

From: Florida Office of Insurance Regulation <MRTU@flor.com>

Send: 5/4/20

To:

Subject: Notice Regarding Company Disaster Contact Information due May 22, 2020



NOTICE REGARDING COMPANY DISASTER CONTACT INFORMATION

FLORIDA OFFICE OF INSURANCE REGULATION

Company Disaster Contact Information

The Florida Office of Insurance Regulation (OIR) requests an update to each company's contact information for use before, during, and after disasters. Instructions on updating disaster contact information through OIR's [Insurance Regulation Filing System \(IRFS\)](#) are below. Contact information should be updated by **May 22, 2020**.

OIR is authorized by section 624.307, Florida Statutes, to collect contact information for use before, during, and after disasters.

Instructions for updating contact information:

Registered users should log in to [IRFS](#) and take the following steps:

1. From **Entity Management**, select **Update Contacts**.
2. Enter your **Claims Website, Phone number and Email Address** under the **Claims Information for Policyholders** tab. Then **Save**.
3. Go to the **Office Contacts** tab.
4. Select the plus sign to expand the **Catastrophe Lead** panel, enter the information and then **Save**.
5. Select the plus sign to expand the **Disaster Response Coordinator** panel, enter the information and then **Save**.
6. Repeat steps 1-5 for each company.

New users must subscribe to their company using the Entity Management link on the top right menu bar and then follow the steps noted above.

Company contact information can be continuously updated throughout the year.

Questions: Please email CatastropheSurvey@flor.com or call (850) 413-3147.

About the OIR

The Florida Office of Insurance Regulation (OIR) has primary responsibility for regulation, compliance, and enforcement of statutes related to the business of insurance and the monitoring of industry markets. For more information about OIR, please visit www.flor.com or follow on Twitter [@FLOIR_comm](https://twitter.com/FLOIR_comm).

