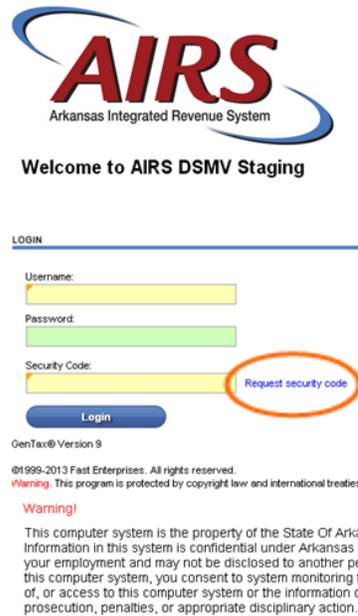


Court Application – Insurance Verification

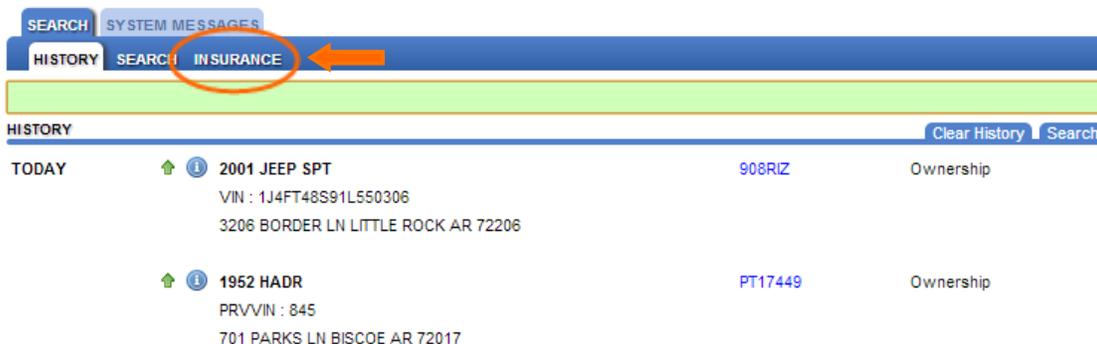
Log into AIRS by clicking on the appropriate icon in the AIRS DSMV folder. This will bring up the AIRS login screen. Users can bookmark this page for easy navigation in the future. Login usernames are provided to users which is typically the user’s first name separated by a period, then their last name. After entering your login information, select the Request security code hyperlink. A four character Security Code will be sent to your email inbox for you to use to login along with your username and password. The security code is viable for one time use; users will have to request a new security code every time they sign back into the system during the day.



Once logged into AIRS, the New Manager window is displayed by default. Click the Search Manager hyperlink to access the Search Manager.



To verify insurance from the Search screen, click on the Insurance sub tab.



Clicking on the Insurance tab will give you a Parameters Screen to enter search information about the customer into the green fields. The user must enter information into at least one field but more information entered will narrow the search and will return better results.

The screenshot shows the 'INSURANCE' tab selected in the navigation bar. Below it, the 'PARAMETERS' section contains five green input fields: Last Name, First Name, Company Name, Policy Num, and VIN. An orange callout box with a bracket pointing to these fields contains the text: "Enter as much information as possible and be as accurate as possible."

After entering the search criteria press enter or select the Generate header hyperlink. When you obtain a manageable amount of search results, locate the customer you are searching for and read the corresponding information located on that line.

The screenshot shows the 'INSURANCE' tab with the 'Generate' button highlighted in an orange box. The input fields are filled with: Last Name: hudson, First Name: ivan. Below the parameters is a table titled 'INSURANCE POLICY SEARCH' with a 'Filter' button. The table has columns: Policy #, NAIC, Ins. Co. Name, Policy Type, First Name, Last Name, Company Name, VIN, Make, Model, Year, Effective, Cancel, and Received. Two rows of data are visible, both for 'CORNERSTONE NATIONAL V'.

Policy #	NAIC	Ins. Co. Name	Policy Type	First Name	Last Name	Company Name	VIN	Make	Model	Year	Effective	Cancel	Received
90311044876	10783	CORNERSTONE NATIONAL V		IVAN	HUDSON		1G6DW677870176751	CADI	STS	2007	01-Dec-2010	28-Jan-2013	01-Dec-2010
90311044876	10783	CORNERSTONE NATIONAL V		IVAN	HUDSON		1FAPP3U65A231137	FORD	TAU	2005	01-Jun-2008		01-Jun-2008

If there is no cancel date, the individual currently has insurance.