RE: RELIEF FOR EXCESS LINE BROKERS

In response to the increased burdens placed on excess line brokers and their trading partners during the COVID-19 state of emergency, ELANY is providing the following relief:

1. THE ELANY BOARD OF DIRECTORS HAS WAIVED ALL LATE FILING FEES INCURRED DURING THE MONTHS OF MARCH AND APRIL. We will reassess the state of emergency and surrounding circumstances in late April to determine if the waiver should be extended.

2. **Problems with Obtaining Signed Documents and Lack of Scanners In Some Home Offices**

   ELANY has responded to a number of inquiries about processing difficulties created by working from home, such as obtaining signed documents from insureds and the lack of scanners in some homes. We recommend, as a workaround, the use of a personal device such as a phone or tablet to scan a signed document using a free application such as *Genius Scan*. The scan can then be transmitted electronically, such as email, to and from insureds.

   For wholesalers having trouble obtaining Part C affidavits, producing brokers can access ELANY’s website for a [SmartForm Part C](#). The SmartForm features drop down data fields to assist in completing the form with an electronic signature, or the producing broker can print a hard copy for signature. The former is transmitted electronically, while the latter can take advantage of the personal device approach noted above. See our [instructional video](#) on completing the SmartForm Part C.

   Finally, New York accepts most facsimile, imaged and electronic signatures as noted [here](#).