Electronic Filing & Reporting System

Overview

SURPLUS LINE ASSOCIATION OF ILLINOIS
ELECTRONIC FILING SYSTEM

The Surplus Line Association of Illinois Electronic Filing System ("EFS") is a menu driven, fully prompted and easy to use application that lets members submit filings, view and download data and electronically countersign documents in compliance with the Illinois Surplus Line Law requirements.

Electronic Submissions

A user-friendly entry screen walks you through the process of entering data for a new filing. The system fully validates your entries and will not let you submit *invalid* data. Of course, if you enter valid, but *incorrect*, data (for example $10,000 premium instead of $1,000) you will need to correct it!

Once all data fields on the screen are correct, you are immediately presented with a confirmation screen displaying your SLA Countersignature number. This number is your electronic "stamp" and you can either write it on the policy or simply print the confirmation screen (which, conveniently, also includes the required "Notice to Policyholder" wording), attach it to your policy, and you're done!

Data Access

You have complete access to all filings made with the Association (whether made on paper, or electronically) for the current year and prior two years. You can easily search, sort, print and download data.
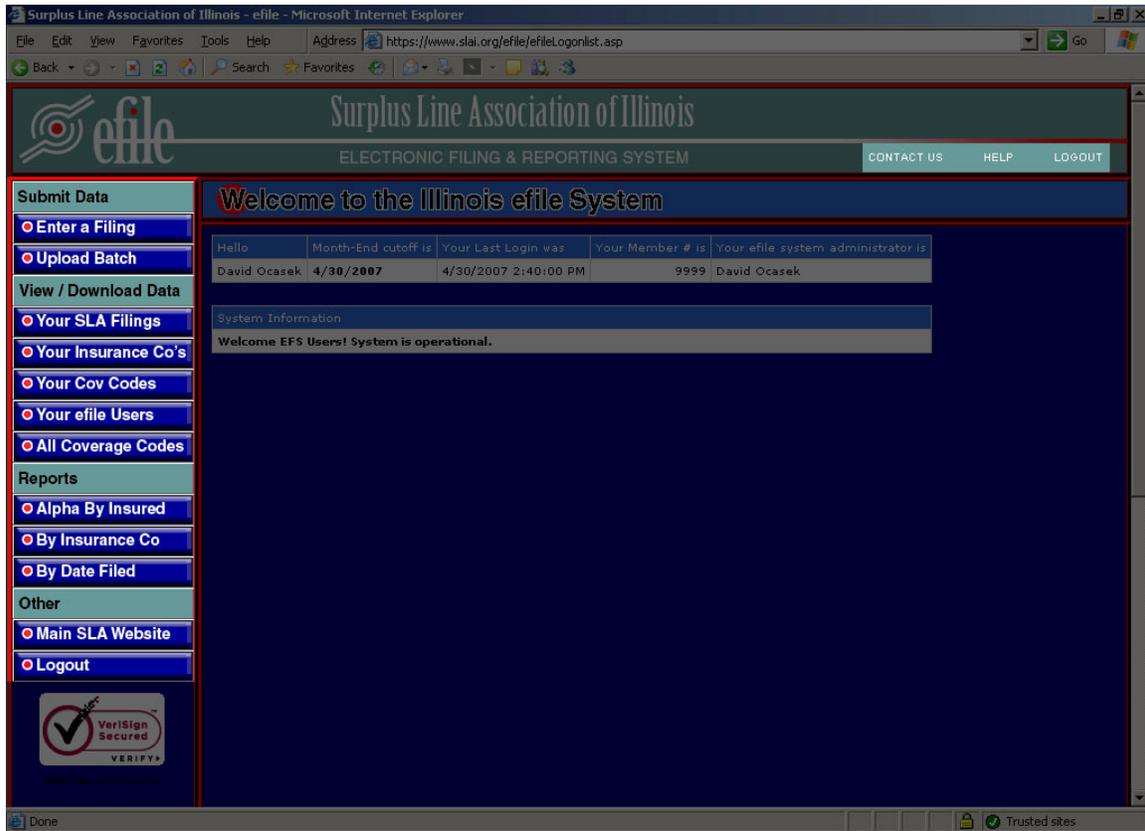
Auto-Renew / Auto-Endorse

Next to each data record of previous filings are "Renew" and "Endorse" links that let you easily process renewals and endorsement filings with minimal data entry. Click "Renew" and the new filing screen pops up with all data fields completed except Policy Number, Effective Date and Premium (of course, you can over-type any data in the other fields that's changed since the last renewal). Click "Endorse" and the same thing happens, requiring only that you complete the Effective Date and Premium fields. It's *that* easy!

You Are in Control

Each member that signs up for EFS chooses an EFS Account Administrator. The SLA sets up the administrator's account and emails their password to them. From this point forward, the EFS Account Administrator is in charge of the account. They can add and delete additional users for the account and assign their permissions. They can also customize the lists of insurers and coverages from which users can choose, so as to minimize possible data entry errors.

NAVIGATING THE EFS SITE

Navigation of the EFS site is accomplished by a simple, clearly labeled **NAVIGATION BAR** at the left side of the screen. Most activity will be done on the **Enter a Filing** screen (for submitting filings) and the **Your SLA Filings** screen (to view your data).

There are also clearly labeled "**CONTACT US**", "**HELP**" and "**LOGOUT**" links on the right side of the **TITLE BAR** (top of the screen, to the right). Each screen's Help file is customized for *that* screen.

ELECTRONIC SUBMISSIONS

A typical filing requires that you enter only 10 data elements (Policy #, Filing Type, Insurer, Insured Name, Insured Address, Effective Date, Term, Aggregate Policy Limit, Coverage Type & Premium) in order to complete the Enter a Filing screen (shown below). Taxes and fees are generally calculated for you.

Insurer, City, State and Coverage code fields will try to "guess" what you're typing, as you type. This cuts down on data entry time and errors.

SUBMISSION CONFIRMATION

Confirmation of your submission is immediate. Your screen will display the data you entered, along with your SLA Countersignature number. This number is your stamp. You must either write the number on your policy and label it "SLA Countersignature #" or you can print out the screen and attach the printed page (shown below) to your policy. Voila! Your filing/stamping is complete!

Accepted on 4/17/2007 9:27:00 AM - SLA Countersignature #IL20060062024.

Notice to Policyholder: This contract is issued, pursuant to Section 445 of the Illinois Insurance Code, by a company not authorized and licensed to transact business in Illinois and as such is not covered by the Illinois Insurance Guaranty Fund.

Service of process under this contract may be made upon the Director pursuant to paragraph 10 of Section 445 of the Code.

Policy Id	IL20060062024
Filing Type	Policy

Insurance Company	Percent
SCOTTSDALE INSURANCE CO	75.000000
AMERICAN INTERNATIONAL SPECIALTY LINES INSURANCE CO	25.000000
TOTALS: COUNT: 2	100.000000

Policy Number	ZZZ1234
Insured	DON MAUGER CONSULTING GROUP
Address 1	1234 MAIN ST
City	CHICAGO
State	IL
Zip	61234
Effective Date	4/2/2007
Term (months)	12
Amount	1,000,000

Coverage Code	Premium	Fire Marshal Tax
Professional Errors & Omissions	All Others	2,500	0
TOTALS: COUNT: 1	2,500	0

Surplus Line Tax	88
Stamping Fee	3
Last Update	4/17/2007 9:27:00 AM
Last Update By	docasek@slai.org

The confirmation conveniently includes the required "Notice to Policyholder" wording!

DATA ACCESS

All of the Associations data for your membership (whether submitted on paper or electronically) can be viewed on the website. The Your SLA Filings screen shows your filings from the current year and the prior two years. It can be sorted, searched, downloaded and printed. There are simple and advanced search capabilities. From this screen you can also Auto-Renew and Auto-Endorse policies (as described on Page 1).

YOU ARE IN CONTROL

Your in-house EFS Account Administrator can set up new users, delete users and change passwords. There is no need to contact the SLA to accomplish these tasks! The administrator also assigns permissions to users, granting or denying them the capability to enter filings and view reports.

The EFS Account Administrator can also set up and maintain a custom **Insurer List** and a custom **Coverage List**. These lists limit the insurers and coverages from which a user can choose when making a filing, thus increasing speed and accuracy. For instance, if your shop only uses five different surplus line insurers, your EFS Account Administrator can set up the **Your Insurance Co's** list with *just those five* insurers. That way, when entering filings, those five insurers are the *only ones* that users can select (as opposed to the default list which includes hundreds of insurers). The same process applies to coverage codes.

It is strongly recommended that your EFS Account Administrator take advantage of this time-saving technique!