



# **SLIP+** | FOR STATES **SETUP GUIDE**

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## **Welcome to SLIP+ for States!**

SLIP+ for States 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 Colorado, Oklahoma, South Dakota, Tennessee, and Wyoming use the SLIP+ platform.

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### **Creating a SLIP+ Account**

The SLIP+ for States platform collects surplus lines policy data on behalf of the participating states. To begin reporting surplus lines policy data to SLIP+, you will need to register the licensed surplus lines agent with SLIP+ 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 SLIP+ accounts are not needed to report business for each of the participating states.

To register for a SLIP+ for States account, visit the [SLIP+ for States 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 SLIP+.

If you need to file premium taxes for one or more of the participating states, you can also register from the login screen. You will simply select the Independently Procured Coverage option and complete the registration. If you have questions on this, please contact the SLIP+ staff at [info@slipplus.com](mailto:info@slipplus.com).

### **SLIP+ for States Set-up Instructions**

Instructions for setting up your SLIP+ for States account can be found on the SLIP+ Help page, located by clicking the help icon at the top right of the SLIP+ Home page. Once you log in to SLIP+ using the temporary password, you can update your password, customize your insurer list, Lloyds Syndicate list (Oklahoma only), add an accounting contact, and add Master Policy data (Oklahoma only) on the Settings page, found by clicking your Account Profile information

### Insurer Assignment

SLIP+ allows users to customize and manage their list of insurers in the Insurer Assignment section found on the Preferences page in Account Settings. 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 Preferences page. If an insurer does not appear on the Available Insurers list, please contact the SLIP+ staff to request the insurer be added.

To select insurers:

1. Click the *Account Name* on the SLIP+ home page, then click *Settings*.
2. Click the *Preferences* button to open 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 SLIP+ staff to request the syndicate be added.

To select syndicates:

1. Click the *Profile Name* on the SLIP+ home page, then click *Settings*.
2. Click the Preferences button to open 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*.

### 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 *Preferences* 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 will all be updated with the edit. This data can also be deleted if it has never been used when submitting policy data.

### Contacts

#### Primary Contact

The Primary Contact receives all communication regarding general notifications from SLIP+ as well as submission responses and questions.

To add/edit the Primary Contact:

1. Click the *Profile Name* on the SLIP+ home page, then click *Settings*.
2. Select the *Contacts* button and then select *Edit*.
3. Enter requested information and select the *Save* button upon completion.

#### Accounting Contact

State tax and SLIP+ 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 Accounting Contact associated with the transaction. Only one Accounting Contact can be stored in SLIP+ at one time. An Accounting Contact must be selected for each transaction submitted. Please note that if more than one Accounting Contact is selected on transactions submitted during a calendar quarter, the system will only utilize the Accounting Contact store for your account at the time billing is processed.

To add an Accounting Contact:

1. Click the *Profile Name* on the SLIP+ home page, then click *Settings*.
2. Select the *Contacts* button and then select *Edit*.
3. Complete the contact information for the Accounting Contact.
4. Click *Save* and the Accounting Contact's name will appear in the *Accounting Contact* data field when submitting a transaction.

### 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 account under which they are created, and they cannot access any other account in SLIP+. A SLIP+ user must have a unique SLIP+ account for each SLIP+ account for which they are responsible for reporting data.

To add a SLIP+ user to an account, go to the Settings page accessed through the Profile Name on the SLIP+ Home Page, and select User Manager. Click Add New User and complete the contact information for the new user, including assigning a unique username, and assign one of the security roles listed below. 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 a secure link to set their account password.

Permission 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, Accounting contact or SLIP users.

In addition to the permissions there are two user types for users in the SLIP+ system. The explanation of the two types are below:

User Type	Security Permissions
Primary	This user type is the initial user that is set up for each account. It is the user that is generated when a new account is registered. It is automatically given the Administrator permission. The Primary user is also the user that must submit the Quarterly and Annual Reports for agent accounts.
Secondary	This user type is any additional user that is created to be associated with an account. This user can have any of the available permission levels. Secondary users cannot submit Quarterly or Annual Reports for agents.

### State License Numbers

In order for an agent to have access to file or edit transactions for a state in SLIP+, a corresponding state issued surplus lines license number must be entered on the SLIP+ platform.

State license numbers can be added at the time of registration in SLIP+, later using the State Agent Licenses page under Settings, or contacting SLIP+ staff.

1. To add an agent's state license number, access *Account Settings* by clicking the profile name at the top right of the menu bar, then select *Settings*.

2. Select *State Agent Licenses*
3. Click the *Add State License* button
4. Select the state from the list and enter the corresponding state agent license number, then click *Save*.
5. A notification will appear and indicate if license addition was successful.

For any updates required for existing state license numbers you can contact the SLIP+ staff at [info@slipplus.com](mailto:info@slipplus.com) or 877-267-9855.

### Change Password

When you receive your registration email from SLIP+ 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 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 SLIP+ password:

1. Click the *Profile Name* on the SLIP+ home page, then click *Settings*.
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 SLIP+.

### 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
Colorado	30 days following the end of quarter that the effective date falls	Yes	Quarterly – No Annual – TBD	Yes
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	No	Yes
Wyoming	45 days from the effective date	Yes	No	Yes

### Quarterly Checklist

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

### Invoicing and Payments

All taxes are charged based on the laws of the home state of the insured. The [Invoicing & Payment](#) page houses all information regarding payments for all states and the SLIP+ Transaction 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 SLIP+. 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 [SLIP+ for States 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 the tax and fee estimate based on the entered data 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. Individual copies of all invoices can be retrieved under the View Invoices page. Billing Reports are available under the Invoice & Payments tab in SLIP+ as well as the Reports tab. The following schedule is used for invoicing and payments:

Filings Received	Invoices Issued	Tax Payments Due CO, SD, TN, and WY	Tax Payments Due Oklahoma	SLIP+ 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

#### State Tax Payments

Users can access invoices 24 hours after billing has been processed. To access them, go to the Invoice & Payments 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
Colorado	Tax	ACH Only	Company ID: 5840644739 Company Name: STATE OF COLORADO
Oklahoma	Tax	ACH Only	Company ID: 9STOFOKDBT Company Name: State of Oklahoma
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

#### SLIP+ Transaction Fee Payments

SLIP+ 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
SLIP+ Transaction Fee	Company Name: FLORIDASP Company ID: 1593501857	Florida Surplus Lines Service Office, Inc. P.O. Box 532301 Atlanta, GA 30353-2301	BMO Lockbox #532301 100 Southcrest Dr. Stockbridge, GA 30281

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. Additionally, prior payment information can be reviewed on the Payment History page under the Invoice & Payment History tab. Users can review and print payment confirmations from the Payment Number column.

### SLIP+ Staff Contact Information

**Tiffany Andersen**  
Director of Client Services  
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877.267.9855 Ext. 131

**Jimmy Pegues**  
State Client Analyst  
[jpegues@slipplus.com](mailto:jpegues@slipplus.com)  
877.267.9855 Ext. 106

**State Contact Information**

**Colorado**

Colorado Department of Regulatory Agencies

Renee Sanchez

[Renee.Sanchez@state.co.us](mailto:Renee.Sanchez@state.co.us)

303.894.2371

**Oklahoma**

Oklahoma Insurance Department

Debby Thornton

[Deborah.Thornton@oid.ok.gov](mailto:Deborah.Thornton@oid.ok.gov)

405.521.3781

**South Dakota**

South Dakota Division of Insurance

Charlene Squires-Keller

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

605.773.3563

**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

Lela Ladd

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307.777.77401

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