



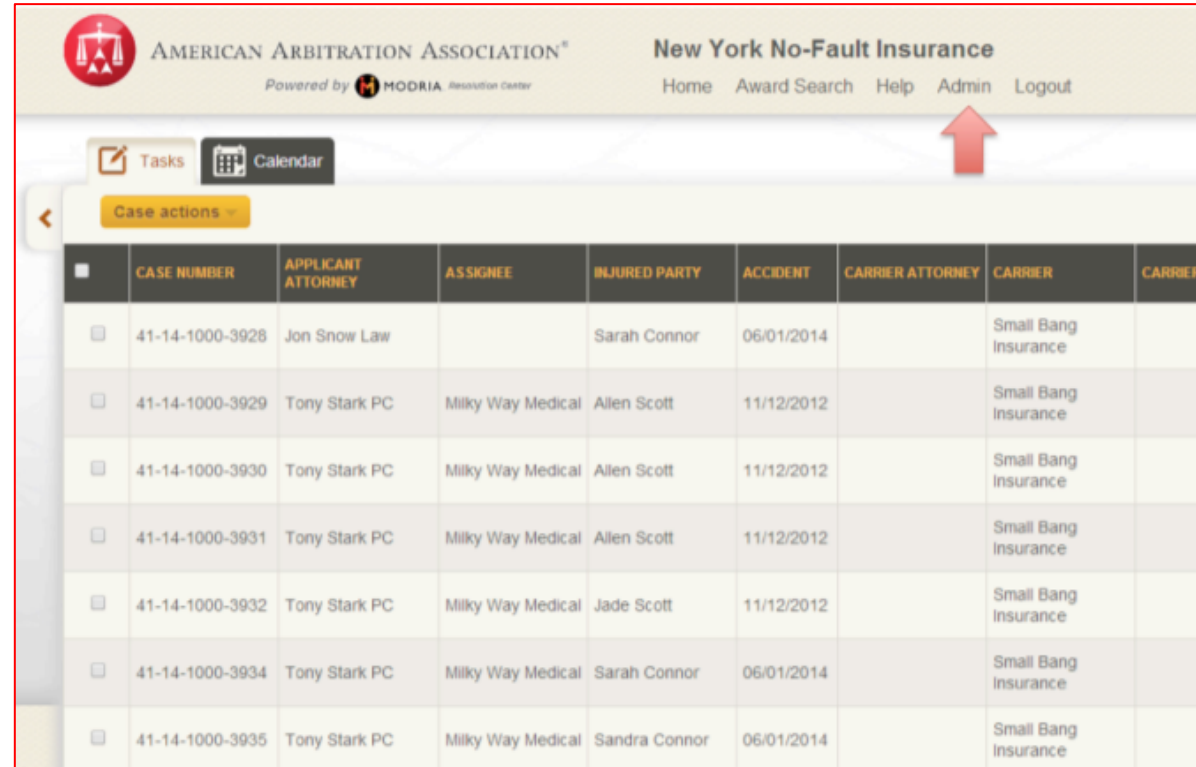
AMERICAN ARBITRATION ASSOCIATION®

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.

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New York No-Fault Insurance
Home Award Search Help Admin Logout

Your profile information Your company information Payment information

User Information

Has a company associated with it? ☐ No ☒ Yes

☐ Ms ☒ Mr

First Name Last Name
Admin Person

Email Address Phone Number
admin@smalibang.com 222-222-2222

Fax :


Save

ADDRESSES

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

ADD AND REMOVE AUTHORIZED AGENTS

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

 AMERICAN ARBITRATION ASSOCIATION®
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New York No-Fault Insurance
[Home](#) [Award Search](#) [Help](#) [Admin](#) [Logout](#)

Your profile informationYour company informationPayment information

Company Information

Full Legal Name

Small Bang Insurance

Email Address

admin@smalibang.com

Phone Number

111-111-1111

Fax

Save

AUTHORIZED USERS

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



ADD AND REMOVE AUTHORIZED AGENTS

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

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
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[+ Add a new agent](#)

Notification Preferences

Receive notifications by:

Email

Distribution List:

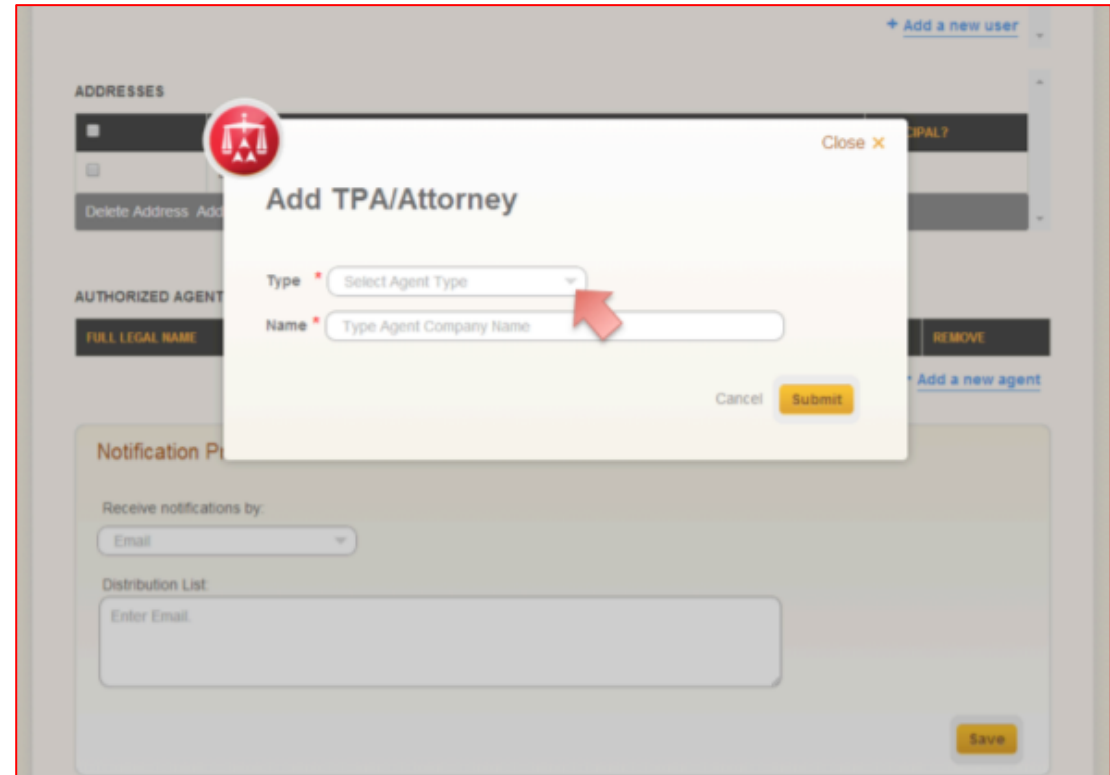
Enter Email.

Save

ADD AND REMOVE AUTHORIZED AGENTS

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

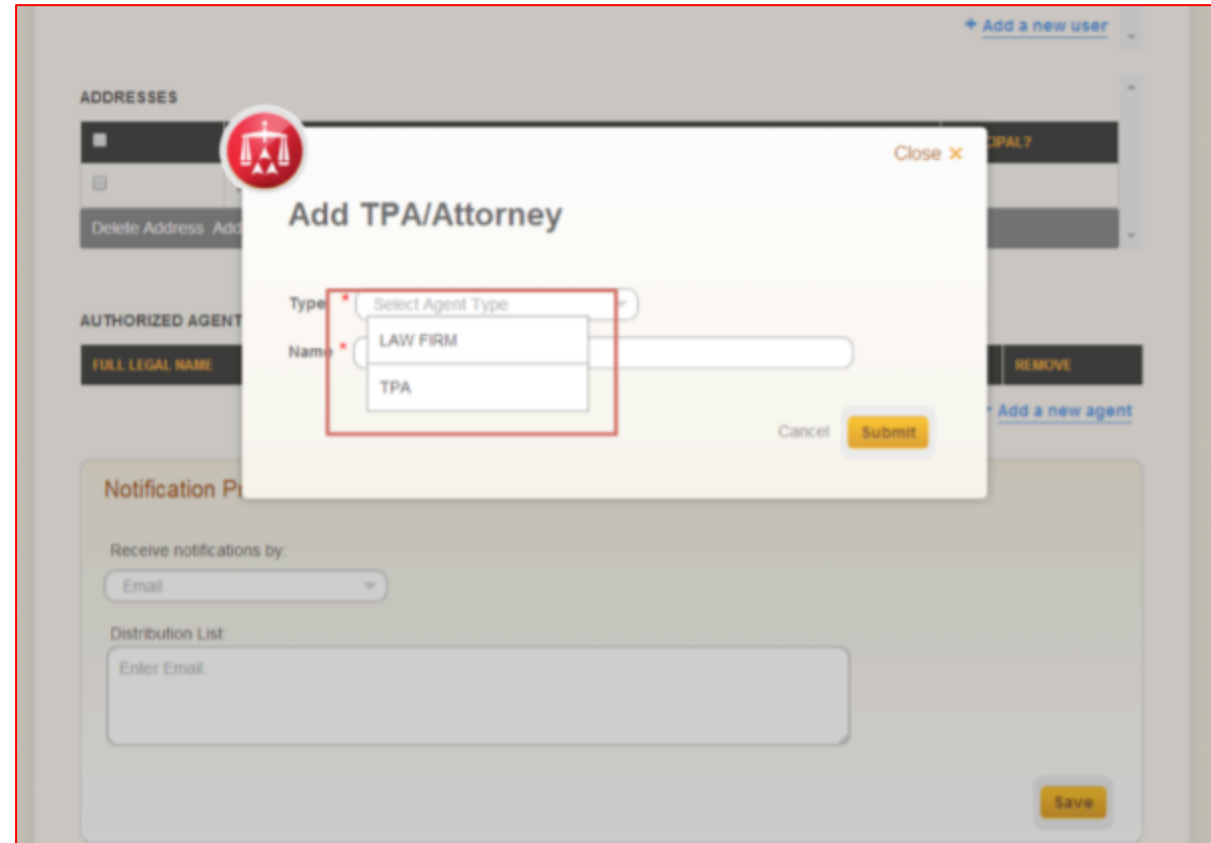
Click on the AGENT TYPE dropdown box to reveal the options.



The screenshot shows a web interface with a pop-up modal titled "Add TPA/Attorney". The modal has a red circular icon with a white scales of justice symbol in the top left corner and a "Close x" button in the top right. It 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. At the bottom right of the modal are "Cancel" and "Submit" buttons. The background interface includes sections for "ADDRESSES", "AUTHORIZED AGENT", and "Notification P".

ADD AND REMOVE AUTHORIZED AGENTS

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

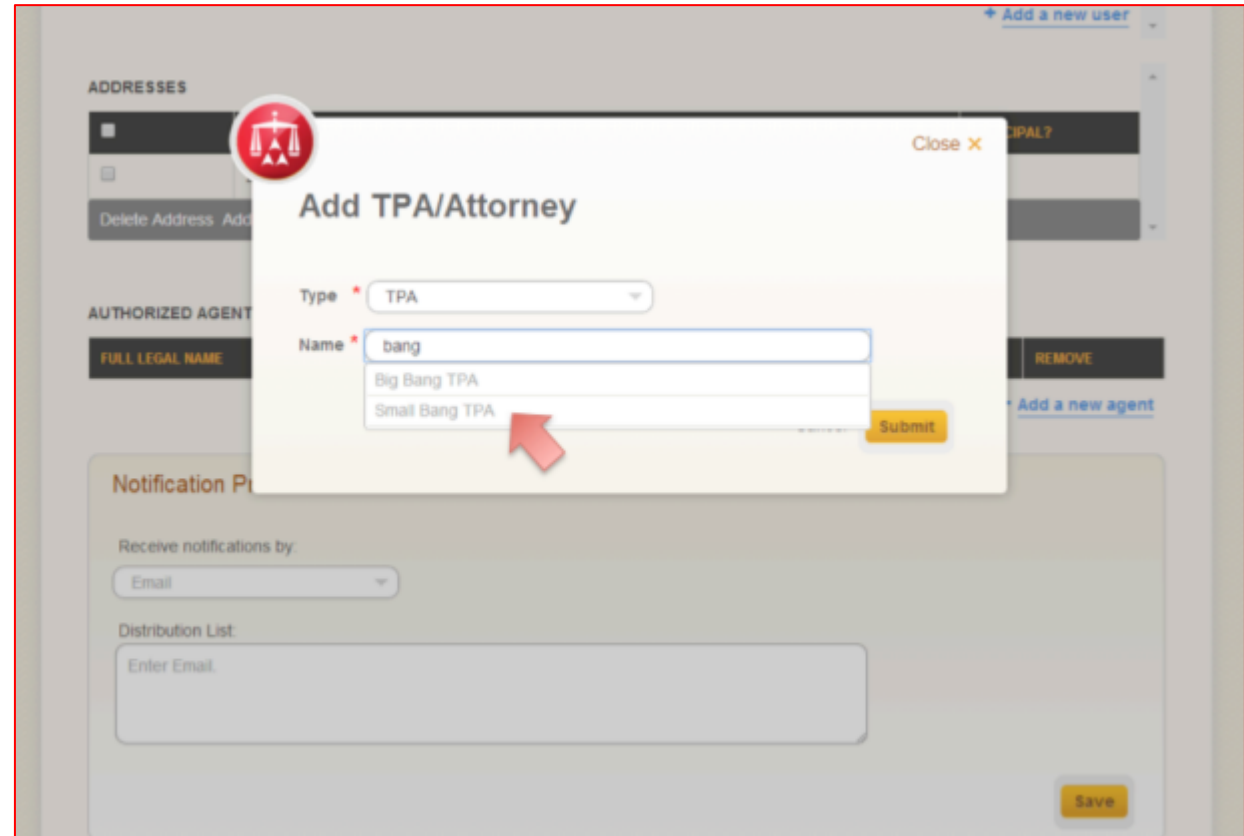


The screenshot shows a web application interface with a modal window titled "Add TPA/Attorney". The modal has a red circular icon with a scales of justice symbol in the top left corner and a "Close X" button in the top right. The form contains two required fields: "Type" and "Name". The "Type" dropdown menu is open, showing two options: "LAW FIRM" and "TPA". The "Name" field is a text input box. At the bottom right of the modal are "Cancel" and "Submit" buttons. The background of the web application is slightly blurred, showing sections for "ADDRESSES", "AUTHORIZED AGENT", and "Notification P".

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.

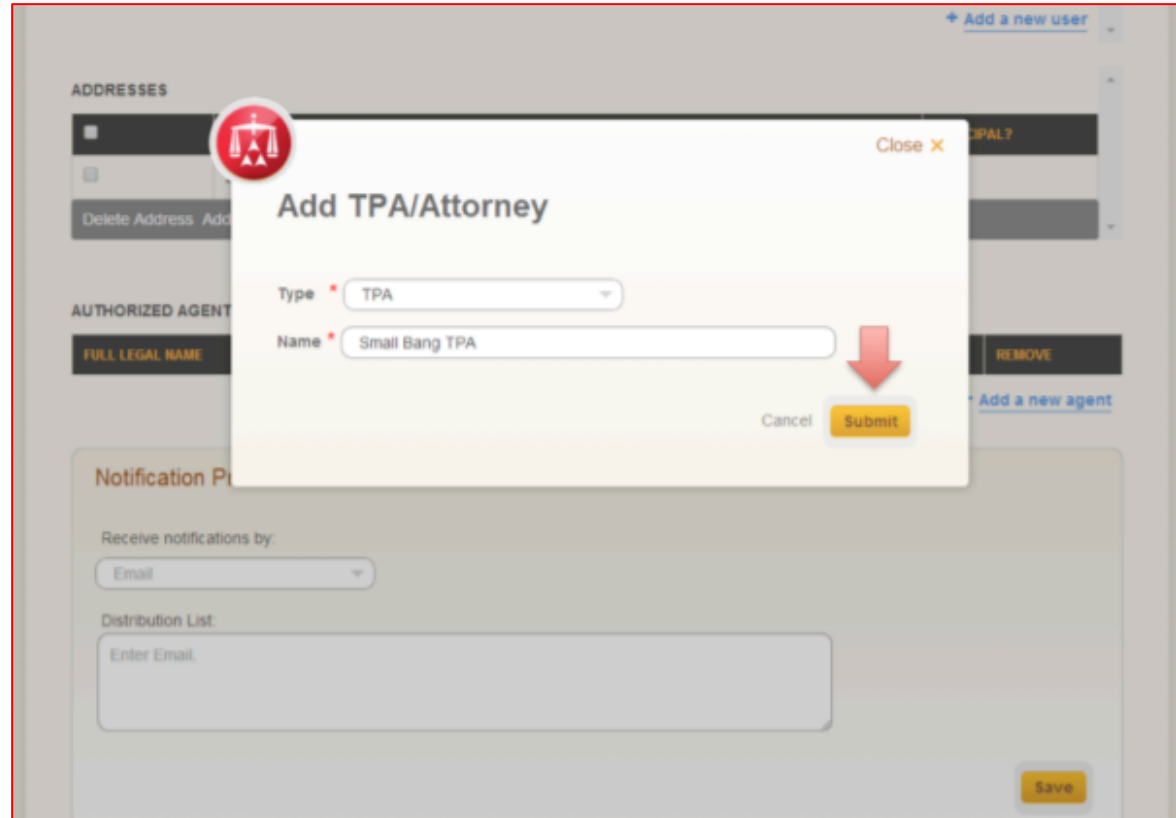
As previously mentioned, the agent must already have an ADR Center account in order to be added. If that agent does not have an existing account, they cannot be added as an authorized agent to the carrier/insurer account.



The screenshot shows a web application 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. Inside the modal, there are two required fields: "Type" and "Name". The "Type" dropdown menu is set to "TPA". The "Name" text box contains the text "bang", and a dropdown list of suggestions is visible below it, showing "Big Bang TPA" and "Small Bang TPA". A red arrow points to the "Small Bang TPA" option. To the right of the suggestions is a yellow "Submit" button. In the background, the main interface is partially visible, showing sections for "ADDRESSES", "AUTHORIZED AGENT", and "Notification P...". The "AUTHORIZED AGENT" section has a "FULL LEGAL NAME" label and a "REMOVE" button. The "Notification P..." section has a "Receive notifications by:" dropdown set to "Email" and a "Distribution List:" section with an "Enter Email:" input field and a "Save" button.

ADD AND REMOVE AUTHORIZED AGENTS

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



The screenshot shows a web interface with a modal window titled "Add TPA/Attorney". The modal has a red circular icon with a scales of justice symbol in the top left corner and a "Close x" button in the top right. Inside the modal, there are two input fields: "Type" with a dropdown menu showing "TPA" and "Name" with a text input field containing "Small Bang TPA". Below the "Name" field, there is a red arrow pointing down to a yellow "Submit" button. To the left of the "Submit" button is a "Cancel" button. The background of the page is slightly blurred, showing sections for "ADDRESSES", "AUTHORIZED AGENT", and "Notification P".

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.

ADDRESSES

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

Delete Address Add New Address

AUTHORIZED AGENTS

FULL LEGAL NAME	EMAIL	AGENT TYPE	REMOVE
Smail Bang TPA	smailbang@tpa.com	TPA	Remove
Smail Bang Attorney	smailbang@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.

[object HTMLInputElement]

✓ Agent association with the company removed successfully

+ Add a new user

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@atfy.com	LAW FIRM	Remove

+ Add a new agent



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