

To: Subscribing Insurers and Producers

TAIPA ELECTRONIC NOTIFICATIONS

In its New Year 2005 TAIPA Newline, TAIPA notified insurers and producers that all future information would be distributed electronically through the TAIPA website, www.taipa.org. TAIPA suggested that insurers and producers subscribe under the Subscribe for Updates field on the home page. The transmitted information would include updates to both the Plan of Operation and TAIPA Rules and Rating Manual, bulletins, seminar schedules and other topics affecting insurers and producers. However, at this time information regarding quota distribution will continue to be mailed to insurers.

TAIPA encourages all interested parties to subscribe on a timely basis since we anticipate both Plan of Operation and Manual amendments will be effective in the near future. Also, a Personal Automobile Policy, specific to personal automobile TAIPA business is in the process of being filed with the Commissioner of Insurance for approval.

We have been advised by some producers that they have subscribed for these updates; however, they did not receive the 2 latest bulletins, Number 135 [TAIPA Changes Effective September 1, 2005](#) and Number 136 [TAIPA Commercial Assignments](#).

Following research by TAIPA staff, it was determined that the producers were not fully completing the subscription fields, therefore staff guided them through the steps to complete a subscription. Below, please find the guidelines for subscribing through our website:

Step 1) Open the following URL in your web browser:

<http://www.taipa.org/newattaipa.html>

Step 2) Once you have this URL open, you can either:

Click on the underlined link that says "click [here](#)" or send an email request by clicking on the underlined link that says "send an [email](#) request".

If you click on the first link, you will be provided with a form to fill out. Complete the form as directed and press "Subscribe" when you are done.

If you use the email request link, your email program will open and start a new message with the "To" and "Subject" fields filled in. All you have to do is send the message.

You only have to follow one of these two steps, not both.

Step 3) Once you have followed one of the steps above, you should shortly receive a message at the email address you used with a subject line something like:

confirm 7bfd9e6c60c6111b124db2ce8ec7cfc94afd84d5

(The actual letters and numbers will vary with each message.)

Step 4) Once you receive this message, in order to confirm your subscription to the list, you **must** do **one** of these three things:

- a) Use your email program to reply to the message, leaving the "Subject" line (the "confirm" with the long string of letters and numbers) intact. Generally, just doing a "Reply" to the message and deleting all text other than the message subject will work.
- b) Click on the link to the web page that is shown after the words "Or visit this web page:"
- c) Send a new message using your email program to taipa-info-request@mailman.taipa.org containing the string that begins "confirm" and includes the letters and numbers following. This message should contain no additional text.

These instructions are repeated in the confirmation message you will receive. Again, you only have to do **one** of these three things. We recommend simply clicking on the link that is given: however, the other options are available to you if you do not have web access.

Step 4) Once you have successfully subscribed, you will receive a message acknowledging your subscription titled "Welcome to the "Taipa-info" mailing list", and providing you with information on the list, including how to unsubscribe and view previous messages. You will receive all messages sent to the list from this point on. You will also receive a monthly reminder that you are subscribed to the list.

TAIPA will, under no circumstances, sell or otherwise distribute your email address to anyone outside of TAIPA.

If you have any questions or problems following this procedure, please feel free to contact our customer service department at 512-444-4441 or custsvc@taipa.org

