



Authorized OPTins Companies

Please enter the OPTins account name: _____

(This is the name found on the top right-hand corner of OPTins, after you login)

Before emailing this form into optinsmktg@naic.org, please add the new company or individual to OPTins. This can be done by a user with the Filing Entity Administrator role by following these steps:

1. Click the Settings tab
2. Click the Entities link in the blue bar across the top
3. Click Add Entity
4. Enter in new entity information and click Save
5. Click Continue on the popup to ensure the entity information saves

	Entity Name	NAIC CoCode	National Producer Number	FEIN	State of Domicile	Will the Entity use a new bank account or one already on file? *If you are using a new bank account please click here , complete the paperwork and send to optinsmktg@naic.org .
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Notes: