



**Excess Line Association of New York
EEFS/AEROS Broker Registration Process**

ELANY’s Electronic Filing System (EEFS/AEROS) allows a broker to electronically submit affidavits, attach supporting documents and use electronic signatures for affirmation purposes. The following steps are required to establish a new broker in EEFS/AEROS.



Broker Administrators	Setup Employee Access	Employees Complete Setup	Electronic Signatures / PIN Codes	System Training
Administrators are responsible for maintaining user profiles for accessing EEFS/AEROS.	All users must have their own user profile for signing into EEFS/AEROS.	Users must complete their setup before they can sign into EEFS/AEROS.	Electronic signatures can be used on Part A Affidavits.	Training videos and guidelines are available in the "How do I?" section within EEFS/AEROS.
<p>The Broker must complete the Broker Administrator Setup form and return it to ELANYHelpdesk@elany.org.</p> <p>For a broker’s own security, it is recommended brokers designate someone with appropriate management discretion at the broker firm.</p> <p>Only one setup form is required per licensed entity.</p>	<p>Broker Administrators must create user profiles (logins) for each broker employee or third-party delegate who can access the broker’s data in EEFS/AEROS.</p> <p>Setup instructions</p>	<p>Users must change their temporary password and establish their MFA credentials.</p>	<p>For each licensee / sub-licensee whose name is to appear on a Part A Affidavit, an electronic signature and PIN code is required.</p> <p>Broker Administrators must collect completed Electronic Signature Usage forms for each signature and return them to ELANYHelpdesk@elany.org.</p> <p>PIN Code Instructions</p>	<p>EEFS/AEROS Training Guidance</p>

Please contact ELANYHelpdesk@elany.org if you have any questions.