



The goal of this worksheet is to help you organize your business locations in a way that makes it easy to assign branches to the right principal business locations (PBLs) and request underwriter confirmation.

Instructions:

1. Create one worksheet for each principal business location (PBL). Enter the company name and ALTA ID (if known), and all underwriters for that location with underwriter-specific Agent IDs.
2. Repeat the process for each branch location. Note that a location may serve multiple roles—a PBL on one worksheet and a branch on other worksheets. There is no need to create duplicate records.
3. When you are ready, visit the Registry Management System (RMS) at www.alta.org/registry to update, add, organize and submit records for confirmation and inclusion in the ALTA Registry.
4. When you are logged in to the RMS, look for a link to “Download your ALTA Business Structure” to an Excel file.
The Excel file will show all of your company locations in the ALTA database and may help you complete this worksheet.

Principal Business Location

ALTA ID	COMPANY	UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID

Branch Locations

ALTA ID	COMPANY	UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID

ALTA ID	COMPANY	UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID

ALTA ID	COMPANY	UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID
		UNDERWRITER	AGENT ID