

## TeamMate License/Use License Purchases

TeamMate is a Windows-based file repository auditing software that allows users to conduct paperless examinations / audits. Some of the benefits of using TeamMate are consistency in examinations, remote file review, the ability to share files among several examiners, and the sharing of best practices.

TeamMate software licenses (State Departments of Insurance) or use licenses (State Department of Insurance contractors) may be purchased through the National Association of Insurance Commissioners (NAIC).

State contractors receive all software updates through the state with whom they are contracting. If the contractor contracts with multiple states, any of the states that they contract with may provide the updates, or they can get download instructions from Carol Willis NAIC.

All maintenance renewals are on the same schedule, one year beginning October 15. If you purchase outside of the October 15 date, we prorate the maintenance so all licenses are on the same annual renewal.

The NAIC submits TeamMate license purchases to the software vendor on a quarterly basis:

<u>Purchase Date</u>	<u>Due Date</u>
January 15	January 6
April 15	April 6
July 15	July 6
October 15	October 6

The Purchase Date is the date the NAIC submits signed contracts and fees to CCH Wolters Kluwer for the purchase of TeamMate licenses or use licenses.

The Due Date is the date that all original signed and executed contracts, along with fees, are received by the NAIC. Any contracts or fees received after the Due Date will be held over to the next Purchase Date.

If you are interested in purchasing a TeamMate license (states) or use license (state contractors), please contact Carol Willis at 816-783-8043 or [cwillis@naic.org](mailto:cwillis@naic.org)