OPT*ins* "Scoop"

Quarterly Insight for States and Industry

Tips on Completing State Forms

Most forms built into OPT*ins* are considered "parsable" PDF forms. This means that the data entered in the fields can be extracted by the state for their reporting and auditing purposes.

If your company uses the TriTech Premium Pro software, the data automatically converts into a parsable format when submitted through OPT*ins*. There is nothing else you, the filer, needs to do.

If you are not a TriTech Premium Pro user, it is very important that you use the forms built into OPT*ins* and follow the instructions regarding completing the forms. Here are some tips:

- If you see a ✅ green checkmark icon next to the document name, this means it is a required form. When you see the green checkmark icon, you must follow these steps:

  - Click on the 📎 paperclip icon to download the form to your computer.

- When the form opens, choose 'File', 'Save As' and save the form to your computer.
- Once you've saved the form to your computer, complete the form, and save it again.
- Go back into your OPT*ins* filing, and click on the 'Upload' link next to the required form to upload the completed form into OPT*ins*.

- Read the State Instructions for an overview of any documents that can be scanned and attached to the Supporting Documentation area. If it's indicated in the State Instructions, OPT*ins* will allow you to scan and upload the document. If you attempt to scan any required document as indicated by the green checkmark icon, you will receive an error message.

- Complete EVERY field on a required document. The system will look for data in all fields and will generate an error message if the field is left empty. For example,

referencing the New Hampshire Affidavit form, complete all fields per *row*, per Producer. Do not extend down the column with data unless the data relates to a separate Producer.

If a required form asks for a signature, an Electronic Signature must be used. Filers can create their personal Electronic Signature using Adobe Acrobat. If you are unsure how to create an Electronic Signature, please refer to the Help function in Adobe Acrobat, or the Adobe website. If you use a different PDF producing software, please refer to their Help tips.

For additional information, please reference the OPT*ins* manual, or contact the OPT*ins* Help Desk at optinshelp@naic.org or 816-783-8990.

What to File and Where to File It?

You've completed your set-up and received your OPT*ins* user name and password. Now you are able to file in all available states for all available filing types. That's right – once you implement OPT*ins*, you can automatically submit filings to any state that accepts OPT*ins* as well. There's nothing else that you need to do!

File your Premium Taxes in the following states: Alabama, Alaska, Arizona, Delaware, Montana, North Dakota, Oklahoma, Puerto Rico, Rhode Island, and West Virginia.

File your Surplus Lines Taxes in these states: Alabama, Arizona, Delaware,

New Hampshire, North Dakota, Oklahoma, Rhode Island, and West Virginia.

Finally, a few states accept certain state-specific tax filings via OPT*ins*: Arizona, Rhode Island, and West Virginia.

Choose from those state specific filings in the 'State' drop down menu. Make OPT*ins* your one filing solution to all of your filing options. It's fast, easy, and cost-effective.

For a complete overview of states, filing types, and due dates, go to the OPT*ins* website.

Two More OPT*ins* States!

We love to report when states show their support for OPT*ins* and lucky for you, we have TWO states to announce!

In addition to the Annual Contracted Producer Report, Rhode Island now accepts and *highly encourages* Premium Tax and Surplus Lines filings via OPT*ins*.

The next state to use OPT*ins* will be New York. The exact date has yet to be determined, but when they are fully implemented, they will accept their Assessment filings through OPT*ins* - Property & Casualty Security Fund, Motor Vehicle Liability Security Fund, Fire Insurance Fee, and Motor Vehicle Law Enforcement Fee.

Just a reminder, once you've implemented and are using OPT*ins*, you can automatically file in all states as they come on board. Keep an eye on the OPT*ins* website for a complete list of all active states.
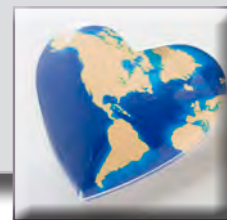
OPT*ins* Quick Tip

You've created your OPT*ins* filing, but do you know how to find it? OPT*ins* has a great search tool which enables users to search for filings using a variety of criteria. Located on the Filing Tab, the Search screen is the first screen that is displayed when logged into OPT*ins*.

Simply choose the appropriate search criteria, such as the state in which the filing was submitted, and click the gray 'Search' button. OPT*ins* will return all results that match the criteria. Try the Search tool today!

The OPT*ins* Help Desk is available 8am - 5pm Central Time, Monday through Friday. Reach the Help Desk at 816-783-8990 or via email, optinshelp@naic.org.

OPT*ins*
Online Premium Tax *for* Insurance
A Product of NAIC

www.optins.org

Get to Know...Product Specialist II - Jennifer Franz!

There are a lot of smiling, helpful people on the OPT*ins* team, and one of those smiles belongs to Jennifer Franz.

Jennifer is a Product Specialist II who has been with the NAIC for three years. Among her many duties, one of the most important tasks Jennifer takes on is making sure that our customers sail smoothly through the registration process and have all of the information they need to submit their tax filings through OPT*ins*.

When asked whether she has any suggestions for OPT*ins* filers, Jennifer states, "Always read the State Instructions for Submission. The OPT*ins* team diligently works with the states to provide accurate and up-to-date instructions on completing the required forms correctly."

You know a little about the "business side" of Jennifer. What about the "play" side?

Jennifer and her husband are the proud parents of a 22-month old firecracker, Emily. When she has time, she loves traveling to Branson to take in outlet shopping and the Dixie Stampede dinner show. And finally, we all agree that Jennifer would be the ideal choice to play Wonder Woman if they ever decided to remake the television show. Look out Paradise Island!

Flexible Filings

There are two ways to create filings in OPT*ins*. The first option is to click the 'Create Filing' link located on the Filings tab. Clicking the 'Create Filing' link initiates the filing process and takes the user to the filing screen where they will choose the Filing Year, State, Filing Entity, Company Type, and Filing Period.

The second option is to create a filing from within the company filing record. Search by Company, and click on the Company name to open the filing record. There will be a 'Create This Filing' button displayed on all available filing periods. Click the button next to the applicable Filing Period and follow the steps.

If your company submits all estimated filings at once, using the 'Create This Filing' button from within the company filing record will greatly speed up your filing process!

Just Schedule It!

Wouldn't it be nice to schedule your OPT*ins* filings to be submitted at a later date? Guess what? You can!

Once you've built your filing, uploaded the required tax documents, and entered the tax amounts due, choose the date you'd like the filing to be processed in the 'Process Date' field. Simply click on the Calendar Tool and choose the date, or enter the date in the proper format.
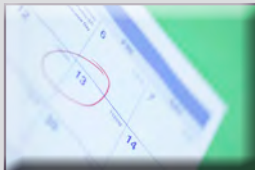
Once you click on the 'Submit' button, the filing will be saved. OPT*ins* will keep track of your filing and submit it to the state along with your payment on the date chosen.

Keep in mind that the Process Date is the date that the payment initiation process begins. If your filing is due to the state on a particular date, be sure to schedule your filing at least two business days prior to that date to ensure that payment has been generated and received by the state.

The schedule filing function is role based, so if you do not have the option to schedule a filing and you believe that you should, submit a request to update your roles using the User Admin 'Request User Update' tool, or have someone with the User Admin role submit the request on your behalf.

Did You Know?

If it has been over 90 days since you last accessed OPT*ins*, you will be prompted to change your password when you login. If you've forgotten your current password, you'll need to contact the OPT*ins* Help Desk at optinshelp@naic.org or 816-783-8990 and request a password reset.
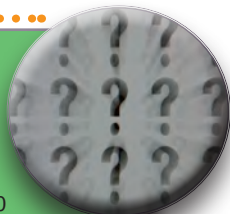
For security purposes, the system will automatically require a new password every 90 days.

Let Your Voice Be Heard!!

Send this to the state with your next paper filing.

States!
Make OPT*ins* Your Electronic Filing Solution
so we can too!

Contact the OPT*ins* Marketing Team at
816-783-8787 or optinsmktg@naic.org.

NAIC/NIPR e REG

Mark your calendars for the 12th Annual NAIC/NIPR E-Reg Conference, held May 1-4, 2011 at the Hyatt Regency Hotel in Kansas City, Missouri.

E-Reg has proven to be one of the premier conferences for the insurance industry and the tradition will continue in 2011.

Attendees will have the chance to network with their peers, talk to helpful exhibitors, meet with state regulators, and, of course, attend educational sessions. In addition to an educational OPT*ins* tutorial and Q&A session, attendees can visit informative exchanges like Producer Licensing and Tech Ex! Click here for more information.

We hope to see you all in May!