



THOMSON REUTERS ACCELUS

# GUIDE TO COMPLIANCE ADVISOR FOR INSURANCE

2011



THOMSON REUTERS™



# GUIDE TO COMPLIANCE ADVISOR

FOR INSURANCE

2011

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## About This Guide

In this guide, the graphics and step-by-step instructions are based on accessing Compliance Advisor via the Internet. Because of the evolving nature of Internet technology, there may be recent changes to the interface and functionality that are not reflected in this documentation.

Information in this guide is current through September 1, 2011.

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# 1 Getting Started

Compliance Advisor is a statutory and regulatory research service that provides information and tools to help you perform accurate, timely, and efficient research. Compliance Advisor for Insurance provides information on a range of compliance issues related to accident and health insurance, life insurance and annuities, and property and casualty insurance.

This user guide will help you use Compliance Advisor for Insurance. For additional training and consultation, call the Reference Attorneys at 1-800-733-2889.

## Beginning and Ending Your Research Session

To sign on to Compliance Advisor, follow these steps:

1. Go to **compliance.westlaw.com**.
2. Type your password and project ID in the text boxes (Figure 1-1).

**Note** Select the **Save Password** check box if you want your password automatically entered each time you sign on to Compliance Advisor. When this option is selected, anyone accessing compliance.westlaw.com using your computer can sign on to Compliance Advisor with your password.

3. Click **Sign On**.

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

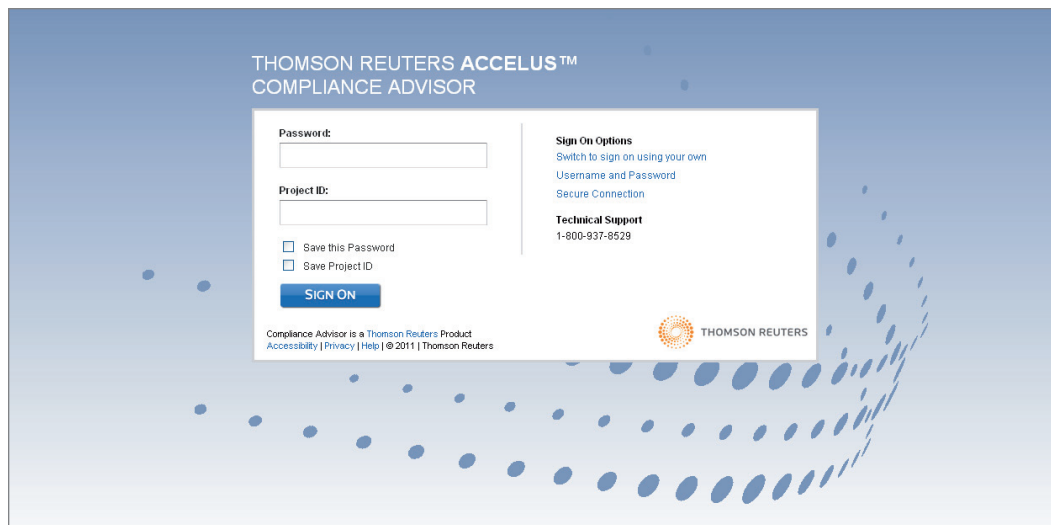


Figure 1-1. Compliance Advisor sign-on page

## Selecting Default Topics Using My Compliance

You can use My Compliance to select collections to display and a default collection to search. The Welcome to My Compliance dialog box is displayed the first time you sign onto Compliance Advisor. If the dialog box does not appear when you sign on and you want to change the topics that are displayed or your default topic, click **My Compliance** at the top of any page.

For example, to display the Insurance collections (Life and Annuities, Accident and Health, and Property and Casualty) and set Property and Casualty as your default collection to search, follow these steps:

1. Click **My Compliance** at the top of any page. The My Compliance dialog box is displayed (Figure 1-2).
2. If necessary, clear the check boxes for **Consumer Banking**, **Mortgage Banking**, **Healthcare**, and **Environment**.
3. If necessary, select the check boxes for **Life and Annuities**, **Accident and Health**, and **Property and Casualty**.
4. Choose **Property and Casualty** from the *Select a Default* drop-down list.
5. Click **Save**, then **Continue**.

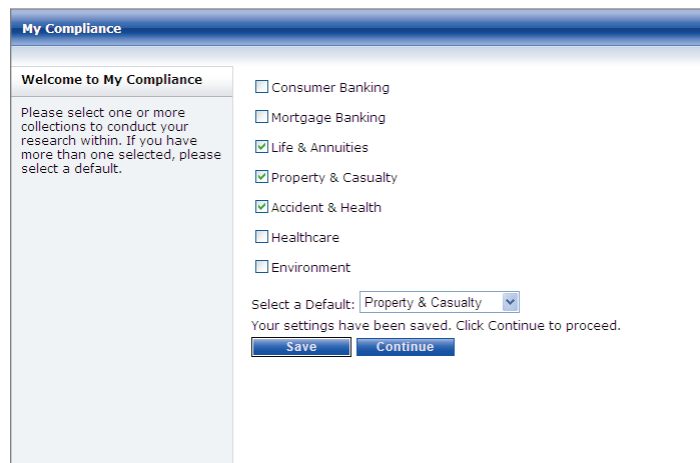


Figure 1-2. My Compliance dialog box

## The Compliance Advisor Home Page

The Home page (Figure 1-3) 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.

### BROWSE

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. Use the Browse feature when you want to search using key terms to perform a comprehensive search of statutes, regulations, and regulatory and legislative materials. You can view your results as a list or create a custom report based on your search criteria.

### SEARCH CENTER

The Search Center allows you to search for documents using a Terms and Connectors or Natural Language search, find a document 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.

### CUSTOM REPORTS

The custom reports tool allows you to create comprehensive reports that consolidate information about a topic of interest.

### CUSTOM COLLECTIONS

A custom collection is a collection of materials related by topic that you create, save, and search. Use custom collections to consolidate materials that you search frequently.

**COMPLIANCE ADVISOR** Trail | Alerts | My Compliance | Preferences | Project Id | Help | Sign Off

Please enter something to browse for:  **Browse** THOMSON REUTERS ACCELUS™ Compliance Tools

#### Compliance Tools

**Overview**  
Get to answers quickly using one of the Compliance Tools below. You can either browse or search directly for answers across Federal and State Laws and Regulations.

Tool Comparison		Browse	Search	Report	Alert
<b>Browse</b>	Typically search for results that have an editorially identified relationship to the criteria you select.	✓		✓	✓
<b>Search Center</b>	Eight unique search tools to find results fast.	✓	✓		
<b>Custom Reports</b>	Create professional looking reports to summarize your research.			✓	✓
<b>Custom Collections</b>	Handpick the documents you want to conduct your research against.	✓	✓		✓
<b>Regulatory Guidance</b>	Plain English summaries of compliance topics written by industry experts.	✓	✓		✓
<b>Navigator</b>	In depth coverage of specific industries and their unique issues.	✓		✓	
<b>Chart Builder</b>	Quickly compare the laws and regulations of multiple jurisdictions.	✓		✓	
<b>Alert Center</b>	Five unique types of Alerts that will keep you informed.				✓
<b>Capitol Watch</b>	Stay on top of pending legislative and regulatory information.		✓	✓	✓

#### Latest Updates

Latest Updates not available for one or more of your selected industries.  
To set up your Latest Updates, please select an industry via your My Compliance settings and criteria via your Latest Updates Settings.

#### Announcements

**FOCUS TOPIC - INSURANCE AND HEALTHCARE**

**Federal Healthcare Reform Resources:**  
Patient Protection and Affordable Care Act, H.R. 3590 - Bill Text  
Patient Protection and Affordable Care Act, H.R. 3590 - Public Law Text  
Health Care and Education Affordability Act of 2010, H.R. 4872 - Bill Text  
Health Care and Education Affordability Act of 2010, H.R. 4872 - Public Law Text  
Healthcare Reform Timeline  
6/2011 Health Lawyer - Compliance Issues for Governing Boards in the Era of Healthcare Reform

**FOCUS TOPIC - CONSUMER BANKING AND MORTGAGE**

**Federal Financial Reform Resources:**  
Dodd-Frank Wall Street Reform and Consumer Protection Act - Bill Text  
Dodd-Frank Wall Street Reform and Consumer Protection Act - Public Law Text  
Secretary of the Treasury Designates Transfer Date of Functions to the CFPB  
Financial Reform Timeline - Consumer Banking  
Financial Reform Timeline - Mortgage Banking  
Pratt's Mortgage Lending Compliance Chapter 1.1.23 Regarding Dodd-Frank Act Mortgage Lending Reform and Related Regulatory Actions

**BLUE SKY - 08/26/2011**

**FINRA Issues New Guidelines on Social Media for Brokers:**  
FINRA has issued new guidelines on how broker-dealers can use social media applications and web sites such as Twitter and LinkedIn, or

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Figure 1-3. Compliance Advisor Home page

**REGULATORY GUIDANCE**

Regulatory guidance documents include plain-English summaries of regulations from industry experts, agency guidelines and manuals, industry publications, and current news and information. You can quickly search regulatory guidance material using the Natural Language search method. You can also access Regulatory Guidance from the Search Center.

**NAVIGATOR**

The Navigator tool allows you to quickly browse statutes and regulations on selected topics.

**CHART BUILDER**

The Chart Builder tool helps you compare the laws and regulations of multiple jurisdictions on a single topic, or compare the laws a regulations on multiple topics in a single jurisdiction.

**ALERT CENTER**

Using the Alert Center, you can sign up to receive e-mails notifying you about statutes or regulations that have recently been enacted or have recently changed.

**CAPITOL WATCH**

Capitol Watch can help you to identify, track, and analyze legislation and regulations. Additional charges may apply.

# 2 Using the Browse Feature

## Searching with 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 2-1). 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. For more information about custom reports, see page 25. For more information about custom collections, see page 27.

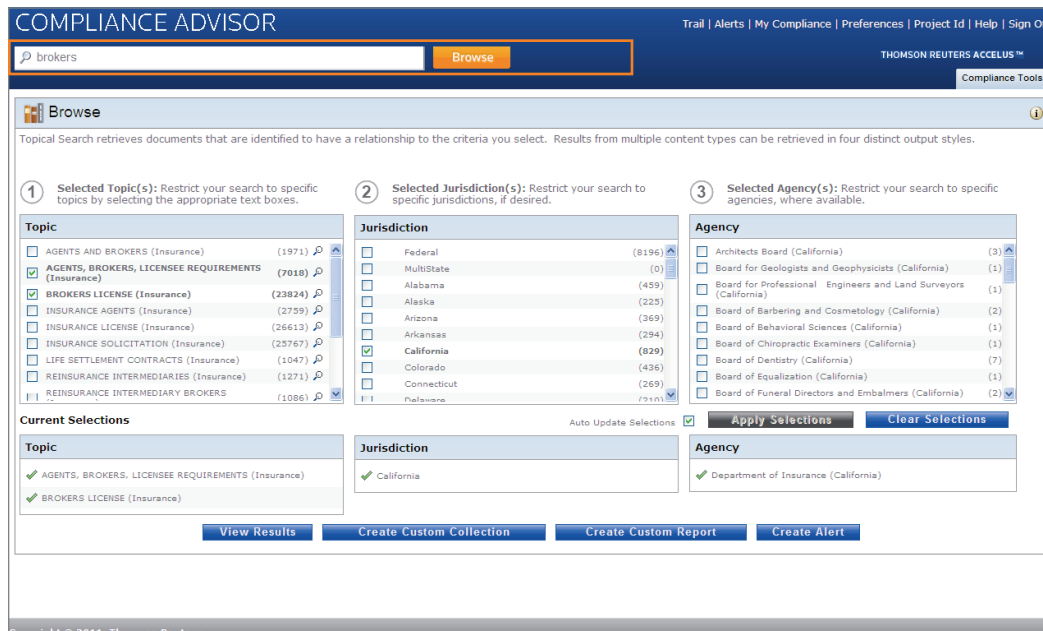


Figure 2-1. Browse feature

## Information Sources

When you use the Browse feature, you search federal and state legislative and regulatory materials, including the following:

### FEDERAL SOURCES

- All 50 titles of the *United States Code Annotated (USCA)*, including the Constitution, court rules, and appendixes.
- All 50 titles constituting the current *Code of Federal Regulations (CFR)*.
- Selected documents and decisions from federal agencies, including the following: Board of Alien Labor Certification Appeals, Board of Immigration Appeals, Civilian Board of Contract Appeals, Comptroller General Opinions, Congressional Accountability Office of Compliance, Department of Agriculture, Department of Defense, Department of Education, Department of Health and Human Services, Department of the Interior, Department of Justice, Department of Labor, Department of Transportation, Department of Veterans' Affairs, Directorate for Industrial Security Clearance Review, Employee Compensation Appeals Board, Environmental Protection Agency, Equal Employment Opportunity Commission, Federal Aviation Administration, Federal Communication Commission, Federal Energy Regulatory Commission, Federal Government Contracts—Contract Adjustment Board, Federal Labor Relations Authority, Federal Maritime Commission, Federal Mine Safety and Health Review Commission, Federal Service Impasses Panel, Federal Trade Commission, Health Care Financing Administration, Merit System Protection Board, National Association of Securities Dealers, **National Labor Relations Board**, National Mediation Board, National Transportation Safety Board, Nuclear Regulatory Commission, Occupational Safety and Health Review Commission, Office of Federal Contract Compliance Programs, Provider Reimbursement Review Board, Small Business Administration, Social Security Administration, Surface Transportation Board, and the U.S. Coast Guard.
- Executive and administrative orders, proclamations, trade agreement letters, and other documents released by the Executive Office of the President of the United States.
- Documents from the *Congressional Record*.
- Agendas and witness lists for U.S. congressional committee hearings, transcripts of oral statements, and written statements submitted to committees of Congress.
- All congressional committee reports, including reports on bills that did not become law, beginning with 1990.

## STATE MATERIALS

- Documents passed by the legislatures of all 50 states, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands and selected documents proposing legislation by initiative or proposition.
- Statutes from all 50 states, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands, plus annotations.
- Administrative codes from all 50 states and the District of Columbia.
- Documents passed by the legislatures of all 50 states, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands and selected documents proposing legislation by initiative or proposition.
- Select administrative decisions from 49 states and the District of Columbia (North Dakota not included).
- Full text of all available bills (introduced, amended, and enacted versions) from current and recently ended sessions of legislatures from all 50 states and the District of Columbia.
- Full text of proposed and recently adopted rules and regulations for all 50 states and the District of Columbia.
- Governors' messages pertaining to bills passed by state legislatures.
- Documents released by the attorneys general of all 50 states.
- Executive orders from all 50 states and the District of Columbia.
- Documents from selected state ethics commissions.

## OTHER SOURCES

- Newspapers, magazines, journals, newsletters, government press releases, and transcripts of television and radio shows and congressional testimony.
- Documents from texts and periodicals related to employment, environmental, financial, health, insurance, and tax regulations.
- Regulatory summaries.
- Checklists and forms.



# 3 Using the Search Center

The Search Center allows you to search for documents using a Terms and Connectors or Natural Language search, find a document 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 the Search Center, click **Search Center** on the Home page.

## 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 3-1) 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**.

To edit your search, click **Edit Search** at the top of your Results page. To read about browsing your search result, see “Browsing Documents” on page 21.

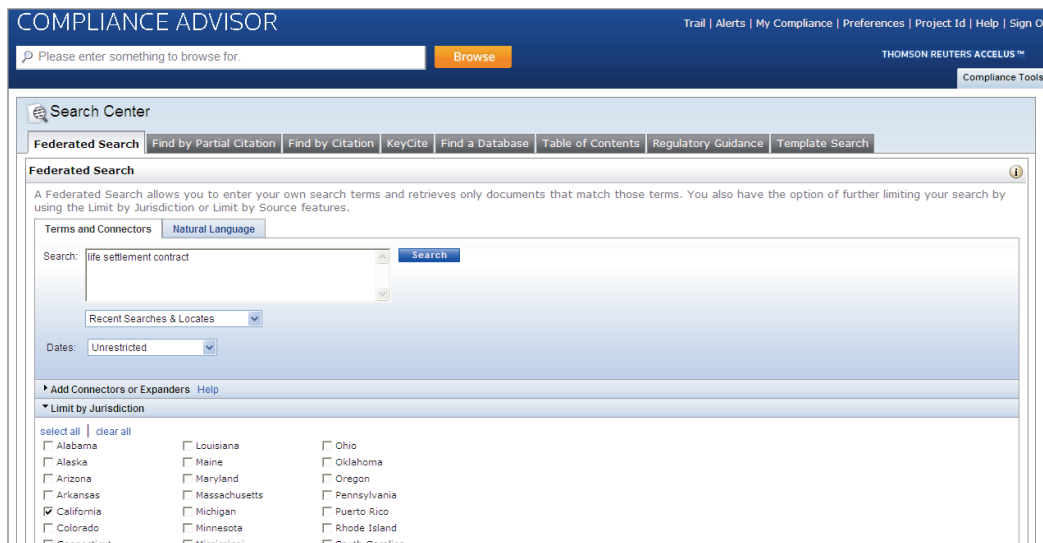


Figure 3-1. Federated Search tab at the Search Center

## RUNNING A TERMS AND CONNECTORS SEARCH

A Terms and Connectors search consists of key terms and connectors specifying the relationship between those terms. For example, you can specify that terms appear in the same sentence or paragraph. To run a Terms and Connectors search, click the Terms and Connectors tab if it is not already selected. Type a query, such as **cancel! revok! revoc! /s self-insured & “workers compensation”**, in the text box and then click **Search**. A Terms and Connectors search retrieves all documents that match your search criteria.

## USING CONNECTORS

When you run a Terms and Connectors search, you must place connectors between your terms. Connectors specify the relationship that should exist between terms in your retrieved documents.

CONNECTOR	TYPE	TO SEARCH FOR DOCUMENTS THAT CONTAIN	EXAMPLE
AND	& (and)	both search terms	fee & interest
OR	a space (or)	either search term or both terms	advertising marketing
Grammatical Connectors	/p	search terms in the same paragraph	cancel! /p notice notif!
	/s	search terms in the same sentence	calculat! /s premium
	+s	the first search term preceding the second in the same sentence	charitable +s corporation
Numerical Connectors	/n	search terms within n terms of each other (where n is a number from 1 to 255)	accelerat! /5 benefit
	+n	the first search term preceding the second by n terms (where n is a number from 1 to 255)	open-end! +5 loan
Phrase	“ ”	search terms appearing in the same order as in the quotation marks	“health maintenance organization”
CONNECTOR	TYPE	TO EXCLUDE DOCUMENTS THAT CONTAIN	EXAMPLE
BUT NOT	%	the terms following the percent symbol	r.i.c.o. % “puerto rico”

## USING VARIATIONS OF WORD FORMS

TO SEARCH FOR	TYPE	TO RETRIEVE DOCUMENTS THAT CONTAIN
compound words such as <i>nonparticipating</i>	<b>non-participating</b>	<i>non participating, non-participating, nonparticipating</i>
abbreviations such as <i>HIPAA</i>	<b>h.i.p.a.a.</b>	<i>H.I.P.A.A., H I P A A, H. I. P. A. A., HIPAA</i>
words with variant endings such as <i>disclose</i>	<b>disclos!</b>	<i>disclose, disclosed, disclosing, disclosure</i>
words with variable characters such as <i>withdraw</i>	<b>withdr*w</b>	<i>withdraw, withdrew</i>

**Note** Plurals and possessive forms are automatically retrieved without a root expander (!) or universal character (\*).

## **RUNNING A NATURAL LANGUAGE SEARCH**

The Natural Language search method allows you to use plain English to retrieve relevant documents. Compliance Advisor identifies common phrases in your description (such as *limited liability*), removes common terms (such as *is* and *for*), and generates variations of terms (such as *insure* and *insured for insurance*).

To run a Natural Language search, click the **Natural Language** tab, type a description, such as **false advertising**, in the text box and then click **Search**. You do not need to use complete sentences, quotation marks, or punctuation. A Natural Language search retrieves relevant documents based on how often your terms are used and where they appear in the document.

To add related terms to a Natural Language search, type them immediately following the terms to which they relate and enclose them in parentheses, e.g:

**false (deceptive fraudulent) advertising (marketing advertisement)**

## Find by Partial Citation

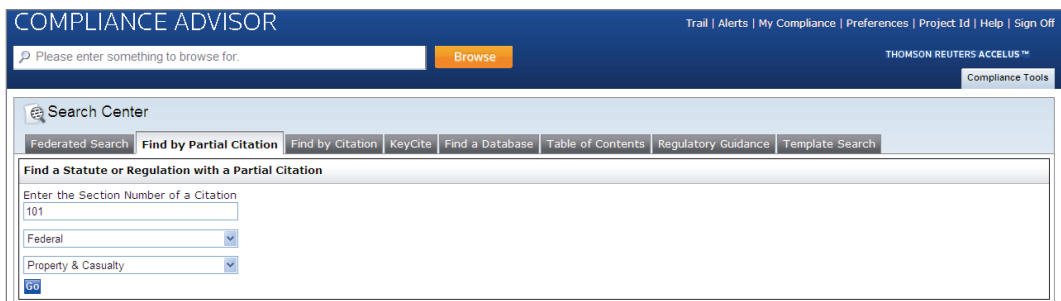
To search for a document using part of its citation, click the **Find by Partial Citation** tab (Figure 3-2) and follow these steps:

1. Type the citation information, e.g., a section number such as **101**, in the *Enter the Section Number of a Citation* text box.
2. If desired, restrict your search to a specific jurisdiction by selecting it from the *Select a Jurisdiction* drop-down list.
3. If desired, restrict your search to a specific topic (e.g., **Property and Casualty**) by selecting it from the *Select a Topic* drop-down list.
4. Click **Go**.

All applicable statutes or regulations with that term in their citations will be listed in the search result.

## Find by Citation

To retrieve a document using its full citation, click the **Find by Citation** tab and type the citation (e.g., **31 usca 101**) in the *Find by Citation* text box. Then click **Go**.



The screenshot shows the 'COMPLIANCE ADVISOR' interface. At the top, there is a navigation bar with links for 'Trail | Alerts | My Compliance | Preferences | Project Id | Help | Sign Off' and the 'THOMSON REUTERS ACCELUS™' logo. Below this is a search bar with the placeholder text 'Please enter something to browse for.' and a 'Browse' button. The main content area is titled 'Search Center' and features several tabs: 'Federated Search', 'Find by Partial Citation' (which is selected), 'Find by Citation', 'KeyCite', 'Find a Database', 'Table of Contents', 'Regulatory Guidance', and 'Template Search'. Under the 'Find by Partial Citation' tab, there is a section titled 'Find a Statute or Regulation with a Partial Citation'. This section contains a text input field labeled 'Enter the Section Number of a Citation' with the value '101' entered. Below this are two dropdown menus: 'Federal' and 'Property & Casualty'. At the bottom of this section is a 'Go' button.

Figure 3-2. Find by Partial Citation

## Using KeyCite

You can use KeyCite to view the history of a case, statute, administrative decision, or regulation to help determine whether it is good law and to retrieve citing references. KeyCite information is available for every case in West's National Reporter System; more than 1 million unpublished cases; federal statutes and regulations; statutes from all 50 states; administrative decisions from selected federal agencies; and regulations and administrative decisions from selected states.

Access KeyCite using one of the following methods:

- Click the **KeyCite** tab and type the citation (e.g., **42 usca 18001**) in the *KeyCite a Citation* text box (Figure 3-3). Then click **Go**. The KeyCite result is displayed (Figure 3-4).
- Click the KeyCite status flag in a document header or next to a document's citation
- Click **History**, or **Full History**, or **Citing References** on the Links tab in the left frame while viewing a document.

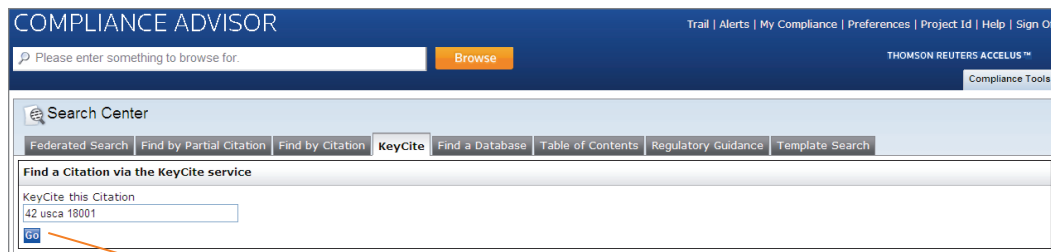


Figure 3-3. KeyCite tab

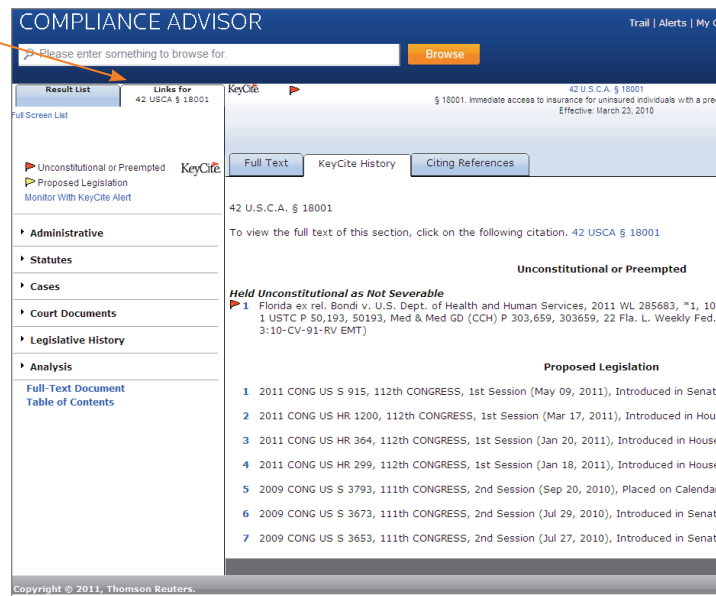


Figure 3-4. KeyCite result

## KEYCITE STATUS FLAGS



A red flag warns that the case or administrative decision is no longer good law for at least one of the points of law it contains or that the statute or regulation has been amended by a recent session law or rule, repealed, superseded, or held unconstitutional or preempted in whole or in part.



A yellow flag warns that the case or administrative decision has some negative history but has not been reversed or overruled; that the statute has been renumbered or transferred by a recent session law; that an uncodified session law or proposed legislation affecting the statute is available (statutes merely referenced, i.e., mentioned, are not marked with a yellow flag); that a proposed rule affecting the regulation is available; that the regulation has been reinstated, corrected, or confirmed; that the statute or regulation was limited on constitutional or preemption grounds or its validity was otherwise called into doubt; or that a prior version of the statute or regulation received negative treatment by a court.

**H**

A blue H indicates that the case or administrative decision has some history.

**C**

A green C indicates that the case or administrative decision has citing references but no direct history or negative citing references or that the statute or regulation has citing references.

## KEYCITE DEPTH OF TREATMENT STARS



**Examined**—The citing case, administrative decision, or brief contains an extended discussion of the cited case or administrative decision, usually more than a printed page of text.



**Discussed**—The citing case, administrative decision, or brief contains a substantial discussion of the cited case or administrative decision, usually more than a paragraph but less than a printed page.



**Cited**—The citing case, administrative decision, or brief contains some discussion of the cited case or administrative decision, usually less than a paragraph.



**Mentioned**—The citing case, administrative decision, or brief contains a brief reference to the cited case or administrative decision, usually in a string citation.

## KEYCITE QUOTATION MARKS

Quotation marks (“”) indicate that the citing case, administrative decision, or brief directly quotes the cited case or administrative decision.

### KEYCITE HISTORY FOR STATUTES

Statute history lists cases affecting the validity of the statute plus legislative materials related to the statute. These materials are divided into the following categories:

- **Updating Documents** lists citations to recent session laws that have amended or repealed the section.
- **Proposed Legislation** lists citations to proposed bills that reference the section.
- **Bill Drafts** lists all drafts of bills proposed before the section was enacted into law.
- **Reports and Related Materials** lists reports, journals, Congressional Record documents, presidential or executive messages, and testimony relevant to the section.
- **Credits** lists in chronological order citations to session laws that have enacted, amended, or renumbered the section.
- **Historical and Statutory Notes** describes the legislative changes affecting the section.

### KEYCITE HISTORY FOR REGULATIONS

KeyCite history for regulations includes proposed regulations and prior versions of the regulations from the *Federal Register*.

### KEYCITE HISTORY FOR CASES

Case history is divided into the following categories:

- **Direct History** traces your case through the appellate process and includes both prior and subsequent history.
- **Negative Citing References** lists cases outside the direct appellate line that may have a negative impact on the precedential value of your case.
- **Related References** lists cases that involve the same parties and facts as your case, whether or not the legal issues are the same.

Case history also includes links to related court documents, such as briefs, petitions, motions, and transcripts of oral arguments.

### CITING REFERENCES FOR STATUTES, REGULATIONS, AND CASES

Citing references includes cases, administrative materials, secondary sources, and briefs and other court documents that cite the document you are viewing.

## Finding a Database

Click the **Find a database** tab to access

- a database by typing an identifier or name
- a database you have used recently
- a favorite database

### ACCESSING A DATABASE BY TYPING AN IDENTIFIER OR NAME

To search for a particular database, type a database identifier (e.g., **coin-cs**) or a database name (e.g., **colorado insurance cases**) in the *Enter a database* text box (Figure 3-5). Then click **Go**.

When you access a database by typing its name, a list of databases that most closely match the name may be displayed. To access a database, click the database name, or select its check box and click **OK**.

You can access multiple databases simultaneously. Type up to 10 database identifiers separated by commas or semicolons in the *Enter a database* text box and click **Go**.

### ACCESSING A RECENT DATABASE

The Recent Databases feature maintains a list of the 20 databases you have most recently accessed. (Multiple databases accessed simultaneously are treated as one database.) Choose a database from the *Recent Databases* drop-down list. The Search page for that database is displayed.

### ACCESSING A FAVORITE DATABASE

The Favorite Databases feature lets you save an unlimited number of databases and groups of databases that you search frequently. (Multiple databases saved as a group are treated as one database.) Choose a database from the *Favorite Databases* drop-down list. The Search page for that database is displayed.

To save a favorite database, follow these steps:

1. Choose **Add to Favorites** from the *Favorite Databases* drop-down list. The Add to Favorite Databases List page is displayed.
2. Type a name for the entry, e.g., **Texas Insurance**, in the *Entry Name* text box.
3. Type the identifiers for the databases you want to save in the *Database(s)* text box. For example, type **txin-cs,txin-adc** to save the Texas Insurance Cases and Texas Insurance Administrative Code databases for a multiple-database search.
4. Click **Add Favorite**. The entry name for the databases you added is displayed in the Favorite Databases list.

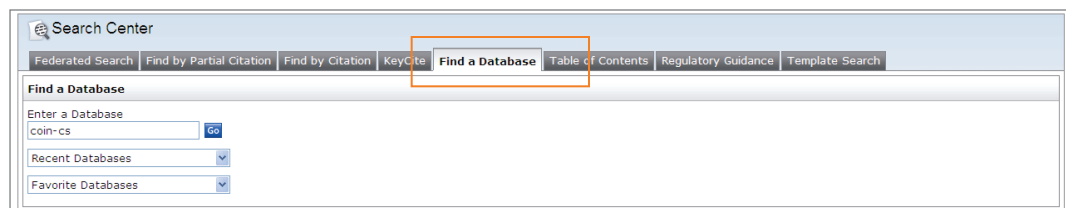


Figure 3-5. Find a Database tab

## Using the Table of Contents Service

### ACCESSING THE TABLE OF CONTENTS

The Table of Contents service allows you to browse the table of contents for a publication, view a document in the context of the sections surrounding it, and quickly retrieve related sections. The Table of Contents service contains the tables of contents for frequently used publications such as the USCA, CFR, and state statutes and constitutions, court rules, and administrative codes.

There are two ways to access the Table of Contents service.

- Click the **Table of Contents** tab in the Search Center (Figure 3-6) and browse the list by clicking the plus (+) and minus (–) symbols. To view the table of contents for a publication in the list, e.g., **United States Code Annotated**, click its link.
- From a displayed document in split-page view, click **Table of Contents** on the Links tab in the left frame. The portion of the table of contents referencing the document is displayed in the right frame. In full-page view, click **Links for...**, then click **Table of Contents**. The portion of the table of contents referencing the document is displayed across the full width of the page.

### BROWSING AND SEARCHING THE TABLE OF CONTENTS FOR A PUBLICATION

To browse the table of contents for a publication, click the plus and minus symbols. To retrieve a specific section, click its link. The full text of the section is displayed in the right frame.

To retrieve more than one section of a publication, or whole titles, chapters, or subchapters, follow these steps:

1. While viewing the table of contents for a publication, select the check boxes in front of the titles, chapters, subchapters, or sections you want to retrieve.
2. Click **Search** at the bottom of the page. A list of the sections you selected is displayed in the *TOC selection(s)* box.
3. If you want to retrieve only those sections that contain specific terms, type the terms in the *Add search terms and connectors* text box. Use connectors to specify the relationship between terms, as you would with a Terms and Connectors query.
4. If you are searching the table of contents for the CFR, the USCA, or California, Florida, Illinois, Massachusetts, New Jersey, New York, Pennsylvania, or Texas statutes, you can retrieve the versions of the sections that were effective on a specific date. Type the date in the *Search sections effective on* text box, or click the **Calendar** icon to select the date.
5. Click **Search** to display your result.

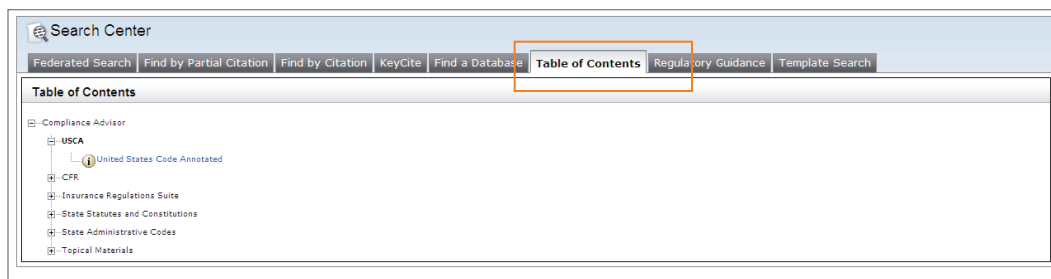


Figure 3-6. Table of Contents tab

## Searching for Regulatory Guidance

You can search for Regulatory Guidance summaries of the law, state guidelines, practice manuals, and other useful sources of information. Click the **Regulatory Guidance** tab (Figure 3-7) when you want to find a quick answer to a question, a summary of the law, an explanation of procedures or policies, or current information on new developments.

To search for regulatory guidance, type a Natural Language description in the *Enter a query* text box. Select content to search from the *Select a Collection* drop-down list, and click **Go**. Your result will contain up to 100 documents ranked by relevance (Figure 3-8).

To learn about browsing your search result, see “Browsing Documents” on page 21.

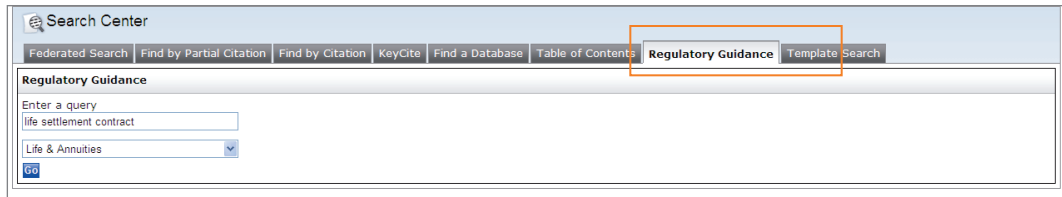


Figure 3-7. Regulatory Guidance tab

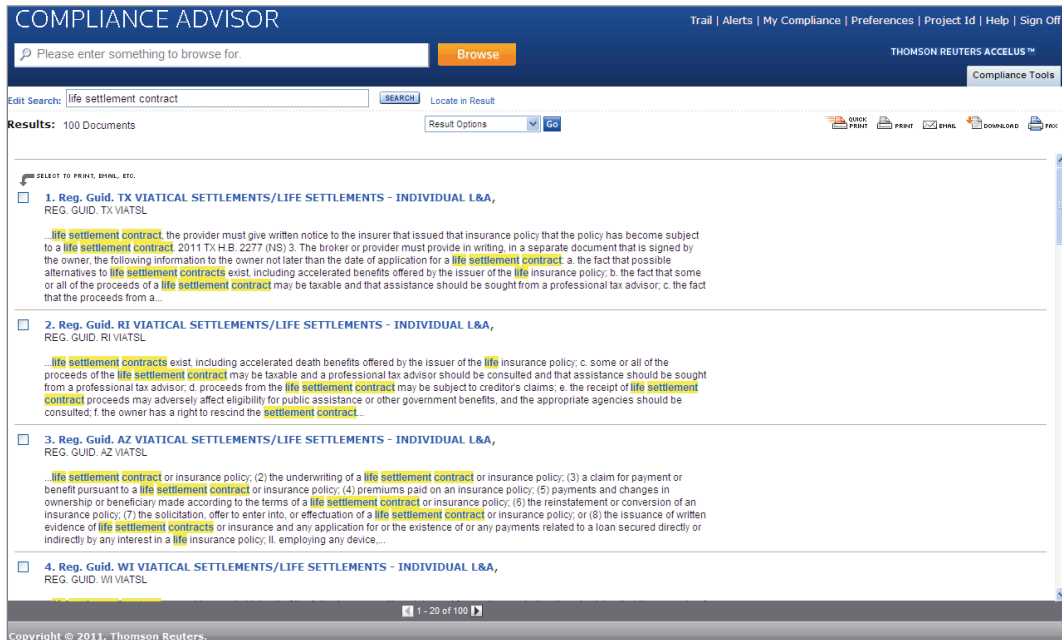


Figure 3-8. Search result

## INFORMATION SOURCES FOR LIFE AND ANNUITIES

If you choose **Life and Annuities** from the *Select a Collection* drop-down list, you will search the following content:

- Regulatory Guidance summaries of the law relating to group life insurance and annuities, individual life insurance and annuities, the regulation of securities on a state-by-state level, and financial institutions that market insurance
- guidelines and manuals from state agencies or departments in all 50 states and the District of Columbia that deal with insurance-related matters
- multistate regulatory insurance contact lists, which provide contact information for departments or agencies in all 50 states and the District of Columbia that deal with insurance-related matters
- National Association of Insurance Commissioners (NAIC) publications, including the *Financial Condition Examiners Handbook*; the *Journal of Insurance Regulation*; the *Market Regulation Handbook* (the successor publication to the *Market Analysis Handbook* and the *Market Conduct Examiners Handbook*); *Proceedings of the NAIC*; the NAIC Compendium of State Laws on Insurance Topics; the full text of the *Market Conduct Examiners Handbook*; white papers adopted and published by the NAIC; and the text of current and obsolete model laws, regulations, and guidelines promulgated by the NAIC for adoption by the 50 states and the District of Columbia
- news and information about insurance-related topics from newspapers, magazines, journals, newsletters, transcripts, and wires

## INFORMATION SOURCES FOR PROPERTY AND CASUALTY

If you choose **Property and Casualty** from the *Select a Collection* drop-down list, you will search the following content:

- Regulatory Guidance summaries of the law relating to property and casualty insurance and financial institutions that market insurance.
- guidelines and manuals from state agencies or departments in all 50 states and the District of Columbia that deal with insurance-related matters
- multistate regulatory insurance contact lists, which provide contact information for departments or agencies in all 50 states and the District of Columbia that deal with insurance-related matters
- National Association of Insurance Commissioners (NAIC) publications, including the *Financial Condition Examiners Handbook*; the *Journal of Insurance Regulation*; the *Market Regulation Handbook* (the successor publication to the *Market Analysis Handbook* and the *Market Conduct Examiners Handbook*); *Proceedings of the NAIC*; the NAIC Compendium of State Laws on Insurance Topics; the full text of the *Market Conduct Examiners Handbook*; white papers adopted and published by the NAIC; and the text of current and obsolete model laws, regulations, and guidelines promulgated by the NAIC for adoption by the 50 states and the District of Columbia
- news and information about insurance-related topics from newspapers, magazines, journals, newsletters, transcripts, and wires

## INFORMATION SOURCES FOR ACCIDENT AND HEALTH

If you choose **Accident and Health** from the *Select a Collection* drop-down list, you will search the following content:

- Regulatory Guidance summaries of the law relating to health insurance, long-term care, and financial institutions that market insurance.
- health care updates and briefs, including *HPTS Issue Briefs: Access to Health Insurance*; *HPTS Issue Briefs: Health Insurance Oversight*; *HPTS Snapshots: Access to Health Insurance*; and *HPTS Snapshots: Health Insurance Oversight*
- National Association of Insurance Commissioners (NAIC) publications, including the *Financial Condition Examiners Handbook*; the *Journal of Insurance Regulation*; the *Market Regulation Handbook* (the successor publication to the *Market Analysis Handbook* and the *Market Conduct Examiners Handbook*); *Proceedings of the NAIC*; the NAIC Compendium of State Laws on Insurance Topics; the full text of the *Market Conduct Examiners Handbook*; white papers adopted and published by the NAIC; and the text of current and obsolete model laws, regulations, and guidelines promulgated by the NAIC for adoption by the 50 states and the District of Columbia
- news and information about insurance-related topics from newspapers, magazines, journals, newsletters, transcripts, and wires

## Running a Template Search

The template search feature allows you to search across content groups and jurisdictions using information you specify, such as section number, title, topic, and search terms. You can search the following content using a template search:

- Statutes
- Regulations
- Insurance Bulletins
- Regulatory Guidance
- Institutions Marketing Summaries
- Insurance Market Conduct Reports
- Forms

To search using a template, click the **Template Search** tab in the Search Center (Figure 3-9).

The screenshot shows the Search Center interface with the following elements:

- Search Center** header with navigation tabs: Federated Search, Find by Partial Citation, Find by Citation, KeyCite, Find a Database, Table of Contents, Regulatory Guidance, and **Template Search** (highlighted with an orange box).
- Property & Casualty** sidebar menu with sub-items: Statutes, Regulations, Insurance Bulletins, Regulatory Guidance - Insurance Property and Casualty Summaries, Regulatory Guidance - Financial Institutions Marketing Summaries, Regulatory Guidance - State Securities Summaries, Insurance Market Conduct Reports, and ODEN FORMS.
- Life & Annuities** sidebar menu.
- Accident & Health** sidebar menu.
- Search Terms:** A text input field with a **Search** button.
- Topic Selection:** A dropdown menu showing "All Topics" selected. The list includes: Agency Agreements Termination - P&C, Agent Compensation and Finances, Anti-Money Laundering - Federal, Anti-Terrorism Compliance Issues, and Approved Non-Admitted Companies - P&C. A **Topic All Topics** button is visible.
- Jurisdiction Selection:** A grid of checkboxes for "All Available Jurisdictions" including AK, DC, IL, ME, ND, OH, TN, WV, AL, DE, IN, MI, NE, OK, TX, WY, AR, FL, KS, MN, NH, OR, UT, VA, AZ, GA, KY, MO, NJ, PA, CA, HI, LA, MS, NM, RI, VT, CO, IA, MA, MT, NV, SC, WA, CT, ID, MD, NC, NY, SD, and WI.
- A **Search** button at the bottom of the main content area.
- A tooltip on the right side of the Topic Selection dropdown: "To select multiple topics, hold down the 'Ctrl' key and click on selections. To run broadest search possible, select 'All Topics'."

Figure 3-9. Template search



# 4 Browsing Documents

## Viewing the Result List

After your search has run, the Results page displays the documents retrieved by your search (Figure 4-1). A portion of each document containing your search terms is displayed below the document title. To hide the search terms or jump to a specific document, choose the appropriate option from the *Hide Terms in List* drop-down list at the top of the page and click **Go**.

If your search retrieves more than one type of document, e.g., state statutes and regulations, only the first three documents of each type are displayed. The left frame of the Results page will display a list categorizing the document types retrieved by your search. To view a list of all the documents in a category, click the document type under *Result Summary* in the left frame, or click view all in the category heading in the right frame. To hide the search terms in the list or jump to a specific document, choose the appropriate option from the drop-down list in the left frame and click **Go**.

## Editing Your Search

Your current search is displayed in a text box at the top of the Results page. To revise this search, click **Edit Search** or type changes in the text box and click **Search**.



Figure 4-1. Results page

## Viewing the Complete Text of a Document

To view the complete text of a document, click its title, citation, or number. To return to the full result list from a document you are viewing, click **Full Screen List** in the left frame (Figure 4-2). To view a list of all retrieved documents that are in the same category as the document you are viewing, click the **Result List** tab.

Hypertext links allow you to jump from a citation in the document you are viewing to the full text of the cited document. Simply click the link, and the full text of the cited document is displayed in the Link Viewer. You can browse the document for particular terms using the Locate feature without leaving your original document.

The screenshot displays a web-based document viewer. On the left, a sidebar contains navigation options: 'Result List' (100 Docs), 'Full Screen List' (highlighted with an orange box), 'Edit Search', 'Locate in Result', 'Edit Jurisdictions', 'Citing References available', 'Monitor With KeyCite Alert', 'Full-Text Document', 'View This Regulation In: Insurance Regulations Suite', 'Regulatory Documents', 'Agency Materials', 'Forms', and 'Contact Lists'. The main content area is titled 'OR ADC 836-014-0240' and shows the document's title, citation, and a list of requirements. The document text includes: 'OR Admin. r. 836-014-0240', 'Oregon Administrative Rules Compilation Currentness', 'Chapter 836, Department of Consumer and Business Services, Insurance Division', 'Division 14, Alternative Insurance Organizations', and a list of requirements for life settlement providers and brokers. The requirements are: (1) Filing requirements for licensees, (2) Amendment and new contract filing requirements, (3) Approval requirements for contract forms, and (4) Content requirements for contract forms. The interface includes a top navigation bar with 'Full Text', 'KeyCite\_History', and 'Citing References' tabs, and a bottom status bar with navigation controls and a 'Go' button.

Figure 4-2. Document in full screen view

## Locating Specific Terms in a Document

Locate allows you to browse the documents in your search result or a cited document displayed in the Link Viewer for particular terms whether or not these terms appeared in your original search. To use Locate, follow these steps:

1. Click **Locate in Result** at the top of the Links tab or the Result List tab, or click **Locate** in the Link Viewer. The Locate Search Terms page is displayed (Figure 4-3).
2. Type an advanced search in the *Locate* text box.
3. Click **Locate**.
4. To view the Locate terms, which are highlighted in each document, click the **Terms** arrows.



Figure 4-3. Locate Search Terms page



# 5 Creating Custom Reports

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## Creating a Custom Report

The custom reports tool allows you to create comprehensive reports that consolidate information on a topic of interest. The report can be displayed online or downloaded. To create a custom report, click **Custom Reports** on the Home page. At the Custom Reports page, click **Create New** and follow these steps:

1. Type your keywords in the *Enter Keywords* text box at the top of the page and click **Scan**. A list of topics related to your keywords is displayed under *Topic*.
2. Restrict your report to specific topics by selecting the appropriate check boxes. You must select at least one topic in order to run a search.
3. After your topic restrictions are processed, restrict your report to specific jurisdictions, if desired, by selecting the appropriate check boxes under *Jurisdiction*.
4. After your jurisdiction restrictions are processed, restrict your report to specific agencies, where available, by selecting the appropriate check boxes under *Agency*.
5. If desired, add additional search terms or a date restrictions under *Additional Filters*.
  - To add additional search terms, type a Terms and Connectors search in the *Key Terms* text box.
  - To add a date restriction to your search, choose a date restriction (e.g., **Last 30 Days**) from the *Date* drop-down list.
6. If desired, restrict your report to specific document types by selecting the appropriate check boxes under *Document Types*.
7. If desired, add custom elements to your report, such as a title, summary, or hyperlinks, under *Report Elements*.
  - Type a title for your report in the *Title Text* text box.
  - Type a summary of your report in the *Summary Text* text box.
  - Add links, such as the name and web address for a state agency, in the *Report Links* text boxes.
  - Add a logo to your report by typing a file name in the *Report Logo* text box or by clicking **Browse** and selecting a file from the Choose file dialog box.
8. If desired, select the *Alert on Report* check box under *Report Elements* to have the report sent automatically to an e-mail address at a frequency that you choose. Then, under *Alerting Options*,
  - choose a frequency to receive your report from the *Select Frequency* drop-down list.
  - type the e-mail address to which you an the report sent in the *E-mail Address* text box.
9. Click **Create**.

## Managing Your Reports

Your report will be saved automatically for two weeks. You can access your report using the Report Manager (Figure 5-1). To access the Report Manager, click **Custom Reports** on the Home page.

You can use the Report Manager to

- view reports for up to two weeks
- edit a report
- delete a report

### VIEWING A REPORT

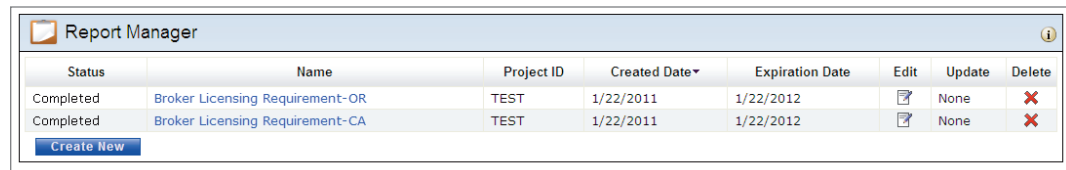
To view a report, click its name in the Report Manager.

### EDITING A REPORT

To edit a custom report, click the **Edit** icon next to the collection you want to edit. After you made your changes, click **Save Report**.

### DELETING A REPORT

To delete a custom collection, click the **Delete** icon next to the collection you want to delete. Then click **OK** in the dialog box.



The screenshot shows the Report Manager interface. At the top, there is a header bar with the text "Report Manager" and an information icon. Below the header is a table with the following columns: Status, Name, Project ID, Created Date, Expiration Date, Edit, Update, and Delete. There are two rows of data in the table. Below the table is a "Create New" button.

Status	Name	Project ID	Created Date	Expiration Date	Edit	Update	Delete
Completed	Broker Licensing Requirement-OR	TEST	1/22/2011	1/22/2012		None	
Completed	Broker Licensing Requirement-CA	TEST	1/22/2011	1/22/2012		None	

[Create New](#)

Figure 5-1. Report Manager

# 6 Creating Custom Collections

## Creating a Custom Collection

A custom collection is a collection of materials related by topic that you create, save, and search. To create a custom collection, click **Custom Collections** on the Home page. At the Custom Collections page, click **Create New**. The Setup New Custom Collections page is displayed (Figure 6-1). Then follow these steps:

1. Type your keywords in the *Enter Keywords* text box at the top of the page and click **Scan**. A list of topics related to your keywords is displayed under *Topic*.
2. Restrict your report to specific topics by selecting the appropriate check boxes. You must select at least one topic in order to run a search.
3. After your topic restrictions are processed, restrict your collection to specific jurisdictions, if desired, by selecting the appropriate check boxes under *Jurisdiction*.
4. After your jurisdiction restrictions are processed, restrict your collection to specific agencies, where available, by selecting the appropriate check boxes under *Agency*.
5. If desired, restrict your collection to specific document types by selecting the appropriate check boxes under *Document Types*.
6. Type a name and description for the collection under *Collection Details*.
7. If desired, select the *Alert on Collection* check box to have the report sent automatically to an e-mail address at a frequency that you choose. Then, under *Alerting Options*,
  - choose a frequency to receive your report from the *Select Frequency* drop-down list.
  - type the e-mail address to which you want the report sent in the *E-mail Address* text box.
8. When you have made your selections, click **Save Collection**.

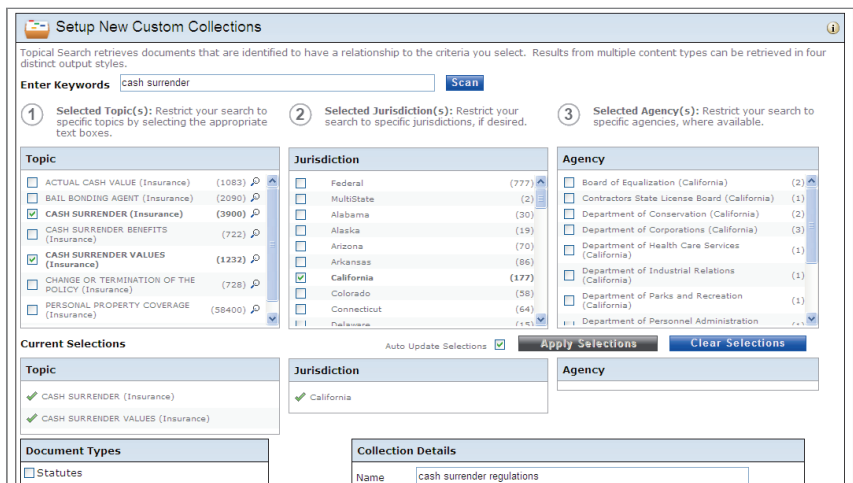


Figure 6-1. Setup New Custom Collections page

## Searching a Custom Collection

To run a search through the documents in your custom collection, click the name of the collection you want to search (Figure 6-2). Type a Terms and Connectors search in the *Search* text box, and click **Search** (Figure 6-3). Your search is limited to the documents included in your custom collection.

## Editing or Deleting a Custom Collection

To edit a custom collection, click the **Edit** icon next to the collection you want to edit. After you made your changes, click **Save Collection**.

To delete a custom collection, click the **Delete** icon next to the collection you want to delete. Then click **OK** in the dialog box.



Figure 6-2. Custom Collections page

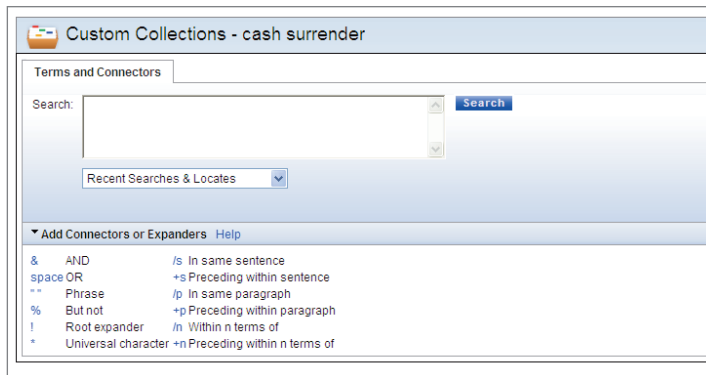


Figure 6-3. Searching a custom collection

# 7 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.

## Browsing for Topics

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 (Figure 7-1).
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. For more information, see “Delivering Documents” on page 37.

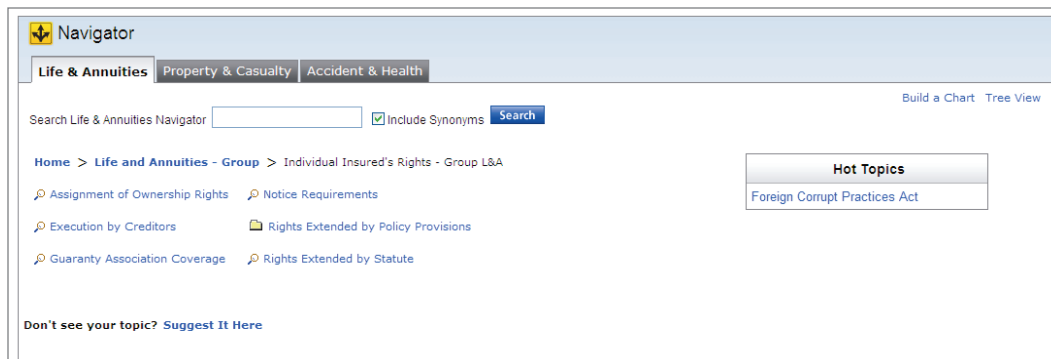


Figure 7-1. Navigator search topics

## Using the Navigator Search Feature

The Navigator Search feature allows you to search the list of Navigator topics and subtopics for a specific term or phrase. To run a search, follow these steps:

1. Type a term or phrase in the *Search Accident and Health Navigator, Search Life and Annuities Navigator, or Search Property and Casualty Navigator* text box (Figure 7-2).
2. Synonyms are automatically included in a Navigator search. If you do not want to include synonyms, clear the *Include Synonyms* check box.
3. Click **Search**. A list of the topics and subtopics containing your term or phrase is displayed.
4. Click a topic to view the applicable statutes and regulations.

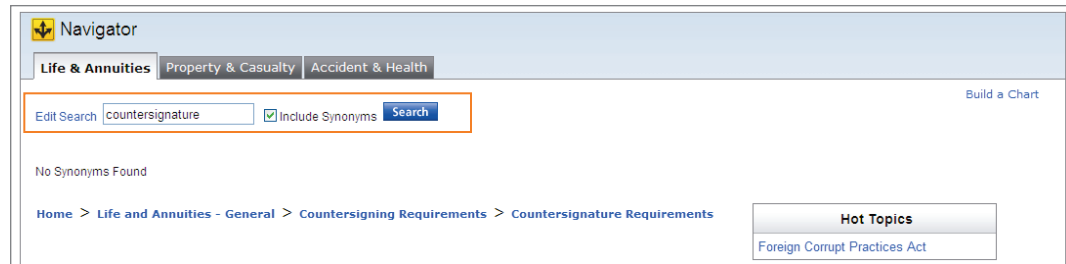


Figure 7-2. Using the Navigator Search feature

# 8 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 Chart Builder 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 (Figure 8-1).
2. Under *Choose Topics*, 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.

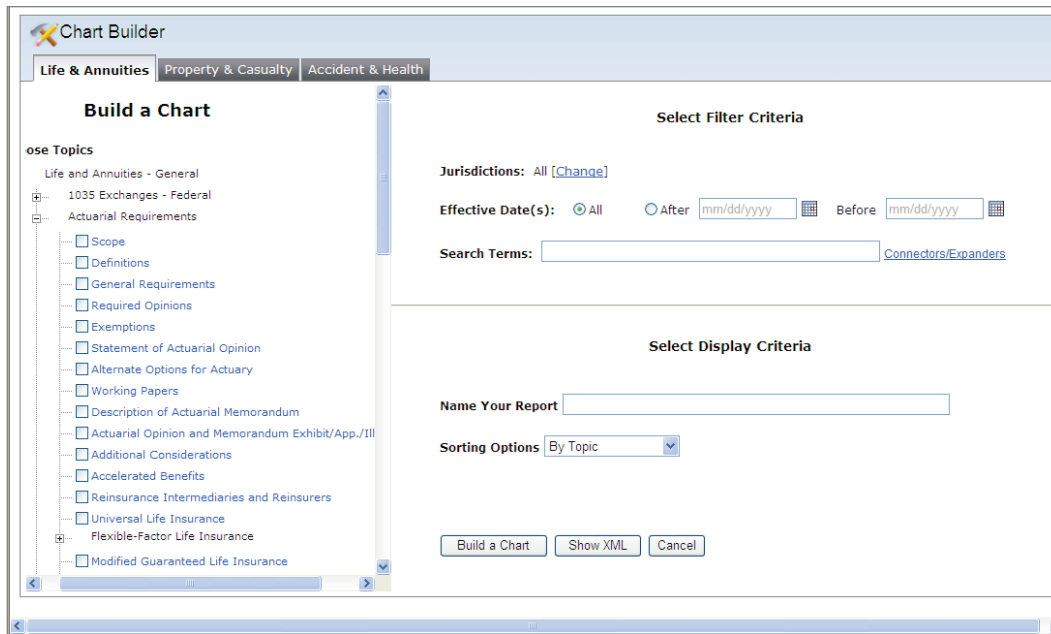


Figure 8-1. Build a Chart page

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 (Figure 8-2). Click a delivery icon in the upper-right corner to print, e-mail, download, or fax the chart.

The screenshot shows the 'Chart Builder' application window. At the top, there are tabs for 'Life & Annuities', 'Property & Casualty', and 'Accident & Health'. Below the tabs is a navigation bar with a link to '< Edit Report Parameters' and a set of delivery icons: QUICK PRINT, PRINT, EMAIL, DOWNLOAD, and FAX. The main content area is titled 'Actuarial Requirements' and includes a 'Collapse All' link. A breadcrumb trail reads: 'Life and Annuities - General > Actuarial Requirements > General Requirements (3 Jurisdictions)'. The content is organized into two sections: California and Oregon. Each section contains a table with columns for Document Type, Name, Citation, and Effective Date. Below each table is a 'Regulatory Guidance' section.

**California**

Document Type	Name	Citation	Effective Date
Bulletin	RE: REGULATION XXX AND THE 1995 ACTUARIAL MEMORANDUM AND EXECUTIVE SUMMARY	CA Notice 1-5-96	01/05/1996
Bulletin	RE: 2000 ACTUARIAL MEMORANDUM AND EXECUTIVE SUMMARY	CA Notice 8-29-2000	08/29/2000
Regulation	General Requirements	10 CA ADC § 2580.4	01/01/2005
<b>Regulatory Guidance</b>			
None Available			

**Oregon**

Document Type	Name	Citation	Effective Date
Regulation	General Requirements	OR ADC 836-031-0640	05/27/1992
<b>Regulatory Guidance</b>			
None Available			

Figure 8-2. Chart

## 9 Using the Alert Center

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The Alert Center allows you to retrieve laws and regulations that have recently been enacted or have recently changed. In addition, you can receive plain-English descriptions of newly enacted provisions. You can also sign up to be notified of new legislative and regulatory activity via e-mail. To access the Alert Center, click **Alert Center** on the Compliance Advisor Home page.

### Latest Updates

To receive an e-mail containing information about statutes and regulations that have recently been enacted or adopted, follow these steps:

1. Click the **Latest Updates** tab if it is not already selected.
2. Click **Create** next to the topic for which you want to receive updates.
3. Type your e-mail address in the *E-mail Address* text box.
4. Select one of the following frequencies:
  - **Daily with summary snippets**
  - **Weekly—with summary snippets (Delivered Sunday)**
  - **Weekly—with No snippets (Delivered Sunday)**
5. Click **Subscribe**. To edit your selections, click the **Latest Updates** tab, then click **Edit** next to the topic you want to edit.

### Regulatory Guidance Alerts

To receive new regulatory guidance materials via e-mail, click the **Regulatory Guidance Alerts** tab, then follow these steps:

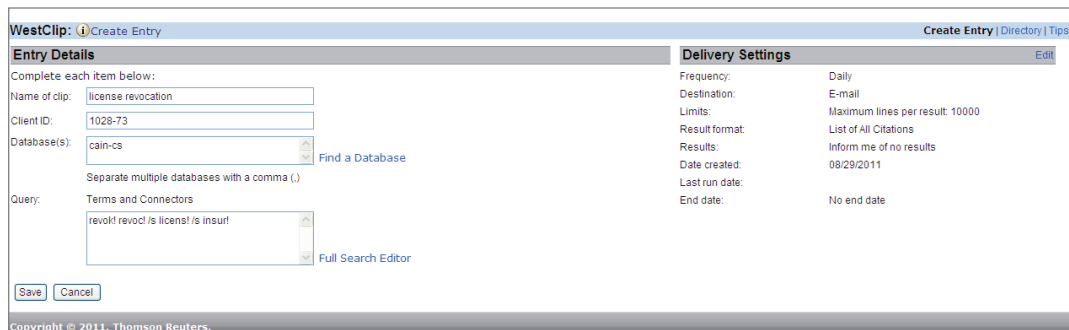
1. Click **Create**. The Regulatory Guidance Summary Alerts page is displayed.
2. In the *Entry Name* text box, type a name for your entry.
3. Browse the list of topics by clicking the plus (+) and minus (-) symbols. To choose a topic, select its check box.
4. Under *Select Jurisdictions*, choose one or more jurisdictions by selecting their check boxes.
5. Under *Select Frequency*, choose a frequency for your update by selecting its check box.
6. Type your e-mail address in the *Enter e-mail address* text box.
7. Click **Save**.

## Using WestClip

WestClip runs your Terms and Connectors searches on a regular basis so you can stay up-to-date on news and legal developments. To create a WestClip entry, click the **WestClip** tab, then follow these steps:

1. Click **Create**. The WestClip: Create Entry page is displayed (Figure 9-1).
2. Type a name for the entry (maximum of 40 characters) in the *Name of clip* text box.
3. The client identifier for the current research session is displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
4. Specify a database in which you want your search to be run by typing the database identifier in the *Database(s)* text box. (For help with selecting a database, click **Find a Database**.) If you accessed WestClip from a search result, the database identifier is entered for you.
5. Type a Terms and Connectors query in the *Query* text box. (For a list of connectors and field restrictions to use in your query, click **Full Search Editor**. Then click the arrow next to *Add Connectors or Expanders* at the bottom of the page.) If you accessed WestClip from a search result, the query is entered for you.
6. To modify delivery settings for an entry, including how often the entry should be run and the destination to which your WestClip results should be sent, click **Edit**. When you finish specifying your settings, click **Save** to return to the WestClip: Create Entry page.
7. Click **Save** to save your entry.

To make changes to a WestClip entry, click an entry name. To delete an entry, select the check box next to the entry and click **Delete**.



Entry Details		Delivery Settings	
Complete each item below:			
Name of clip:	license revocation	Frequency:	Daily
Client ID:	1028-73	Destination:	E-mail
Database(s):	caim-ca	Limits:	Maximum lines per result: 10000
	<a href="#">Find a Database</a>	Result format:	List of All Citations
	Separate multiple databases with a comma (,)	Results:	Inform me of no results
Query:	Terms and Connectors	Date created:	08/29/2011
	revokt revocl /s licens! /s insurt	Last run date:	
	<a href="#">Full Search Editor</a>	End date:	No end date
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 9-1. WestClip: Create Entry page

## Using KeyCite Alert

KeyCite Alert automatically monitors the status of your cases, statutes, administrative decisions, and regulations and sends you updates when their KeyCite results change. To create a KeyCite Alert entry, click the **KeyCite Alerts** tab, then follow these steps:

1. Click **Create**. The KeyCite Alert: Create KeyCite Alert Entry page (Figure 9-2) is displayed.
2. Type the citation of the document you want to monitor in the *Citation* text box and click **Go**.
3. Select the type of history you want to monitor and specify whether you want to include citing references in the result.
4. If desired, click *Limit Citing Refs* to restrict the citing references for your KeyCite Alert entry. The restrictions available vary depending on the type of document you are monitoring. After selecting your restrictions, click **Apply** in the left frame to return to the KeyCite Alert: Create Entry page.
5. Click **Edit** next to *Delivery Settings* to change the delivery settings listed on the right side of the page. When you finish specifying your settings, click **Save** to return to the KeyCite Alert: Create Entry page.
6. Click **Save** to save your entry.



**KeyCite Alert: Create KeyCite Alert Entry** Create Entry | Directory | Tips

**Entry Details**

To set up a KeyCite Alert entry for a case, federal regulation, statute, or selected administrative material, type a citation (e.g., 109 SOT 2281; 17 USCA 114; 40 CFR 7.35; 315 NLRB 1068) and click GO

Citation:

[Publications List](#)

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Figure 9-2. KeyCite Alert: Create KeyCite Alert Entry page

## Using Topical Alerts

Topical Alerts allow you to receive new documents relating to a specific topic of interest to you. To create a Topical Alert entry, click the **Topical Alerts** tab, then follow these steps:

1. Click **Create**. The Create a Topical Alert page is displayed (Figure 9-3).
2. Type your keywords in the *Enter Keywords* text box at the top of the page and click **Scan**. A list of topics related to your keywords is displayed under *Topic*.
3. Restrict your report to specific topics by selecting the appropriate check boxes. You must select at least one topic in order to run a search.
4. After your topic restrictions are processed, restrict your collection to specific jurisdictions, if desired, by selecting the appropriate check boxes under *Jurisdiction*.
5. After your jurisdiction restrictions are processed, restrict your collection to specific agencies, where available, by selecting the appropriate check boxes under *Agency*.
6. Type a name for your entry in the *Alert Name* text box.
7. Choose a frequency to receive alert results from the *Select Frequency* drop-down list.
8. Type your e-mail address in the *E-mail Address* text box.
9. If desired, restrict your alert results to specific document types by selecting the appropriate check boxes under *Document Types*.
10. When you have made your selections, click **Save**.

To edit or delete entries, click the **Topical Alerts** tab. The Compliance Alert Center page is displayed. To edit an entry, click **Edit** next to the entry name. To delete your entry, select its check box and then click **Delete**.

**Create a Topical Alert**

Topical Search retrieves documents that are identified to have a relationship to the criteria you select. Results from multiple content types can be retrieved in four distinct output styles.

Enter Keywords  **Scan**

1 Selected Topic(s): Restrict your search to specific topics by selecting the appropriate text boxes. 2 Selected Jurisdiction(s): Restrict your search to specific jurisdictions, if desired. 3 Selected Agency(s): Restrict your search to specific agencies, where available.

Topic	Jurisdiction	Agency
<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Selections Auto Update Selections  **Apply Selections** **Clear Selections**

Topic	Jurisdiction	Agency
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Alerting Options**

Alert Name

Select Frequency

E-mail Address

**Document Types**

<input type="checkbox"/> Statutes	<input type="checkbox"/> Regulations	<input type="checkbox"/> Public Laws
<input type="checkbox"/> Session Laws	<input type="checkbox"/> Agency Materials	<input type="checkbox"/> Bill Text
<input type="checkbox"/> Bill Track	<input type="checkbox"/> Pending Regulations	<input type="checkbox"/> Summaries
<input type="checkbox"/> Legislative Materials		

**Save** **Cancel**

Figure 9-3. Create a Topical Alert page

# 10 Delivering Documents

To print, e-mail, download, or fax your documents, click a delivery icon in the upper-right corner of a retrieved document. Click Quick Print to print the document you are viewing on an attached printer. To use another delivery method, follow these steps:

1. Click **Print, Email, Download, or Fax**.
2. A dialog box is displayed (Figure 10-1).
  - Specify whether you want to print the entire result list, a partial result list, the current document, selected documents, or all documents.
  - Specify, under *Page Options*, which pages you want to deliver. If you are delivering a statute, you can select **Statutory Text Only** to deliver the statute without annotations.
  - Click **Settings** at the top of the dialog box to specify whether you want to include features such as KeyCite flags and highlighted search terms or to change the format of your document. Click **Done** when you are finished making your selections.
3. Click **Print, Send, or Save** depending on the delivery method you selected.

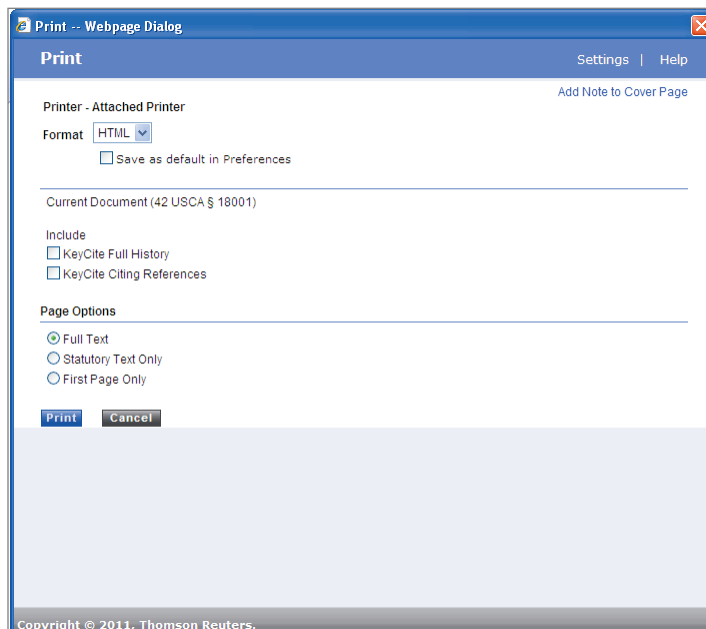


Figure 10-1. Print dialog box

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