



FLORIDA OFFICE OF
INSURANCE REGULATION

DATA CALL NOTICE

May 20, 2021

DATA CALL NOTICE: Company Contact Information

Data Call Overview

As authorized by section 624.307, Florida Statutes, the Florida Office of Insurance Regulation (OIR) requests an update to each **company's contact information**. Company contact information is used by OIR as a resource for consumers, and for the purposes of claims reporting and continuity of operations before, during, and after disasters.

In preparation for the 2021 Hurricane Season, all companies should verify their contact information and make any applicable updates for the categories listed below.

- Claims Information for Policyholders: Claims information for policyholders, including a website, email and phone number, is published to the OIR website and provided to the Department of Financial Services as a consumer resource for catastrophe and non-catastrophe claims.
 - Disaster Response Coordinator: The disaster response coordinator is the staff member at a company who is responsible for reporting catastrophe claims data via the OIR Catastrophe Reporting Form, and responds to OIR questions regarding their catastrophe claims data.
 - Catastrophe Lead: The catastrophe lead contact is the staff member at the company who is responsible for communications to OIR regarding any disruption to continuity of operations.
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Filing Deadline

All companies licensed in Florida should ensure they have updated company contact information on file with OIR.

Filing Deadline: May 26, 2021, 11:59 p.m. ET

Company contact information can be continuously updated throughout the year.

How to File

Please use the [Insurance Regulation Filing System](#) (IRFS) to enter or update company contact information.

New users must subscribe to their company using the Entity Management link on the top right menu bar.

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. Click **Save**.
3. Go to the **Office Contacts** tab.
4. Select the plus sign to expand the **Catastrophe Lead** panel, enter the information and click **Save**.
5. Select the plus sign to expand the **Disaster Response Coordinator** panel, enter the information and click **Save**.
6. Repeat steps 1-5 for each company.

Questions: Please email research@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).