MIIDB Trading Partner Website Instructions

Effective March 6, 2007, the Trading Partner portion of the MIIDB Drive Insured website became operational. This area is only accessible by authorized Trading Partner personnel who have signed the Colorado Interactive Registration Agreement and have received their personal User Id and Password from Colorado Interactive.

The Trading Partner website can be reached at www.colorado.gov/driveinsured and then by selecting the Account Management menu item. Once Account Management is selected, the user will receive a prompt to enter their User Id and Password.

Upon successful login, the user will see their user id, company name and trading partner number (NAIC or FEIN). The user will have access to five menu options, File Activity being the default option automatically displayed. An explanation of each menu option follows:

1. **File Activity** – this option displays Trading Partner file activity for the past 90 days. The possible action descriptions are:
   - Incoming Policy File Processed – the control number shown on these entries is what was supplied by the Trading Partner in the policy file.
   - Incoming Policy File Rejected – this indicates that none of the policy transactions were added to the MIIDB database due to a file level error. If Colorado.gov can fix the problem (ex: correct Setup data) the file will be reprocessed. Otherwise, the Trading Partner will be contacted with an explanation of the problem.
   - Outgoing Receipt ACK File Created – the control number shown on these entries is the control number from the corresponding policy file, not the actual control number assigned in the Acknowledgment file. This is to facilitate traceability.
   - Outgoing Policy Error File Created – the control number shown on these entries is the control number from the corresponding policy file, not the actual control number assigned in the Error file. This is to facilitate traceability.
   - No Activity Reported – this indicates when the Report No Policy Activity option was used.

2. **Report No Policy Activity** – this option allows the Trading Partner to signify to MIIDB that their insurance carrier(s), who are in late reporting status, in fact have no policy updates to report. Any insurance carriers associated with the Trading Partner that are not late in reporting will show as "Not Late". By signifying that a late insurance carrier had no activity, MIIDB will set the last date of activity for the insurance carrier to the Current Date.

3. **Update Profile** – this option allows the Trading Partner the ability to update their Setup Profile information.

4. **Manage Carriers** – this option allows the Trading Partner the ability to add, update or remove insurance carriers that they service. Insurance carrier NAIC numbers must be included here before they can appear in a policy file sent to MIIDB.

5. **Manage Source IPs** – this option allows the Trading Partner the ability to add/remove IP addresses from where they send their FTP files. Changes made by the Trading Partner are relayed to a Colorado.gov resource for updating. Information Exchange Trading Partner's will have no reason to use this menu option.