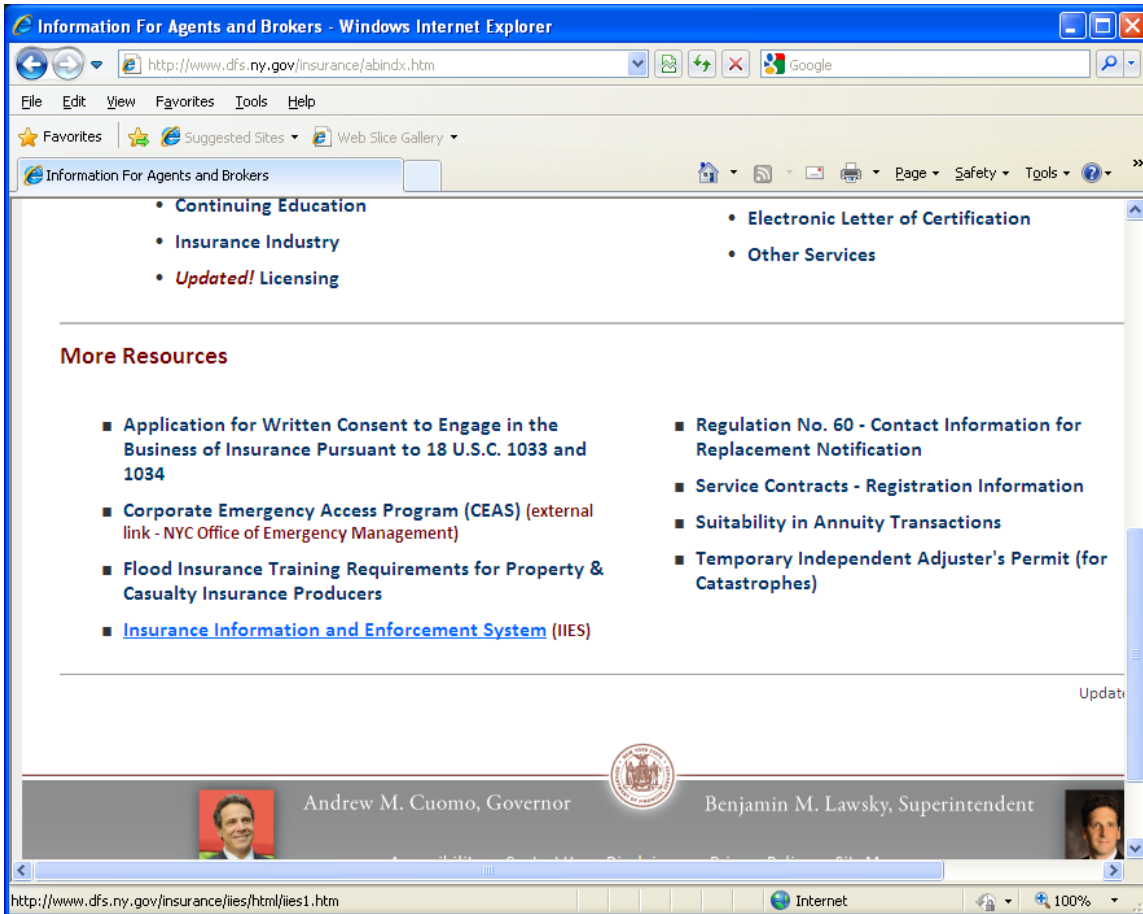


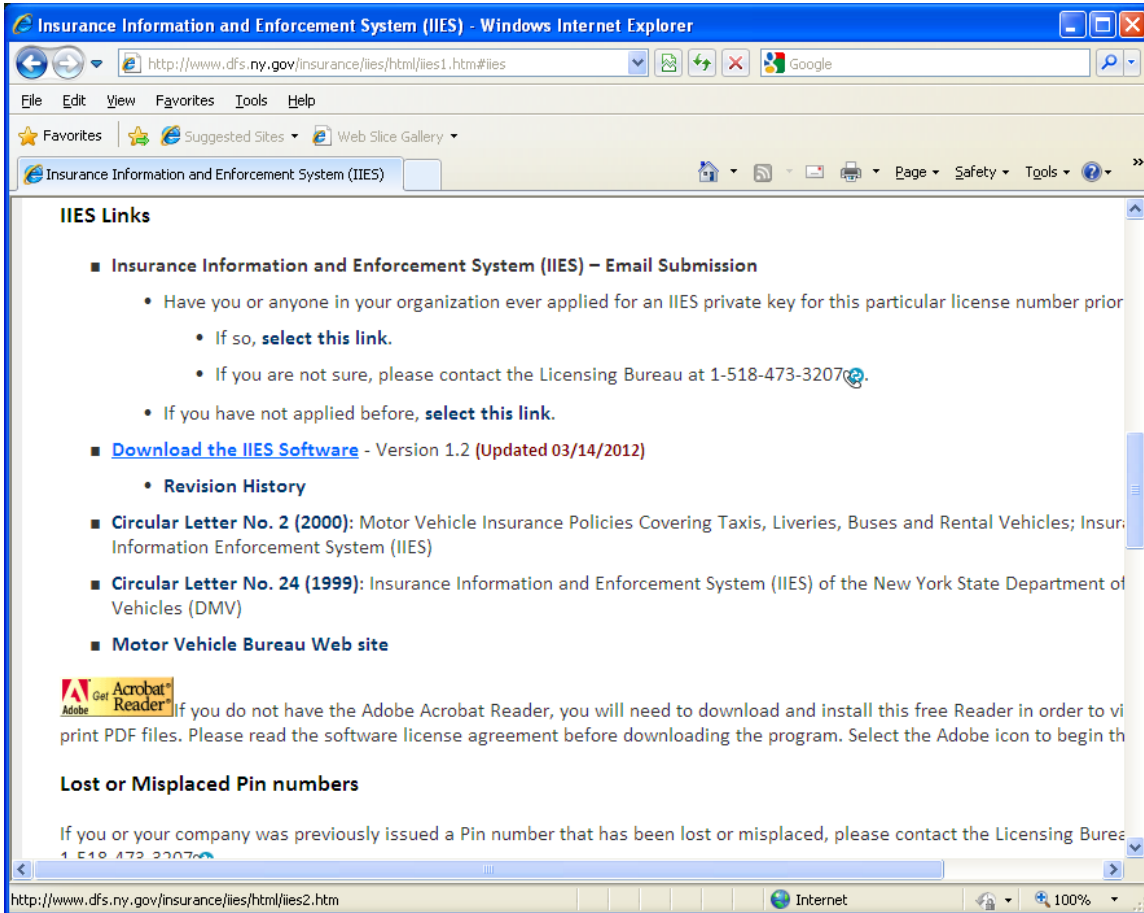
NY ID Card Generator Program

How do I use the NY ID Card Generator Program with Partner XE?

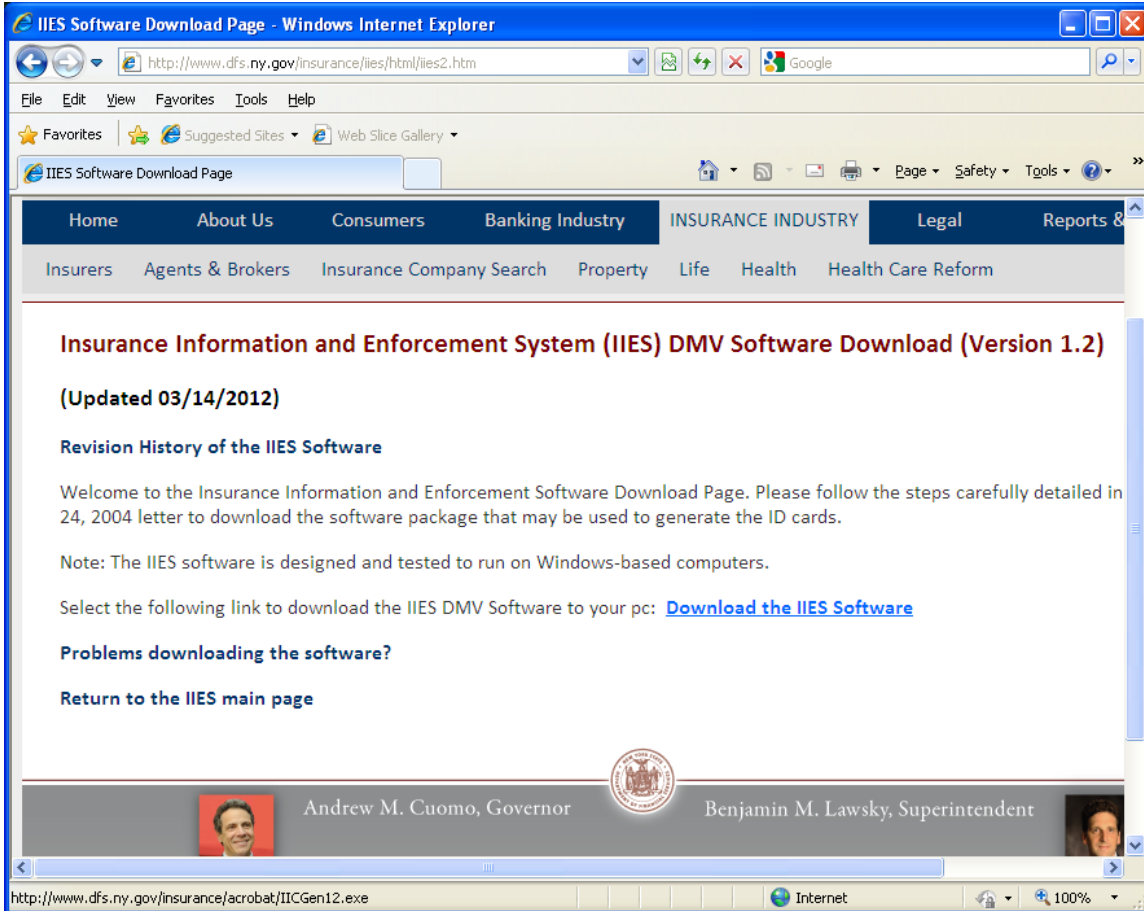
1. Go to <http://www.dfs.ny.gov/insurance/iies/html/iies1.htm>
2. Click on button for [Agents & Brokers](#) at the top under the main toolbar.
3. Scroll down to find the link for Insurance Information and Enforcement System and click on it:



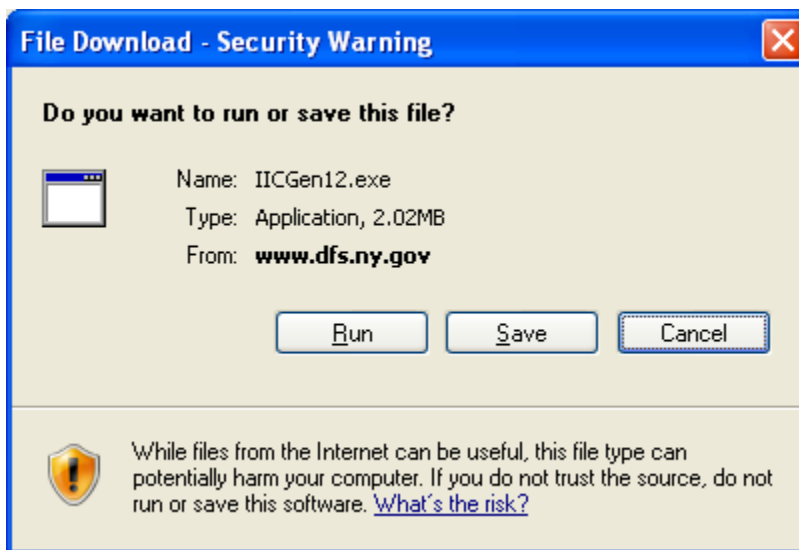
4. Scroll down to find IIES Links, under that you will find the link for "Download the IIES Software." Click on the link:



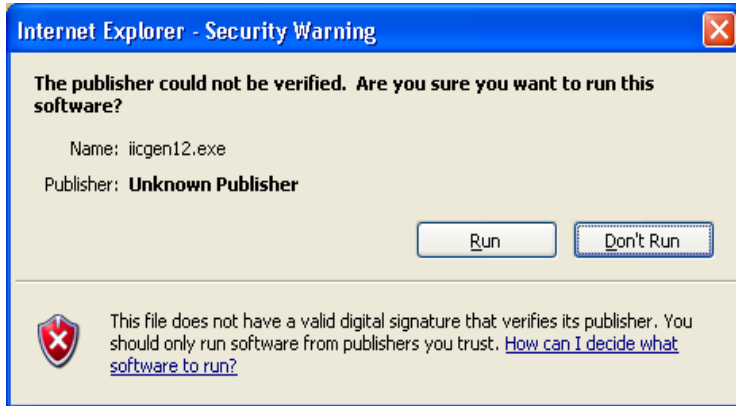
5. On the page that opens, click on "Download the IIES Software:"



6. This will open a File Download Security Warning dialogue box:



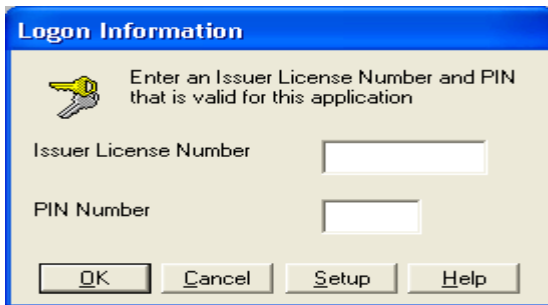
7. Click Run and another Security Warning Box will pop up:



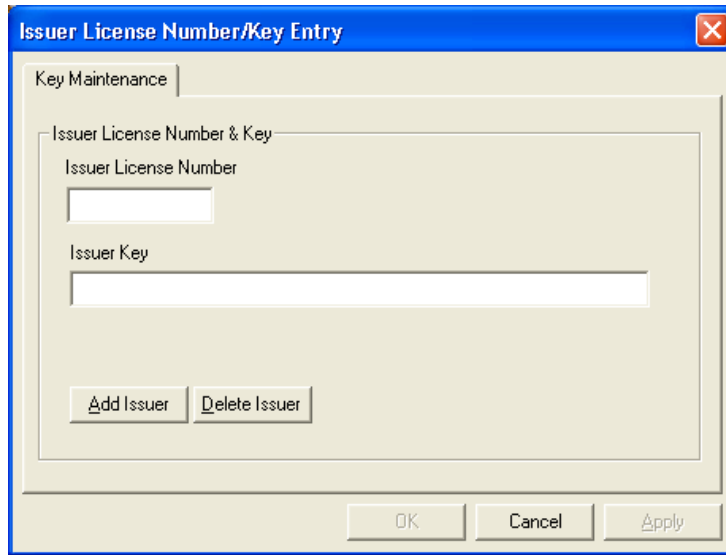
- 8. Click Run again and the program installer will appear. Click through the prompts to install the software.
- 9. Once installed, the following steps must be completed.
- 10. Double click the ID Card Generator program icon on the desktop.



11. A blank login screen will appear every time the program is opened from the icon:



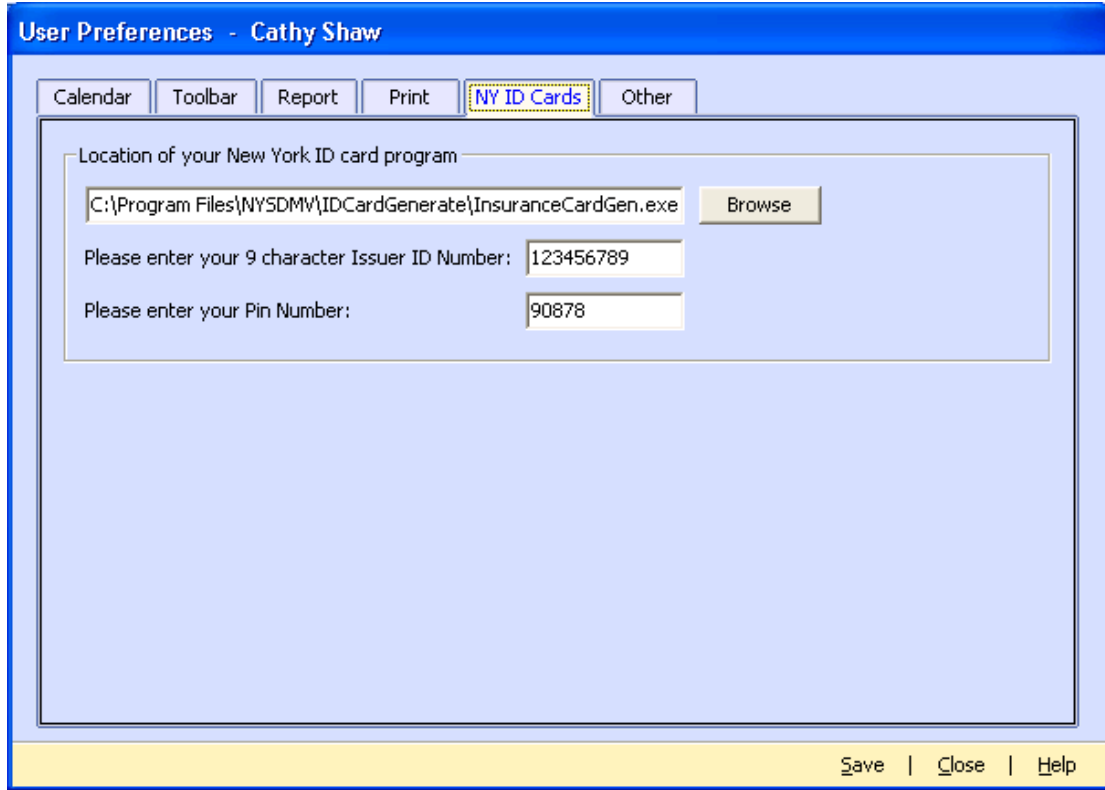
12. However for the first time, the Setup button must be clicked. You will then see this screen:



13. Enter your Issuer License Number.
14. Enter your Issuer Key
15. Click Add Issuer. You will receive a message the Issuer was successfully added.



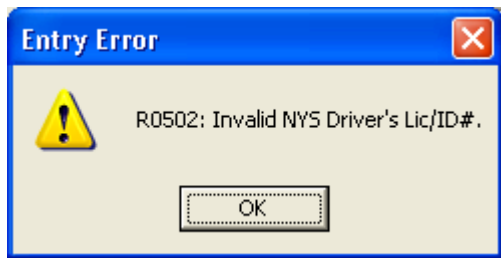
16. Click OK.
17. This will leave the Issuer License Number/Key Entry screen up. Click 'OK'.
18. The Logon Information screen will also still be pulled up. Click 'Cancel'.
19. Open Partner XE.
20. Click on My Desktop and choose 'User Preferences' on the tool bar.
21. Click the NY ID Cards tab:



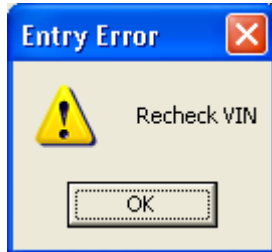
22. Browse for the path of the ID Card Program. It should be similar to the following:
C:\Program Files\NYS DMV\IDCardGenerate\InsuranceCardGen.exe.
23. Enter the 9 character Issuer ID and the pin number. Note: the numbers shown above are examples.
24. Click Save.

To test from within Policy Details:

1. Search for a Client.
2. Click on the 4th icon from the policy number to open the policy in Policy Details or click on the policy to open the client's policy section and then double click on the policy to open in Policy Details.
3. Click Print, Auto ID Card. If setup was correct, the NY ID card program login should appear.
4. Click OK to flood data to program. Click print preview or print. It could error on the Drivers License Number.



5. Delete the number listed and replace it with zeros for each driver, if you do not have a correct drivers license number.
6. Click print preview or print.
7. It might error on the VIN, if it feels it is incorrect. If it does, click OK.
8. Correct the VIN or click print again.
9. It might come back and state:



10. Click OK and click print again.
11. Keeping clicking OK, if this VIN is correct. It will eventually pull up the print screen to select your printer.
12. Click on Exit.