



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	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.	All users must complete their setup to sign into EEFS/AEROS.	Electronic signatures can be used on Part A Affidavits as filed within EEFS/AEROS.	Training videos and guidelines are available in the "How do I?" section within EEFS/AEROS.
The Broker must complete the Broker Administrator Setup form and return it to ELANYHelpdesk@elany.org. For a broker's own security, it is recommended brokers designate someone with appropriate management discretion at the broker firm. Only one setup form is required per licensed entity.	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. Setup instructions	Users must change their temporary password and establish their MFA credentials. Users can ensure they receive emails generated by ELANY systems by adding "@elany.org" to their safe sender list (consult your IT department if needed).	For each licensee / sub-licensee whose name is to appear on a Part A Affidavit, an electronic signature and PIN code is required. Broker Administrators must collect completed Electronic Signature Usage forms for each signature and return them to ELANYHelpdesk@elany.org. PIN Code Instructions	EEFS/AEROS Training Guidance
				6 ELANY Invoices ELANY posts invoices to EEFS/AEROS after the closing of each processing month.
				Broker Administrators must forward ELANY's Invoicing Quick Reference Guide to accounting staff who will process invoices. They also must create user profiles for accounting staff who will retrieve invoices from EEFS/AEROS. Setup instructions

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