



How to Obtain the Insurance Agent Code From Your Insured

Each UIIA Motor Carrier is provided an Insurance Agent Code that they may provide to their agent in order to authorize them to submit insurance online on behalf of their company. If your Motor Carrier insured does not remember this code, they may obtain it by doing the following:

1. Motor Carrier log into their UIIA account.
2. Click on **UPDATE IA DETAILS**.
3. The **Insurance Agent Code** will be shown in “red” at the top of the page.

Insurance Agents may also send an e-mail request to their Motor Carrier insured for this code, by logging into their UIIA account and doing the following:

1. Insurance Agent log into their UIIA account.
2. Click on **ADD NEW MOTOR CARRIER**.
3. There is an option on this screen to **REQUEST INSURANCE AGENT CODE**.
4. A pop-box will be displayed, you will simply enter the insured's four letter **SCAC Code** and then hit **SEND MAIL**. This will generate an e-mail to the main UIIA contact on file for the company.