

Submitting Driver Changes on ATM Online



Log into ATM Online by selecting VISIT ATMONLINE

Welcome



Members

If you have an account with ATM Insurance, please sign in.

Username:

Password:

▶▶ **Sign In**

> Forgot [Password?](#)

> For login problems, please contact Front Desk at 714-414-1200

New to ATM

If you are not appointed with ATM, click "Create New Account" for your appointment process.

If you are already doing business with us and need an online account, please contact Front Desk at 714-414-1200 to create an account.

▶▶ **Create a New Account**

Enter your username and password

Locate the Policy

View Applications: List View

Thursday, 11/15/2012 2:32:35 PM
Hello Producer Joe Producer

ID # GO Insured: GO Policy #: GO [Advanced](#)

Quick Views: [In Progress](#) | [Waiting to be Bound](#) | [Recently Bound](#) | [Expired](#) | [Renewals](#)

Express Links
TWGP WC Application

Enter the named insured or policy number.

You can search by partial named insured or policy numbers.

View Applications: List View

Thursday, 11/15/2012 2:34:08 PM
Hello Producer Joe Producer

App #: Insured Name: Show Canceled
Agency: Policy Number: GO

App #	Insured Name	Status	Program	Premium	Effective
125039	Webinar	Approved	dongbuauto	5,000.00	10/1/2012
125040	Webinar	Approved	lexpd	1,000.00	10/1/2012
125041	Webinar	Approved	aspencargo	0.00	10/1/2012

Express Links
TWGP WC Application

Contact Information
American Team Managers
1030 N. Armando
Anaheim CA, 92806
(714) 414-1200 phone
(714) 414-1255 main fax
Operations / Programs

If a list of insured's is displayed click on the name of the insured you want to select.

Adding a Driver

The screenshot shows the American Team Managers Insurance Services Inc. web portal. At the top, there is a navigation bar with links for WEBSITE, PROFILE, and LOG OUT. Below this is a search bar with fields for ID #, Insured, and Policy #, each with a GO button. The main content area is divided into several sections: General Information (Webinar, 1234 Street Anaheim CA 92806, New Business), a table of App ID, Effective, Premium, Policy #, and Current Status (Approved), Common Tasks (Request to Delete, Request to Add Driver), and Vital Statistics (Producer: Tammy Shea, ATM, 714-414-1251). A red arrow points to the 'Request to Add Driver' button in the Common Tasks section.

To add a driver select Request to Add Driver.

The screenshot shows the 'Request to Add a Driver' form. The form fields are: Insured Name: Webinar; Policy Number: TEST 333; Requested By: producer@atinsurance.com (Communication on this request will be sent to this email); Driver Name: [empty]; Driver Years of Class A Experience: [empty]; Recent MVR / Required Documentation: [empty] Browse... (PDF ONLY); and a REQUEST button. Red arrows point to the Driver Name, Driver Years of Class A Experience, Recent MVR / Required Documentation, and REQUEST button.

Enter the drivers name and number of years class A driving experience

Upload the MVR and any other documentation regarding the driver

Select Request to send the request to ATM

Deleting a Driver

The screenshot displays the American Team Managers Insurance Services Inc. web portal. At the top, there is a navigation bar with links for WEBSITE, PROFILE, and LOG OUT. Below this, there are icons for START PAGE, ARCHIVED APPLICATIONS, and CONTACT ATM. The main content area features a search bar with fields for ID #, Insured, and Policy #, each with a GO button. A magnifying glass icon and an Advanced search link are also present. The General Information section shows a Webinar titled "DONGBU - TRUCKING AUTO" with details: 1234 Street Anahiem CA 92806, New Business, and a status of Approved. A table below lists application details:

App ID	Effective	Premium	Policy #	Current Status
125039	10/1/2012	\$ 5,000.00	TEST 333	Approved

The Common Tasks section includes a red arrow pointing to the "Drivers \ Request to Delete" button, and another button for "Request to Add Driver". The Vital Statistics section shows the Producer: Tammy Shea, ATM, 714-414-1251, with links for Email Cancellations & Reinst to and Email Binds to.

To delete a driver select Drivers\Request to Delete



Current and Pending Drivers

Driver Name	Requested on	Status	Request to Delete
john doe	11/15/2012 2:40:40 PM	Accepted	<input type="button" value="Request to Delete"/>
Salley Doe	11/15/2012 2:42:46 PM	Accepted	<input type="button" value="Request to Delete"/>

If you want to delete a driver not listed above, enter driver name and request delete

Driver Name:

If the drivers name is shown in the above list select Request to Delete

If the drivers name is not shown in the above list enter the name of the driver and select Request to Delete.

Close the window when done.

Check the Status of a Driver Request

The screenshot shows the American Team Managers Insurance Services Inc. website interface. At the top, there is a navigation bar with links for WEBSITE, PROFILE, and LOG OUT. Below this is a header with the company logo and name. A secondary navigation bar contains icons for START PAGE, ARCHIVED APPLICATIONS, and CONTACT ATM. The main content area features a search bar with fields for ID #, Insured, and Policy #, each with a GO button. A search icon and an 'Advanced' link are also present. Below the search bar, there is a 'General Information' section with a circular profile picture placeholder and the text 'DONGBU - TRUCKING AUTO'. To the right, the date and time are shown as 'Thursday, 11/15/2012 2:35:43 PM' and the user is identified as 'Hello Producer Joe Producer'. There are 'Express Links' and 'Vital Statistics' sections. The 'Vital Statistics' section lists the producer as 'Tammy Shea' with contact information and links for 'Email Cancellations & Reinst to' and 'Email Binds to'. A table below the general information shows the following data:

App ID	Effective	Premium	Policy #	Current Status
125039	10/1/2012	\$ 5,000.00	TEST 333	Approved

A red arrow points to the 'Premium' column in the table. Below the table is a 'Common Tasks' section with buttons for 'Drivers \ Request to Delete' and 'Request to Add Driver'. A red arrow points to the 'Request to Add Driver' button. At the bottom, there is a 'Related Documents' section.

Select Request to Add Driver

The screenshot shows the 'Request to Add a Driver' form on the American Team Managers Insurance Services Inc. website. The form title is 'Request to Add a Driver' and there is a link 'Click Here for Accepted Drivers / to check Driver Status' with a red arrow pointing to it. The form fields are as follows:

Insured Name:	Webinar	
Policy Number:	TEST 333	
Requested By:	producer@atinsurance.com	(Communication on this request will be sent to this email)
Driver Name:	<input type="text"/>	
Driver Years of Class A Experience:	<input type="text"/>	
Recent MVR / Required Documentation	<input type="text"/>	<input type="button" value="Browse..."/> (PDF ONLY)
<input type="button" value="REQUEST"/>		

Select Click Here for Accepted Drivers



American Team Managers
Insurance Services Inc

Current and Pending Drivers

Driver Name	Requested on	Status	Request to Delete
john doe	11/15/2012 2:40:40 PM	Request to Delete	
Salley Doe	11/15/2012 2:42:46 PM	Accepted	Request to Delete

[Add Driver](#)

If you want to delete a driver not listed above, enter driver name and request delete

Driver Name:

[Request to Delete](#)

You will see the above screen with the driver requests and their current status.