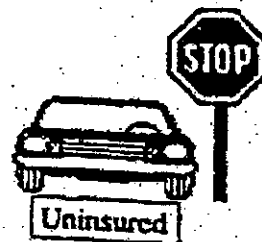
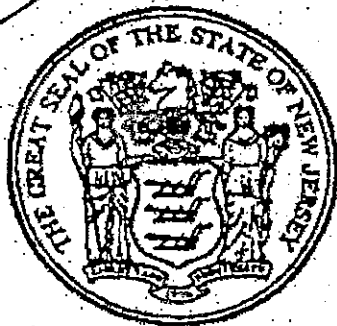


**State of New Jersey  
Uninsured Motorists Identification System**

**Insurance Company  
Participation  
Guide**



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## INTRODUCTION

Welcome to the State of New Jersey's Uninsured Motorist Identification Program. This program was instituted by the State of New Jersey in September 1991 to reduce the number of uninsured vehicles on New Jersey's roads. This UMIS User Manual is a guide to participating insurance companies and their servicing agents. It contains the procedural details and computer data specifications you will need for proper reporting.

If you are a new company joining the UMIS program there are certain steps to follow in order to be established within the UMIS processing cycle. Please see appendix *F* for the form to fill out and return concerning your company's contact information. We will need multiple contact names/addresses and any servicing agents before computer processing commences. You will need time to program and test to our specifications before your first submission.

### Insurance Company Involvement

The success of the Uninsured Motorist Identification System is entirely dependent on the participation by all insurance companies that issue private passenger automobile policies. The program is designed to persuade the uninsured population to obtain insurance or stay off the road. If the program is successful, benefits should be seen by insurance companies as well as insured motorists. We are dedicated to making the program successful and would like to thank all the companies participating in the Uninsured Motorist Program.

The New Jersey Department of Insurance is the enforcement agent for UMIS and receives statistics on all submissions. A company which fails to submit their data in a timely manner or whose data is rejected will be subject to penalties as defined in the regulation associated to the Uninsured Motorist Identification System. Since the success of this program hinges on timely and accurate data; no late or inaccurate reporting will be excused.

### About this Guide

This guide is designed to explain all the steps involved in monthly data submissions. We hope that with a full understanding of the program, companies will be better able to understand the importance of their role and the problems that non-compliance would cause for both the motorists and their insurers.

We begin with a short program overview to explain how the uninsured motorists will be identified. Unique features of the monthly cycle will be explained in the next section by chronological order of events. At the end of the guide are several appendices that provide technical details and actual copies of the output reports. We hope that this guide will be helpful and remind you that the **UMIS HOTLINE is available for any questions at (609) 777-3894.**

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## Program Overview

There are two different cycles that are used to identify uninsured motorists, a monthly cycle. The monthly cycle identifies those motorists who allow their insurance coverage to lapse due to non-payment of premium. The data you send us is used only in matching during that processing cycle and is not retained on our data base. Therefore when the processing is complete, the non-critical errors returned to you should be corrected and applied to your data base.

### Monthly Cycle

The monthly cycle is accomplished by the monthly collection of non-payment of premium cancellations from all insurance companies. In addition, to avoid identifying motorists who have changed their coverage from one carrier to another, new policy data is also collected. Those motorists who have been canceled due to non-payment of premium and have not been issued a new policy, and who's vehicle is still registered will be notified. See Appendix *E* for a sample memo. Vehicles dropped from a policy at the insurer's request are not to be reported. Nor are miscellaneous type vehicles such as trailers, motorcycles, snowmobiles, farm equipment and motor homes. Antique cars can be reported in the monthly cycle.

Endorsements are new issues to include vehicles that are added to an existing policy or that replace vehicles on existing policies. (Note: the replaced vehicle is not reported.) The effective date for these endorsements is the date that coverage for that vehicle begins.

Policy reinstatements which in a prior month have been previously reported as a cancellation must then be reported as a new issue. The report time frames should allow sufficient time to assure that reinstatements without a lapse in coverage will not be reported. Cancellations should not be reported until a reinstatement is no longer an option. Any policies which are reinstated with a lapse in coverage must be reported as both a cancellation and a new issue, even if the cancellation and subsequent reinstatement occur in the same month.

## Common Processing

Upon receipt of a SFT from an insurance company, the Office of Telecommunications and Information Systems (OIT) data center logs the submission and screens the data. The standards set forth in the technical specifications must be strictly followed by each company as UMIS can only process data using the standardized labels and formats. Insurance company data will be immediately returned for correction for critical errors. It is very important that the contact information we maintain for your company be complete and up to date so that the errors are routed to the proper person for quick resolution and re-submission.

After passing the initial screening, all validated data is pooled for final processing in a match process. Summary reports are returned to each submitting insurance company, along with listings of non-critical errors. The latter should be corrected in your data base; they don't need to be resubmitted.

NOTE: In the past, owners registering their vehicles privately and insuring them under commercial policies would be identified as uninsured. These owners could either insure their vehicles privately or register them under a company name. UMIS accepts commercial lines non-fleet policies that are issued on private passenger automobiles.

## Common Critical Errors - Datasets Unreadable or Inappropriate *Media rejected*

When a dataset through SFT can not be read by the UMIS screening program, it will be returned to the company. Early submissions will enable companies additional time to correct these types of errors. The data must be corrected and returned by the error return due date specified on the Production Schedule, in appendix A.

The following are common errors that cause the screening process to reject a dataset. See the technical specifications for the standards that must be followed.

### 1. **Incorrect External Labels**

The external labels are used by UMIS/Hotline personnel to determine how to load and read the dataset. Any missing or incorrect information could lead to the rejection of the data.

### 2. **Incorrect Internal Label**

The standardized internal label makes it possible for the screening program to read the datasets from several different companies. The unique parameters for reading the cartridge are supplied on the external label. The parameters are passed to the screening program when the UMIS/Hotline personnel logs the receipt of the data with the information supplied on the external label. It is therefore necessary that all companies adhere to the standards and make sure that the external label's volume serial number and dataset name match the internal labels.

NOTE: Although undesirable, if a company is unable to supply a standard internal label it must be clearly labeled on the external label. ("NO INTERNAL LABEL")

### 3. Incorrect HEADER Record

The header record helps UMIS/Hotline personnel determine if the data about to be read is from the appropriate company and is for the current cycle. If fields in this record are formatted incorrectly, the data will be rejected.

A common mistake is the incorrect formatting of the Original Cycle Due Date. This field must be formatted as the date on the Production Schedule that the data was originally due. Normal submissions and subsequent corrected error re-submissions should have the same original cycle due date (not the corrected error return due date). This date is the 7th of the month for the Monthly Cycle.

### Critical Error Report - Invalid Data Transaction Format - *Error Report received*

The UMIS screening program verifies every record submitted, and determines if the record is a valid transaction by the system. All transactions that do not meet the minimum requirements for processing will be reported back to the responsible company for correcting.

Once all data has been submitted (i.e. by the evening of the due date), **Detailed Error Reports** are printed for all companies that submitted invalid transactions. These reports are mailed out to the appropriate companies. (See appendix D)

Upon receipt of the Critical Error Detail Report the companies must correct the incorrect transactions and resubmit **only** those transactions by the error return due date specified on the Production Schedule. The companies will have approximately one week to correct these errors. Those companies without critical format errors will not receive this report.

The formatting errors that the screening program identifies are as follows:

- . **Missing VIN**

- . **Missing Transaction Type in the Monthly Cycle**

'C' Cancellation and 'N' New Policy

- . **Missing or Invalid Date**

A valid Cancellation Date or Policy Effective Date is required

- . **Invalid Type/Date Combo for Monthly Submissions**

Transaction Type 'N' requires a Policy Effective Date but no Cancellation Date. (The latter must be zero filled.)

Transaction Type 'C' requires a Cancellation Date but no Effective Date. (The latter must be zero filled.)

Any of these errors would make the transaction invalid for the match process. This could mean that a VIN that in fact is insured is identified as uninsured. An incorrect VIN can appear to be correct to the vehicle owner if the VIN is transcribed from their registration card. A prefix to the VIN is printed on these cards which blends in with the VIN itself. For this reason, the VIN should be taken from the vehicle or title document. Other VIN problems may be caused by poor handwriting or using the letter "O" instead of the number "0." The letter "O" is never used in a VIN; it's always a zero.

**Persistent Errors**

If, after resubmitting data, there are still critical errors the data will be returned again for correction. Valid data must be obtained from all companies to ensure the success of this program. Companies who have their data returned a second time will have less than five days from the first error due date to resubmit the corrected data. Re-submissions must be received by the 18th of the month for the monthly cycle.

**Out of Range Data Submissions**

The monthly cycle will accept effective dates beyond the month specified for that cycle. However, if the effective date is many months in the past, the transaction will be discarded prior to matching. Otherwise, the transaction is held on a pending file for subsequent processing in a future cycle to permit some overlap for end of month transactions or premature-submissions. This recycling will occur until the transaction has "aged" and is ultimately purged from the UMIS system. While premature-submissions are not encouraged, UMIS will self correct for them but an out of range by effective dates report is reviewed by DOI for their follow up with the offending companies.

This recycled file may also be the source of duplicate errors appearing on the month end report. The duplicate VIN may have been reported twice in subsequent months.

## Monthly Data Submissions

Participating insurance companies are required to submit data monthly by the due dates specified on the Production Schedule in Appendix *A*. Besides all non-payment of premium cancellations, new policies issued (or a new vehicle endorsement on an existing policy) for the specified month must be reported. A different transaction record must be reported for each VIN that is either canceled or newly issued.

### **Making the Due Dates**

The schedule allows companies a minimum of at least one month for reporting activity occurring in a prior month, i.e. the effective dates of New Policies and Cancellations are over 1 month earlier than their cycle due date. This is intentional to help eliminate reinstatements and provide companies enough time to compile data from all their agents and still meet the due dates.

The 15 items of data must be submitted in the standard format as specified in the **Technical Specifications** provided as Appendix *B* of this guide. SFT is the only valid media for data submission. Only one is accepted per company per month. If a servicing agent is used for an assigned risk pool of drivers, then this data must be merged with the regular submission prior to being sent to UMIS. Special care is needed for the header/trailer records in the combined file so that the record counts are correct.

When a company has no data to report, the **No Activity to Report Form** must be submitted. You can use our form in Appendix *G* or substitute your own with the same information.

### **Monthly Match Processing**

The Monthly match process begins after all data has been received from the participating insurance companies. Cancellation for non-payment of premium transactions are matched with New Policy transactions. When a match is found between a cancellation and a subsequent new policy the vehicle is assumed to be insured. When a cancellation is not matched with a new policy the vehicle is assumed to be uninsured provided the VIN is valid.

### **First Match in the Monthly Processing Cycle**

The first match takes place on the VINs as they are provided by the insurance companies. Any cancellation VIN that matches that of a VIN on a subsequent new policy is removed from the pool of potentially uninsured. This will match VINs that are recorded correctly as well as VINs that are consistently recorded incorrectly.

### **VIN Edit**

Any transactions remaining unmatched are sent through a VIN edit routine. VINs older than 1981 will have any non alphanumeric characters removed in an attempt to correct the VIN. For those VINs 1981 and newer R.L.Polk's VINA package will be used to validate and correct the VINs. Any VIN found in error that can not be corrected by the VINA package will be reported back to the responsible insurance company for their follow up.



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**Second Match in the Monthly Processing Cycle**

A second match process is run to match those VINs that could be corrected to their mates. Leftover cancellations from this process remain in the pool of potentially uninsured and go through Driver License validation. Note that the VIN returned to you is the VIN you submitted. Our editing is done in a temporary field and we leave the original submitted VIN intact.

**Drivers License Number Validation**

To ensure that uninsured motorists are properly contacted, it is very important that every attempt be made to provide the appropriate New Jersey Drivers License Number. Any cancellation transaction that remains in the pool of potentially uninsured motorists after the matches will have its Drivers License Number validated. If the Drivers License Number is invalid or blank, the transaction will be reported to the responsible insurance company. If there are multiple drivers and the exact driver is unknown, we still prefer that you supply a drivers license number that is your best information at that time. Usually this is the vehicle's owner or the primary driver.

**Monthly Post Cycle Processing - Overview**

At the end of each Monthly cycle several reports are created. The Division of Motor Vehicles is delivered a pool of potentially uninsured motorists, the Department of Insurance obtains reports on company participation and two reports are produced to be distributed to the insurance companies.

**The Division of Motor Vehicles Action**

Upon receipt of the report, Motor Vehicle Services checks its records for license plate returns on the VINs that are potentially uninsured. If the vehicle is still registered the motorist is notified. The motorist is instructed to provide proof of insurance. Be aware that motorists may be contacting their insurance companies to obtain this proof. Again, accurate reporting practices to the UMIS system should minimize the incorrect identification of uninsured motorists.

**Department of Insurance**

Companies should make every attempt to comply with the Production Schedule due dates. The schedule allots enough time so that all companies should have no trouble meeting them. During and after the cycle the Department of Insurance will receive reports regarding insurance company reporting status. To avoid enforcement penalties make sure all data submission due dates are met.

**Insurance Company Reports**

Two reports are produced at the end of each cycle and distributed to each insurance company, the monthly Insurance Company Transaction Summary and the monthly Insurance Company Error Detail Report (See Appendix D). These reports are provided to the insurance companies solely for the company's own information - to help companies verify their submissions and clean up their databases. No action is required on these reports however data clean up within the insurance company's data base is strongly recommended and will reduce future invalid submissions.

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**Insurance Company Transaction Summary Report for Monthly Processing Cycle**

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The Insurance Company Transaction Summary reports the number of records submitted, and rejected, for the company. The report is distributed for control purposes. The following are the statistics provided on the Insurance Company Transaction Summary:

**Records Submitted**

This section of the report is divided into **Cancellations Submitted, New Policies Submitted** and **Unknown Type Submitted**. Within each of these categories, it is important to note that in the future there may be a variety of different types (e.g. Voluntary Cancellation, Voids, Etc.).

For each type in each category, the **current month's** and the **year to date totals** are provided. The Total Submitted in each category is the accumulation of the types that fall into the category and is calculated for both the current month and year-to-date totals. The year to date totals are accumulated from the first cycle of the calendar year to the present.

The grand **Total Records Submitted** is equal to the sum of the Total Cancellations Submitted, the Total New Policies Submitted and the Total Unknown Type Submitted, for the current month and YTD.

**Records Rejected**

This section is also divided into **Cancellations Rejected, New Policies Rejected** and **Unknown Type Rejected**. Each category is then divided into several different types of rejections.

The rejection type totals are accumulated **monthly** and **year to date totals**. The year to date totals are accumulated from the first cycle of the calendar year to the present. The Total Rejections in each category is the sum of each type of rejection, both for the current monthly and year to date.

The grand **Total Records Rejected** is equal to the sum of the Total Cancellation Transactions Rejected, the Total New Policy Transactions Rejected and the Total Unknown Type Transactions Rejected, for the current month and YTD.

It should be noted that these totals reflect the number of transactions rejected and the Detailed Error Report reflects the number of errors which could include multiple errors per transaction.

The **percent of total records rejected** for both monthly and year to date are calculated as follows:

$$\frac{\text{Total Records Rejected}}{\text{Total Records Submitted}}$$

**Detailed Error Report for the Monthly Processing Cycle**

Along with the Insurance Company Transaction Summary, the Error Detail Report will be provided at the end of the cycle. This report lists any transaction errors that were encountered during the cycle run that were not previously reported for error correction. Companies that have no errors will receive the report with a no errors message.

The Policy Number, error code, error description, VIN, Driver License Number, Transaction Type and Policy Effective or Cancellation Date are detailed for each record that errors. The report is ordered by policy number, VIN, and error code. The possible types of errors are as follows:

- . **Invalid VIN**
- . **Invalid Driver License**

If critical errors are still not corrected they will also be reported. These types of errors are as follows:

- . **Missing VIN**
- . **Missing Transaction Type**
  - 'C' Cancellation
  - 'N' New Policy
- . **Missing or Invalid Date**
  - A valid Cancellation Date or Policy Effective Date is required
- . **Invalid Type/Date Combo**
  - Transaction Type 'N' requires an Effective Date but no Cancellation Date
  - Transaction Type 'C' requires a Cancellation Date but no Effective Date
- . **Duplicate Transactions**
  - The same record was sent twice on this month's submission. The same record was submitted prematurely in a prior month and did not process until this month.

**IMPORTANT NOTE:** Non-critical errors detailed on this report may include transactions from previous cycles, especially if their effective dates were a month ahead of the cycle due.

All companies should review the results of their submissions carefully and correct as many errors as possible in their data base to prevent these same errors from recurring in the future. In the case of duplicate records, the second of the two was dropped during our processing so no action is required. However, if there is a large and persistent quantity of duplicates, there may be an effective date out of range problem in the program creating the submission that should be fixed.

To correct invalid VINs and Drivers License Numbers you should contact the policy holder. It is possible that Motor Vehicle Services has the same incorrect VIN since the information is usually recorded from the registration document. The more accurate the insurance company data becomes, the more accurate the Uninsured Motorist Program will be.

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**Insurance Company Transaction Summary**

The Insurance Company Transaction Summary reports the number of records submitted and rejected for the company. The report is distributed for control purposes. The statistics are:

**Records Submitted****Total Effective Policies Records Submitted**

(Total count of records)

**Total Effective Policies Records Incorrect**

(Total records found in error)

The percent of total records incorrect is calculated as follows:

Total Effective Policies Records Errored

Total Effective Policies Records Submitted

---

**TECHNICAL SPECIFICATIONS FOR MONTHLY DATA SUBMISSION**

All insurance companies must supply information through a Secure File Transfer (SFT):

**A. Secure File Transfer (SFT) via Internet**

Register to 'My New Jersey' portal on the Internet. Microsoft Internet Explorer 5.5 Browser or higher is needed. Click on this link for SFT Business Client Instruction:

**B. "No Activity" FORM (see appendix G)**

In the event that an insurance company has no policy information at this time for New Jersey, a paper form must be filed with the UMIS Hotline by the due date.

## GLOSSARY

**Critical Error** - A data error on an insurance company's original submission that prevents proper processing. It can be caused by a media failure (unable to open or process a sft), a bad date on the first *HEADER* record, or key matching fields are missing on the individual data records (missing VIN, effective date, transaction type.) Our *Reason for Rejection* memo accompanies the returned media specifying the nature of the problem and corrections must be resubmitted before the 18th of that month. If the data itself is incomplete a report will also be returned early in the month listing the exact error. Only these errors need to be resubmitted.

**DOI** - Department of Insurance for the State of New Jersey.

**MVC** - Motor Vehicle Commission for the State of New Jersey.

**Endorsement** - Any private passenger automobile addition/replacement to an existing policy.

**Fleet Policy** - A policy insuring multiple private passenger vehicles for a business, etc.

**Hit** - A VIN record submitted by an insurance company or servicing agent which matches the DMV vehicle registration record.

**Insurance Company Code** - The same 4 digit code assigned by the State of New Jersey for an insurance company's abstract requests. This ID code is a unique identification key per company in the UMIS system.

**Magnetic Media** - A computer mainframe cartridge, IBM compatible, or a PC diskette following DOS and ASCII conventions. Paper reporting forms are not accepted. See technical specification section for more details.

**Monthly Process** - A special purpose matching by Vin of all insurance companies' new policies and cancellations for non-payment of premium within a particular month's effective dates.

**Non-critical Error** - After UMIS processing is complete, records that remain unmatched are checked for a potential bad Vin that precluded a match. *R. L. Polk's VIN EDIT* package is used and records that fail are listed on the returned report at month end. These records should be followed up and corrected on the insurance company's data base to eliminate this problem in future submissions. (There are other errors besides bad Vins; see prior sections for details.)

**Servicing Agent** - Any person or organization duly designated by an insurance company to prepare, transmit or deliver records on a magnetic media on behalf of that company.

## Monthly Production Schedule For 2007-2008

Cancellations	New Policies	Original submission Due Date	Last day for Corrected Critical Errors
NOVEMBER 2006	NOVEMBER 2006	JANUARY 7, 2007	JANUARY 18, 2007
DECEMBER 2006	DECEMBER 2006	FEBRUARY 7, 2007	FEBRUARY 18, 2007
JANUARY 2007	JANUARY 2007	MARCH 7, 2007	MARCH 18, 2007
FEBRUARY 2007	FEBRUARY 2007	APRIL 7, 2007	APRIL 18, 2007
MARCH 2007	MARCH 2007	MAY 7, 2007	MAY 18, 2007
APRIL 2007	APRIL 2007	JUNE 7, 2007	JUNE 18, 2007
MAY 2007	MAY 2007	JULY 7, 2007	JULY 18, 2007
JUNE 2007	JUNE 2007	AUGUST 7, 2007	AUGUST 18, 2007
JULY 2007	JULY 2007	SEPTEMBER 7, 2007	SEPTEMBER 18, 2007
AUGUST 2007	AUGUST 2007	OCTOBER 7, 2007	OCTOBER 18, 2007
SEPTEMBER 2007	SEPTEMBER 2007	NOVEMBER 7, 2007	NOVEMBER 18, 2007
OCTOBER 2007	OCTOBER 2007	DECEMBER 7, 2007	DECEMBER 18, 2007
NOVEMBER 2007	NOVEMBER 2007	JANUARY 7, 2008	JANUARY 18, 2008
DECEMBER 2007	DECEMBER 2007	FEBRUARY 7, 2008	FEBRUARY 18, 2008
JANUARY 2008	JANUARY 2008	MARCH 7, 2008	MARCH 18, 2008
FEBRUARY 2008	FEBRUARY 2008	APRIL 7, 2008	APRIL 18, 2008
MARCH 2008	MARCH 2008	MAY 7, 2008	MAY 18, 2008
APRIL 2008	APRIL 2008	JUNE 7, 2008	JUNE 18, 2008

**NOTE: PLEASE SUBMIT IN A TIMELY MANNER, SUBMISSIONS ARE ACCEPTED EARLY**

# Monthly Submission Header Record Layout Description

Field #	Field Name	Start Column	Type & Length	Description	Comments
1	Record Name	1	alpha/numeric(6)	Must contain the word "HEADER"	To indicate the FIRST Record in the file.
2	File Type	7	alpha/numeric(1)	<ul style="list-style-type: none"> <li>• must contain "N" for a normal file submission, or</li> <li>• must contain "E" for a corrected error file resubmission.</li> </ul>	
3	Insurance Company Code	8	numeric(4)	MVR code assigned by New Jersey Motor Vehicle Services for driver abstracts.	
4	Time Stamp	12	numeric(6)	Tape creation time.	HHMMSS
5	Date Stamp	18	numeric(8)	Tape creation date.	MMDDYYYY
6	Original Cycle Due Date	26	numeric(8)	The date on the Production Schedule that all data was originally due. It's the same date (the original cycle due the 7th of the month) for normal submissions, and subsequent error resubmissions.	MMDDYYYY note: DD = 07 always
7	Filler	34	alpha/numeric(167)	Space fill.	
<b>TOTAL RECORD LENGTH</b>			<b>200</b>		



# Monthly Submission Record Layout Description

Field #	Field Name	Start Column	Type / Length	Description	Comments
1	VIN	1	alpha/numeric(19)	Vehicle Identification Number - If the vehicle manufacture year is 1981 or newer, this field must have 17 positions.	Left justify.
2	Driver License Number	20	alpha/numeric(15)	Must contain contiguous characters of a New Jersey Driver License Number. Owner of vehicle (preferred) or primary driver's license#.	If out of state (not NJ) driver, fill with spaces. Left justify.
3	Make of Car	35	alpha/numeric(5)	National Crime Information Center (NCIC) standard or (ASO) standard vehicle make code.	Left justify.
4	Year of Car	40	numeric(4)	Four digit vehicle model year.	YYYY
5	Model of Car	44	alpha/numeric(5)	National Crime Information Center (NCIC) standard vehicle model code. Must contain contiguous characters.	Left justify. Optional.
6	Insurance Company Code	49	numeric(4)	MVR code assigned by New Jersey Motor Vehicle Services for driver abstracts.	
7	Policy Owner Street Address	53	alpha/numeric(30)		Left justify.
8	Policy Owner City	83	alpha/numeric(20)		Left justify.
9	Policy Owner State	103	alpha/numeric(2)		
10	Policy Owner Zip Code	105	alpha/numeric(9)	Zip Code of policy holder. 5 digits required but 9 digits preferred.	Left justify. Last 4 digits must be filled with spaces if not 9.
1	Transaction Type Code	114	alpha/numeric(1)	C for cancellations; <u>N</u> if new policy.	
2	Policy Effective Date	115	numeric(8)	The date the new policy became effective. Required for 'N' transactions only, otherwise do not use this field and zero fill.	MMDDYYYY If not 'N' trans, then must default to zeroes.
3	Policy Cancellation Date	123	numeric(8)	The date the policy was cancelled. Required for 'C' transaction type. Otherwise do not use this field and zero fill it instead.	MMDDYYYY If not 'C' trans, then must default to zeroes.
4	Date Stamp	131	numeric(8)	Format with the creation date.	MMDDYYYY
5	Policy Number	139	alpha/numeric(30)	Insurance company's unique policy identification number. If not used then must fill with spaces.	Left justify. Optional.
6	Filler	169	alpha/numeric(31)		Space fill.

TOTAL RECORD LENGTH 200

## Monthly Submission Trailer Record Description

Field #	Field Name	Start Column	Type & Length	Description	Comments
1	Record Name	1	alpha/numeric(7)	Must contain the word "TRAILER".	To indicate the LAST Record in the file.
2	Insurance Company Code	8	numeric(4)	MVR code assigned by New Jersey Motor Services for driver abstracts and same as code Header record.	
3	Time Stamp	12	numeric(6)	Tape creation time.	
4	Date Stamp	18	numeric(8)	Tape creation date.	HHMMSS
5	Total Records Count	26	numeric(8)	The total number of records in the file including the header and trailer records.	MMDDYYYY
6	Total New Policies	34	numeric(8)	The total count of records with a transaction type of "N" in the file.	
7	Total Cancelled Policies	42	numeric(8)	The total count of records with a transaction type of "C" in the file.	
	Filler	50	alpha/numeric(151)	Space fill.	
<b>TOTAL RECORD LENGTH</b>			<b>200</b>		

# UMIS - Rejection Reason Notification

Insurance Company Code : \_\_\_\_\_

Insurance Company Name : \_\_\_\_\_

Cycle Due Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

*The above mentioned company has submitted data that can not be processed by UMIS. It is unacceptable to the Uninsured Motorist Identification System for the reasons indicated below. Please correct the error and resubmit all transactions by the error return due date. A penalty is imposed for missed deadlines. Consult the UMIS User Guide for schedules.*

- Missing or Invalid External Label. (Verify what is handwritten on the cart.)
- Missing or Invalid Internal Label. (Verify how the program created the cart.)
- Header Record Invalid. (Check record name, company code, cycle date.)
- Trailer Record Invalid. (Check record name, be sure you have only 1 Header.)
- Data has critical errors. (Check VIN, Dates, Transaction type. Resubmit errors only.)

Additional Comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(UMIS Hotline Representative)

Return tape to:  
State of New Jersey  
OIT Hub Data Center  
1 Schwarzkopf Dr.  
West Trenton, New Jersey 08625-0113

Attn: UMIS Tape Library

If any questions please call the UMIS Hotline at 609-777-3894 (fax # 609-777-3932)

01/18/94

STATE OF NEW JERSEY  
DIVISION OF MOTOR VEHICLES  
UNINSURED MOTORIST IDENTIFICATION SYSTEM  
MONTHLY CYCLE - ORIGINAL DUE DATE: 01/07/94  
INSURANCE COMPANY TRANSACTION SUMMARY

PAGE 1  
REPORT ID: AUM154R1

INSURANCE COMPANY CODE: 9999  
INSURANCE COMPANY NAME: YOUR INSURANCE COMPANY'S NAME

RECORDS SUBMITTED	CURRENT MONTH	YEAR TO DATE
CANCELLATIONS SUBMITTED	310	310
NON-PAYMENT CANCELLATION		
TOTAL CANCELLATIONS SUBMITTED	310	310
NEW POLICIES SUBMITTED	670	670
NEW BUSINESS		
TOTAL NEW POLICIES SUBMITTED	670	670
TOTAL UNKNOWN TYPE SUBMITTED	1	1
TOTAL RECORDS SUBMITTED	981	981

RECORDS REJECTED	CURRENT MONTH	YEAR TO DATE
CANCELLATIONS REJECTED		
MISSING VIN	0	0
MISSING EFFECTIVE/CANCEL DATE	1	1
INVALID TYPE/DATE COMBINATION	0	0
INVALID VIN	2	2
INVALID DRIVER LICENSE	2	2
TOTAL CANCELLATIONS REJECTED	5	5

NEW POLICIES REJECTED	CURRENT MONTH	YEAR TO DATE
MISSING VIN	1	1
MISSING EFFECTIVE/CANCEL DATE	0	0
INVALID TYPE/DATE COMBINATION	1	1
INVALID VIN	0	0
TOTAL NEW POLICIES REJECTED	2	2
TOTAL UNKNOWN TYPE REJECTED	1	1

TOTAL RECORDS REJECTED	8	8	0.82%
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01/18/94

STATE OF NEW JERSEY

DIVISION OF MOTOR VEHICLES

UNINSURED MOTORIST IDENTIFICATION SYSTEM

MONTHLY CYCLE - ORIGINAL DUE DATE: 01/07/94

INSURANCE COMPANY ERROR DETAIL REPORT

PAGE 1

REPORT ID: AUMTD156

INSURANCE COMPANY CODE: 9999

INSURANCE COMPANY NAME: YOUR INSURANCE COMPANY'S NAME

POLICY NUMBER	ERROR CODE	ERROR DESCRIPTION	VIN	DRIVER LICENSE NUMBER	TRANS TYPE	CANCELLATION EFFECTIVE DATE
A203045526121818	1001	MISSING VIN		H12345670001000	N	11/03/1993
B001103390000210	1002	MISSING TRANSACTION TYPE	KDW12200XY990003880	B22388126188002		12/20/1993
C305105600110355	1003	MISSING OR INVALID DATE	JRW0102232036002110	C10300126952003	C	
D126272020171800	1004	INVALID TYPE/DATE COMBO	BJW1700D33300000000	A22345609912001	N	12/20/1993
E00XCV0010010650	3001	INVALID VIN	BBW2303034096077800	DWXC5008812009	C	07/14/1993
F890004320507431	4001	INVALID DRIVER LICENSE #	CCE1010021006012809	462465313567433	C	04/04/1993
G305105600110355	4002	INVALID LICENSE # - CORP	JRW0102232036002110	DWXC5008812009	C	07/14/1993
ZZX3242ZZX234WSS	3001	INVALID VIN	AA23423			

SUBTOTALS

ERROR CODE	ERROR DESCRIPTION	TOTAL	PERCENTAGE
1001	MISSING VIN	1	12.50%
1002	MISSING TRANSACTION TYPE	1	12.50%
1003	MISSING OR INVALID DATE	1	12.50%
1004	INVALID TYPE/DATE COMBO	1	12.50%
3001	INVALID VIN	2	12.50%
4001	INVALID DRIVER LICENSE #	1	12.50%
4002	INVALID LICENSE # - CORP	1	12.50%
GRAND TOTAL		8	100.00%

UMS S ICRG

00567 000029

DATE PREPARED:

**Motor Vehicle  
Services**STATE OF NEW JERSEY  
DIVISION OF MOTOR VEHICLES  
PO BOX 132  
TRENTON, NEW JERSEY 08666  
(609) 292-7500**SCHEDULED REGISTRATION SUSPENSION**

D. L. NUMBER:

From information provided by your insurance company, MVS has determined that you have not maintained liability insurance on the currently registered vehicle(s) listed on the back of this notice. Such coverage is required by NJ Law (NJSA 39:6B-1). By authority of NJSA 17:33B-41 and NJSA 39:5-30, MVS has scheduled the suspension of your NJ registration(s). Your New Jersey registration privilege is scheduled to be suspended as of \_\_\_\_\_ indefinitely.

If you do not satisfy the below requirements by the scheduled suspension date, you will receive an Order of Registration Suspension, which will require the payment of a \$50 restoration fee, and a Notice of Scheduled Suspension of your Driving Privilege.

Motor Vehicle Services will cancel the scheduled suspension if you present the following proof:

If you have liability insurance for the vehicle(s), you must present:

- A) A photocopy of a current insurance identification card (but not for the cancelled policy); or
- B) A photocopy of the declaration page of your current insurance policy describing the vehicle(s) and coverage; or
- C) A photocopy of a Notice of Policy Reinstatement.

If you no longer own or use the vehicle(s), or if it is registered in another state, you must:

- A) Surrender the registration certificate(s) and plates and
- B) Present a photocopy of the receipt for the surrendered registration certificate(s) and plates; or
- C) If the registration certificate(s) and plates are no longer in your possession or have been transferred to another vehicle owned by you, present a written statement explaining what you did with the plates; or
- D) If the vehicle is no longer used, surrender the registration(s) and plates, and present the receipt and a written statement describing the condition of the vehicle(s) if inoperable, or explaining why the vehicle(s) is not in use.

You can mail the required proof to Motor Vehicle Services at PO Box 132, Trenton, NJ 08666-0132 (enclose a copy of this notice), or you may present it in person at the following MVS Regional Service Centers (be sure to go to the Driver Conferencing area):

Eatontown RSC Route 36 East of Route 35	Wayne RSC 1578 Route 23	Trenton RSC 120 S. Stockton St	West Deptford RSC Route 44 and Mid Atlantic Pkwy (Exit 20 from I-295)
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If your registration is suspended on the date above, you cannot drive the vehicle(s) listed on the back of this notice until you receive written notice from the Director stating that your registration has been restored. If you are convicted of operating or permitting the operation of the vehicle(s) during the period of suspension, you will be subject to a fine, an insurance surcharge, a suspension, and possibly a jail sentence. Please help us to reduce the number of uninsured motorists and the cost of insurance by complying with this notice.

DIRECTOR'S NAME

UMIS CONTACT INFORMATION

UMIS Hotline Personnel  
OIT Hub Data Center  
1 Schwarzkopf Dr.  
West Trenton, NJ 08625-0113

NJ Abstract Code \_\_\_\_\_

UMIS Hotline # 609-777-3894

Company: \_\_\_\_\_

Report: \_\_\_\_\_

Tech Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ EXT \_\_\_\_\_

Phone: \_\_\_\_\_ EXT \_\_\_\_\_

Fax: \_\_\_\_\_

Alt Contact: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ EXT \_\_\_\_\_

Alt Addr 1: \_\_\_\_\_

Fax: \_\_\_\_\_

Vendor: \_\_\_\_\_

Executive: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ EXT \_\_\_\_\_

Phone: \_\_\_\_\_ EXT \_\_\_\_\_

Vendor Addr 1: \_\_\_\_\_

Exec Addr 1: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Exec Addr 2: \_\_\_\_\_

Media: sft cartridge diskette

City/ST/Zip: \_\_\_\_\_

This form must be completed and returned to the address above in order to be put on the UMIS Contact Database and to receive updates to the UMIS Insurance Company Participation Guide (Technical Information/Specifications).

If you already have a 4 digit Abstract Requester Code for the State of New Jersey write it on the top right corner of this form where indicated. If not, please call Diane Welsh, MVS at 609-292-0698 to obtain one if you know that you will be submitting insurance data to MVS on a monthly and semi-annual basis. Otherwise leave this blank.





# Motor Vehicle Services Secure File Transfer

## Procedure to Register and Use the Internet File Transfer Function

### Business Client Instructions

#### Step 1:



newjersey

Register with "My New Jersey" portal on the Internet to obtain access to the Secure File Transfer function.

- If you are already a registered user, please skip to **Step 2** on page 8.
- The URL for registering with the "My New Jersey" portal is:  
<http://my.state.nj.us>
  - You will be presented with a screen that contains a variety of information. Within the Logon Channel box on this screen, click on "Register" (See Figure 1).
  - You will be presented with another screen that states "Sign Up Now" (see Figure 2).
    - Under the "Create Your My New Jersey ID" box, please fill in the following:
      - Enter a Log on ID
      - Choose a password you will remember and enter it into the Password box.
      - Retype the same password into the Confirm Password box.
      - Enter a hint phrase in the Question We'll Ask box. Should you require assistance and need to call for help, this information will be used as security verification. You will be asked the question that you have entered and you will be expected to provide the same answer that you will enter in the Your Answer box. (If you forget your password enter a ?. The system will ask you the question you provided. If you answer correctly the system will email you your password).
      - Enter your answer to the question in the Your Answer box.
      - Enter your Current Email Address.
      - Fill in your personal information, First Name and Last Name.
  - Read and verify the information you entered.
  - Retain your Log On ID and your password in a secure place.
  - Click on "Submit This Form".
  - To verify your registration –
    - Click the Logout Button or exit from "My New Jersey" portal.
    - Log in again to "My New Jersey" portal using the Logon-ID and Password you previously used to register.
- Notify your State Agency Contact Person that you have registered in the "My New Jersey" portal and wish to get authorized access to the Internet File Transfer function. Do this by completing and faxing the form in this packet to 609-292-7040.
  - Provide the Name of your Business (i.e. Newark Board of Education).
  - Provide your Name.

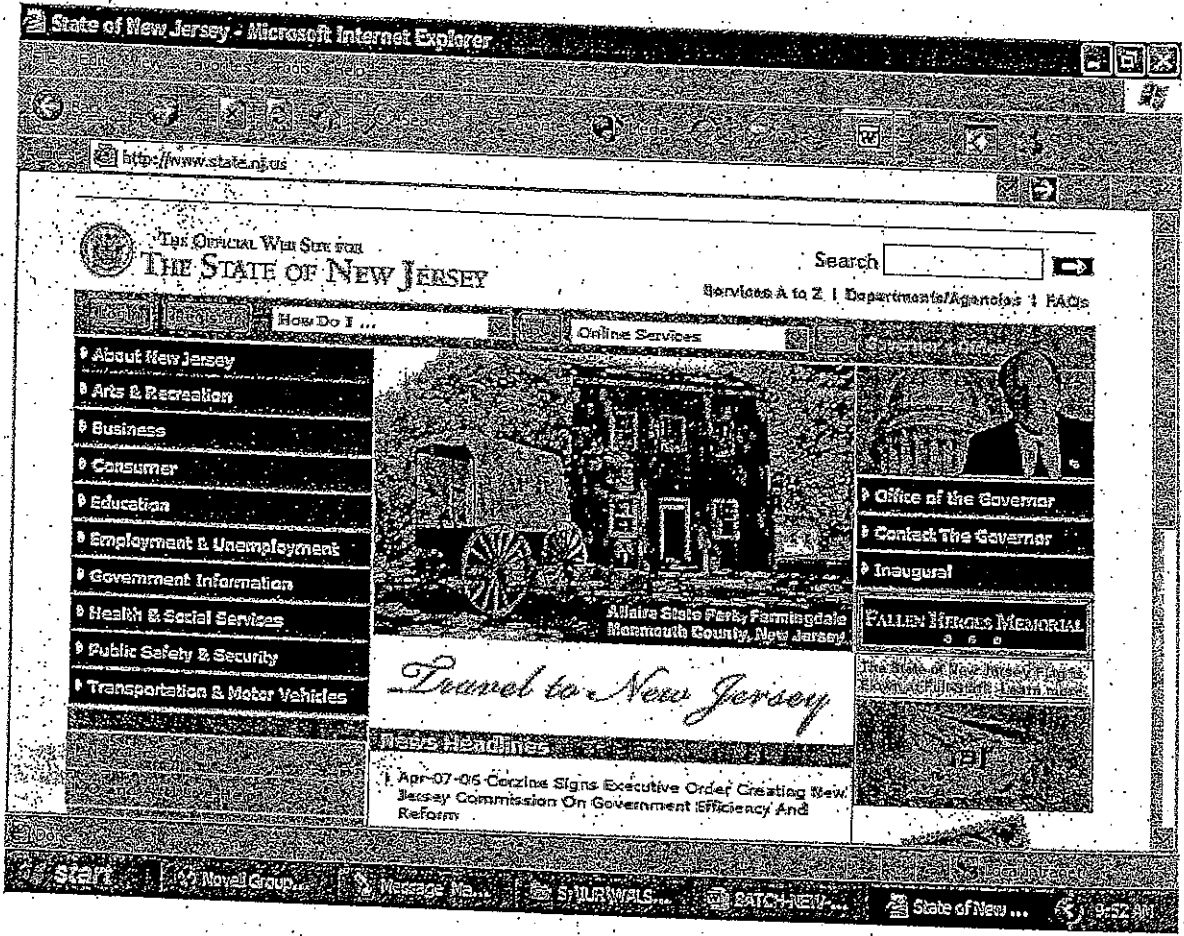
## Motor Vehicle Services Secure File Transfer

### Procedure to Register and Use the Internet File Transfer Function (cont)

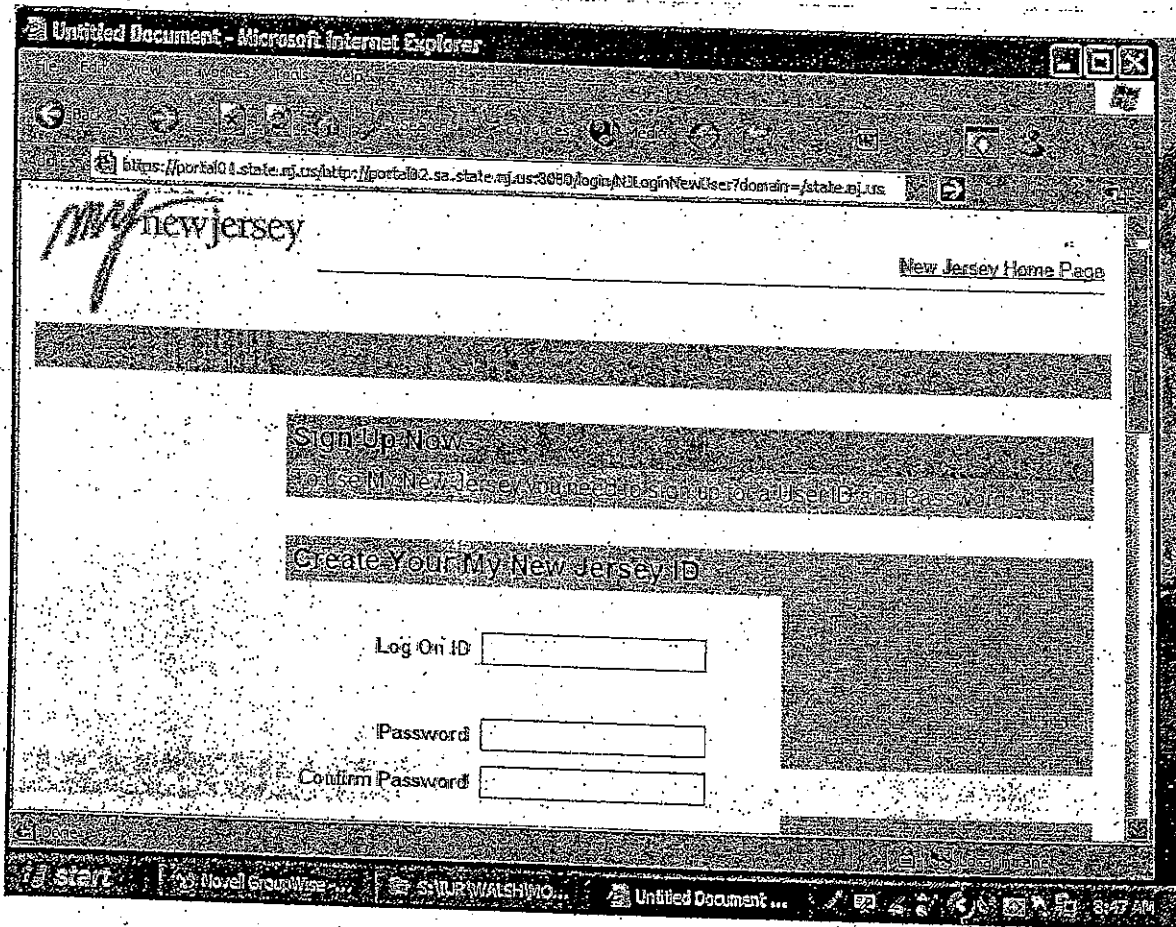
- Provide your "My New Jersey" portal Logon-ID
- Provide your Telephone Number, including area code.
- Provide your E-mail Address where you can be reached during business hours.
- Identify whether you will be "Sending" a file(s) to the State of New Jersey for processing or will be "Receiving" a file(s) from the State.
- Provide the Business Name of each file intended for transfer.

At the completion of the Internet File Transfer Registration process, your State Agency Contact Person will notify you that you have been authorized to receive the Internet File Transfer function that will now be available to access through "My New Jersey" portal. You will be given an Authentication Code that you will be required to enter the next time that you log on to the portal. This code is needed to be entered the first time you are a new user and will not be required to be entered each time you use the file transfer function. (See Figure 3)

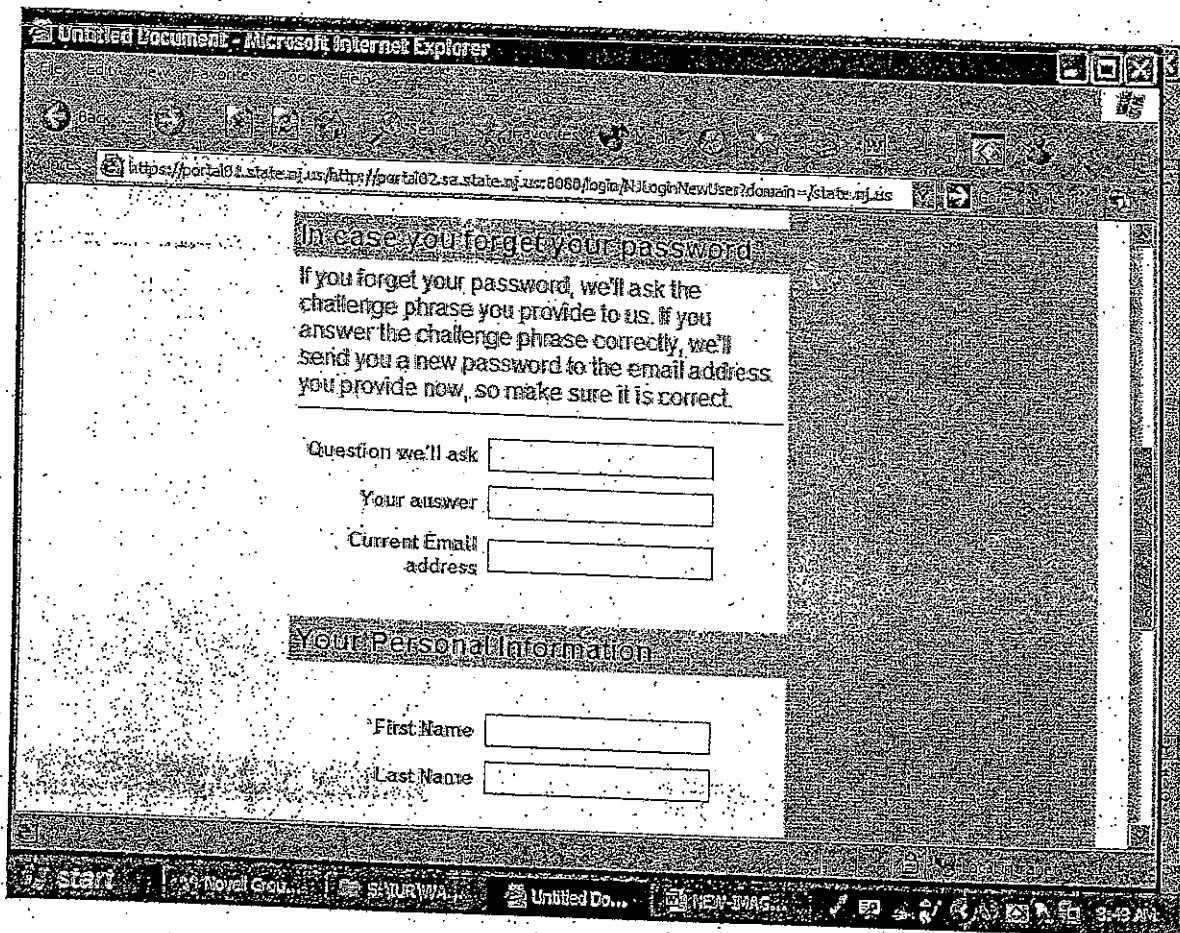
- Log on to the "My New Jersey" portal.
  - Click on "Enter Authentication Code".
  - You will be presented with another screen that states "Enter myNew Jersey Authentication Information" and follow the instructions. If you incorrectly enter the code, you will receive an error message and be prompted to try again. If you continue to have a problem with the code, please call your State Agency Contact Person and report the problem.
  - Once the code has been properly accepted you will be prompted to log on "My New Jersey" portal again. Be sure to Click on "My New Jersey". Now you will see a new channel box with the heading "Secure File Transfer". The box may not be presented at the top of your screen so you may need to scroll down to the bottom to locate this box. Click on the function you wish to perform (Send or Receive or Browse).
  - Please continue to Step 2 in these procedures and follow the instructions for sending and receiving files.



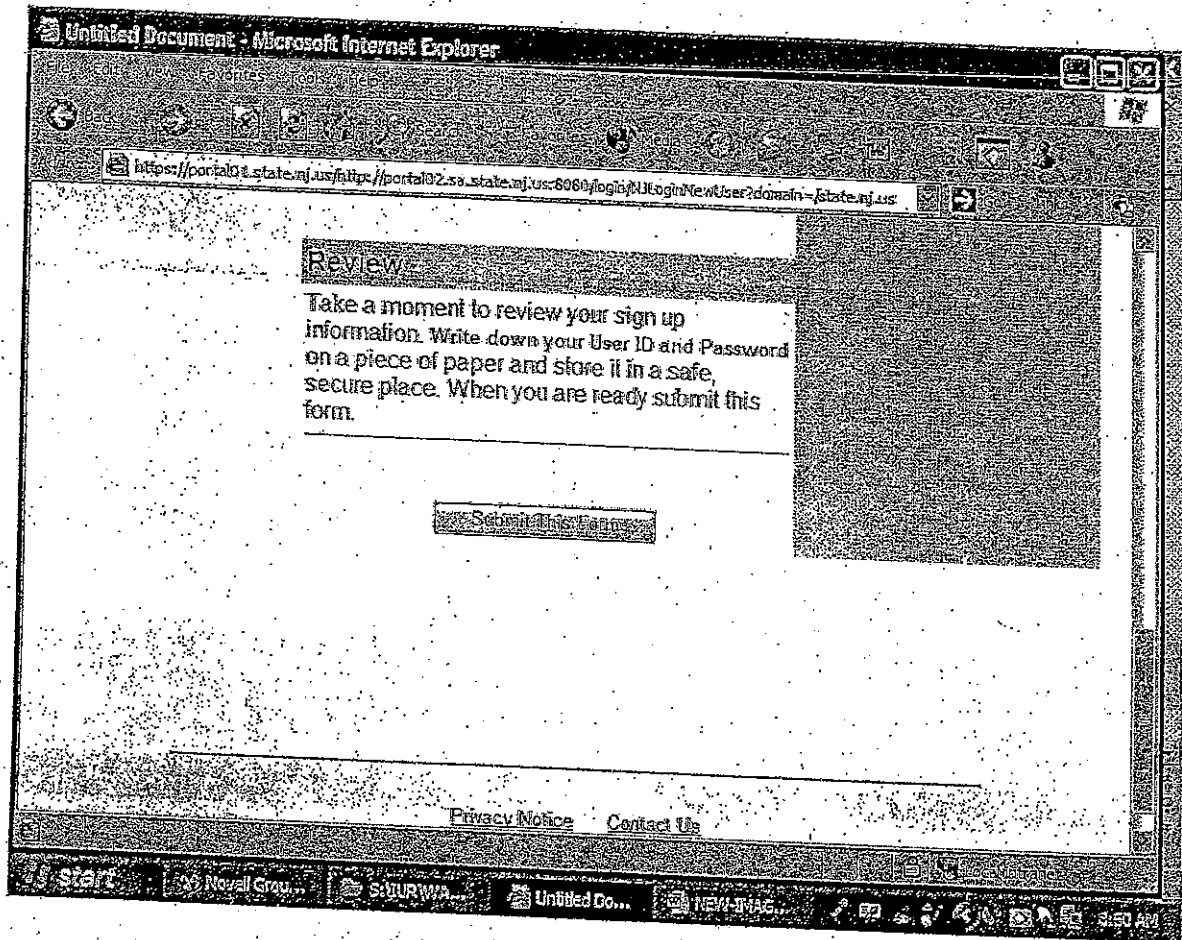
- Click on the "Register" button.



- Enter a **Log on ID**
- Choose a password you will remember and enter it into the **Password** box. (Be sure "Caps" is off!).
- Retype the same password into the **Confirm Password** box.



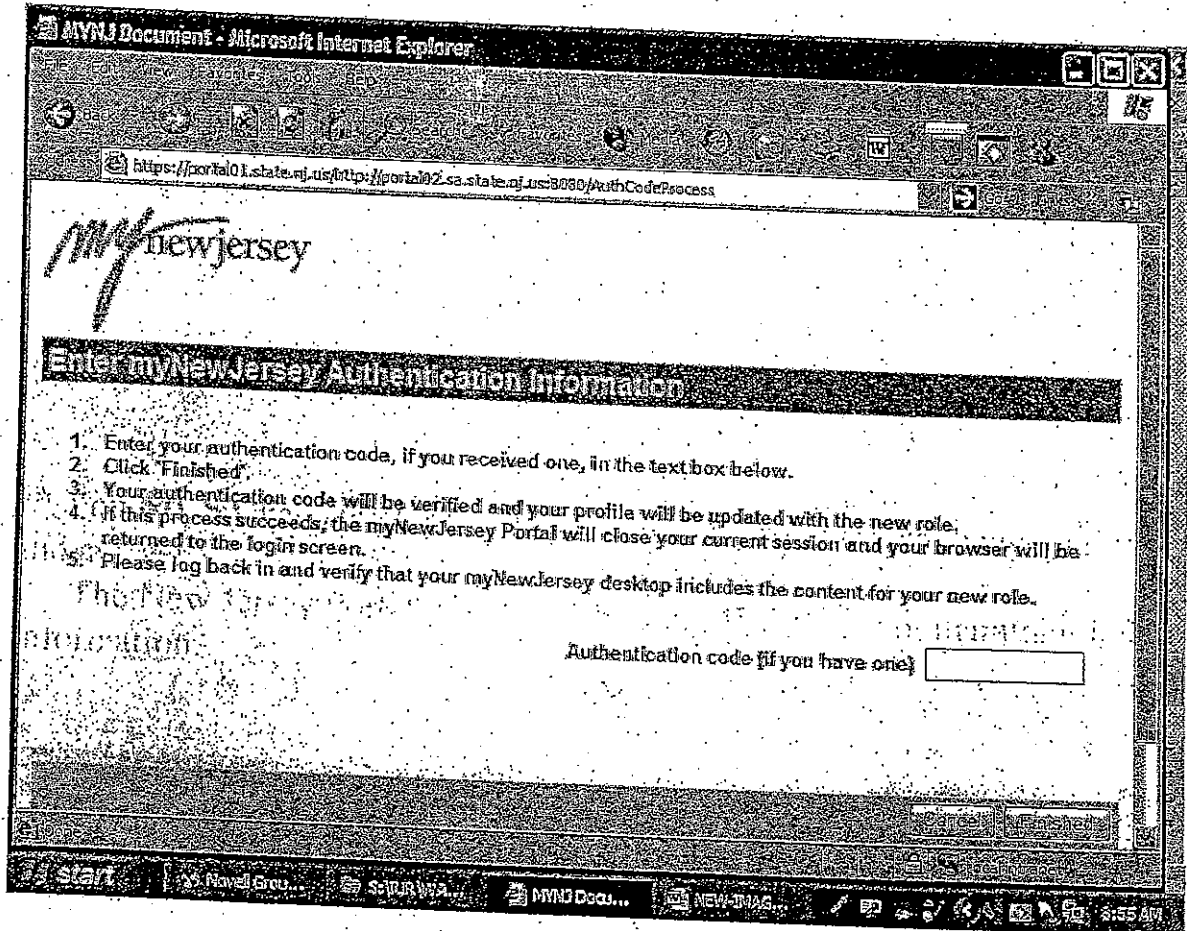
- Enter a hint phrase in the **Question We'll Ask** box. Should you require assistance and need to call for help; this information will be used as security verification. You will be asked the same question that you have entered and you will be expected to provide the same answer that you will enter in the **Your Answer** box. (If you forget your password enter a ? The system will ask you the question you provided. If you answer correctly the system will email you your password).
- Enter your answer to the question in the **Your Answer** box.
- Enter your **Current Email Address**.
- Fill in your personal information, **First Name** and **Last Name**.



- Read and verify the information you entered.
- Retain your **Log On ID** and your **Password** in a secure place.
- Click on “**Submit this Form**”.
- To verify your registration:
  - Click the **Logout** button or exit from “**My New Jersey**” portal.
  - Log in again to “**My New Jersey**” portal using the **Logon-ID** and **Password** you previously used to register. **Note:** on page 3 you now click the **Login** button, **not** the **Register** button.
- Return to page 2 and complete the instructions in step 2 to receive the **Authentication Code** required on the next page.

**\*\* You MUST keep track of your Website ID, password, challenge question and answer.**

The New Jersey Portal is a state website; MVC does not maintain this information.



## Motor Vehicle Services

### Secure File Transfer

#### Procedure to Register and Use the Internet File Transfer Function (cont)

##### Step 2

- Using the My New Jersey Internet File Transfer Function
- Please Note: For each new file(s) that you would like to add to the file transfer process, you must notify your State Agency Contact Person for authorization. You will need to provide the Name of your Business, your Name, your portal Logon-ID, Telephone Number, E-mail Address, and the unique Business Name of each file that you wish to send or receive. Your State Agency Contact Person will notify you when the requested file is available in the Internet File Transfer function. Please allow sufficient time for the State to process your request.
- If you are not currently logged in to "My New Jersey" portal (<http://my.state.nj.us>), please do so using the Logon-ID and Password you previously used to register.
- Scroll down to the channel box with the heading "Secure File Transfer". The box may not be presented at the top of your screen so you may need to scroll down to the bottom to locate this box. Click on the function you wish to perform (Send or Receive or Browse).

##### How do I send a file?

Click on the Send button in the "Secure File Transfer" Channel box. You will be presented with another screen that states "File Transfer Send Function" (See Figure 4).

- Click on the top BROWSE button on this screen. The Browse button will open up a "File Upload" dialogue box. This will allow you to locate the file on your PC that you want to send to the State. Choose the file you wish to send and click on it. Click on the "Open" button. The file name as it appears in your PC will appear in the "Filename" box.
- The "Select description of data being sent:" box will contain the authorized list of all the Business Names of the files that you specified to your State Agency Contact. Click on the drop down box (small arrow pointing downward) to view this list. Note: If you are only sending one file, the drop down box will be replaced with a single file Business Name.
- Select and click on the appropriate file Business Name that matches the data to be sent.
- If you make a mistake or wish to start over, click on the RESET button to remove the information that is in the "Filename" box and the "Select description of data being sent:" box and repeat the process.
- Click on the Send button to send the file to the State. Depending on how much data you will be sending, there may be a time lapse. Please be patient and wait for either the





State of New Jersey

## Information Required to Establish Access

Business Name:

Mailing Address:

Contact Name:

Contact Phone:

Contact E-mail Address:

Access Desired:

Secure File Transfer VIA Internet

### MY NJ PORTAL Information

User1 Name:

User1 Logon-ID:

User2 Name:

User2 Logon-ID:

User3 Name:

User3 Logon-ID:

User4 Name:

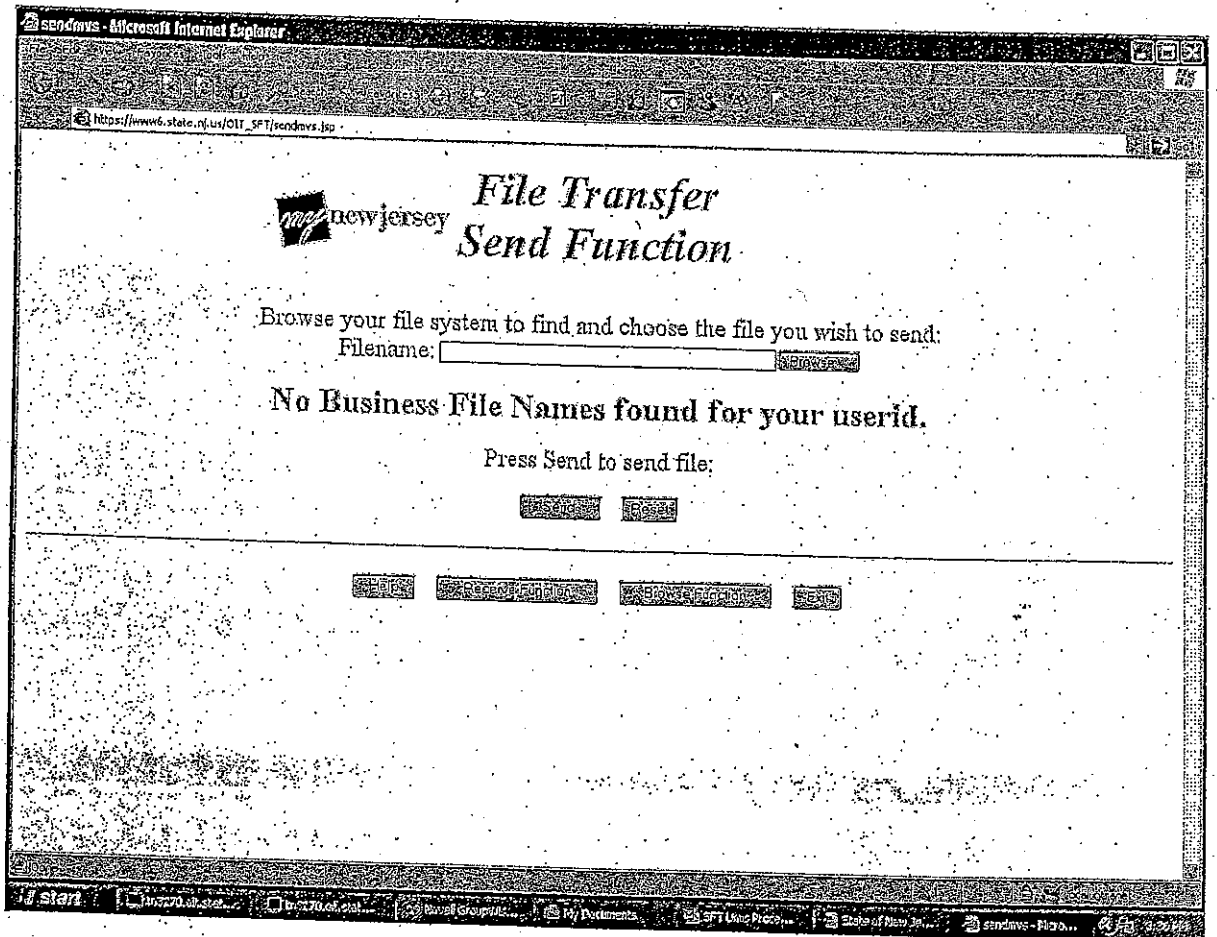
User4 Logon-ID:

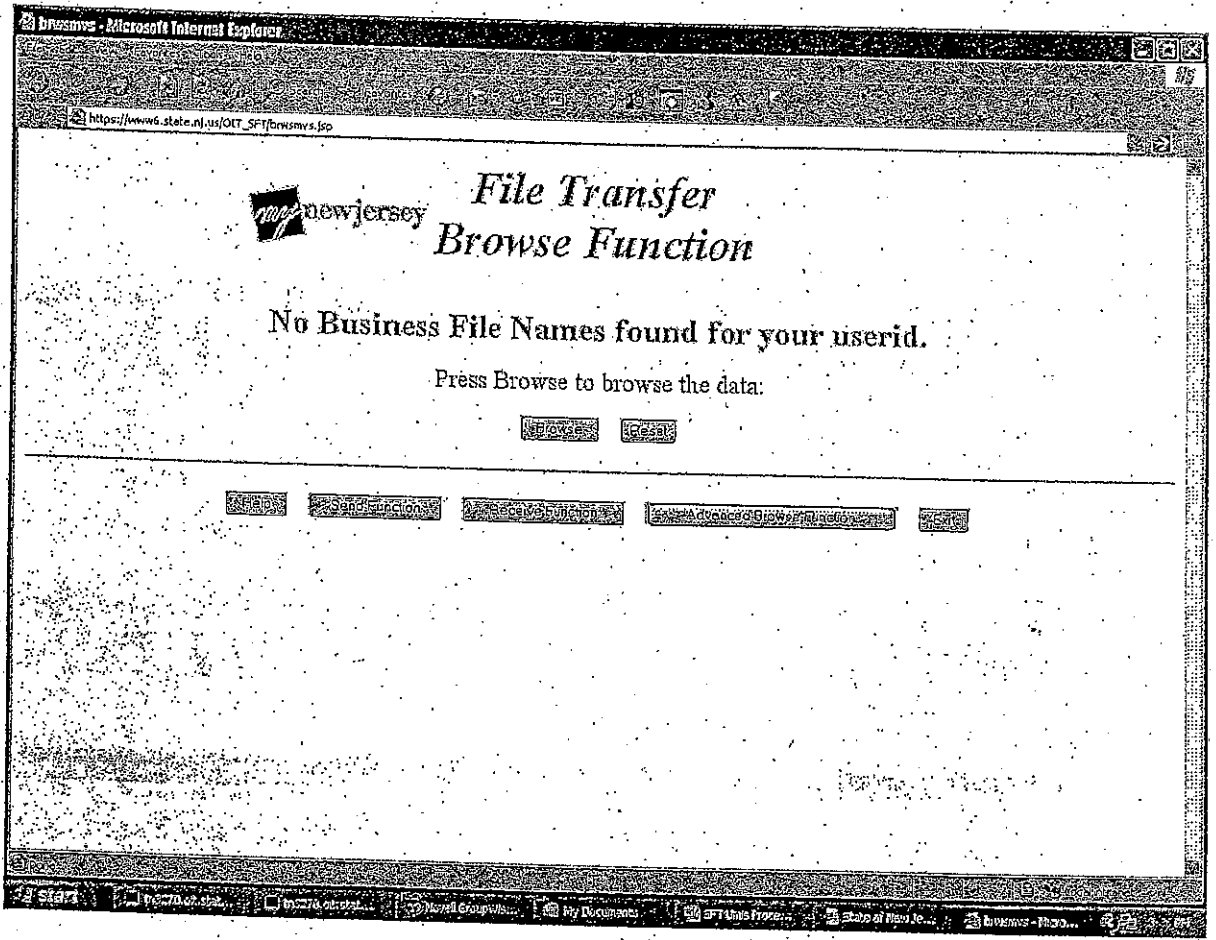
User5 Name:

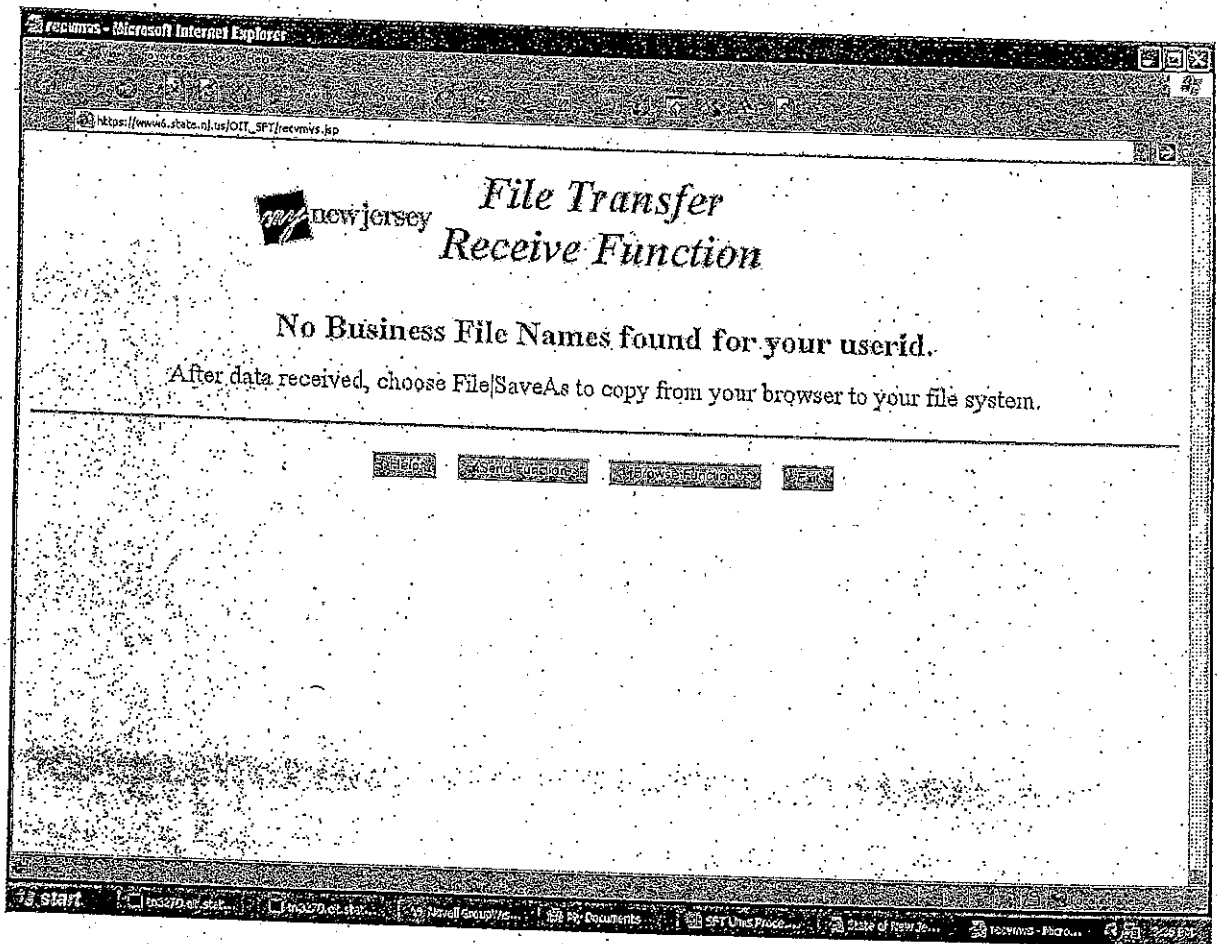
User5 Logon-ID:

User6 Name:

User6 Logon-ID:







## Motor Vehicle Services

### Secure File Transfer

#### Procedure to Register and Use the Internet File Transfer Function (cont)

status message of the file transmission or an acknowledgement message that your file was either successfully or unsuccessfully sent. During the send process, please do not hit the send key multiple times since this will stop the transmission and restart the process from the beginning.

- At the bottom of the "File Transfer Send Function" screen, there are 4 buttons:
  - If you click on the Help button, it will display several screens that will guide you through this function.
  - If you click on the Receive Function button, you will go to the screen that will allow you to receive files from the State that you are authorized to receive.
  - If you click on the Browse Function button, you will go to the function that allows you to view the contents of your files.
  - If you click on the Exit button, you will return to the portal home page.

## Motor Vehicle Services Secure File Transfer

### Procedure to Register and Use the Internet File Transfer Function (cont)

#### How do I receive a file?

- Click on the Receive button in the "File Transfer" Channel box.
- You will be presented with another screen that states "File Transfer Receive Function" (See Figure 5).
  - You will be presented with a list of the Business Names of the files that you are authorized to receive. Note: If you are only sending one file, the drop down box will be replaced with a single file Business Name.
  - Select and click on the appropriate file that you want to receive from the State. The date in the file will be displayed on your PC via your browser function. Please note that large files may not be able to be accepted by your PC and this will be dependent upon the configuration of your PC. To abort this function, click on the Back command at the top of the screen.
  - To save the selected file to your PC, click on the File command at the top of the screen. Click on Save As in the selection box. Give the file a name that will be recognized by your PC and click on the Save command. If you make an error and wish to abort this function, click on Cancel in the selection box, then click on the Back command at the top of the screen to return to the "File Transfer Receive Function" screen.
  - Depending on how much data you will be receiving, there may be a time lapse. Please be patient and wait for either the status message of the file transmission or an acknowledgment message that your file was either successfully or unsuccessfully received. During the receive process, please do not hit any keys multiple times since this will stop the transmission and restart the process from the beginning.
  - At the bottom of the "File Transfer Receive Function" screen, there are 4 buttons:
    - If you click on the Help button, it will display several screens that will guide you through this function.
    - If you click on the Send Function button, you will go to the screen that will allow you to send files to the State that you are authorized to send.
    - If you click on the Browse Function button, you will go to the function that allows you to view the contents of your files.
    - If you click on the Exit button, you will return to the portal home page.

## Motor Vehicle Services

### Secure File Transfer

#### Procedure to Register and Use the Internet File Transfer Function (cont)

##### How do I browse a file?

- Click on the **BROWSE** button in the **"File Transfer"** channel box to access the Browse Function.
- You will be presented with another screen that states **"File Transfer Browse Function"** (See Figure 6).
  - The **"Selection description of data to browse:"** box will contain the authorized list of all the **Business Names** of the files that you specified to your State Agency Contact. Click on the drop down box (small arrow pointing downward) to view this list. **Note: If you are only sending one file, the drop down box will be replaced with a single file Business Name.**
  - Select and click on the appropriate file **Business Name** that you wish to view.
  - Click on the **Browse** button.
  - Data will be displayed by your PC browser function.
  - To exit, click on the **Back** command.
  - At the bottom of the **"File Transfer Browse Function"** screen, there are 5 buttons:
    - If you click on the **Help** button, it will display several screens that will guide you through this function.
    - If you click on the **Send Function** button, you will go to the screen that will allow you to send files to the State that you are authorized to send.
    - If you click on the **Advanced Browse Function** button, you will go to the function that allows you to view in more detail the contents of your files. You may want to start at a particular record and this function will allow you to do so.
    - If you click on the **Exit** button, you will return to the portal home page.

**Motor Vehicle Services**  
**Secure File Transfer**  
Procedure to Register and Use the Internet File Transfer Function (cont)

**Step 3**

**Additional Assistance and Trouble Shooting Problems**

If you need additional assistance or encounter any problems in using the My New Jersey Internet File Transfer Process, please call Azimi Mahama at 609-984-8122 or Delilah Closson at 609-292-1205 between 8:00 a.m. and 4:00 p.m. After 4:00 p.m. please contact 1-800-622-4357. Someone should be available to assist you 24 hours a day, 7 days a week. Please follow the instructions provided on their menu driven voice mail system to be connected to the appropriate resource for help. Be sure to mention that you are using the MY New Jersey portal File Transfer Process.

**About File Transfer**

The File Transfer Channel provides a way for you to send and receive files with the State of New Jersey. The data transmitted using the File Transfer Channel is completely secure. This is achieved by using the latest encryption technology and SSL (Secure Socket Layers), which scrambles the data when you are sending and receiving files.

You can send and receive files anytime, day or night.