SLIP

SURPLUS LINES INFORMATION PORTAL

DESIGNED TO HELP BROKERAGES SUBMIT AND MANAGE SURPLUS LINES POLICIES

Table of Contents

Registration

https://vimeo.com/213079542

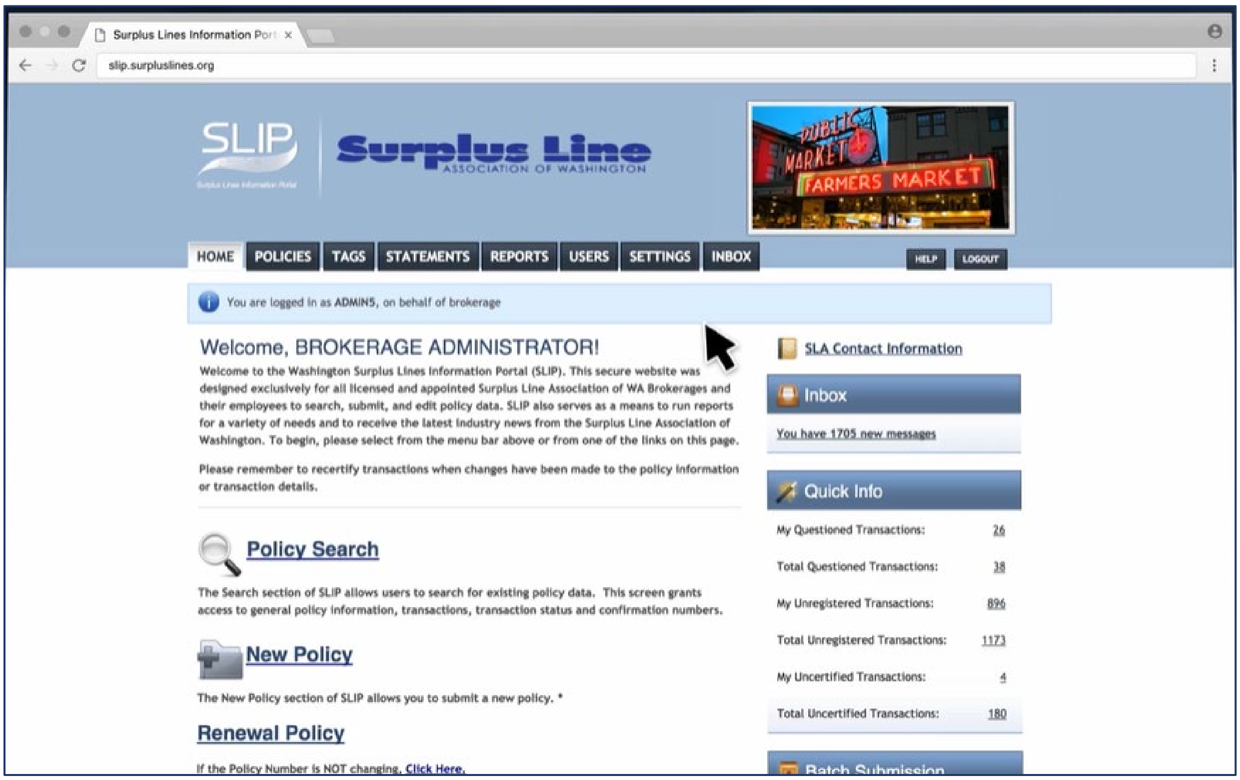
Request a SLIP Admin Account for your Brokerage.

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.

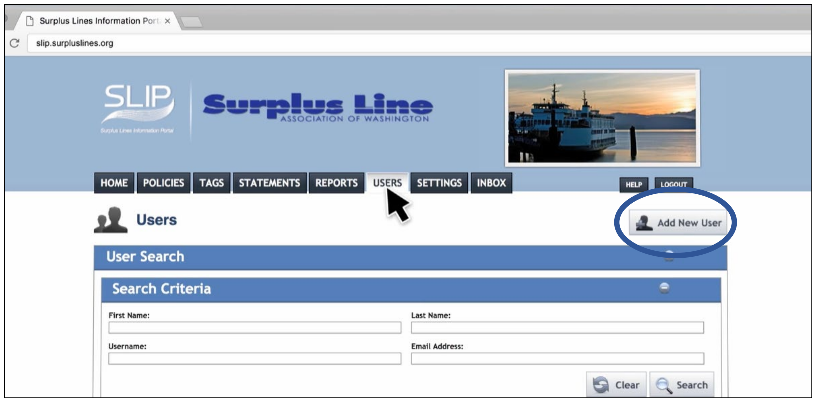
DASHBOARD VIEW



Creating a SLIP User Account

1. From Dashboard, click 'USERS'

2. Click Add New User



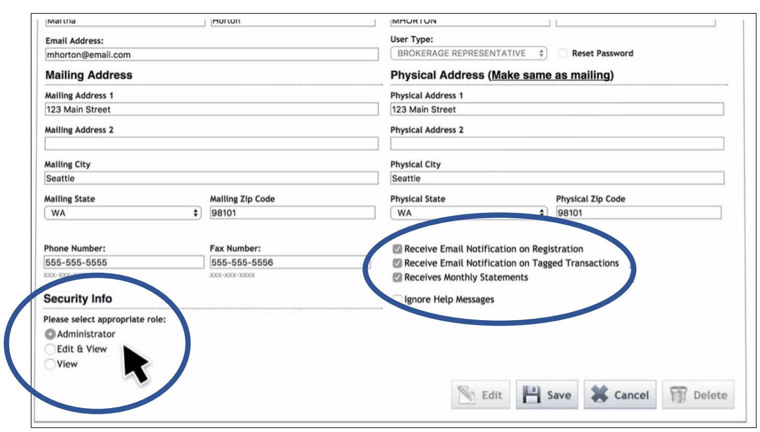
3. Fill Out User Details as Directed
   - Include Desired Username
   - SLIP Will Generate a Password Automatically

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)*



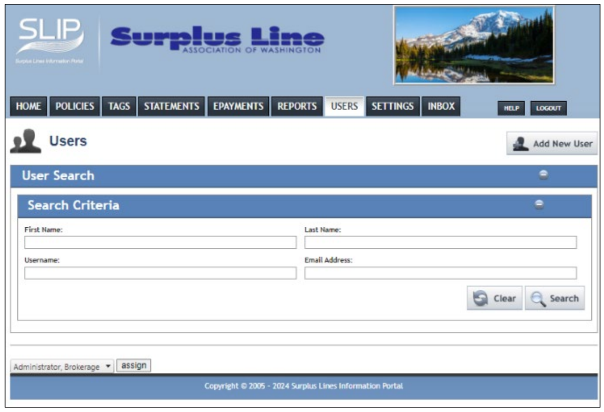
6. Click Save

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

Adding E-Payment Access to Existing Users

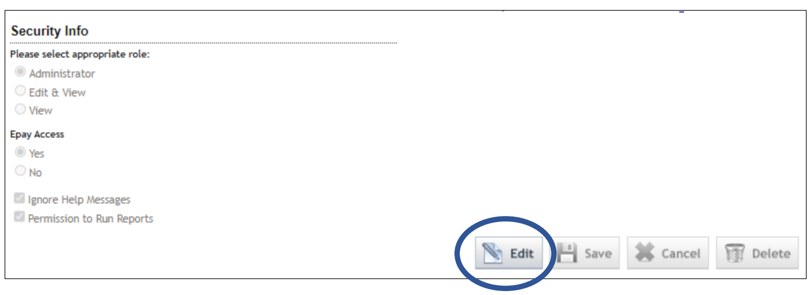
1. From Dashboard, click 'USERS'

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.

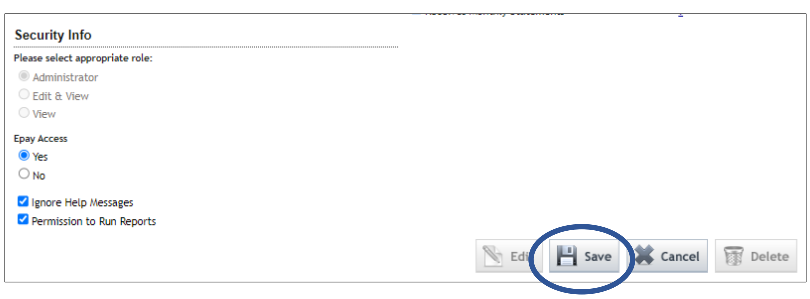


3. If SLIP finds a matching user credential, the User Details will appear below the Search Criteria section. There, you can review user details, such as name, address, phone number, etc. for accuracy. The bottom of the User Details page shows Security Info and Notification Settings.

4. Click Edit.



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



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

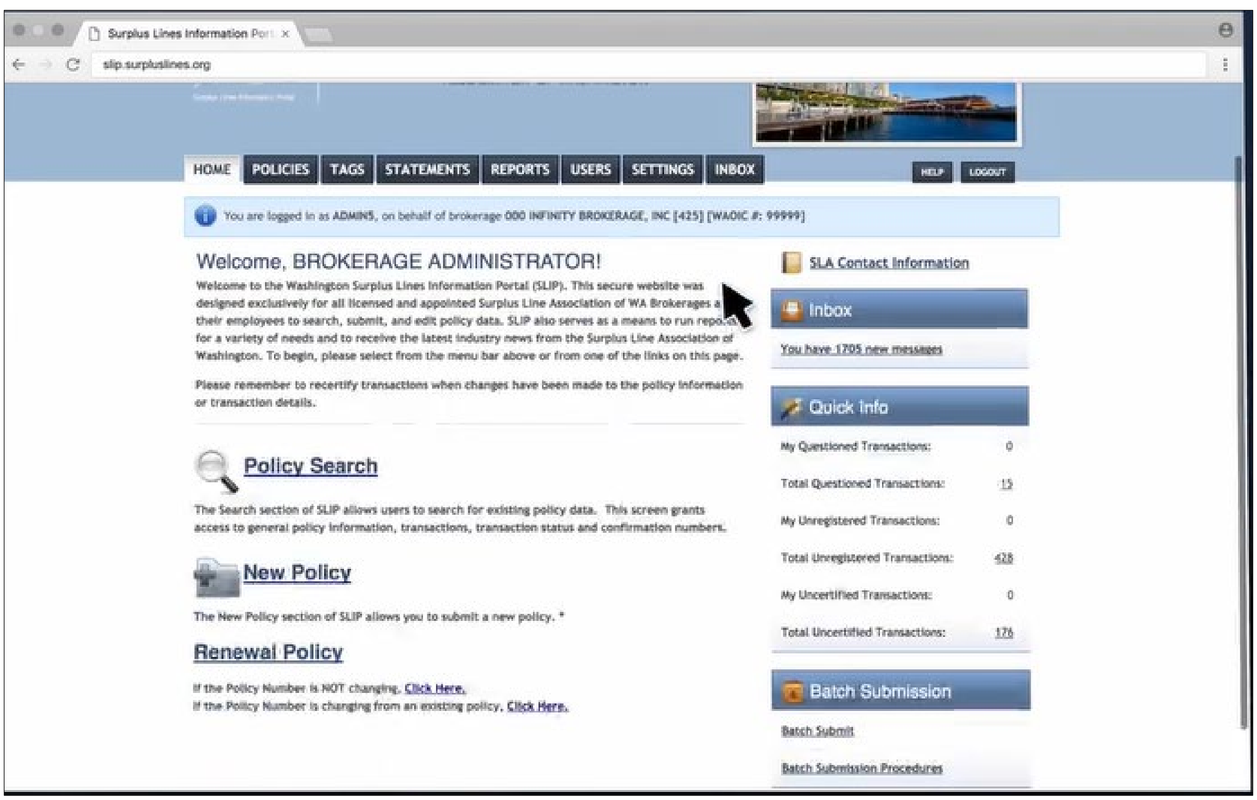
User Management

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

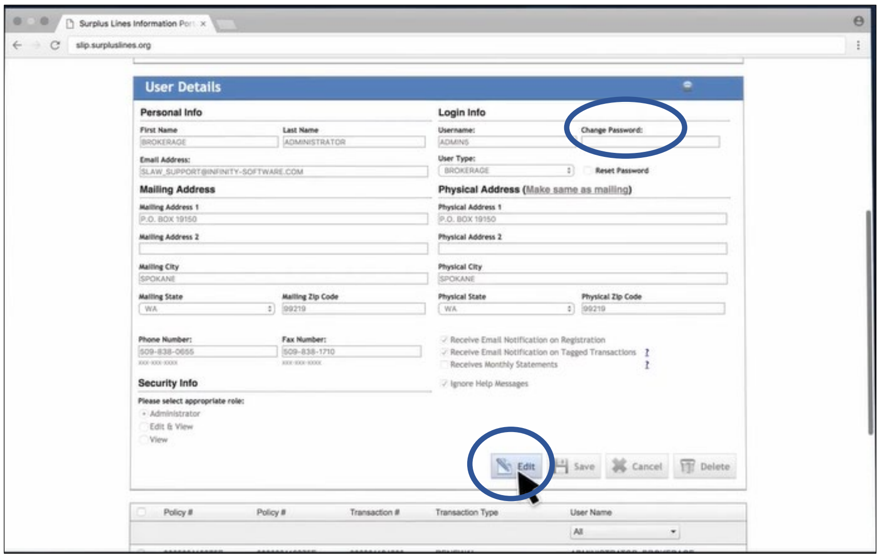
1. From Dashboard, click 'USERS'

2. SLIP Admin: Search for Username

3. SLIP User: User Details Auto-Populate

4. Click Edit Button

5. Enter New Password Under Change Password



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

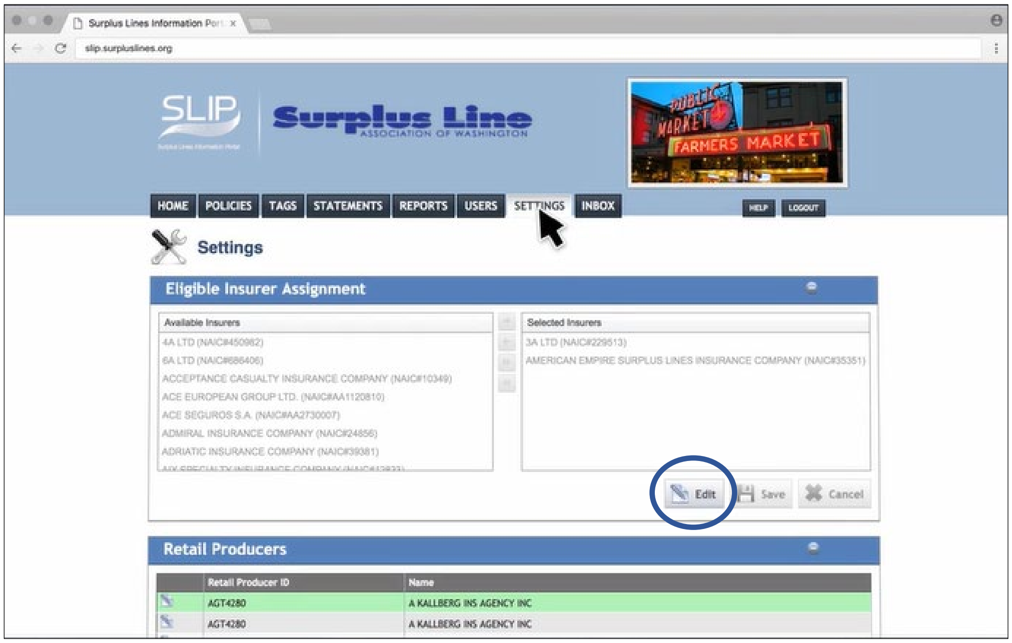
6. Click Save

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

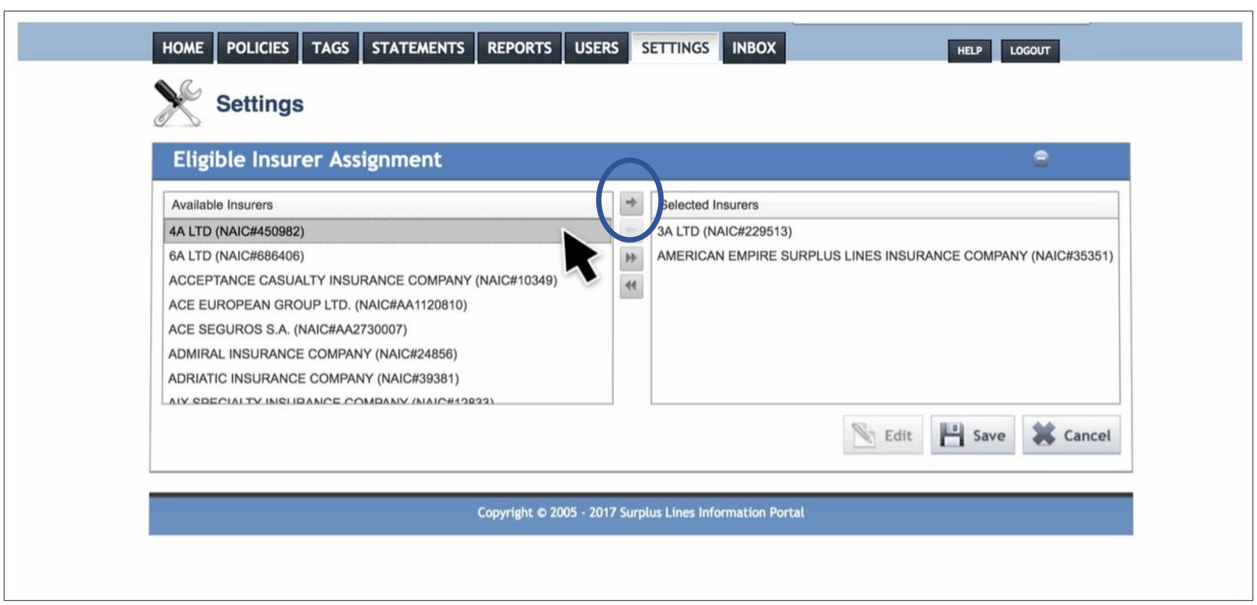
SETTINGS VIEW



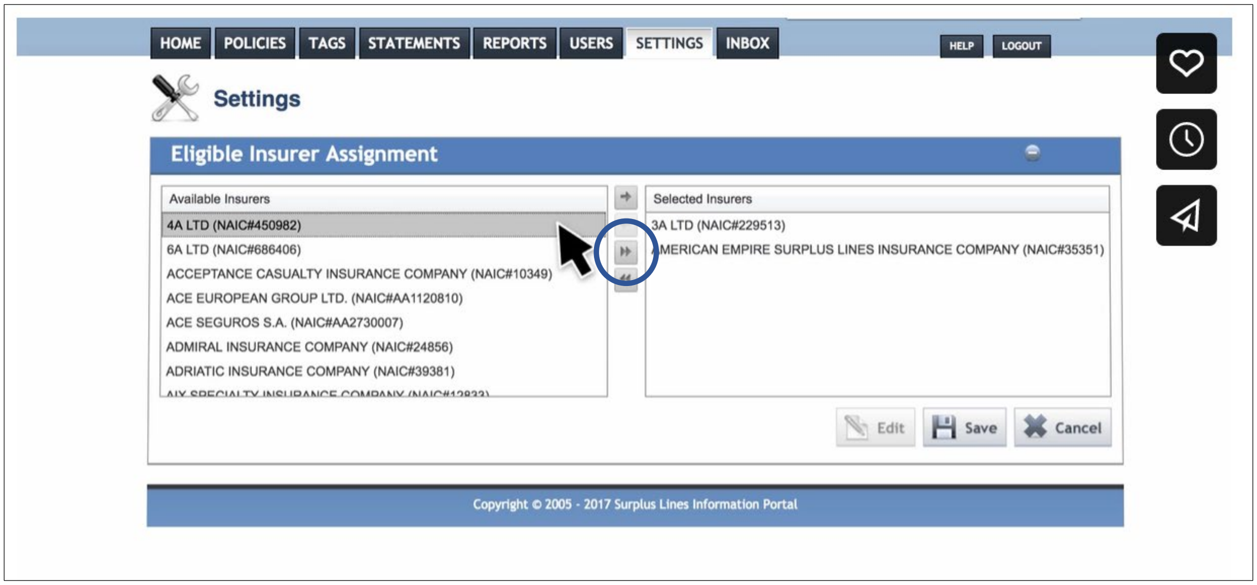
3. Choose from the Pre-Populated List on the Left

4. Click to Highlight Desired Insurer

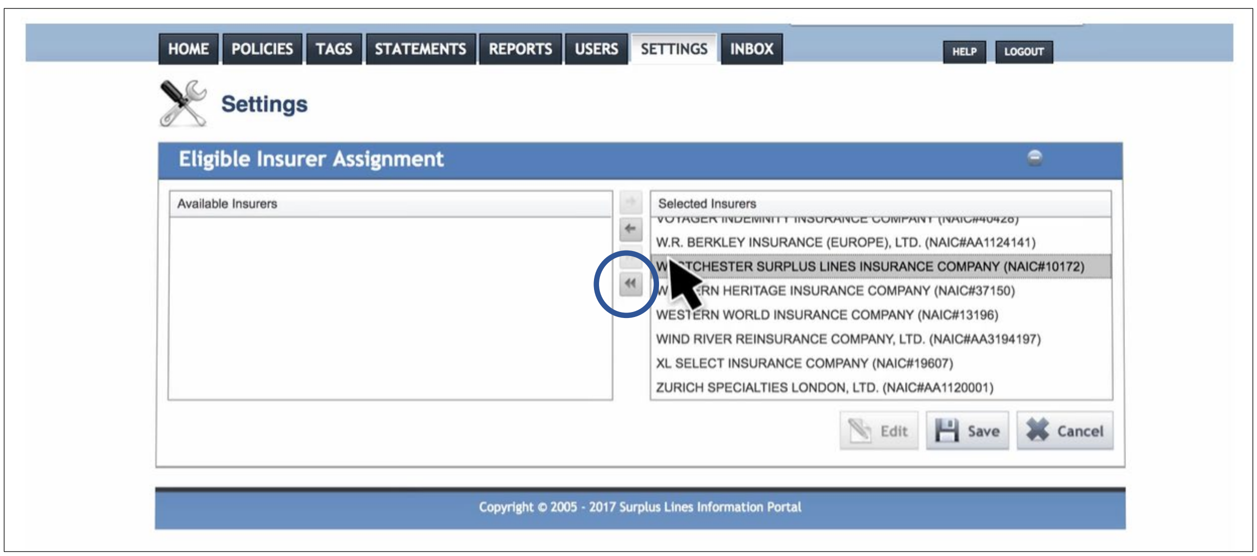
5. Click Arrow Button at Top Center to Add to Quick Access on Right



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



7. Remove an Insurer by Clicking Double Back Button

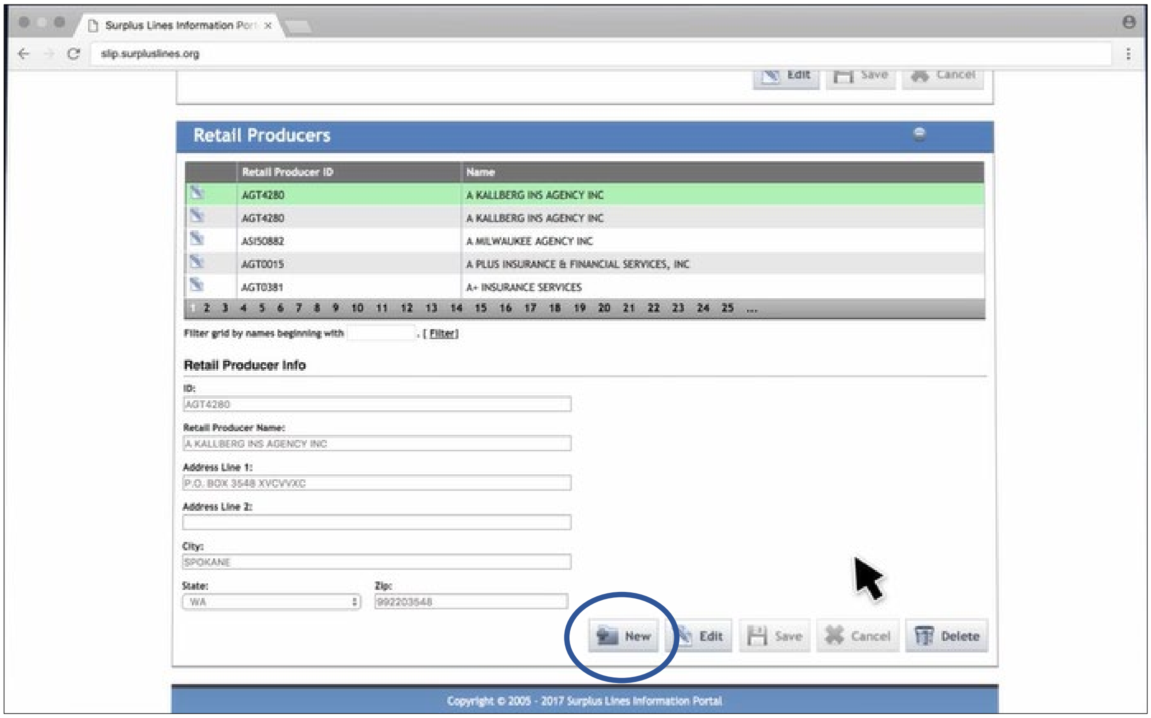


8. Click Save

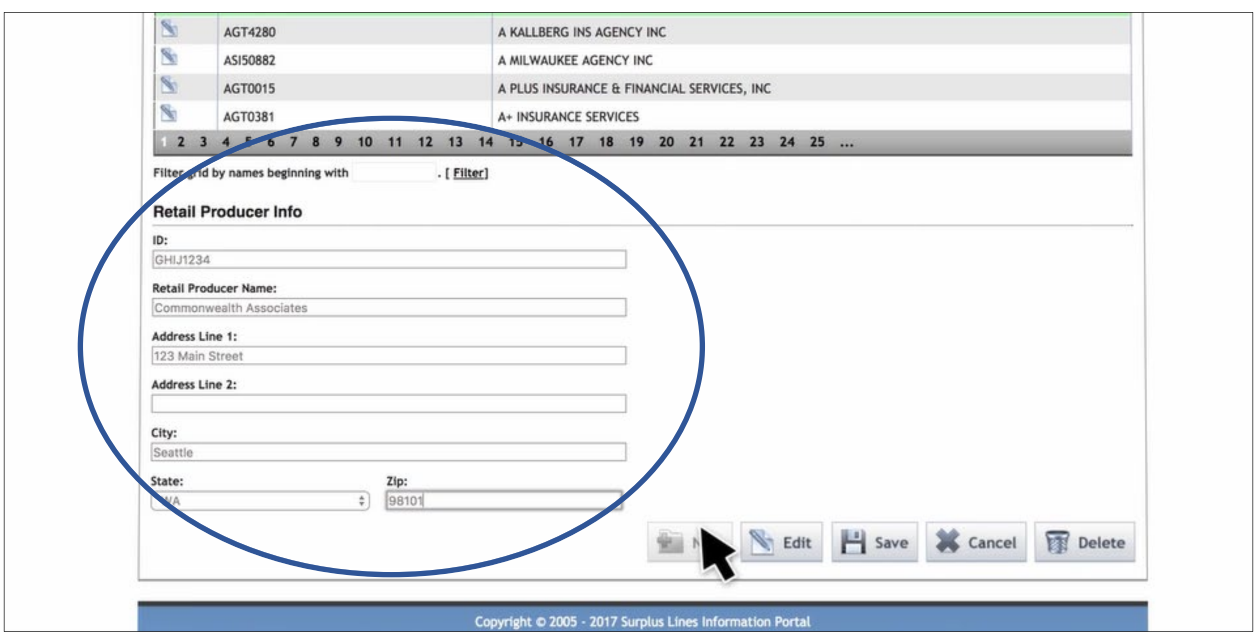
Adding Retail Producers

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

SETTINGS VIEW
RETAIL PRODUCERS SECTION



4. Enter Information of Retail Producer



5. Click Save

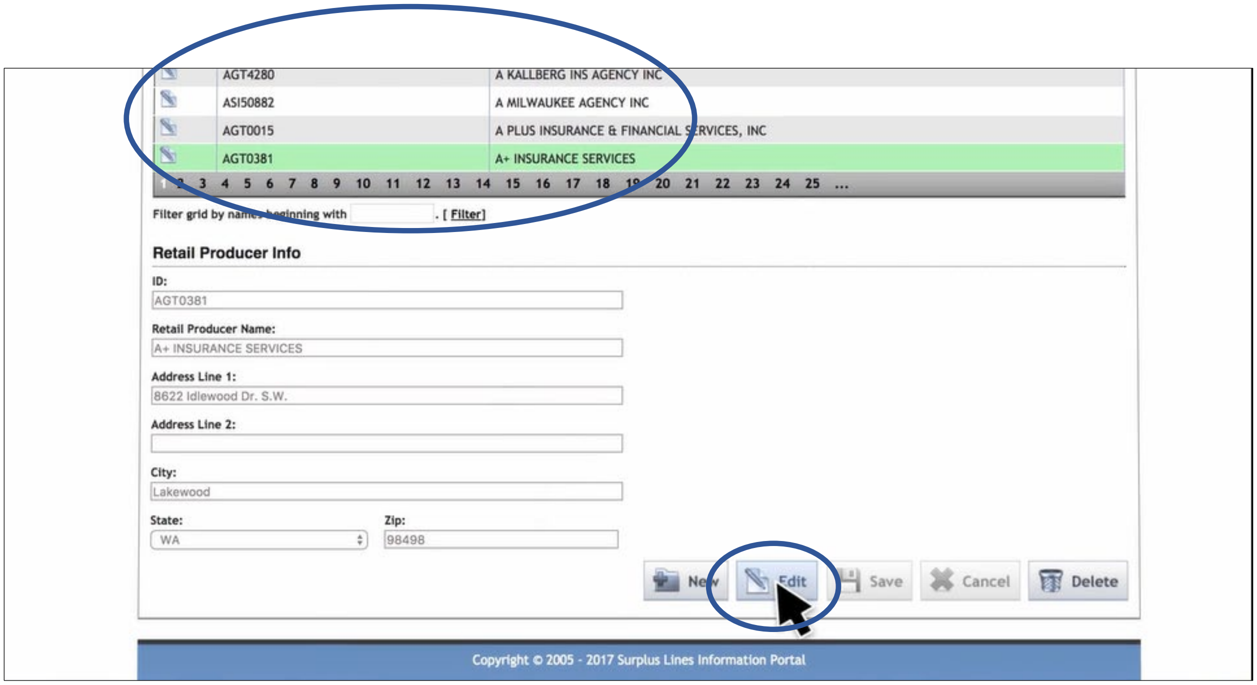
Edit Existing Retail Producers

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.

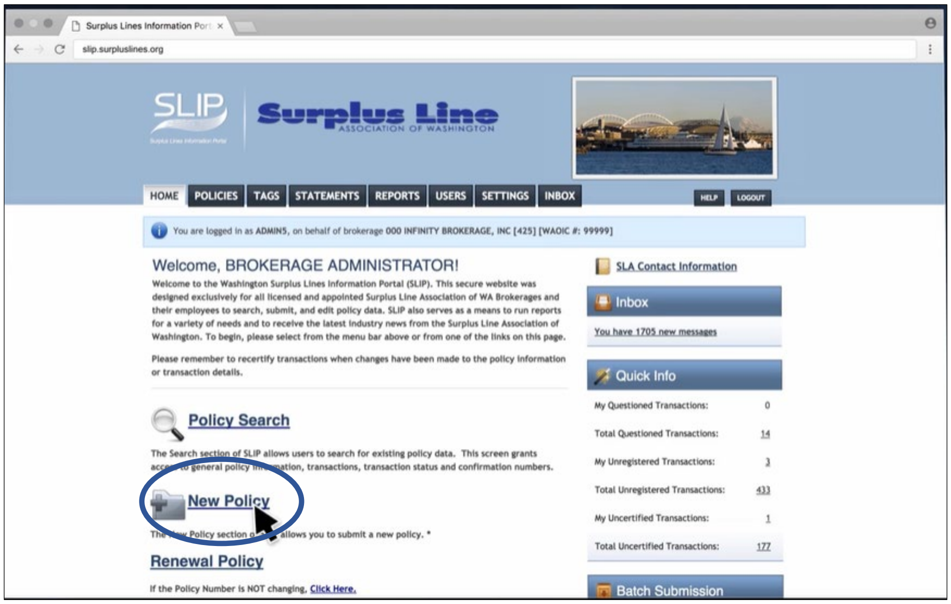


Create & Manage a Policy

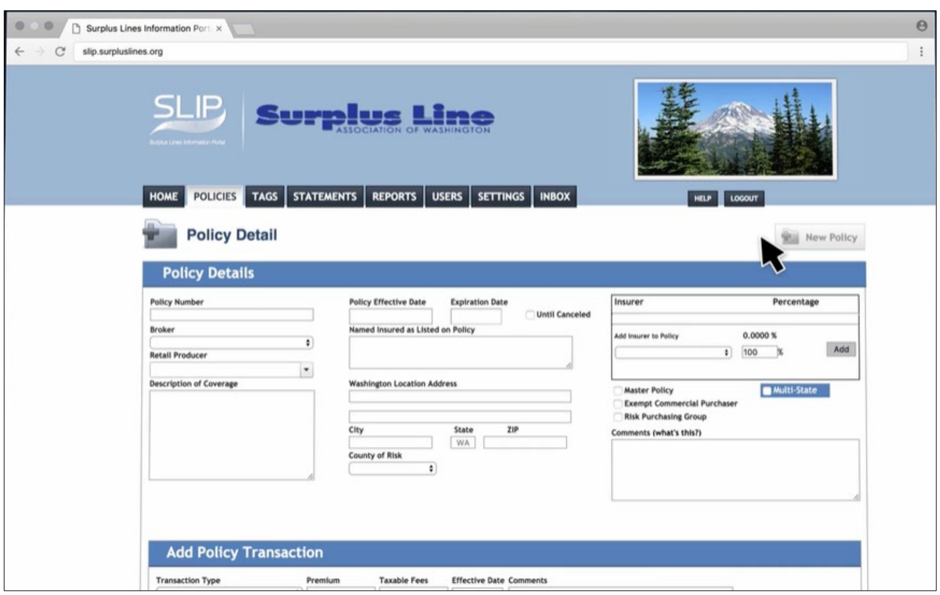
https://vimeo.com/213080480

Creating a New Policy

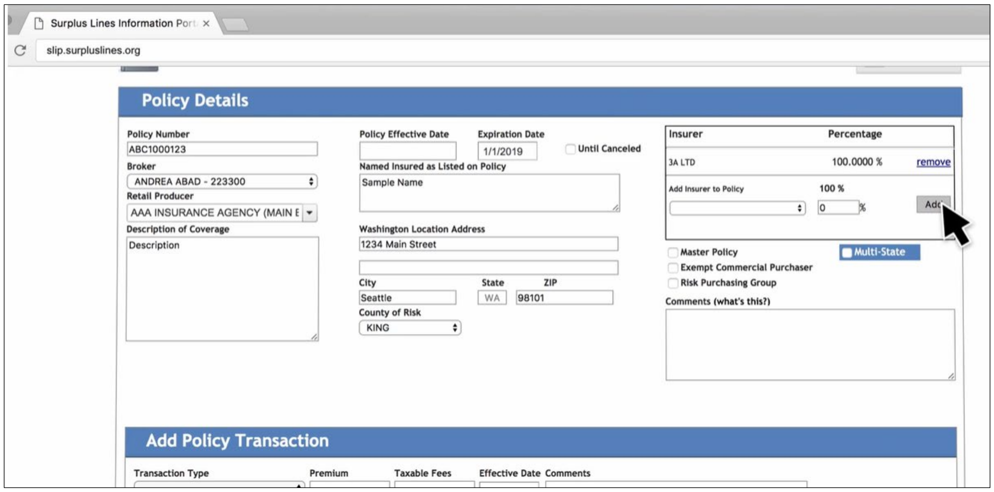
1. From Dashboard, click 'New Policy'



2. Enter Policy Information from Declaration Page



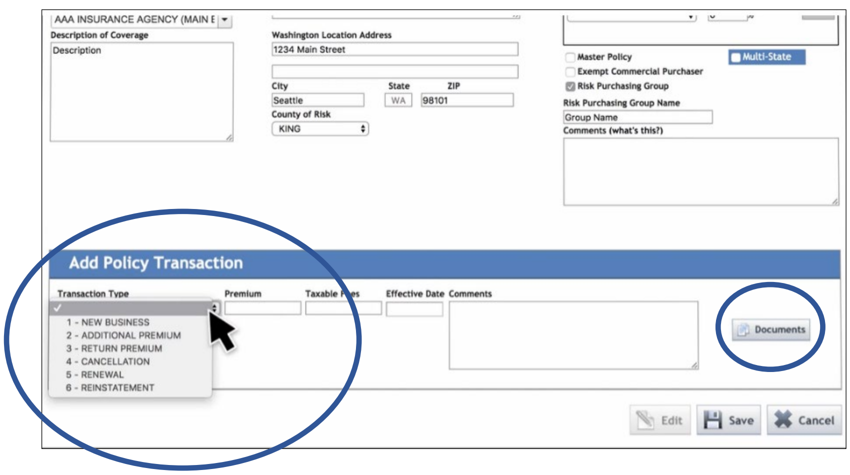
SAMPLE POLICY DETAILS



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.

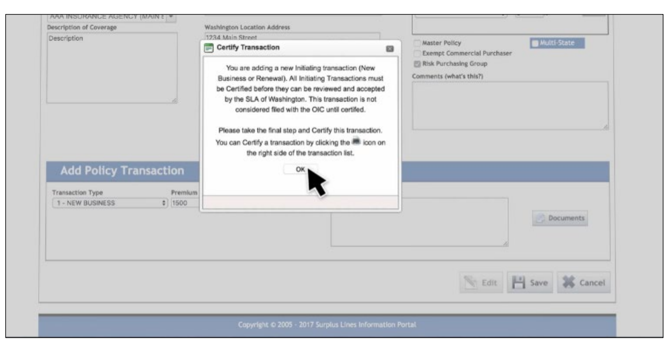
4. Choose a Transaction Type, Add Premium Amount, Taxable Fees and Effective Date

5. Upload Electronic Documents Associated with Transaction by Clicking Documents

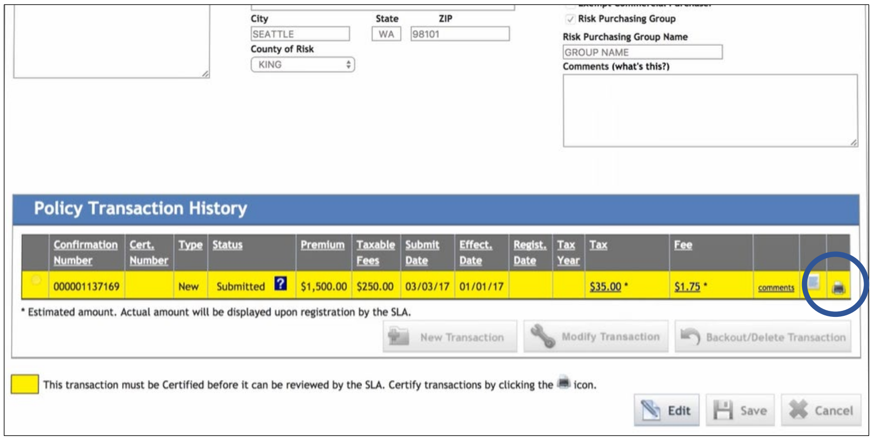


6. Click Save

7. Click OK on the Certify Transaction Screen



8. Click Printer Icon



9. Review the Information on the Certification Screen for Accuracy

10. Click I have read the foregoing certification

11. Click 'I so certify'

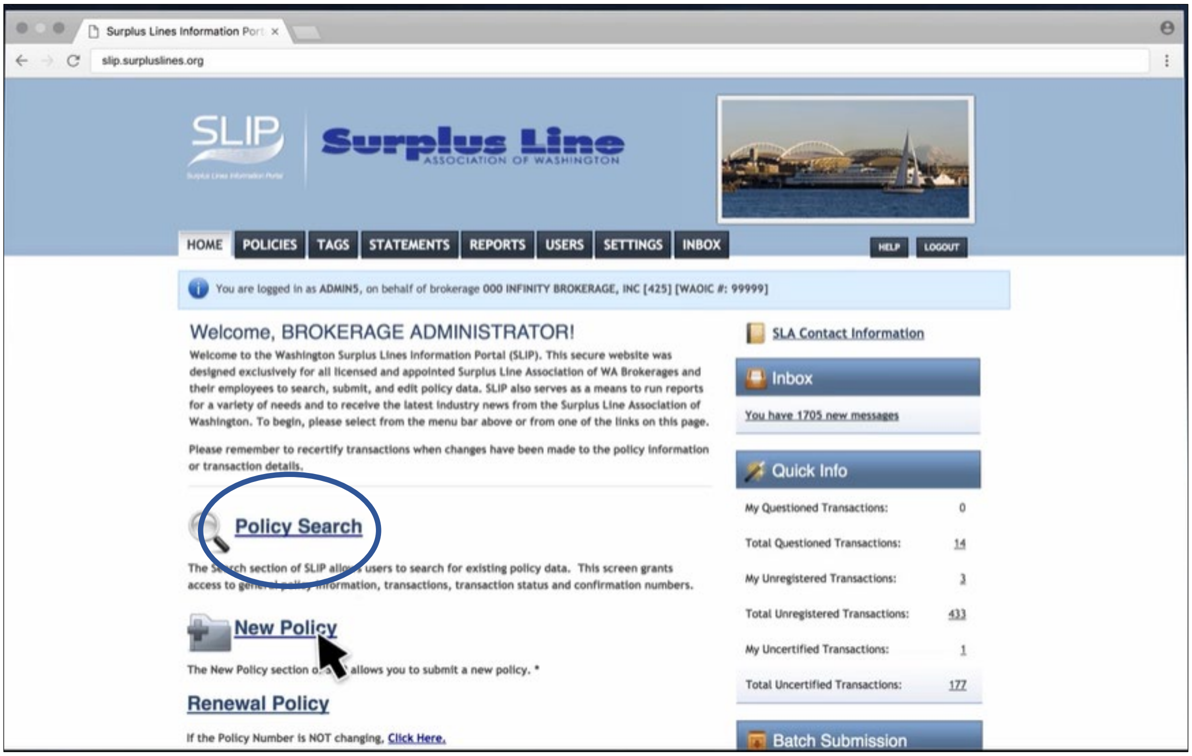
12. Your Transaction is Now Submitted to the Surplus Line Association of Washington.

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.

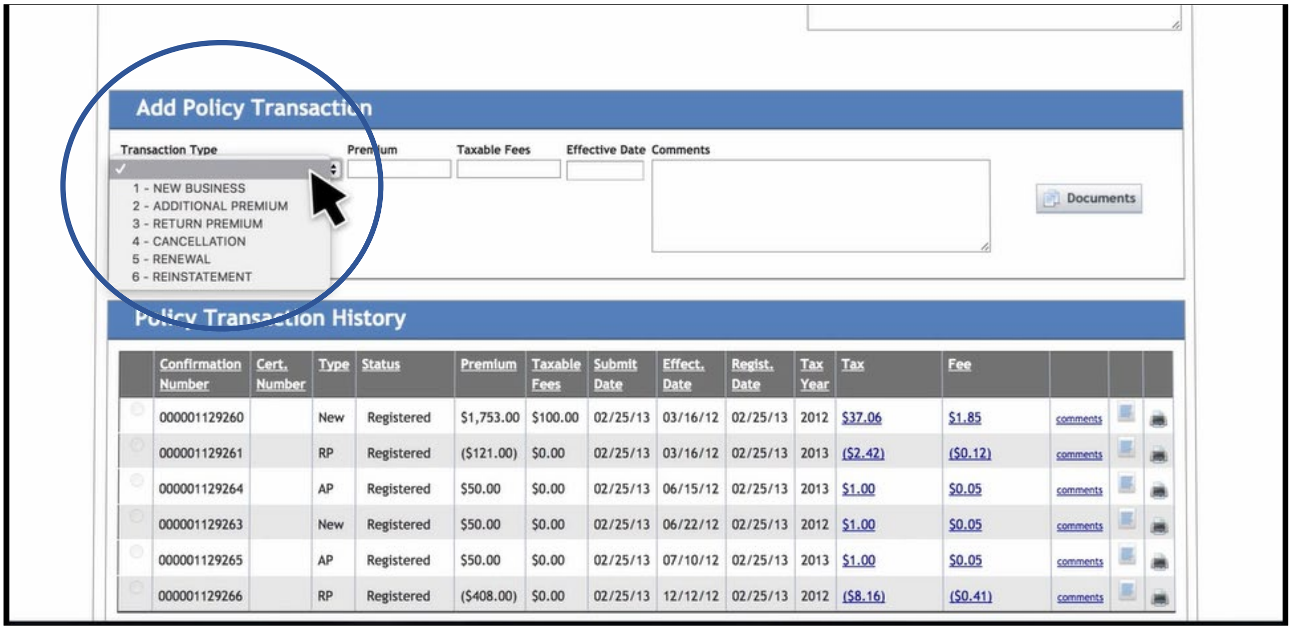
5. Policy Details Page will Open.

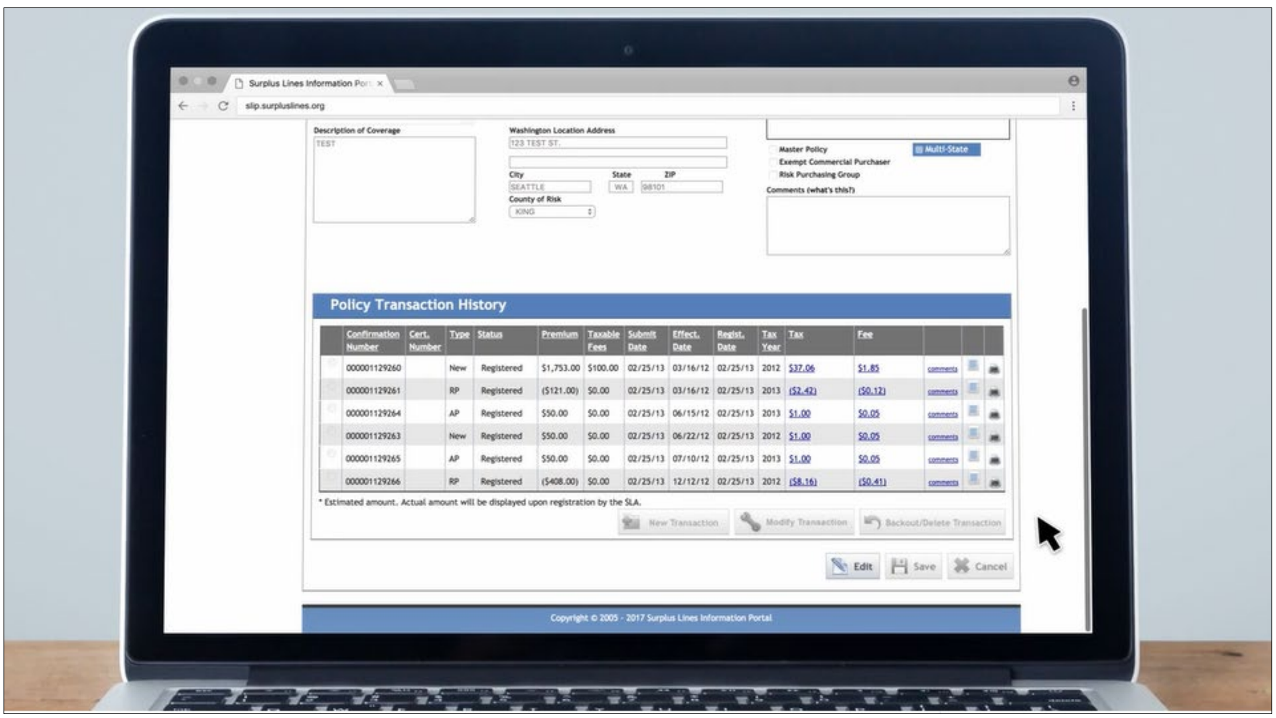
6. Scroll Down for Policy Transaction History

7. Add a New Transaction by clicking Edit

8. Click New Transaction

9. Enter New Transaction Information Under Add Policy Transaction





10. Click Save

11. Certify Transaction

Understanding Status

After Certifying a Transaction Status will Change to:

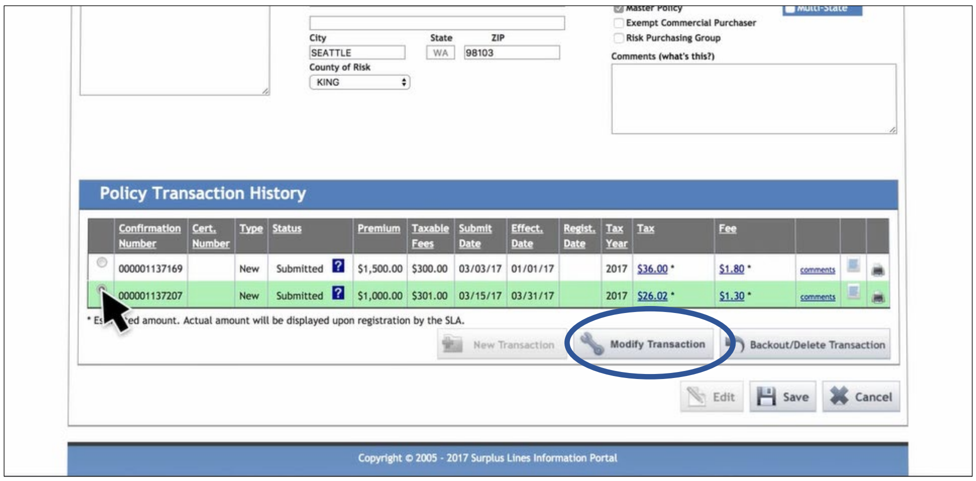
Submitted	Transaction has been submitted and is awaiting Examiner review.
Questioned	Examiner has reviewed and tagged the transaction. (see Tag Management section)
Registered	Examiner has reviewed the transaction and has found the transaction acceptable.

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

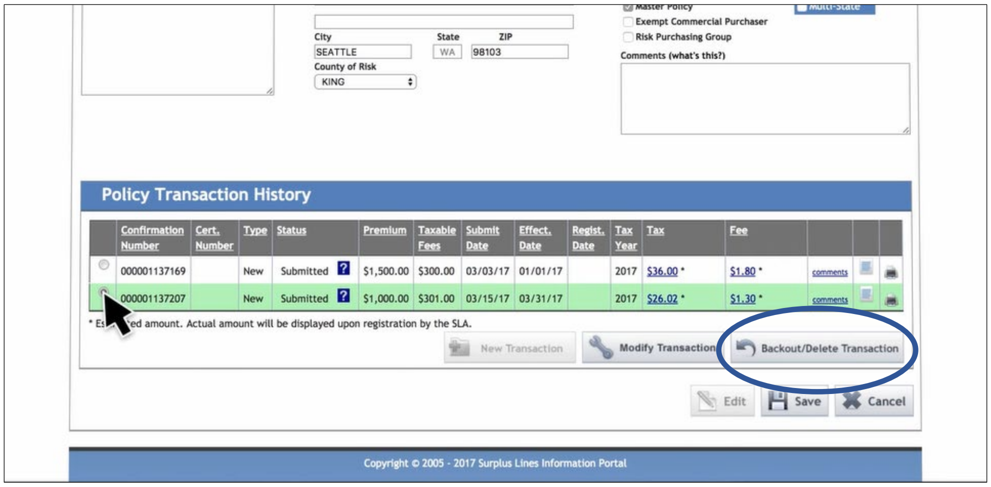


Delete Transaction (unregistered)

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.



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?

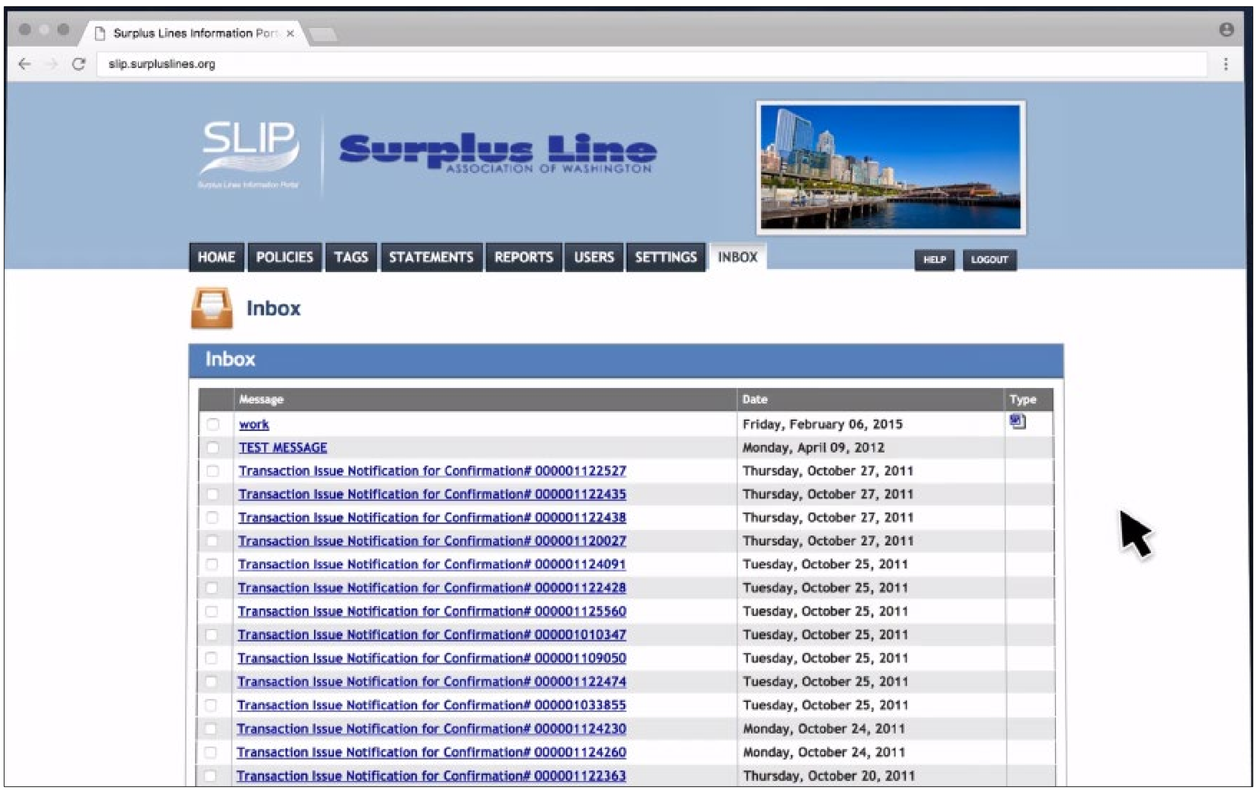
- If SLIP or the Surplus Line Association of Washington Examiner finds an issue with your transaction, the transaction will be tagged.

How do I know if my transaction is tagged?

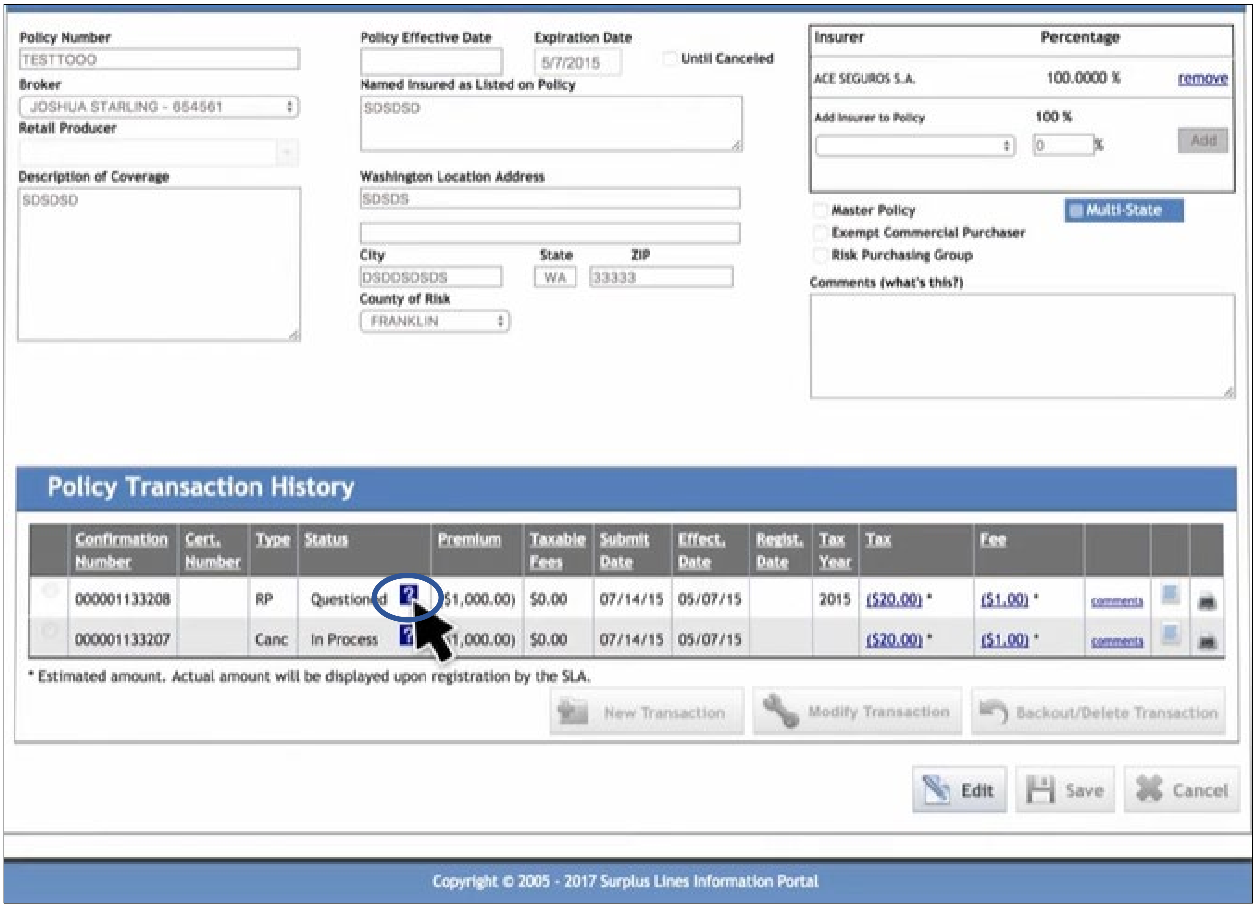
- You'll get a message in your inbox about the questioned transaction.

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.



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.

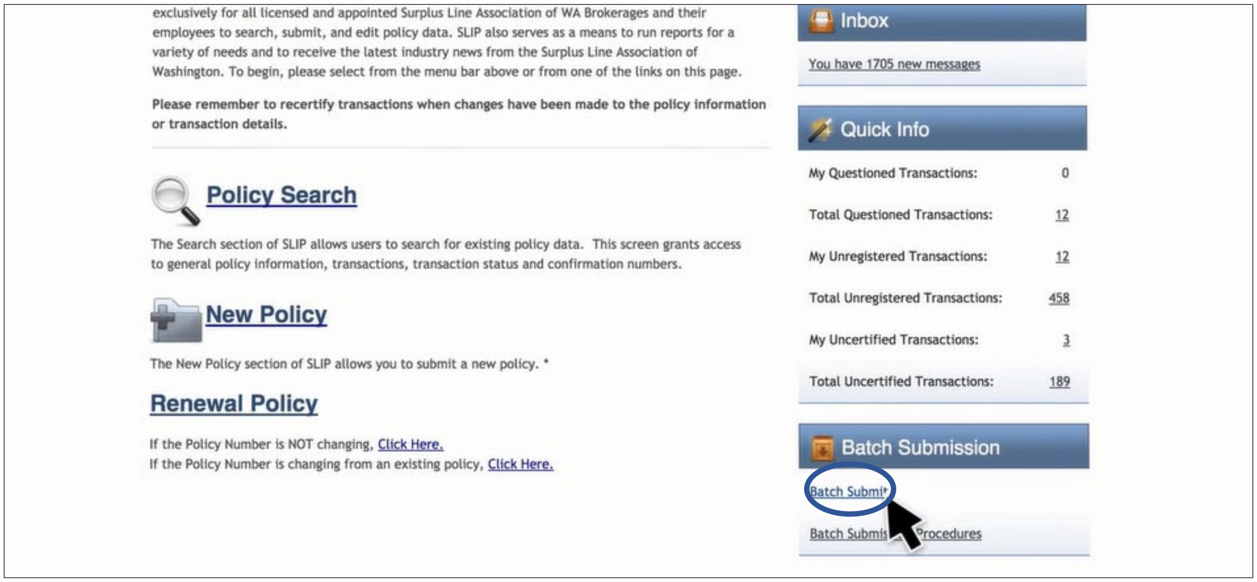
1. Create a .XML file with all policies and transactions.
    - There are specific details that must be correct when creating this file.
    - If one transaction is incorrect, the entire batch is rejected.
    - To help your brokerage create an accurate .XML file, the Surplus Line Association of Washington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

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

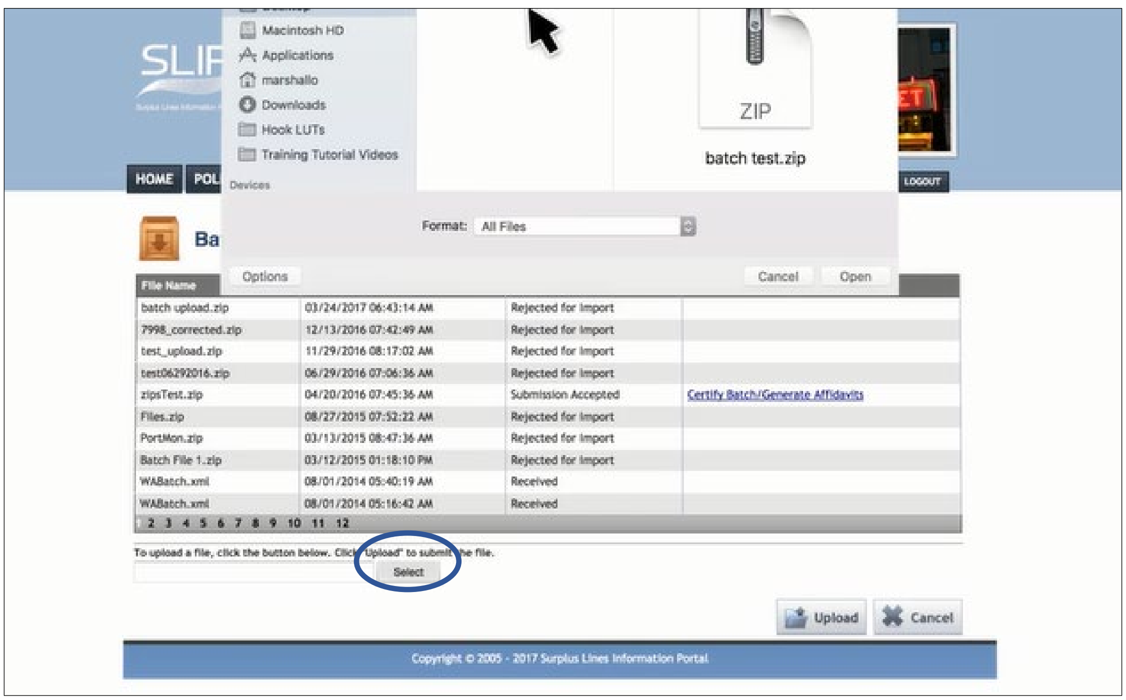
2. Review the SLAW batch submission manual and ensure your .XML file meets all specified requirements.

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.

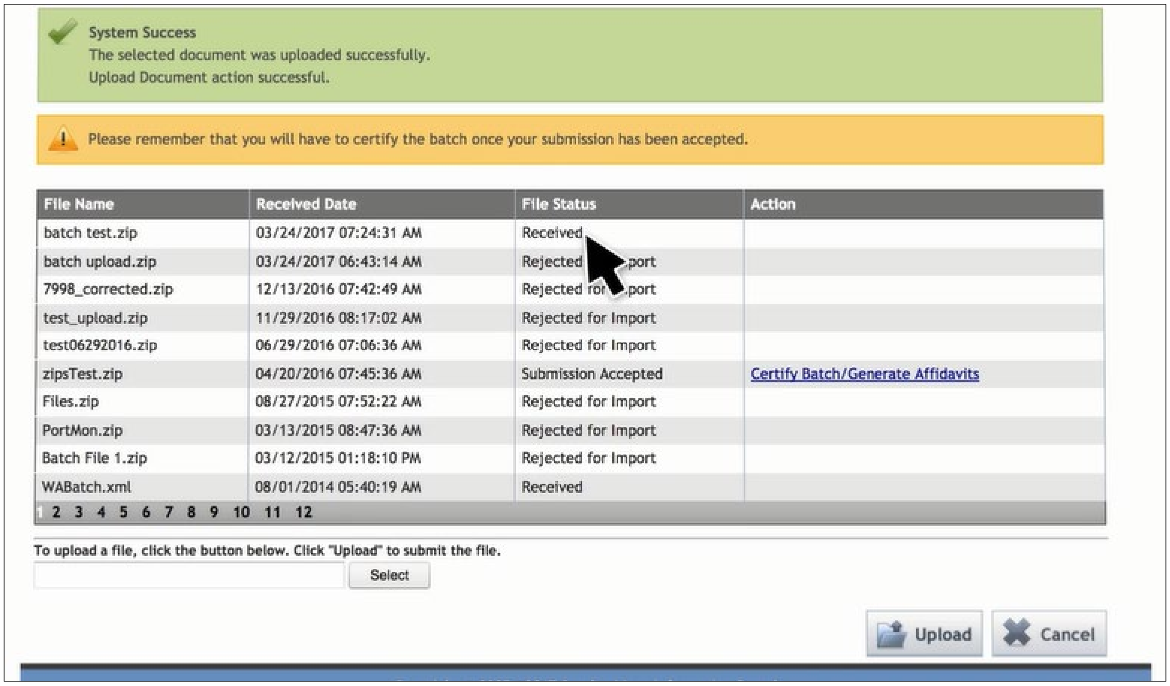


5. Click the select button.



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'.

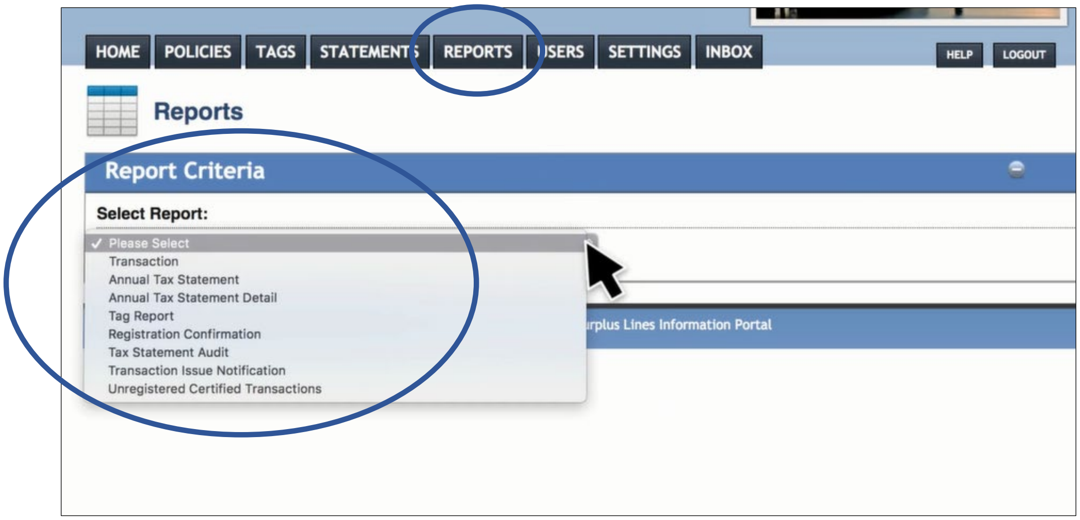


8. Once the submission is accepted, you'll need to certify the batch by clicking 'Certify Batch/Generate Affidavits' under the Action column.

Reports

https://vimeo.com/213272480

1. Click the REPORTS tab.



2. Select the desired report.

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

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.