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Registration

<https://vimeo.com/213079542>

Request a SLIP Admin Account for your Brokerage.

1. One person from your brokerage should be chosen as the administrator and should contact the Surplus Line Association of Washington (jackie@surpluslines.org) to request SLIP Administrator credentials.
2. The administrator will receive a registration e-mail with account login credentials.

Visit the SLIP website at www.slip.surpluslines.org and log in.

DASHBOARD VIEW

The screenshot shows the SLIP dashboard for a Brokerage Administrator. The browser address bar displays slip.surpluslines.org. The page header includes the SLIP logo, the Surplus Line Association of Washington logo, and a banner image of a farmers market. A navigation menu contains links for HOME, POLICIES, TAGS, STATEMENTS, REPORTS, USERS, SETTINGS, INBOX, HELP, and LOGOUT. A status bar indicates the user is logged in as ADMIN5 on behalf of the brokerage.

Welcome, BROKERAGE ADMINISTRATOR!

Welcome to the Washington Surplus Lines Information Portal (SLIP). This secure website was designed exclusively for all licensed and appointed Surplus Line Association of WA Brokerages and their employees to search, submit, and edit policy data. SLIP also serves as a means to run reports for a variety of needs and to receive the latest industry news from the Surplus Line Association of Washington. To begin, please select from the menu bar above or from one of the links on this page. Please remember to recertify transactions when changes have been made to the policy information or transaction details.

Policy Search

The Search section of SLIP allows users to search for existing policy data. This screen grants access to general policy information, transactions, transaction status and confirmation numbers.

New Policy

The New Policy section of SLIP allows you to submit a new policy. *

Renewal Policy

If the Policy Number is NOT changing, [Click Here](#).

SLA Contact Information

Inbox

You have 1705 new messages

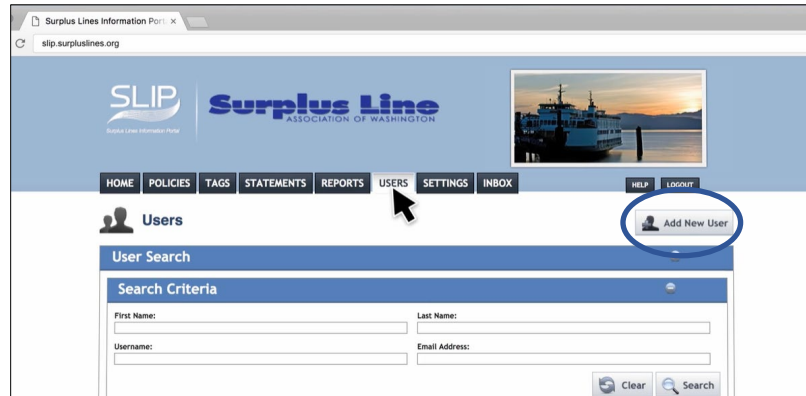
Quick Info

My Questioned Transactions:	26
Total Questioned Transactions:	38
My Unregistered Transactions:	896
Total Unregistered Transactions:	1173
My Uncertified Transactions:	4
Total Uncertified Transactions:	180

Batch Submission

Creating a SLIP User Account

1. From Dashboard, click 'USERS'
2. Click Add New User



3. Fill Out User Details as Directed
 - Include Desired Username
 - SLIP Will Generate a Password Automatically
4. Choose Notification Preferences
5. Choose Appropriate Level of Security
 - Administrator: *Add, Edit and View Policy Data*
Add, Edit and Delete Users
 - Edit and View: *Add, Edit and View Policy Data*
 - View Only: *View Previously Submitted Data (no input or editing)*

6. Click Save
7. SLIP will send the new user login credentials for SLIP Access.

Adding E-Payment Access to Existing Users


1. From Dashboard, click 'USERS'
2. Use the search field to find the user you'd like to change permissions for. *Note: Not all search fields need to be filled out to search existing Users. Start by searching only the user's email address.

The screenshot shows the SLIP (Surplus Line Information Portal) interface. At the top, there's a navigation bar with links: HOME, POLICIES, TAGS, STATEMENTS, E-PAYMENTS, REPORTS, USERS, SETTINGS, INBOX, HELP, and LOGOUT. Below this is a 'Users' section with a 'User Search' form. The form has four input fields: 'First Name', 'Last Name', 'Username', and 'Email Address'. There are 'Clear' and 'Search' buttons at the bottom right of the form. A footer note says 'Copyright © 2005 - 2024 Surplus Lines Information Portal'.

3. If SLIP finds a matching user credential, the User Details will appear below the Search Criteria section. There, you can review user details, such as name, address, phone number, etc. for accuracy. The bottom of the User Details page shows Security Info and Notification Settings.
4. Click Edit.

This screenshot shows the 'Security Info' section of the user details page. It includes radio buttons for 'Please select appropriate role:' (Administrator, Edit & View, View) and 'Epay Access' (Yes, No). There are also checkboxes for 'Ignore Help Messages' and 'Permission to Run Reports'. At the bottom right, there are four buttons: 'Edit' (circled in blue), 'Save', 'Cancel', and 'Delete'.

5. You can now modify user details, including Security Info and Notification settings. Click the Epay Access bubble and hit save.

This screenshot shows the 'Security Info' section after modifications. The 'Epay Access' radio button for 'Yes' is now selected. The 'Ignore Help Messages' and 'Permission to Run Reports' checkboxes are also checked. At the bottom right, the 'Save' button is circled in blue, along with the 'Edit', 'Cancel', and 'Delete' buttons.

6. The User has now been given EPay access and can process payments on behalf of the brokerage.

User Management

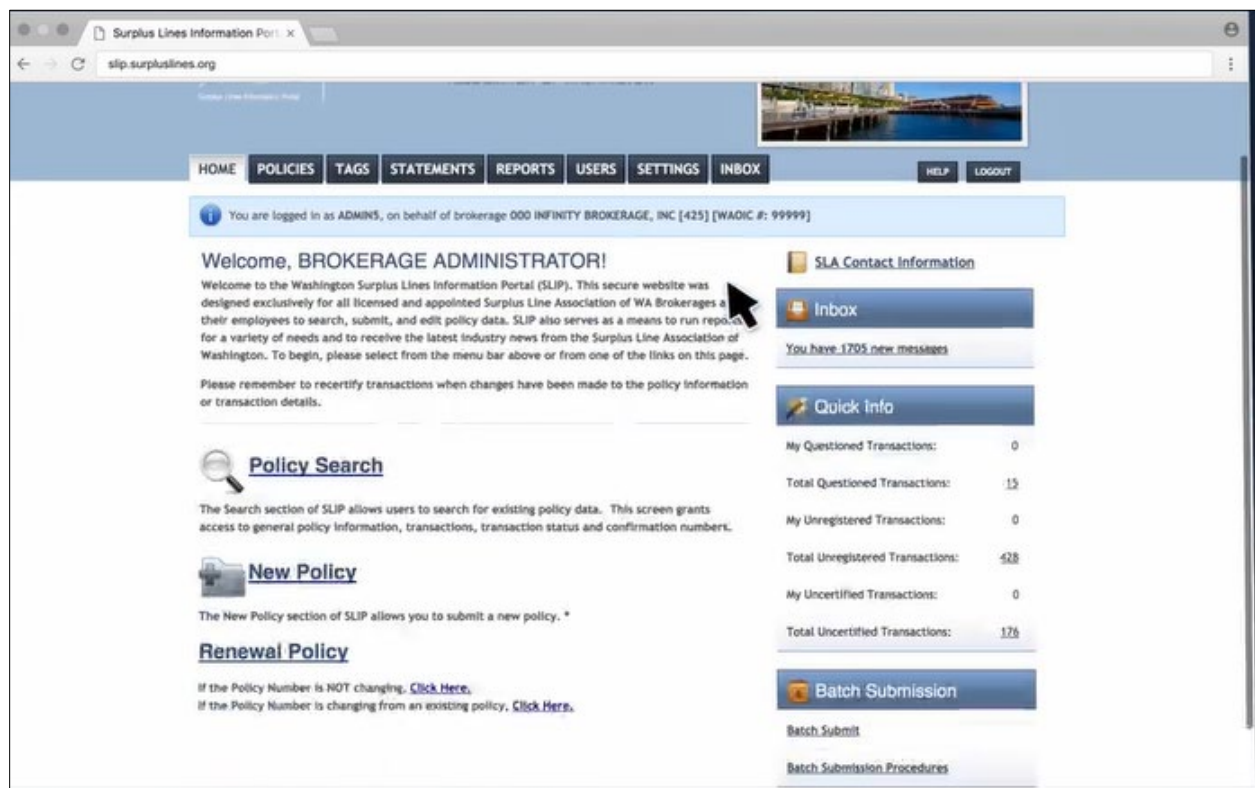
<https://vimeo.com/213079955>

Navigating SLIP Dashboard

1. The SLIP Dashboard has many quick links such as:

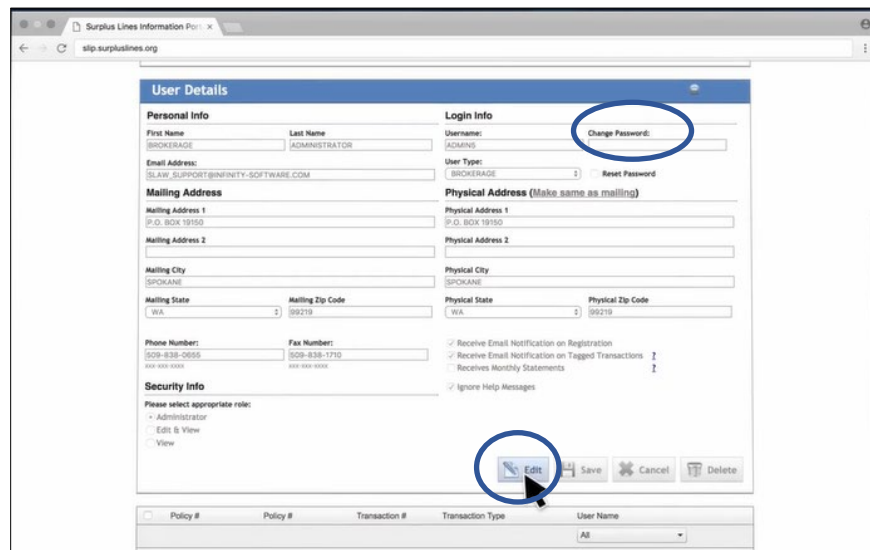
- Policies
- Tags
- Statements
- Reports
- Users
- Settings
- Inbox
- Policy Search
- New Policy
- Renewal Policy
- Questioned Transactions

DASHBOARD VIEW



Changing your Password

1. From Dashboard, click 'USERS'
2. SLIP Admin: Search for Username
3. SLIP User: User Details Auto-Populate
4. Click Edit Button
5. Enter New Password Under Change Password



The screenshot shows the 'User Details' form in the SLIP system. The form is divided into several sections: Personal Info, Login Info, Mailing Address, Physical Address, Phone Numbers, and Security Info. The 'Login Info' section has a 'Change Password' button circled in blue. The 'Edit' button at the bottom of the form is also circled in blue. The form contains fields for First Name, Last Name, Username, Email Address, Mailing Address 1, Mailing Address 2, Mailing City, Mailing State, Mailing Zip Code, Physical Address 1, Physical Address 2, Physical City, Physical State, Physical Zip Code, Phone Number, and Fax Number. There are also checkboxes for 'Receive Email Notification on Registration', 'Receive Email Notification on Tagged Transactions', 'Receive Monthly Statements', and 'Ignore Help Messages'. A table at the bottom of the form shows columns for Policy #, Transaction #, Transaction Type, and User Name.

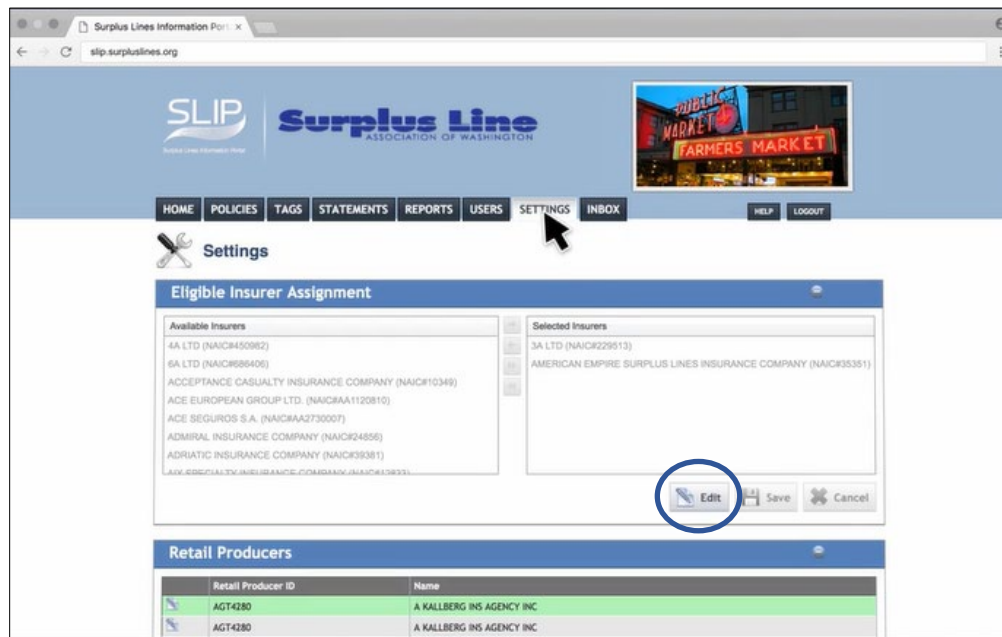
- Email Address and Notification Settings May be Changed as Desired on this Screen.

6. Click Save

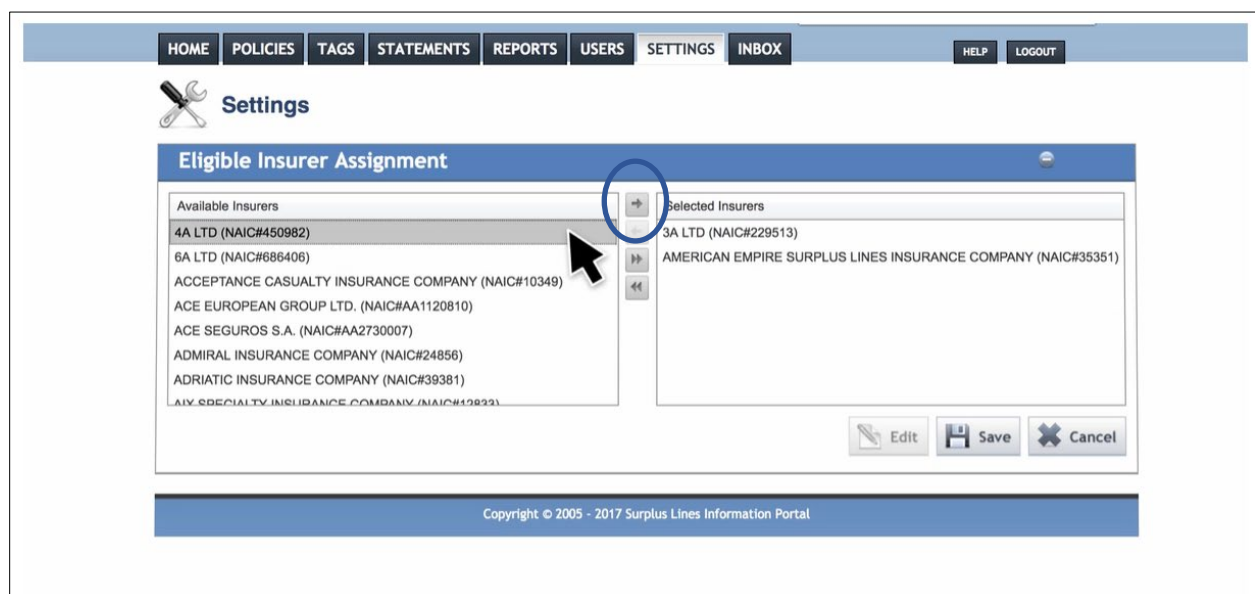
Add Eligible Insurers to Easy Access List

1. From Dashboard, click 'SETTINGS'
 - Create a Sub-list for Easy Access to your Commonly Used Insurers
2. Click Edit Button

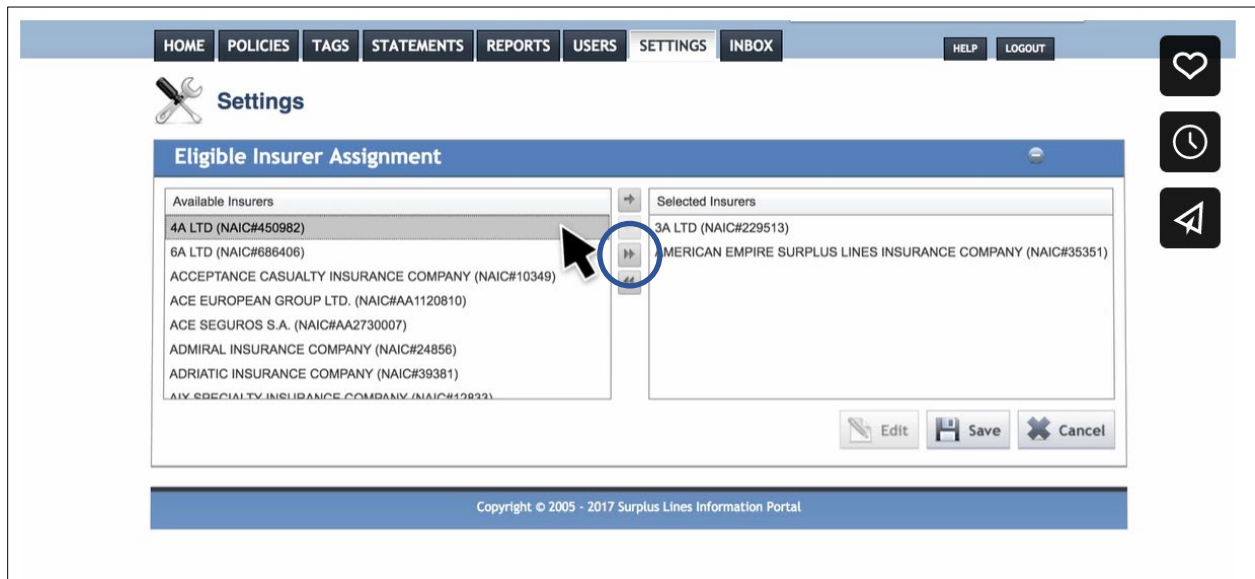
SETTINGS VIEW



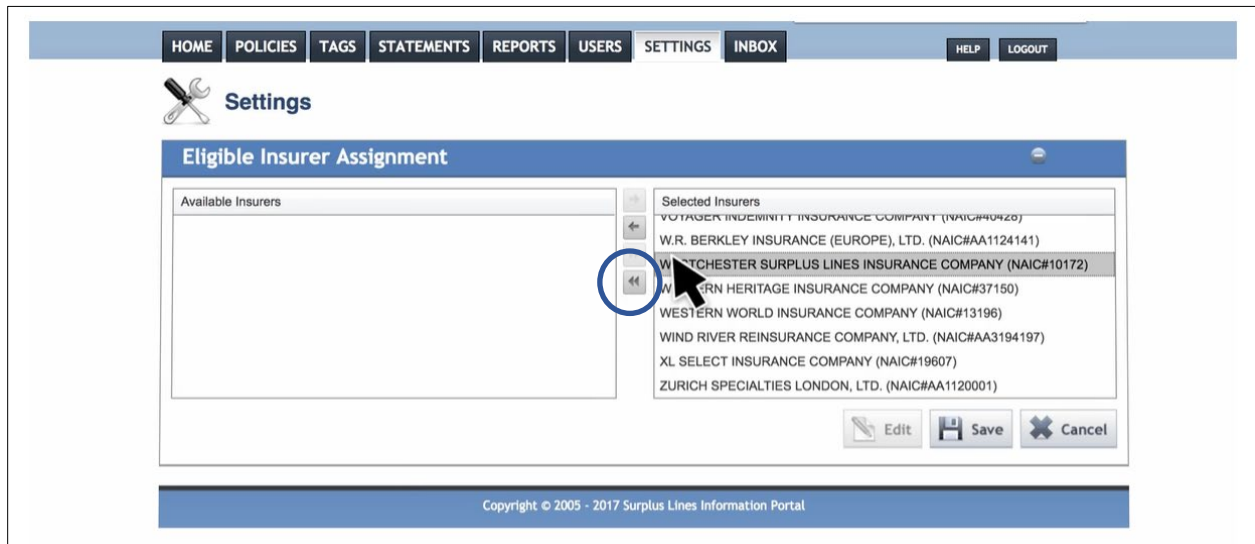
3. Choose from the Pre-Populated List on the Left
4. Click to Highlight Desired Insurer
5. Click Arrow Button at Top Center to Add to Quick Access on Right



6. Move All Names at Once by Selecting the Double Arrow Button



7. Remove an Insurer by Clicking Double Back Button



8. Click Save

Adding Retail Producers

1. From Dashboard, click 'SETTINGS'
2. Scroll Down to Retail Producers
3. Click New

SETTINGS VIEW RETAIL PRODUCERS SECTION

The screenshot shows the 'Retail Producers' section of the Surplus Lines Information Portal. At the top, there's a table with columns 'Retail Producer ID' and 'Name'. The table lists several producers, including 'A KALLBERG INS AGENCY INC' and 'A MILWAUKEE AGENCY INC'. Below the table, there's a 'Filter grid by names beginning with' field. Underneath, the 'Retail Producer Info' form is visible, with fields for ID, Name, Address Line 1, Address Line 2, City, State, and Zip. The 'New' button is circled in blue, and a mouse cursor is pointing at it. The footer indicates 'Copyright © 2005 - 2017 Surplus Lines Information Portal'.

4. Enter Information of Retail Producer

The screenshot shows the 'Retail Producer Info' form in the Surplus Lines Information Portal. The form is circled in blue. It contains fields for ID, Name, Address Line 1, Address Line 2, City, State, and Zip. The 'New' button is circled in blue, and a mouse cursor is pointing at it. The footer indicates 'Copyright © 2005 - 2017 Surplus Lines Information Portal'.

5. Click Save

Edit Existing Retail Producers

1. Select the Retail Producer Name to Edit
2. Click Edit
3. You Can Also Delete if Desired

NOTE: Any changes made on this page will affect all SLIP users for your brokerage.

The screenshot shows a web application interface for managing retail producers. A blue oval highlights a table of producers, with the row for 'AGT0381 A+ INSURANCE SERVICES' selected. Below the table is a form for 'Retail Producer Info' with fields for ID, Name, Address, City, State, and Zip. A second blue oval highlights the 'Edit' button in the bottom right corner of the form, with a mouse cursor pointing at it.

ID	Retail Producer Name
AGT4280	A KALLBERG INS AGENCY INC.
ASI50882	A MILWAUKEE AGENCY INC.
AGT0015	A PLUS INSURANCE & FINANCIAL SERVICES, INC.
AGT0381	A+ INSURANCE SERVICES

Filter grid by name, beginning with . [Filter]

Retail Producer Info

ID: AGT0381

Retail Producer Name: A+ INSURANCE SERVICES

Address Line 1: 8622 Idlewood Dr. S.W.

Address Line 2:

City: Lakewood

State: WA Zip: 98498

New Edit Save Cancel Delete

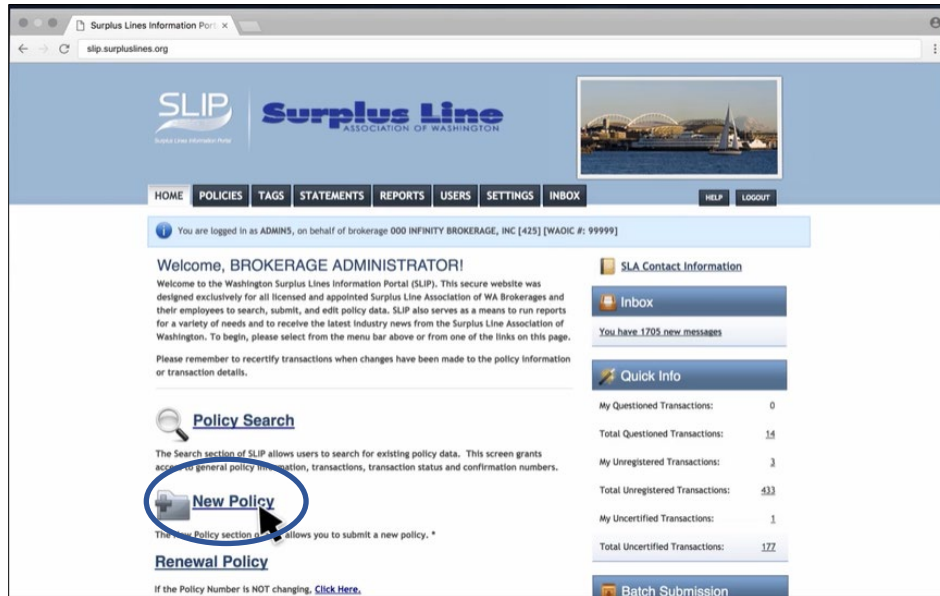
Copyright © 2005 - 2017 Surplus Lines Information Portal

Create & Manage a Policy

<https://vimeo.com/213080480>

Creating a New Policy

1. From Dashboard, click 'New Policy'



2. Enter Policy Information from Declaration Page

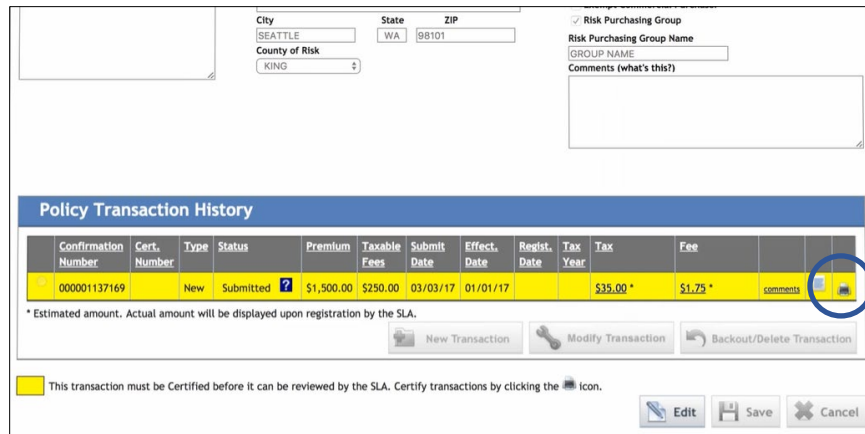
A screenshot of the "Policy Detail" form in the SLIP system. The form is titled "Policy Details" and contains several input fields for policy information. The "New Policy" link is highlighted in the top right corner. The form includes fields for "Policy Number", "Broker", "Retail Producer", "Description of Coverage", "Policy Effective Date", "Expiration Date", "Named Insured as Listed on Policy", "Washington Location Address", "City", "State", "ZIP", "County of Risk", "Insurer", "Percentage", "Add Insurer to Policy", "Master Policy", "Exempt Commercial Purchaser", "Risk Purchasing Group", and "Comments (what's this?)". At the bottom, there is a section for "Add Policy Transaction" with a table for "Transaction Type", "Premium", "Taxable Fees", "Effective Date", and "Comments".

SAMPLE POLICY DETAILS

3. Don't Forget to Select Master Policy, Multi-State, Exempt Commercial Purchaser or Risk Purchasing Group
 - If Risk Purchasing Group – an additional text entry will appear for Risk Purchasing Group Name.
4. Choose a Transaction Type, Add Premium Amount, Taxable Fees and Effective Date
5. Upload Electronic Documents Associated with Transaction by Clicking Documents

6. Click Save
7. Click OK on the Certify Transaction Screen

8. Click Printer Icon



City: SEATTLE State: WA ZIP: 98101
County of Risk: KING

☒ Risk Purchasing Group
Risk Purchasing Group Name: [GROUP NAME]
Comments (what's this?): [Text Area]

Confirmation Number	Cert. Number	Type	Status	Premium	Taxable Fees	Submit Date	Effect. Date	Regist. Date	Tax Year	Tax	Fee	
000001137169		New	Submitted ?	\$1,500.00	\$250.00	03/03/17	01/01/17			\$35.00 *	\$1.75 *	comments [Printer Icon]

* Estimated amount. Actual amount will be displayed upon registration by the SLA.

New Transaction Modify Transaction Backout/Delete Transaction

This transaction must be Certified before it can be reviewed by the SLA. Certify transactions by clicking the [Printer Icon] icon.

Edit Save Cancel

9. Review the Information on the Certification Screen for Accuracy

10. Click I have read the foregoing certification

11. Click 'I so certify'



GROUP NAME

5. Name and address of insured:
SAMPLE NAME, 1234 MAIN STREET SEATTLE, WA 98101

6. Effective Date or Binding Date (whichever is later): 01/01/2017

7. Brief statement of coverage (common trade terms may be used, e.g. D.I.C.):
DESCRIPTION

I have procured insurance from an unauthorized insurer or insurers, in accordance with the laws and regulations of the State of Washington under my surplus line broker's license. Details of such transactions are set forth above.

The insurance could not be procured, after diligent effort was made to do so from among a majority of the insurers authorized to transact that kind of insurance in this state, and placing the insurance in an unauthorized insurer(s) was not done for the purpose of securing a lower premium rate than would be accepted by any authorized insurer unless based on the loss and expense experience of the RPG or its members.

I certify that I am duly authorized to place this coverage on behalf of the insured, that the risk has been duly accepted by the insurer(s), and that the financial condition of the unauthorized insurer(s) before placing the insurance therewith meets or exceeds the financial requirements provided by law.

I certify that under the penalty of the suspension or revocation of my surplus line broker's license that the facts contained in this certification are true and correct.

☒ I have read the foregoing certification

I so certify

Copyright © 2005 - 2017 Surplus Line Information Portal

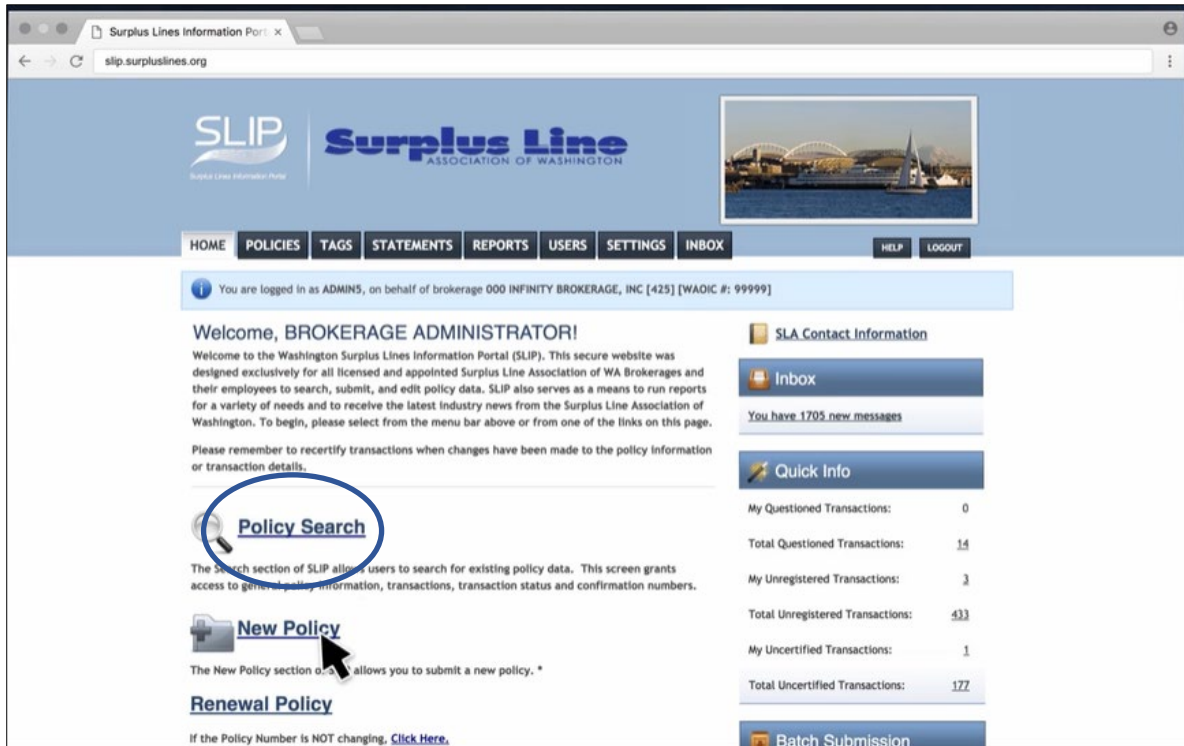
12. Your Transaction is Now Submitted to the Surplus Line Association of Washington.

Transactions

<https://vimeo.com/213080636>

Creating New Transactions

1. From the Policy Dashboard click Policy Search



2. Type in search criteria such as policy number, name of insured, etc.
3. Click Search.
4. Click Link for Policy.
5. Policy Details Page will Open.
6. Scroll Down for Policy Transaction History
7. Add a New Transaction by clicking Edit

8. Click New Transaction

9. Enter New Transaction Information Under Add Policy Transaction

The screenshot shows the 'Add Policy Transaction' form. A dropdown menu for 'Transaction Type' is open, showing the following options: 1 - NEW BUSINESS, 2 - ADDITIONAL PREMIUM, 3 - RETURN PREMIUM, 4 - CANCELLATION, 5 - RENEWAL, and 6 - REINSTATEMENT. A mouse cursor is pointing at option 1. The form also includes fields for Premium, Taxable Fees, Effective Date, and Comments. Below the form is a 'Policy Transaction History' table.

Confirmation Number	Cert. Number	Type	Status	Premium	Taxable Fees	Submit Date	Effect. Date	Regist. Date	Tax Year	Tax	Fee	Comments
000001129260		New	Registered	\$1,753.00	\$100.00	02/25/13	03/16/12	02/25/13	2012	\$37.06	\$1.85	comments
000001129261		RP	Registered	(\$121.00)	\$0.00	02/25/13	03/16/12	02/25/13	2013	(\$2.42)	(\$0.12)	comments
000001129264		AP	Registered	\$50.00	\$0.00	02/25/13	06/15/12	02/25/13	2013	\$1.00	\$0.05	comments
000001129263		New	Registered	\$50.00	\$0.00	02/25/13	06/22/12	02/25/13	2012	\$1.00	\$0.05	comments
000001129265		AP	Registered	\$50.00	\$0.00	02/25/13	07/10/12	02/25/13	2013	\$1.00	\$0.05	comments
000001129266		RP	Registered	(\$408.00)	\$0.00	02/25/13	12/12/12	02/25/13	2012	(\$8.16)	(\$0.41)	comments

The screenshot shows the 'Add Policy Transaction' form on a laptop screen. The form includes fields for Description of Coverage, Washington Location Address, City, State, ZIP, and County of Risk. Below the form is the 'Policy Transaction History' table, which is identical to the one in the previous screenshot. At the bottom of the form, there are buttons for 'New Transaction', 'Modify Transaction', 'Backout/Delete Transaction', 'Edit', 'Save', and 'Cancel'. A mouse cursor is pointing at the 'Save' button.

Confirmation Number	Cert. Number	Type	Status	Premium	Taxable Fees	Submit Date	Effect. Date	Regist. Date	Tax Year	Tax	Fee	Comments
000001129260		New	Registered	\$1,753.00	\$100.00	02/25/13	03/16/12	02/25/13	2012	\$37.06	\$1.85	comments
000001129261		RP	Registered	(\$121.00)	\$0.00	02/25/13	03/16/12	02/25/13	2013	(\$2.42)	(\$0.12)	comments
000001129264		AP	Registered	\$50.00	\$0.00	02/25/13	06/15/12	02/25/13	2013	\$1.00	\$0.05	comments
000001129263		New	Registered	\$50.00	\$0.00	02/25/13	06/22/12	02/25/13	2012	\$1.00	\$0.05	comments
000001129265		AP	Registered	\$50.00	\$0.00	02/25/13	07/10/12	02/25/13	2013	\$1.00	\$0.05	comments
000001129266		RP	Registered	(\$408.00)	\$0.00	02/25/13	12/12/12	02/25/13	2012	(\$8.16)	(\$0.41)	comments

10. Click Save

11. Certify Transaction

Understanding Status

After Certifying a Transaction Status will Change to:

Submitted	Transaction has been submitted and is awaiting Examiner review.
Questioned	Examiner has reviewed and tagged the transaction. (see Tag Management section)
Registered	Examiner has reviewed the transaction and has found the transaction acceptable.

Modify Current Transaction

1. If the transaction is submitted but not yet registered and you need to modify, click Edit in the Policy Transaction History.
2. Select the Confirmation Number/Policy Number
3. Click Modify Transaction

City

SEATTLE

State

WA

ZIP

98103

County of Risk

KING

Master Policy

Exempt Commercial Purchaser

Risk Purchasing Group

Comments (what's this?)

Policy Transaction History

Confirmation Number	Cert. Number	Type	Status	Premium	Taxable Fees	Submit Date	Effect. Date	Regist. Date	Tax Year	Tax	Fee		
000001137169		New	Submitted	\$1,500.00	\$300.00	03/03/17	01/01/17		2017	\$36.00 *	\$1.80 *	comments	
000001137207		New	Submitted	\$1,000.00	\$301.00	03/15/17	03/31/17		2017	\$26.02 *	\$1.30 *	comments	

New Transaction

Modify Transaction

Backout/Delete Transaction

Edit

Save

Cancel

* Estimated amount. Actual amount will be displayed upon registration by the SLA.

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Delete Transaction (unregistered)

1. If the transaction is submitted but not yet registered and you need to backout/delete - click the 'Backout/Delete Transaction Button'.
2. A pop-up will appear asking if you are sure you wish to delete the transaction.

Note: If you are deleting the only transaction on a policy, the entire policy will be deleted.

The screenshot displays the 'Policy Transaction History' section of the Surplus Lines Information Portal. At the top, there are input fields for City (SEATTLE), State (WA), ZIP (98103), and County of Risk (KING). Below these is a 'Comments (what's this?)' text area. The main table lists transactions with columns: Confirmation Number, Cert. Number, Type, Status, Premium, Taxable Fees, Submit Date, Effect. Date, Regist. Date, Tax Year, Tax, and Fee. Two transactions are listed: one with Confirmation Number 000001137169 and another with 000001137207. The second transaction is highlighted in green. Below the table, there are buttons for 'New Transaction', 'Modify Transaction', and 'Backout/Delete Transaction'. The 'Backout/Delete Transaction' button is circled in blue. At the bottom, there are 'Edit', 'Save', and 'Cancel' buttons. A copyright notice at the bottom reads 'Copyright © 2005 - 2017 Surplus Lines Information Portal'.

Confirmation Number	Cert. Number	Type	Status	Premium	Taxable Fees	Submit Date	Effect. Date	Regist. Date	Tax Year	Tax	Fee	
000001137169		New	Submitted ?	\$1,500.00	\$300.00	03/03/17	01/01/17		2017	\$36.00 *	\$1.80 *	comments
000001137207		New	Submitted ?	\$1,000.00	\$301.00	03/15/17	03/31/17		2017	\$26.02 *	\$1.30 *	comments

Backing Out Registered Transactions

1. If the transaction has already been registered, you click the 'Backout/Delete Transaction' button.
2. A pop-up will appear, which will allow you to enter a reason for backing out the transaction.
3. Enter reason.
4. Click OK.

Managing Tags

<https://vimeo.com/213080862>

What is a Tag?

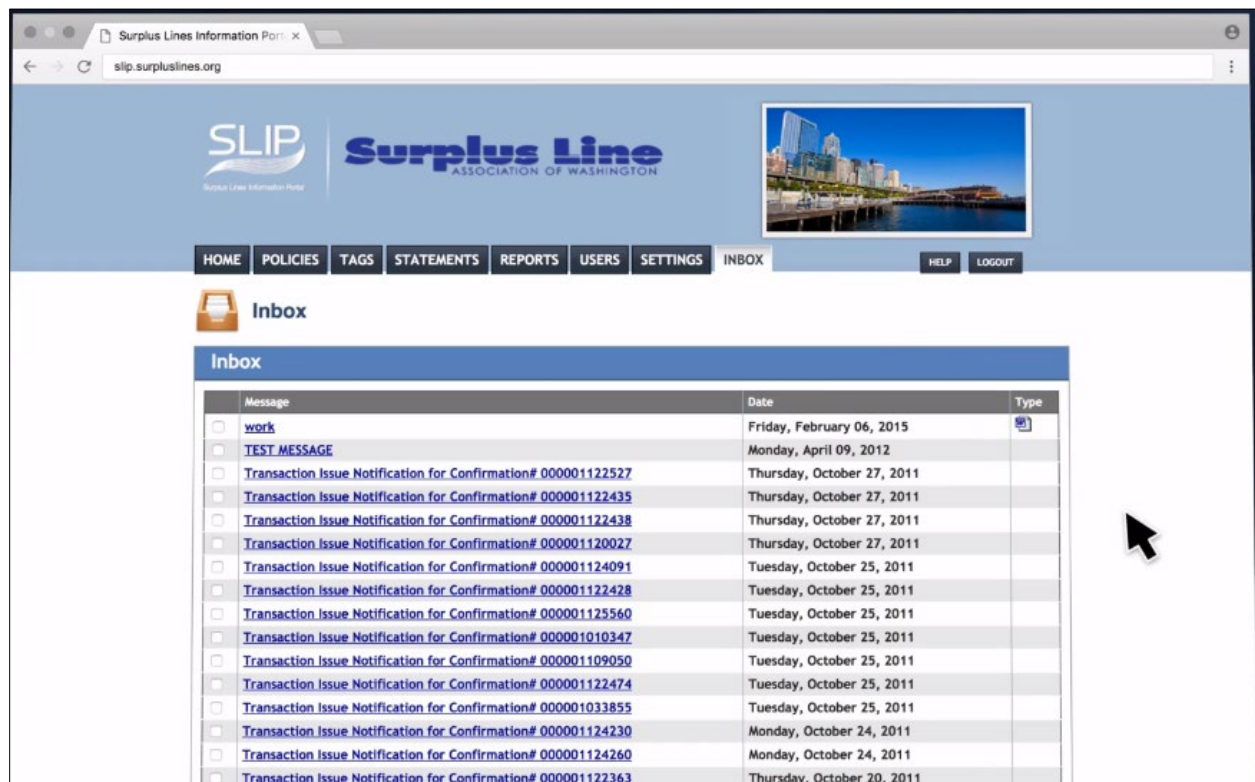
- If SLIP or the Surplus Line Association of Washington Examiner finds an issue with your transaction, the transaction will be tagged.

How do I know if my transaction is tagged?

- You'll get a message in your inbox about the questioned transaction.

How do I check my tagged transactions?

1. You can select either the TAGS or INBOX tabs at the top of your dashboard.



2. After you've selected the transaction, you can see tag details by clicking the question mark next to 'Questioned' on your Policy Transaction History.

Policy Number: TEST000

Broker: JOSHUA STARLING - 654561

Retail Producer: [Dropdown]

Description of Coverage: SDDSD

Policy Effective Date: [Dropdown] Expiration Date: 5/7/2015 ☐ Until Canceled

Named Insured as Listed on Policy: SDDSD

Washington Location Address: SDDSD

City: SDDSDSDSDS State: WA ZIP: 33333

County of Risk: FRANKLIN

Insurer: ACE SEGUROS S.A. Percentage: 100.0000 % [remove](#)

Add Insurer to Policy: 100 % % [Add](#)

☐ Master Policy ☒ Multi-State

☐ Exempt Commercial Purchaser

☐ Risk Purchasing Group

Comments (what's this?): [Text Area]

Policy Transaction History

Confirmation Number	Cert. Number	Type	Status	Premium	Taxable Fees	Submit Date	Effect. Date	Regist. Date	Tax Year	Tax	Fee			
000001133208		RP	Questioned ?	\$1,000.00	\$0.00	07/14/15	05/07/15		2015	(\$20.00) *	(\$1.00) *	comments	print	delete
000001133207		Canc	In Process ?	(\$1,000.00)	\$0.00	07/14/15	05/07/15			(\$20.00) *	(\$1.00) *	comments	print	delete

* Estimated amount. Actual amount will be displayed upon registration by the SLA.

[New Transaction](#) [Modify Transaction](#) [Backout/Delete Transaction](#)

[Edit](#) [Save](#) [Cancel](#)

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3. A pop-up will appear, which will specify the exact issues found with your transaction.
4. Correct items as necessary or contact the Examiner listed on the pop-up for additional clarification.
5. Once you've addressed the tag(s) and clicked "Update", the Examiner will re-review the transaction. If the transaction is found to be acceptable, the status will change to registered.

What if a transaction is questioned, but hasn't been reviewed by an examiner?

- Sometimes SLIP will automatically detect an issue with a transaction you've processed. When this happens, you'll see a blue question mark next to the status 'In Process'.
- Click the question mark to learn why the transaction was questioned by the system.

Batch Filing

<https://vimeo.com/213081345>

SLIP allows users to submit a batch upload with multiple transactions at once.

1. Create a .XML file with all policies and transactions.
 - There are specific details that must be correct when creating this file.
 - If one transaction is incorrect, the entire batch is rejected.
 - To help your brokerage create an accurate .XML file, the Surplus Line Association of Washington has created a batch submission manual

https://www2.surpluslines.org/docs/SLAW_Batch_Submission_Manual_Brokerages.pdf

2. Review the SLAW batch submission manual and ensure your .XML file meets all specified requirements.
3. Notify the Surplus Line Association of Washington before going live with a batch.
 - The Association has created a separate test environment to review and verify the integrity of your batch.
 - Contact the Surplus Line Association of Washington at info@surpluslines.org for a username and password.

4. Submit through SLIP under the Batch Submit link.

exclusively for all licensed and appointed Surplus Line Association of WA Brokerages and their employees to search, submit, and edit policy data. SLIP also serves as a means to run reports for a variety of needs and to receive the latest industry news from the Surplus Line Association of Washington. To begin, please select from the menu bar above or from one of the links on this page.

Please remember to recertify transactions when changes have been made to the policy information or transaction details.

Policy Search

The Search section of SLIP allows users to search for existing policy data. This screen grants access to general policy information, transactions, transaction status and confirmation numbers.

New Policy

The New Policy section of SLIP allows you to submit a new policy. *

Renewal Policy

If the Policy Number is NOT changing, [Click Here](#).
If the Policy Number is changing from an existing policy, [Click Here](#).

Inbox

You have 1705 new messages

Quick Info

My Questioned Transactions:	0
Total Questioned Transactions:	12
My Unregistered Transactions:	12
Total Unregistered Transactions:	458
My Uncertified Transactions:	3
Total Uncertified Transactions:	189

Batch Submission

Batch Submit

[Batch Submission Procedures](#)

5. Click the select button.

SLIP

HOME POL

batch test.zip

Format: All Files

File Name	Options	
batch_upload.zip	03/24/2017 06:43:14 AM	Rejected for Import
7998_corrected.zip	12/13/2016 07:42:49 AM	Rejected for Import
test_upload.zip	11/29/2016 08:17:02 AM	Rejected for Import
test06292016.zip	06/29/2016 07:06:36 AM	Rejected for Import
zipsTest.zip	04/20/2016 07:45:36 AM	Submission Accepted
Files.zip	08/27/2015 07:52:22 AM	Rejected for Import
PortMon.zip	03/13/2015 08:47:36 AM	Rejected for Import
Batch File 1.zip	03/12/2015 01:18:10 PM	Rejected for Import
WABatch.xml	08/01/2014 05:40:19 AM	Received
WABatch.xml	08/01/2014 05:16:42 AM	Received

To upload a file, click the button below. Click **Upload** to submit the file.

Select


Upload **Cancel**


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6. Choose .XML file.

7. Click Upload.

- You'll see a confirmation message at the top of the screen.
- As the Surplus Line Association of Washington reviews your submission, you'll be able to see the batch's status under 'File Status'.

**System Success**
The selected document was uploaded successfully.
Upload Document action successful.

Please remember that you will have to certify the batch once your submission has been accepted.

File Name	Received Date	File Status	Action
batch test.zip	03/24/2017 07:24:31 AM	Received	
batch upload.zip	03/24/2017 06:43:14 AM	Rejected for Import	
7998_corrected.zip	12/13/2016 07:42:49 AM	Rejected for Import	
test_upload.zip	11/29/2016 08:17:02 AM	Rejected for Import	
test06292016.zip	06/29/2016 07:06:36 AM	Rejected for Import	
zipsTest.zip	04/20/2016 07:45:36 AM	Submission Accepted	Certify Batch/Generate Affidavits
Files.zip	08/27/2015 07:52:22 AM	Rejected for Import	
PortMon.zip	03/13/2015 08:47:36 AM	Rejected for Import	
Batch File 1.zip	03/12/2015 01:18:10 PM	Rejected for Import	
WABatch.xml	08/01/2014 05:40:19 AM	Received	

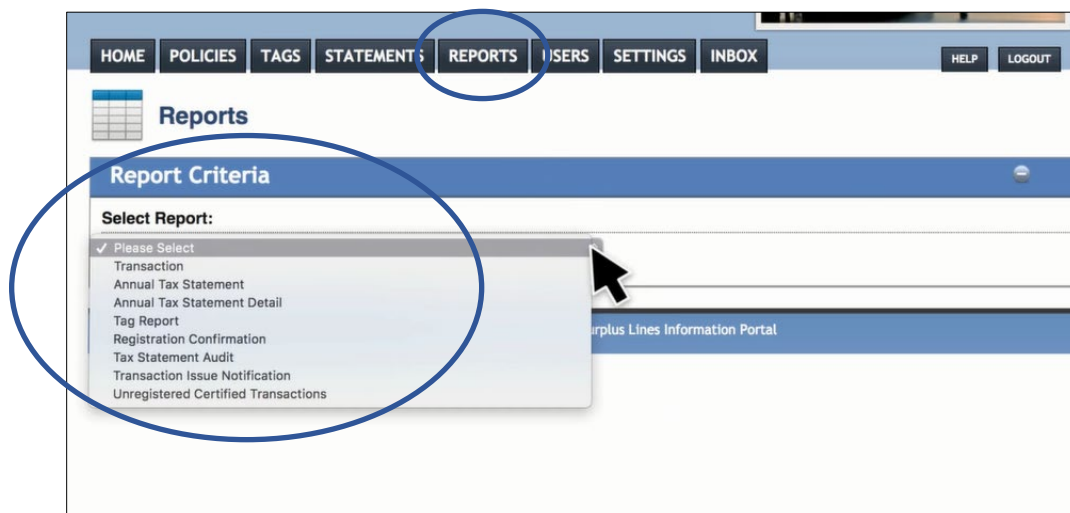
To upload a file, click the button below. Click "Upload" to submit the file.

8. Once the submission is accepted, you'll need to certify the batch by clicking 'Certify Batch/Generate Affidavits' under the Action column.

Reports

<https://vimeo.com/213272480>

1. Click the REPORTS tab.



2. Select the desired report.

Transactions	<p>Transactions that have been submitted, reviewed by an examiner, and registered as acceptable in a given month.</p> <p>**If a transaction is submitted, but not registered, it will not be displayed on this report.</p>
Annual Tax Statement	<p>Shows the premium and fees on which taxes are computed.</p> <p>DOES NOT SHOW ANNUAL TAXES</p>
Annual Tax Statement Detail	<p>Policies, premiums and fees for the year.</p> <p>Generated automatically by SLIP on February 1st annually.</p> <p>User can run the report at any time for any period of time.</p>
Tag Report	<p>Details transactions submitted, but not yet registered and transactions that have been tagged.</p>
Registration Confirmation	<p>A copy of all emails sent to the brokerage confirming registration of a transaction.</p>
Tax Statement Audit Report	<p>Shows changes made to the tax year, premium and/or fees.</p>
Transaction Issue Notification	<p>A copy of emails sent for tagged and/or questioned items.</p>
Unregistered Certified Transactions	<p>All initiating transactions for the selected year that have been included on the Tax Statement based on the date certified, but that have not yet been registered.</p>

FAQ'S

1. Is it required to electronically submit policy documents online?

Electronically submitting policy documentation is the preferred method. This will expedite the submission and examination process and will reduce postage costs. If you are unable to submit documents electronically, you will still have the option to submit paper copies of policy documentation. However, paper copies must still be accompanied by a system generated certification or endorsement report.

2. How do I create my SLIP user account?

SLIP user accounts are created and maintained by your brokerage's SLIP administrator. SLIP brokerage administrators are created by the Surplus Line Association of Washington.

3. Can I modify a Policy Number?

Yes, a policy number may be modified, provided the policy in question has no other registered transactions. If you need to change the policy number on a policy that contains other registered transactions, then a new policy record should be created.

4. What is a registered transaction?

A policy transaction is registered if it has been reviewed by the Surplus Line Association of Washington, deemed to be properly reported and accepted.

5. What is included in Policy Fees?

Policy fees include all taxable fees associated with a transaction but do not include a stamping fee.

6. What policy documentation do I need to submit?

The Surplus Line Association of Washington requires the following documents:

- Declarations Sheet
- Supplemental Declarations Sheets (if applicable)
- Service of Suit
- Forms List

The Surplus Line Association of Washington requests that you do not send the entire policy, but only the required documents listed above.

7. Will system users from other brokerages be able to view or access my data?

No, the data your brokerage submits through SLIP is secure and is only accessible to your brokerage's SLIP users.

8. Am I required to use the certification generated from SLIP?

Yes, the system generated certification is produced specifically for you by SLIP and contains a barcode that is essential to the processing of incoming filings at the Surplus Line Association of Washington office.

9. Is there a way to bulk upload a list of Retail Producers into SLIP?

Yes, this can be accomplished by populating the following Excel spreadsheet with your retail producers and e-mailing it to the Surplus Line Association of Washington where it will be uploaded to the database. The excel template can be found [here](#).