



FLORIDA OFFICE OF  
INSURANCE REGULATION

The Florida Office of Insurance Regulation has launched the Insurance Regulation Filing System (IRFS) -- to replace the DCAM system.

## How to Create and Submit Data Filings Using the Florida Office of Insurance Regulation Filing System (IRFS)

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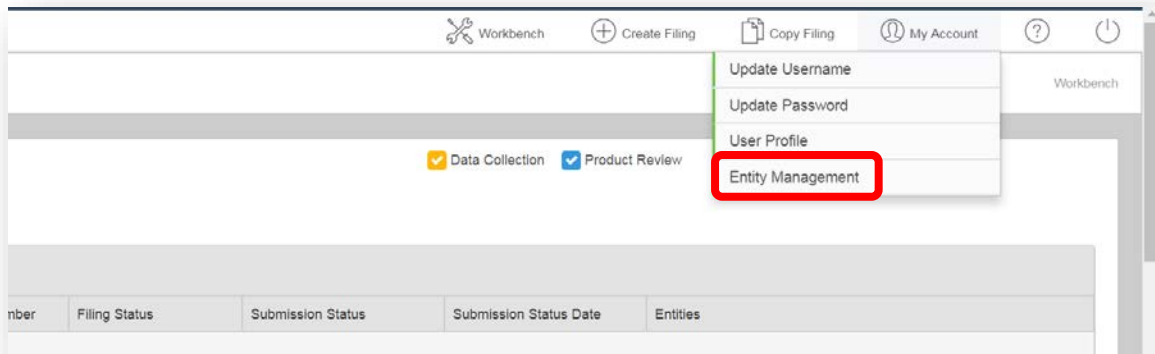
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## The Insurance Regulation Filing System (IRFS)

In 2017, the Florida Office of Insurance Regulation (Office) launched an online system to replace the Data Collection and Analysis Modules (DCAM) for filing data submissions. The system combines eight existing filing systems, 3 rate collection systems and 20 databases. If you already have a DCAM account, you may use your DCAM username and password to sign in to IRFS. If you have not used DCAM before you will need to create a new account here: <https://irfs.fldfs.com/>. Once you have created and activated your account, you may create a filing and complete your submission.

## Creating a Data Filing in IRFS

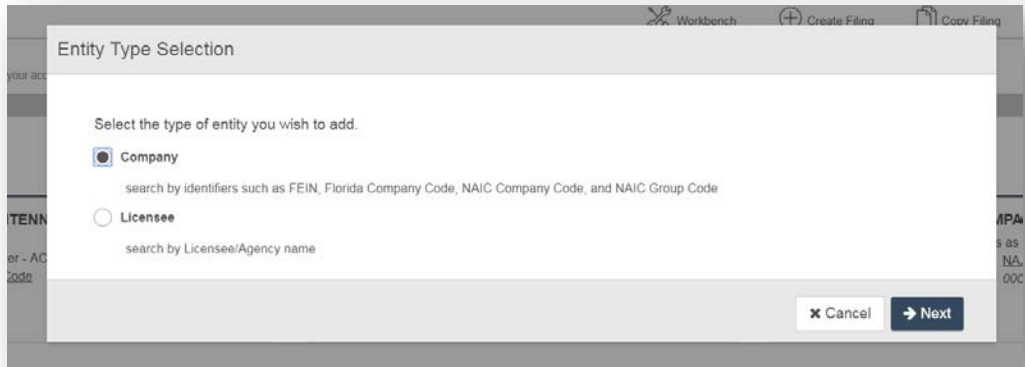
Log in to the IRFS system here: <https://irfs.fldfs.com/> and add your agency by clicking on “My Account” and selecting “Entity Management” from the drop-down menu.



Select “+Add Entity”



Select "Company" and click "Next".



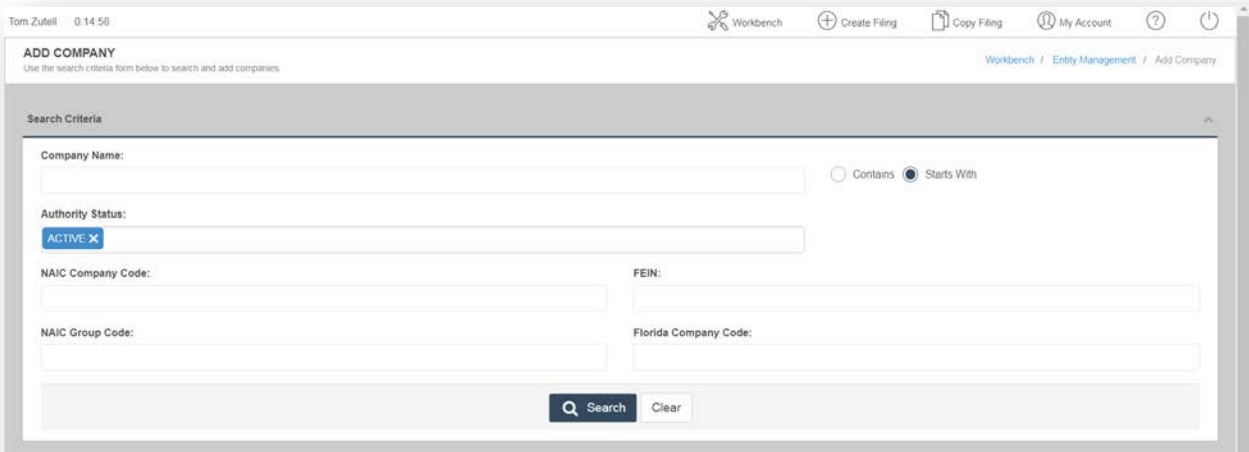
The dialog box titled "Entity Type Selection" contains the following text and controls:

Select the type of entity you wish to add.

- Company**  
search by identifiers such as FEIN, Florida Company Code, NAIC Company Code, and NAIC Group Code
- Licensee**  
search by Licensee/Agency name

Buttons:

Type in the name of your agency and click on "Search".



The "ADD COMPANY" form includes the following fields and controls:

Search Criteria

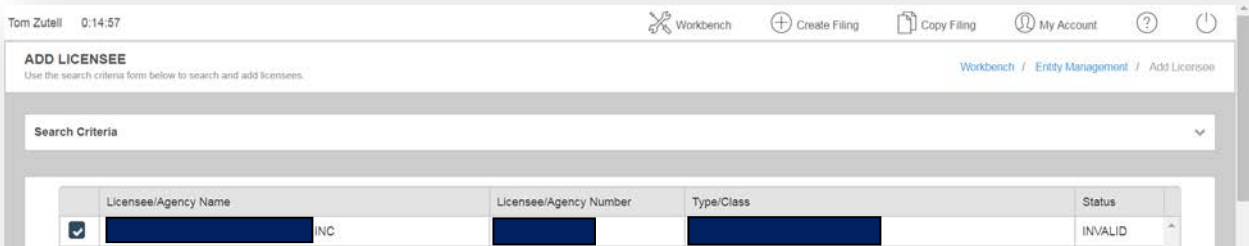
Company Name:   Contains  Starts With

Authority Status:

NAIC Company Code:  FEIN:

NAIC Group Code:  Florida Company Code:

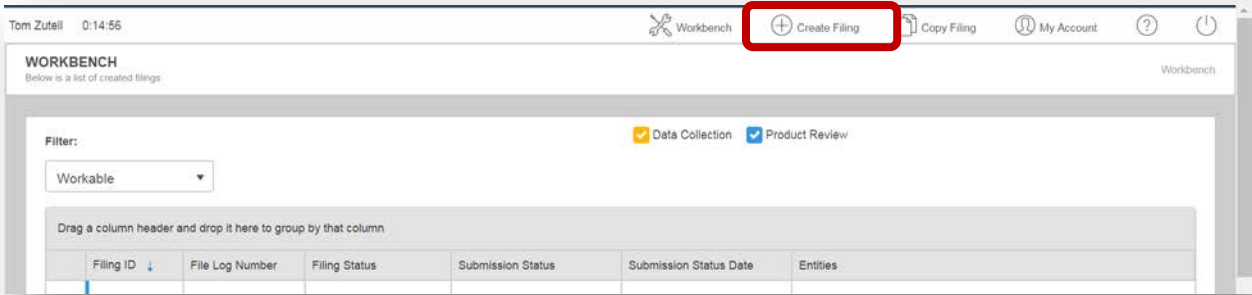
Select your agency and click on "Add Selected" button at the bottom of the page.



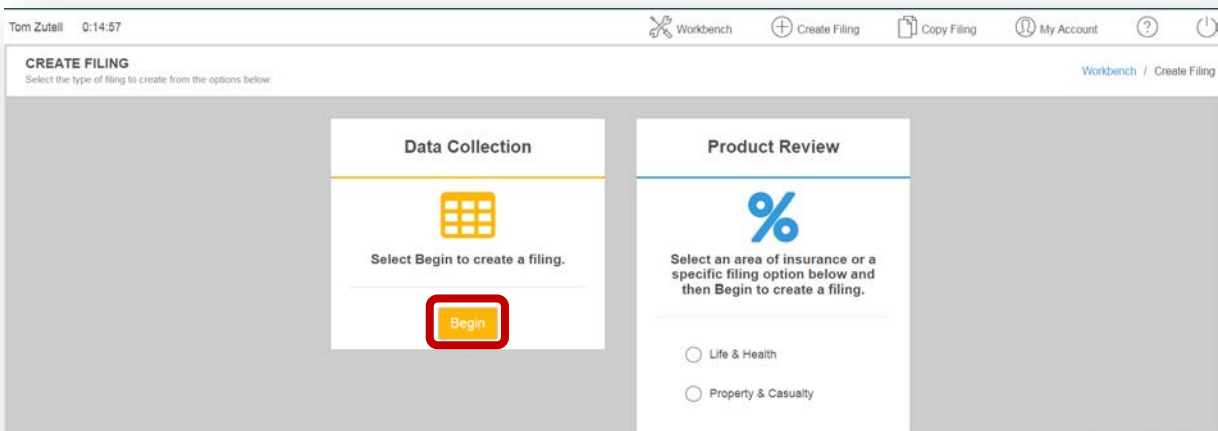
The "ADD LICENSEE" search results table is as follows:

	Licensee/Agency Name	Licensee/Agency Number	Type/Class	Status
<input checked="" type="checkbox"/>	[REDACTED] INC	[REDACTED]	[REDACTED]	INVALID

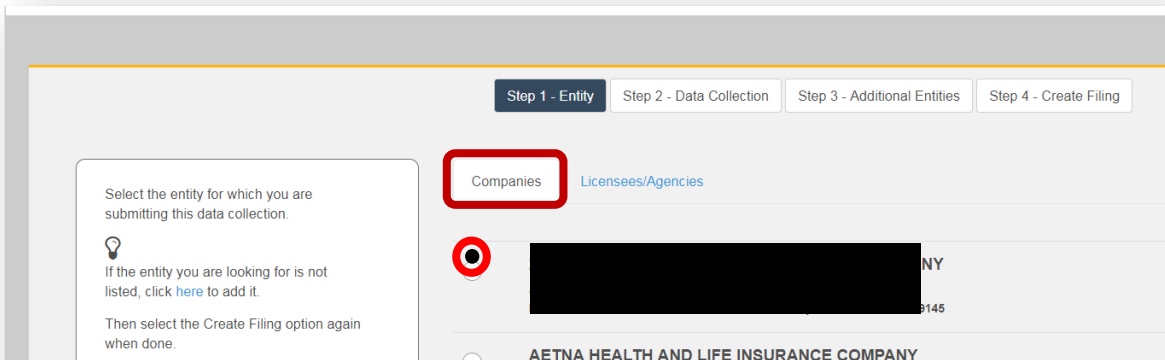
Return to your Workbench and select “Create Filing”.



Select the “Begin” button in the “Data Collection” tile.



Select “Companies”. Then Select your agency and click the “Next” button in the lower right-hand corner of your screen.



Step 2; select your data call and hit "Next". Note: if you see a data call with a pink line through it, that means someone associated with your company has already filed that data call.

Workbench Create Filing Copy Filing My Account ?

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**t Selections:**

**Name(s):**  
ESHORE INSURANCE  
YY

**e:**  
ial Reinsurance Data Call

C 2018 Reinsurance Reporting

**I:**  
C 2018 Part Two Annual  
nce Reporting

**se:**

<input type="radio"/>	No Data	Template Testing - Module	Template Testing - Event	Template Testing - Period Edited by Wilson Carille Developer in Training
<input type="radio"/>	Data	All Question Survey Testing - M	All Question Survey Testing - E	All Question Survey Testing - P
<input type="radio"/>	Data	P&C Calendar Year Experience Reporting	PCCY Events	PCCY CY2017 Reporting
<input type="radio"/>	No Data	P&C Calendar Year Experience Reporting	PCCY Events	PCCY CY2017 Reporting
<input type="radio"/>	Data	OIR Staff Review	Staff Survey Events	Tell Us How We Are Doing (OIR Staff Survey)
<input type="radio"/>	Data	Catastrophe Reporting	Hurricane Irma	Hurricane Irma - Data
<input type="radio"/>	Data	Catastrophe Survey	Catastrophe Survey 2018	Catastrophe Survey for 2018
<input type="radio"/>	Data	Annual Reinsurance Data Call	ARDC 2018 Reinsurance Reporting	ARDC 2018 Part Three Annual Reinsurance Reporting
<input checked="" type="radio"/>	Data	Annual Reinsurance Data Call	ARDC 2018 Reinsurance Reporting	ARDC 2018 Part Two Annual Reinsurance Reporting
<input type="radio"/>	Data	test waiver	test waiver	test waiver
<input type="radio"/>	Data	Catastrophe Survey	Catastrophe Survey 2018	Catastrophe Survey 2018 for President/CEO Information
<input type="radio"/>	Data	Hurricane Season	Hurricane William	August 2018

Previous Next

In Step 3 click "Next".

NBC News messaged you OIR Web Reporting Application IRFS | Data Collection Filing Wizard

Not secure | oirappvintd01/Umbrella.External/Create/datacollection

Tom Zufell 0:14:56 Workbench Create Filing Copy Filing My Account ?

Additional entities are not allowed for selected data collection.

**Current Selections:**

**Entity Name(s):**  
[REDACTED]

**Module:**  
Annual Reinsurance Data Call

**Event:**  
ARDC 2018 Reinsurance Reporting

**Period:**  
ARDC 2018 Part Two Annual Reinsurance Reporting

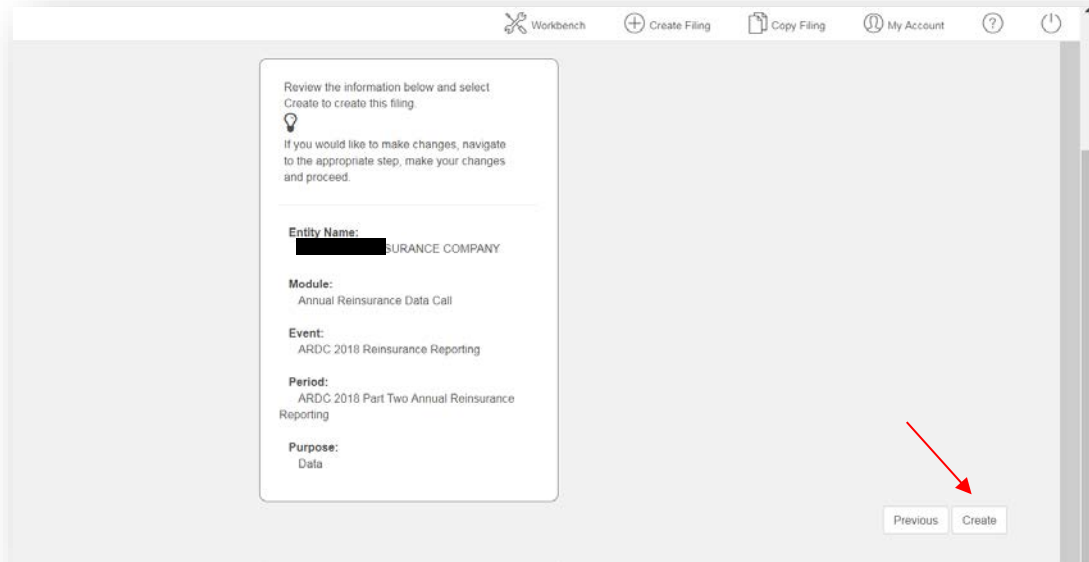
**Purpose:**  
Data

Previous Next

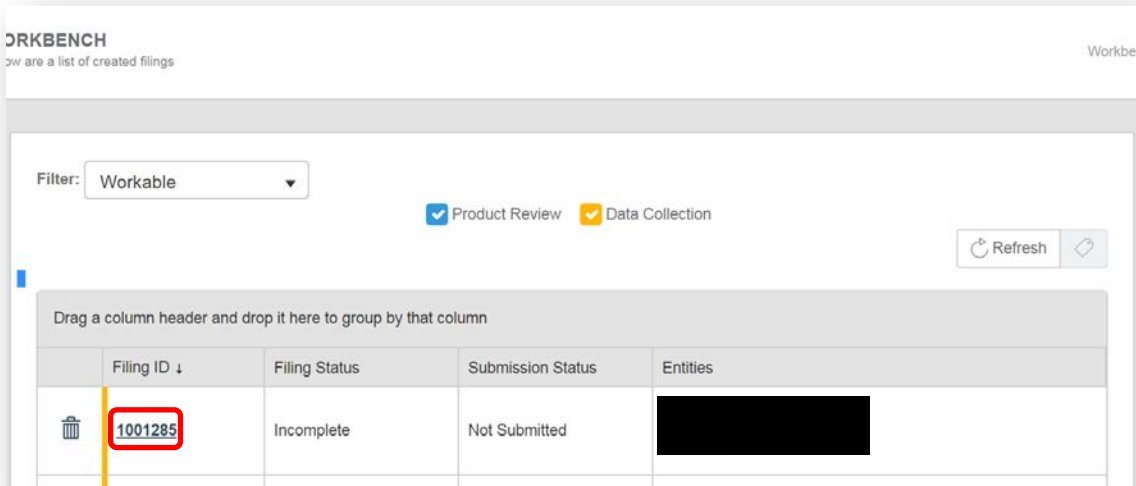
Insurance Regulation Filing System (IRFS) © 2016 - Florida Office of Insurance Regulation Version: 5.0.0.62 12/13/2018 16:13 PM

FilingInstructionsH...pdf NotarizedAffidavi...docx Show all

Select the “Create” button in the lower right-hand corner of the screen and then select “Confirm” in the pop up window.

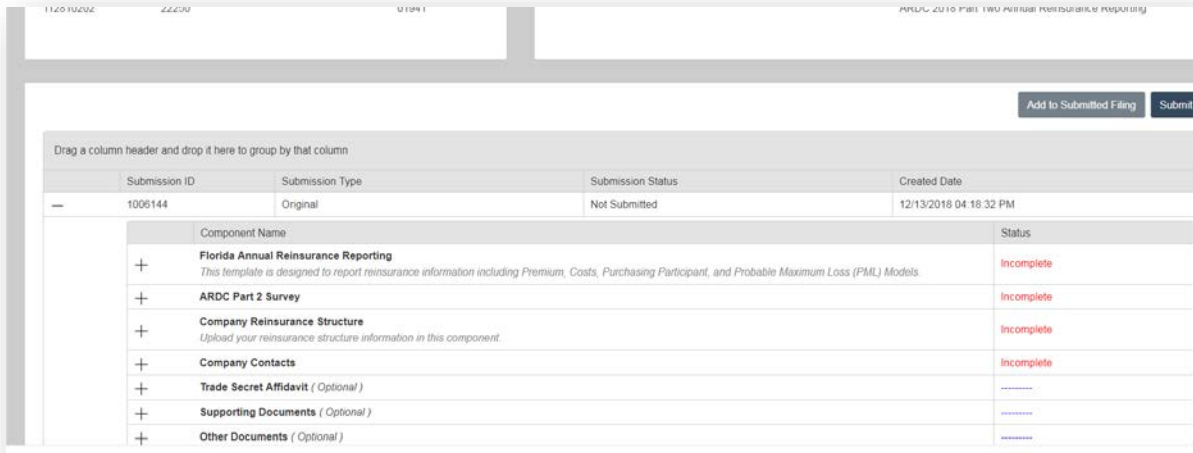


You will be automatically returned to your workbench; select your filing by clicking the “Filing ID”.



## Downloading Documents from Your IRFS Data Filing

Scroll down to the list of filing components. The first four components are mandatory; the last three are voluntary and not required.



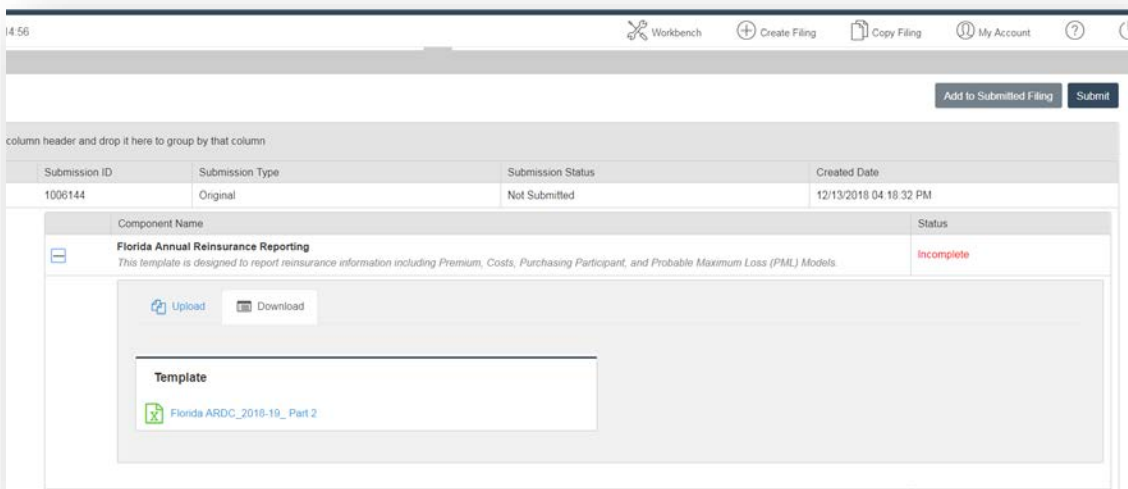
The screenshot shows a web interface for filing insurance data. At the top right, there are buttons for "Add to Submitted Filing" and "Submit". Below this is a table with columns: Submission ID, Submission Type, Submission Status, and Created Date. The first row shows Submission ID 1006144, Original type, Not Submitted status, and a created date of 12/13/2018 04:16:32 PM. Below this is a detailed view of the "Florida Annual Reinsurance Reporting" component, which is marked as "Incomplete". Other components listed include ARDC Part 2 Survey, Company Reinsurance Structure, Company Contacts, Trade Secret Affidavit (Optional), Supporting Documents (Optional), and Other Documents (Optional).

Submission ID	Submission Type	Submission Status	Created Date
1006144	Original	Not Submitted	12/13/2018 04:16:32 PM

Component Name	Status
<b>Florida Annual Reinsurance Reporting</b> <i>This template is designed to report reinsurance information including Premium, Costs, Purchasing Participant, and Probable Maximum Loss (PML) Models.</i>	Incomplete
<b>ARDC Part 2 Survey</b>	Incomplete
<b>Company Reinsurance Structure</b> <i>Upload your reinsurance structure information in this component.</i>	Incomplete
<b>Company Contacts</b>	Incomplete
<b>Trade Secret Affidavit ( Optional )</b>	.....
<b>Supporting Documents ( Optional )</b>	.....
<b>Other Documents ( Optional )</b>	.....

Click on the plus sign to the left of the “Florida Annual Reinsurance Reporting” component, select “Download” and click on the Excel icon. It is advisable to save the template to your desktop for easy access. Follow the instructions and fill out the template; you can save your work, close the template and come back to it at any time.



The screenshot shows the same component view as the previous image, but with the "Download" button selected. Below the "Download" button, there is a "Template" section containing a file named "Florida ARDC\_2018-19\_Part 2" with an Excel icon.

Submission ID	Submission Type	Submission Status	Created Date
1006144	Original	Not Submitted	12/13/2018 04:16:32 PM

Component Name	Status
<b>Florida Annual Reinsurance Reporting</b> <i>This template is designed to report reinsurance information including Premium, Costs, Purchasing Participant, and Probable Maximum Loss (PML) Models.</i>	Incomplete

Upload Download

Template

Florida ARDC\_2018-19\_Part 2



Click on the minus sign to the left of the “Florida Annual Reinsurance Reporting” to close that component. The next component is a survey that some, not all, data calls have. Just click on the plus sign to the left of the next component (ARDC Part 2 Survey) and fill it out. If any of your answers are Trade Secret, mark the box on the right.

The screenshot shows a web application interface with a top navigation bar containing 'Workbench', 'Create Filing', 'Copy Filing', and 'My Account' icons. Below the navigation bar is a table with columns: Submission ID, Submission Type, Submission Status, and Created Date. The table contains one row with values: 1006144, Original, Not Submitted, and 12/13/2018 04:18:32 PM. Below the table is a component list with columns: Component Name and Status. The list includes: 'Florida Annual Reinsurance Reporting' (Status: Incomplete), 'ARDC Part 2 Survey' (Status: Incomplete), and 'Company Reinsurance Structure' (Status: Incomplete). The 'ARDC Part 2 Survey' component is expanded, showing a survey form. The form has a header: 'Provide answers to the questions below. Those marked with an \* are required.' Below the header is a 'Survey' section with a list of questions. Question 1 is: 'If the Company presents its PML data on a consolidated basis, describe the methodology by which the retention and reinsurance recoverable are allocated among participants in the program. Enter N/A if the company presents its PML on an individual basis.' There is a text input field below the question and a 'Trade Secret' checkbox to the right. Question 2 is: 'Provide a copy of the most recent disaster coordination/response plan in place. (The plan should address the company's response to a'.

The next component asks for the filer to upload a document. Open the component, click on “Add Document button and follow the upload instructions.

The screenshot shows the same web application interface as the previous screenshot. The 'Company Reinsurance Structure' component is expanded, showing a document upload form. The form has a header: 'Upload the file you wish to include with this component.' Below the header are two instructions: 'Select the +Add Document button below and follow the instructions provided in the document upload window.' and 'Trade Secret files will require the inclusion of a trade secret affidavit.' Below the instructions is a '+ Add Document' button, which is highlighted with a red arrow. Below the button is a table with columns: Document Name, Document Title, Created Date, Confidential, and Trade Secret Affidavit.

The next component is “Company Contacts”; all data calls have this component. Review the contact information and if it is correct, click on the radio button in the “Primary” column. You must then click “Save” at the bottom of the screen. You can add or remove contacts as needed.

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Workbench Create Filing Copy Filing My Account

YEARS PRIOR TO THE PREVIOUS YEAR. Upload each template, one at a time, into this component using the Add/Upload then Browse and Save features.

Company Contacts Incomplete

- Select the +Add Contact option below to display the list of individuals subscribed to entities associated with this filing.
- Add any that you would like to be included on all correspondence pertaining to this filing.
- When finished select Save to complete this component, whether or not changes have been made.
- Note - If individuals listed are not associated with entities in this filing, contact the Office at (850) 413-3147 to have their access removed.

+ Add Contact

Pri...	Cc	Full Name	Email Address
<input checked="" type="radio"/>	<input type="checkbox"/>	Tom Zutell	tom.zutell@flor.com

If you would like to include any individuals not listed above as Cc contacts, enter their email addresses below (separated by semicolons).

Save

Now that all the required components' statuses are Complete, click the “Submit” button to submit your filing.

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Workbench Create Filing Copy Filing My Account ?

NAIC Code 22250 NAIC Group EL Code 01941 Filing Purpose: Data ARDC 2018 Reinsurance Reporting ARDC 2018 Part Two Annual Reinsurance Reporting

Add to Submitted Filing Submit

column header and drop it here to group by that column

Submission ID	Submission Type	Submission Status	Created Date
1006144	Original	Not Submitted	12/13/2018 04:18:32 PM

Component Name	Status
+ Florida Annual Reinsurance Reporting <i>This template is designed to report reinsurance information including Premium, Costs, Purchasing Participant, and Probable Maximum Loss (PML) Models.</i>	Complete
+ ARDC Part 2 Survey	Complete
+ Company Reinsurance Structure <i>Upload your reinsurance structure information in this component.</i>	Complete
+ Company Contacts	Complete
+ Trade Secret Affidavit ( Optional )	-----
+ Supporting Documents ( Optional )	-----
+ Other Documents ( Optional )	-----

You will receive an auto-generated email from the Office confirming your submission minutes after you submit your filing.

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