

Getting Started with Compliance Advisor for Insurance

Compliance Advisor for Insurance helps you find information on a wide range of compliance issues related to accident and health insurance, life insurance and annuities, and property and casualty insurance. It offers flexible search options and an easy-to-use interface that helps you quickly retrieve the information you need.

Beginning and Ending Your Research Session

To sign on to Compliance Advisor for Insurance, follow these steps:

1. Go to **compliance.westlaw.com**.
2. Type your password and a project ID in the text boxes provided.
3. Click **Sign On**. The Compliance Advisor Home page is displayed (Figure 1).

To end your Compliance Advisor research session, click **Sign Off** in the upper-right corner of any page.

For assistance, call 1-800-937-8529.

For free reference materials, visit <http://accelus.thomsonreuters.com/solutions/regulatory-intelligence/compliance-advisor/>

The Compliance Advisor Home Page

The Home page provides you with access to Compliance Advisor search tools as well as up-to-date information on compliance-related topics. You can either begin your research or learn more about current developments at the Home page.

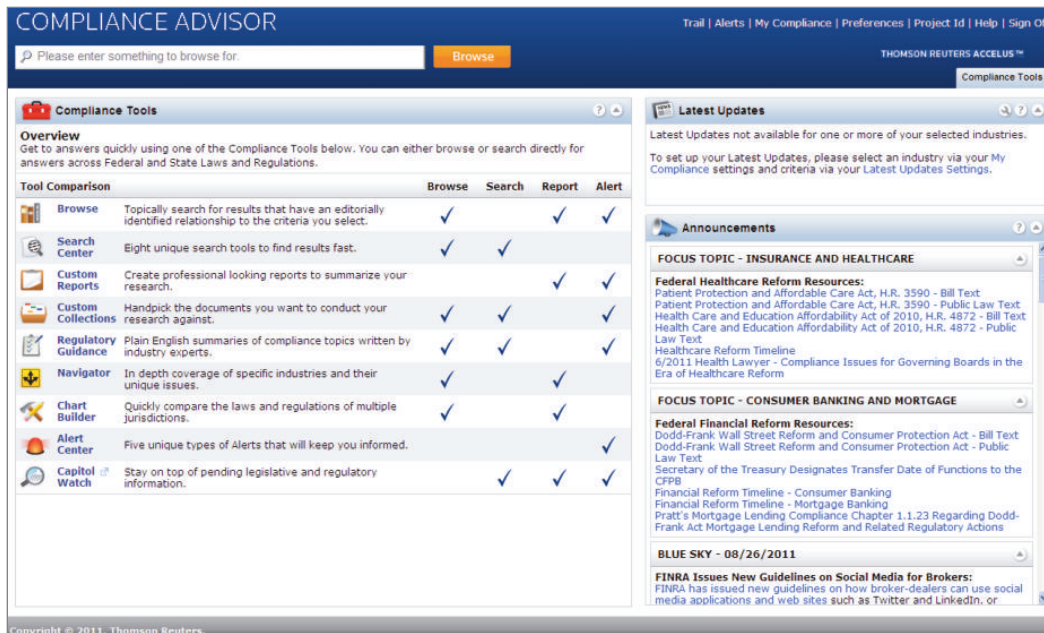


Figure 1. Compliance Advisor Home page

Using the Browse Feature

The Browse feature allows you to conduct a comprehensive search of regulatory materials using keywords, and then focus your search by topic, jurisdiction, and agency. To use the Browse feature, follow these steps:

1. Type your keywords in the text box at the top of the page and click **Browse** (Figure 2). A list of topics related to your keywords is displayed under *Topic*.
2. Restrict your search to specific topics by selecting the appropriate text boxes. You must select at least one topic in order to run a search.
3. After your topic restrictions are processed, restrict your search to specific jurisdictions, if desired, by selecting the appropriate text boxes under *Jurisdiction*.
4. After your jurisdiction restrictions are processed, restrict your search to specific agencies, where available, by selecting the appropriate text boxes under *Agency*.

To display your search result, click **View Results**. Alternatively, you can create a custom report or custom collection based on your selections by clicking the appropriate link

The screenshot shows the 'COMPLIANCE ADVISOR' interface. At the top, there is a search bar with the text 'brokers' and a 'Browse' button. Below the search bar, the 'Browse' section is active. It features three columns for filtering: 'Topic', 'Jurisdiction', and 'Agency'. Each column has a list of items with checkboxes and document counts. The 'Current Selections' section at the bottom shows the selected items: 'AGENTS, BROKERS, LICENSEE REQUIREMENTS (Insurance)', 'BROKERS LICENSE (Insurance)', and 'California'. There are also buttons for 'View Results', 'Create Custom Collection', 'Create Custom Report', and 'Create Alert'.

Topic	Jurisdiction	Agency
<input type="checkbox"/> AGENTS AND BROKERS (Insurance) (1971)	<input type="checkbox"/> Federal (8196)	<input type="checkbox"/> Architects Board (California) (3)
<input checked="" type="checkbox"/> AGENTS, BROKERS, LICENSEE REQUIREMENTS (Insurance) (7010)	<input type="checkbox"/> MultiState (0)	<input type="checkbox"/> Board for Geologists and Geophysicists (California) (1)
<input checked="" type="checkbox"/> BROKERS LICENSE (Insurance) (23824)	<input type="checkbox"/> Alabama (459)	<input type="checkbox"/> Board for Professional Engineers and Land Surveyors (California) (1)
<input type="checkbox"/> INSURANCE AGENTS (Insurance) (2759)	<input type="checkbox"/> Alaska (225)	<input type="checkbox"/> Board of Barbering and Cosmetology (California) (2)
<input type="checkbox"/> INSURANCE LICENSE (Insurance) (26613)	<input type="checkbox"/> Arizona (369)	<input type="checkbox"/> Board of Behavioral Sciences (California) (1)
<input type="checkbox"/> INSURANCE SOLICITATION (Insurance) (25767)	<input type="checkbox"/> Arkansas (294)	<input type="checkbox"/> Board of Chiropractic Examiners (California) (1)
<input type="checkbox"/> LIFE SETTLEMENT CONTRACTS (Insurance) (1047)	<input checked="" type="checkbox"/> California (829)	<input type="checkbox"/> Board of Dentistry (California) (7)
<input type="checkbox"/> REINSURANCE INTERMEDIARIES (Insurance) (1271)	<input type="checkbox"/> Colorado (436)	<input type="checkbox"/> Board of Equalization (California) (1)
<input type="checkbox"/> REINSURANCE INTERMEDIARY BROKERS (1086)	<input type="checkbox"/> Connecticut (269)	<input type="checkbox"/> Board of Funeral Directors and Embalmers (California) (2)

Figure 2. Browse feature

Using the Search Center

The Search Center allows you to search for documents using a Terms and Connectors or Natural Language search, find a documents using its citation or a partial citation, use KeyCite® to check a citation, access tables of contents for statutes and regulations, and search for regulatory guidance documents. To access a tool or feature, click its tab.

RUNNING A FEDERATED SEARCH

A federated search allows you to conduct a comprehensive search of regulatory materials using either the Terms and Connectors or Natural Language search method. You can select the type of material you want to retrieve with your search by selecting specific document types and jurisdictions. To run a federated search, click the **Federated Search** tab (Figure 3) and follow these steps:

1. Select a search method.
 - To run a Terms and Connectors search, click the **Terms and Connectors** tab, if necessary.
 - To run a Natural Language search, click the **Natural Language** tab.
2. Type a Terms and Connectors query or Natural Language description in the *Search* text box.
3. If desired, restrict your search to specific jurisdictions by selecting the appropriate text boxes under *Limit by Jurisdiction*.
4. If desired, restrict your search to specific sources by selecting the appropriate check boxes under *Limit by Source*. If you do not select a source, you will search all regulatory content.
5. Click **Search**.

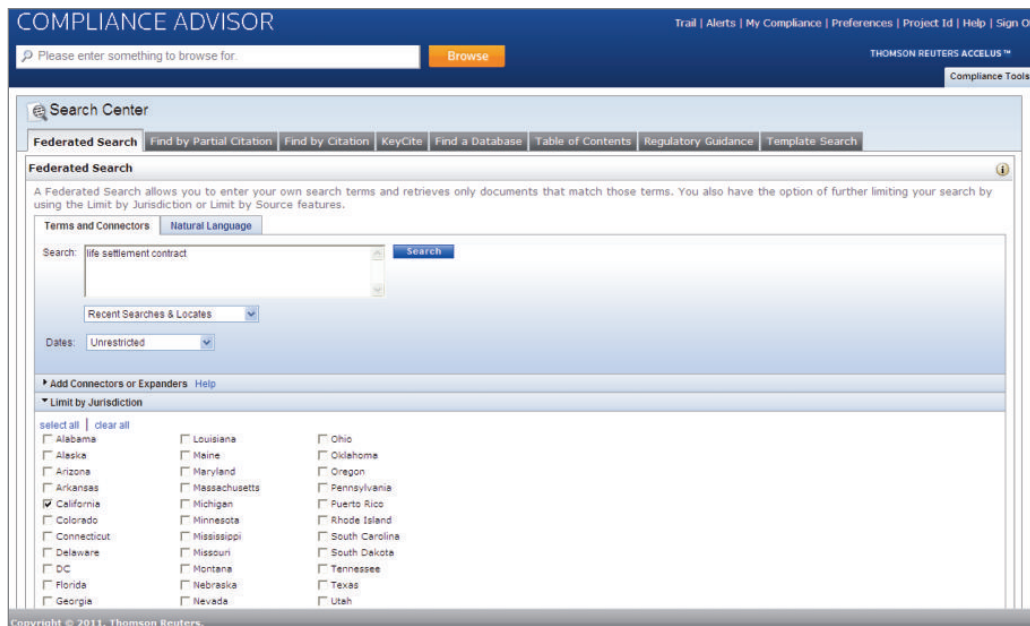


Figure 3. Federated Search tab

Using the Navigator

The Navigator tool allows you to quickly browse statutes and regulations on selected topics. To use the Navigator tool, click Navigator on the Compliance Advisor Home page.

To use the Navigator to browse for topics, follow these steps:

1. Click the **Life and Annuities**, **Property and Casualty**, or **Accident and Health** tab. A list of topics for which searches are available is displayed.
2. Browse the list of topics by clicking the folder names.
3. To select a topic, click the topic name. The citations of documents you retrieve are displayed in the result list. The result list is organized alphabetically by jurisdiction and also displays the type of document (e.g., statute or bulletin), the name of the document, and the effective date. To view the complete text of a document, click its citation.

You can print, e-mail, download, or fax the Navigator result list. Click the appropriate icon in the upper-right corner of the result list.

Using the Chart Builder

You can build a chart to compare the laws and regulations of multiple jurisdictions on a single topic or to compare the laws and regulations on multiple topics in a single jurisdiction. To use the Build a Chart tool, click **Chart Builder** on the Compliance Home page, and follow these steps:

1. Click a tab (e.g., **Life and Annuities**) to select a topic. The Build a Chart page is displayed.
2. Under *Choose Topics* in the left frame, click the plus (+) and minus (–) symbols to browse the list of topics. To include a topic in the chart, select its check box.
3. By default, your chart will include all jurisdictions. To include only specific jurisdictions in your chart, click **Change**. In the dialog box that is displayed, select your jurisdictions and click **OK**.
4. To restrict your search to a specific date range, select **After** next to *Effective Date(s)* and type a date range in the text boxes.
5. If desired, restrict your search to documents containing particular terms by typing the terms in the *Search Terms* text box.
6. In the *Name Your Report* text box, type a name for your chart.
7. In the *Sorting Options* drop-down list, choose whether to sort your chart by topic or jurisdiction.
8. Click **Build a Chart** to display the chart. Click a delivery icon in the upper-right corner to print, e-mail, download, or fax the chart.