



Mississippi Insurance Department

MISSISSIPPI BONDSOURCE

User's Manual

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Purpose of MS BondSource Website

On or before October 1, 2016, the Insurance Department shall establish a statewide Electronic Bondsmen Registry for all licenses, powers of appointment and powers of attorney requiring registration under this section. Once established, each professional bail agent, limited surety agent, bail soliciting agent, bail enforcement agent or insurance company writing bail bonds shall be required under Miss. Code Ann. § 83-39-3 (11) to register and maintain a record of each required license, power of appointment and power of attorney in the registry. Failure to comply with this provision will subject the agent to the penalties provided in Section 83-39-29.

MISSISSIPPI BONDSOURCE

Registration Process

Bail Agents, Law Enforcement and Court Staff can use the **Registration link** on the MS BondSource home page to enroll in the system. Following each of the steps below will ensure a successful registration.

IMG: RP



Bail Bondsman Registry System

Mississippi Insurance Department

Welcome to the Mississippi Insurance Department Bail Bondsman Registry. If you are a Bail Bonds entity that has previously registered with this site, you may log in below. If you are a Bail Bonds entity that has not registered with this site, you must complete the [Registration form](#). Once the form is submitted, follow the account activation instructions in the email prior to logging into the system for the first time.



Email:	<input type="text"/>
Password:	<input type="password"/>
User Role:	<input type="text" value="--Select--"/>

[Log In](#)

Bail Agents Verification Process

1. Click on [Registration link](#)
2. Select **YES**
3. Enter valid **License No, Email ID** and click on the **submit button**

Are you an Agent? Yes or No

Bail Bondsman Verification

License No.	Email:
<input type="text"/>	<input type="text"/>
<input type="submit" value="Submit"/>	

4. After submitting the information on the registration page, you will receive an email to verify and activate your account. **REMEMBER:** *You must click on the activation link in your email before you will be allowed to use your login.*

Registration - Webmaster Message

Welcome back to the Bail Bondsman Registry system. Please provide the following information to complete the registration process. Once this is done you will have access to the system.

User Role: BondSource Agent

**IN ORDER TO GAIN ACCESS TO THE PORTAL,
PASSWORD MUST SATISFY THE BELOW REQUIREMENTS**



Must be at least **8** characters, maximum length is **15** characters.
Must contain at least **1** lower case letter, **1** number and **1** either (upper case letter or special character)
Valid special characters are **!@#%&*./**.


Password	Confirm Password
<input type="text"/>	<input type="text"/>

5. Enter the password and confirm password and click on the submit button to activate your account
6. Once your account is activated, you can login and begin using MSBondSource.

MISSISSIPPI BONDSOURCE

Bondsourc User Verification Process

1. Click on [Registration link](#)
2. Select **NO**
3. Enter your **First Name, Last Name, Email ID** and then Click on the Submit button

Are you an Agent? Yes or 

Bondsourc User Verification

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	

[Submit](#)

4. After submitting the information on the registration page, you will receive an email to verify and activate your account. **REMEMBER:** *You must click on the activation link in your email before you will be allowed to use your login.*

Registration - Webmaster Message

Welcome back to the Bail Bondsman Registry system. Please provide the following information to complete the registration process. Once this is done you will have access to the system.

User Role: BondSource Agent

**IN ORDER TO GAIN ACCESS TO THE PORTAL,
PASSWORD MUST SATISFY THE BELOW REQUIREMENTS**



Must be at least **8** characters, maximum length is **15** characters.
Must contain at least **1** lower case letter, **1** number and **1** either (upper case letter or special character)
Valid special characters are **!@#%&*/.**

Password	Confirm Password
<input type="text"/>	<input type="text"/>

[Submit](#)

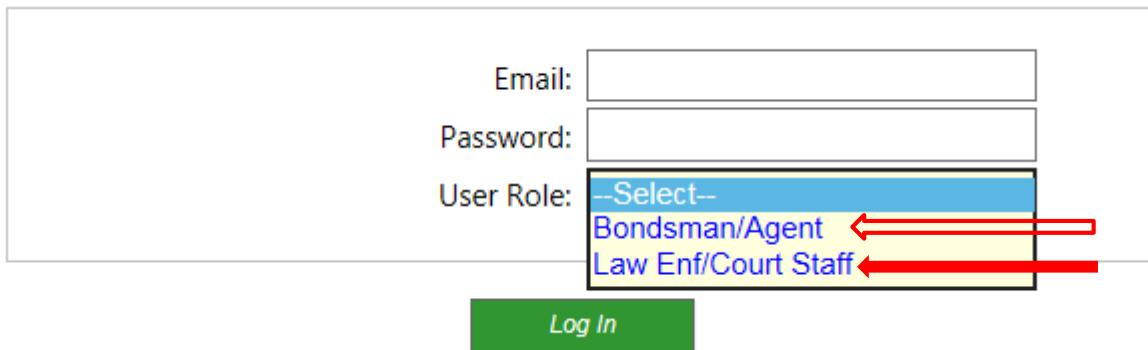
5. Enter the password and confirm password and click on the submit button to activate your account
6. Once your account is activated, you can login and begin using MSBondSource.

MISSISSIPPI BONDSOURCE

Login Process

Enter a valid **Email**, **Password**, choose the appropriate **User Role** and click the **Log in** button.

- Bail Agents – Select Bondsman/Agent role(Red Arrow)
- Bondsourcource Users – Select Law Enf/Court Staff role(Solid Red Arrow)



The screenshot shows a login form with three input fields: Email, Password, and User Role. The User Role dropdown menu is open, showing three options: "--Select--", "Bondsman/Agent", and "Law Enf/Court Staff". A red arrow points to "Bondsman/Agent" and a solid red arrow points to "Law Enf/Court Staff". Below the form is a green "Log In" button.

Email:	<input type="text"/>
Password:	<input type="password"/>
User Role:	<input type="text" value="--Select--"/> Bondsman/Agent Law Enf/Court Staff

MISSISSIPPI BONDSOURCE

[Bondsourc User – Defendants Screen \(Bond Source tab\)](#)

The **Defendants** page provides information about the defendant, the bond, and the agent assigned to it. This information cannot be changed.

- Defendants entered by all registered **Bail Agents** are listed on the **Defendants Screen**.
- Clicking on a specific **Bond number** will provide additional detail for the **Bond**. See image “**IMG: Def-Info**”.
- If collateral was collected, clicking on “**Yes**” will display a window showing what was collected and its value. See image “**IMG: CC**”.

IMG: Def-list

Law Enf/Court Staff
Friday, September 23, 2016
FY 2015-2016
Main Menu | Sign Off

Main Menu | Bond Source | Registry | Security

Search by: Bond # Value: GO

Defendants

Page Size: 25 Page Number: 1 Records: 25 of 64

Filter by Agent: --Select-- Status: --Select--

Bond #	Defendant	Agent	Bond Amount	Rate	Charged	Collateral	Status
12323	Brown, Jim		\$50,000.00	15%	\$7,500.00	Yes	Active
123456	alpha, omega		\$600.00	10%	\$60.00	No	Discharged
0135309	Card, Dillon		\$25,500.00	10%	\$255,000.00	No	Active
0136322	Bell, Dexter		\$30,000.00	10%	\$300,000.00	No	Active
0154003	Black, Robert		\$5,000.00	10%	\$50,000.00	Yes	Active
0165199	Bracewell, Jacob		\$35,500.00	10%	\$355,000.00	No	Active
0153055	Bradford, Blake		\$5,500.00	10%	\$55,000.00	Yes	Active
0059905	Brame, Girod		\$20,000.00	15%	\$300,000.00	No	Active
27561761	brand, steve		\$25,000.00	10%	\$2,500.00	Yes	Discharged

Bond Source
+ Defendants
Registry
+ Agents

MISSISSIPPI BONDSOURCE

IMG: CC

Bond #: 0154003



Defendant: **Black, Robert**


Below are the item(s) aquired as collateral for this bond.

Description	Est. Value	Status
1997 Mercury	5000.00	Collected
Boat flat bottom	5500.00	Returned
Honda 4-Wheeler	15000.00	Collected
Bike	5000.00	Collected

Bondsource User - Defendant Information Screen

IMG: Def-Info

Main Menu	Bond Source	Registry	Security
---------------------------	-----------------------------	--------------------------	--------------------------



Bond Source
→ Defendants

Registry
→ Agents

Defendant Information

First Name:	Middle Name:	Last Name:	Date of Birth:
steve	m	brand	8/13/1973

Offense

robbery

Telephone: (769) 234-0809

Payment Information

No Payments were found for this bond.

Premium Balance: (\$22,500.00)

Entered: 9/22/2016 Agent: [REDACTED]

Bond Information

Bond Number:	Bond Amount:	Bond Date Given:	Premium Rate:	Amount Collected:
27561761	25000.00	9/30/2016	10%	25000.00

Premium Charged: \$2,500.00

Collateral Information

Item Description	Est. Value	Status
car title	\$7,000.00	Collected

Collateral Total: \$7,000.00

Court Information

Court Date:	Type of Court:	Jurisdiction:	Judge:
10/13/2016	Circuit	Hinds	

MISSISSIPPI BONDSOURCE

Bondsource User - Agents Screen (Registry tab)

- All Mississippi **Bail Licensed Agents** are listed on **Agents screen**.
- Clicking on a specific **License #** will provide additional **Agent detail**.
- Any revocations associated with a particular agent will be listed under the **Revoc** field denoting the number of revocations that assigned to the agent within a 1 year period. See image “**IMG: Agent-Info**”.
- Clicking on the **number** under the **Revoc** column, will display a list of revocations associated with the agent. See image “**IMG: Revoc-Info**”.

IMG: Agent-List

Law Enf/Court Staff
Friday, September 23, 2016
FY 2015-2016
Main Menu | Sign Off

Main Menu | Bond Source | Registry | Security

Search by: Last Name Value: GO

Page Size: 25 Page Number: 1 Records: 25 of 1066

Filter by License Type: --Select--

License#	Agent	License Type	Out. Liab.	Enforce	Revoc
		PRBLLS	0.00	0	0
		BLSOI	0.00	0	0
		BLSOI	0.00	0	0
		BLSOI	0.00	0	0
		BLSOI	0.00	0	0
		BLSOI	0.00	0	0
		BLSOI	0.00	0	0
		BLSOI	0.00	0	0
		BLSOI	0.00	0	0
		BLSOI	7500.00	0	0
		PRBLPS	17550.00	0	1

Registry
→ Agents
→ Revocations

IMG: Revoc-Info

License #:

Agent:



Below are the revocations acquired by this agent.


Resolution	Rev. Date	Status
set aside	01/20/2016	

MISSISSIPPI BONDSOURCE

Bondsource User - Agent Information Screen

IMG: Agent-Info

Main Menu
Bond Source
Registry
Security



Registry

- Agents
- Revocations

Professional Agent: ⏪

Registry

License No: [REDACTED]

OutStanding Liability: **\$17,550.00**

Telephone: () - [REDACTED]

First Name:	Middle Name:	Last Name:	Email
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Mailing Address:	City:	State	Zip
1673 BELMONT RD	SARDIS	MS	38666

License Information

Lic.Type:	Issue Date:	Expire Date:	Orig. Issue Date:	Lic. Status:
PRBLPS	6/1/2000	9/30/2017	6/1/2000	AC

Revocation Information

License#	Agent	Defendant	Bond #	Rev. Date	Notice Date
[REDACTED]		Ewing		01/20/2016	01/22/2016

Enforcement Information

Sub-Agent Information

License #	License Type	Sub Agent	Verified	OutStanding Liab.
[REDACTED]	BLSOI	[REDACTED]	Yes	\$7,500.00
[REDACTED]	BLSOI	[REDACTED]	No	\$0.00
[REDACTED]	BLSOI	[REDACTED]	No	\$0.00
[REDACTED]	BLSOI	[REDACTED]	Yes	\$9,097,007.50
[REDACTED]	BLSOI	[REDACTED]	No	\$0.00
[REDACTED]	BLSOI	[REDACTED]	Yes	\$3,000.00

MISSISSIPPI BONDSOURCE

Bondsource User – Revocation Screen (Registry tab)

- The **Revocations** link under Registry (left menu) will provide users with a list of agents who received revocation orders.
- Clicking on the **License #** will show a list of revocations associated with that agent.

IMG: Revoc-List

Revocations

Search by: Licence # Value:

Page Size: 25 Page Number: 1 Records: 25 of 184

Filter by Agent: --Select--

License#	Agent	Defendant	Bond #	Rev. Date	Notice Date
7000176	FRANCOIS	Robinson		08/26/2016	08/31/2016
		White		08/22/2016	08/26/2016
		Williams		08/22/2016	08/26/2016
		Lett		08/18/2016	08/19/2016
		Nolan		08/18/2016	08/19/2016
		Thomas		08/05/2016	08/05/2016
		Emery		08/03/2016	08/04/2016

IMG: Revoc-Details

Revocation Details:

License	Agent	Insurance Co.	Defendant	Bond #
			Robinson	
Date Recvd	Date Mailed	10 Days Due	Status	Court
8/26/2016	8/31/2016	9/14/2016		Jones Justice
Resolution				

Revocations Associated with this agent

License#	Agent	Defendant	Bond #	Rev. Date	Notice Date
		Robinson		08/26/2016	08/31/2016
		Maxcey		06/08/2016	06/13/2016
		Butts		06/06/2016	06/06/2016
		Malone		04/18/2016	04/21/2016
		Nelson		02/05/2016	02/08/2016

MISSISSIPPI BONDSOURCE

PERS/LIMS Agent - At a Glance Dashboard

PERS/LIMS Agent Dashboard will allow **PERS & LIMS Agents** to enter and manage their defendant information and also any defendant information entered by their Soliciting agents.

Home Screen (Main Menu tab):

- **Program year** – Agent may select a program year to review information (defendant, Bond numbers, Bond amount, etc.) for that year. System will permit only current year information to be modified, previous years information are in view only mode.
- **Total Bonds** – Count of bonds entered in that program year
- **Total Enforcement/Revocation** – Count Enforcement/Revocation entered in that program year
- **Bonds summary** – Total amount of Premium charged, payment received and collateral collected for that program year.
- **Bonds Status Breakdown** – Lists bond status and count of agent who fall under that status
- **Personnel** – Count of Sub agents under that professional agent
- **Enforcement Status Breakdown** - Lists enforcement status and count of agent who fall under that status
- **Revocation Status Breakdown** – Lists revocation status and count of agent who fall under that status



MS BondSource

Mississippi Insurance Department

PRBLPS
Thursday, September 08, 2016
FY 2015-2016

Main Menu | Sign Off

Main Menu | Bond Source | Agent Mgmt | Security

At a Glance

Program Year:

Total Bonds: 2	Total Enforcement/Revocations: 0
Bonds Summary:	Personnel:
Premium Charged: \$6,500.00	BLSOI 14
Payment Received: \$0.00	Enforcement Status Breakdown: 0
Collateral Collected: \$3,000.00	Revocation Status Breakdown: 0
Bonds Status Breakdown:	
Active 2	

MISSISSIPPI BONDSOURCE

[PERS/LIMS Agent - Defendants Screen \(Bond Source tab\)](#)

- **Defendants** entered by the **PERS/LIMS Agent** and his or her **Soliciting Agents** are listed on **Defendants screen**.
- Clicking on a specific **Bond #** will display detailed information for the **Bond**. See image “**IMG: Def-Info**”.
- If collateral was collected, clicking on “**Yes**” will display a window showing what was collected and its value. See image “**IMG: CC**”.

IMG: Def-list

Personal Surety Agent
Friday, September 23, 2016
FY 2015-2016
Main Menu | Sign Off

Main Menu | Bond Source | Agent Mgmt | Security

Search by: Bond # Value: GO

Defendants

Page Size: 25 Page Number: 1 Records: 25 of 32

Filter by Agent: --Select-- Status: --Select--

Bond #	Defendant	Agent	Bond Amount	Rate	Charged	Collateral	Status
0135309	Beard, Dillon		\$25,500.00	10%	\$255,000.00	No	Active
0136322	Bell, Dexter		\$30,000.00	10%	\$300,000.00	No	Active
0154003	Black, Robert		\$5,000.00	10%	\$50,000.00	Yes	Active
0165199	Bracewell, Jacob		\$35,500.00	10%	\$355,000.00	No	Active

Bond Source
→ Defendants
→ New Bond
→ Monthly Reporting Notice

IMG: CC

Bond #: 0154003

Defendant: **Black, Robert**

Below are the item(s) acquired as collateral for this bond.

Description	Est. Value	Status
1997 Mercury	5000.00	Collected
Boat flat bottom	5500.00	Returned
Honda 4-Wheeler	15000.00	Collected

MISSISSIPPI BONDSOURCE

PERS/LIMS Agent – Defendant Information Screen

IMG:Def-Info



Bond Source

- Defendants
- New Bond
- Monthly Reporting Notice

Utilities

- Import Defendants
- View Defendant Exceptions
- Import Collateral
- View Collateral Exceptions

Professional Agent: [Redacted]



Bond Information

Entered: 9/27/2016 Agent: [Redacted]

Premium Charged: **\$5,050.00**

Last Modified: 9/27/2016 Agent: [Redacted]

Agent assigned to this bond: [Redacted] * Only Registered Agents appear in dropdown.

Bond Number:	Bond Amount:	Bond Date Given:	Fees:	Prem Rate:	Amount Collected:
BN201609271	50000.00	9/6/2016	\$50.00	10%	100.00

Defendant Information

Telephone: [Redacted]

First Name:	Middle Name:	Last Name:	Date of Birth
Jack	T	Irwan	3/14/1954

Offense

Felony

Court Information

Court Date:	Type of Court:	Jurisdiction:	Judge:
10/27/2016	Chancey	George	Ricky

Closeout Bond

Save Bond

MISSISSIPPI BONDSOURCE

Changing Collateral Status – Clicking on Status Collected will change the status to returned and vice versa



Collateral Information

Collateral Total: **\$25,500.00**

Enter each item secured/received as collateral:

Item Description:	Est. Value	Add Item
<input type="text"/>	<input type="text"/>	

Item Description	Est. Value	Status	Del
1997 Mercury	\$5,000.00	Collected	
Boat flat bottom	\$5,500.00	Returned	
Honda 4-Wheeler	\$15,000.00	Collected	



Payment Information

Premium Balance: **\$49,900.00**

Enter all payments received from the defendant:

Total Paid: **\$0.00**

Date Received:	Payment Amount:	Comment: (Optional)	Save Payme
<input type="text"/>	<input type="text"/>	<input type="text"/>	

No Payments were found for this bond.

MISSISSIPPI BONDSOURCE


PERS/LIMS Agent - Update Defendants Information

Only **Professionals** and his **Sub Agents** who entered the **Defendant Information** in the system can **UPDATE** defendants' information

- System does not permit Agents to update **Bond information**.
- **Add item** - on the Collateral section will allow Professional Agents to add any additional collateral collected from the defendant.

Professional Agent:

Collateral was **SAVED** in the database. ⬆️ ⬇️



Bond Source

- Defendants
- New Bond
- Monthly Reporting Notice

Utilities

- Import Defendants
- View Defendant Exceptions
- Import Collateral
- View Collateral Exceptions

Bond Information

Entered: 4/10/2016 Agent:

Premium Charged: **\$37,550.00**

Agent assigned to this bond: * Only Registered Agents appear in dropdown.

Bond Number:	Bond Amount:	Bond Date Given:	Fees:	Prem Rate:	Amount Collected:
20161004	250000.00	27/09/2016	\$50.00	15% ⬇️	200.00

*Premium includes \$50 processing fee

Defendant Information

Telephone:

First Name:	Middle Name:	Last Name:	Date of Birth
Mike		Smith	3/2/1927

Offense

DUI

Court Information

Court Date:	Type of Court:	Jurisdiction:	Judge:
	Chancey ⬇️	Coahoma ⬇️	

Closeout Bond

Save Bond

↑ CLICK SAVE BOND BUTTON TO UPDATE INFORMATION ⬆️

Collateral Information

Collateral Total: **\$15,000.00**

Enter each item secured/received as collateral:

Item Description:	Est. Value	
<input style="width: 95%;" type="text"/>	<input style="width: 80%;" type="text" value="0"/>	Add Item


Item Description	Est. Value	Status	Del
NEW ITEM Car	\$15,000.00	Collected	🗑️

MISSISSIPPI BONDSOURCE

PERS/LIMS Agent –New Bond (Bond Source tab)

This screen will allow a **Professional Agent** to **ADD** a new defendant's information.

- **YES – Collateral was collected button** - will allow a professional agent to add a Collateral.
- **Add item** - on the Collateral section will allow Professional Agents to add any additional collateral collected from the defendant.



Everything on this form is required except for the Court Information **INCLUDES PROCESSING FEE OF \$50**

Bond Information

Premium Charged: \$27,050.00

Agent assigned to this bond: * Only Registered Agents appear in dropdown.

Bond Number:	Bond Amount:	Bond Date Given:	Fees:	Prem Rate:	Amount Collected:
BN009	180000	9/14/2016	\$50.00	15%	500

*Premium includes \$50 processing fee

Defendant Information

Telephone:

First Name:	Middle Name:	Last Name:	Date of Birth
<input type="text" value="Ron"/>	<input type="text"/>	<input type="text" value="Davis"/>	12 / 21 / 1988

Offense:

Court Information

Court Date:	Type of Court:	Jurisdiction:	Judge:
<input type="text" value="10/14/2016"/>	<input type="text" value="Justice Court"/>	<input type="text" value="Kemper"/>	<input type="text" value="Smith"/>

To proceed you must answer the following question; **Was Collateral Collected?**

Collateral Information

Premium Balance: **\$7,000.00**

Enter each item secured/received as collateral: Collateral Total: **\$6,000.00**

Item Description:	Est. Value	Add Item
<input type="text"/>	<input type="text" value="0"/>	<input type="button" value="Add Item"/>

Item Description	Est. Value	Status
Car	\$6,000.00	Collected

MISSISSIPPI BONDSOURCE

PERS/LIMS Agent – Closeout Bond

On the Defendant information screen clicking on the **Closeout Bond Button** will allow an agent to close a bond

- Click on the **Closeout Bond Button** and then click OK to Continue to the Closeout Process, a popup window will appear with an option to choose **Bond status** (discharged, expired)
- Choose a **Bond status** and then click on the **Closeout Bond Button** on the popup window.

Closed bond cannot be modified any further

The screenshot displays the MS BondSource web application interface. At the top, the header includes the logo, the text "MS BondSource" and "Mississippi Insurance Department", and the user's role "Personal Surety Agent" along with the date "Monday, September 26, 2016" and fiscal year "FY 2015-2016". A navigation bar contains links for "Main Menu", "Bond Source", "Agent Mgmt", and "Security".

The main content area shows a "Bond Information" section with a "Premium Charged: \$255,000.00" and "Amount Collected: 600.00". A "Defendant Information" section includes fields for "First Name" (Dillon), "Last Name" (Matthew), "Phone" ((601) 432-6457), and "Date of Birth" (3/1/1968). The "Offense" is listed as "Robbery".

A "Court Information" section contains fields for "Court Date" (10/1/2016), "Type of Court" (--Select--), "Jurisdiction" (Harrison), and "Judge" (Peters).

A modal popup window titled "Message from webpage" is displayed over the bond information, containing the text: "This Bond will become locked and further changes will not be allowed. Click OK to Continue to the Closeout Process." with "OK" and "Cancel" buttons.

At the bottom of the interface, there are two buttons: an orange "Closeout Bond" button with a red arrow pointing to it, and a green "Save Bond" button.

MISSISSIPPI BONDSOURCE

Professional Agent: [Redacted]

Bond Information

Bond #: **0135309** Agent License #: [Redacted]
 Defendant: **Beard, Dillon Matthew**

I certify the information listed on this bond is correct and accurate to the best of my knowledge. No further actions will be required on this bond. I do understand the Bond will become locked.

Bond Status: **--Select--** Closeout Agent: [Redacted]

Discharged
Expired

Closeout Bond

255,000.00
 Amount Collected: 600.00
 432-6457
 3/1/1968

Court Date: 10/1/2016 Type of Court: --Select-- Jurisdiction: Harrison Judge: Peters

MS BondSource
 Mississippi Insurance Department

Personal Surety Agent
 Monday, September 26, 2016
 FY 2015-2016

Main Menu | Sign Off

Main Menu | Bond Source | Agent Mgmt | Security

Professional Agent: [Redacted]

Bond was successfully Closed.

Bond Information

Entered: 9/22/2016 Agent: [Redacted] **Premium Charged: \$255,000.00**

Bond Number:	Bond Amount:	Bond Date Given:	Premium Rate:	Amount Collected:
0135309	25500.00	8/26/2016	10%	600.00

Defendant Information

Telephone: (601) 432-6457

First Name:	Middle Name:	Last Name:	Date of Birth
Dillon	Matthew	Beard	3/1/1968

Offense: Robbery

Court Information

Court Date:	Type of Court:	Jurisdiction:	Judge:
10/1/2016	--Select--	Harrison	Peters

MISSISSIPPI BONDSOURCE

[PERS/LIMS Agent - Monthly Reporting Screen \(Bond Source tab\)](#)

This screen allows all **Professional Agents** make their monthly report.

- **ALL Professional Agents** have to report if they **HAVE** or **HAVE NOT** written a bond for that month.



MS BondSource
Mississippi Insurance Department

Personal Surety Agent
Friday, September 23, 2016
FY 2015-2016

Main Menu | Sign Off

Main Menu | Bond Source | Agent Mgmt | Security

Monthly Reporting Information

Date Received: 9/23/2016 Submitted by: [Redacted]

Comment: (Optional)

[Redacted]

By submitting this notice, I'm certifying that I have reviewed all of my bonds this month. This also includes all the bonds managed by agents acting in my behalf. Corrects and updates were made to each bond accordingly.

Save Report Notice

Month	Date Reported	Submitted By	Comment
September	09/21/2016	[Redacted]	September reporting
August	09/14/2016	[Redacted]	

Bond Source

- Defendants
- New Bond
- Monthly Reporting Notice

Utilities

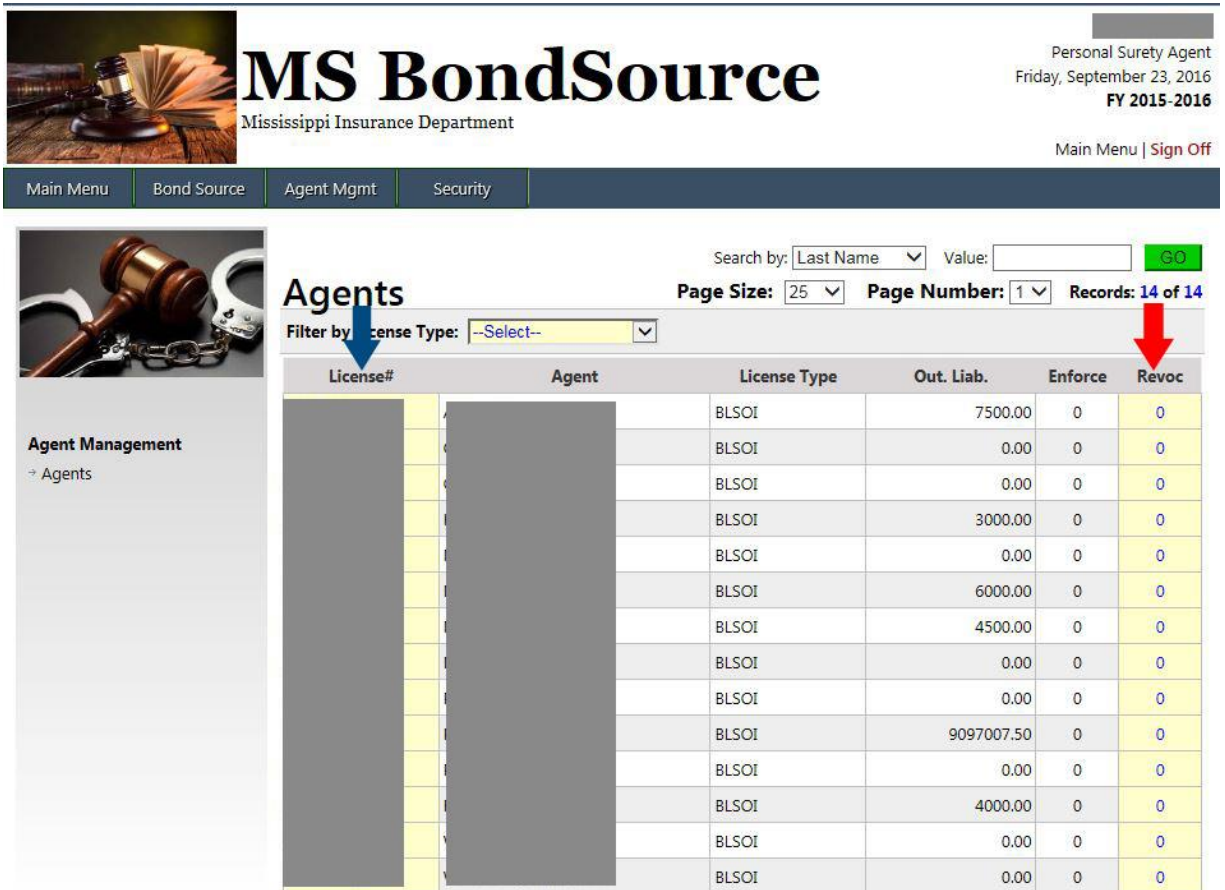
- Import Defendants
- View Defendant Exceptions
- Import Collateral
- View Collateral Exceptions

MISSISSIPPI BONDSOURCE

[PERS/LIMS Agent - Agent Management \(Agent Mgmt tab\)](#)

Agent Management will allow you to manage all of your **Soliciting Agents** bond information.

- Clicking on a specific **License #** will display detail for a particular **Agent**.
- Clicking on a **Revocation** for a specific agent will display all revocations for that agent.
- A **PERS/LIMS Agent** can review and modify all **Bond Information** within their organization.



MS BondSource
Mississippi Insurance Department

Personal Surety Agent
Friday, September 23, 2016
FY 2015-2016

Main Menu | Sign Off

Main Menu | Bond Source | Agent Mgmt | Security

Search by: Last Name Value:

Page Size: 25 Page Number: 1 Records: 14 of 14

Filter by License Type: --Select--

License#	Agent	License Type	Out. Liab.	Enforce	Revoc
		BLSOI	7500.00	0	0
		BLSOI	0.00	0	0
		BLSOI	0.00	0	0
		BLSOI	3000.00	0	0
		BLSOI	0.00	0	0
		BLSOI	6000.00	0	0
		BLSOI	4500.00	0	0
		BLSOI	0.00	0	0
		BLSOI	0.00	0	0
		BLSOI	9097007.50	0	0
		BLSOI	0.00	0	0
		BLSOI	4000.00	0	0
		BLSOI	0.00	0	0
		BLSOI	0.00	0	0

Agent Management
→ Agents

PERS/LIMS Agent - Utilities Import Defendants

Import Defendants Screen will allow Agents to upload defendant's information in CSV format. Columns should be separated using the pipe “|” symbol.

***Bonds that are already in the MSBondSource will be ignored in the uploaded file.**

Main Menu	Bond Source	Agent Mgmt	Security
-----------	-------------	------------	----------



Upload Defendant File to MSBondSource

File will be uploaded into the MSBondSource Defendant database. **NOTE: Bonds that are already in the MSBondSource will be ignored in the uploaded file..**

Click the *Browse Button** to locate desired file

Delimited Textfile transported to MSBS for parsing.

Import Summary

Status:  **Imported with Exceptions**

Import File: **Read: 29; Exceptions: 2**

Defendants: **Imported: 26**



Bond Source

- Defendants
- New Bond
- Monthly Reporting Notice

Utilities

- Import Defendants
- View Defendant Exceptions
- Import Collateral
- View Collateral Exceptions

MISSISSIPPI BONDSOURCE

Formatting

Field	Field Description	Data Type	Format
Program Year	Bond Year	Numeric	YYYY
PERS-Lic-No	Professional/Limited Agent License Number	Numeric	25 numbers max
Agent-Lic-No	Soliciting Agent License Number	Numeric	25 numbers max
Bond-No	Bond Number	Alphanumeric	25 numbers/characters max
Bond-Amt	Bond Amount	Numeric	20 numbers max (Includes decimals)
Bond-Date	Bond Date	Date	YYYY/MM/DD
Prem-Rate	Bond Premium Rate	Numeric	Integer 2 Max (10 or 15)
Amt-Collected	Bond Amount Collected	Numeric	20 numbers max (Includes decimals)
FirstName	Defendant First Name	Text	15 characters max
MiddleName	Defendant Middle Name	Text	15 characters max
LastName	Defendant Last Name	Text	15 characters max
DOB	Defendant Date of Birth	Date	YYYY/MM/DD
Phone	Defendant Phone Number	Numeric	10 numbers max (omit dash)
Offense	Offense	Text	254 characters max
CourtDate	Court Date	Date	YYYY/MM/DD
Court	Type of Court	Text	10 characters max
County	County (Jurisdiction)	Numeric	2 (County ID)
Cjudge	Court Judge Name	Text	35 characters max

PERS/LIMS Agent - Utilities View Defendant Exceptions

Bond/Defendant Exception Report – If a field (Bond Year, Bond number, Defendant First Name, etc.) is over the max number of characters or if the field data are not placed in proper order, it **DOES NOT** upload and is placed in the exception report. It gives the line number of the error to correct. See the “**Formatting**” table for all fields and their max characters.



MS BondSource

Mississippi Insurance Department

Personal Surety Agent
Monday, September 26, 2016
FY 2015-2016

[Main Menu](#) | [Sign Off](#)

[Main Menu](#) | [Bond Source](#) | [Agent Mgmt](#) | [Security](#)

Bond/Defendant Exception Report

Page Size: 25 | Page Number: | Records: 2 of 2

Filter by Validation Rule: --Select--

Field #	Description	Line #	Type
3	Upload Bond (0152266) Invalid Agent License Number (13865) on line 5	5	DF
3	Upload Bond (0127120) Invalid Agent License Number (10865) on line 10	10	DF

MISSISSIPPI BONDSOURCE

PERS/LIMS Agent - Utilities Import Collateral

Import Collateral Screen will allow Agents to upload collateral information in CSV format. Columns should be separated using the pipe “|” symbol.

***Bond must already exist in the MsBondSource database so collateral can be attached to the bond.**

Formatting-2

Field	Field Description	Data Type	Format
Program Year	Bond Year	Numeric	YYYY
Bond-No	Bond Number	Alphanumeric	25 max numbers
Agent-Lic-No	Agent License Number	Numeric	25 max numbers
Coll-Value	Collateral Value	Numeric	20 max numbers (Including decimals)
Coll- Desc	Collateral Description	Text	254 max characters
Coll-Status	Collateral Status	Text	15 max characters (only use the words Collected or Returned)

[PERS/LIMS Agent - Utilities View Collateral Exceptions](#)

Collateral Exception Report – If a field (Bond Year, Bond number, Collateral status, etc.) is over the max number of characters or if the field data are not placed in proper order, it **DOES NOT** upload and is placed in the exception report. It gives the line number of the error to correct. See the “**Formatting-2**” table for all fields and their max characters.



MS BondSource

Mississippi Insurance Department

Personal Surety Agent
Monday, September 26, 2016
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[Main Menu](#) | [Sign Off](#)

[Main Menu](#)

[Bond Source](#)

[Agent Mgmt](#)

[Security](#)



Collateral Exception Report



Page Size: 25 Page Number: Records: 7 of 7

Filter by Validation Rule: --Select--

Field #	Description	Line #	Type
6	Upload Bond (0154003) Missing or Invalid Status (Collected,...) on line 1	1	CF
6	Upload Bond (0154003) Missing or Invalid Status (Returned,...) on line 2	2	CF
6	Upload Bond (0153055) Missing or Invalid Status (Collected,...) on line 3	3	CF
6	Upload Bond (0154003) Missing or Invalid Status (Collected,...) on line 4	4	CF
6	Upload Bond (0153055) Missing or Invalid Status (Returned,...) on line 5	5	CF
6	Upload Bond (9003274) Missing or Invalid Status (Collected,...) on line 6	6	CF
6	Upload Bond (9003274) Missing or Invalid Status (Collected,...) on line 7	7	CF

MISSISSIPPI BONDSOURCE

Soliciting Agent - At a Glance Dashboard

The **Soliciting Agent Dashboard** will allow a **Soliciting Agent** to enter and manage bond information which they have entered. The agent cannot view or modify any other agents' bond information.

Home Screen (Main Menu):

- **Program year** – Agent may select a program year to review information (defendant, Bond numbers, Bond amount, etc.) for that year. System will permit only current year information to be modified, previous years information are in view only mode.
- **Total Bonds** – Count of bonds entered in that program year
- **Total Enforcement/Revocation** – Count Enforcement/Revocation entered in that program year
- **Bonds summary** – Total amount of Premium charged, payment received and collateral collected for that year.
- **Bonds Status Breakdown** – Lists bond status and count of agent who fall under that status
- **Enforcement Status Breakdown** - Lists enforcement status and count of agent who fall under that status
- **Revocation Status Breakdown** – Lists revocation status and count of agent who fall under that status

The screenshot displays the MS BondSource dashboard for a Soliciting Agent. The header includes the logo, the text 'MS BondSource' and 'Mississippi Insurance Department', and the user's name 'Bail Soliciting Agent' along with the date 'Friday, September 23, 2016' and fiscal year 'FY 2015-2016'. A navigation bar contains 'Main Menu', 'Bond Source', and 'Security'. The main content area is titled 'At a Glance' and features a dropdown menu for 'Program Year' set to 'FY 2015-2016'. The dashboard provides a summary of bond data:

Total Bonds: 1		Total Enforcement/Revocations: 0	
Bonds Summary:			
Premium Charged:	\$6,000.00		
Payment Received:	\$0.00		
Outstanding Liability:	\$6,000.00		
Collateral Collected:	\$1,000.00		
Bonds Status Breakdown:			
Active	1		
Personnel:			
BLSOI	1		
Enforcement Status Breakdown: 0			
Revocation Status Breakdown: 0			

MISSISSIPPI BONDSOURCE

[Soliciting Agent - Defendants Screen \(Bond Source tab\)](#)

- Defendants entered by a **Soliciting Agents** are listed on **Defendants Screen**.
- Clicking on a specific **Bond #** will display detailed information for the **Bond**. See image “**IMG: Def-Info**”.
- If collateral was collected, clicking on “**Yes**” will display a window showing what was collected and its value. See image “**IMG: CC**”.

IMG: Def-List

ALRED, BILL
Bail Soliciting Agent
Friday, September 23, 2016
FY 2015-2016
Main Menu | Sign Off

Main Menu | Bond Source | Security

Search by: Bond # Value: GO

Defendants Page Size: 25 Page Number: Records: 1 of 1

Filter by Agent: --Select-- Status: --Select--

Bond #	Defendant	Agent	Bond Amount	Rate	Charged	Collateral	Status
12323	Brown, Jim		\$50,000.00	15%	\$7,500.00	Yes	Active

Bond Source
→ Defendants
→ New Bond

IMG:CC

Bond #: 12323

Defendant: **Brown, Jim**



Below are the item(s) aquired as collateral for this bond.

Description	Est. Value	Status
test	2000.00	Collected

MISSISSIPPI BONDSOURCE

Soliciting Agent View- Defendant Information Screen

IMG: Def-Info



Bond Source
 → Defendants
 → New Bond

Professional Agent: [Redacted]



Bond Information

Premium Charged: **\$15,050.00**

Entered: 9/29/2016 Agent: [Redacted]

Agent assigned to this bond: [Redacted]

Bond Number:	Bond Amount:	Bond Date Given:	Fees:	Prem Rate:	Amount Collected:
BN007	100000.00	9/14/2016	\$50.00	15%	300.00

Defendant Information

Telephone: [Redacted]

First Name:	Middle Name:	Last Name:	Date of Birth:
Albert	T	Johnson	8/13/1969

Offense:
 Drug Trafficking

Court Information

Court Date:	Type of Court:	Jurisdiction:	Judge:
9/28/2016	Drug Court	Jackson	Haynes

Closeout Bond

Save Bond

Collateral Information

Collateral Total: **\$100,000.00**

Enter each item secured/received as collateral:

Item Description:	Est. Value	Add Item
House	\$100,000.00	Collected

Payment Information

Premium Balance: **\$14,750.00**

Enter all payments received from the defendant: Total Paid: **\$0.00**


Date Received:	Payment Amount:	Comment: (Optional)	Save Payme

No Payments were found for this bond.

MISSISSIPPI BONDSOURCE

Soliciting Agent - Update Defendant Information

Only the **Soliciting Agent** who entered the **bond**, and his professional agent can update defendant information

Professional Agent: _____

Collateral was **SAVED** in the database. ⬆️ ⬇️

Bond Information

Premium Charged: **\$22,550.00**

Entered: 3/10/2016 Agent: _____

Agent assigned to this bond: _____

Bond Number:	Bond Amount:	Bond Date Given:	Fees:	Prem Rate:	Amount Collected:
BN007	150000.00	7/09/2016	\$50.00	15% v	300.00

*Premium includes \$50 processing fee

Defendant Information

Telephone: (601) 123-4567

First Name:	Middle Name:	Last Name:	Date of Birth
Conan	T	Hawthorne	9/7/1969

Offense

Drug Trafficking ⬆️

Court Information

Court Date:	Type of Court:	Jurisdiction:	Judge:
10/6/2016	Drug Court v	Madison v	Harrison

Closeout BondSave Bond

↑
CLICK SAVE BOND BUTTON
TO UPDATE INFORMATION

Collateral Information

Collateral Total: **\$10,000.00**

Enter each item secured/received as collateral:

Item Description:	Est. Value	
<input type="text"/>	<input type="text" value="0"/>	Add Item

Item Description	Est. Value	Status	Del
NEW ITEM Car	\$10,000.00	Collected	Del

MISSISSIPPI BONDSOURCE

Soliciting Agent – New Bond (Bond Source tab)

This screen will allow a **Soliciting Agent** to add a new bond.

- Selecting the **YES – Collateral WAS collected** button will allow the Agent to add any items accepted as collateral.
- The **Add item** button on the Collateral Information screen, will allow Agents to add any additional collateral collected from the defendant.



Bond Source
 → Defendants
 → New Bond

Everything on this form is required except for the Court Information **INCLUDES PROCESSING FEE OF \$50**

Bond Information

Premium Charged: \$225,050.00

Bond Number:	Bond Amount:	Bond Date Given:	Fees:	Prem Rate:	Amount Collected:
BN007	1500000	9/7/2016	\$50.00	15%	300

*Premium includes \$50 processing fee

Defendant Information

Telephone:

First Name:	Middle Name:	Last Name:	Date of Birth	
Conan	T	Hawthorne	08 / 21 / 1969	
Offense				
Drug Trafficking				

Court Information

Court Date:	Type of Court:	Jurisdiction:	Judge:
<input type="text"/>	--Select--	--Select--	<input type="text"/>

To proceed you must answer the following question; **Was Collateral Collected?**

NO - Collateral WAS NOT collected.

YES - Collateral WAS collected.

Collateral Information

Premium Balance: **\$7,000.00**

Enter each item secured/received as collateral:

Collateral Total: **\$6,000.00**

Item Description:	Est. Value	
<input type="text"/>	<input type="text"/>	Add Item
Item Description	Est. Value	Status
Car	\$6,000.00	Collected

Submit Bond

MISSISSIPPI BONDSOURCE

Soliciting Agent – Closeout Bond

On the Defendant information screen clicking on the **Closeout Bond Button** will allow an agent to close a bond

- Click on the **Closeout Bond Button** and then click OK to Continue to the Closeout Process, a popup window will appear with an option to choose **Bond status** (discharged, expired)
- Choose a **Bond status** and then click on the **Closeout Bond Button** on the popup window.

Closed bond cannot be modified any further

The screenshot displays the MS BondSource web application interface. At the top, the header includes the logo, the text "MS BondSource" and "Mississippi Insurance Department", and the user's role "Personal Surety Agent" along with the date "Monday, September 26, 2016" and fiscal year "FY 2015-2016". A navigation bar contains links for "Main Menu", "Bond Source", "Agent Mgmt", and "Security".

The main content area shows a "Bond Information" section with a "Premium Charged: \$255,000.00" and "Amount Collected: 600.00". A "Defendant Information" section includes fields for "First Name" (Dillon), "Last Name" (Matthew), "Phone" ((601) 432-6457), and "Date of Birth" (3/1/1968). The "Offense" is listed as "Robbery".

A "Court Information" section shows "Court Date" as 10/1/2016, "Type of Court" as --Select--, "Jurisdiction" as Harrison, and "Judge" as Peters.

A modal popup window is displayed in the center, titled "Message from webpage". It contains a question mark icon and the text: "This Bond will become locked and further changes will not be allowed. Click OK to Continue to the Closeout Process." The popup has "OK" and "Cancel" buttons.

At the bottom of the interface, there are two buttons: an orange "Closeout Bond" button with a red arrow pointing to it, and a green "Save Bond" button.

MISSISSIPPI BONDSOURCE

Professional Agent: [Redacted]

Bond Information

Bond #: **0135309** Agent License #: [Redacted]
 Defendant: **Beard, Dillon Matthew**

I certify the information listed on this bond is correct and accurate to the best of my knowledge. No further actions will be required on this bond. I do understand the Bond will become locked.

Bond Status: **Discharged** Closeout Agent: [Redacted]

Closeout Bond

Court Date: 10/1/2016 Type of Court: --Select-- Jurisdiction: Harrison Judge: Peters

MS BondSource
 Mississippi Insurance Department

Personal Surety Agent
 Monday, September 26, 2016
 FY 2015-2016

Main Menu | Sign Off

Main Menu | Bond Source | Agent Mgmt | Security

Professional Agent: [Redacted]

Bond was successfully Closed.

Bond Information

Entered: 9/22/2016 Agent: [Redacted] **Premium Charged: \$255,000.00**

Bond Number:	Bond Amount:	Bond Date Given:	Premium Rate:	Amount Collected:
0135309	25500.00	8/26/2016	10%	600.00

Defendant Information

Telephone: (601) 432-6457

First Name:	Middle Name:	Last Name:	Date of Birth
Dillon	Matthew	Beard	3/1/1968

Offense: Robbery

Court Information

Court Date:	Type of Court:	Jurisdiction:	Judge:
10/1/2016	--Select--	Harrison	Peters

Security - Change Password Screen

The **Security Screen** will allow users to change their password.

To change:

- Enter previous Password, new password, confirm password and click on the save button to change password.

Password must satisfy below requirement:

Must be at least **8** characters, maximum length is **15** characters.

Must contain at least **1** lower case letter, **1** number and **1** either (upper case letter or special character)

Valid special characters are **!@#\$\$%^&*./**.


IMG: SCP

MS BondSource
Mississippi Insurance Department

Personal Surety Agent
Friday, September 23, 2016
FY 2015-2016

Main Menu | Sign Off

Main Menu | Bond Source | Agent Mgmt | Security

 → Change Password

Change Password

Current Password

New Password

Confirm Password

[Save Password](#)

Must be at least **8** characters, maximum length is **15** characters.
Must contain at least **1** lower case letter, **1** number and **1** either (upper case letter or special character)
Valid special characters are **!@#\$\$%^&*./**.

MISSISSIPPI BONDSOURCE

Forgotten Password

Forgot Username/Password link at the bottom of the Login Screen will allow registered users to reset a forgotten password.


Bail Bondsman Registry System

Mississippi Insurance Department

Welcome to the Mississippi Insurance Department Bail Bondsman Registry. If you are a Bail Bonds entity that has previously registered with this site, you may log in below. If you are a Bail Bonds entity that has not registered with this site, you must complete the [Registration form](#). Once the form is submitted, follow the account activation instructions in the email prior to logging into the system for the first time.

Email:	<input type="text"/>
Password:	<input type="password"/>
User Role:	<input type="text" value="--Select--"/>

Log In

Forgot Username/Password? 
Not Registered? Complete Registration!

Forgot Password - Webmaster Message

Forgot Password will provide you with the necessary credentials to access the Bail Bondsman Registry. Enter the email address normally used to access the system and submit.




Email:	<input type="text"/>
--------	----------------------

Submit

Forgot Password - Webmaster Message

Forgot Password will provide you with the necessary credentials to access the Bail Bondsman Registry. Enter the email address normally used to access the system and submit.

Credentials were located and should arrive in your inbox in just a few minutes.

 Reply  Reply All  Forward



Mon 10/3/2016 1:48 PM

MSBondSource@mid.ms.gov

Bail Bondsmen Registry System

To

  This message was sent with High importance.



This email was sent by the Bail Bondsman Registry System to verify the authenticity of the request to RESET PASSWORD for access to the Bail Bondsman System. Click the link below to complete the FORGOT PASSWORD process.

[Forgot Password Access Request](#)

Forgot Password - Webmaster Message

Forgot Password will provide you with the necessary credentials to access the Bail Bondsman Registry. Enter the email address normally used to access the system and submit.

Must be at least **8** characters, maximum length is **15** characters.

Must contain at least **1** lower case letter, **1** number and **1** either (upper case letter or special character)

Valid special characters are !@#\$%^&*./

Password	Confirm Password
<input type="text"/>	<input type="text"/>

Submit

MISSISSIPPI BONDSOURCE

References

MSBondsourc Website Link: www.MSBondsourc.com

MISSISSIPPI BONDSOURCE

Contact Information

If you have any questions, please email bondsource@mid.ms.gov.