

LexisNexis CPLink Setup E-Signature Process

<http://link2.lexisnexus.com/>

1. Begin by opening your Web Browser (Internet Explorer, Netscape, etc) and typing in the web address listed above.
2. On the top left menu bar, select “**Become a Customer**”

Step 1 of 2

This website is provided for the exclusive use of Insurance Link customers.
Available hours: Sunday 8AM EST- Saturday 12:00 midnight EST.

Node ID

User ID [Change your Password](#)

Password [Forgot your Password?](#)

Step 2 of 2

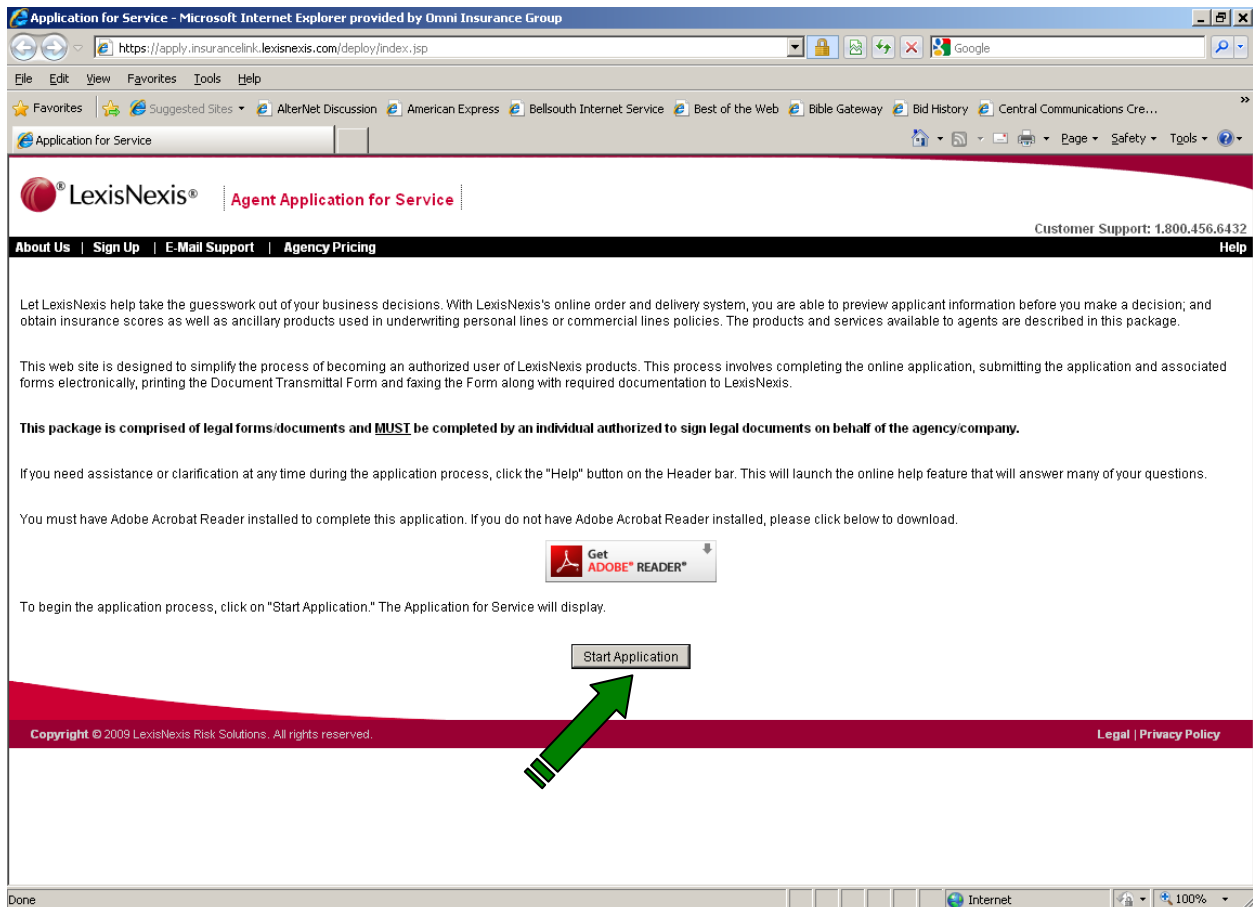
In order to login you MUST answer the following questions:

Yes	No	Question
<input checked="" type="radio"/>	<input type="radio"/>	1. Are any of the consumer reports to be ordered in this session to be used for claims purposes?
<input checked="" type="radio"/>	<input type="radio"/>	2. If you answered NO to #1, proceed to #3. If YES, for those requested NCF™, C.L.U.E.®, and other consumer reports that will be used for claims purposes, do you have the subject consumer's written authorization to obtain and request such reports?
<input checked="" type="radio"/>	<input type="radio"/>	3. The Federal Fair Credit Reporting Act, Driver's Privacy Protection Act, analogous state laws, and other state and federal laws govern the use of reports delivered via the Insurance Link system. It is your responsibility to ensure that your requests are lawful. When ordering reports for underwriting purposes, you must have a completed application and/or the verbal request of the subject consumer. When ordering consumer reports for insurance claims, you must have the signed written authorization of the subject consumer and comply with other requirements of state and federal laws. The Federal Fair Credit Reporting Act imposes criminal penalties - including a fine, up to two years in prison, or both - against anyone who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses, and other penalties for anyone who obtains such consumer information without a permissible purpose.

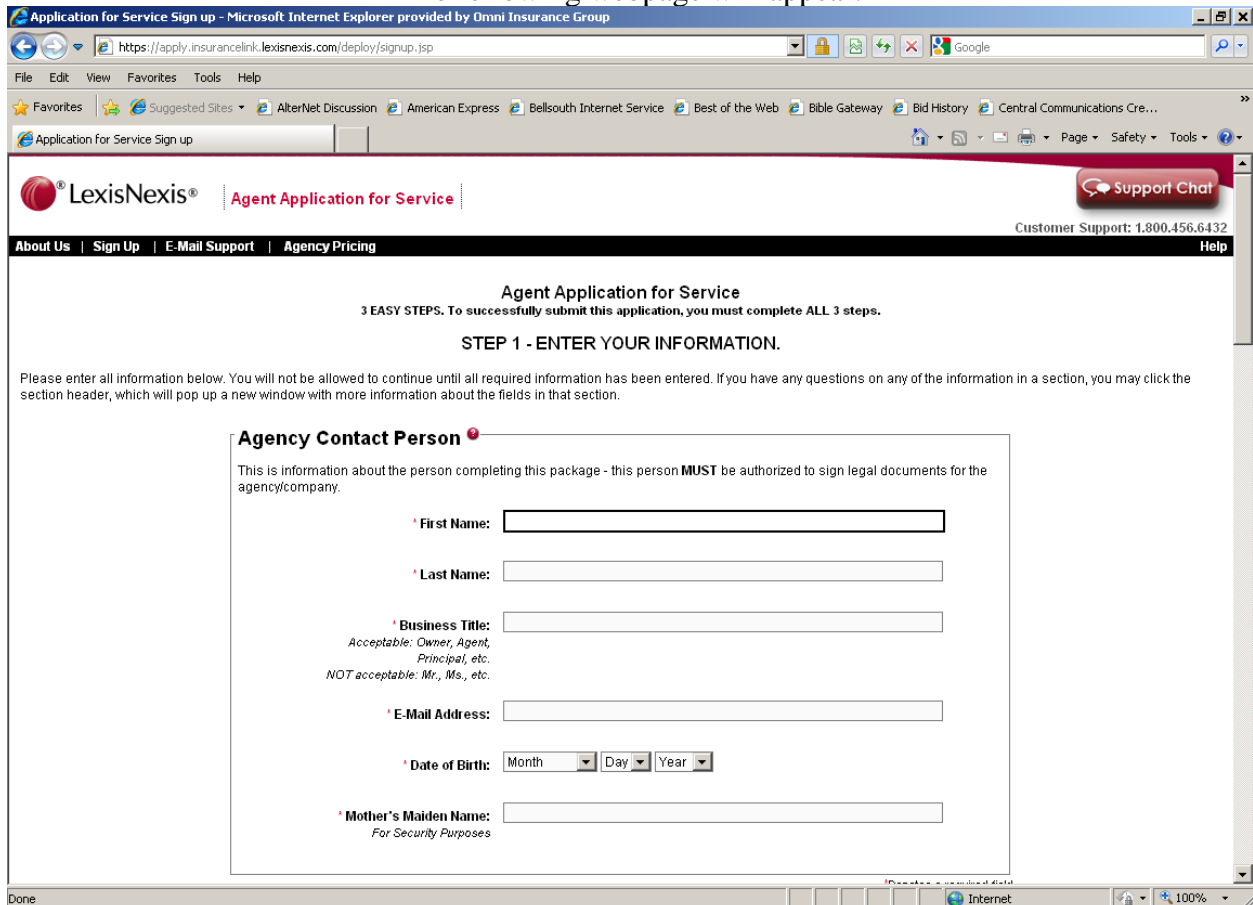
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[Click Here LIVE Chat >](#)

3. A new window will appear. At the bottom center of the page, you will see an icon to select which says: “**Start Application**”. Click the icon.



The following webpage will appear:



4. Enter in your relevant information in all fields:
 - a. Business Title Examples: Owner, agent, principal, etc...

- b. Business Phone/Fax: Should be dedicated numbers for your agency. If the phone number is a cell phone and/or the fax machine is not dedicated, you will be prompted to provide additional supporting information (see above).
- c. SSN/Tax ID: One or the other is required.

NOTE: Cell Phone usage **REQUIRES** the submission of your cell phone bill as one of the forms of supporting documentation.

Scroll down to the following and enter the **“Witness Information”**.

Witness Information

Both the Maryland State Form, a document in this package for ordering MVRs, and the User ID Request Form (located at the end of this package) require a witness signature. In order for the signature of the witness to be electronically signed and the forms completed, you must type the first and last name, telephone number, fax number, title and e-mail address of the witness in the appropriate fields. **The witness must be someone other than yourself. Your witness should be present when you enter his name so the witness will be able to attest to the fact that you electronically signed these forms.**

* **Witness First Name:**

* **Witness Last Name:**

* **Witness Business Title:**
Acceptable: Owner, Agent, Principal, etc.
NOT acceptable: Mr., Ms., etc.

* **Witness E-Mail Address:**

* **Witness Phone:**
(xxx) xxx-xxxx

* **Witness Fax:**
(xxx) xxx-xxxx

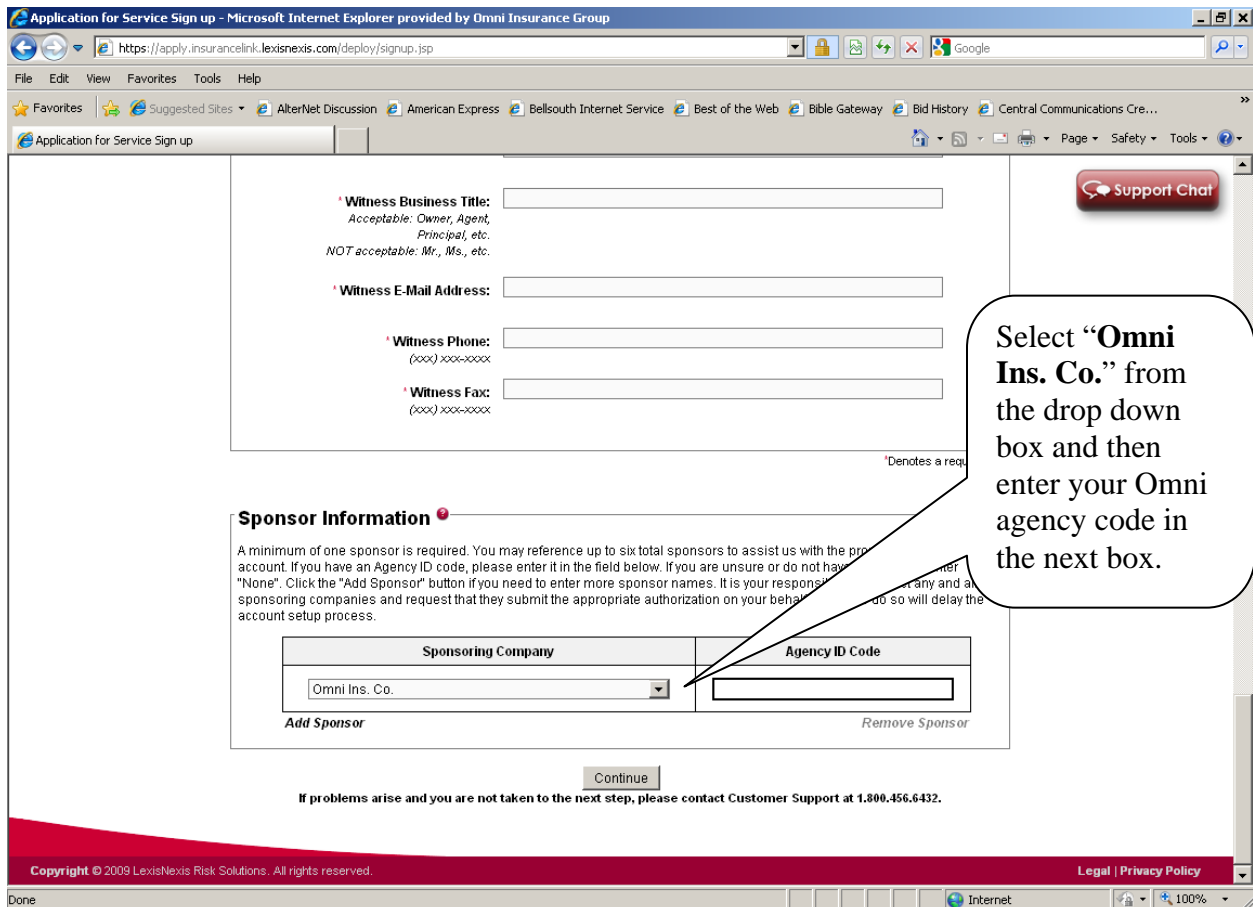
*Denotes a required field

Sponsor Information

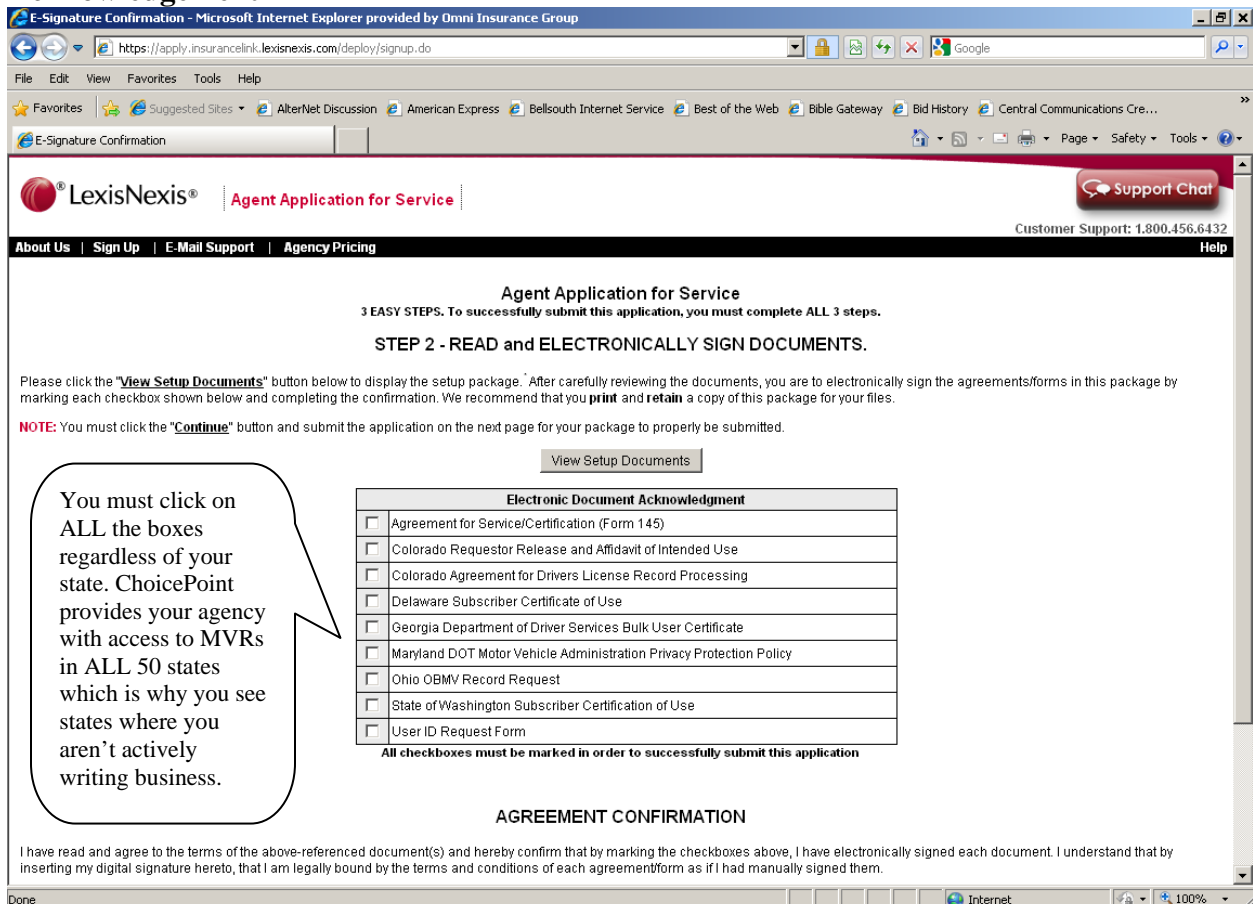
A minimum of one sponsor is required. You may reference up to six total sponsors to assist us with the proper setup of your account. If you have an Agency ID code, please enter it in the field below. If you are unsure or do not have one, please enter "None". Click the "Add Sponsor" button if you need to enter more sponsor names. It is your responsibility to contact any and all sponsoring companies and request that they submit the appropriate authorization on your behalf. Failure to do so will delay the account setup process.

Sponsoring Company	Agency ID Code
<input type="text"/>	<input type="text"/>

Then complete the **“Sponsor Information”** found at the bottom of the page.



Then click “Continue” for the next page below to load.
 Click “View Setup Documents”, then check all the boxes under the “Electronic Document Acknowledgement”



Finally, check the box for the “**Agreement Confirmation**” and then click “**Continue**” to submit the application. If you get stuck at any time, please click the “**Support Chat**” box to talk to a representative.

STEP 2 - READ and ELECTRONICALLY SIGN DOCUMENTS.

Please click the "**View Setup Documents**" button below to display the setup package. After carefully reviewing the documents, you are to electronically sign the agreements/forms by marking each checkbox shown below and completing the confirmation. We recommend that you **print** and **retain** a copy of this package for your files.

NOTE: You must click the "**Continue**" button and submit the application on the next page for your package to properly be submitted.

[View Setup Documents](#)

Electronic Document Acknowledgment	
<input type="checkbox"/>	Agreement for Service/Certification (Form 145)
<input type="checkbox"/>	Colorado Requestor Release and Affidavit of Intended Use
<input type="checkbox"/>	Colorado Agreement for Drivers License Record Processing
<input type="checkbox"/>	Delaware Subscriber Certificate of Use
<input type="checkbox"/>	Georgia Department of Driver Services Bulk User Certificate
<input type="checkbox"/>	Maryland DOT Motor Vehicle Administration Privacy Protection Policy
<input type="checkbox"/>	Ohio OBMV Record Request
<input type="checkbox"/>	State of Washington Subscriber Certification of Use
<input type="checkbox"/>	User ID Request Form

All checkboxes must be marked in order to successfully submit this application

AGREEMENT CONFIRMATION

I have read and agree to the terms of the above-referenced document(s) and hereby confirm that by marking the checkboxes above, I have electronically signed each document. I understand that by inserting my digital signature hereto, that I am legally bound by the terms and conditions of each agreement/form as if I had manually signed them.

By clicking this check box: (a) I agree to the terms set out in the above [Agreement Confirmation](#); (b) I confirm that all information submitted by me for the purpose of completing this setup package is accurate and truthful; and (c) I hereby authorize LexisNexis to set up my account.

[Continue](#)

*Instructions for obtaining a "[California Access Code](#)" for ordering California MVRs are set out on the last page of the package. Please follow those instructions carefully if you plan to order MVRs from the state of California.

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Once you have completed this process, you will need to gather the following:

- 1) Current License to Sell Insurance reflecting Property & Casualty (Either Agent or Agency License is acceptable)
- 2) Any Additional Documentation required (if applicable) as noted on the Document Transmittal Form
- 3) User ID Request Form(s)

Fax the forms above, using the Document Transmittal Form as your Cover Sheet, to the Following Number: (866) 439-7028

Finally, if you have not already done so, please contact your Carrier(s) and have them send ChoicePoint authorization to setup your agency with their account(s) through ChoicePoint.