

Preparing SCDOI Template for Upload

This document contains instructions on preparing SCDOI template for upload. It contains step by step instructions on entering the Adjuster information and converting it into a comma delimited (CSV) file.

Step by Step Instructions for Entering the Adjuster information in SCDOI Template and Converting it into CSV File

1. Open SCDOI Template in Microsoft Excel
2. You will find the Header row in Row "1". Don't delete the Header Row.
3. Start entering the information from Row "2".
4. Fill the Adjuster Information accordingly. The type of the information that should go into each column is listed in the table below
5. If the applicant currently holds a South Carolina adjuster license you are only required to provide Name and NPN Number.
6. There is no limit on the number of Adjusters that can be submitted.

Emergency Adjuster File Layout.

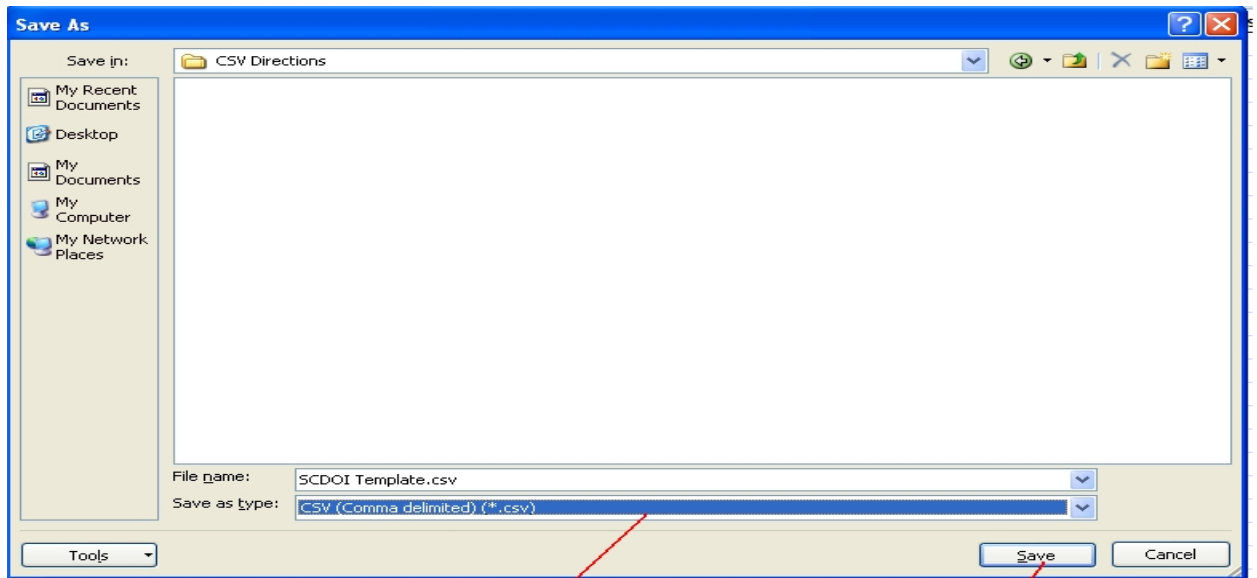
Column	Column Contents	Definition	Format	Sample Data
A	Name	Full Name of the Adjuster	Cannot Exceed 80 Characters	Mr. Robert Will Jr
B	Email address	Email Address. You can leave it blank if the adjuster is licensed in South Carolina	Cannot Exceed 60 Characters	Robert.will@email.com
C	Phone Number	Phone Number. You can leave it blank if the adjuster is licensed in South Carolina	(xxx)xxx-xxxx	(803)123-4567
D	Date of Birth	Date of Birth .You can leave it blank if the adjuster is licensed in South Carolina	MM/DD/YYYY	08/12/1982
E	State Licensed	State in which Adjuster is licensed. Leave it blank if unlicensed	2-Digit State Code	MA
F	License Number	License Number. You can leave it blank for following	Cannot exceed 20 characters	MA12345

		scenarios. <ul style="list-style-type: none"> You are providing NPN Adjuster is unlicensed. 		
G	Driver's License State	State providing the driver's license. Required if the Adjuster is unlicensed	2-Digit State Code	KS
H	DL#	Driver's License Number. Required if the Adjuster is unlicensed	Cannot exceed 20 characters	12AB456
I	NPN	National Producer Number. Required if the Adjuster is Licensed in South Carolina. You can leave it blank for following scenarios. <ul style="list-style-type: none"> You are providing NPN Adjuster is unlicensed. 	Cannot exceed 20 characters	123456

Example of how your file should look like

A	B	C	D	E	F	G	H	I
Name	Email address	Phone Number	DOB	State Licensed	License #	Driver's License State	DL #	NPN#
Robert Will				SC				2349165
Anderson Corey	CAnderson@mail.com	8031111111	08/26/1977	IL				3546789
Brad Warner	BWarner@mail.com	8031111111	08/26/1978	MA	4444			
Steve McGrath	SMcgrath@mail.com	8031111111	08/26/1979			OH	123	

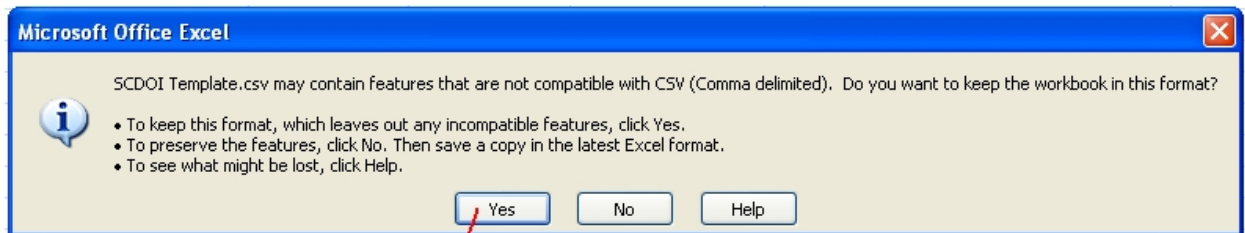
- Save a copy in Excel as your working copy.
- To save the file as CSV for uploading online, select File/Save As/, change the file type to CSV (Comma delimited) and name the file something that has meaning for you when you upload the file online (For instance: Emergency Adjuster [Date].CSV). Example:



Select "CSV"

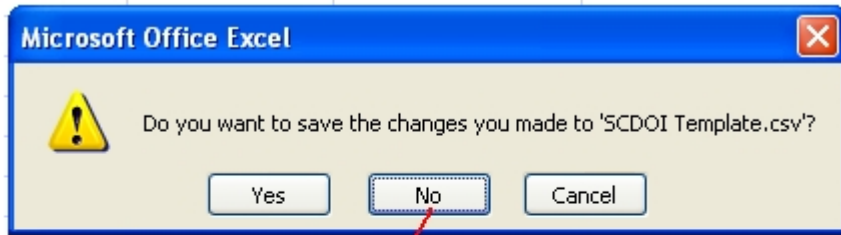
Click "SAVE"

9. Excel will then give you the following message that you must answer YES to:



Click YES

10. Close the CSV file by clicking the upper right hand "x". YOU MUST CLICK NO when this 2nd message is received or your formatting will be changed.



Click NO

Your finished file will be the name of your file with a .CSV extension. Example: "EmergencyAdjusters.CSV". DO NOT REOPEN THIS FILE IN EXCEL.