



FLORIDA OFFICE OF
INSURANCE REGULATION

The Florida Office of Insurance Regulation has launched the Insurance Regulation Filing System (IRFS) -- a new online application -- 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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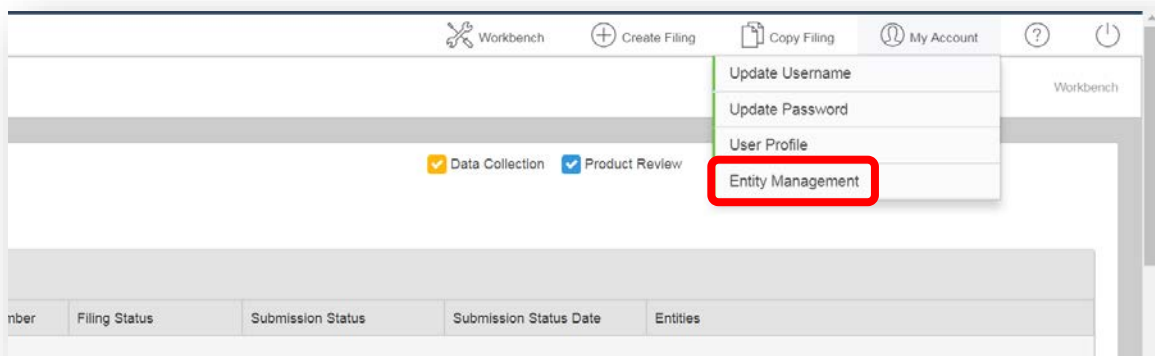
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The Insurance Regulation Filing System (IRFS)

In 2017, the Florida Office of Insurance Regulation (Office) launched a new online system to replace the Data Collection and Analysis Modules (DCAM) for filing data submissions. The system will eventually combine 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 Filing in IRFS

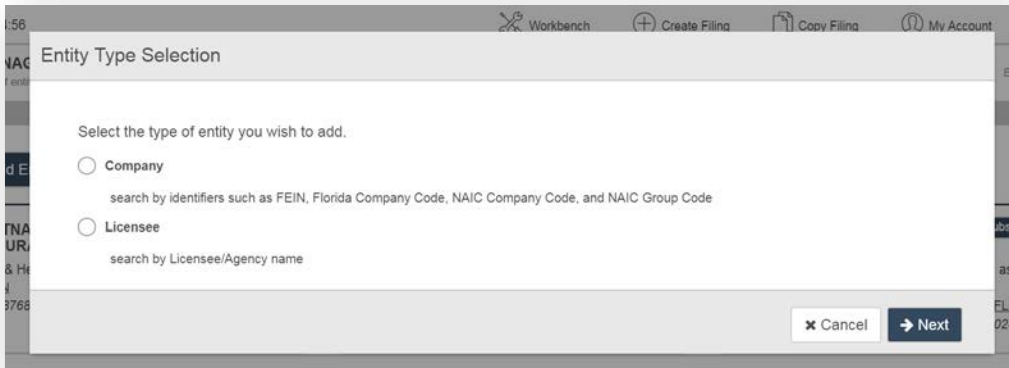
First time IRFS users, log in to the IRFS system here: <https://irfs.fldfs.com/> and add your company by clicking on “My Account” and selecting “Entity Management” from the drop-down menu.



Select “+Add Entity”



Select "Company" then click "Next".



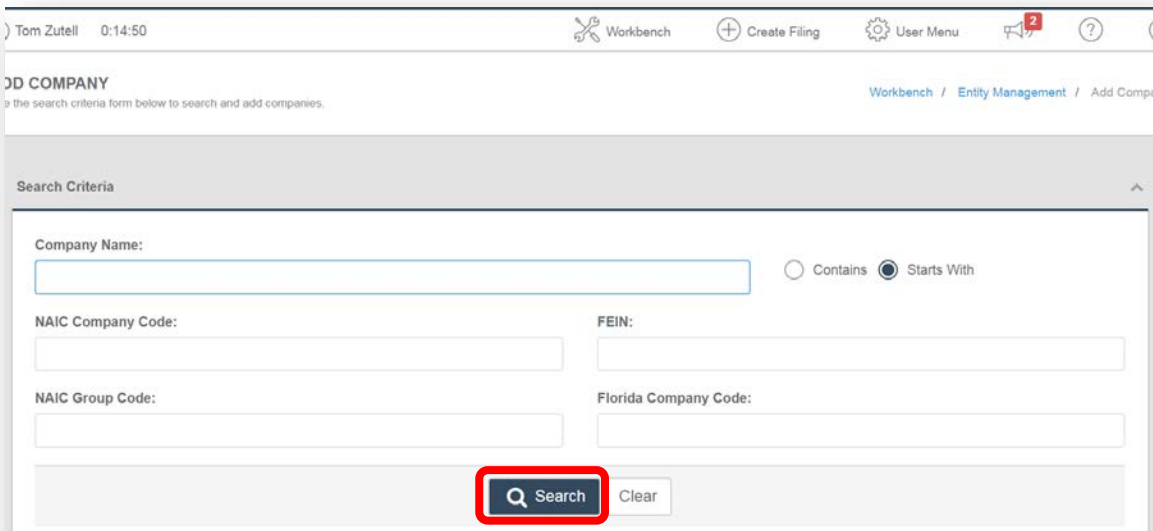
The dialog box titled "Entity Type Selection" contains the following text and options:

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 company and click "Search".



The "Search Criteria" form includes the following fields and options:

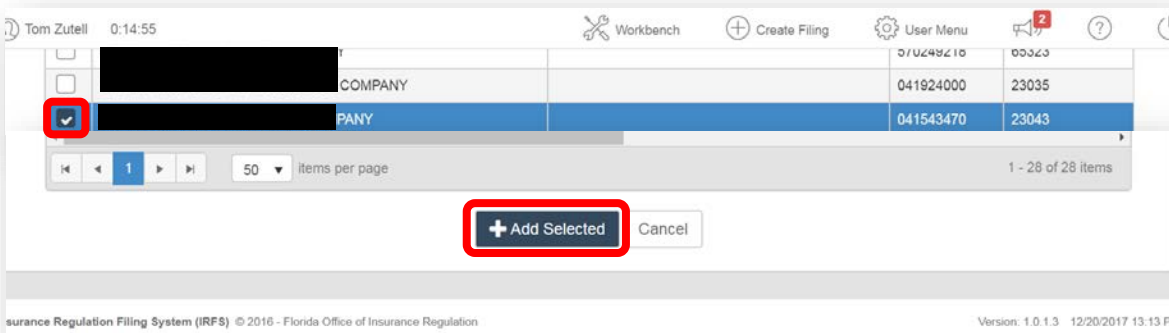
Company Name: Contains Starts With

NAIC Company Code: FEIN:

NAIC Group Code: Florida Company Code:

Buttons:

Select your company and click the "+Add Selected" button.



The table displays search results with the following data:

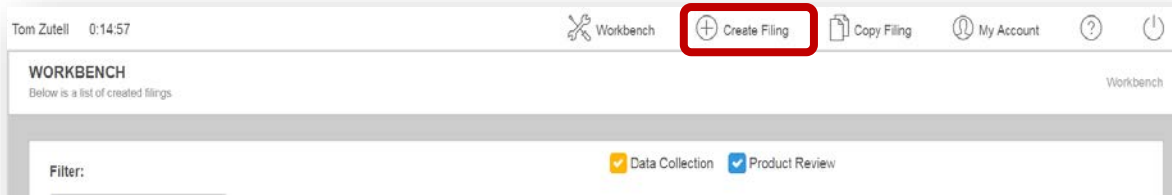
Company Name	FEIN	Florida Company Code
[REDACTED] COMPANY	041924000	23035
[REDACTED] PANY	041543470	23043

Buttons: (for selected row), ,

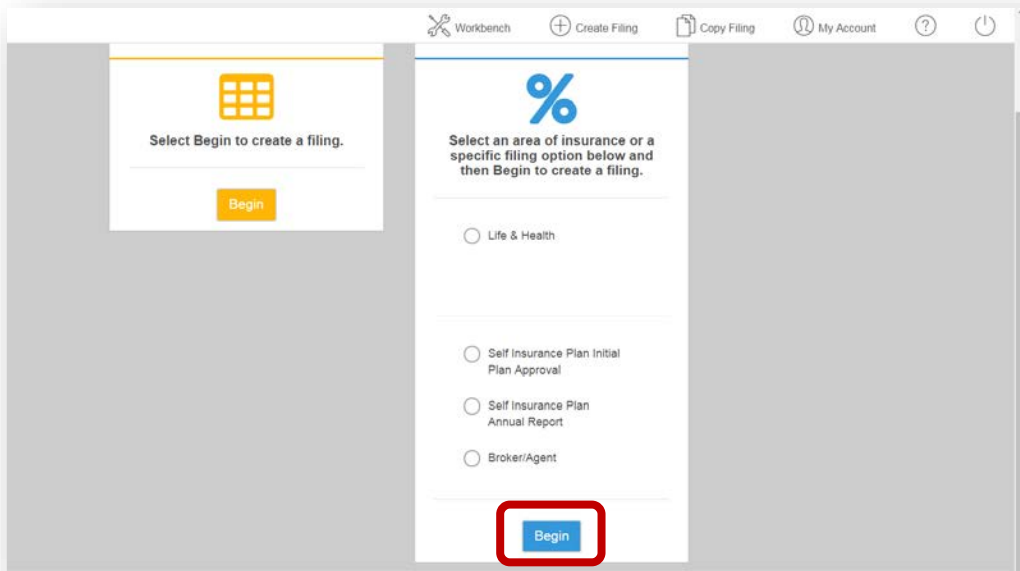
Page 1 of 1, 50 items per page, 1 - 28 of 28 items

Insurance Regulation Filing System (IRFS) © 2016 - Florida Office of Insurance Regulation | Version: 1.0.1.3 12/20/2017 13:13 P

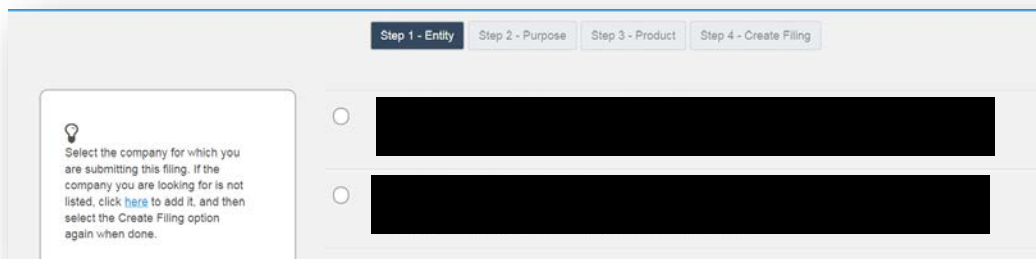
Return to your Workbench and select “Create Filing”.



Select an area of insurance or a specific filing option and click the “Begin” button.



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



Select the purpose of your filing and click the “Next” button in the lower right-hand corner of your screen.

0:14:56

Workbench Create Filing

Step 1 - Entity Step 2 - Purpose Step 3 - Product Step 4 - Create Filing

Select Purpose from list.
Click [here](#) to view a list of purpose descriptions.

Current Selections:

Area of Insurance:
Life & Health

Entity Name:
AETNA HEALTH AND LIFE
INSURANCE COMPANY

Authorized Lines of Business:

Forms

- Advertisement
- Forms Only

Forms & Rates

- Forms & Rates
- Forms & Rates for Pre-Standard Plans
- Forms & Rates for Standard and Select Plans

Rates

- Annual Rate Certification
- Rates Only
- Rates Only for Pre-Standard Plans
- Rates Only for Standard and Select Plans

Select the Line of Business, then the Type of Insurance and select the Sub-Type of Insurance (if needed). Click the “Next” button in the right-hand corner of your screen.

0:14:45

Workbench Create Filing Copy Filing My Account ?

DUCT REVIEW
Use the steps below to create a filing

Workbench / Create Filing / Product Review

Step 1 - Entity Step 2 - Purpose Step 3 - Product Step 4 - Create Filing

The listed products are filtered by the Purpose selected in the previous step.

Line of Business (LOB):

Accident and Health Products (450)
Continuing Care Retirement Community - Provisional COA (724)
Continuing Care Retirement Community (CCRC) (720)
Credit Disability Products (441)

Type of Insurance (TOI):

Previous Next

Current Selections:

In order, select a Line of Business, a Type of Insurance, and a Sub Type of Insurance.

Note - You are currently authorized to submit a filing for only the Sub Types of Insurance that are bold.

Review the information about your filing, create a filing name and password if desired, then click the “Create” button in the lower right-hand corner of your screen.

Workbench + Create Filing Copy Filing My Account ?

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

Entity Name: [REDACTED]

Area of Insurance: Life & Health

Purpose: Forms Only

Product Description: Line of Business: Accident and Health Products (450)

Type of Insurance: Group Health - Accident Only (H02G)

Subtype of Insurance: Health - Accident Only (H02G.000)

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

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

WORKBENCH

Below is a list of created filings

Filter: Data Collection Product Review

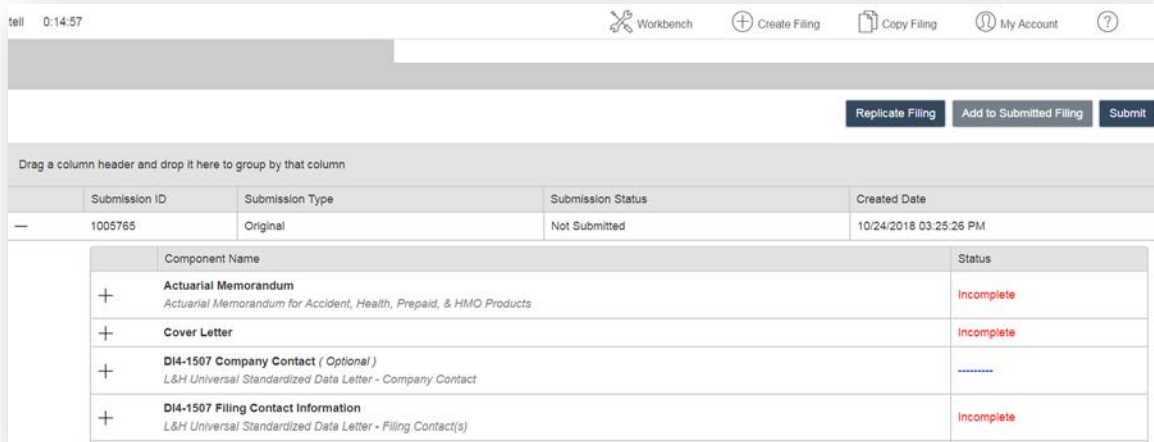
Workable

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
1005524		Not Submitted	Not Submitted	10/24/2018 03:25:26 PM	[REDACTED] CE COMPANY

Components of Your IRFS Data Filing

Scroll down to the list of filing components. The **Incomplete** components are mandatory; the components with dashes are voluntary and not required. The number of required components will vary depending on the specific filing. To open each component, click on the plus sign to the left of each component and follow the directions contained within.

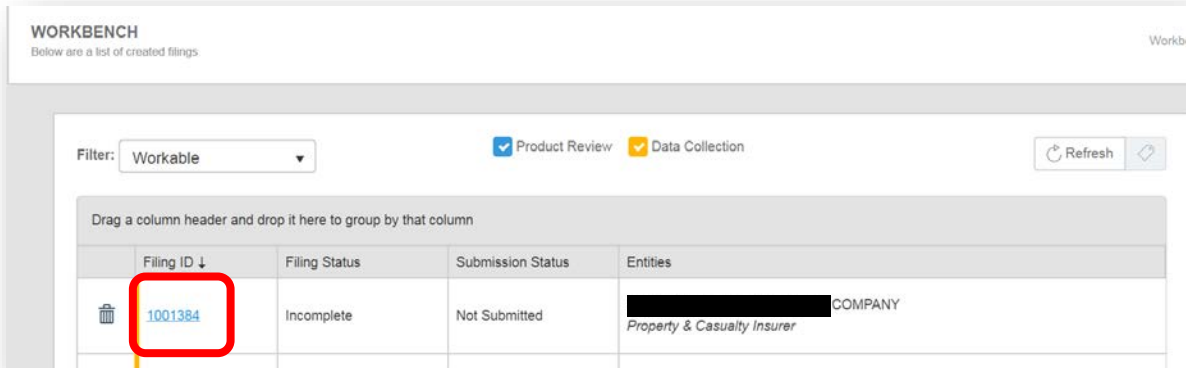


The screenshot shows the IRFS Workbench interface. At the top, there are navigation icons for Workbench, Create Filing, Copy Filing, My Account, and a help icon. Below these are buttons for Replicate Filing, Add to Submitted Filing, and Submit. A table displays filing details for Submission ID 1005765, which is in 'Not Submitted' status and was created on 10/24/2018. Below this, a list of components is shown with expandable plus signs and their status:


Component Name	Status
Actuarial Memorandum <i>Actuarial Memorandum for Accident, Health, Prepaid, & HMO Products</i>	Incomplete
Cover Letter	Incomplete
DI4-1507 Company Contact (Optional) <i>L&H Universal Standardized Data Letter - Company Contact</i>	-----
DI4-1507 Filing Contact Information <i>L&H Universal Standardized Data Letter - Filing Contact(s)</i>	Incomplete

Uploading Documents to Your IRFS Filing

If you need to upload documents to your IRFS filing, login to IRFS and select your Filing ID.



The screenshot shows the IRFS Workbench interface with a list of filings. The filter is set to 'Workable', and checkboxes for 'Product Review' and 'Data Collection' are checked. A table lists the following filing:

Filing ID ↓	Filing Status	Submission Status	Entities
 1001384	Incomplete	Not Submitted	██████████ COMPANY <i>Property & Casualty Insurer</i>

Scroll down to the Component List.

Submission ID	Submission Type	Submission Status	Created Date
1005765	Original	Not Submitted	10/24/2018 03:25:26 PM

Component Name	Status
Actuarial Memorandum <i>Actuarial Memorandum for Accident, Health, Prepaid, & HMO Products</i>	Incomplete

In this example, click on the plus sign to the left of the “Actuarial Memorandum” component to expand it and select the “+Add Document” button.

Upload the file you wish to include with this component.

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

+ Add Document

Document Name	Document Title	Created Date	Confidential	Trade Secret Affidavit
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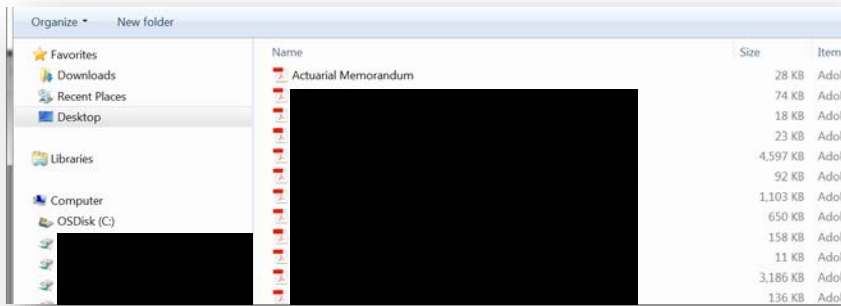
Browse for the document you wish to add.

Add Document - Actuarial Memorandum

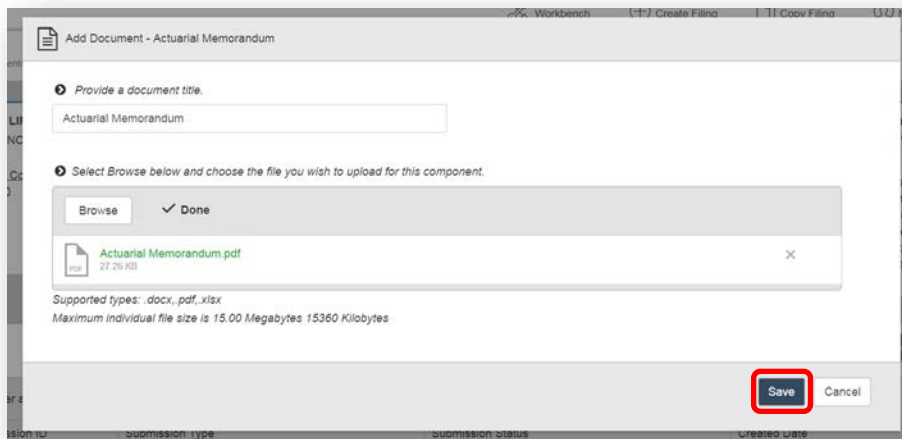
- Provide a document title.
Actuarial Memorandum
- Select Browse below and choose the file you wish to upload for this component.
Browse

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

Double-click the document you wish to add.



Once uploaded, click "Save".



You will be returned to your filing showing the status of your component as **Complete**.

The screenshot shows a table with columns for Submission ID, Submission Type, Submission Status, and Created Date. Below this, there is a table with columns for Component Name and Status. The 'Actuarial Memorandum' component is marked as 'Complete'.

Submission ID	Submission Type	Submission Status	Created Date
1005765	Original	Not Submitted	10/24/2018 03:25:26 PM

Component Name	Status
+ Actuarial Memorandum <i>Actuarial Memorandum for Accident, Health, Prepaid, & HMO Products</i>	Complete
+ Cover Letter	Incomplete
+ D14-1507 Company Contact (Optional) <i>L&H Universal Standardized Data Letter - Company Contact</i>	-----

Once all required component statuses are **Complete** click the “Submit” button to submit your filing.

The screenshot shows a web interface with a table of submission data. At the top right, there are three buttons: "Replicate Filing", "Add to Submitted Filing", and "Submit". The "Submit" button is highlighted with a red box. Below the buttons is a table with the following data:

Submission ID	Submission Type	Submission Status	Created Date
1005765	Original	Not Submitted	10/24/2018 03:25:26 PM

Below the table is a section for components. It has a header with "Component Name" and "Status". There is a plus sign (+) to the left of the component name.

Component Name	Status
Actuarial Memorandum <i>Actuarial Memorandum for Accident, Health, Prepaid, & HMO Products</i>	Complete

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

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