

BINDHQ

MIGRATING YOUR DATA INTO BINDHQ

Accurate data is the foundation of your value.

BindHQ helps you realize that value, starting with a migration process to create a single, consistent data environment - for all your data.

Our team of data experts follow a clear and proven process to ensure a smooth transition onto BindHQ. Our migration process is designed to:

- Fully understand your requirements and legacy data.
- Clearly communicate, coordinate and organize responsibilities.
- Protect the accuracy and range of your data.
- Improve underwriting quality.
- Maximize the value of your data within BindHQ and expedite user adoption.

Migration services are included in your license fee* and tailored to your needs. Even for the most complex of data sources, our migration methodology is proven to not only preserve the quality and consistency of your existing data, but also improve it.

- **Pro & Enterprise Plans Only**

QUALITY ASSURANCE FACTORS

Regardless of the scale or complexity of your migration, our team adheres to the strictest quality assurance practices to ensure:

- Accuracy
- Consistency
- Completeness
- Compliance
- Usability

MIGRATION COMPLEXITY FACTORS

Timescales for your migration process are agreed following the discovery stage and will depend on a number of complexity factors:

- Data volume
- Data format diversity
- Data consistency and validity
- Data structural complexity
- Data age

Agency	Address	City	State	Zip
Alabama Dept of Insurance City Campus Bank	701 South 22nd Street	Birmingham	AL	35233
Arkansas Insurance Department / Accounting Division	1000 W. Third Street, Ste 345	Little Rock	AR	72201-9004
Colorado Division of Insurance				
Commonwealth of Massachusetts, Division of Insurance	One South Station	Boston	MA	02127-0208
DCIA, State of Hawaii - Insurance Division	333 Merchant St., Ste 210	Honolulu	HI	96813
Dept of Taxes/Dept of Taxation, Massachusetts Tax Division	133 State St	Honolulu	HI	09501-0541
Esby	One Exchange Plaza 95 Broadway 29th Floor	New York	NY	10006-3728
Georgia Insurance Dept - Premium Tax Division	Lock Box 381334 3385 Atlanta Ave	Mableton	GA	30154
Insurance Commissioner	7800 SW Murdoch St., Ste 105	Portland	OR	97223
Kansas Insurance Dept	400 SW 9th Street	Topeka	KS	66602
Kentucky Department of Insurance				
Louisiana Dept of Insurance / Premium Tax Division	610 One 84214	Baton Rouge	LA	70804-0214

MIGRATION STAGES

Requirements Gathering / Discovery

- Define the scope and goals of the migration.
- Identify all sources and systems of data.
- Initial estimates for type, quantity and structure of research.
- Gather schemas, screenshots and explanations of existing data.
- Coordinate dates and methods for transferring data, in phases where appropriate.

Initial Assessment / Review

- Initial import data transferred.
- Profile data for inconsistencies, anomalies, duplicates and cleansing.
- Initial mappings produced.

Migration Design

- Review mappings and update.
- Update timescales/phasing based on findings.
- Agree on data subset to test.

Review Subset

- Update mappings and migration.
- Review additional subsets if necessary.

Full Import

- Final import data transferred.
- Re-profile to check for problems.
- Execute full migration.

Quality Assurance

- Internal Quality Assurance test in BindHQ.
- Your Quality Assurance tests in BindHQ.

Transition

- Ongoing data maintenance / edge-case fixes where necessary.
- Legacy system retirement or parallel operation period.

Whether you require access to a decade of data from your existing AMS or information from your own proprietary systems, you can be confident our migration process will deliver the robust, comprehensive and efficient project your agency needs.