

### Welcome to SLAS!

Surplus Lines Automation Suite (SLAS) is a service of the Florida Surplus Lines Service Office (FSLSO) that directly serves member states by providing a filing platform to their tax filing community. The platform is utilized for data collection, reporting, invoicing, and payment of surplus lines tax revenues. Currently Oklahoma, South Dakota, Tennessee, and Wyoming use the SLAS platform.

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### Creating a SLIP Account

SLAS uses the Surplus Lines Information Portal (SLIP) to collect surplus lines policy data on behalf of the participating states. To begin reporting surplus lines policy data to SLAS, you will need to register the *licensed surplus lines agent* with SLAS using the National Producer Number (NPN) for the *individual surplus lines licensee* (not the agency NPN). Additionally, you only need to create one SLIP account per licensee you are reporting business for. Separate SLAS SLIP accounts are not needed to report business for each of the participating states.

To register for a SLAS SLIP account, visit the [SLIP Login Page](#) and click the *Register* icon. Complete all the required contact information, including the NPN for the surplus lines licensee and click the *Register* button. You will then receive an email with your username and temporary password so you can log in to SLAS SLIP.

### SLIP Set-up Instructions

Instructions for setting up your SLAS SLIP account can be found in SLAS SLIP under the Help tab, SLIP Help page. Once you log in to SLAS SLIP using the temporary password, you can update your password, customize your insurer list, Lloyds Syndicate list (Oklahoma only), add a billing contact, and add Master Policy data (Oklahoma only) in the Settings tab.

### Insurer Assignment

SLIP allows users to customize and manage their list of insurers in the *Insurer Assignment* section of the *Settings* page. Users can select insurers they wish to use when submitting policy data from the list of *Available Insurers* and move them to the list of *Selected Insurers*. Insurers on the *Selected Insurers* list will appear in the Insurer drop down box when submitting a transaction. The *Selected Insurers* list can be updated at any time when submitting a transaction or by visiting the *User Settings* page. If an insurer does not appear on the *Available Insurers* list, please contact the SLAS staff to request the insurer be added.

To select insurers:

1. Click the *Users Settings* tab on the navigation bar on the SLIP home page.
2. Click the *Edit* button to activate the *Insurer Assignment* section.
3. In the *Available Insurers* section, click on the insurance company and click the single right arrow (>) to move the insurer to the *Selected Insurers* section.
  - a. TIP: Multiple insurers can be selected holding the Control key while selecting each insurance company to add to the *Selected Insurers* list.
  - b. TIP: Click the double right arrow (>>) to move all insurers from the *Available Insurers* list to the *Selected Insurers* list.
4. To remove insurers from the *Selected Insurers* list, select the insurance company to move and click the single left arrow (<) or the double left arrow (<<).
5. Once you have the desired insurers in the *Selected Insurers* list, click *Save*.

### Lloyd's Syndicate Assignment

Like the *Insurer Assignment*, this manager is specific to Lloyd's of London policies where Oklahoma is the home state. Oklahoma requires that the participating syndicates on Lloyd's of London policies are reported in detail with the associated premium and policy fee(s) for each participating syndicate.

SLIP allows users to customize and manage their list of Lloyd's Syndicates in the *Lloyd's Syndicate Assignment* section of the *Settings* page. Users can select syndicates they wish to use when submitting Oklahoma policy data where Lloyd's is the Insurer on the policy. Syndicates can be selected from the list of *Available Lloyd's Syndicates* and move them to the list of *Selected Lloyd's Syndicates*. Syndicates on the *Selected Lloyd's Syndicates* list will appear in the *Lloyd's Syndicate* allocation tool when submitting a transaction where Lloyd's of London was selected as the insurer on the policy. The *Selected Lloyd's Syndicates* list can be updated at any time when submitting a transaction or by visiting the *User Settings* page. If a syndicate does not appear on the *Available Lloyd's Syndicate* list, please contact the SLAS staff to request the syndicate be added.

To select syndicates:

1. Click the *Users Settings* tab on the navigation bar on the SLIP home page.
2. Click the *Edit* button to activate the *Lloyd's Syndicate Assignment* section.
3. In the *Available Lloyd's Syndicate* section, click on the syndicate and click the single right arrow (>) to move the syndicate to the *Selected Lloyd's Syndicate* section.
  - a. TIP: Multiple syndicates can be selected holding the Control key while selecting each syndicate to add to the *Selected Lloyd's Syndicate* list.
  - b. TIP: Click the double right arrow (>>) to move all syndicates from the *Available Lloyd's Syndicate* list to the *Selected Lloyd's Syndicate* list.

4. To remove syndicates from the *Selected Lloyd's Syndicate* list, select the syndicate to move and click the single left arrow (<) or the double left arrow (<<).
5. Once you have the desired syndicates in the *Selected Lloyd's Syndicate* list, click *Save*.

### **Billing Contact**

State tax and SLAS Transaction fee invoices are delivered to the SLIP inbox quarterly. If an agent or IPC account has a previous balance (amount due or credit), a statement will be emailed to the Billing Contact associated with the transaction. Only one Billing Contact can be stored in SLAS SLIP at a time. A billing contact must be selected for each transaction submitted. Please note that if more than one Billing Contact is selected on transactions submitted during a calendar quarter, an invoice will be created for each Billing Contact associated with transactions submitted during the quarter.

To add a Billing Contact:

1. Click the *Edit* button to activate the Billing Contact section.
2. Complete the contact information for the Billing Contact.
3. Click *Save* and the Billing Contact's name will appear in the *Billing Contact* data field when submitting a transaction.

### **Change Password**

When you receive your registration email from SLAS it will include a system generated password. You can update the password on the *Settings* tab. Passwords must be between 8-128 characters in length. Updating the SLAS SLIP password will only change the password for the SLIP user for which you are currently logged in. This action will not update the passwords of other SLIP users associated with the same account.

To update your SLAS SLIP password:

1. Click the *Edit* button to activate the *Change Password* section.
2. Enter the old (system generated) password and enter your new password twice.
3. Click *Save* when the new password is entered successfully.
4. You may now use your new password the next time you log in to SLAS SLIP.

### **Master Policy Data Manager**

Oklahoma requires that Master Policy Data be collected. When business is placed on a Master Policy, the certificates are to be filed as individual policies in SLIP. In SLIP and Batch files you will have to identify if a policy is associated with a Master Policy – Yes or No. If yes, you will then be required to provide the *Master Policy Insured Name* and *Master Policy Number*. This data can also be added/edited on the *Settings* page or as you are submitting a new policy on the *Transaction Details* page.

To add a new item to the *Master Policy Manager*, you will click *New*, then enter the *Master Policy Insured Name* and the *Master Policy Number*. Users can enter as many Master Policy items as needed.

Master Policy data can also be edited if incorrect data has been entered. Please note that if you edit Master Policy data that has previously been used when submitting policy data, those records would all be updated with the edit. This data can also be deleted if it has never been used when submitting policy data.

### **Adding SLIP User(s)**

SLIP allows an agent to designate representatives to view, submit and edit policy data on their behalf. A SLIP user is associated with the agent account under which they are created, and they cannot access any other agent account in SLIP. A SLIP user must have a unique SLIP account for each surplus lines licensee for which they are responsible for reporting data.

To add a SLIP user to an agent account, go to the User Settings tab in SLAS SLIP, select the Users menu item. Click Add New User and complete the contact information for the new user, including assigning a unique username, and assign one of the following security roles. Once the new user is created, the system will send an email to the email address associated with the user that contains their username and system generated password.

Account Type	Security Permissions
Administrator	This role is automatically assigned to the agent or IPC filer on the SLIP registration account. The Administrator role has all permissions in SLIP, including filing and editing transactions, paying invoices, and creating and removing users.
Edit & View	This role allows a user to enter, edit and view policy data. A user with the Edit & View permission cannot add or edit SLIP users or assign user permissions.
View	This role allows a user to only view policy data submitted under the agent’s SLIP account. No edits can be made to transaction data, billing contacts or SLIP users.

### Compliance Tips

The rules and regulations of each participating state differ slightly. The following table provides direction for each of the states with respect to reporting deadlines, affidavit filings and taxable policy fees.

State	Reporting Deadline	Affidavit	No Business Filing	Taxable Policy Fees
Oklahoma	30 days following the end of quarter that the effective date falls	Yes	Quarterly – No Annual – Yes	Yes
South Dakota	30 days from the effective date	No	No	Yes
Tennessee	30 days from the effective date	Yes - File in SLAS	No	Yes
Wyoming	45 days from the effective date	Yes - File in SLAS	No	Yes

### Quarterly Checklist

- ✓ Submit all policy filings within the filing requirement period.
- ✓ Remit payments for all processed invoices
  - Please see table in the invoicing section for dates
- ✓ File Quarterly Affidavit in SLAS SLIP. (Oklahoma, Tennessee, and Wyoming only)
  - A Quarterly Affidavit is not required to be filed if no business was reported.

### Invoicing and Payments

All taxes are charged based on the laws of the home state of the insured. The [Invoicing and Payments](#) page houses all information regarding payments for all states and the SLAS Clearinghouse fee.

Due to authorized agreements with each state, a transaction fee will be charged on the gross premium (premium plus all taxable policy fees) for all transactions reported to SLAS. The transaction fee is payable by the insured directly or through a surplus lines licensee. The table below shows the transaction fee rate based on the policy effective date.

Policy Effective Date

Transaction Fee Rate

All new and renewal policies (and subsequent endorsements) with an effective date on or after July 1, 2015.	0.175%
All new and renewal policies (and subsequent endorsements) with an effective date between July 1, 2012 – June 30, 2015.	0.300%

The [SLAS Clearinghouse Tax Estimator](#) allows users to input policy information to get an estimate for the taxes, assessments, and the transaction fee on any transaction. The Tax Estimator provides a breakdown for each allocation state that will be assessed taxes/assessments based on the home state of the insured and allows users to export the estimate results to a .pdf document.

### Invoicing

Taxes and transaction fees are invoiced quarterly. On the first business day following the end of each quarter, invoices and billing reports are delivered to the user’s **SLIP Inbox**. The tax invoice is the first page of the Billing Report. Billing Reports are also available under the *Reports* tab in SLIP. The following schedule is used for invoicing and payments:

Filings Received	Invoices Issued	Tax Payments Due SD, TN, and WY	Tax Payments Due Oklahoma	SLAS Fee Due
January 1 - March 31	April	May 15 <sup>th</sup>	April 30 <sup>th</sup>	May 15 <sup>th</sup>
April 1 - June 30	July	August 15 <sup>th</sup>	July 31 <sup>st</sup>	August 15 <sup>th</sup>
July 1 - September 30	October	November 15 <sup>th</sup>	October 31 <sup>st</sup>	November 15 <sup>th</sup>
October 1 - December 31	January	February 15 <sup>th</sup>	January 31 <sup>st</sup>	February 15 <sup>th</sup>

### Payments

#### Tax Payments

Users can access invoices 24 hours after billing has been processed. To access them, go to the *Invoicing* tab then the *Pay Invoices* page in SLIP. State tax invoices must be paid electronically via ACH, no state tax invoices may be paid by check.

Please provide your bank with the ACH Company IDs listed prior to submitting the payment online. Failure to do so may result in returned payments.

State	Invoice Type	Payment Type	ACH Company ID
Oklahoma	Tax	ACH Only	Pending. Will be updated closer to the first billing cycle in Q1 2024.
South Dakota	Tax	ACH Only	Company ID: 1466000334 Company Name: SD DLR-DIV OF INS Entry Description: SURPLSLNES
Tennessee	Tax	ACH Only	Company ID: V626001445 Company Name: Tennessee DCI
Wyoming	Tax	ACH Only	Company ID: A830208667 Company Name: Wyoming Insurance Department

### SLAS Transaction Fee Payments

SLAS Transaction fees can be paid via ACH transaction in SLIP or by check.

If you are paying by ACH in SLIP, please provide your bank with the following ACH Company IDs prior to submitting the payment online. Failure to do so may result in returned payments.

Invoice Type	ACH Company ID	Check Payment	Overnight Payment
SLAS Transaction Fee	Company ID: 2593501857 Company Name: FLSO SLAS Fee	FLSO P.O. Box 947824 Atlanta, GA 30394- 7824	Wells Fargo Lockbox Services Lockbox #864824 FLSO 3585 Atlanta Avenue Hapeville, GA 30354

When making payments in SLIP, be sure that your pop-up blocker has been disabled prior to clicking the *Pay* icon. The payment confirmation will appear in a pop-up window.

### Miscellaneous Tips

The [SLAS Clearinghouse](#) offers useful and import information to help you with completing filings, successfully remitting invoices and other pertinent information, such as:

- How to File Policies – includes manuals, documents, and Batch filing instructions.

- Invoice and Payment Information
- Coverage Codes
- Required Data Elements
- SLAS Clearinghouse eNews sign up (home page)

### **State Contact Information**

#### **Oklahoma**

##### **Oklahoma Insurance Department**

Sarah McCubbin

[Sarah.McCubbin@oid.ok.gov](mailto:Sarah.McCubbin@oid.ok.gov)

405.522.0473

#### **South Dakota**

##### **South Dakota Division of Insurance**

Charlene Squires-Keller

[Charlene.SquiresKeller@state.sd.us](mailto:Charlene.SquiresKeller@state.sd.us)

605.773.4763

#### **Tennessee**

##### **Tennessee Department of Commerce & Insurance**

Jessica Fite

[Jessica.Fite@tn.gov](mailto:Jessica.Fite@tn.gov)

615.741.7508

#### **Wyoming**

##### **Wyoming Department of Insurance**

Danie Capps

[Danie.Capps@wyo.gov](mailto:Danie.Capps@wyo.gov)

307.777.7308

**For further information or SLIP support, please contact the SLAS staff at 877.267.9855 or by email at [info@slasclearinghouse.com](mailto:info@slasclearinghouse.com).**