



Electronic Filing & Reporting System

Overview



Surplus Line Association of Illinois

ELECTRONIC FILING & REPORTING SYSTEM

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

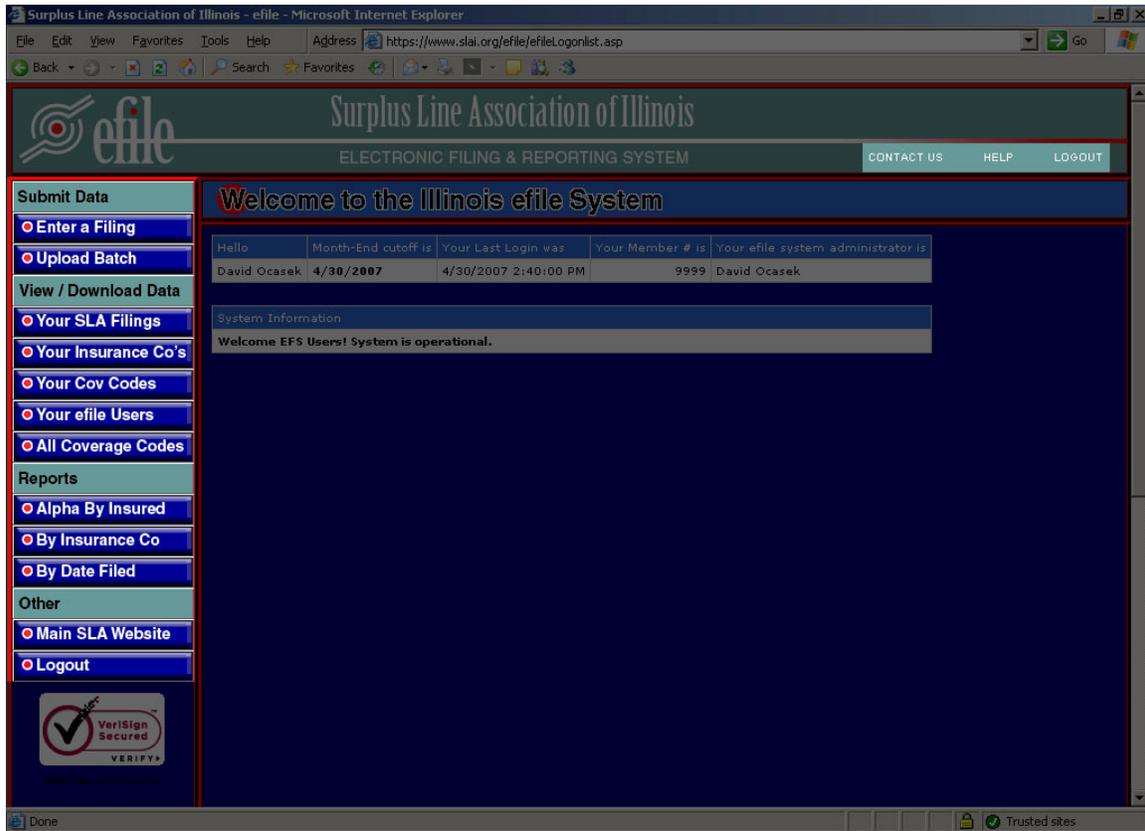
Next to each data record of previous filings are “Renew” and “Endorse” links that let you easily process renewals and endorsement filings with minimal data entry. Click “Renew” and the new filing screen pops up with all data fields completed except Policy Number, Effective Date and Premium (of course, 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.

The screenshot shows the 'Enter a Filing' interface. The left sidebar contains a 'Submit Data' section with 'Enter a Filing' selected, and a 'Reports' section with 'Alpha By Insured' selected. The main form area includes:

- Policy No:** A text input field.
- Filing Type:** Radio buttons for 'Endorsement' and 'Policy'.
- Insurance Company:** A table with columns for Name, NAIC#, AM Best#, and Percent. It includes dropdown menus for Name, NAIC#, and AM Best#, and a 'Percent' field set to 100.
- Insured:** Fields for Address 1, Address 2, City, State (dropdown), Zip, Effective Date (calendar), Term (months), and Amount of Coverage.
- Coverage Code (CC):** A table with columns for CC #, Coverage Code Category, Premium, and Fire Marshal Tax. It includes dropdown menus for CC #, Coverage Code Category, and then Select Coverage here.
- Surplus Line Tax:** Fields for Stamping Fee, User Field 1, User Field 2, User Field 3, and User Field 4.

A 'SUBMIT' button is located at the bottom of the form area.

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).

The screenshot shows the 'Your SLA Filings' page in a web browser. The page title is 'Surplus Line Association of Illinois - efile - Windows Internet Explorer'. The URL is 'https://www.slai.org/efile/efileLoginList.asp'. The page features a navigation menu on the left with options like 'Submit Data', 'View / Download Data', 'Reports', and 'Other'. The main content area is titled 'Your SLA Filings' and includes search filters, an 'Add New Filing' button, and a table of filings.

Policy Id (*) /	Batch (*)	Item	Filing Type	Policy Number (*)	Insured (*)	Effective Date	Premium			
IL20060062032			Policy	XML111	ACME CORPORATION	1/1/2002	45,000	View/Print	Renew	Endorse
IL20060062031			Policy	YADAYADA1234	YADAYADA CO	12/12/2005	3,500	View/Print	Renew	Endorse
IL20060062030			Policy	AZAZ1234	AZAZ COMPANY	2/1/2007	500	View/Print	Renew	Endorse
IL20060062029			Endorsemt	AZAZ1414	MAUGER ENTERPRISES	2/1/2007	300	View/Print	Renew	Endorse
IL20060062028			Policy	AZAZ1414	MAUGER ENTERPRISES	1/1/2007	1,150	View/Print	Renew	Endorse
IL20060062027			Policy	AZA0597553	ABC ALPHABET CO	5/1/2007	2,500	View/Print	Renew	Endorse
IL20060062026			Endorsemt	ZZZ1234	DON MAUGER CONSULTING GROUP	4/1/2007	-100	View/Print	Renew	Endorse
IL20060062025			Policy	AZA0597577	ABC ALPHABET CO	4/1/2007	5,000	View/Print	Renew	Endorse

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 screenshot shows the 'Your efile Users' page in the Surplus Line Association of Illinois efile system. The page has a blue header with the 'efile' logo and 'Surplus Line Association of Illinois ELECTRONIC FILING & REPORTING SYSTEM'. A left-hand navigation menu includes options like 'Submit Data', 'View / Download Data', 'Reports', and 'Other'. The main content area features a search bar, an 'Add a New Record' button, and a table of users. Below the table, there are pagination controls showing 'Page 1 of 1' and 'Records Per Page 25'.

Login (*)	First Name (*)	Last Name (*)	Account Maintenance	Data Entry	Bulk Entry	Reporting	User Locked Out	Last Login			
dmauger@slai.org	Don	Mauger	No	Yes	Yes	Yes	No		View	Edit	Delete
bdoris@2.com	Doris	Mercado	No	No	No	Yes	No		View	Edit	Delete
docasek@slai.org	David	Ocasek	Yes	No	No	No	No	4/30/2007 10:51:00 PM	View	Edit	Delete
jpublic@slai.org	John	Public	No	Yes	Yes	Yes	No	4/25/2007 10:44:00 PM	View	Edit	Delete

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!