



**Agency Contact Information:**

Agency Name:	
Contact Name:	
Phone Number:	
E-mail Address:	
Agency Address 1:	
Agency Address 2:	
City/State/Zip:	

**List the 9-digit Branch Producer Code(s) you would like converted:**


**Agency Download Information:**

Current Agency Management System:	
New Agency Management System:	
What is the last day you will retrieve data from your current system?	
What is the start date for your new system?	
Will you be using the same IVANS account? If no, please complete the IVANS Information section below.	
Have you entered our NAIC and Company Unique codes into your new system?	

**IVANS Account Information:**

Y Account:	
User ID:	
Machine Address:	
Do you have a participant code?	

Please submit this form to: [EncompassDownload@Encompassins.com](mailto:EncompassDownload@Encompassins.com)