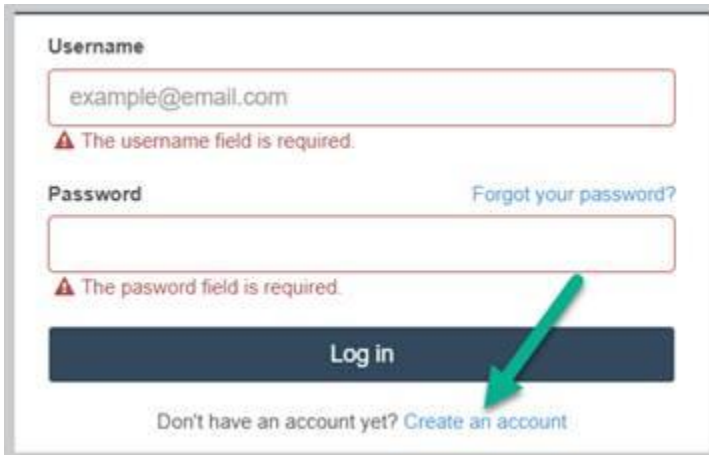


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Purpose

The purpose of this document is to provide guidance to filers using Applications in IRFS. For users with an IRFS account, skip to the next section. For users without an IRFS account, create one by selecting the link on the login screen. Provide the requested information, and follow the instructions given, including activating the account via an email sent to the address entered.

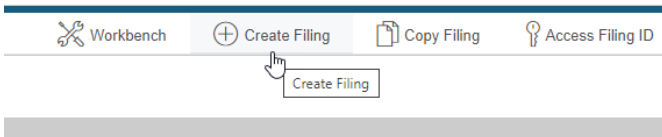


Additionally, if your filing requires subscribing to an entity, refer to the Entity Management Instructions in the [IRFS Help Center](#) for guidance.

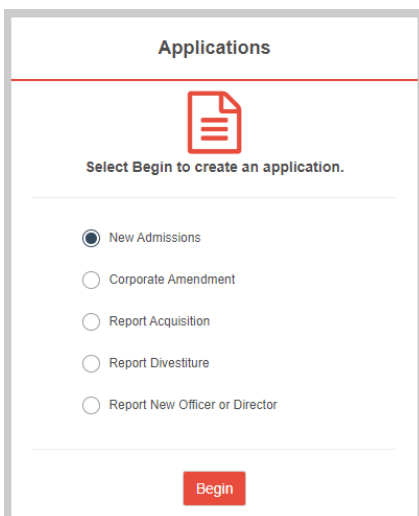
New Admissions

Filing Creation

From the main page toolbar select Create Filing.



Select the New Admissions option and then Begin.



Application Package

Select an Origin and Business Type. Then choose an Application Package from the list.

Application Package | Line of Business | Point of Contact | Company Information | Company Address | Create Application

Origin:

Domestic
 Foreign
 Alien

Business Type:

Life & Health
 Specialty Product Administration/Managed Care
 Property & Casualty

Application Packages:

- Acquisition/Merger (P&C and L&H) Use This
- Fraternal Benefit Society
- Report New Officer (or Director) - Domestic
- Self-Insured Plan
- UCAA Primary L/H (Domestic Permit/Certificate of Authority)
- UCAA Primary L/H (Including Redomestication)

Next

Once selected, several things occur.

- 1) Links to view application package interrogatories and application package component list contents appear below the selected package.
- 2) The Next button is enabled.
- 3) The Line of Business tab is enabled.

Application Package | Line of Business | Point of Contact | Company Information | Company Address | Create Application

Origin:

Domestic
 Foreign
 Alien

Business Type:

Life & Health
 Specialty Product Administration/Managed Care
 Property & Casualty

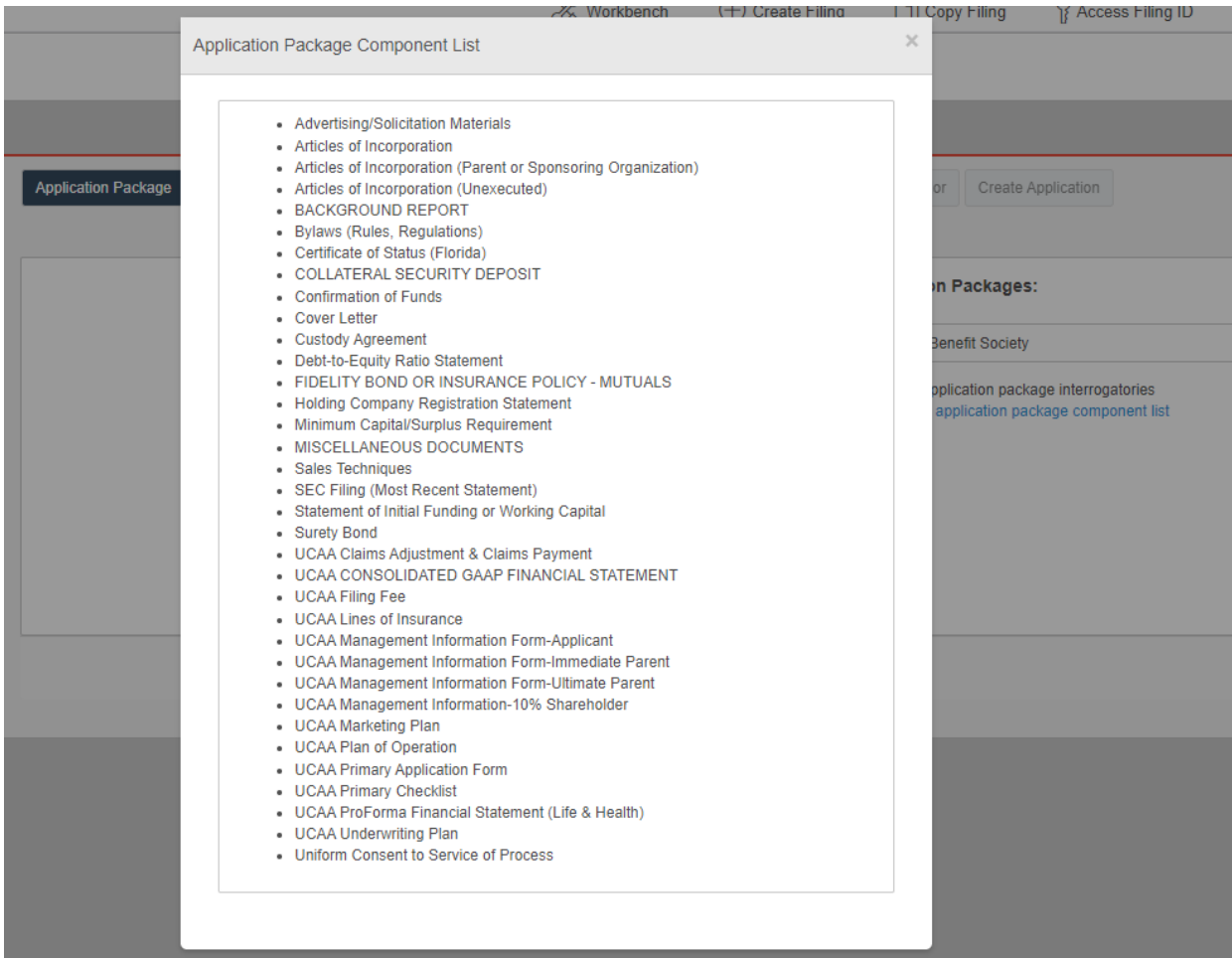
Application Packages:

Fraternal Benefit Society

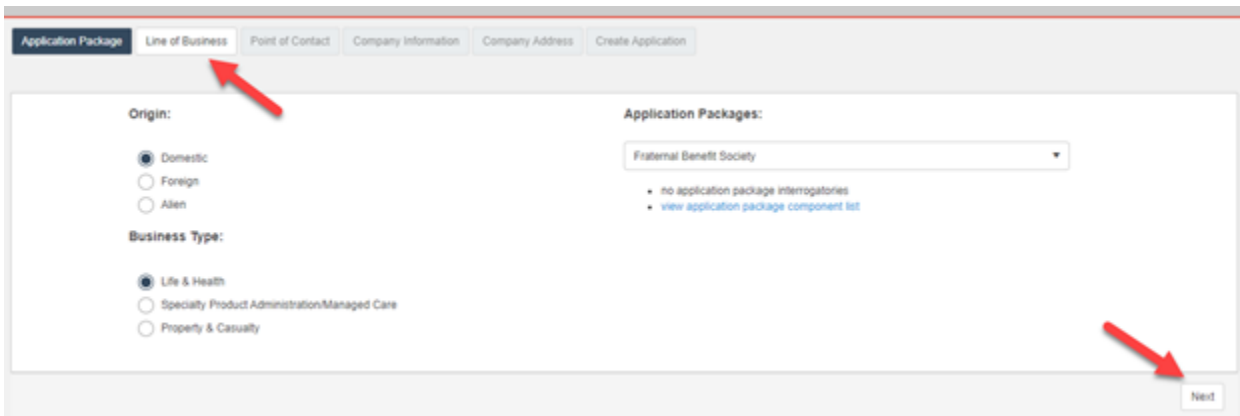
- no application package interrogatories
- [view application package component list](#)

Next

Select a link to view its contents in a separate window. Close the window by selecting the x.



Select the Line of Business tab or Next button to proceed to the next step.



Line of Business

Select the applicable option for each line of business. If neither (Direct and Reinsurance / Reinsurance Only) applies, leave blank. At least one line of business must be selected.

Line of Business	Direct and Reinsurance	Reinsurance Only
Fraternal Accident and Health Products Pursuant to Section 632.617(1), FS: A society may provide the following contractual benefits: (a) Death benefits; (b) Endowment benefits; (c) Annuity benefits; (d) Temporary or permanent disability benefits; (e) Hospital, medical, or nursing benefits; (f) Monument or tombstone benefits to the memory of deceased members; and (g) Such other benefits as authorized for life insurers and which are not inconsistent with this chapter.	<input type="checkbox"/>	<input type="checkbox"/>
Fraternal Life and/or Annuity Products Pursuant to Section 632.617(1), FS: A society may provide the following contractual benefits: (a) Death benefits; (b) Endowment benefits; (c) Annuity benefits; (d) Temporary or permanent disability benefits; (e) Hospital, medical, or nursing benefits; (f) Monument or tombstone benefits to the memory of deceased members; and (g) Such other benefits as authorized for life insurers and which are not inconsistent with this chapter.	<input type="checkbox"/>	<input type="checkbox"/>
Credit Disability Products Pursuant to Section 627.677(2), FS: "Credit disability insurance" means insurance under which a borrower of money or a purchaser or a lessee of goods is insured in connection with a specific loan or credit transaction against loss of time resulting from accident or sickness.	<input type="checkbox"/>	<input type="checkbox"/>
Credit Life Products Pursuant to Section 627.677(1), FS: "Credit life insurance" means insurance on the life of a debtor pursuant to or in connection with a specific loan or other credit transaction. There are three recognized forms: (a) "Group credit life insurance" means insurance which is subject to the provisions of s. 627.553; (b) "Franchise credit life insurance" means insurance by which a master policy is issued to and in favor of a creditor and under which debtors are insured at the option of the creditor; (c) "Individual credit life insurance" means individual insurance upon the life of an individual debtor in favor of a creditor.	<input type="checkbox"/>	<input type="checkbox"/>
Group Life and/or Annuity Products Pursuant to Section 624.602(1), FS: "Life insurance" is insurance of human lives. The transaction of life insurance includes also the granting of annuity contracts. Additionally, per Section 627.551(1)(a), FS: A life insurance policy insuring the lives of more than one individual may be delivered or issued for delivery in this state only if the policy is issued to one of the groups specified in ss. 627.552-627.557, and only if the policy complies with the other applicable provisions of this part.	<input type="checkbox"/>	<input type="checkbox"/>
Individual and/or Group Variable Annuities Products Pursuant to Section 624.602(1), FS: "Life insurance" is insurance of human lives. The transaction of life insurance includes also the granting of annuity contracts, including, but not limited to, fixed or variable annuity contracts; the granting of endowment benefits; additional benefits in event of death or dismemberment by accident or accidental means; additional benefits in event of the insured's disability; and optional modes of settlement of proceeds of life insurance. Life insurance does not include workers' compensation coverages.	<input type="checkbox"/>	<input type="checkbox"/>
Individual and/or Group Variable Life Products Pursuant to Section 624.602(1), FS: "Life insurance" is insurance of human lives. The transaction of life insurance includes also the granting of annuity contracts, including, but not limited to, fixed or variable annuity contracts; the granting of endowment benefits; additional benefits in event of death or dismemberment by accident or accidental means; additional benefits in event of the insured's disability; and optional modes of settlement of proceeds of life insurance. Life insurance does not include workers' compensation coverages.	<input type="checkbox"/>	<input type="checkbox"/>

Once one or more lines of business are chosen, the Next button and Point of Contact tabs become enabled. Select either one to proceed to the next step.

Line of Business	Direct and Reinsurance	Reinsurance Only
Fraternal Accident and Health Products Pursuant to Section 632.617(1), FS: A society may provide the following contractual benefits: (a) Death benefits; (b) Endowment benefits; (c) Annuity benefits; (d) Temporary or permanent disability benefits; (e) Hospital, medical, or nursing benefits; (f) Monument or tombstone benefits to the memory of deceased members; and (g) Such other benefits as authorized for life insurers and which are not inconsistent with this chapter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fraternal Life and/or Annuity Products Pursuant to Section 632.617(1), FS: A society may provide the following contractual benefits: (a) Death benefits; (b) Endowment benefits; (c) Annuity benefits; (d) Temporary or permanent disability benefits; (e) Hospital, medical, or nursing benefits; (f) Monument or tombstone benefits to the memory of deceased members; and (g) Such other benefits as authorized for life insurers and which are not inconsistent with this chapter.	<input type="checkbox"/>	<input type="checkbox"/>
Credit Disability Products Pursuant to Section 627.677(2), FS: "Credit disability insurance" means insurance under which a borrower of money or a purchaser or a lessee of goods is insured in connection with a specific loan or credit transaction against loss of time resulting from accident or sickness.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Credit Life Products Pursuant to Section 627.677(1), FS: "Credit life insurance" means insurance on the life of a debtor pursuant to or in connection with a specific loan or other credit transaction. There are three recognized forms: (a) "Group credit life insurance" means insurance which is subject to the provisions of s. 627.553; (b) "Franchise credit life insurance" means insurance by which a master policy is issued to and in favor of a creditor and under which debtors are insured at the option of the creditor; (c) "Individual credit life insurance" means individual insurance upon the life of an individual debtor in favor of a creditor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group Life and/or Annuity Products Pursuant to Section 624.602(1), FS: "Life insurance" is insurance of human lives. The transaction of life insurance includes also the granting of annuity contracts. Additionally, per Section 627.551(1)(a), FS: A life insurance policy insuring the lives of more than one individual may be delivered or issued for delivery in this state only if the policy is issued to one of the groups specified in ss. 627.552-627.557, and only if the policy complies with the other applicable provisions of this part.	<input type="checkbox"/>	<input type="checkbox"/>
Individual and/or Group Variable Annuities Products Pursuant to Section 624.602(1), FS: "Life insurance" is insurance of human lives. The transaction of life insurance includes also the granting of annuity contracts, including, but not limited to, fixed or variable annuity contracts; the granting of endowment benefits; additional benefits in event of death or dismemberment by accident or accidental means; additional benefits in event of the insured's disability; and optional modes of settlement of proceeds of life insurance. Life insurance does not include workers' compensation coverages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individual and/or Group Variable Life Products Pursuant to Section 624.602(1), FS: "Life insurance" is insurance of human lives. The transaction of life insurance includes also the granting of annuity contracts, including, but not limited to, fixed or variable annuity contracts; the granting of endowment benefits; additional benefits in event of death or dismemberment by accident or accidental means; additional benefits in event of the insured's disability; and optional modes of settlement of proceeds of life insurance. Life insurance does not include workers' compensation coverages.	<input type="checkbox"/>	<input type="checkbox"/>

Point of Contact

Provide the requested information for the filing's point of contact. If the filer is the point of contact, populate the tab's fields by selecting the link at the top of the form.

Application Package Line of Business **Point of Contact** Company Information

If you would like to use your IRFS account information, [click here.](#)

* Contact Type:

Once all required fields are completed, the Company Information tab and Next button become enabled. Select either one to proceed to the next step.

Application Package Line of Business **Point of Contact** Company Information Company Address Create Application

If you would like to use your IRFS account information, [click here.](#)

* Contact Type:
Paid Representative

Salutation: Mr. * First Name: Kendall Middle Initial: Winslow * Last Name: Winslow

Position/Title: Professional Designation: Organization: Department: Professional Designation: Organization: Department:

* Address Line 1: 111 Main Street Address Line 2: Address Line 2

* Country: UNITED STATES * State: FL

* City: Tallahassee * Postal/Zip Code: 99999-9999

Code: +1 * Phone Number: (855) 555-1234 Phone Ext: Phone Ext Toll Free Number: (800) 555-1234 Fax Number: Fax Number

Mobile Phone: Mobile Number * Email: kwinslow@insurance.com

Previous Next

Company Information

Provide the requested information.

Application Package Line of Business Point of Contact **Company Information** Company Address Create Application

FEIN: FEIN * Legal Name: Legal Name Fictitious Name: Fictitious Name * Company Email: Company Email

U.S. Based * Phone Number: Phone Number * Is the company a subsidiary of another corporation or other entity?
 Yes No

NAIC Company Code: NAIC Company Code NAIC Group Code: NAIC Group Code

* Organization: Organization Non-Profit Assessable

Previous Next

Once all required fields are completed, the Company Address tab and Next button become enabled. Select either one to proceed to the next step.

The screenshot shows the 'Company Information' tab of an application form. The 'Company Address' tab is highlighted in blue. The form contains the following fields and values:

- FEIN: 991234567
- Legal Name: Terrace Insurance of Tallahassee
- Fictitious Name: Fictitious Name
- Company Email: help@teracetallahassee.com
- U.S. Based
- Phone Number: (850) 555-4321
- Is the company a subsidiary of another corporation or other entity? Yes No
- NAIC Company Code: 99883
- NAIC Group Code: NAIC Group Code
- Organization: UNINCORPORATED ASSOCIATION
- Non-Profit Assessable

Buttons for 'Previous' and 'Next' are visible at the bottom right.

Company Address

Provide the following address types for the filing company: Home, Administrative, Mailing, and Location of Records. Address data can be copied from one section to another by selecting the options at the bottom of the section. In the example below, a Home address has been provided. To copy this address to another address section, select one or more of the listed options.

The screenshot shows the 'Company Address' tab of the application form. The 'HOME' address section is highlighted. The address data is as follows:

- Address Line 1: 2 Indiana Spring Avenue
- Address Line 2: Address Line 2
- Country: UNITED STATES
- State: FL
- City: Palm Bay
- Postal/Zip Code: 47041

At the bottom of the section, there are four buttons: 'Copy to All', 'Administrative', 'Mailing', and 'Location Of Records'. The 'Copy to All' button is circled in red.

Once all required fields are completed for all four address types, the Background Vendor tab and Next button become enabled. Select either one to proceed to the next step.

Application Package | Line of Business | Point of Contact | Company Information | **Company Address** | Create Application

HOME

* Address Line 1: 2 Indiana Spring Avenue | Address Line 2: Address Line 2

* Country: UNITED STATES | * State: FL

* City: Palm Bay | * Postal/Zip Code: 47041

Copy to All | Administrative | Mailing | Location Of Records

ADMINISTRATIVE

* Address Line 1: 2 Indiana Spring Avenue | Address Line 2: Address Line 2

* Country: UNITED STATES | * State: FL

* City: Palm Bay | * Postal/Zip Code: 47041

Copy to All | Home | Mailing | Location Of Records

MAILING

* Address Line 1: 2 Indiana Spring Avenue | Address Line 2: Address Line 2

* Country: UNITED STATES | * State: FL

* City: Palm Bay | * Postal/Zip Code: 47041

Copy to All | Home | Administrative | Location Of Records

LOCATION OF RECORDS

* Address Line 1: 2 Indiana Spring Avenue | Address Line 2: Address Line 2

* Country: UNITED STATES | * State: FL

* City: Palm Bay | * Postal/Zip Code: 47041

Copy to All | Home | Administrative | Mailing

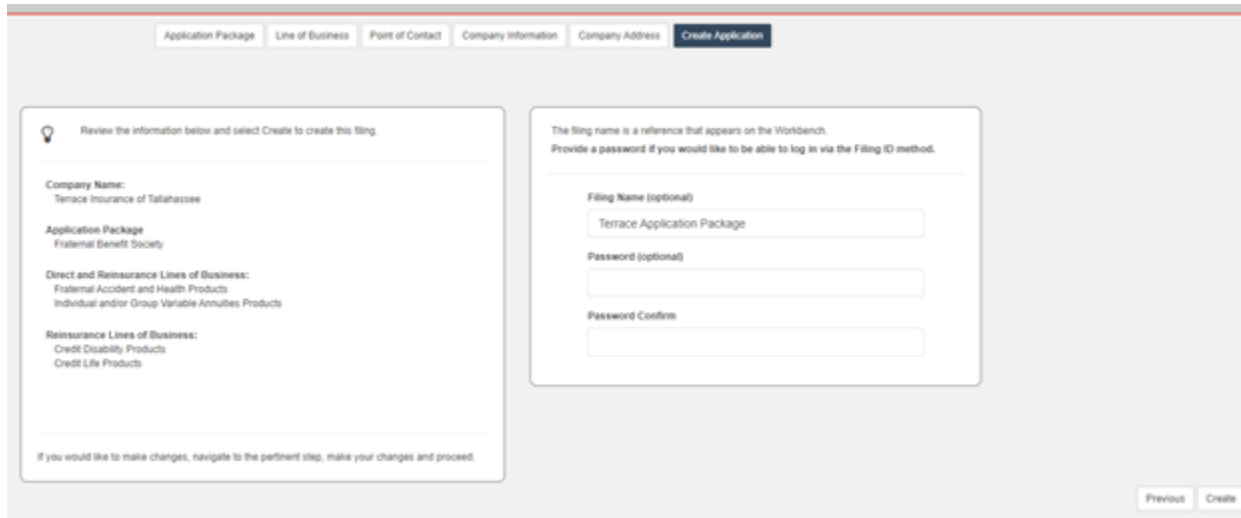
Previous | Next

Create Application

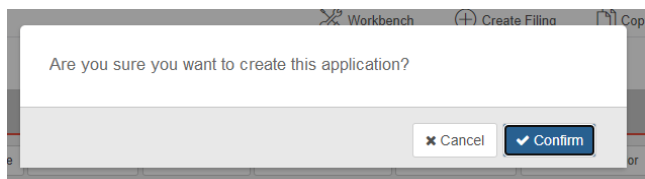
Review the information to the left. If changes are needed, proceed to the desired tab directly or page through the filing process using the Previous button.

If desired, provide a filing name and/or password. The filing name will display in a column on the user's workbench to help distinguish between other filings. A password can be created if the user intends to have another user access the filing.

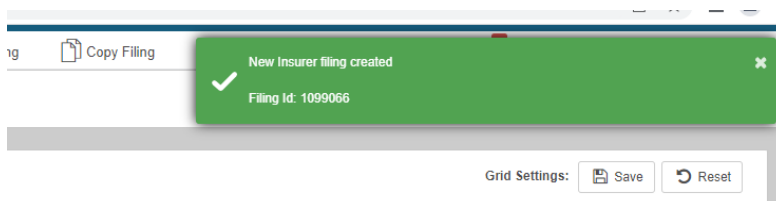
Once satisfied with the submission, select Create.



A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.



When Confirm is selected, the prompt is removed and the process of creating the application is initiated. Once finished, the user is redirected to their Workbench, and a success message similar to the one below appears in the upper right-hand corner of the page.



Filing Completion

From the workbench, select the appropriate filing id link.

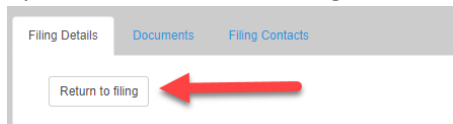


General Information

The page loads with information/options in multiple sections.

A screenshot of a web page showing filing information. The page is divided into several sections. At the top left, there is a section for 'Terrace Insurance of Tallahassee' with fields for FEIN (991234567), NAIC Code, NAIC Group, and FL Code, marked with a red '1'. To the right, there is a section for 'Filing ID: 1099066' with 'Status: Not Submitted' and 'Filing Purpose: New Admissions', marked with a red '2'. Below these, there is a 'Review this filing' button marked with a red '3', and 'Add to Submitted Filing' and 'Submit' buttons marked with a red '4'. At the bottom, there is a 'Submissions' tab and a table with columns for Submission ID, Submission Type, Submission Status, and Created Date, marked with a red '5'. The table contains one row with Submission ID 1113312, Submission Type Original, Submission Status Not Submitted, and Created Date 04/18/2022 03:17:21 PM. Below the table, there is a section for 'Component Name' and 'Status', with 'Advertising/Solicitation Materials' and 'Incomplete' respectively.

- 1) Company information provided during application creation
- 2) Filing information denoting a unique identifier and its status, purpose, and description
- 3) Options
 - a. Review Filing – This option presents the filing’s contents in a tabbed format. Select the Return to filing option to return to the filing.



- b. Submissions – This default tab contains submission data (original and responses) relevant to this application.
 - c. Messages – This tab contains all messages sent from OIR staff to the filer regarding this application. The number of unread messages appears in the tab. Should the message contain trade secret information, it will be denoted in both the subject of the email as well as the rightmost column. Messages containing trade secret information will only be sent to the filer’s IRFS Messages tab, not to the user’s email account. Select the mail icon in the first column to open the message.

A screenshot of the 'Messages' tab in the application. The tab is labeled 'Messages' with a blue notification icon showing the number '2'. Below the tab, there is a table with columns for From, Sent, Subject, Attachments, and a rightmost column. The table contains three rows of messages, all dated 12/03/2021. The first row has a subject 'FLOIR [RE: FL Filing Number 21-987654]' and an attachment 'Acceptance Letter 21-987654'. The second row has a subject 'FLOIR [RE: FL Filing Number 21-987654] [TRADE SECRET]' and the rightmost column contains 'Trade Secret'. The third row has a subject 'FLOIR [RE: FL Filing Number 21-987654]' and the rightmost column contains 'Read by [redacted] on 12/03/2021'. At the bottom of the table, there is a pagination bar showing '0' items and a 'No items to display' message.

- 4) Add to Submitted Filing and Submit
 - a. Add to Submitted Filing – This option is enabled when the filing is open and an unsubmitted submission does not exist.
 - b. Submit – Once all required filing components are complete, select this option to send the filing to OIR.

5) Submission Information – The grid contains submissions (original and responses) for this filing.

Component List

The New Admissions component list contains both required and optional components. Required components display an initial status of Incomplete, and optional ones are denoted by blue hash marks.

	Component Name	Status
+	Advertising/Solicitation Materials <i>Attach the form of any advertisement or other written material proposed to be used.</i>	Incomplete
+	Articles of Incorporation (Optional) <i>Upload Articles of Incorporation, signed by company officers and certified by the state of domicile's corporate regulatory authority.</i>	-----

When a required component has been satisfied, its status changes to Complete. An optional component's hash marks are replaced with an Included status when it has been completed.

	Component Name	Status
+	Advertising/Solicitation Materials <i>Attach the form of any advertisement or other written material proposed to be used.</i>	Completed
+	Articles of Incorporation (Optional) <i>Upload Articles of Incorporation, signed by company officers and certified by the state of domicile's corporate regulatory authority.</i>	Included

Components require users to either upload documents or enter data.

Document Upload Components

To access a component's contents, select the + sign. When expanded, select the – sign to collapse them.

+	Bylaws (Rules, Regulations) <i>Attach Bylaws, Constitution and/or Rules and Regulations. The document must be sealed, signed and recently dated by the Company Secretary.</i>	Incomplete
---	---	------------

When expanded, the following displays. Select Add Document to include a document.

–	Bylaws (Rules, Regulations) <i>Attach Bylaws, Constitution and/or Rules and Regulations. The document must be sealed, signed and recently dated by the Company Secretary.</i>	Incomplete
---	---	------------

🔗 Select the +Add Document button below and follow the instructions provided in the document upload window.

🔑 Trade Secret files will require the inclusion of a trade secret affidavit.

+ Add Document

Document Name	TS?	Document Title
No documents found		

Select Browse to locate the appropriate document. Note the acceptable file types and size below the Browse button.

Add Document - Bylaws (Rules, Regulations)

- Select Browse and choose the file(s) you wish to upload.
- Then provide an alternate Title (if desired) and choose the applicable Document Type for each document.
- When finished select Save to upload files and complete the component.

Trade Secret

- A claim of "trade secret" must comply with the provisions of Section 624.4213, F.S.
- Documents containing "trade secret" information must be submitted with an affidavit certifying, under oath, to the truth of statements required by Section 624.4213(c), F.S.
- Along with the affidavit, each printable page must be clearly marked as "trade secret."

Supported types: .docx, .pdf, .xlsx
Maximum individual file size is 14.31 Megabytes
14648 Kilobytes

Open

This PC > Documents >

Search Documents


Organize New folder

Name	Date modified	Type	Size
	4/27/2022 9:33 AM	Outlook Item	444 KB
	3/2/2022 10:08 AM	Outlook Item	106 KB
Bylaws FL Filing	10/21/2021 9:03 AM	Microsoft Word D...	29 KB
	9/2/2021 1:16 PM	Microsoft Excel W...	14 KB
	8/5/2021 1:31 PM	Outlook Item	121 KB
	7/29/2021 2:20 PM	Microsoft Excel W...	10 KB
	4/21/2021 10:02 AM	Microsoft Word D...	582 KB
	1/7/2021 3:23 PM	PNG File	586 KB
	12/17/2020 10:52 ...	Text Document	1 KB
	11/3/2020 12:28 PM	Microsoft Word D...	25 KB
	9/15/2020 1:08 PM	Microsoft Word D...	23 KB
	7/31/2020 3:28 PM	Microsoft Word D...	15 KB
	6/8/2020 4:51 PM	Microsoft Word D...	2,233 KB
	2/28/2020 4:21 PM	Microsoft Word D...	209 KB
	8/28/2019 2:07 PM	Outlook Item	215 KB

File name: Bylaws FL Filing

All Files

The uploaded file displays in a grid. If an incorrect file was uploaded, select the trash icon to delete it. If the document contains trade secret information, provide a trade secret affidavit by selecting the Browse option in that row.

	File	Size	Title	Type	Trade Secret Affidavit
	Bylaws FL Filing.docx	28.09 KB	<input type="text" value="Bylaws FL Filing"/>	BYLAWS (RULES, REGULATIO... ▼	<input style="border: 2px solid red;" type="button" value="Browse"/>

If multiple documents are needed for the component, select the Browse button and repeat the steps listed above. When finished, select Save.


Add Document - Bylaws (Rules, Regulations)

- Select Browse and choose the file(s) you wish to upload.
- Then provide an alternate Title (if desired) and choose the applicable Document Type for each document.
- When finished select Save to upload files and complete the component.

Trade Secret

- A claim of "trade secret" must comply with the provisions of Section 624.4213, F.S.
- Documents containing "trade secret" information must be submitted with an affidavit certifying, under oath, to the truth of statements required by Section 624.4213(c), F.S.
- Along with the affidavit, each printable page must be clearly marked as "trade secret."

Supported types: .docx, .pdf, .xlsx
Maximum individual file size is 14.31 Megabytes 14648 Kilobytes

	File	Size	Title	Type	Trade Secret Affidavit
	Bylaws FL Filing.docx	28.09 KB	<input type="text" value="Bylaws FL Filing"/>	BYLAWS (RULES, REGULATIO... ▼	<input type="button" value="Browse"/>

As the document is being uploaded to the filing, the following message displays.

must be submitted with an affidavit certifying, under oath, to the truth of statements required by Sect

st be clearly marked as "trade secret."

Uploading files...

48 Kilobytes

When completed, the message is removed, the document upload modal closes, the user returns to the component, and the component's status updates to Completed.

Bylaws (Rules, Regulations)

Attach Bylaws, Constitution and/or Rules and Regulations. The document must be sealed, signed and recently dated by the Company Secretary.

Completed

- 🔗 Select the +Add Document button below and follow the instructions provided in the document upload window.
- 🔗 Trade Secret files will require the inclusion of a trade secret affidavit.

+ Add Document

	Document Name	TS?	Document Title	Created Date	Trade Secret Affidavit
	Bylaws FL Filing		Bylaws FL Filing	04/28/2022	

Data Entry Components

The other type of component requires entry of data rather than uploading documents.

Management Information

The example below steps through completing the Management Information component. Note the instructions at the top of the section.

Management Information

Add company management information.

Incomplete

Complete the information below for each officer, director, and 10% or more shareholder(s) of the Applicant, the Immediate Parent(s), and/or Ultimate Parent(s). Where the shareholder is an entity, include the officers and directors (or comparable positions depending on the organizational type). If an officer, director or individual shareholder has a position in more than one entity, enter the information at the lowest level of the organizational structure. For example, if an individual is an officer in the Applicant and the Ultimate Parent, enter the information at the Applicant level only.

A social security number is required for U.S. citizens.

Health Maintenance Organizations and Fiscal Intermediary Services Organizations are required to complete the information for all 5% or more shareholders instead of 10%.

***First Name:**

Middle Name:

***Last Name:**

U.S. Citizen

Social Security Number:

***Date of Birth:**

*** Position:**

*** Officer Relationship:**

Save

Saved Officers

First Name	Middle Name	Last Name	SSN	Date of Birth	Title/Position	Officer Relationship	Affidavit Date	Finger Print Date	Investigation Date

Once all required fields have data, select Save.

***First Name:**

Middle Name:

***Last Name:**

U.S. Citizen

Social Security Number:

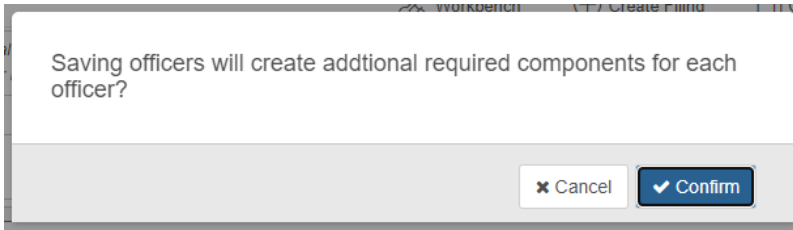
***Date of Birth:**

*** Position:**

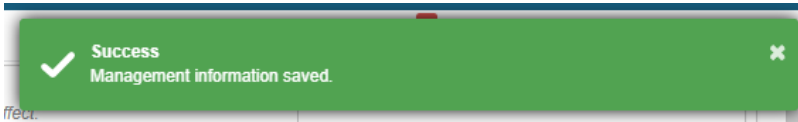
*** Officer Relationship:**

Save

The following confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.



When Confirm is selected, a success message displays...



..., and the individual's information appears in a grid of saved officers. Select the edit icon to change their information or the trash icon to delete the record. Repeat as needed with additional officers.

Saved Officers

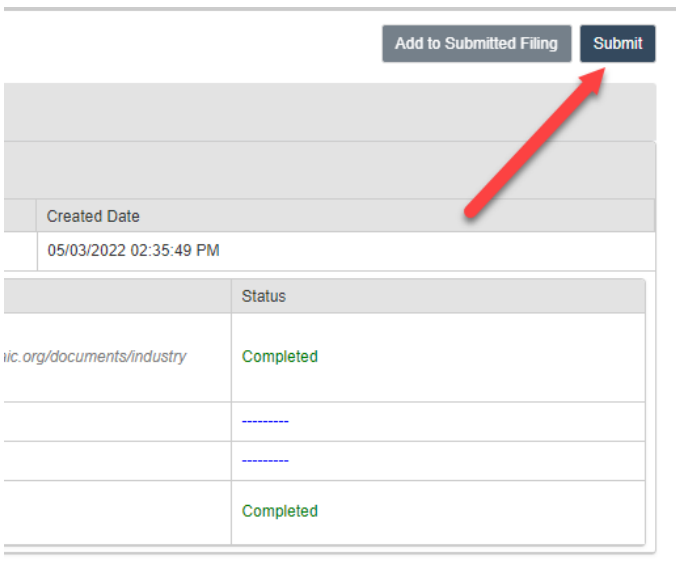
	First Name	Middle Name	Last Name	SSN	Date of Birth	Title/Position	Officer Relationship	Affidavit Date	Finger Print Date	Investigation Date
	Chris		Gill	***-**-****	06/15/1954	PRESIDENT	Applicant Company	N/A	N/A	N/A

As the prompt above mentioned, additional required components were created for the saved officer. Complete the new document upload components to satisfy their requirements.

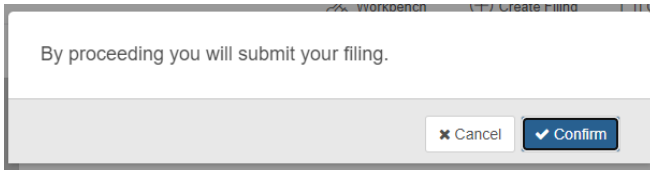
+	<p>Confirmation of Payment for Fingerprint Processing Fee - Chris Gill Applicant is required to attach a copy of the on-line payment confirmation(s). Applicant is directed to refer to the application package for specific instructions. Note: If Applicant has not utilized the LiveScan option, the completed fingerprint cards should be submitted to the Florida Office of Insurance Regulation, Market Research Technology Unit, Fingerprint Card Processing, Room B-50 Larson Building, 200 E. Gaines Street, Tallahassee, Florida 32399-0332, referencing work log # and/or Applicant name.</p>	Incomplete
+	<p>Confirmation of Payment for Required Background Reports - Chris Gill Applicant is required to attach documentation confirming payment for the background investigative reports.</p>	Incomplete

Filing Submission

When all required components have been satisfied and desired optional ones completed, it is time to submit the filing. Select Submit.



A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.



When Confirm is selected, the prompt is removed and the process of submitting the filing is initiated. Once finished, the user is redirected to their Workbench.

Note the following updated columns:

- 1) File Log Number – a unique, system generated identifier given upon receipt of the original submission
- 2) Filing Status – starts as Not Submitted, updates to Pending once the original submission is submitted, and is given a final action (i.e., Complete and Incomplete) at the conclusion of the Office’s review
- 3) Submission Status – either Received or Not Submitted
 - a. Received indicates the Office received the submission (original or response) at the time listed in the next column, Submission Status Date.
 - b. Not Submitted means a submission exists but has not been submitted to the Office.
- 4) Submission status Date
 - a. Received submission status = the date and time the submission was received by the Office
 - b. Not Submitted submission status = the date and time the submission was created by the user

Drag a column header and drop it here to group by that column

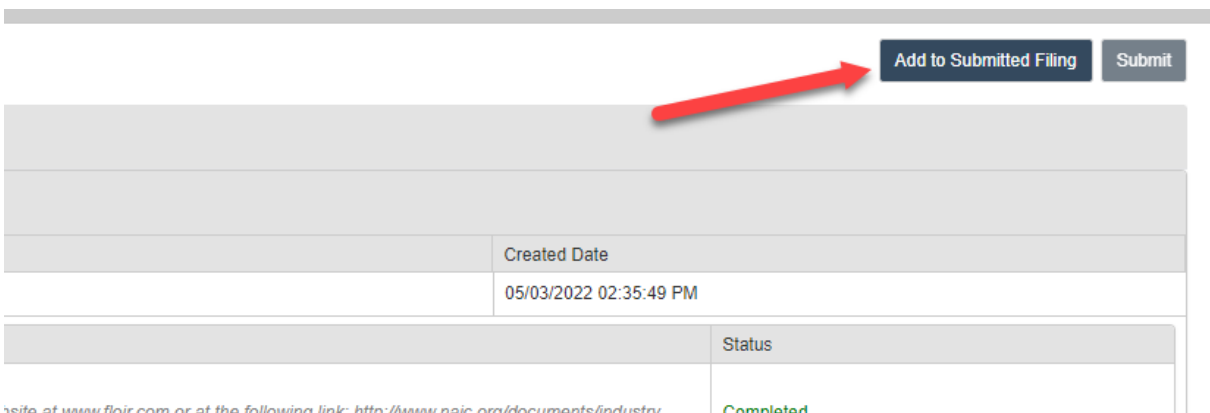
Filing ID ↓	File Log Number	Filing Status	Submission Status	Submission Status Date	Entities
1099287	22-000540	Pending	Received	05/06/2022 01:20:37 PM	

Add to Submitted Filing

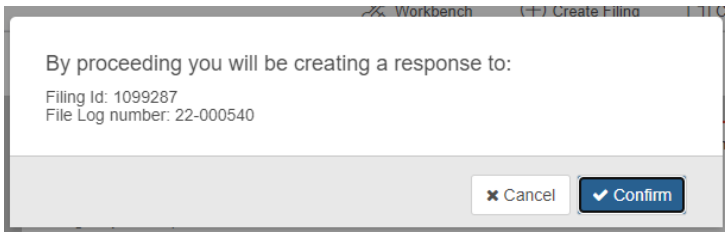
To send further information to the Office, first select the hyperlink in the Filing ID column to access the filing.

Filing ID ↓	File Log Number	Filing Status
1099287	22-000540	Pending

When the filing loads, select the Add to Submitted Filing option.



A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.

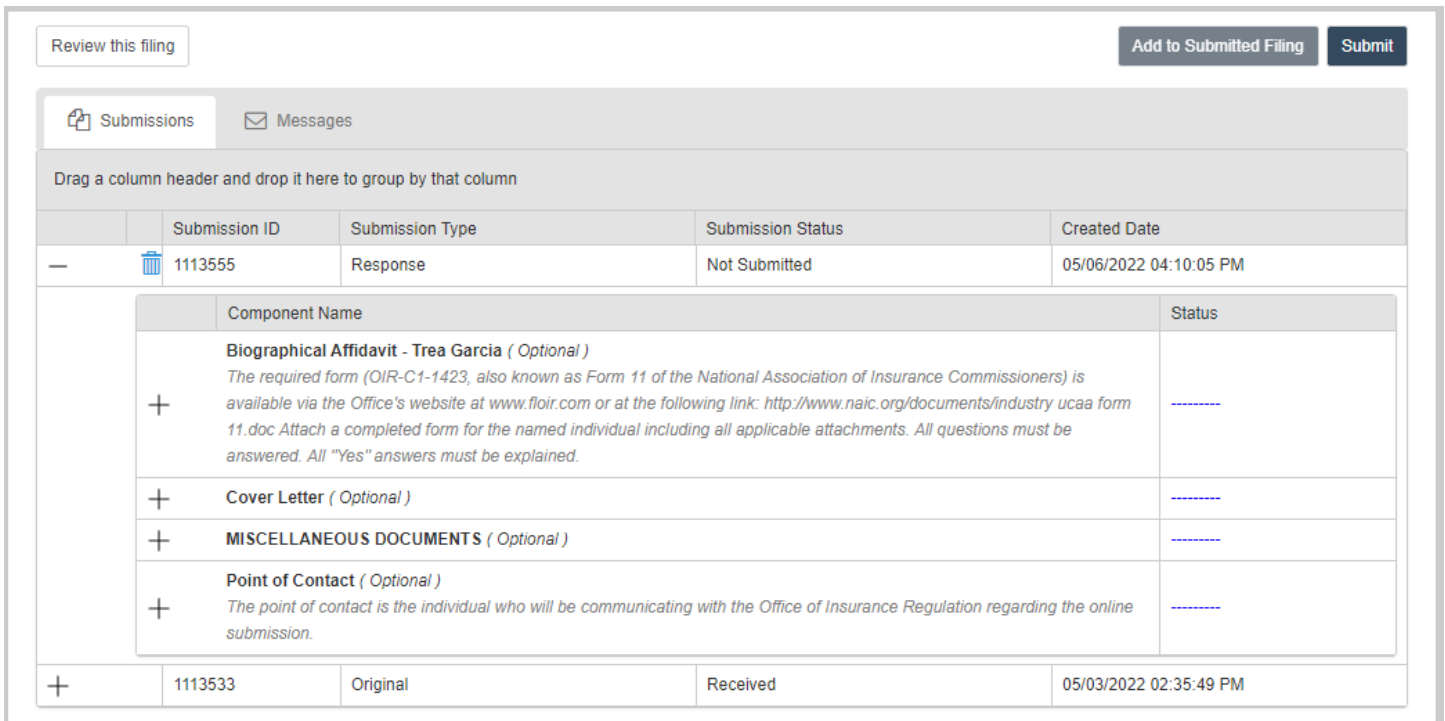


When Confirm is selected, the prompt is removed, and the process of creating the response submission is initiated.

The following message appears on the page...



..., and the response submission's details and components are shown. All components are optional in a response submission.

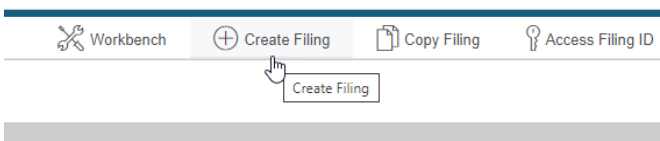
A screenshot of a web application interface for filing submissions. At the top right, there are buttons for "Add to Submitted Filing" and "Submit". Below that, there are tabs for "Submissions" and "Messages". A table lists submissions with columns for Submission ID, Submission Type, Submission Status, and Created Date. The first submission (ID 1113555) is a "Response" with a status of "Not Submitted" and a creation date of "05/06/2022 04:10:05 PM". Below this, a detailed view of the response components is shown, including "Biographical Affidavit - Trea Garcia (Optional)", "Cover Letter (Optional)", "MISCELLANEOUS DOCUMENTS (Optional)", and "Point of Contact (Optional)". Each component has a plus sign icon and a status field. At the bottom, another submission (ID 1113533) is listed as "Original" with a status of "Received" and a creation date of "05/03/2022 02:35:49 PM".

Complete as needed/directed and submit as shown in the [Filing Submission](#) section of this document.

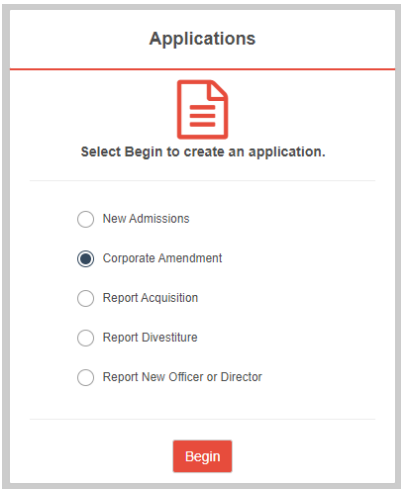
Corporate Amendment

Filing Creation

From the main page toolbar select Create Filing.

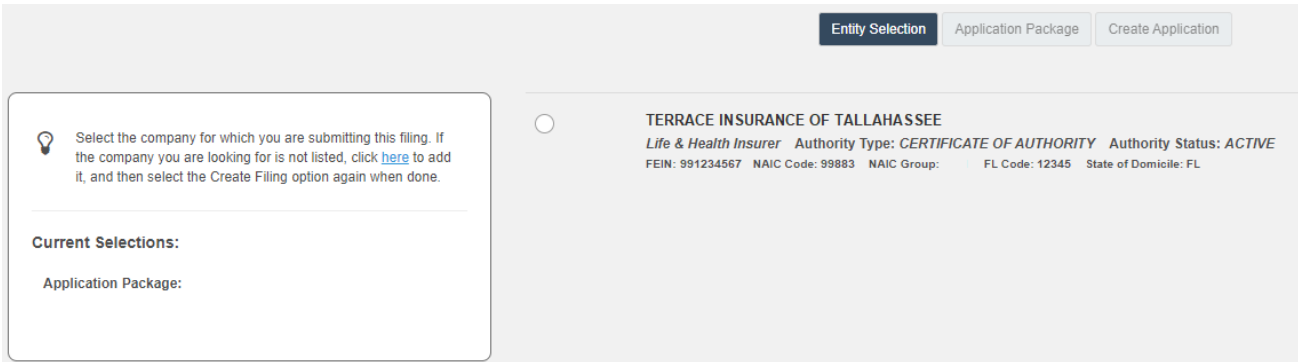


Select the Corporate Amendment option and then Begin.

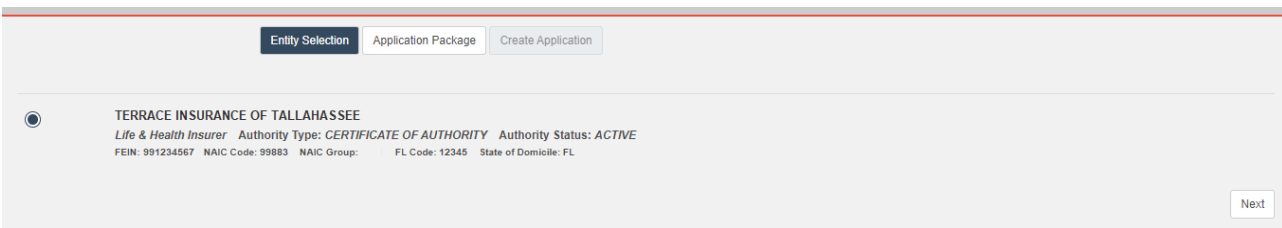


Entity Selection

When accessing the Entity Selection tab, the entities to which the user is subscribed will display. Select the entity submitting the application. If the entity is not shown in the list, follow the instructions to the left to add it.

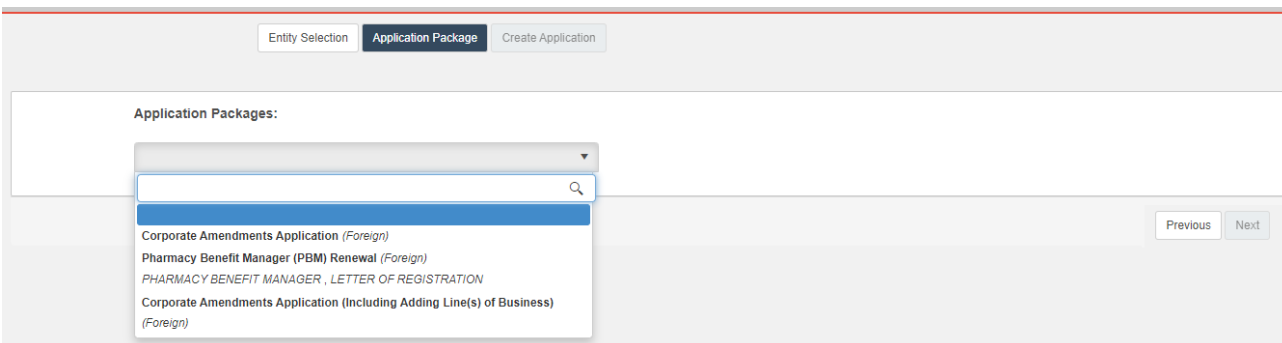


Once an entity is chosen, the Application Package tab and Next button become enabled. Select either one to proceed to the next step.

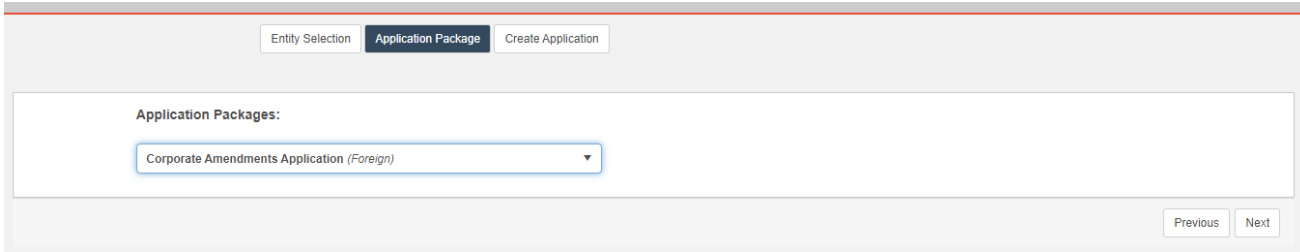


Application Package

Select an application package from the list.



Once an application package is chosen, the Create Application tab and Next button become enabled. Select either one to proceed to the next step.

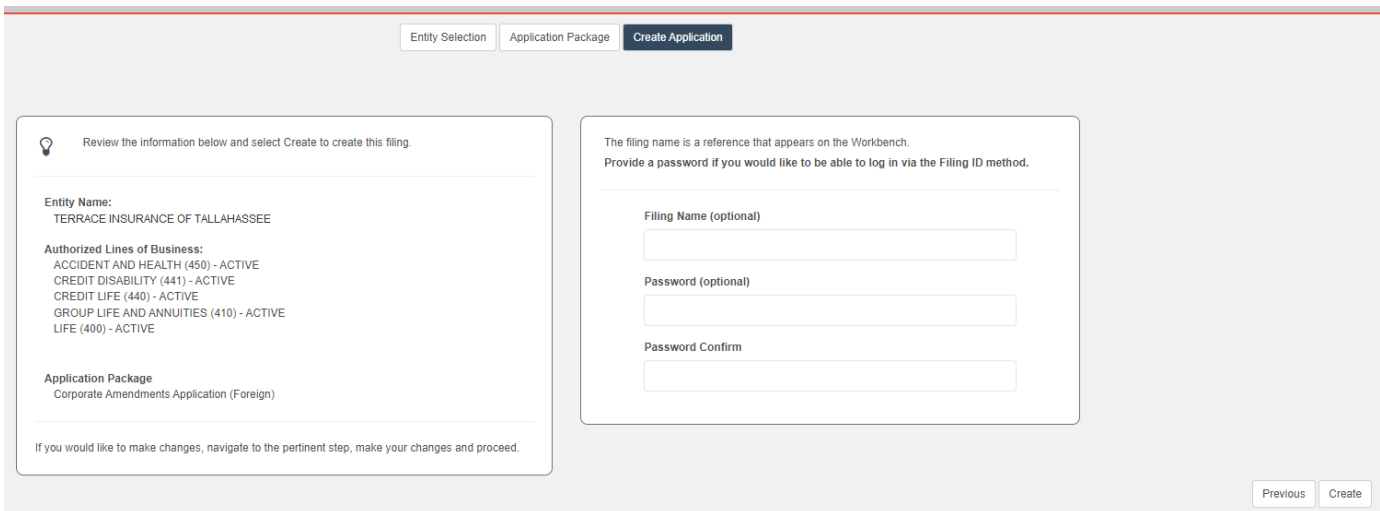


Create Application

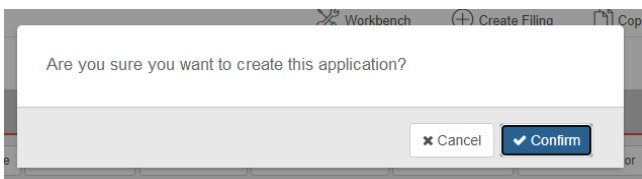
Review the information to the left. If changes are needed, proceed to the desired tab directly or page through the filing process using the Previous button.

If desired, provide a filing name and/or password. The filing name will display in a column on the user's workbench to help distinguish between other filings. A password can be created if the user intends to have another user access the filing.

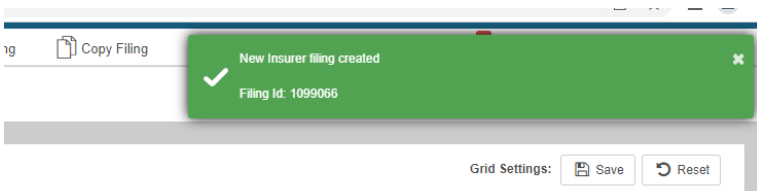
Once satisfied with the submission, select Create.



A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.



When Confirm is selected, the prompt is removed and the process of creating the application is initiated. Once finished, the user is redirected to their Workbench, and a success message similar to the one below appears in the upper right-hand corner of the page.



Filing Completion

From the workbench, select the appropriate filing id link.



General Information

The page loads with information/options in multiple sections.

A screenshot of a web page showing filing information. The page is divided into several sections. Section 1 is a box containing company information: Terrace Insurance of Tallahassee, FEIN 991234567, NAIC Code, NAIC Group, and FL Code. Section 2 is a box containing filing information: Filing ID: 1099066 (Edit filing details), Description: Fraternal Benefit Society, Status: Not Submitted, and Filing Purpose: New Admissions. Section 3 is a button labeled 'Review this filing'. Section 4 is a button labeled 'Add to Submitted Filing' and a 'Submit' button. Section 5 is a table with columns: Submission ID, Submission Type, Submission Status, and Created Date. The table contains one row with Submission ID 1113312, Submission Type Original, Submission Status Not Submitted, and Created Date 04/18/2022 03:17:21 PM. Below the table is another table with columns: Component Name and Status. The component name is Advertising/Solicitation Materials and the status is Incomplete.

- 1) Company information provided during application creation
- 2) Filing information denoting a unique identifier and its status, purpose, and description
- 3) Options
 - a. Review Filing – This option presents the filing’s contents in a tabbed format. Select the Return to filing option to return to the filing.



- b. Submissions – This default tab contains submission data (original and responses) relevant to this application.
 - c. Messages – This tab contains all messages sent from OIR staff to the filer regarding this application. The number of unread messages appears in the tab. Should the message contain trade secret information, it will be denoted in both the subject of the email as well as the rightmost column. Messages containing trade secret information will only be sent to the filer’s IRFS Messages tab, not to the user’s email account. Select the mail icon in the first column to open the message.

A screenshot of the Messages tab showing a list of messages. The table has columns: From, Sent, Subject, Attachments, and a rightmost column. The first message is from @floi.com, sent 12/03/2021, subject FLOIR [RE: FL Filing Number 21-987654], with an attachment 'Acceptance Letter 21-987654'. The second message is from @floi.com, sent 12/03/2021, subject FLOIR [RE: FL Filing Number 21-987654] [TRADE SECRET], with 'Trade Secret' in the rightmost column. The third message is from @floi.com, sent 12/03/2021, subject FLOIR [RE: FL Filing Number 21-987654], with 'Read by [redacted] on 12/03/2021' in the rightmost column. The bottom of the page shows 'No items to display' and a refresh icon.

- 4) Add to Submitted Filing and Submit
 - a. Add to Submitted Filing – This option is enabled when the filing is open and an unsubmitted submission does not exist.
 - b. Submit – Once all required filing components are complete, select this option to send the filing to OIR.

5) Submission Information – The grid contains submissions (original and responses) for this filing.

Component List

The Corporate Amendment component list contains both required and optional components. Required components display an initial status of Incomplete, and optional ones are denoted by blue hash marks.

	Component Name	Status
+	Advertising/Solicitation Materials <i>Attach the form of any advertisement or other written material proposed to be used.</i>	Incomplete
+	Articles of Incorporation (Optional) <i>Upload Articles of Incorporation, signed by company officers and certified by the state of domicile's corporate regulatory authority.</i>	-----

When a required component has been satisfied, its status changes to Complete. An optional component's hash marks are replaced with an Included status when it has been completed.

	Component Name	Status
+	Advertising/Solicitation Materials <i>Attach the form of any advertisement or other written material proposed to be used.</i>	Completed
+	Articles of Incorporation (Optional) <i>Upload Articles of Incorporation, signed by company officers and certified by the state of domicile's corporate regulatory authority.</i>	Included

Components require users to either upload documents or enter data.

Document Upload Components

To access a component's contents, select the + sign. When expanded, select the – sign to collapse them.

+	Bylaws (Rules, Regulations) <i>Attach Bylaws, Constitution and/or Rules and Regulations. The document must be sealed, signed and recently dated by the Company Secretary.</i>	Incomplete
---	---	------------

When expanded, the following displays. Select Add Document to include a document.

–	Bylaws (Rules, Regulations) <i>Attach Bylaws, Constitution and/or Rules and Regulations. The document must be sealed, signed and recently dated by the Company Secretary.</i>	Incomplete
---	---	------------

🔗 Select the +Add Document button below and follow the instructions provided in the document upload window.

🔑 Trade Secret files will require the inclusion of a trade secret affidavit.

+ Add Document

Document Name	TS?	Document Title
No documents found		

Select Browse to locate the appropriate document. Note the acceptable file types and size below the Browse button.

Add Document - Bylaws (Rules, Regulations)

- Select Browse and choose the file(s) you wish to upload.
- Then provide an alternate Title (if desired) and choose the applicable Document Type for each document.
- When finished select Save to upload files and complete the component.

Trade Secret

- A claim of "trade secret" must comply with the provisions of Section 624.4213, F.S.
- Documents containing "trade secret" information must be submitted with an affidavit certifying, under oath, to the truth of statements required by Section 624.4213(c), F.S.
- Along with the affidavit, each printable page must be clearly marked as "trade secret."

Browse

Supported types: .docx, .pdf, .xlsx
Maximum individual file size is 14.31 Megabytes
14648 Kilobytes

Cancel

Open

This PC > Documents >

Organize New folder


Name	Date modified	Type	Size
	4/27/2022 9:33 AM	Outlook Item	444 KB
	3/2/2022 10:08 AM	Outlook Item	106 KB
Bylaws FL Filing	10/21/2021 9:03 AM	Microsoft Word D...	29 KB
	9/2/2021 1:16 PM	Microsoft Excel W...	14 KB
	8/5/2021 1:31 PM	Outlook Item	121 KB
	7/29/2021 2:20 PM	Microsoft Excel W...	10 KB
	4/21/2021 10:02 AM	Microsoft Word D...	582 KB
	1/7/2021 3:23 PM	PNG File	586 KB
	12/17/2020 10:52 ...	Text Document	1 KB
	11/3/2020 12:28 PM	Microsoft Word D...	25 KB
	9/15/2020 1:08 PM	Microsoft Word D...	23 KB
	7/31/2020 3:28 PM	Microsoft Word D...	15 KB
	6/8/2020 4:51 PM	Microsoft Word D...	2,233 KB
	2/28/2020 4:21 PM	Microsoft Word D...	209 KB
	8/28/2019 2:07 PM	Outlook Item	215 KB

File name: Bylaws FL Filing

All Files

Open Cancel

The uploaded file displays in a grid. If an incorrect file was uploaded, select the trash icon to delete it. If the document contains trade secret information, provide a trade secret affidavit by selecting the Browse option in that row.

	File	Size	Title	Type	Trade Secret Affidavit
	Bylaws FL Filing.docx	28.09 KB	<input type="text" value="Bylaws FL Filing"/>	BYLAWS (RULES, REGULATIO... ▼	<input style="border: 2px solid red;" type="button" value="Browse"/>

If multiple documents are needed for the component, select the Browse button and repeat the steps listed above. When finished, select Save.


Add Document - Bylaws (Rules, Regulations)

- Select Browse and choose the file(s) you wish to upload.
- Then provide an alternate Title (if desired) and choose the applicable Document Type for each document.
- When finished select Save to upload files and complete the component.

Trade Secret

- A claim of "trade secret" must comply with the provisions of Section 624.4213, F.S.
- Documents containing "trade secret" information must be submitted with an affidavit certifying, under oath, to the truth of statements required by Section 624.4213(c), F.S.
- Along with the affidavit, each printable page must be clearly marked as "trade secret."

Supported types: .docx, .pdf, .xlsx
Maximum individual file size is 14.31 Megabytes 14648 Kilobytes

	File	Size	Title	Type	Trade Secret Affidavit
	Bylaws FL Filing.docx	28.09 KB	<input type="text" value="Bylaws FL Filing"/>	BYLAWS (RULES, REGULATIO... ▼	<input type="button" value="Browse"/>

As the document is being uploaded to the filing, the following message displays.

must be submitted with an affidavit certifying, under oath, to the truth of statements required by Sect

st be clearly marked as "trade secret."

Uploading files...

48 Kilobytes

When completed, the message is removed, the document upload modal closes, the user returns to the component, and the component's status updates to Completed.

Bylaws (Rules, Regulations)					Completed												
<i>Attach Bylaws, Constitution and/or Rules and Regulations. The document must be sealed, signed and recently dated by the Company Secretary.</i>																	
<p>Select the +Add Document button below and follow the instructions provided in the document upload window.</p> <p>Trade Secret files will require the inclusion of a trade secret affidavit.</p> <p>+ Add Document</p> <table border="1"><thead><tr><th></th><th>Document Name</th><th>TS?</th><th>Document Title</th><th>Created Date</th><th>Trade Secret Affidavit</th></tr></thead><tbody><tr><td></td><td> Bylaws FL Filing</td><td></td><td>Bylaws FL Filing</td><td>04/28/2022</td><td></td></tr></tbody></table>							Document Name	TS?	Document Title	Created Date	Trade Secret Affidavit		Bylaws FL Filing		Bylaws FL Filing	04/28/2022	
	Document Name	TS?	Document Title	Created Date	Trade Secret Affidavit												
	Bylaws FL Filing		Bylaws FL Filing	04/28/2022													

Data Entry Components

The other type of component requires entry of data rather than uploading documents.

Application Subcategory

The example below steps through completing the Application Subcategory component. Note the instructions at the top of the section.

Component Name	Status
Application Subcategory <i>Select application subcategories from list below</i>	Incomplete

Below is a list of subcategories associated with this filing.

- Add/remove subcategories from the list.
- Once a filing has been submitted, you will be unable to make changes to the subcategories that are included in the filing.

Available Subcategories:

- Adding Lines of Business
- Amended Articles of Incorporation
- Amended Bylaws
- Change of Control of a Foreign
- Change of Statutory Home Office Address
- Deleting Lines of Business
- Merger of Two or More Foreign Insurers
- Name Change

Selected Subcategories:

Save

The controls work as follows:

- 1) Adds all available subcategories to the selected subcategories field.
- 2) Add selected available subcategories to the selected subcategories field.
- 3) Removes selected subcategories from the selected subcategories field.
- 4) Removes all subcategories from the selected subcategories field.

When done selecting subcategories, choose Save.

Below is a list of subcategories associated with this filing.

- Add/remove subcategories from the list.
- Once a filing has been submitted, you will be unable to make changes to the subcategories that are included in the filing.

Available Subcategories:

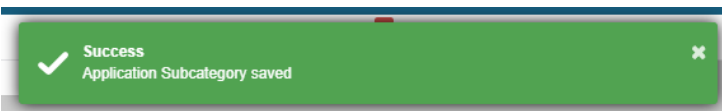
- Adding Lines of Business
- Amended Articles of Incorporation
- Change of Control of a Foreign
- Change of Statutory Home Office Address
- Merger of Two or More Foreign Insurers
- Name Change
- Other
- Re-domestication of Foreign Insurer

Selected Subcategories:

- Amended Bylaws
- Deleting Lines of Business

Save

A success message displays...



..., and the component's status changes to Complete.

	Component Name	Status
+	Application Subcategory Select application subcategories from list below	Completed

Point of Contact

Provide the requested information for the point of contact.

Point of Contact Incomplete

The point of contact is the individual who will be communicating with the Office of Insurance Regulation regarding the online submission.

If you would like to use your IRFS account information, [click here](#).

* **Contact Type:**

Salutation: * **First Name:** Middle Initial: * **Last Name:**

Position/Title: Professional Designation: Organization: Department:

* **Address Line 1:** Address Line 2:

* **Country:** * **State:**

* **City:** * **Postal/Zip Code:**

Code: * **Phone Number:** Phone Ext: Toll Free Number: Fax Number:

Mobile Phone: * **Email:**


Save

If the filer is the point of contact, populate the tab's fields by selecting the link at the top of the form.

If you would like to use your IRFS account information, [click here](#).

* **Contact Type:**

Company Representative



Once all required fields are completed, select Save.

If you would like to use your IRFS account information, [click here](#).

* **Contact Type:**

Company Representative

Salutation: Mrs. *** First Name:** Allison **Middle Initial:** Middle Initial *** Last Name:** Hall

Position/Title: Position/Title **Professional Designation:** Professional Designation **Organization:** Organization **Department:** Human Resources


*** Address Line 1:** 678 9th Street West **Address Line 2:** Address Line 2

*** Country:** UNITED STATES *** State:** FL

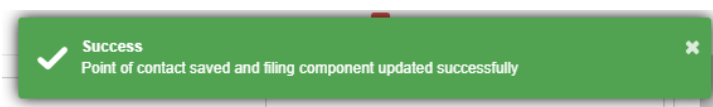
*** City:** Tallahassee *** Postal/Zip Code:** 33333-9999

Code: +1 *** Phone Number:** (850) 555-2525 **Phone Ext:** Phone Ext **Toll Free Number:** (800) 555-8855 **Fax Number:** Fax Number

Mobile Phone: Mobile Number *** Email:** ahall@abcinsurance.com



A success message displays...

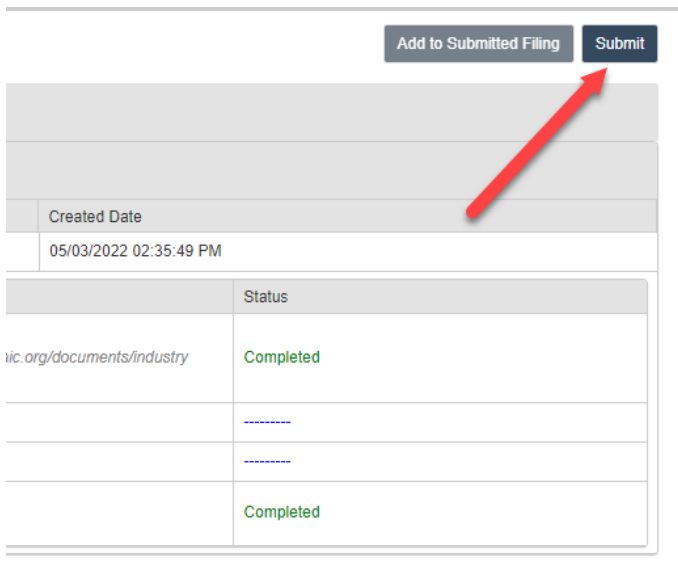


..., and the component's status changes to Complete.

+	Point of Contact <i>The point of contact is the individual who will be communicating with the Office of Insurance Regulation regarding the online submission.</i>	Completed
---	---	-----------

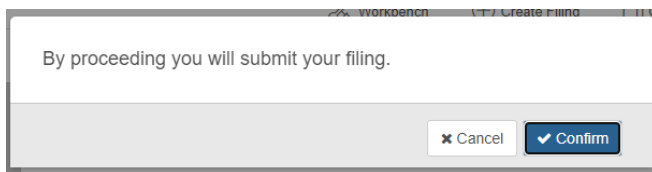
Filing Submission

When all required components have been satisfied and desired optional ones completed, it is time to submit the filing. Select Submit.



The screenshot shows a web interface for filing submission. At the top right, there are two buttons: "Add to Submitted Filing" and "Submit". A red arrow points to the "Submit" button. Below the buttons is a table with a header "Created Date" and a value "05/03/2022 02:35:49 PM". Below that is another table with a header "Status" and a value "Completed".

A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.



The screenshot shows a confirmation dialog box with the text "By proceeding you will submit your filing." and two buttons: "Cancel" and "Confirm".

When Confirm is selected, the prompt is removed and the process of submitting the filing is initiated. Once finished, the user is redirected to their Workbench.

Note the following updated columns:

- 1) File Log Number – a unique, system generated identifier given upon receipt of the original submission
- 2) Filing Status – starts as Not Submitted, updates to Submitted upon submission, changes to Pending once it is assigned a File Log Number, and is given a final status (i.e., Complete and Incomplete) at the conclusion of the Office’s review
- 3) Submission Status – either Received or Not Submitted
 - a. Received indicates the Office received the submission at the time listed in the next column, Submission Status Date.
 - b. Not Submitted means a submission exists but has not been submitted to the Office.
- 4) Submission status Date
 - a. Received submission status = the date and time the submission was received by the Office
 - b. Not Submitted submission status = the date and time the submission was created by the user

Drag a column header and drop it here to group by that column						
Filing ID ↓	File Log Number	Filing Status	Submission Status	Submission Status Date	Entities	
1099287	22-000540	Pending	Received	05/06/2022 01:20:37 PM		

Add to Submitted Filing

To send further information to the Office, first select the hyperlink in the Filing ID column to access the filing.

Filing ID ↓	File Log Number	Filing Status
1099287	22-000540	Pending

When the filing loads, note the Add to Submitted Filing option. It is available to select when the filing is in a Pending status and all submissions are in a Received status.

Created Date
05/03/2022 02:35:49 PM

Status
Completed

site at www.flair.com or at the following link: <http://www.naic.org/documents/industry>

A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.

By proceeding you will be creating a response to:
Filing Id: 1099287
File Log number: 22-000540

When Confirm is selected, the prompt is removed, and the process of creating the response submission is initiated.

The following message appears on the page...

✓ Response Created ✕

..., and the submission's details and components are shown. All components are optional in a response submission.

The screenshot shows a web interface for managing filings. At the top, there are buttons for "Review this filing", "Add to Submitted Filing", and "Submit". Below this is a navigation bar with "Submissions" and "Messages" tabs. A message says "Drag a column header and drop it here to group by that column". The main table has columns for Submission ID, Submission Type, Submission Status, and Created Date. One submission (ID 1113555) is selected, showing its components in a detailed view. The components are:

Component Name	Status
Biographical Affidavit - Trea Garcia (Optional) <i>The required form (OIR-C1-1423, also known as Form 11 of the National Association of Insurance Commissioners) is available via the Office's website at www.floir.com or at the following link: http://www.naic.org/documents/industry_ucaa_form_11.doc Attach a completed form for the named individual including all applicable attachments. All questions must be answered. All "Yes" answers must be explained.</i>	-----
Cover Letter (Optional)	-----
MISCELLANEOUS DOCUMENTS (Optional)	-----
Point of Contact (Optional) <i>The point of contact is the individual who will be communicating with the Office of Insurance Regulation regarding the online submission.</i>	-----

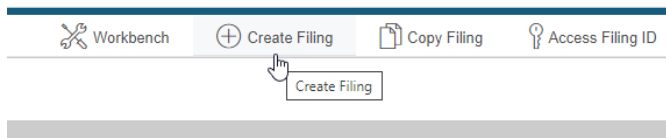
Below the component view, another submission (ID 1113533) is visible with status "Received" and date "05/03/2022 02:35:49 PM".

Complete as needed/directed and submit as shown in the [Filing Submission](#) section of this document.

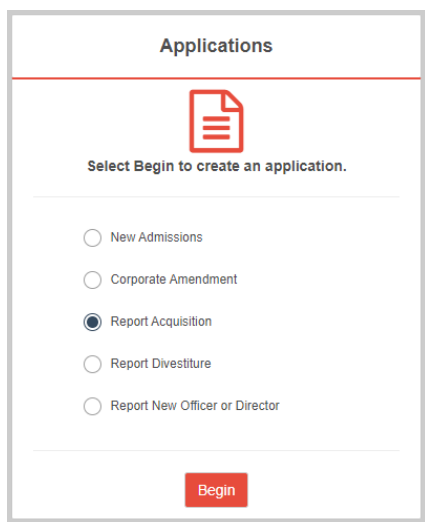
Report Acquisition

Filing Creation

From the main page toolbar select Create Filing.



Select the Report Acquisition option and then Begin.



Entity Acquisition Selection

The list of entities to which the users is subscribed displays. Select the ones that apply.

The screenshot shows the 'Entity Acquisition Selection' screen. At the top, there are three tabs: 'Entity Acquisition Selection' (active), 'Interrogatory', and 'Create Filing'. Below the tabs, there are two entity entries, each with an unchecked checkbox:

- TERRACE INSURANCE OF TALLAHASSEE**
Life & Health Insurer Authority Type: CERTIFICATE OF AUTHORITY Authority Status: ACTIVE
FEIN: 991234567 NAIC Code: 99883 NAIC Group: FL Code: 12345 State of Domicile: FL
- UNITED TALLAHASSEE INSURANCE COMPANY**
Life & Health Insurer Authority Type: CERTIFICATE OF AUTHORITY Authority Status: ACTIVE
FEIN: 997654321 NAIC Code: 99884 NAIC Group: FL Code: 54321 State of Domicile: FL

A 'Next' button is located at the bottom right of the screen.

Once an entity is chosen, the Interrogatory tab and Next button become enabled. Select either one to proceed to the next step.

The screenshot shows the 'Entity Acquisition Selection' screen. At the top, there are three tabs: 'Entity Acquisition Selection' (active), 'Interrogatory', and 'Create Filing'. Below the tabs, there are two entity entries, each with a checked checkbox:

- TERRACE INSURANCE OF TALLAHASSEE**
Life & Health Insurer Authority Type: CERTIFICATE OF AUTHORITY Authority Status: ACTIVE
FEIN: 991234567 NAIC Code: 99883 NAIC Group: FL Code: 12345 State of Domicile: FL
- UNITED TALLAHASSEE INSURANCE COMPANY**
Life & Health Insurer Authority Type: CERTIFICATE OF AUTHORITY Authority Status: ACTIVE
FEIN: 997654321 NAIC Code: 99884 NAIC Group: FL Code: 54321 State of Domicile: FL

The 'Interrogatory' tab and the 'Next' button are now enabled.

Interrogatory

Provide answers to the questions listed.

The screenshot shows the 'Interrogatory' screen. At the top, there are three tabs: 'Entity Acquisition Selection', 'Interrogatory' (active), and 'Create Filing'. The main content area contains four questions:

- 1. The transaction is scheduled to occur or occurred on:**
Date:
- 2. Is the Applicant(s) requesting a waiver of the acquisition filing pursuant to Section 628.461(2) or Section 628.4615(3), Florida Statutes?**
 Yes No
- 3. Is the Applicant(s) filing a Disclaimer of Control Affidavit form or Schedule 13G (S.E.C.) in lieu of the acquisition filing? If yes, the Disclaimer of Control Affidavit form(s) are located at www.flor.com, Company Applications, Disclaimer of Control Affidavit. Additionally, the Applicant is required to upload as Exhibit One a Description of the Transaction as indicated below.**
 Yes No
- 4. Is the Applicant(s) prepared to submit the Acquisition filing at this time? If the Applicant is not requesting a waiver or is not disclaiming control, and is not prepared to submit the Acquisition filing at this time, the Applicant has up to the timeframe specified in Sections 628.461 or 628.4615, Florida Statutes, to do so. The Applicant must proceed to create the filing to generate the Letter of Notification and submit required exhibits.**
 Yes No

'Previous' and 'Next' buttons are located at the bottom right of the screen.

Note that the answers provided to a question will impact subsequent questions.

The image displays two screenshots of a web form interface. The left screenshot shows a form with the following content:

1. The transaction is scheduled to occur or occurred on:
Date: 6/22/2022

2. Is the Applicant(s) requesting a waiver of the acquisition filing pursuant to Section 628.461(2) or Section 628.4615(3), Florida Statutes?
 Yes No

The right screenshot shows the same form with the following content:

1. The transaction is scheduled to occur or occurred on:
Date: 6/22/2022

2. Is the Applicant(s) requesting a waiver of the acquisition filing pursuant to Section 628.461(2) or Section 628.4615(3), Florida Statutes?
 Yes No

3. Is the Applicant(s) filing a Disclaimer of Control Affidavit form or Schedule 13G (S.E.C.) in lieu of the acquisition filing? If yes, the Disclaimer of Control Affidavit form(s) are located at www.flor.com, Company Applications, Disclaimer of Control Affidavit. Additionally, the Applicant is required to upload as Exhibit One a Description of the Transaction as indicated below.
 Yes No

4. Is the Applicant(s) prepared to submit the Acquisition filing at this time? If the Applicant is not requesting a waiver or is not disclaiming control, and is not prepared to submit the Acquisition filing at this time, the Applicant has up to the timeframe specified in Sections 628.461 or 628.4615, Florida Statutes, to do so. The Applicant must proceed to create the filing to generate the Letter of Notification and submit required exhibits.
 Yes No

Once a Yes answer is provided, the Create Filing and Next button become enabled. Select either one to proceed to the next step.

The image shows a screenshot of the web form interface with the following content:

Entity Acquisition Selection **Interrogatory** Create Filing

1. The transaction is scheduled to occur or occurred on:
Date: 6/22/2022

2. Is the Applicant(s) requesting a waiver of the acquisition filing pursuant to Section 628.461(2) or Section 628.4615(3), Florida Statutes?
 Yes No

3. Is the Applicant(s) filing a Disclaimer of Control Affidavit form or Schedule 13G (S.E.C.) in lieu of the acquisition filing? If yes, the Disclaimer of Control Affidavit form(s) are located at www.flor.com, Company Applications, Disclaimer of Control Affidavit. Additionally, the Applicant is required to upload as Exhibit One a Description of the Transaction as indicated below.
 Yes No

Previous Next

Create Application

Review the information to the left. If changes are needed, proceed to the desired tab directly or page through the filing process using the Previous button.

If desired, provide a filing name and/or password. The filing name will display in a column on the user's workbench to help distinguish between other filings. A password can be created if the user intends to have another user access the filing.

Once satisfied with the submission, select Create.

Entity Acquisition Selection Interrogatory **Create Application**

Review the information below and select Create to create this filing.

Entity Name:
TERRACE INSURANCE OF TALLAHASSEE

Authorized Lines of Business:
ACCIDENT AND HEALTH (450) - ACTIVE

Entity Name:
UNITED TALLAHASSEE INSURANCE COMPANY

Authorized Lines of Business:
ACCIDENT AND HEALTH (450) - ACTIVE
CREDIT DISABILITY (441) - ACTIVE
CREDIT LIFE (440) - ACTIVE
GROUP LIFE AND ANNUITIES (410) - ACTIVE
LIFE (400) - ACTIVE

Date of Transaction:
Verify this date before creating the filing. Will not be able to change.
06/22/2022

Waiver Requested?
No

Filing Disclaimer?
Yes

If you would like to make changes, navigate to the pertinent step, make your changes and proceed.

The filing name is a reference that appears on the Workbench.
Provide a password if you would like to be able to log in via the Filing ID method.

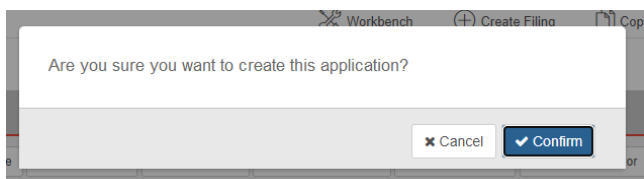
Filing Name (optional)

Password (optional)

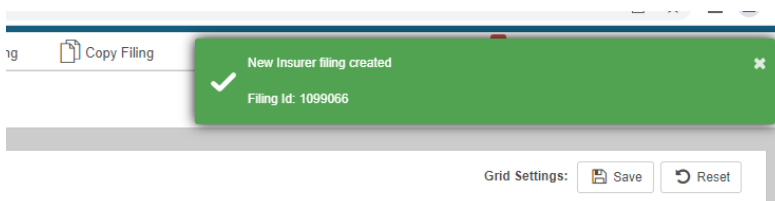
Password Confirm

Previous Create

A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.



When Confirm is selected, the prompt is removed and the process of creating the application is initiated. Once finished, the user is redirected to their Workbench, and a success message similar to the one below appears in the upper right-hand corner of the page.



Filing Completion

From the workbench, select the appropriate filing id link.



General Information

The page loads with information/options in multiple sections.

A screenshot of a web application interface for filing details. The page is divided into several sections. At the top left, there is a section for 'Terrace Insurance of Tallahassee' with fields for FEIN (991234567), NAIC Code, NAIC Group, and FL Code, marked with a red '1'. To the right, there is a section for filing information including Filing ID (1099066), Description (Fraternal Benefit Society), Status (Not Submitted), and Filing Purpose (New Admissions), marked with a red '2'. Below this, there is a row of buttons: 'Review this filing' (marked with a red '3'), 'Add to Submitted Filing' (marked with a red '4'), and 'Submit'. The main content area has tabs for 'Submissions' and 'Messages'. Below the tabs is a table with columns for Submission ID, Submission Type, Submission Status, and Created Date, marked with a red '5'. The table contains one row with Submission ID 1113312, Submission Type Original, Submission Status Not Submitted, and Created Date 04/18/2022 03:17:21 PM. Below the table is another table with columns for Component Name and Status, showing 'Advertising/Solicitation Materials' with a status of 'Incomplete'.

- 1) Company information provided during application creation
- 2) Filing information denoting a unique identifier and its status, purpose, and description
- 3) Options
 - a. Review Filing – This option presents the filing’s contents in a tabbed format. Select the Return to filing option to return to the filing.



- b. Submissions – This default tab contains submission data (original and responses) relevant to this application.
 - c. Messages – This tab contains all messages sent from OIR staff to the filer regarding this application. The number of unread messages appears in the tab. Should the message contain trade secret information, it will be denoted in both the subject of the email as well as the rightmost column. Messages containing trade secret information will only be sent to the filer’s IRFS Messages tab, not to the user’s email account. Select the mail icon in the first column to open the message.

A screenshot of the 'Messages' tab in the application. The tab shows a list of messages with columns for From, Sent, Subject, Attachments, and a rightmost column. The first message is from @floi.com, sent on 12/03/2021, with subject 'FLOIR [RE: FL Filing Number 21-987654]' and attachment 'Acceptance Letter 21-987654'. The second message is also from @floi.com, sent on 12/03/2021, with subject 'FLOIR [RE: FL Filing Number 21-987654] [TRADE SECRET]' and a 'Trade Secret' label in the rightmost column. The third message is from @floi.com, sent on 12/03/2021, with subject 'FLOIR [RE: FL Filing Number 21-987654]' and a 'Read by' label in the rightmost column. The bottom of the screen shows a pagination bar with '0' items and 'No items to display'.

- 4) Add to Submitted Filing and Submit
 - a. Add to Submitted Filing – This option is enabled when the filing is open and an unsubmitted submission does not exist.
 - b. Submit – Once all required filing components are complete, select this option to send the filing to OIR.

5) Submission Information – The grid contains submissions (original and responses) for this filing.

Component List

The Report Acquisition component list contains both required and optional components. Required components display an initial status of Incomplete, and optional ones are denoted by blue hash marks.

	Component Name	Status
+	Advertising/Solicitation Materials <i>Attach the form of any advertisement or other written material proposed to be used.</i>	Incomplete
+	Articles of Incorporation (Optional) <i>Upload Articles of Incorporation, signed by company officers and certified by the state of domicile's corporate regulatory authority.</i>	-----

When a required component has been satisfied, its status changes to Complete. An optional component's hash marks are replaced with an Included status when it has been completed.

	Component Name	Status
+	Advertising/Solicitation Materials <i>Attach the form of any advertisement or other written material proposed to be used.</i>	Completed
+	Articles of Incorporation (Optional) <i>Upload Articles of Incorporation, signed by company officers and certified by the state of domicile's corporate regulatory authority.</i>	Included

Components require users to either upload documents or enter data.

Document Upload Components

To access a component's contents, select the + sign. When expanded, select the – sign to collapse them.

+	Bylaws (Rules, Regulations) <i>Attach Bylaws, Constitution and/or Rules and Regulations. The document must be sealed, signed and recently dated by the Company Secretary.</i>	Incomplete
---	---	------------

When expanded, the following displays. Select Add Document to include a document.

–	Bylaws (Rules, Regulations) <i>Attach Bylaws, Constitution and/or Rules and Regulations. The document must be sealed, signed and recently dated by the Company Secretary.</i>	Incomplete
---	---	------------

🔗 Select the +Add Document button below and follow the instructions provided in the document upload window.

🔑 Trade Secret files will require the inclusion of a trade secret affidavit.

+ Add Document

Document Name	TS?	Document Title
No documents found		

Select Browse to locate the appropriate document. Note the acceptable file types and size below the Browse button.

Add Document - Bylaws (Rules, Regulations)

- Select Browse and choose the file(s) you wish to upload.
- Then provide an alternate Title (if desired) and choose the applicable Document Type for each document.
- When finished select Save to upload files and complete the component.

Trade Secret

- A claim of "trade secret" must comply with the provisions of Section 624.4213, F.S.
- Documents containing "trade secret" information must be submitted with an affidavit certifying, under oath, to the truth of statements required by Section 624.4213(c), F.S.
- Along with the affidavit, each printable page must be clearly marked as "trade secret."

Supported types: .docx, .pdf, .xlsx
Maximum individual file size is 14.31 Megabytes
14648 Kilobytes

Open

This PC > Documents >


Search Documents

Organize New folder


Name	Date modified	Type	Size
	4/27/2022 9:33 AM	Outlook Item	444 KB
	3/2/2022 10:08 AM	Outlook Item	106 KB
Bylaws FL Filing	10/21/2021 9:03 AM	Microsoft Word D...	29 KB
	9/2/2021 1:16 PM	Microsoft Excel W...	14 KB
	8/5/2021 1:31 PM	Outlook Item	121 KB
	7/29/2021 2:20 PM	Microsoft Excel W...	10 KB
	4/21/2021 10:02 AM	Microsoft Word D...	582 KB
	1/7/2021 3:23 PM	PNG File	586 KB
	12/17/2020 10:52 ...	Text Document	1 KB
	11/3/2020 12:28 PM	Microsoft Word D...	25 KB
	9/15/2020 1:08 PM	Microsoft Word D...	23 KB
	7/31/2020 3:28 PM	Microsoft Word D...	15 KB
	6/8/2020 4:51 PM	Microsoft Word D...	2,233 KB
	2/28/2020 4:21 PM	Microsoft Word D...	209 KB
	8/28/2019 2:07 PM	Outlook Item	215 KB

File name: All Files

The uploaded file displays in a grid. If an incorrect file was uploaded, select the trash icon to delete it. If the document contains trade secret information, provide a trade secret affidavit by selecting the Browse option in that row.

	File	Size	Title	Type	Trade Secret Affidavit
	Bylaws FL Filing.docx	28.09 KB	<input type="text" value="Bylaws FL Filing"/>	BYLAWS (RULES, REGULATIO... ▼	<input style="border: 2px solid red;" type="button" value="Browse"/>

If multiple documents are needed for the component, select the Browse button and repeat the steps listed above. When finished, select Save.


 Add Document - Bylaws (Rules, Regulations)

- Select Browse and choose the file(s) you wish to upload.
- Then provide an alternate Title (if desired) and choose the applicable Document Type for each document.
- When finished select Save to upload files and complete the component.

Trade Secret

- A claim of "trade secret" must comply with the provisions of Section 624.4213, F.S.
- Documents containing "trade secret" information must be submitted with an affidavit certifying, under oath, to the truth of statements required by Section 624.4213(c), F.S.
- Along with the affidavit, each printable page must be clearly marked as "trade secret."

Supported types: .docx, .pdf, .xlsx
Maximum individual file size is 14.31 Megabytes 14648 Kilobytes

	File	Size	Title	Type	Trade Secret Affidavit
	Bylaws FL Filing.docx	28.09 KB	<input type="text" value="Bylaws FL Filing"/>	BYLAWS (RULES, REGULATIO... ▼	<input type="button" value="Browse"/>

As the document is being uploaded to the filing, the following message displays.

must be submitted with an affidavit certifying, under oath, to the truth of statements required by Sect

st be clearly marked as "trade secret."

Uploading files...

48 Kilobytes

When completed, the message is removed, the document upload modal closes, the user returns to the component, and the component's status updates to Completed.

Bylaws (Rules, Regulations)					Completed												
Attach Bylaws, Constitution and/or Rules and Regulations. The document must be sealed, signed and recently dated by the Company Secretary.																	
<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <ul style="list-style-type: none"> ● Select the +Add Document button below and follow the instructions provided in the document upload window. ● Trade Secret files will require the inclusion of a trade secret affidavit. </div> <div style="margin-bottom: 10px;"> + Add Document </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 40%;">Document Name</th> <th style="width: 5%;">TS?</th> <th style="width: 30%;">Document Title</th> <th style="width: 10%;">Created Date</th> <th style="width: 10%;">Trade Secret Affidavit</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td> Bylaws FL Filing</td> <td style="text-align: center;"> </td> <td>Bylaws FL Filing</td> <td>04/28/2022</td> <td> </td> </tr> </tbody> </table>							Document Name	TS?	Document Title	Created Date	Trade Secret Affidavit		Bylaws FL Filing		Bylaws FL Filing	04/28/2022	
	Document Name	TS?	Document Title	Created Date	Trade Secret Affidavit												
	Bylaws FL Filing		Bylaws FL Filing	04/28/2022													

Data Entry Components

The other type of component requires entry of data rather than uploading documents.

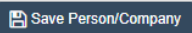
Acquiring Company Information

The example below steps through completing the Acquiring Company Information component.

Component Name	Status				
Acquiring Company Information Enter all acquiring companies and/or persons	Incomplete				
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>* Legal Name: <input type="text" value="Legal Name"/></p> <p>* Address Line 1: <input type="text" value="Address Line 1"/></p> <p>* Country: <input type="text" value="UNITED STATES"/></p> <p>* City: <input type="text" value="City"/></p> <p>* Company Email: <input type="text" value="Company Email"/></p> <p>Fax Number: <input type="text"/></p> </div> <div style="width: 48%;"> <p>* Organization: <input type="text" value=""/></p> <p>Address Line 2: <input type="text" value="Address Line 2"/></p> <p>* State: <input type="text" value="FL"/></p> <p>* Postal/Zip Code: <input type="text" value="Postal/Zip Code"/></p> <p>* Phone Number: <input type="text"/></p> <p>Toll Free Phone Number: <input type="text"/></p> </div> </div> <div style="margin-top: 10px; background-color: #f0f0f0; padding: 5px;"> Save Person/Company </div>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Company Name</th> <th style="width: 50%;">Company Email Address</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table> <div style="margin-top: 10px; background-color: #f0f0f0; padding: 5px;"> Save Filing Component </div>		Company Name	Company Email Address		
Company Name	Company Email Address				



Enter all requested information and select Save Person/Company.

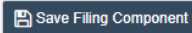
* Legal Name: Royce Olson Insurance	* Organization: LIMITED PARTNERSHIP
* Address Line 1: 100 West Lane	Address Line 2: Address Line 2
* Country: UNITED STATES	* State: FL
* City: Tallahassee	* Postal/Zip Code: 33333-9999
* Company Email: help@royceolsoninsurance.com	* Phone Number: (850) 555-1111
Fax Number:	Toll Free Phone Number: (800) 555-1111



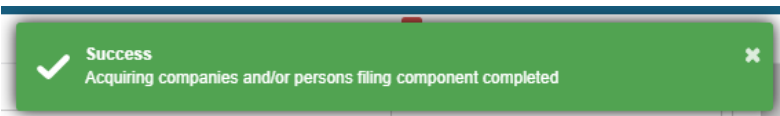
The person's/company's information in a grid. Select the edit icon to change their information or the trash icon to delete the record. Repeat as needed for additional individuals/companies.

When finished, select Save Filing Component.

	Company Name	Company Email Address
 	Royce Olson Insurance	help@royceolsoninsurance.com



A success message displays...



..., and the component's status changes to Complete.

	Component Name	Status
+	Acquiring Company Information <i>Enter all acquiring companies and/or persons</i>	Completed

Acquisition Type

Select acquisition or merger.

Acquisition Type <i>Select Merger or Acquisition</i>	Incomplete
<p>Select one of the following.</p> <p>Current selection: Not selected</p> <p>Acquisition Merger</p>	

The component collapses, and its status changes to Complete.

+ Acquisition Type <i>Select Merger or Acquisition</i>	Completed
--	-----------

Interrogatory

Answer the question and select Save.

Interrogatories	Incomplete						
<p>Below is a list of interrogatories for this filing.</p> <p>Answer questions by checking the appropriate selection.</p> <table border="1"><thead><tr><th>Question #</th><th>Question</th><th>Answer</th></tr></thead><tbody><tr><td>1</td><td>Is the Applicant(s) filing a Disclaimer of Control Affidavit form or Schedule 13G (S.E.C.) in lieu of the acquisition filing? If yes, the Disclaimer of Control Affidavit form(s) are located at www.floir.com, Company Applications, Disclaimer of Control Affidavit.</td><td><input type="radio"/> Yes <input type="radio"/> No</td></tr></tbody></table> <p>Save Clear</p>		Question #	Question	Answer	1	Is the Applicant(s) filing a Disclaimer of Control Affidavit form or Schedule 13G (S.E.C.) in lieu of the acquisition filing? If yes, the Disclaimer of Control Affidavit form(s) are located at www.floir.com, Company Applications, Disclaimer of Control Affidavit.	<input type="radio"/> Yes <input type="radio"/> No
Question #	Question	Answer					
1	Is the Applicant(s) filing a Disclaimer of Control Affidavit form or Schedule 13G (S.E.C.) in lieu of the acquisition filing? If yes, the Disclaimer of Control Affidavit form(s) are located at www.floir.com, Company Applications, Disclaimer of Control Affidavit.	<input type="radio"/> Yes <input type="radio"/> No					

The component collapses, and its status changes to Complete.

+ Interrogatories	Completed
--------------------------	-----------

Management Information

The example below steps through completing the Management Information component. Note the instructions at the top of the section.

Management Information Incomplete

Add company management information.

Complete the information below for each officer, director, and 10% or more shareholder(s) of the Applicant, the Immediate Parent(s), and/or Ultimate Parent(s). Where the shareholder is an entity, include the officers and directors (or comparable positions depending on the organizational type). If an officer, director or individual shareholder has a position in more than one entity, enter the information at the lowest level of the organizational structure. For example, if an individual is an officer in the Applicant and the Ultimate Parent, enter the information at the Applicant level only.

A social security number is required for U.S. citizens.

Health Maintenance Organizations and Fiscal Intermediary Services Organizations are required to complete the information for all 5% or more shareholders instead of 10%.

***First Name:** **Middle Name:** ***Last Name:**

U.S. Citizen **Social Security Number:** ***Date of Birth:**

***Position:** ***Officer Relationship:**

Saved Officers

	First Name	Middle Name	Last Name	SSN	Date of Birth	Title/Position	Officer Relationship	Affidavit Date	Finger Print Date	Investigation Date

Once all required fields have data, select Save.

***First Name:** **Middle Name:** ***Last Name:**

U.S. Citizen **Social Security Number:** ***Date of Birth:**

***Position:** ***Officer Relationship:**

The following confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.

Saving officers will create additional required components for each officer?

When Confirm is selected, a success message displays...

Success
Management information saved.

..., and the individual's information appears in a grid of saved officers. Select the edit icon to change their information or the trash icon to delete the record. Repeat as needed with additional officers.

Saved Officers

	First Name	Middle Name	Last Name	SSN	Date of Birth	Title/Position	Officer Relationship	Affidavit Date	Finger Print Date	Investigation Date
	Chris		Gill	***-**-****	06/15/1954	PRESIDENT	Applicant Company	N/A	N/A	N/A

As the prompt above mentioned, additional required components were created for the saved officer. Complete the new document upload components to satisfy their requirements.

+	Confirmation of Payment for Fingerprint Processing Fee - Chris Gill <i>Applicant is required to attach a copy of the on-line payment confirmation(s). Applicant is directed to refer to the application package for specific instructions. Note: If Applicant has not utilized the LiveScan option, the completed fingerprint cards should be submitted to the Florida Office of Insurance Regulation, Market Research Technology Unit, Fingerprint Card Processing, Room B-50 Larson Building, 200 E. Gaines Street, Tallahassee, Florida 32399-0332, referencing work log # and/or Applicant name.</i>	Incomplete
+	Confirmation of Payment for Required Background Reports - Chris Gill <i>Applicant is required to attach documentation confirming payment for the background investigative reports.</i>	Incomplete

Point of Contact

Provide the requested information for the point of contact.

Point of Contact <i>The point of contact is the individual who will be communicating with the Office of Insurance Regulation regarding the online submission.</i>	Incomplete
<p>If you would like to use your IRFS account information, click here.</p> <p>* Contact Type:</p> <p><input type="text"/></p> <p>Salutation: <input type="text"/> * First Name: <input type="text"/> Middle Initial: <input type="text"/> * Last Name: <input type="text"/></p> <p>Position/Title: <input type="text"/> Professional Designation: <input type="text"/> Organization: <input type="text"/> Department: <input type="text"/></p> <hr/> <p>* Address Line 1: <input type="text"/> Address Line 2: <input type="text"/></p> <p>* Country: <input type="text"/> * State: <input type="text"/></p> <p>* City: <input type="text"/> * Postal/Zip Code: <input type="text"/></p> <hr/> <p>Code: <input type="text"/> * Phone Number: <input type="text"/> Phone Ext: <input type="text"/> Toll Free Number: <input type="text"/> Fax Number: <input type="text"/></p> <p>Mobile Phone: <input type="text"/> * Email: <input type="text"/></p> <p><input type="button" value="Save"/></p>	

If the filer is the point of contact, populate the tab's fields by selecting the link at the top of the form.

<p>If you would like to use your IRFS account information, click here.</p> <p>* Contact Type:</p> <p><input type="text"/></p>
--

Once all required fields are completed, select Save.

If you would like to use your IRFS account information, [click here](#).

* Contact Type:
Company Representative

Salutation: Mrs. * First Name: Allison Middle Initial: Middle Initial * Last Name: Hall

Position/Title: Position/Title Professional Designation: Professional Designation Organization: Organization Department: Human Resources

* Address Line 1: 678 9th Street West Address Line 2: Address Line 2

* Country: UNITED STATES * State: FL

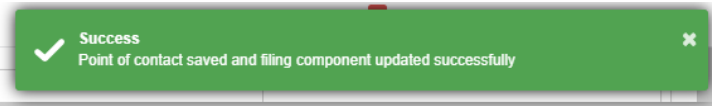
* City: Tallahassee * Postal/Zip Code: 33333-9999

Code: +1 * Phone Number: (850) 555-2525 Phone Ext: Phone Ext Toll Free Number: (800) 555-8855 Fax Number: Fax Number

Mobile Phone: Mobile Number * Email: ahall@abcinsurance.com

Save

A success message displays...



..., and the component's status changes to Complete.

+	Point of Contact <i>The point of contact is the individual who will be communicating with the Office of Insurance Regulation regarding the online submission.</i>	Completed
---	---	------------------

System Letter of Notification

Note that the Point of Contact component must be completed prior to this one. Select the option to create a letter of notification.

<p>System Letter of Notification</p> <p><i>It is necessary to complete the Point of Contact component prior to this one. Please print the Letter of Notification as, pursuant to Florida law, the Applicant is required to send a copy of the Letter of Notification to the domestic insurer/licensee and controlling company. This letter serves as notification of the acquisition of the company named herein pursuant to the requirements of Section 628.461, Florida Statutes or Section 628.4615, Florida Statutes, whichever is applicable. The information contained in this letter is based solely on information provided to the Florida Office of Insurance Regulation.</i></p>	Incomplete
---	------------

Select the Create Letter of Notification button to create the required letter of notification

Create Letter of Notification

Document Name	Document Title	Created Date
No documents found		

The following prompt appears. Select Ok to proceed or Cancel to remain on the page.

Are you sure? Creating Letter of notification will delete any existing letter of notifications for this filing.

OK Cancel

When Ok is selected, a success message displays...

Success System Letter of Notification saved.

..., the letter is created and attached to the component, and its status changes to Completed.

<p>System Letter of Notification</p> <p><i>It is necessary to complete the Point of Contact component prior to this one. Please print the Letter of Notification as, pursuant to Florida law, the Applicant is required to send a copy of the Letter of Notification to the domestic insurer/licensee and controlling company. This letter serves as notification of the acquisition of the company named herein pursuant to the requirements of Section 628.461, Florida Statutes or Section 628.4615, Florida Statutes, whichever is applicable. The information contained in this letter is based solely on information provided to the Florida Office of Insurance Regulation.</i></p>	Completed
---	-----------

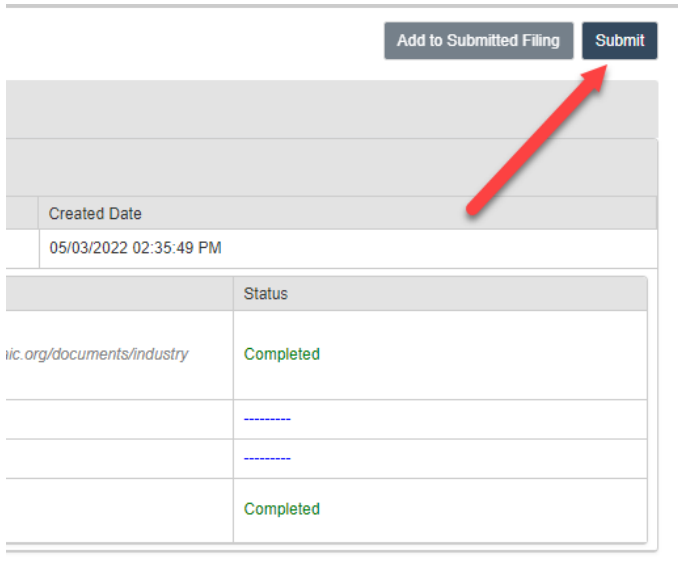
Select the Create Letter of Notification button to create the required letter of notification

Create Letter of Notification

	Document Name	Document Title	Created Date
	System Letter of Notification	System Letter of Notification	05/03/2022

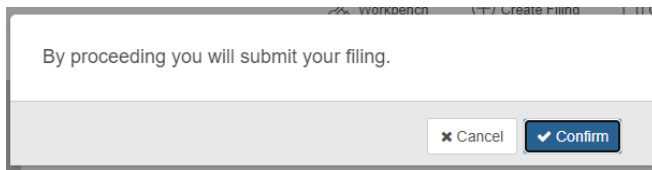
Filing Submission

When all required components have been satisfied and desired optional ones completed, it is time to submit the filing. Select Submit.



The screenshot shows a web interface for filing submission. At the top right, there are two buttons: 'Add to Submitted Filing' and 'Submit'. A red arrow points to the 'Submit' button. Below the buttons is a table with a header 'Created Date' and a value '05/03/2022 02:35:49 PM'. Below that is another table with a header 'Status' and a value 'Completed'. The URL 'ic.org/documents/industry' is visible in the background.

A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.

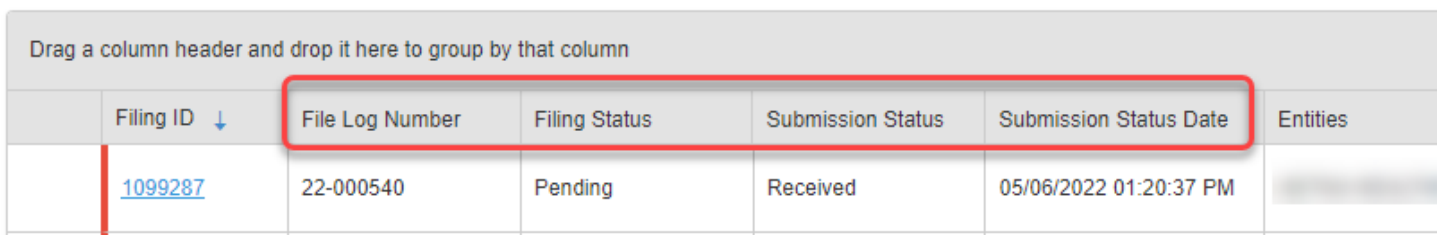


The screenshot shows a confirmation dialog box with the text 'By proceeding you will submit your filing.' At the bottom, there are two buttons: 'Cancel' and 'Confirm'.

When Confirm is selected, the prompt is removed and the process of submitting the filing is initiated. Once finished, the user is redirected to their Workbench.

Note the following updated columns:

- 1) File Log Number – a unique, system generated identifier given upon receipt of the original submission
- 2) Filing Status – starts as Not Submitted, updates to Pending once the original submission is submitted, and is given a final action (i.e., Complete and Incomplete) at the conclusion of the Office’s review
- 3) Submission Status – either Received or Not Submitted
 - a. Received indicates the Office received the submission (original or response) at the time listed in the next column, Submission Status Date.
 - b. Not Submitted means a submission exists but has not been submitted to the Office.
- 4) Submission status Date
 - a. Received submission status = the date and time the submission was received by the Office
 - b. Not Submitted submission status = the date and time the submission was created by the user



The screenshot shows a table with a header row and one data row. The header row has columns: Filing ID (with a dropdown arrow), File Log Number, Filing Status, Submission Status, Submission Status Date, and Entities. The data row has values: [1099287](#), 22-000540, Pending, Received, 05/06/2022 01:20:37 PM, and a greyed-out cell. A red box highlights the columns File Log Number, Filing Status, Submission Status, and Submission Status Date.

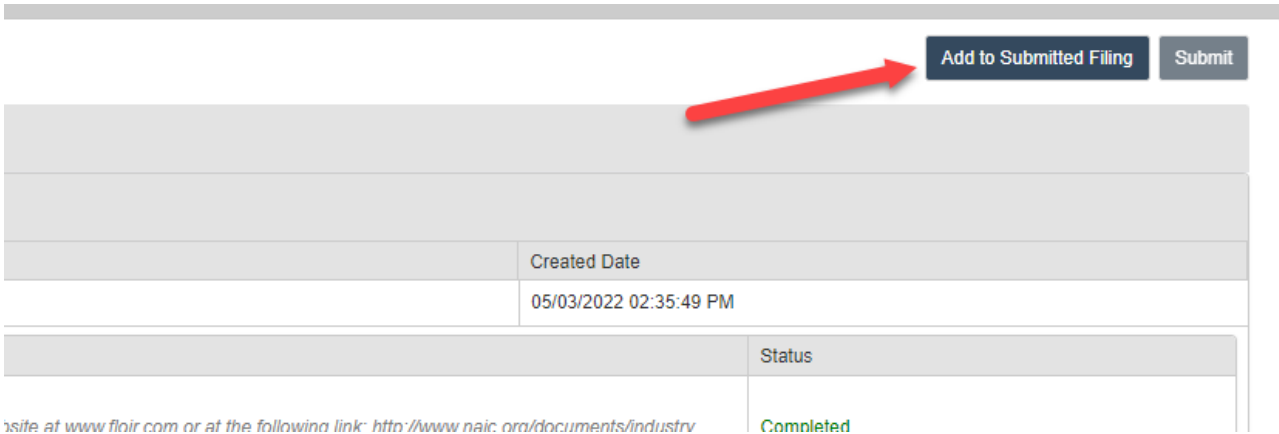
Filing ID ↓	File Log Number	Filing Status	Submission Status	Submission Status Date	Entities
1099287	22-000540	Pending	Received	05/06/2022 01:20:37 PM	

Add to Submitted Filing

To send further information to the Office, first select the hyperlink in the Filing ID column to access the filing.

Filing ID ↓	File Log Number	Filing Status
1099287	22-000540	Pending

When the filing loads, select the Add to Submitted Filing option.

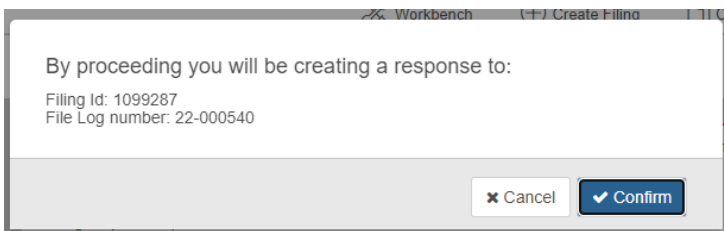


Created Date
05/03/2022 02:35:49 PM

Status
Completed

site at www.flair.com or at the following link: <http://www.naic.org/documents/industry>

A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.



By proceeding you will be creating a response to:
Filing Id: 1099287
File Log number: 22-000540

When Confirm is selected, the prompt is removed, and the process of creating the response submission is initiated.

The following message appears on the page...



..., and the response submission's details and components are shown. All components are optional in a response submission.

The screenshot shows a web interface for managing filings. At the top, there are buttons for "Review this filing", "Add to Submitted Filing", and "Submit". Below this is a navigation bar with "Submissions" and "Messages" tabs. A message says "Drag a column header and drop it here to group by that column". The main area contains a table of submissions:

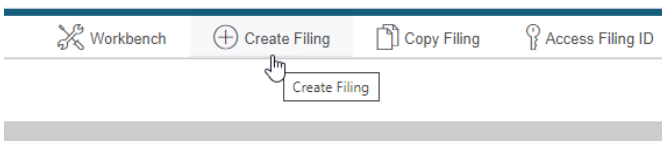
	Submission ID	Submission Type	Submission Status	Created Date
—	1113555	Response	Not Submitted	05/06/2022 04:10:05 PM
		Component Name		Status
+	Biographical Affidavit - Trea Garcia (Optional) <i>The required form (OIR-C1-1423, also known as Form 11 of the National Association of Insurance Commissioners) is available via the Office's website at www.flor.com or at the following link: http://www.naic.org/documents/industry_ucaa_form_11.doc Attach a completed form for the named individual including all applicable attachments. All questions must be answered. All "Yes" answers must be explained.</i>			-----
+	Cover Letter (Optional)			-----
+	MISCELLANEOUS DOCUMENTS (Optional)			-----
+	Point of Contact (Optional) <i>The point of contact is the individual who will be communicating with the Office of Insurance Regulation regarding the online submission.</i>			-----
+	1113533	Original	Received	05/03/2022 02:35:49 PM

Complete as needed/directed and submit as shown in the [Filing Submission](#) section of this document.

Report Divestiture

Filing Creation

From the main page toolbar select Create Filing.



Select the Report Divestiture option and then Begin.

The screenshot shows a page titled "Applications". At the top, there is a red document icon and the text "Select Begin to create an application." Below this is a list of radio button options:

- New Admissions
- Corporate Amendment
- Report Acquisition
- Report Divestiture
- Report New Officer or Director

At the bottom of the page, there is a red "Begin" button.

Divesting Company/Person (Applicant)

Provide the requested information.

Divesting Company/Person (Applicant) | Point of Contact | Entity Selection | Interrogatory | Create Application

* Legal Name: <input type="text" value="Legal Name"/>	Address Line 2: <input type="text" value="Address Line 2"/>
* Address Line 1: <input type="text" value="Address Line 1"/>	* State: <input type="text" value="FL"/>
* Country: <input type="text" value="UNITED STATES"/>	* Postal/Zip Code: <input type="text" value="Postal/Zip Code"/>
* City: <input type="text" value="City"/>	* Phone Number: <input type="text" value=""/>
* Company Email: <input type="text" value="Company Email"/>	Toll Free Phone Number: <input type="text" value=""/>
Fax Number: <input type="text" value=""/>	

Company Name

Once all required fields are completed, the Add button is enabled. Select it.

Divesting Company/Person (Applicant) | Point of Contact | Entity Selection | Interrogatory | Create Application

* Legal Name: <input type="text" value="Murphy Lawrence Insurance"/>	Address Line 2: <input type="text" value="Address Line 2"/>
* Address Line 1: <input type="text" value="1234 Main Street"/>	* State: <input type="text" value="FL"/>
* Country: <input type="text" value="UNITED STATES"/>	* Postal/Zip Code: <input type="text" value="33333-3333"/>
* City: <input type="text" value="Tallahassee"/>	* Phone Number: <input type="text" value="(850) 555-5555"/>
* Company Email: <input type="text" value="help@murphylawrence.com"/>	Toll Free Phone Number: <input type="text" value=""/>
Fax Number: <input type="text" value="(800) 555-1234"/>	

Company Name

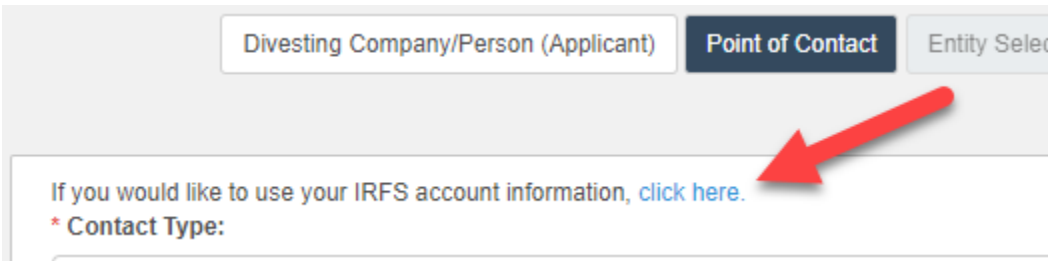
The data entry fields clear, and the company appears in the grid below them. Select the edit icon to change its information or the trash icon to delete it.



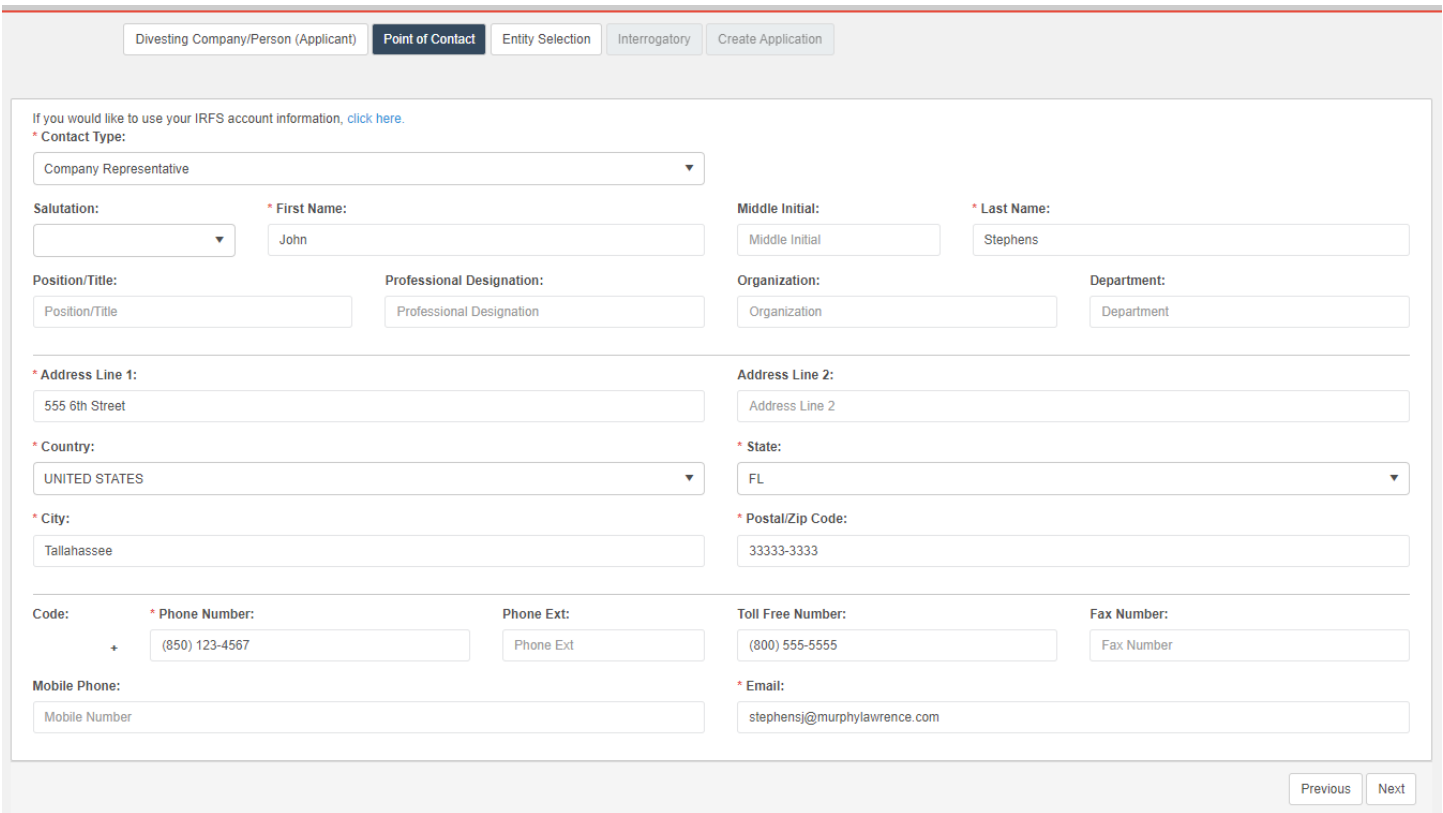
If multiple divesting companies/persons apply to the filing, repeat the steps above to add them. Otherwise, select Next or the Point of Contact tab to proceed.

Point of Contact

Provide the requested information for the filing's point of contact. If the filer is the point of contact, populate the tab's fields by selecting the link at the top of the form.



Once all required fields are completed, the Entity Selection tab and Next button become enabled. Select either one to proceed to the next step.



If you would like to use your IRFS account information, [click here](#).

* Contact Type:
Company Representative

Salutation: [] * First Name: John Middle Initial: [] * Last Name: Stephens

Position/Title: [] Professional Designation: [] Organization: [] Department: []

* Address Line 1: 555 6th Street Address Line 2: []

* Country: UNITED STATES * State: FL

* City: Tallahassee * Postal/Zip Code: 33333-3333

Code: [] * Phone Number: (850) 123-4567 Phone Ext: [] Toll Free Number: (800) 555-5555 Fax Number: []

Mobile Phone: [] * Email: stephensj@murphylawrence.com

Previous Next

Entity Selection

The list of entities to which the users is subscribed displays. Select the ones that apply.

The screenshot shows a navigation bar with five tabs: "Divesting Company/Person (Applicant)", "Point of Contact", "Entity Selection" (which is highlighted in dark blue), "Interrogatory", and "Create Application". Below the navigation bar, there are two entity entries, each with a checkbox on the left. The first entry is "TERRACE INSURANCE OF TALLAHASSEE" with details: "Life & Health Insurer", "Authority Type: CERTIFICATE OF AUTHORITY", "Authority Status: ACTIVE", "FEIN: 991234567", "NAIC Code: 99883", "NAIC Group:", "FL Code: 12345", and "State of Domicile: FL". The second entry is "UNITED TALLAHASSEE INSURANCE COMPANY" with details: "Life & Health Insurer", "Authority Type: CERTIFICATE OF AUTHORITY", "Authority Status: ACTIVE", "FEIN: 997654321", "NAIC Code: 99884", "NAIC Group:", "FL Code: 54321", and "State of Domicile: FL". A "Next" button is located in the bottom right corner of the main content area.

Once an entity is chosen, the Interrogatory tab and Next button become enabled. Select either one to proceed to the next step.

This screenshot is identical to the previous one, but the checkboxes for both "TERRACE INSURANCE OF TALLAHASSEE" and "UNITED TALLAHASSEE INSURANCE COMPANY" are now checked. Additionally, the "Interrogatory" tab in the navigation bar is now highlighted in dark blue, and the "Next" button in the bottom right corner is now enabled and visible.

Interrogatory

Provide an answer to the interrogatory question.

The screenshot shows the navigation bar with "Interrogatory" highlighted in dark blue. The main content area contains a question: "1. The transaction is scheduled to occur on:". Below the question is a "Date:" label followed by an empty text input field with a calendar icon to its right. At the bottom right of the main content area, there are "Previous" and "Next" buttons.

Once a date is entered, the Create Application tab and Next button become enabled. Select either one to proceed to the next step.

This screenshot is identical to the previous one, but the text input field for the date now contains the value "5/27/2022". The "Create Application" tab in the navigation bar is now highlighted in dark blue, and the "Next" button in the bottom right corner is now enabled and visible.

Create Application

Review the information to the left. If changes are needed, proceed to the desired tab directly or page through the filing process using the Previous button.

If desired, provide a filing name and/or password. The filing name will display in a column on the user's workbench to help distinguish between other filings. A password can be created if the user intends to have another user access the filing.

Once satisfied with the submission, select Create.

Review the information below and select Create to create this filing.

Entity Name:
TERRACE INSURANCE OF TALLAHASSEE

Authorized Lines of Business:
ACCIDENT AND HEALTH (450) - ACTIVE

Entity Name:
UNITED TALLAHASSEE INSURANCE COMPANY

Authorized Lines of Business:
ACCIDENT AND HEALTH (450) - ACTIVE
CREDIT DISABILITY (441) - ACTIVE
CREDIT LIFE (440) - ACTIVE
GROUP LIFE AND ANNUITIES (410) - ACTIVE
LIFE (400) - ACTIVE

The filing name is a reference that appears on the Workbench.
Provide a password if you would like to be able to log in via the Filing ID method.

Filing Name (optional)

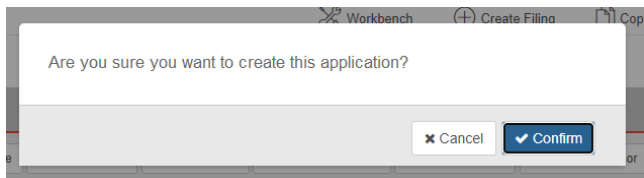
Password (optional)

Password Confirm

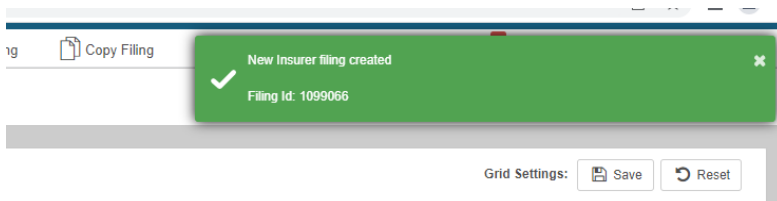
If you would like to make changes, navigate to the pertinent step, make your changes and proceed.

Previous Create

A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.



When Confirm is selected, the prompt is removed and the process of creating the application is initiated. Once finished, the user is redirected to their Workbench, and a success message similar to the one below appears in the upper right-hand corner of the page.



Filing Completion

From the workbench, select the appropriate filing id link.



General Information

The page loads with information/options in multiple sections.

The screenshot shows the filing application interface for Terrace Insurance of Tallahassee. It includes fields for FEIN (991234567), NAIC Code, NAIC Group, and FL Code (1). Filing information includes Filing ID (1099066), Status (Not Submitted), and Filing Purpose (New Admissions). The description is Fraternal Benefit Society. Navigation options include 'Review this filing', 'Add to Submitted Filing', and 'Submit'. A 'Submissions' tab is active, showing a table with columns for Submission ID, Submission Type, Submission Status, and Created Date. A 'Messages' tab is also visible. A red arrow points to a 'Return to filing' button in the 'Filing Details' tab.

Submission ID	Submission Type	Submission Status	Created Date
1113312	Original	Not Submitted	04/18/2022 03:17:21 PM

Component Name	Status
Advertising/Solicitation Materials	Incomplete

- 1) Company information provided during application creation
- 2) Filing information denoting a unique identifier and its status, purpose, and description
- 3) Options
 - a. Review Filing – This option presents the filing’s contents in a tabbed format. Select the Return to filing option to return to the filing.



- b. Submissions – This default tab contains submission data (original and responses) relevant to this application.
 - c. Messages – This tab contains all messages sent from OIR staff to the filer regarding this application. The number of unread messages appears in the tab. Should the message contain trade secret information, it will be denoted in both the subject of the email as well as the rightmost column. Messages containing trade secret information will only be sent to the filer’s IRFS Messages tab, not to the user’s email account. Select the mail icon in the first column to open the message.

The screenshot shows the Messages tab with a list of emails. The first email has an attachment 'Acceptance Letter 21-987654'. The second email is marked as 'Trade Secret'. The third email is marked as 'Read by [redacted] on 12/03/2021'.

From	Sent	Subject	Attachments	
@fioir.com	12/03/2021	FLOIR [RE: FL Filing Number 21-987654]	Acceptance Letter 21-987654	
@fioir.com	12/03/2021	FLOIR [RE: FL Filing Number 21-987654] [TRADE SECRET]		Trade Secret
@fioir.com	12/03/2021	FLOIR [RE: FL Filing Number 21-987654]		Read by [redacted] on 12/03/2021

- 4) Add to Submitted Filing and Submit
 - a. Add to Submitted Filing – This option is enabled when the filing is open and an unsubmitted submission does not exist.
 - b. Submit – Once all required filing components are complete, select this option to send the filing to OIR.
- 5) Submission Information – The grid contains submissions (original and responses) for this filing.

Component List

The Report Divestiture component list contains both required and optional components. Required components display an initial status of Incomplete, and optional ones are denoted by blue hash marks.

	Component Name	Status
+	Advertising/Solicitation Materials <i>Attach the form of any advertisement or other written material proposed to be used.</i>	Incomplete
+	Articles of Incorporation (Optional) <i>Upload Articles of Incorporation, signed by company officers and certified by the state of domicile's corporate regulatory authority.</i>	-----

When a required component has been satisfied, its status changes to Complete. An optional component's hash marks are replaced with an Included status when it has been completed.

	Component Name	Status
+	Advertising/Solicitation Materials <i>Attach the form of any advertisement or other written material proposed to be used.</i>	Completed
+	Articles of Incorporation (Optional) <i>Upload Articles of Incorporation, signed by company officers and certified by the state of domicile's corporate regulatory authority.</i>	Included

System Confidential Notice

This component is auto completed by IRFS. If desired, select the value in the Document Name column name to access it.

Component Name	Status
System Confidential Notice	Completed

System Generated Confidential Notice

Document Name	Document Title	Created Date
System Confidential Notice	System Confidential Notice	04/25/2022

System Divestiture Exhibit


To access a component's contents, select the + sign. When expanded, select the – sign to collapse them.

+	System Divestiture Exhibit	Incomplete
---	-----------------------------------	------------

When expanded, the following displays. Select Add Document to include a document.

System Divestiture Exhibit	Incomplete										
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> Select the +Add Document button below and follow the instructions provided in the document upload window. Trade Secret files will require the inclusion of a trade secret affidavit. </div> <div style="margin-bottom: 10px;"> + Add Document </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Document Name</th> <th>TS?</th> <th>Document Title</th> <th>C.</th> <th>T.</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No documents found</td> </tr> </tbody> </table>		Document Name	TS?	Document Title	C.	T.	No documents found				
Document Name	TS?	Document Title	C.	T.							
No documents found											

Select Browse to locate the appropriate document. Note the acceptable file types and size below the Browse button.

 Add Document - Bylaws (Rules, Regulations)

1 Select Browse and choose the file(s) you wish to upload.

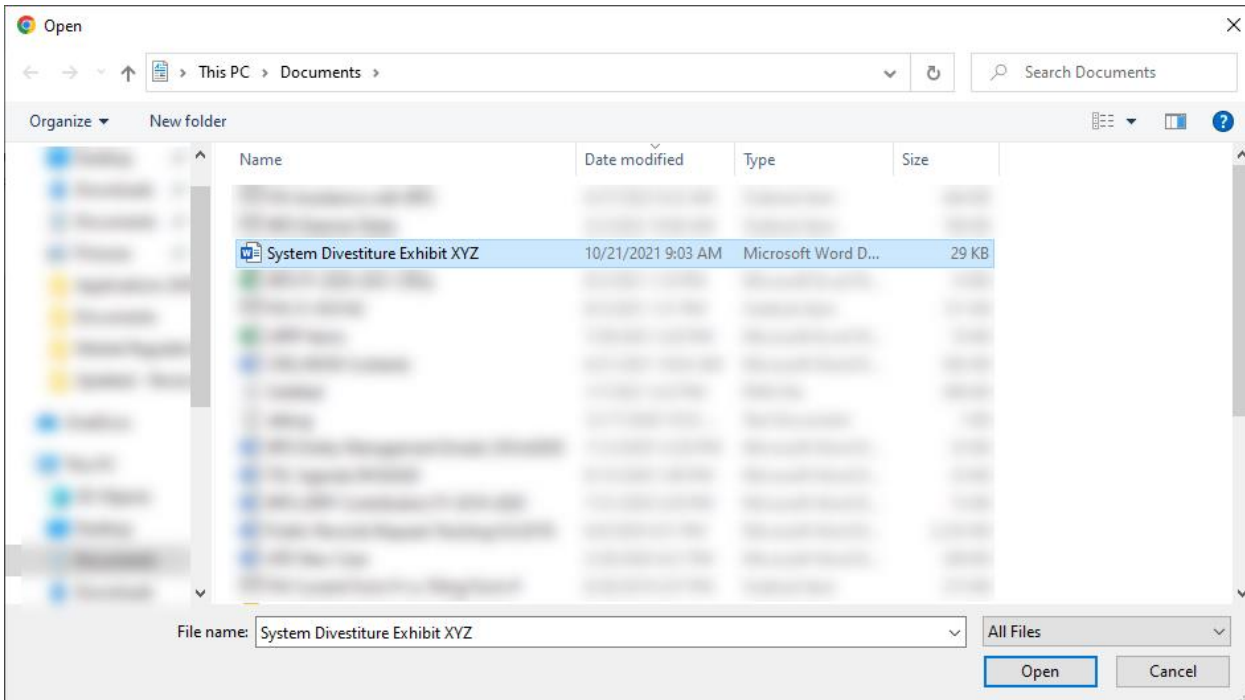
2 Then provide an alternate Title (if desired) and choose the applicable Document Type for each document.

3 When finished select Save to upload files and complete the component.


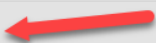
Trade Secret

- 1 A claim of "trade secret" must comply with the provisions of Section 624.4213, F.S.
- 2 Documents containing "trade secret" information must be submitted with an affidavit certifying, under oath, to the truth of statements required by Section 624.4213(c), F.S.
- 3 Along with the affidavit, each printable page must be clearly marked as "trade secret."


Supported types: .docx, .pdf, .xlsx
Maximum individual file size is 14.31 Megabytes
14648 Kilobytes



The uploaded file displays in a grid. If an incorrect file was uploaded, select the trash icon to delete it. If the document contains trade secret information, provide a trade secret affidavit by selecting the Browse option in that row.

File	Size	Title	Type	Trade Secret Affidavit
 System Divestiture Exhibit XYZ.docx	28.09 KB	System Divestiture Exhibit XYZ	SYSTEM DIVESTITURE EXHIBIT	Browse 


If multiple documents are needed for the component, select the Browse button and repeat the steps listed above. When finished, select Save.

 Add Document - System Divestiture Exhibit


- Select Browse and choose the file(s) you wish to upload.
- Then provide an alternate Title (if desired) and choose the applicable Document Type for each document.
- When finished select Save to upload files and complete the component.

Trade Secret

- A claim of "trade secret" must comply with the provisions of Section 624.4213, F.S.
- Documents containing "trade secret" information must be submitted with an affidavit certifying, under oath, to the truth of statements required by Section 624.4213(c), F.S.
- Along with the affidavit, each printable page must be clearly marked as "trade secret."

Browse 

Supported types: .docx, .pdf, .xlsx
Maximum individual file size is 14.31 Megabytes 14648 Kilobytes

File	Size	Title	Type	Trade Secret Affidavit
 System Divestiture Exhibit XYZ.docx	28.09 KB	System Divestiture Exhibit XYZ	SYSTEM DIVESTITURE EXHIBIT	Browse

Save Cancel

As the document is being uploaded to the filing, the following message displays.

must be submitted with an affidavit certifying, under oath, to the truth of statements required by Sect

st be clearly marked as "trade secret."

Uploading files...

48 Kilobytes

When completed, the message is removed, the document upload modal closes, the user returns to the component, and the component's status changes to Completed.

System Divestiture Exhibit Completed

🔍 Select the +Add Document button below and follow the instructions provided in the document upload window.

🔔 Trade Secret files will require the inclusion of a trade secret affidavit.

+ Add Document

	Document Name	TS?	Document Title	Created Date	Trade Secret Affidavit
	System Divestiture Exhibit XYZ		System Divestiture Exhibit XYZ	05/03/2022	

Filing Submission

When all required components have been satisfied and desired optional ones completed, it is time to submit the filing. Select Submit.

Add to Submitted Filing **Submit**

Created Date
05/03/2022 02:35:49 PM

	Status
iic.org/documents/industry	Completed

	Completed

A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.

By proceeding you will submit your filing.

✕ Cancel **✓ Confirm**

When Confirm is selected, the prompt is removed and the process of submitting the filing is initiated. Once finished, the user is redirected to their Workbench.

Note the following updated columns:

- 1) File Log Number – a unique, system generated identifier given upon receipt of the original submission
- 2) Filing Status – starts as Not Submitted, updates to Pending once the original submission is submitted, and is given a final action (i.e., Complete and Incomplete) at the conclusion of the Office's review
- 3) Submission Status – either Received or Not Submitted
 - a. Received indicates the Office received the submission (original or response) at the time listed in the next column, Submission Status Date.

- b. Not Submitted means a submission exists but has not been submitted to the Office.
- 4) Submission status Date
 - a. Received submission status = the date and time the submission was received by the Office
 - b. Not Submitted submission status = the date and time the submission was created by the user

Drag a column header and drop it here to group by that column

Filing ID ↓	File Log Number	Filing Status	Submission Status	Submission Status Date	Entities
1099287	22-000540	Pending	Received	05/06/2022 01:20:37 PM	

Add to Submitted Filing

To send further information to the Office, first select the hyperlink in the Filing ID column to access the filing.

Filing ID ↓	File Log Number	Filing Status
1099287	22-000540	Pending

When the filing loads, select the Add to Submitted Filing option.

The screenshot shows a filing details page. At the top right, there are two buttons: "Add to Submitted Filing" and "Submit". A red arrow points to the "Add to Submitted Filing" button. Below the buttons, there is a table with the following data:

Created Date
05/03/2022 02:35:49 PM

Below the table, there is another table with the following data:

Status
Completed

At the bottom of the page, there is a link: [site at www.flair.com or at the following link: http://www.naic.org/documents/industry](http://www.naic.org/documents/industry)

A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.

The screenshot shows a confirmation dialog box with the following text:

By proceeding you will be creating a response to:
 Filing Id: 1099287
 File Log number: 22-000540

At the bottom of the dialog box, there are two buttons: "Cancel" and "Confirm".

When Confirm is selected, the prompt is removed, and the process of creating the response submission is initiated.

The following message appears on the page...

The screenshot shows a green success message with a checkmark icon on the left and a close icon (X) on the right. The text in the message is "Response Created".

..., and the response submission's details and components are shown. All components are optional in a response submission.

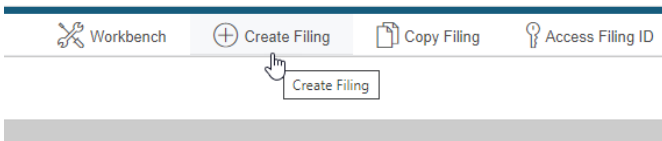
Submission ID	Submission Type	Submission Status	Created Date
1113555	Response	Not Submitted	05/06/2022 04:10:05 PM
Component Name			
+ Biographical Affidavit - Trea Garcia (Optional) <i>The required form (OIR-C1-1423, also known as Form 11 of the National Association of Insurance Commissioners) is available via the Office's website at www.flor.com or at the following link: http://www.naic.org/documents/industry_ucaa_form_11.doc Attach a completed form for the named individual including all applicable attachments. All questions must be answered. All "Yes" answers must be explained.</i>			-----
+ Cover Letter (Optional)			-----
+ MISCELLANEOUS DOCUMENTS (Optional)			-----
+ Point of Contact (Optional) <i>The point of contact is the individual who will be communicating with the Office of Insurance Regulation regarding the online submission.</i>			-----
1113533	Original	Received	05/03/2022 02:35:49 PM

Complete as needed/directed and submit as shown in the [Filing Submission](#) section of this document.

Report New Officer or Director

Filing Creation

From the main page toolbar select Create Filing.



Select the Report New Officer or Director option and then Begin.

Applications

Select Begin to create an application.

- New Admissions
- Corporate Amendment
- Report Acquisition
- Report Divestiture
- Report New Officer or Director

Begin

Entity Selection

When accessing the Entity Selection tab, the entities to which the user is subscribed will display. Select the entity submitting the application. If the entity is not shown in the list, follow the instructions to the left to add it.

Entity Selection Officer/Director Background Vendor Create Filing

TERRACE INSURANCE OF TALLAHASSEE
Life & Health Insurer Authority Type: CERTIFICATE OF AUTHORITY Authority Status: ACTIVE
FEIN: 991234567 NAIC Code: 99883 NAIC Group: FL Code: 12345 State of Domicile: FL

Next

Once an entity is chosen, the Application Package tab and Next button become enabled. Select either one to proceed to the next step.

Entity Selection Officer/Director Background Vendor Create Filing

TERRACE INSURANCE OF TALLAHASSEE
Life & Health Insurer Authority Type: CERTIFICATE OF AUTHORITY Authority Status: ACTIVE
FEIN: 991234567 NAIC Code: 99883 NAIC Group: FL Code: 12345 State of Domicile: FL

Next

Officer/Director

Enter information for the officer/director. Note that the applicant may select only one position per individual reported in this step. If the individuals being reported in this step have been named to additional positions, the applicant may include this information in the biographical affidavit and cover letter.

Entity Selection Officer/Director Background Vendor Create Filing

*First Name: First Name Middle Name: Middle Name *Last Name: Last Name

U.S. Citizen Social Security Number: *Date of Birth: mm/dd/yyyy

*Position:

+ Save

First Name	Middle Name	Last Name	Social Security Number	Date of Birth	Title/Position

Previous Next

Once all required fields are completed, the Save button is enabled. Select it.

The screenshot shows the 'Officer/Director' tab selected in a navigation bar. The form contains the following fields: 'First Name' (Tina), 'Middle Name' (Middle Name), 'Last Name' (Garcia), 'U.S. Citizen' (checked), 'Social Security Number' (empty), 'Date of Birth' (10/29/1976), and 'Position' (CHIEF EXECUTIVE OFFICER). A '+ Save' button is visible below the form. Below the form is a table with columns: First Name, Middle Name, Last Name, Social Security Number, Date of Birth, and Title/Position. The table contains one row with the data from the form above. 'Previous' and 'Next' buttons are at the bottom right.

The data entry fields clear, and the individual appears in the grid below them. Select the edit icon to change their information or the trash icon to delete the record.

The screenshot shows the 'Officer/Director' tab selected. The form fields are now empty. Below the form is a table with columns: First Name, Middle Name, Last Name, Social Security Number, Date of Birth, and Title/Position. The table contains one row with the data from the form above. To the left of the table is a grid with edit and trash icons. 'Previous' and 'Next' buttons are at the bottom right.

Repeat the steps above to add other individuals. Otherwise, select Next or the Background Vendor tab to proceed.

Background Vendor

Select a vendor from the list of options.

The screenshot shows the 'Background Vendor' tab selected in a navigation bar. The form contains a 'Background Vendor' dropdown menu. 'Previous' and 'Next' buttons are at the bottom right.

Once a vendor is chosen, the Create Application tab and Next button become enabled. Select either one to proceed to the next step.

The screenshot shows the 'Background Vendor' tab selected. The 'Background Vendor' dropdown menu is open, showing 'INCHECK, INC.' selected. 'Previous' and 'Next' buttons are at the bottom right.

Create Application

Review the information to the left. If changes are needed, proceed to the desired tab directly or page through the filing process using the Previous button.

If desired, provide a filing name and/or password. The filing name will display in a column on the user's workbench to help distinguish between other filings. A password can be created if the user intends to have another user access the filing.

Once satisfied with the submission, select Create.

Entity Selection | Officer/Director | Background Vendor | **Create Filing**

Review the information below and select Create to create this filing.

Entity Name:
TERRACE INSURANCE OF TALLAHASSEE

Authorized Lines of Business:
ACCIDENT AND HEALTH (450) - ACTIVE

Officers/Directors:

First Name	Middle Name	Last Name	SSN	Date of Birth	Title/Position
Tina		Garcia		10/29/1976	CHIEF EXECUTIVE OFFICER

Background Vendor:
INCHECK, INC.

If you would like to make changes, navigate to the pertinent step, make your changes and proceed.

The filing name is a reference that appears on the Workbench.
Provide a password if you would like to be able to log in via the Filing ID method.

Filing Name (optional)
Password (optional)
Password Confirm

Previous | Create

A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.

Are you sure you want to create this application?

Cancel | Confirm

When Confirm is selected, the prompt is removed and the process of creating the application is initiated. Once finished, the user is redirected to their Workbench, and a success message similar to the one below appears in the upper right-hand corner of the page.

New insurer filing created
Filing Id: 1099066

Grid Settings: Save | Reset

Filing Completion

From the workbench, select the appropriate filing id link.

	1099066	Not Sul
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General Information

The page loads with information/options in multiple sections.

The screenshot shows the top section of the filing interface. On the left, under 'Terrace Insurance of Tallahassee', there are fields for FEIN (991234567), NAIC Code, NAIC Group, and FL Code, marked with a red '1'. On the right, there is a 'Filing ID: 1099066' with an 'Edit filing details' link, a 'Description: Fraternal Benefit Society', 'Status: Not Submitted', and 'Filing Purpose: New Admissions', marked with a red '2'. Below this, there is a 'Review this filing' button marked with a red '3', and 'Add to Submitted Filing' and 'Submit' buttons marked with a red '4'. A 'Submissions' tab is active, showing a table with columns for Submission ID, Submission Type, Submission Status, and Created Date, marked with a red '5'. The table contains one row with Submission ID 1113312, Submission Type Original, Submission Status Not Submitted, and Created Date 04/18/2022 03:17:21 PM. Below the table, there is a 'Component Name' field with 'Advertising/Solicitation Materials' and a 'Status' field with 'Incomplete'.

- 1) Company information provided during application creation
- 2) Filing information denoting a unique identifier and its status, purpose, and description
- 3) Options
 - a. Review Filing – This option presents the filing’s contents in a tabbed format. Select the Return to filing option to return to the filing.



- b. Submissions – This default tab contains submission data (original and responses) relevant to this application.
 - c. Messages – This tab contains all messages sent from OIR staff to the filer regarding this application. The number of unread messages appears in the tab. Should the message contain trade secret information, it will be denoted in both the subject of the email as well as the rightmost column. Messages containing trade secret information will only be sent to the filer’s IRFS Messages tab, not to the user’s email account. Select the mail icon in the first column to open the message.

The screenshot shows the 'Messages' tab with a list of messages. The table has columns for From, Sent, Subject, Attachments, and a rightmost column. The first message is from @fioir.com, sent 12/03/2021, with subject 'FLOIR [RE: FL Filing Number 21-987654]' and attachment 'Acceptance Letter 21-987654'. The second message is from @fioir.com, sent 12/03/2021, with subject 'FLOIR [RE: FL Filing Number 21-987654] [TRADE SECRET]' and 'Trade Secret' in the rightmost column. The third message is from @fioir.com, sent 12/03/2021, with subject 'FLOIR [RE: FL Filing Number 21-987654]' and 'Read by [redacted] on 12/03/2021' in the rightmost column. The bottom of the table shows 'No items to display' and a refresh icon.

- 4) Add to Submitted Filing and Submit
 - a. Add to Submitted Filing – This option is enabled when the filing is open and an unsubmitted submission does not exist.
 - b. Submit – Once all required filing components are complete, select this option to send the filing to OIR.
- 5) Submission Information – The grid contains submissions (original and responses) for this filing.

Document Upload Components

To access a component's contents, select the + sign. When expanded, select the – sign to collapse them.

	Component Name	Status
+	Biographical Affidavit - Trea Garcia <i>The required form (OIR-C1-1423, also known as Form 11 of the National Association of Insurance Commissioners) is available via the Office's website at www.floir.com or at the following link: http://www.naic.org/documents/industry_ucaa_form_11.doc Attach a completed form for the named individual including all applicable attachments. All questions must be answered. All "Yes" answers must be explained.</i>	Incomplete

When expanded, the following displays. Select Add Document to include a document.

Biographical Affidavit - Trea Garcia	Incomplete											
<i>The required form (OIR-C1-1423, also known as Form 11 of the National Association of Insurance Commissioners) is available via the Office's website at www.floir.com or at the following link: http://www.naic.org/documents/industry_ucaa_form_11.doc Attach a completed form for the named individual including all applicable attachments. All questions must be answered. All "Yes" answers must be explained.</i>												
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"><ul style="list-style-type: none">Select the +Add Document button below and follow the instructions provided in the document upload window.Trade Secret files will require the inclusion of a trade secret affidavit.</div> <div style="margin-bottom: 10px;">+ Add Document</div> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Document Name</th><th>TS?</th><th>Document Title</th><th>Created Date</th><th>Trade Secret Affidavit</th></tr></thead><tbody><tr><td colspan="5" style="text-align: center;">No documents found</td></tr></tbody></table>		Document Name	TS?	Document Title	Created Date	Trade Secret Affidavit	No documents found					
Document Name	TS?	Document Title	Created Date	Trade Secret Affidavit								
No documents found												

Select Browse to locate the appropriate document. Note the acceptable file types and size below the Browse button.

📄 Add Document - Bylaws (Rules, Regulations)

- Select Browse and choose the file(s) you wish to upload.
- Then provide an alternate Title (if desired) and choose the applicable Document Type for each document.
- When finished select Save to upload files and complete the component.

Trade Secret


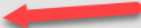
- A claim of "trade secret" must comply with the provisions of Section [624.4213](#), F.S.
- Documents containing "trade secret" information must be submitted with an affidavit certifying, under oath, to the truth of statements required by Section [624.4213\(c\)](#), F.S.
- Along with the affidavit, each printable page must be clearly marked as "trade secret."

Browse


*Supported types: .docx, .pdf, .xlsx
Maximum individual file size is 14.31 Megabytes
14648 Kilobytes*

Cancel

The uploaded file displays in a grid. If an incorrect file was uploaded, select the trash icon to delete it. If the document contains trade secret information, provide a trade secret affidavit by selecting the Browse option in that row.

File	Size	Title	Type	Trade Secret Affidavit
 Trea Garcia Biographical Affidavit.docx	28.09 KB	Trea Garcia Biographical Affidavit	BIOGRAPHICAL STATEMENT AND AFFID... ▾	Browse 


If multiple documents are needed for the component, select the Browse button and repeat the steps listed above. When finished, select Save.

 Add Document - Biographical Affidavit


- Select Browse and choose the file(s) you wish to upload.
- Then provide an alternate Title (if desired) and choose the applicable Document Type for each document.
- When finished select Save to upload files and complete the component.

Trade Secret

- A claim of "trade secret" must comply with the provisions of Section 624.4213, F.S.
- Documents containing "trade secret" information must be submitted with an affidavit certifying, under oath, to the truth of statements required by Section 624.4213(c), F.S.
- Along with the affidavit, each printable page must be clearly marked as "trade secret."

Browse 

Supported types: .docx, .pdf, .xlsx
Maximum individual file size is 15.00 Megabytes 15360 Kilobytes

File	Size	Title	Type	Trade Secret Affidavit
 Trea Garcia Biographical Affidavit.docx	28.09 KB	Trea Garcia Biographical Affidavit	BIOGRAPHICAL STATEMENT AND AFFID... ▾	Browse

Save Cancel

As the document is being uploaded to the filing, the following message displays.

must be submitted with an affidavit certifying, under oath, to the truth of statements required by Sect

st be clearly marked as "trade secret."

Uploading files...

48 Kilobytes

When completed, the message is removed, the document upload modal closes, the user returns to the component, and the component's status updates to Completed.

Biographical Affidavit - Trea Garcia <i>The required form (OIR-C1-1423, also known as Form 11 of the National Association of Insurance Commissioners) is available via the Office's website at www.flair.com or at the following link: http://www.naic.org/documents/industry_ucaa_form_11.doc Attach a completed form for the named individual including all applicable attachments. All questions must be answered. All "Yes" answers must be explained.</i>	Completed
---	-----------

➔ Select the +Add Document button below and follow the instructions provided in the document upload window.

🔔 Trade Secret files will require the inclusion of a trade secret affidavit.

[+ Add Document](#)

	Document Name	TS?	Document Title	Created Date	Trade Secret Affidavit
	Trea Garcia Biographical Affidavit		Trea Garcia Biographical Affidavit	05/03/2022	

Point of Contact

Provide the requested information for the point of contact.

Point of Contact <i>The point of contact is the individual who will be communicating with the Office of Insurance Regulation regarding the online submission.</i>	Incomplete
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If you would like to use your IRFS account information, [click here](#).

* Contact Type:

Salutation: * First Name: Middle Initial: * Last Name:

Position/Title: Professional Designation: Organization: Department:

* Address Line 1: Address Line 2:

* Country: UNITED STATES * State: FL

* City: * Postal/Zip Code:

Code: * Phone Number: Phone Ext: Toll Free Number: Fax Number:

Mobile Phone: * Email:

[Save](#)

If the filer is the point of contact, populate the tab's fields by selecting the link at the top of the form.

If you would like to use your IRFS account information, [click here](#).

* Contact Type:

Once all required fields are completed, select Save.

If you would like to use your IRFS account information, [click here](#).

* Contact Type:
Company Representative

Salutation: Mrs. * First Name: Allison Middle Initial: Middle Initial * Last Name: Hall

Position/Title: Position/Title Professional Designation: Professional Designation Organization: Organization Department: Human Resources

* Address Line 1: 678 9th Street West Address Line 2: Address Line 2

* Country: UNITED STATES * State: FL

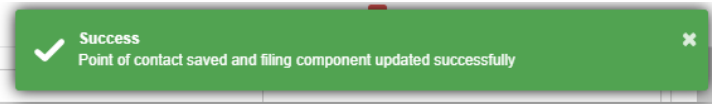
* City: Tallahassee * Postal/Zip Code: 33333-9999

Code: +1 * Phone Number: (850) 555-2525 Phone Ext: Phone Ext Toll Free Number: (800) 555-8855 Fax Number: Fax Number

Mobile Phone: Mobile Number * Email: ahall@abcinsurance.com

Save

A success message displays...

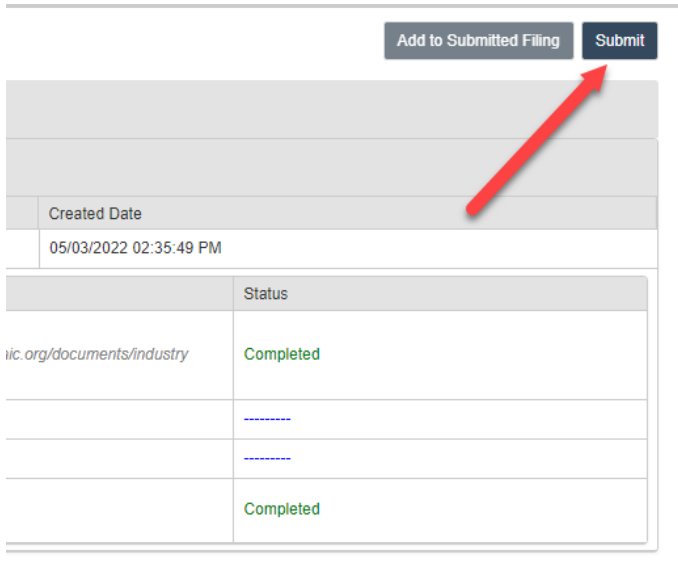


..., and the component's status changes to Complete.

+	Point of Contact <i>The point of contact is the individual who will be communicating with the Office of Insurance Regulation regarding the online submission.</i>	Completed
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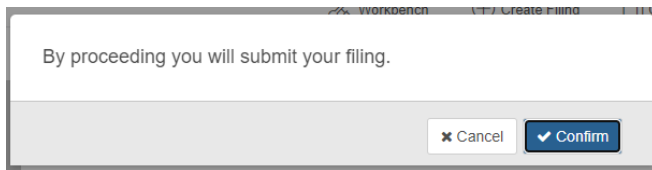
Filing Submission

When all required components have been satisfied and desired optional ones completed, it is time to submit the filing. Select Submit.



The screenshot shows a web interface for filing submission. At the top right, there are two buttons: 'Add to Submitted Filing' and 'Submit'. A red arrow points to the 'Submit' button. Below the buttons is a table with a header 'Created Date' and a value '05/03/2022 02:35:49 PM'. Below that is another table with a header 'Status' and a value 'Completed'. The URL 'ic.org/documents/industry' is visible in the background.

A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.

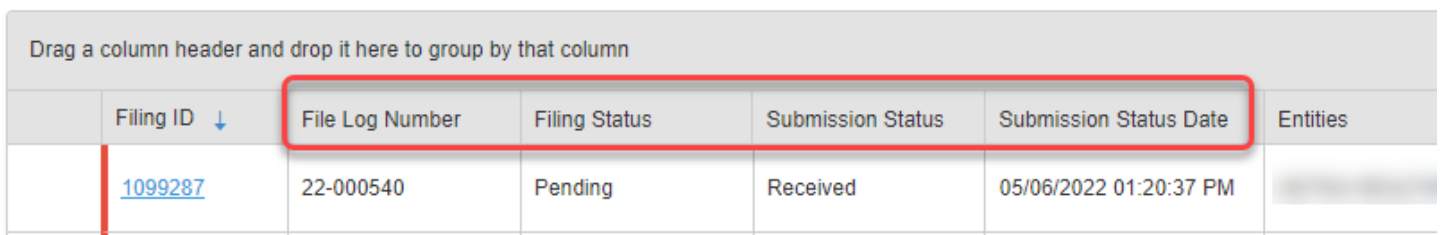


The screenshot shows a confirmation dialog box with the text 'By proceeding you will submit your filing.' and two buttons: 'Cancel' and 'Confirm'.

When Confirm is selected, the prompt is removed and the process of submitting the filing is initiated. Once finished, the user is redirected to their Workbench.

Note the following updated columns:

- 5) File Log Number – a unique, system generated identifier given upon receipt of the original submission
- 6) Filing Status – starts as Not Submitted, updates to Pending once the original submission is submitted, and is given a final action (i.e., Complete and Incomplete) at the conclusion of the Office’s review
- 7) Submission Status – either Received or Not Submitted
 - a. Received indicates the Office received the submission (original or response) at the time listed in the next column, Submission Status Date.
 - b. Not Submitted means a submission exists but has not been submitted to the Office.
- 8) Submission status Date
 - a. Received submission status = the date and time the submission was received by the Office
 - b. Not Submitted submission status = the date and time the submission was created by the user



The screenshot shows a table with a header row and one data row. The header row has columns: Filing ID (with a dropdown arrow), File Log Number, Filing Status, Submission Status, Submission Status Date, and Entities. The data row has values: [1099287](#), 22-000540, Pending, Received, 05/06/2022 01:20:37 PM, and a greyed-out cell. A red box highlights the columns File Log Number, Filing Status, Submission Status, and Submission Status Date.

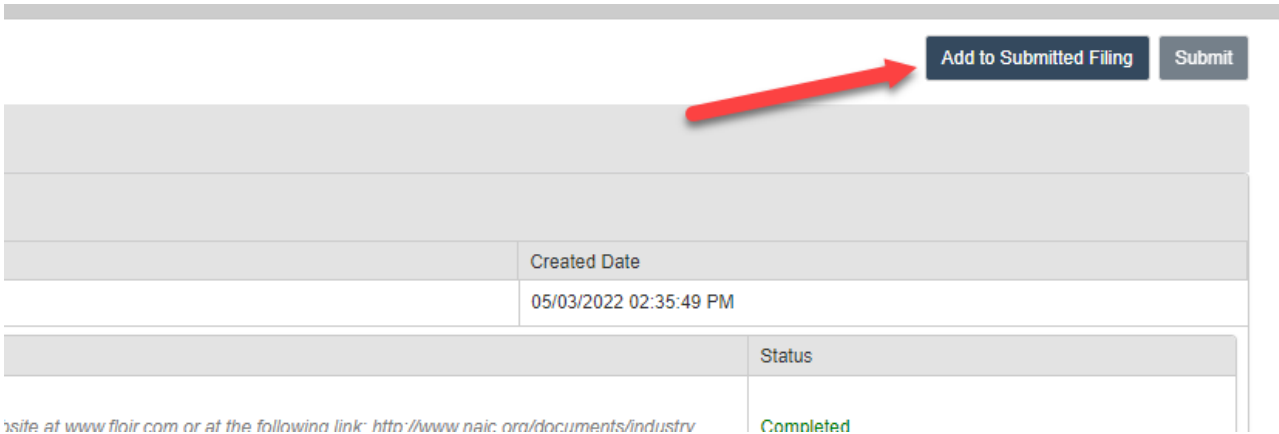
Filing ID ↓	File Log Number	Filing Status	Submission Status	Submission Status Date	Entities
1099287	22-000540	Pending	Received	05/06/2022 01:20:37 PM	

Add to Submitted Filing

To send further information to the Office, first select the hyperlink in the Filing ID column to access the filing.

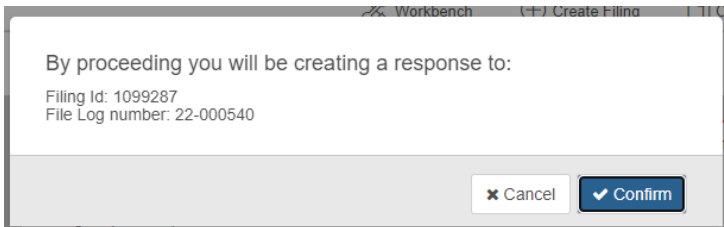
Filing ID ↓	File Log Number	Filing Status
1099287	22-000540	Pending

When the filing loads, select the Add to Submitted Filing option.



The screenshot shows a web interface with a table. The table has columns for 'Created Date' and 'Status'. The 'Created Date' is '05/03/2022 02:35:49 PM' and the 'Status' is 'Completed'. Below the table, there is a link: 'site at www.flair.com or at the following link: http://www.naic.org/documents/industry'. A red arrow points to the 'Add to Submitted Filing' button in the top right corner of the interface.

A confirmation prompt appears. Select Confirm to proceed or Cancel to remain on the page.



The screenshot shows a confirmation dialog box with the following text: "By proceeding you will be creating a response to: Filing Id: 1099287 File Log number: 22-000540". There are two buttons: "Cancel" and "Confirm".

When Confirm is selected, the prompt is removed, and the process of creating the response submission is initiated.

The following message appears on the page...



..., and the response submission's details and components are shown. All components are optional in a response submission.

Review this filing
Add to Submitted Filing
Submit

Submissions
Messages

Drag a column header and drop it here to group by that column

	Submission ID	Submission Type	Submission Status	Created Date
-	1113555	Response	Not Submitted	05/06/2022 04:10:05 PM
		Component Name	Status	
+	Biographical Affidavit - Trea Garcia (Optional) <i>The required form (OIR-C1-1423, also known as Form 11 of the National Association of Insurance Commissioners) is available via the Office's website at www.floir.com or at the following link: http://www.naic.org/documents/industry_ucaa_form_11.doc Attach a completed form for the named individual including all applicable attachments. All questions must be answered. All "Yes" answers must be explained.</i>		-----	
+	Cover Letter (Optional)		-----	
+	MISCELLANEOUS DOCUMENTS (Optional)		-----	
+	Point of Contact (Optional) <i>The point of contact is the individual who will be communicating with the Office of Insurance Regulation regarding the online submission.</i>		-----	
+	1113533	Original	Received	05/03/2022 02:35:49 PM

Complete as needed/directed and submit as shown in the [Filing Submission](#) section of this document.