

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

**A. GENERAL INFORMATION**

The Statistical Online Lookup System was created to assist in the correcting and/or coding of statistical records by centralizing CAR's commonly used databases.

Users may access the following databases via the lookup function:

Database	Description of Contents
Class Code	Provides information relative to class type, valid effective years, and subline codes.
Catastrophe Code	Provides corresponding accident dates for each catastrophe code.
Zip Code/Town Code	Provides valid zip codes for cities and towns
Polk VIN Edit	Allows user to edit a VIN
Non-Polk VIN	Allows user the browse through VINs contained on the Non- Polk VIN database
Producer Code	Provides valid CAR ID Code, effective months/years, lines of business, and termination dates

The look-up functions are available within the statistical correction application via a "hot-key" and from the TE140 - Statistical Menu. Please reference Chapter VIII - Statistical Corrections of this manual for specific information relative to the look-up functions within the statistical correction application.

Commonwealth Automobile Reinsurers

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

B. ACCESSING THE STATISTICAL ONLINE LOOKUP SYSTEM

To access the Statistical Online Lookup System from the TE100 – Telecommunications Main Menu (exhibit XVIII-B-1),

- 1) Select PF4 or tab to the option field, type "04", and hit ENTER.

Exhibit XVIII-B-1

TE100SB	COMMONWEALTH AUTOMOBILE REINSURERS	11/01/2006
TEMENUSA	TELECOMMUNICATIONS	03:33:32
C.A.R. ACCOUNTING	..... PF2	OR 02
SESSION SYSTEM	..... PF3	OR 03
<b>STATISTICAL SYSTEM</b>	<b>..... PF4</b>	<b>OR 04</b>
PRODUCER CODE SYSTEM	..... PF5	OR 05
TAXI INDEX SYSTEM	..... PF6	OR 06
AUDIT & CLAIMS SYSTEM	..... PF7	OR 07
EXPERIENCE RATING SYSTEM	..... PF8	OR 08
TERMINATE C.A.R. SESSION	..... PF12	OR 12
	:	:
DEPRESS PFKEY OR ENTER PROCESSING OPTION		

The TE140MN – C.A.R. Statistical System Menu (exhibit XVIII-B-2) appears.

Exhibit XVIII-B-2

TE140MN	COMMONWEALTH AUTOMOBILE REINSURERS	11/01/2006
TE140SA	C.A.R. STATISTICAL SYSTEM	03:24:49
COMPANY NUMBER	.....	999
STAT POLICY HISTORIES	..... PF2	OR 02
RULE 12 RMV INQUIRIES	..... PF3	OR 03
SESSION VOLUME ANALYSIS	..... PF4	OR 04
STATISTICAL CORRECTIONS	..... PF5	OR 05
<b>STATISTICAL LOOKUPS</b>	<b>..... PF6</b>	<b>OR 06</b>
NON-POLK VIN MAINTENANCE	..... PF7	OR 07
POLICY PRODUCER CODE CORRECTIONS	..... PF8	OR 08
TO RETURN TO MAIN MENU	..... PF12	OR 12
	:	:
PF1/01 - HELP		PF12/12 - RETURN MENU

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

**B. ACCESSING THE STATISTICAL ONLINE LOOKUP SYSTEM (CONTINUED)**

- 1) Enter your three-digit company code number.
- 2) Select PF6, or tab to the option field, type "06", and hit ENTER.

The SC650MN – Statistical Error Corrections/Statistical Lookup Menu (exhibit XVIII-B-3) appears.

Exhibit XVIII-B-3

```
SC650MN          COMMONWEALTH AUTOMOBILE REINSURERS      11/01/2006
SC650SA          STATISTICAL ERROR CORRECTIONS           15:34:37
                  STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
:
:

PF1/01 - HELP                                PF12/12 - EXIT
```

The options available are listed in the table below.

PF1 – Help	PF5 – Edit VINs via Polk
PF2 – Browse Class Codes	PF6 – Browse or Update Non-Polk VINs
PF3 – Browse Catastrophe Codes	PF7 – Browse Producer Codes
PF4 – Browse Zip Codes and Town Codes	PF12 – Return to CAR Statistical System Menu

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

C. CLASS CODE LOOKUP

The Class Code Lookup is a browse function that contains all valid class codes and their corresponding effective years and valid sublines.

Upon selecting PF2 from the SC650MN screen, the AC300PR – Class Code Inquiry System screen (exhibit XVIII-C-1) appears.

- 1) **Input the class code or class type.**
- 2) **Select either PF3 or PF4, or type the value in the option field, and hit ENTER.**

By selecting Class Type Browse, you will view records in ascending order by class type beginning with the class type you input. Selecting Class Code Browse will display records in ascending order by class code, again based on the initial class code input.

The first record on the database will appear if a class type or class code is not entered.

Exhibit XVIII-C-1

```
AC300PR          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
AC300SA          CLASS CODE INQUIRY SYSTEM                  03:31:35

PLEASE ENTER :

CLASS CODE   :  993200
AND/OR
CLASS TYPE   :  71

PRESS PFKEY OR TYPE OPTION AND PRESS ENTER
              :  _  :

PF01/01 - HELP                PF03/03 - CLASS CODE BROWSE
PF04/04 - CLASS TYPE BROWSE   PF12/12 - EXIT
```

Upon selecting PF3 or PF4, the Class Type/Code Browse screen appears (exhibits XVIII-C-2 or XVIII-C-3) displaying the corresponding data for the codes entered.

Commonwealth Automobile Reinsurers

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

C. CLASS CODE LOOKUP (CONTINUED)

Exhibit XVIII-C-2  
(Browse by Class Code)

```
AC310PR          COMMONWEALTH AUTOMOBILE REINSURERS      11/01/2006
AC310SA          CLASS TYPE/CODE BROWSE                          10:35:07

START WITH CLASS CODE: 993200

CLASS TYPE      CLASS CODE      EFFECTIVE YEARS      VALID  SUBLINE
-----
71              993200          1992 - 2006          _____ 618
71              998000          1992 - 2006          621  625  628
71              998100          1992 - 2006          611  615  618
71              998200          1992 - 2006          611  615  618
71              998500          1992 - 2006          611  615  618
71              998700          1992 - 2006          611  615  618
71              998900          1992 - 2006          611  615  618
71              999000          1992 - 2006          611  615  618

PRESS PFKEY OR TYPE OPTION AND PRESS ENTER
PF01/01 - HELP          :          :          PF07/07 - PAGE BACK
PF08/08 - PAGE FORWARD          :          :          PF12/12 - RETURN
```

Exhibit XVIII-C-3  
(Browse by Class Type)

```
AC310PR          COMMONWEALTH AUTOMOBILE REINSURERS      11/01/2006
AC310SA          CLASS TYPE/CODE BROWSE                          10:37:20

START WITH CLASS TYPE: 71

CLASS TYPE      CLASS CODE      EFFECTIVE YEARS      VALID  SUBLINE
-----
71              800000          1992 - 2006          621  _____ 618
71              993200          1992 - 2006          _____ 618
71              998000          1992 - 2006          621  625  628
71              998100          1992 - 2006          611  615  618
71              998200          1992 - 2006          611  615  618
71              998500          1992 - 2006          611  615  618
71              998700          1992 - 2006          611  615  618
71              998900          1992 - 2006          611  615  618
71              999000          1992 - 2006          611  615  618
72              059900          1992 - 2006          611  615  618

PRESS PFKEY OR TYPE OPTION AND PRESS ENTER
PF01/01 - HELP          :          :          PF07/07 - PAGE BACK
PF08/08 - PAGE FORWARD          :          :          PF12/12 - RETURN
```

Commonwealth Automobile Reinsurers

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

C. CLASS CODE LOOKUP (CONTINUED)

The Help application contained within the actual browse supplies a list of valid class types. From the AC310PR Help Screen (exhibit XVIII-C-4), select PF1 to view a list of all valid class types.

Exhibit XVIII-C-4

```
AC310PR          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
AC310HB          CLASS CODE BROWSE HELP                      12:41:44

START WITH CLASS CODE : KEY A CLASS CODE INTO THIS FIELD AND PRESS
                        ENTER TO SCROLL DIRECTLY TO THAT CLASS CODE

PF7/07           : SCROLLS BACK

PF8/08           : SCROLLS FORWARD

PF12/12          : RETURNS TO MAIN PROGRAM (AC300PR)

PRESS PFKEY OR TYPE OPTION AND PRESS ENTER
                :      :

PF1/01 - LIST CLASS TYPES                                PF12/12 - RETURN
```

Upon selecting PF1 (List Class Types), the detail list appears (exhibit XVIII-C-5 and exhibit XVIII-C-6).

Exhibit XVIII-C-5

```
AC310PR          COMMONWEALTH AUTOMOBILE REINSURERES        11/01/2006
AC310HC          CLASS TYPE LISTING                          03:37:50

CLASS            CLASS
TYPE DESCRIPTION TYPE DESCRIPTION
-----
11 - PRIVATE PASSENGER          24 - ZONE RATED TRUCKS TRACTORS
12 - COMMUTER DISCOUNT         TRAILERS - FLEET
13 - PRIVATE PASSENGER SDIP      29 - LIMOUSINES - FLEET
    -POINTS                      31 - TAXIS
14 - PRIVATE PASSENGER SDIP      32 - COMMERCIAL BUSES
    -CREDITS                      33 - VAN POOLS
21 - REGULAR TRUCKS TRACTORS     34 - ZONE-RATED BUSES
    TRAILERS                      35 - LIMOUSINES AND PRIVATE
22 - ZONE-RATED TRUCKS TRACTORS  PASSENGER TYPE BUSES
    TRAILERS                      36 - TAXIS - FLEET
23 - REGULAR TRUCKS TRACTORS     37 - COMMERCIAL BUSES - FLEET
    TRAILERS - FLEET             38 - ZONE-RATED BUSES - FLEET

PRESS PFKEY OR TYPE OPTION AND PRESS ENTER
                :  _  :

PF1/01 - ADDITIONAL CLASS TYPES                                P12/12 - RETURN
```

Commonwealth Automobile Reinsurers

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

C. CLASS CODE LOOKUP (CONTINUED)

Exhibit XVIII-C-6

```
AC310PR          COMMONWEALTH AUTOMOBILE REINSURERES          11/01/2006
AC310HD          CLASS TYPE LISTING                               11:22:00

CLASS            CLASS
TYPE  DESCRIPTION TYPE  DESCRIPTION
-----
 39 - LIMOUSINES AND PRIVATE          82 - PRIVATE PASSENGER TYPES-FLEET
      PASSENGER BUSES - FLEET          91 - MISC RATED AS PRIVATE
 41 - GARAGES - SUBJECT TO            PASSENGER
      COMPULSORY LAW -                 92 - PRIVATE PASSENGER MOTORCYCLE
 42 - GARAGES - PREMISES              93 - MISC RATED AS PRIVATE
 43 - GARAGES NOT SUBJECT TO          PASSENGER SDIP - POINTS
      COMPULSORY LAW                   94 - MISC RATED AS PRIVATE
 51 - SPECIAL TYPES                   PASSENGER SDIP- CREDIT
 52 - MOTORCYCLES - COMMERCIAL         95 - PRIVATE PASSENGER MOTORCYCLE
61/62 - NON - OWNED                   SDIP - POINTS
 71 - SPECIAL RATING AND ADJUSTMENT    96 - PRIVATE PASSENGER MOTORCYCLE
 72 - GROSS RECEIPTS AND MILEAGE      SDIP - CREDITS
 81 - PRIVATE PASSENGER TYPES

      PRESS PFKEY OR TYPE OPTION AND PRESS ENTER
              :   _   :
            PF12/12 - RETURN
```

To return back to the Main Menu, hit PF12 or tab to the option field, type "12", and hit ENTER.

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

**D. CATASTROPHE CODES LOOKUP**

The Catastrophe Code Lookup application allows the user to browse all catastrophe codes and their corresponding accident dates contained in CAR's database. The codes are assigned by ISO's Property Casualty Services (PCS).

To access the Catastrophe Code Database from the SC650MN – Statistical Error Corrections/Statistical Lookup Menu (exhibit XVIII-D-1),

- 1) **Select PF3 or tab to the option field, type "03", and hit ENTER.**

Exhibit XVIII-D-1

```
SC650MN          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
SC650SA          STATISTICAL ERROR CORRECTIONS              15:34:37
                  STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
          :          :

PF1/01 - HELP                                PF12/12 - EXIT
```



Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

**D. CATASTROPHE CODES LOOKUP (CONTINUED)**

The CC300SA – Catastrophe Code Browse screen appears (exhibit XVIII-D-2) displaying the catastrophe codes with their start and stop dates.

Exhibit XVIII-D-2

CC300SA	COMMONWEALTH AUTOMOBILE REINSURERS	11/01/2006
CC300PR	CATASTROPHE CODE BROWSE	11:29:06
	START	STOP
CODE	ACCIDENT DATE	ACCIDENT DATE
SELECT	YYYYMMDD	YYYYMMDD
—	58	20040611
—	59	20040106
<b>X</b>	<b>61</b>	<b>20000117</b>
—	62	20020126
—	63	20040131
—	65	20050224
—	73	20010101
—	74	20010113
—	75	20050521
—	76	20040109
HIT PF KEY OR TYPE OPTION AND PRESS ENTER		
( )		
PF1/01 - HELP	PF3/03 - VIEW DETAILS	PF7/07 - PAGE BACK
PF8/08 - PAGE FORWARD		PF12/12 - RETURN

ISO's Property Claims Service (PCS) may assign duplicate codes with different accident dates (such as catastrophe code 61). Place an "X" next to the catastrophe code and select PF3 to view the accident dates. Upon selecting this option, the CC310SA – Catastrophe Code Detail Screen (exhibit XVIII-D-3) appears.

Exhibit XVIII-D-3

CC310SA	COMMONWEALTH AUTOMOBILE REINSURERS	DATE	11/01/2006
CC310PR	CATASTROPHE CODE	TIME	11:29:37
	DETAIL SCREEN		
CATASTROPHE	ACCIDENT DATES	ACCIDENT DATES	
CODE	YYYYMMDD	YYYYMMDD	
61	20000117	20000628	
	20000118	20000629	
	20000119	20000630	
	20000120		
	20000624		
	20000625		
	20000626		
	20000627		
HIT PF KEY OR TYPE OPTION AND PRESS ENTER			
( )			
PF1/01 - HELP		PF12/12 - RETURN	

To return back to the Main Menu, hit PF12 or tab to the option field, type "12", and hit ENTER.

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

**E. ZIP CODE/TOWN CODE LOOKUPS**

The Zip Code/Town Code Lookup function is a browse application that contains the valid zip codes for the associated state code entered.

This function also provides the town names for all corresponding zip codes. That is, the user can search by a specific zip code and retrieve all towns containing that zip code or the user can enter a town name and retrieve the valid zip code.

To access the Zip Code/Town Code Databases from the SC650MN – Statistical Error Corrections/Statistical Lookup Menu (exhibit XVIII-E-1),

- 1) **Select PF4, or tab to the option field, type "04", and hit ENTER.**

Exhibit XVIII-E-1

```
SC650MN          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
SC650SA          STATISTICAL ERROR CORRECTIONS              15:34:37
                  STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
:
:

PF1/01 - HELP                                PF12/12 - EXIT
```

Commonwealth Automobile Reinsurers

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

E. ZIP CODE/TOWN CODE LOOKUPS (CONTINUED)

The ZP400SA – Zip Code Inquiry screen appears (exhibit XVIII-E-2).

Exhibit XVIII-E-2

```
ZP400PR          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
ZP400SA          ZIP CODE INQUIRY                          03:54:52

          ENTER      STATE CODE:
          -----

          ZIP CODE:

          OR
          --

          TOWN NAME:      _____

          ENTER THE STATE CODE AND A ZIP CODE OR A TOWN NAME AND DEPRESS PF4/04

          (  _  )

PF1/01 - HELP          PF2/02 - STATE CODE LIST
PF4/04 - PROCESS      PF12/12 - EXIT TO MENU
```

By selecting PF2 or typing 02 within the ZP400SA – Zip Code Inquiry Screen (exhibit XVIII-E-3), all of the states and their associated codes appear.

Exhibit XVIII-E-3

```
ZP400PR          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
ZP400SB          STATE CODES                          03:54:00

01 AL ALABAMA      16 IA IOWA          31 NJ NEW JERSEY   46 VT VERMONT
02 AK ALASKA       17 KS KANSAS        32 NM NEW MEXICO   47 VA VIRGINIA
03 AZ ARIZONA      18 KY KENTUCKY      33 NY NEW YORK     48 WA WASHINGTON
04 AR ARKANSAS     19 LA LOUISIANA     34 NC NO CAROLINA  49 WV WEST VIRGINIA
05 CA CALIFORNIA   20 ME MAINE         35 ND NORTH DAKOTA 50 WI WISCONSIN
06 CO COLORADO     21 MD MARYLAND      36 OH OHIO         51 WY WYOMING
07 CT CONNECTICUT  22 MA MASSACHUSET  37 OK OKLAHOMA     52 CN CANADA
08 DE DELAWARE     23 MI MICHIGAN      38 OR OREGON       53 IT INTERNATIONAL
09 DC DIS OF COL   24 MN MINNESOTA     39 PA PENNSYLVANIA 54 PR PUERTO RICO
10 FL FLORIDA      25 MS MISSISSIPPI  40 RI RHODE ISLAND 55 VI VIRGIN ISLANDS
11 GA GEORGIA      26 MO MISSOURI      41 SC SO CAROLINA  56 MP NORTH MARIANA
12 HI HAWAII       27 MT MONTANA       42 SD SOUTH DAKOTA 57 GU GUAM
13 ID IDAHO        28 NE NEBRASKA     43 TN TENNESSEE    58 AS AMERICAN SAMOA
14 IL ILLINOIS     29 NV NEVADA       44 TX TEXAS        59 PW PALAU
15 IN INDIANA      30 NH NEW HAMPSHI  45 UT UTAH

APO/FPO DESIGNATIONS:
60 AA FOR THE AMERICAS OTHER THAN CANADA
61 AE FOR EUROPE, MIDDLE EAST, AFRICA AND CANADA
62 AP FOR THE PACIFIC

          (  _  )          PF12/12 - EXIT STATE CODES
```

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

E. ZIP CODE/TOWN CODE LOOKUPS (CONTINUED)

Upon entering either a zip code or town name,

- 1) **Select PF4 or type "04" and press Enter.**

Depending on the criteria entered, one of the following ZP400SC – Zip Code/Town Code Listing screens will appear (exhibit XVIII-E-4 or exhibit XVIII-E-5)

Exhibit XVIII-E-4

```
ZP400PR          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
ZP400SC          ZIP CODE / TOWN LISTING                    03:56:12

STATE CODE: 22   ZIP CODE: 02143
                  BOSTON
                  SOMERVILLE
                  NORTH SOMMerville
                  EAST SOMERVILLE

                THIS IS THE ONLY PAGE - NO MORE RECORDS TO DISPLAY

PF1/01-HELP          (    )          PF07/07-PAGE BACK
PF8/08-PAGE FORWARD          PF12/12-RETURN TO INQUIRY
```

Exhibit XVIII-E-5

```
ZP400PR          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
ZP400SC          ZIP CODE / TOWN LISTING                    03:57:48

STATE CODE: 22   TOWN NAME: SOMERVILLE
                  02143
                  02144
                  02145

                THIS IS THE ONLY PAGE - NO MORE RECORDS TO DISPLAY

PF1/01-HELP          (    )          PF07/07-PAGE BACK
PF8/08-PAGE FORWARD          PF12/12-RETURN TO INQUIRY
```

To return back to the Main Menu, hit PF12 or tab to the option field, type "12", and hit ENTER.

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

**F. POLK VIN EDIT**

The Polk VIN Edit function allows the user to edit a vehicle identification number.

To access the Polk VIN Database from the SC650MN – Statistical Error Corrections/Statistical Lookup Menu (exhibit XVIII-F-1),

- 1) **Select PF5, or tab to the option field, type "05", and hit ENTER.**

Exhibit XVIII-F-1

```
SC650MN          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
SC650SA          STATISTICAL ERROR CORRECTIONS              15:58:52
                  STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
          :           :

PF1/01 - HELP                                PF12/12 - EXIT
```

Commonwealth Automobile Reinsurers

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

F. POLK VIN EDIT (CONTINUED)

Upon selecting PF5, the VN400PR – Polk Package VIN Edit Results screen appears (exhibit XVIII-F-2).

Exhibit XVIII-F-2

```

VN400PR          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
VN400SA          POLK PACKAGE VIN EDIT RESULTS                02:58:31

ENTER VIN NUMBER 2G4WC582071171743  YEAR  PSSV  HIGH      SYMBOL
/AGE  RES  THEFT  YR  +1  +2
RETURNED VIN(09-25) _____  -  -  -  -  -  -
ERROR STATUS(29-45) _____  ERROR STAT(26-28) ___ VIS CODE(457) _
VIN PATTERN (47-63) _____  INSURANCE ID (109-114) _____
ENCODED DATA(65-84) _____  TYPE(01) _ MAKE CODE(02-06) _____
MAKE(458-477) _____  MODEL(478-502) _____

( )

PF1/01 - HELP PANEL  PF2/02 - RETURN ORIGINAL VIN  PF3/03 - EDIT VIN NUMBER
PF9/09 - ENCODED DATA  PF12/12 - RETURN TO MENU

```

To edit a VIN, type in the VIN next to "ENTER VIN NUMBER", select PF3 or type 03 in the option field, and hit Enter. The results appear in the "ERROR STATUS" field. If the VIN is valid, all positions within the Error Status field (positions 29 - 45) will be "0". Also, the Error Stat field (positions 26 - 28) must be "0" (exhibit XVIII-F-3). Any positions containing a "1" indicate an invalid VIN.

Exhibit XVIII-F-3

```

VN400PR          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
VN400SA          POLK PACKAGE VIN EDIT RESULTS                02:57:22

ENTER VIN NUMBER 2G4WC582071171743  YEAR  PSSV  HIGH      SYMBOL
/AGE  RES  THEFT  YR  +1  +2
RETURNED VIN(09-25) 2G4WC582071171743  07  S  N  08
ERROR STATUS(29-45) 00000000100000000  ERROR STAT(26-28) 000 VIS CODE(457) 1
VIN PATTERN (47-63) OMVCSBREKYPNNNNNN  INSURANCE ID (109-114)
ENCODED DATA(65-84) LCX4D2326 FG  TYPE(01) P MAKE CODE(02-06) BUICK
MAKE(458-477) BUICK  MODEL(478-502) LACROSSE CX

( )
2G4WC582071171743 HAS BEEN EDITED, HIT PF3 TO EDIT AGAIN
PF1/01 - HELP PANEL  PF2/02 - RETURN ORIGINAL VIN  PF3/03 - EDIT VIN NUMBER
PF9/09 - ENCODED DATA  PF12/12 - RETURN TO MENU

```

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

**F. POLK VIN EDIT (CONTINUED)**

To view the encoded detail of the vehicle, select PF9 or type 09 in the option field and hit Enter. The VN475PR - Polk Encoded Passenger Data Explanation Screen appears (exhibit XVIII-F-4).

The detail information pertains to the vehicle of the entered VIN.

Exhibit XVIII-F-4

```
VN475PR          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
VN475SA          POLK ENCODED PASSENGER DATA EXPLANATION          15:00:56

ENTERED VIN NUMBER  2G4WC582071171743 ABS(28) 2 = 4 WHEEL STANDARD

SECURITY(31) B = IMMOBILIZER, KEYLESS & ALARM  DRL(32) S = STANDARD

ENCODED DATA(65-84) LCX4D2326 FG

POLK SERIES CODE(65-67) LCX

POLK BODY STYLE CODE(68-69) 4D = SEDAN 4 DOOR

CUBIC INCH DISPLACEMENT(70-72) 232  CYLINDERS(73-74) 6

CARBURETION CODE(75) F          FUEL CODE(76) G = GAS
          BARRELS UNKNOWN
          FUEL INJECTION
UNUSED BY PASSENGER VEHICLES(77-84)
```

To return back to the Main Menu,

- 1) **Press any key to return to the POLK VIN Edit Screen**
- 2) **Select PF12 or tab to the option field and type "12"**
- 3) **Hit ENTER**

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

G. NON-POLK VIN LOOKUPS

The Non-Polk VIN Lookup function allows the user to browse vehicle identification numbers not currently maintained within the POLK database.

To access the Non-Polk VIN Database from the SC650MN – Statistical Error Corrections/Statistical Lookup Menu (exhibit XVIII-G-1)

- 1) **Select PF6, or tab to the option field, type "06", and hit ENTER.**

Exhibit XVIII-G-1

```
SC650MN          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
SC650SA          STATISTICAL ERROR CORRECTIONS              16:04:03
                  STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
                :           :

PF1/01 - HELP                                PF12/12 - EXIT
```



Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

**G. NON-POLK VIN LOOKUPS (CONTINUED)**

The VN140PR – Browse Non-Polk VIN Database screen appears (exhibit XVIII-G-2).

Exhibit XVIII-G-2

VN140PR	COMMONWEALTH AUTOMOBILE REINSURERS	11/01/2006
VN140SA	BROWSE NON-POLK VIN DATABASE	11:38:51

STARTING VIN NUMBER: \_\_\_\_\_

ENTER VIN NUMBER AND HIT ENTER TO BEGIN BROWSING  
LEAVE VIN NUMBER BLANK TO START BROWSING AT THE BEGINNING OF THE FILE

( \_ )

RETURN TO MENU ..... PF12 OR 12

You can view data by either typing in a specific Non-Polk VIN at the "Starting VIN Number" field or by leaving this field blank and hitting Enter.

By leaving this field blank and hitting Enter, you will be starting with the first record on the database.

Commonwealth Automobile Reinsurers

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

G. NON-POLK VIN LOOKUPS (CONTINUED)

The VN140PR - Browse Non-Polk VIN Database screen appears. The records list in ascending order (exhibit XVIII-G-3).

Exhibit XVIII-G-3

```
VN140PR          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
VN140SB          BROWSE NON-POLK VIN DATABASE                11:44:18
```

VIN NUMBER	MODEL	YEAR	MAKE	TYPE	HIGH THEFT	RESTR CODE	VALUE CODE	SYMBOL	REASON CODE
AAA185JH26570	1997			P					
AA165BHB12737	1981	OTHR	U		0	0			
AA165KHA21087	1980	INTL	U						
AA172JHB25181	1979								
AA172KHB14807	1980								
AA175KHA18089	1980	INTL	U						
AA185JHA16089	1979	INTL	T						
AA185KCA13970	1980								
AA185KHA10024	1987	FORD	U			0			
AA185KHA12207	1980	INTL	U						
AA195KHA10861	1980								

MORE INQUIRY INFORMATION - SCROLL FORWARD/BACKWARD

( \_ )

PF07/07 - PAGE BACK    PF08/08 - PAGE FORWARD    PF12/12 - RETURN TO MAIN MENU

To return back to the Main Menu,

- 1) **To return to the NON-POLK VIN Browse Screen**
- 2) **Select PF12 or tab to the option field and type "12"**
- 3) **Hit ENTER**

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

H. PRODUCER CODE LOOKUPS

The Producer Code Lookup function allows the user to view information for the specific producer code assigned to their company. It shows information such as valid line of business, contract date, valid effective years, and valid CAR ID Codes.

To access the Producer Code Database from the SC650MN – Statistical Error Corrections/Statistical Lookup Menu (exhibit XVIII-H-1),

- 1) **Select PF7, or tab to the option field, type "07", and hit ENTER.**

Exhibit XVIII-H-1

```
SC650MN          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
SC650SA          STATISTICAL ERROR CORRECTIONS              16:04:03
                  STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
                :           :

PF1/01 - HELP                                PF12/12 - EXIT
```

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

**H. PRODUCER CODE LOOKUPS (CONTINUED)**

Upon selecting PF7, the PM600MN - Producer Inquiry screen appears (exhibit XVIII-H-1).

To view a specific producer code, input the effective year, the producer code or agency name, and select PF2 or type "02", and press ENTER. All fields are required for entry.

If the producer code does not exist in CAR's database, the message "Producer Record Not Found" appears at the top of the screen. There is no true browse capability within this lookup function.

Exhibit XVII-H-1

```
PM600MN          COMMONWEALTH AUTOMOBILE REINSURERS          11/01/2006
PM600SA          PRODUCER INQUIRY SYSTEM                    12:45:16

                COMPANY CODE          999
                EFF YEAR (YYYY)       2005
OPTION 1:  PRODUCER CODE          XX1234
OR
OPTION 2:  AGENCY NAME _____

MEMBER COMPANIES, FILL IN THE KEY AND DEPRESS.... PF2 OR 02

RETURN TO MENU ..... PF12 OR 12

                :
                :
```

Commonwealth Automobile Reinsurers

Telecommunications Manual

CHAPTER XVIII – STATISTICAL ONLINE LOOKUP SYSTEM

H. PRODUCER CODE LOOKUPS (CONTINUED)

The PM610SA - Company Producer Inquiry screen appears (exhibit XVIII-H-2) with all of the information pertinent to the producer code entered.

Exhibit XVIII-H-2

```

PM610SA                COMMONWEALTH AUTOMOBILE REINSURERS                11/01/2006
                        COMPANY PRODUCER INQUIRY                        02:20:14

AGENCY NUMBER          01234
AGENCY NAME            ANY INSURANCE AGENCY

      CO      CAR      ASSIGN      CONTRACT      PROD      NEW BUS      RENEWAL
      CODE    LOB     ID        YY/MM/DD     YY/MM/DD   CODE        TERM        TERM        EFF
X  999     COM      1        05/01/19     05/02/05   XX1234      YY/MM/DD     YY/MM/DD     YEAR
_  999     COM      5        05/01/19     05/02/05   XX1234      YY/MM/DD     YY/MM/DD     YEAR
_
_
_
_
_
ENTER 'X' BESIDE SELECTION - THEN DEPRESS PFKEY OR ENTER PROCESSING OPTION
                        : _ :

PF3/03 - DETAIL INQUIRY      PF7/07 - PAGE BACKWARD      PF8/08 - PAGE FORWARD
                        PF12/12 - RETURN TO MENU

```

To view the detail of a specific CAR ID, place an "X" next to the line and hit PF3. The PM610SB - Company Producer Inquiry screen appears displaying the additional information (exhibit XVIII-H-3).

Exhibit XVIII-H-3

```

PM610SB                COMMONWEALTH AUTOMOBILE REINSURERS                11/01/2006
                        COMPANY PRODUCER INQUIRY                        03:21:56

AGENCY NUMBER          01234
AGENCY NAME            ANY INSURANCE AGENCY
COMPANY CODE           999
PRODUCER CODE          XX1234
ASSIGN DATE (YYYYMMDD) 20050119
CONTRACT DT (YYYYMMDD) 20050203
NEW BUS TERM(YYYYMMDD)
                        RENEWAL TERM (YYYYMMDD)
LINE OF BUSINESS       000      L.O.B      PPO      JFMAMJJASOND
LOB EFF MONTH          00      ELIG      COM      YYYYYYYYYYYY
                        PPO--COM      JFMAMJJASOND
BACKDATE OPTIONS      0 0      BACKDATE  PPO      000000000000
BACKDATE MONTH        00      OPTIONS   COM      000000000000
VOLUNTARY SWITCH       1
SYSTEM ADD DATE(YYYYMMDD) 20051027  TRANSACTION DATE(YYYYMMDD) 20050122

                        DEPRESS PFKEY OR ENTER PROCESSING OPTION
                        : _ :

PF3/03 - AGENCY DETAIL      PF12/12 - RETURN TO MENU

```

To return back to the Main Menu, hit PF12 or tab to the option field, type "12", and hit ENTER.