Registration to Use the ELANY Electronic Filing System (EEFS / AEROS)

ELANY's Electronic Filing System (EEFS / AEROS) allows you to electronically submit affidavits, scan in supporting documents, and use an electronic signature (PIN Code) for affirmation purposes. In order to establish security and protection of your data, and to allow access to the EEFS / AEROS system you must first complete, sign and return originals of the following two documents:

1) **Excess Line Broker Electronic Signature Use Agreement**, and
2) **Excess Line Broker Administrator Security Profile** form

To help you complete these forms, please refer to our instructional video entitled **"Signing up to Use ELANY's Electronic Filing System"**.

The completed **Excess Line Broker Administrator Security Profile** form allows you or one of your employees to add and delete users authorized to access your data and apply your electronic signature to submissions made on the EEFS / AEROS system. For your own security, we suggest you designate someone with appropriate management discretion at your firm. Only one Excess Line Broker Administrator Security Profile form needs to be submitted per licensed entity.

A signed original copy of the **Excess Line Broker Electronic Signature Use Agreement** must be submitted for each individual licensee and/or sub licensee of your firm whose name and signature will appear on any Part A affidavits submitted by your firm. Any firm that uses an outside vendor to file excess line documentation on its behalf must complete Section II of the Excess Line Broker Electronic Signature Use Agreement.

After the completed forms have been submitted to ELANYhelpdesk@elany.org and your firm is setup in the system, ELANY will provide your credentials and initial instructions to access the system, including training guides and videos. Once you log in, the system will prompt you through each section of the affidavit and filing process.

Please contact our Helpdesk (ELANYhelpdesk@elany.org) if you have any questions.

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