

HOW TO ACCESS THE 2023 AP&P MANUAL COPYRIGHT PDF (following purchase of Bookshelf® product)

Navigate to **NAIC Account Manager**:

https://content.naic.org/account_manager.htm

Select **Log In**.

The screenshot shows the NAIC Account Manager website. At the top left is the NAIC logo. To the right is a navigation menu with links for Regulator, Industry, Consumer, Committees, Resource Center, Insurance Departments, and About. Below the navigation is a blue banner with the text "AccountManager" and the NAIC and NIPR logos. Underneath the banner, there are two main sections. On the left, under "WELCOME TO NAIC/NIPR ACCOUNT MANAGER", there is a "Maintenance Schedule" section with two items: "1) Maintenance is scheduled weekly on Tuesday / Wednesday @ 9:00 PM CST." and "2) Major System Maintenance is scheduled on 1st and 3rd Saturdays of each month from Sat - 12:00 PM CST - Sun - 12:00 PM CST- Systems will be unavailable for usage." Below this is an "AP&P Manual Customers" section with a paragraph of text. On the right, under "ACCOUNT MANAGER LOGIN", there is a "Log In" button with a green arrow icon. Below the login button is a "NAIC ACCOUNT MANAGER" section with links for "Take a tour of the NAIC Account Manager", "Welcome", and "eBill Payment". A red arrow points from the "Log In" button to the "Maintenance Schedule" section.

Sign in using your **User ID** and **Password**.

The screenshot shows the Oracle PeopleSoft login form. At the top center is the "ORACLE® PeopleSoft" logo. Below the logo are three input fields: "User ID" (with an orange border), "Password", and "Select a Language" (with a dropdown menu showing "English"). Below the input fields is a blue "Sign In" button. Underneath the button are two links: "Forgot Your Password?" and "Enable Screen Reader Mode" (with a checkbox).

Select **Publication Download Updates**.



Select product code **APP-WEB-2023**.

Select	Product ID [▲]	Long Description
<input type="button" value="Select"/>	APP-WEB-2023	Copyrighted PDF of the 2023 Accounting Practices and Procedure Manual

To view the document, click on the **PDF link**.

	SSAP / Appendix	Document	Sub / Non	Title	Description
1		2023_APPM_CPY.pdf	Combined	2023 Accounting Practices and Procedure Manual	Copyrighted PDF

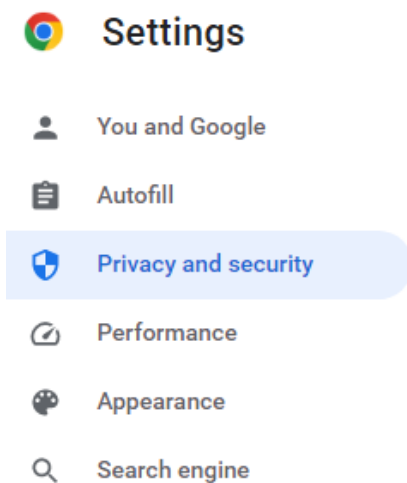
**** Be sure to allow pop-ups to enable the PDF to open in a separate window.****

Continue to next page to see how to allow pop-ups in Google Chrome.

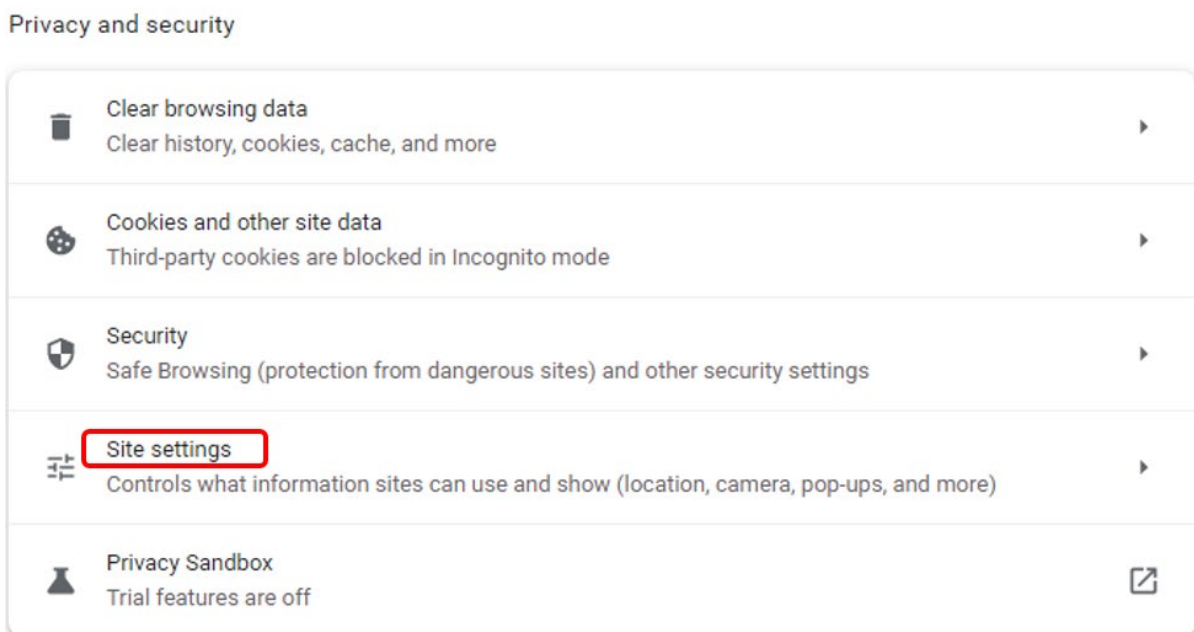
To allow pop-ups in Google Chrome, click on the **vertical ellipsis icon** in the upper right corner of your web browser and choose **Settings**.



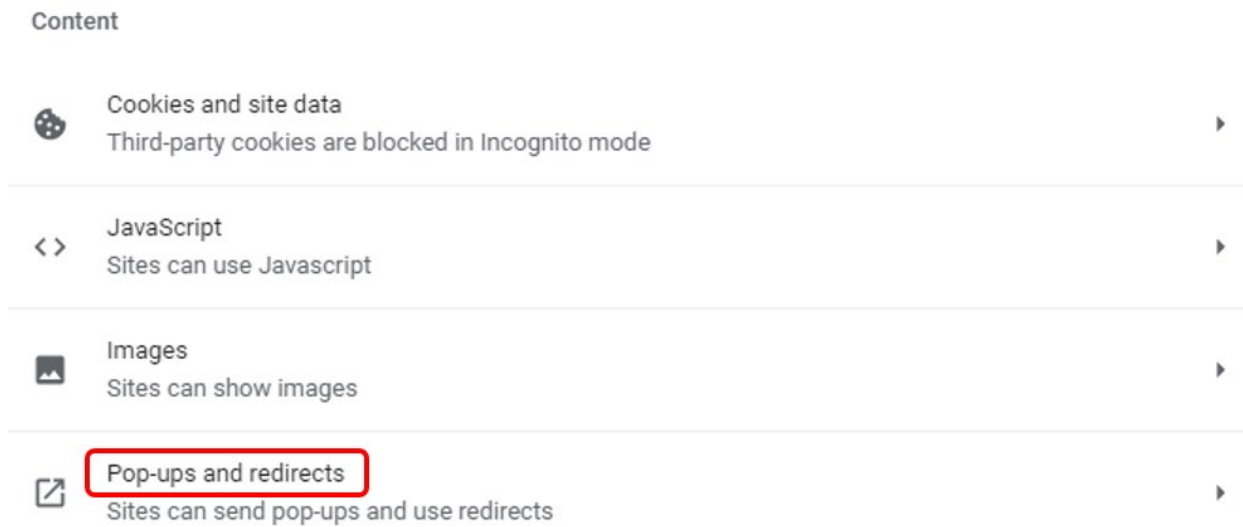
In the left panel on the Settings screen, choose **Privacy and security**.



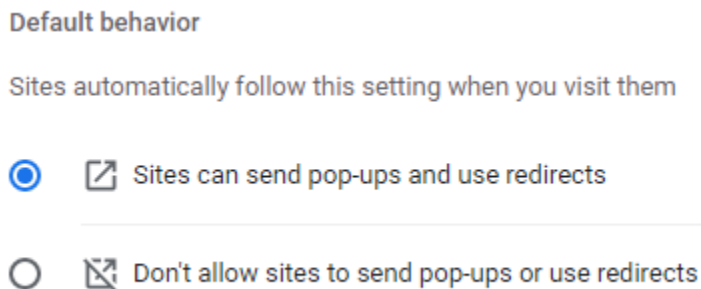
Choose **Site settings**.



Under **Content**, choose **Pop-ups and redirects**.



Under **Default behavior**, select **Sites can send pop-ups and use redirects**.



On the same screen under **Customized behaviors**, click on **Add** and then enter this NAIC URL address: <https://exp.naic.org>.

