



INFORMATIONAL MEMORANDUM
OIR-13-01M
ISSUED
February 19, 2013
Florida Office of Insurance Regulation
Kevin M. McCarty, Commissioner

To All Insurers and Entities Regulated by the Florida Office of Insurance Regulation
Notice of Changes to the Regulatory Electronic Filing System (REFS)

The REFS system, used for filing financial documents with the Office of Insurance Regulation (Office), has undergone several changes in appearance and functionality. The purpose of this memorandum is to introduce users to these changes by the time they take effect on February 25, 2013.

New Features:

- 1: The new system is compatible with Internet Explorer, Chrome, and Firefox browsers.
- 2: The system will open immediately to your workbench when you log in.
- 3: The component page redesign accommodates full-featured document uploading. This enables users to browse and upload files without flipping to an upload screen or waiting on a screen refresh. Also, the new system incorporates the drag and drop feature if you use Chrome, Firefox, or Internet Explorer 10 or higher.
- 4: Whereas previous screens each had their function, the redesign has combined certain functions and features into the new screens saving time and excessive screen manipulation when submitting your filings.
- 5: The REFS manual and other REFS instructional information has been updated at http://www.floir.com/Office/OIR_Required_Filing_Reporting.aspx. The manual is available as a download or can be printed.

The Office will be retiring the old system at 5:00pm on **February 22, 2013**. You will be able to log into the new system on **February 25, 2013**. REFS can be found at the Office's Industry Portal at <http://www.floir.com/iportal>.

If you have any questions regarding the new system, please contact your analyst within the Life and Health Financial Oversight unit (850-413-3153), or the Property and Casualty Financial Oversight Unit (850-413-3148).