORIZED AGENTS

Then click on the **Your company information** tab.



The screenshot shows the user profile page for the American Arbitration Association. The page is titled "New York No-Fault Insurance" and includes navigation links for Home, Award Search, Help, Admin, and Logout. The "Your company information" tab is selected, and a red arrow points to it. The "User Information" section contains the following fields:

- Has a company associated with it?  No  Yes
- Ms  Mr
- First Name: Admin
- Last Name: Person
- Email Address: admin@smalbang.com
- Phone Number: 222-222-2222
- Fax: (empty field)

A "Save" button is located at the bottom right of the form. Below the form is a table titled "ADDRESSES":

	ADDRESS	PRINCIPAL?
<input type="checkbox"/>	2 Universe Way, Suite 2, New York, NY, 11111	<input checked="" type="checkbox"/>

## ADD AND REMOVE AUTHORIZED AGENTS

Scroll down the page to get to the **AUTHORIZED AGENTS** section.

The screenshot displays the AAA user interface for 'New York No-Fault Insurance'. The page is titled 'AMERICAN ARBITRATION ASSOCIATION®' and 'New York No-Fault Insurance'. It features a navigation menu with 'Home', 'Award Search', 'Help', 'Admin', and 'Logout'. The main content area is divided into three tabs: 'Your profile information', 'Your company information', and 'Payment information'. The 'Your company information' tab is active, showing a 'Company Information' form with the following fields:

- Full Legal Name: Small Bang Insurance
- Email Address: admin@smallbang.com
- Phone Number: 111-111-1111
- Fax: (empty)

A 'Save' button is located at the bottom right of the form. Below the form is an 'AUTHORIZED USERS' table with the following data:

LAST NAME	FIRST NAME	EMAIL	ADMIN	REMOVE
Admin	Person	admin@smallbang.com	<input checked="" type="checkbox"/>	<a href="#">Remove</a>

A red arrow on the right side of the page indicates scrolling down to the 'AUTHORIZED AGENTS' section.

## ADD AND REMOVE AUTHORIZED AGENTS

In the **AUTHORIZED AGENTS** section, click on **Add a new agent**.

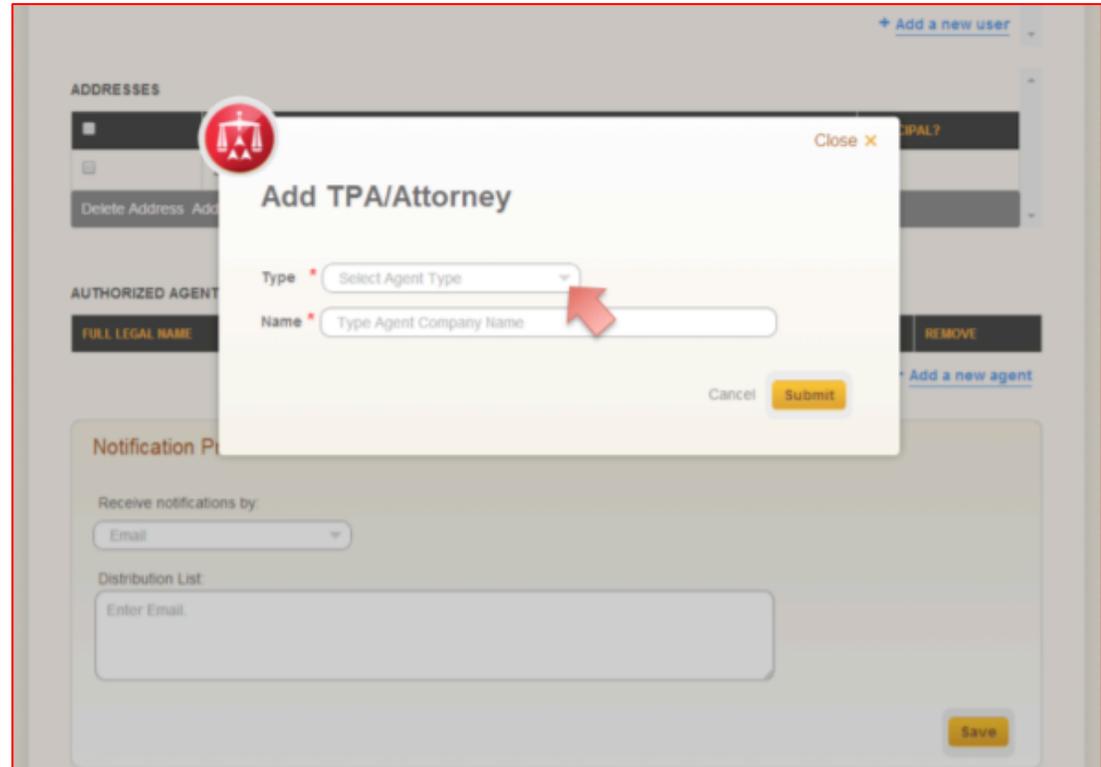
The screenshot shows a web interface with three main sections:

- ADDRESSES**: A table with columns for a checkbox, ADDRESS, and PRINCIPAL?. One row is visible with the address "2 Universe Way, Suite 2, New York, NY, 11111, USA." Below the table are links for "Delete Address" and "Add New Address".
- AUTHORIZED AGENTS**: A table with columns for FULL LEGAL NAME, EMAIL, AGENT TYPE, and REMOVE. A red box highlights this section, and a red arrow points to a blue link labeled "+ Add a new agent" located to the right of the table.
- Notification Preferences**: A section with a dropdown menu for "Receive notifications by:" (set to "Email"), a "Distribution List:" label, and a text input field with the placeholder "Enter Email.". A "Save" button is at the bottom right.

## ADD AND REMOVE AUTHORIZED AGENTS

A pop-up will appear requesting you to select the agent TYPE and enter the Agent Company Name.

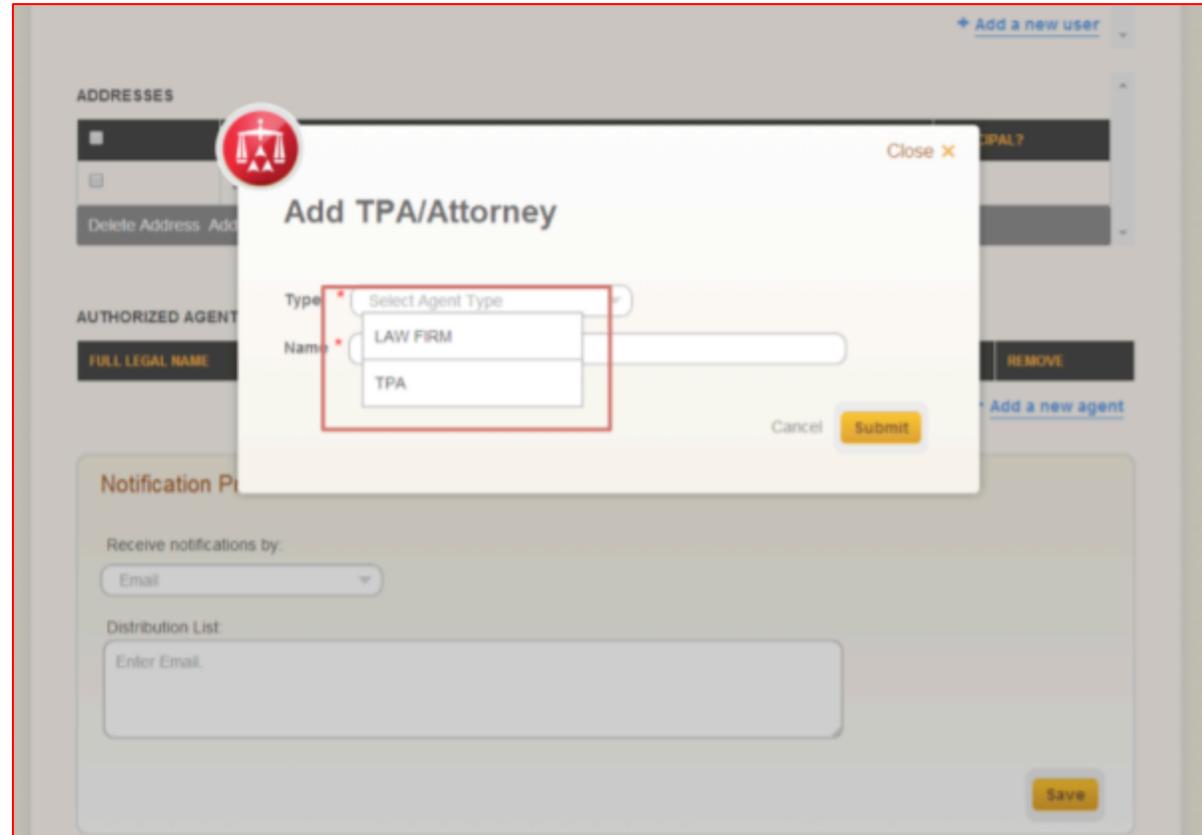
Click on the AGENT TYPE dropdown box to reveal the options.



The screenshot displays a web application interface with a modal pop-up window titled "Add TPA/Attorney". The pop-up contains two required fields: "Type" with a dropdown menu currently showing "Select Agent Type", and "Name" with a text input field containing the placeholder "Type Agent Company Name". A red arrow points to the "Type" dropdown. The background interface is partially visible, showing sections for "ADDRESSES", "AUTHORIZED AGENT", and "Notification P". A "Save" button is visible in the bottom right corner of the background page.

## ADD AND REMOVE AUTHORIZED AGENTS

Your options are LAW FIRM or TPA (Third Party Administrator). Select the one you want to add.



The screenshot displays a web application interface with a modal window titled "Add TPA/Attorney". The modal is overlaid on a background page that includes sections for "ADDRESSES", "AUTHORIZED AGENT", and "Notification P". The modal form contains the following elements:

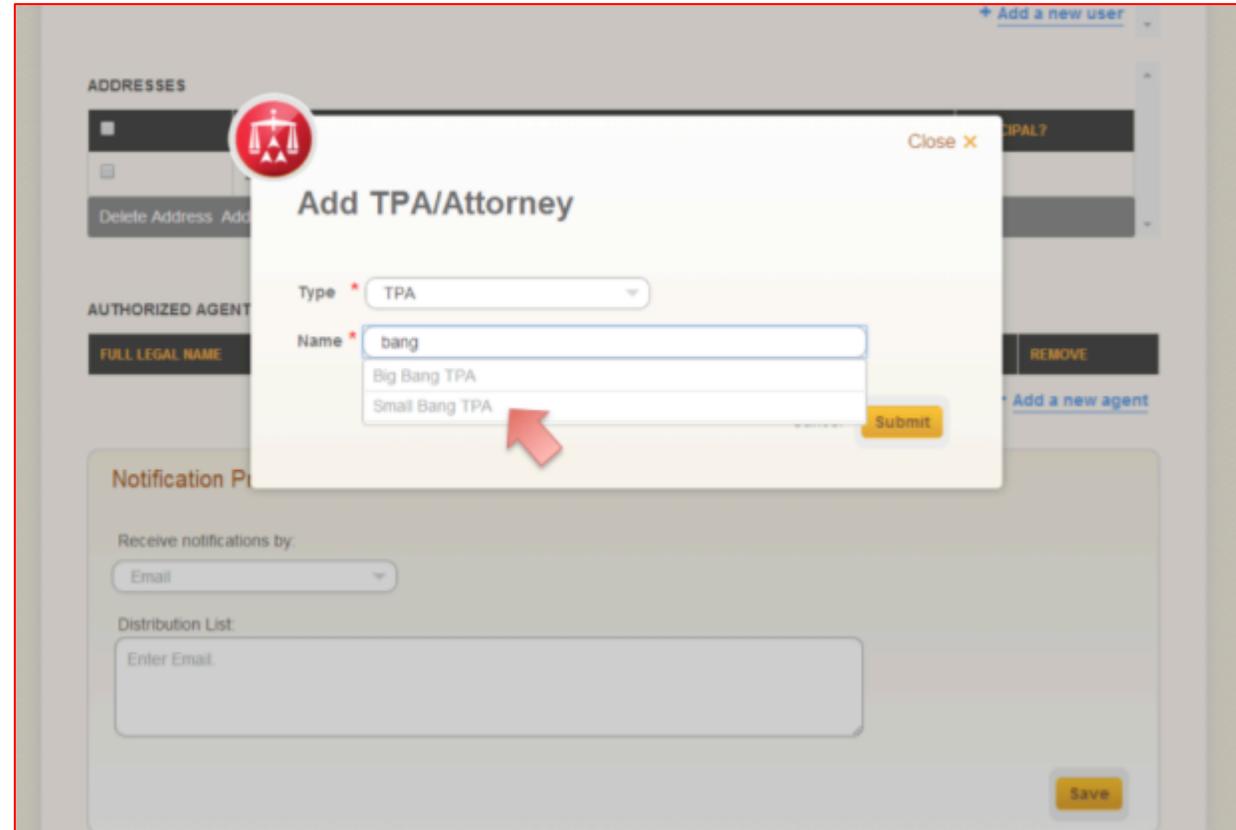
- A red circular icon with a scale of justice symbol in the top left corner.
- A "Close X" button in the top right corner.
- A "Type" dropdown menu with the text "Select Agent Type" and a list of options: "LAW FIRM" and "TPA".
- A "Name" input field with a red asterisk indicating it is required.
- "Cancel" and "Submit" buttons at the bottom right of the modal.

The background page shows a table with columns for "FULL LEGAL NAME" and "REMOVE". There are also buttons for "Delete Address", "Add", and "Add a new agent".

## ADD AND REMOVE AUTHORIZED AGENTS

After the appropriate AGENT TYPE has been selected, begin typing the name of the agent in the NAME text box. As you type, ADR Center will propose possible name matches to select from. Simply click on correct agent name.

As previously mentioned, the agent must already have an ADR Center account in order to be added. If that agent does not have an existing account, they cannot be added as an authorized agent to the carrier/insurer account.



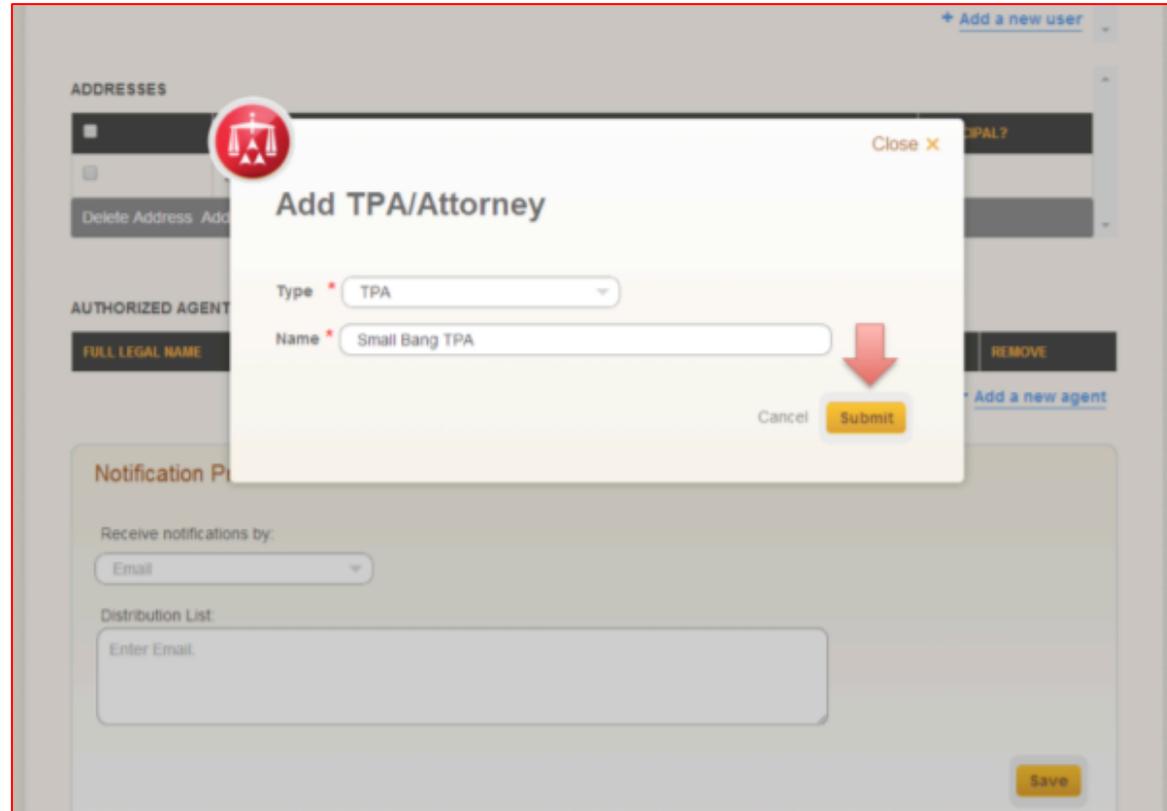
The screenshot shows a web interface with a modal window titled "Add TPA/Attorney". The modal has a red circular icon with a scale of justice in the top left corner and a "Close x" button in the top right. The form contains the following fields:

- Type:** A dropdown menu with "TPA" selected.
- Name:** A text input field containing "bang". Below the input is a dropdown list with two options: "Big Bang TPA" and "Small Bang TPA". A red arrow points to the "Small Bang TPA" option.
- Submit:** A yellow button located at the bottom right of the modal.

The background interface is partially visible, showing sections for "ADDRESSES", "AUTHORIZED AGENT", and "Notification P...". There are buttons for "Delete Address", "FULL LEGAL NAME", "REMOVE", "Add a new user", and "Add a new agent". A "Save" button is also visible at the bottom right of the background page.

## ADD AND REMOVE AUTHORIZED AGENTS

Once the correct name has been selected, click **SUBMIT**.



The screenshot shows a web application interface with a modal window titled "Add TPA/Attorney". The modal is overlaid on a background page that includes sections for "ADDRESSES", "AUTHORIZED AGENT", and "Notification P...". The modal contains the following elements:

- A red circular icon with a scales of justice symbol in the top-left corner.
- A "Close x" button in the top-right corner.
- A "Type" dropdown menu with "TPA" selected.
- A "Name" text input field containing "Small Bang TPA".
- A red arrow pointing down to a yellow "Submit" button.
- A "Cancel" button to the left of the "Submit" button.

The background page also shows a "Save" button at the bottom right and a "REMOVE" button on the right side.

## ADD AND REMOVE AUTHORIZED AGENTS

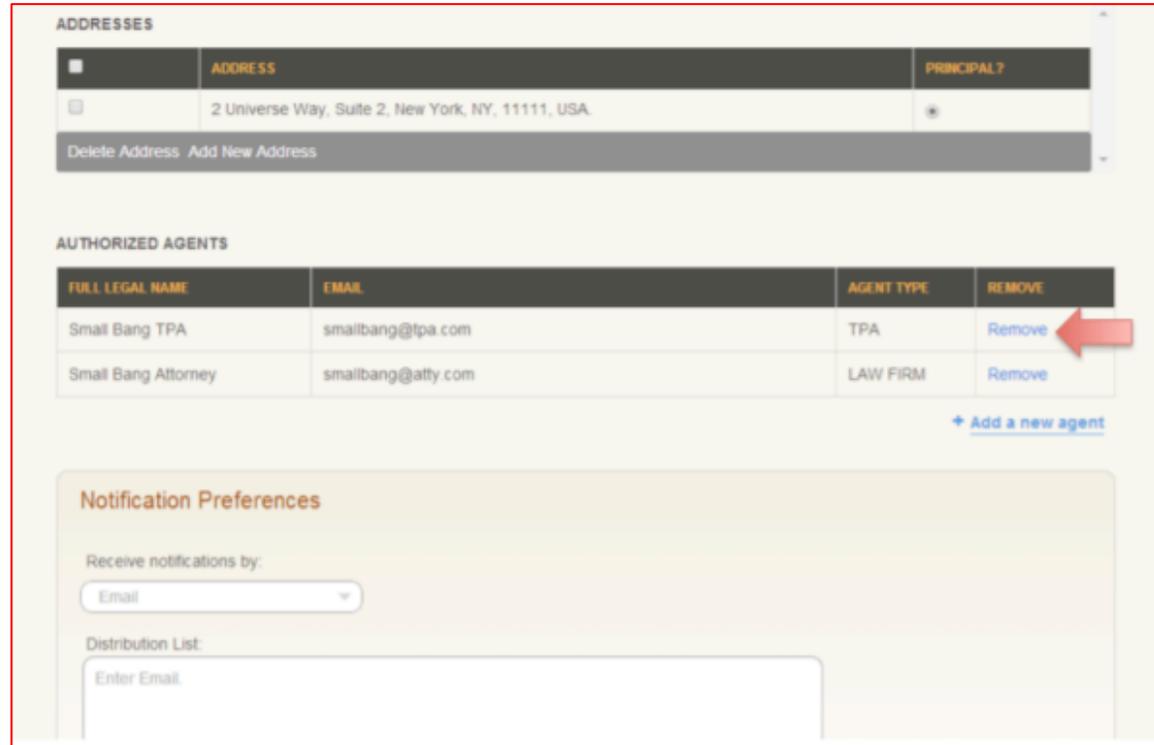
A pop-up message will advise that the agent has been successfully added to the account and can be seen in the AUTHORIZED AGENT section.

To add additional agents, click on Add new a agent and repeat the previous steps.



## ADD AND REMOVE AUTHORIZED AGENTS

To remove an authorized agent, simply click **REMOVE** next to that agent's name.



The screenshot displays a user interface with two main sections: 'ADDRESSES' and 'AUTHORIZED AGENTS'. The 'ADDRESSES' section contains a table with one entry: '2 Universe Way, Suite 2, New York, NY, 11111, USA'. Below it are links for 'Delete Address' and 'Add New Address'. The 'AUTHORIZED AGENTS' section contains a table with two entries: 'Small Bang TPA' and 'Small Bang Attorney'. Each entry has a 'Remove' button next to it. A red arrow points to the 'Remove' button for the 'Small Bang TPA' agent. Below the table is a link '+ Add a new agent'. The bottom section is titled 'Notification Preferences' and includes a dropdown for 'Receive notifications by:' (set to 'Email') and a text input field for 'Distribution List' with the placeholder 'Enter Email'.

ADDRESS	PRINCIPAL?
2 Universe Way, Suite 2, New York, NY, 11111, USA.	*

Delete Address Add New Address

FULL LEGAL NAME	EMAIL	AGENT TYPE	REMOVE
Small Bang TPA	smallbang@tpa.com	TPA	Remove
Small Bang Attorney	smallbang@atty.com	LAW FIRM	Remove

+ Add a new agent

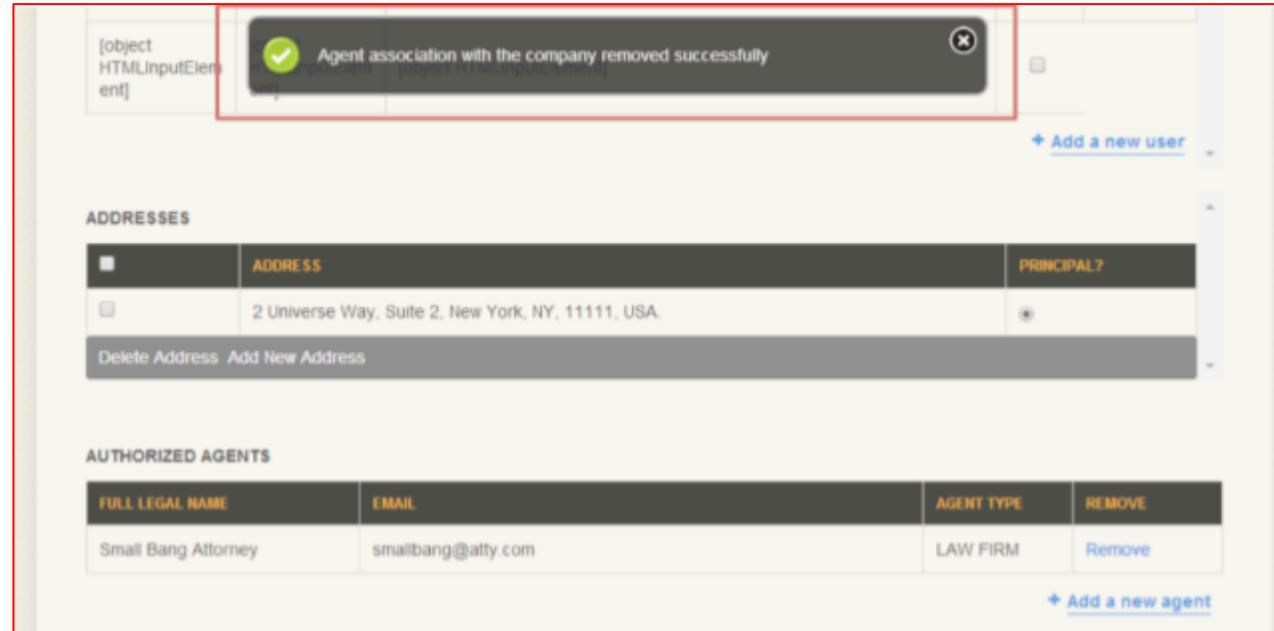
**Notification Preferences**

Receive notifications by:  
Email

Distribution List:  
Enter Email

## ADD AND REMOVE AUTHORIZED AGENTS

That agent has now been removed.



The screenshot displays a web interface with a success message at the top: "Agent association with the company removed successfully". Below this, there are two main sections: "ADDRESSES" and "AUTHORIZED AGENTS".

**ADDRESSES**

	ADDRESS	PRINCIPAL?
<input type="checkbox"/>	2 Universe Way, Suite 2, New York, NY, 11111, USA.	<input type="checkbox"/>

Delete Address Add New Address

**AUTHORIZED AGENTS**

FULL LEGAL NAME	EMAIL	AGENT TYPE	REMOVE
Small Bang Attorney	smallbang@atly.com	LAW FIRM	<a href="#">Remove</a>

+ Add a new agent



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