

How Agents can add and remove Producers/Distributors

How Producers/Distributors can add and remove Agents

Note: “3rd Party/Agency” account types can only connect to “Producer” accounts, and “Producer” account types can only connect to “3rd Party/Agency” accounts.

Note: After a connection has been added it must be approved by the other party or by ADAI staff. You will not receive a notification of approval.

1. After signing in to your account, click the “My Profile” button on the top menu bar.
2. Click the “Business Relationship” tab

Account #	VA0000196	EPA #:	-	State Registration #:	-	EIN #:	1111
Status	Approved	Account Type	3rdParty/Agency Registration for Product Registration	Name Status	Current	Name Type	Primary
Email Address	joe.user@agi.alabama.gov	Contact	(333) 333-3334	Address	1444 FEDERAL DR MONTGOMERY, ALABAMA 36107 UNITED STATES MONTGOMERY		
Additional Account Information							
Name Details	Address/Contact	Business Relationship	Employee Relationship	Payment/Fees			
Account Impersonation Relations				Q Search			

3. To add a connection to an Agent or Manufacturer/Distributor account
 - a. Click the green search button next to the search bar in the “Account Impersonation Relations” table

Account #	VA0000196	EPA #:	-	State Registration #:	-	EIN #:	1111
Status	Approved	Account Type	3rdParty/Agency Registration for Product Registration	Name Status	Current	Name Type	Primary
Email Address	joe.user@agi.alabama.gov	Contact	(333) 333-3334	Address	1444 FEDERAL DR MONTGOMERY, ALABAMA 36107 UNITED STATES MONTGOMERY		
Additional Account Information							
Name Details	Address/Contact	Business Relationship	Employee Relationship	Payment/Fees			
Account Impersonation Relations				Q Search			

- b. Search for either the Account # of the existing company account, its EPA Company # or its Business Name

Note: Asterisks are required when searching for “Account Name” if the entire company name is not entered. Example: Joe Company. Search either “Joe*” or “*Company”. The asterisk must be entered either in the beginning, the end, or both, depending on what words are missing from the entire account name.

Business Account Search

Account #

Account Name

EPA #

Clear ↺

Close ✕

Search 🔍

- c. Click the green checkmark button under the ‘Action’ column for the company you want to connect with

Business Account Search

Account #

Account Name

Upload Agency Relationship Documents

📄 Document Upload

Please upload proof of agency relationship.

📎 Select File(s)

✕ Cancel

✕ Close

Save 💾

- d. You will be required to upload a document authorizing you as an agent for the company you select

- e. The company account will be added to the “Account Impersonation Relations” table with a “Pending” status

Account Impersonation Relations									Search	Q
Account # ↑↓	EPA # ↑↓	State Registration # ↑↓	Associated By ↑↓	Association Date ↑↓	Separated By ↑↓	Separation Date ↑↓	Correspondence Preference ↑↓	Status ↑↓	Action	
VA0000061		1002850	Joe 3rd Party User				Regular Company Account	Pending	📎	

4. To remove your connection to an Agent or Manufacturer/Distributor account
 - a. Find the company account in the “Account Impersonation Relations” table and click the red X button. This will change the Status of the company from “Approved” to “Separated”. The accounts will no longer be linked.

Account Impersonation Relations									Q Search	Q
Account # ↑↓	EPA # ↑↓	State Registration # ↑↓	Associated By ↑↓	Association Date ↑↓ 	Separated By ↑↓	Separation Date ↑↓	Correspondence Preference ↑↓	Status ↑↓	Action	
VA0000061		1002850	Joe 3rd Party User	06/13/2025			Regular Company Account	Approved		