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# Registration

## Request a Washington Filing Portal 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 ([info@surpluslines.org](mailto:info@surpluslines.org)) to request Washington Filing Portal Administrator credentials.
2. The administrator will receive a registration e-mail with account login credentials.

Visit the Washington Filing Portal website at <https://wfp.surpluslines.org> and log in.

### DASHBOARD VIEW

**Surplus Line**  
ASSOCIATION OF WASHINGTON

**Washington Filing Portal**

ATTENTION: Effective January 14, 2026 - Physical Checks No Longer Accepted  
Please establish an [ePayment](#) method for your brokerage as soon as possible to prepare for this transition.

HOME POLICIES TAGS STATEMENTS EPAYMENTS REPORTS USERS SETTINGS INBOX HELP LOGOUT

You are logged in as SLAW5, on behalf of brokerage

Welcome, WA SLA!

Welcome to the Washington Filing Portal (WFP). 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. WFP 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.

If you need help navigating WFP, be sure to watch our WFP training videos at [surpluslines.org](#)

**Tips and New Information**

**SLA of Washington is upgrading our filing portal and would love your feedback.**  
[WFP User Feedback Form](#)

\*\*\*\*\*

**REMINDER:** Policies with an effective date on or after January 1, 2025 are subject to the new stamping fee rate of .30% (.003)

\*\*\*\*\*

Determine the applicable stamping fee based on your [transaction type](#).

\*\*\*\*\*

**NEED TO ADD A NEW BROKER?**

1. Process a Surplus Line Broker Affiliation to the Brokerage with the [OIC](#).  
2. Email a completed [Membership Agreement](#), signed by the Surplus Line Broker to: [courtney@surpluslines.org](mailto:courtney@surpluslines.org).  
3. We will add the new Surplus Line Broker to your SLIP profile for filings in the State of WA.

\*\*\*\*\*

**NEW ELIGIBLE INSURERS:**

>Blue Hill Specialty Insurance Company, NAIC# 15643  
>HCC Reinsurance Company, Ltd., AID# AA3190172  
>Securian Specialty Lines, Inc., NAIC# 17631  
>Berkshire Hathaway European Insurance DAC, AID# AA1780132  
>Cypress Property & Casualty Insurance Company, NAIC# 10953  
>Berkley Luxury Insurance Company, NAIC# 17673

**NOVEMBER NEWSLETTER**  
**SEPTEMBER STAMPING FEE STATEMENT IS READY!**

Our ePayment process has been updated. See our [ePayment SLIP User Guide](#) for common questions and more information.

**QUESTIONS?**

Taxes  
[taxinfo@surpluslines.org](mailto:taxinfo@surpluslines.org)

Accounting  
[accounting@surpluslines.org](mailto:accounting@surpluslines.org)

Courtney Gosney  
[courtney@surpluslines.org](mailto:courtney@surpluslines.org)  
(206) 682-3409

WISP | Carol Durant  
[carol@surpluslines.org](mailto:carol@surpluslines.org)  
(206) 224-4234

[WFP Reference Guide](#)

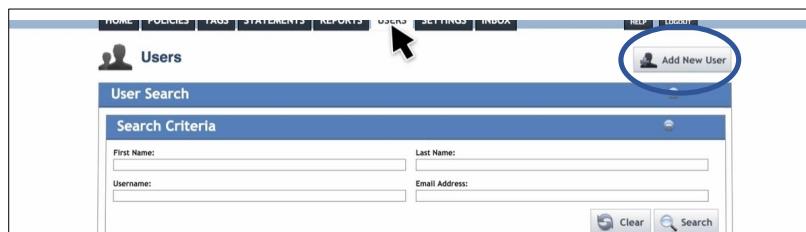
**SLA Contact Information**

**Inbox**

# Creating a Washington Filing Portal User Account

1. From Dashboard, click 'USERS'

2. Click Add New User



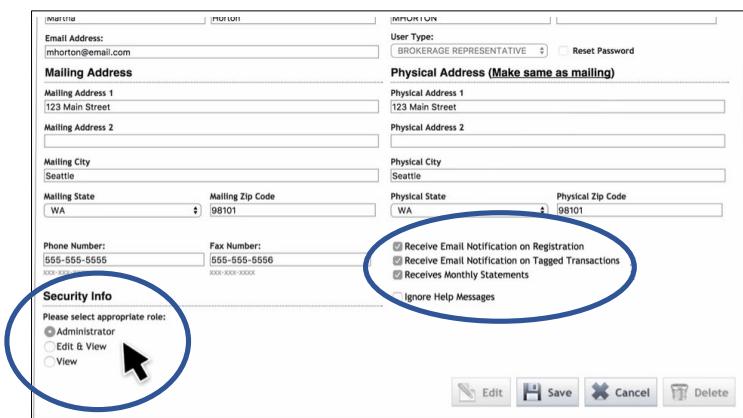
3. Fill Out User Details as Directed

- o Include Desired Username
- o Washington Filing Portal Will Generate a Password Automatically

4. Choose Notification Preferences

5. Choose Appropriate Level of Security

- o Administrator: *Add, Edit and View Policy Data*  
*Add, Edit and Delete Users*
- o Edit and View: *Add, Edit and View Policy Data*
- o View Only: *View Previously Submitted Data (no input or editing)*



The form contains the following fields:

- Information:**
  - Email Address: mhorton@email.com
  - User Type: BROKERAGE REPRESENTATIVE
  - Physical Address 1: 123 Main Street
  - Physical Address 2:
  - Physical City: Seattle
  - Physical State: WA
  - Physical Zip Code: 98101
- Mailing Address:**
  - Mailing Address 1: 123 Main Street
  - Mailing Address 2:
  - Mailing City: Seattle
  - Mailing State: WA
  - Mailing Zip Code: 98101
- Phone Number:** 555-555-5555
- Fax Number:** 555-555-5556
- Security Info:**

Please select appropriate role:

  - Administrator
  - Edit & View
  - View
- Notification Preferences:**
  - Receive Email Notification on Registration
  - Receive Email Notification on Tagged Transactions
  - Receives Monthly Statements
  - Ignore Help Messages

6. Click Save

7. Washington Filing Portal will send the new user login credentials for Washington Filing Portal Access.

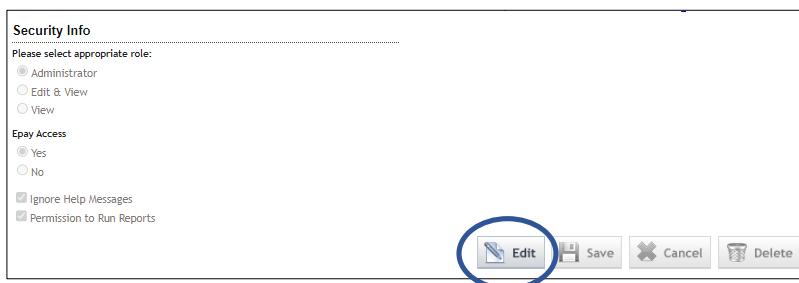
# Adding E-Payment Access to Existing Users

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 Washington Filing Portal 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.



**Security Info**  
Please select appropriate role:  
 Administrator  
 Edit & View  
 View  
**Epay Access**  
 Yes  
 No  
 Ignore Help Messages  
 Permission to Run Reports

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



**Security Info**  
Please select appropriate role:  
 Administrator  
 Edit & View  
 View  
**Epay Access**  
 Yes  
 No  
 Ignore Help Messages  
 Permission to Run Reports

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

# User Management

## Navigating Washington Filing Portal Dashboard

1. The Washington Filing Portal Dashboard has many quick links such as:

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

### DASHBOARD VIEW

**Surplus Line**  
ASSOCIATION OF WASHINGTON

**Washington Filing Portal**

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Determine the applicable stamping fee based on your [transaction type](#).

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**NEED TO ADD A NEW BROKER?**

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>Berkley Luxury Insurance Company, NAIC# 127673

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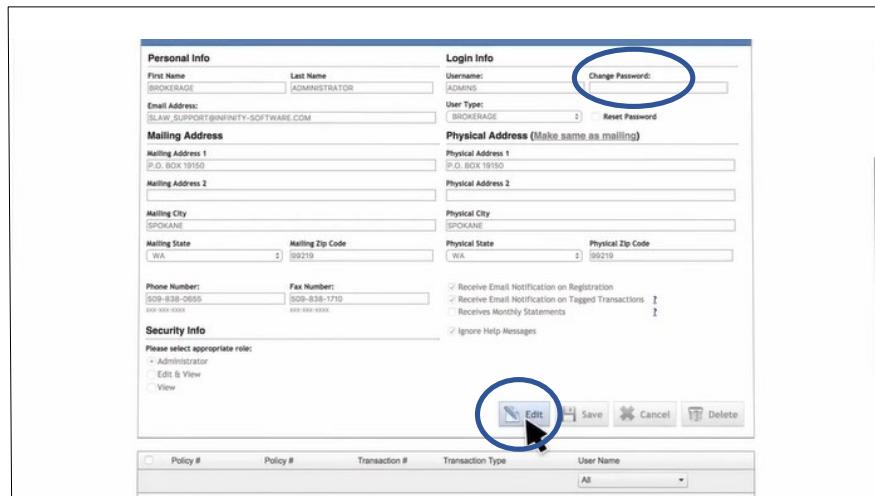
[WFP Reference Guide](#)

[SLA Contact Information](#)

[Inbox](#)

## Changing your Password

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



The screenshot shows the 'Edit' screen for a user in the Washington Filing Portal. The 'Personal Info' and 'Login Info' sections are visible. The 'Change Password' field in the 'Login Info' section is circled in blue. The 'Edit' button at the bottom of the page is also circled in blue, and a cursor arrow points to it. The 'Security Info' section at the bottom is also circled in blue.

- o 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'
  - o Create a Sub-list for Easy Access to your Commonly Used Insurers
2. Click Edit Button

**SETTINGS VIEW**

**Eligible Insurer Assignment**

Available Insurers	
4A LTD (NAIC#450982)	
6A LTD (NAIC#686406)	
ACCEPTANCE CASUALTY INSURANCE COMPANY (NAIC#10349)	
ACE EUROPEAN GROUP LTD. (NAIC#AA1120810)	
ACE SEGUROS S.A. (NAIC#AA2730007)	
ADMIRAL INSURANCE COMPANY (NAIC#24856)	
ADRIATIC INSURANCE COMPANY (NAIC#39381)	
AIV SPECIALTY INSURANCE COMPANY (NAIC#10229)	

Selected Insurers	
3A LTD (NAIC#229513)	
AMERICAN EMPIRE SURPLUS LINES INSURANCE COMPANY (NAIC#35351)	

**Retail Producers**

Retail Producer ID	Name
AGT4280	A KALLBERG INS AGENCY INC
AGT4280	A KALLBERG INS AGENCY INC

**Buttons:** Edit, Save, Cancel

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

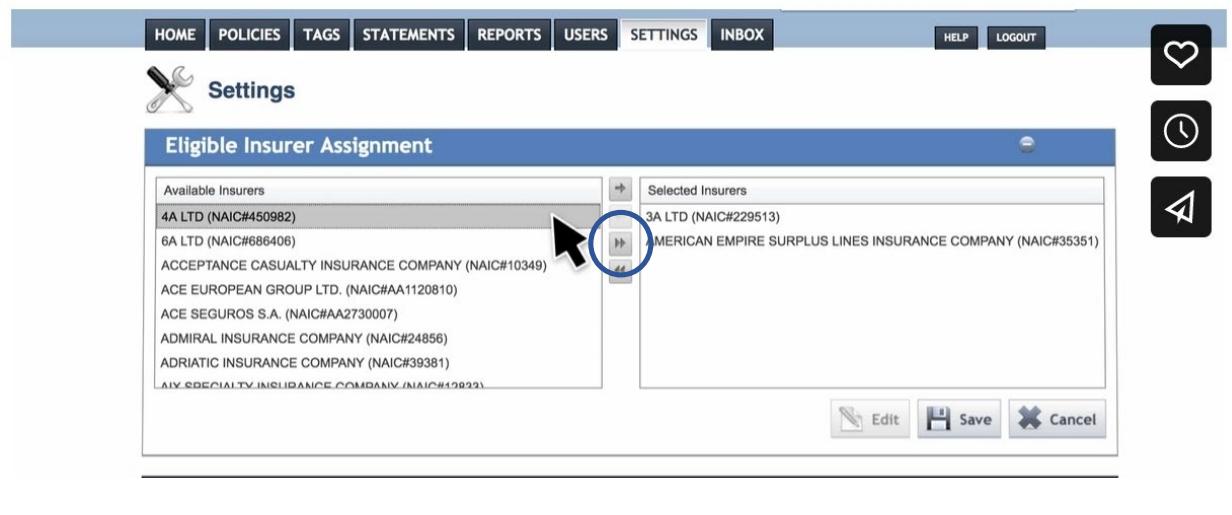
**Eligible Insurer Assignment**

Available Insurers	
4A LTD (NAIC#450982)	
6A LTD (NAIC#686406)	
ACCEPTANCE CASUALTY INSURANCE COMPANY (NAIC#10349)	
ACE EUROPEAN GROUP LTD. (NAIC#AA1120810)	
ACE SEGUROS S.A. (NAIC#AA2730007)	
ADMIRAL INSURANCE COMPANY (NAIC#24856)	
ADRIATIC INSURANCE COMPANY (NAIC#39381)	
AIV SPECIALTY INSURANCE COMPANY (NAIC#10229)	

Selected Insurers	
3A LTD (NAIC#229513)	
AMERICAN EMPIRE SURPLUS LINES INSURANCE COMPANY (NAIC#35351)	

**Buttons:** Edit, Save, Cancel

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



Available Insurers

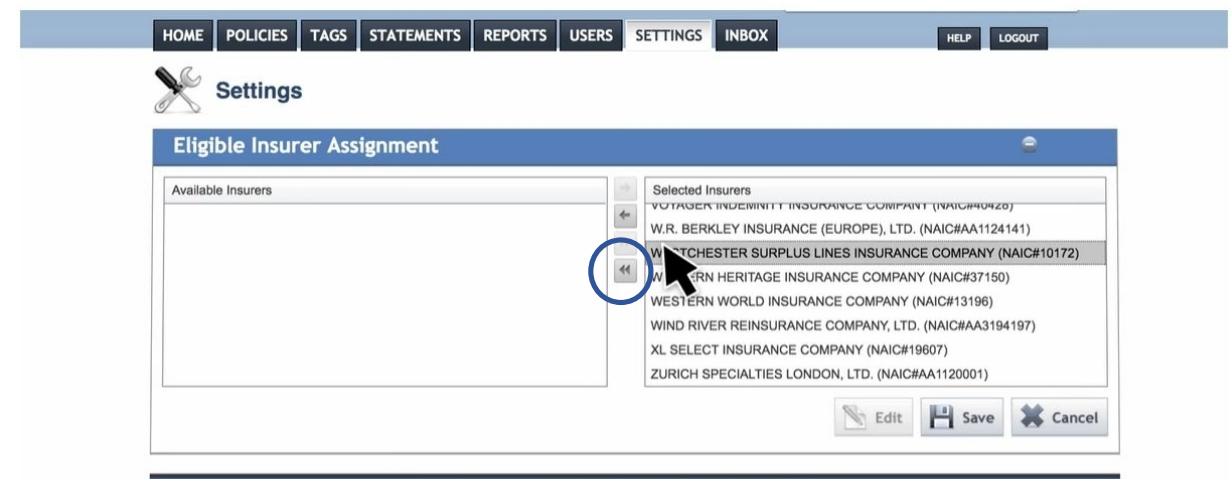
4A LTD (NAIC#450982)  
6A LTD (NAIC#686406)  
ACCEPTANCE CASUALTY INSURANCE COMPANY (NAIC#10349)  
ACE EUROPEAN GROUP LTD. (NAIC#AA1120810)  
ACE SEGUROS S.A. (NAIC#AA2730007)  
ADMIRAL INSURANCE COMPANY (NAIC#24856)  
ADRIATIC INSURANCE COMPANY (NAIC#39381)  
AIX SPECIALTY INSURANCE COMPANY (NAIC#458921)

Selected Insurers

3A LTD (NAIC#229513)  
AMERICAN EMPIRE SURPLUS LINES INSURANCE COMPANY (NAIC#35351)

Edit Save Cancel

7. Remove an Insurer by Clicking Double Back Button



Available Insurers

Selected Insurers

VOTAGER INDEMNITY INSURANCE COMPANY (NAIC#40420)  
W.R. BERKLEY INSURANCE (EUROPE), LTD. (NAIC#AA1124141)  
WATCHESTER SURPLUS LINES INSURANCE COMPANY (NAIC#10172)  
WERN HERITAGE INSURANCE COMPANY (NAIC#37150)  
WESTERN WORLD INSURANCE COMPANY (NAIC#13196)  
WIND RIVER REINSURANCE COMPANY, LTD. (NAIC#AA3194197)  
XL SELECT INSURANCE COMPANY (NAIC#19607)  
ZURICH SPECIALTIES LONDON, LTD. (NAIC#AA1120001)

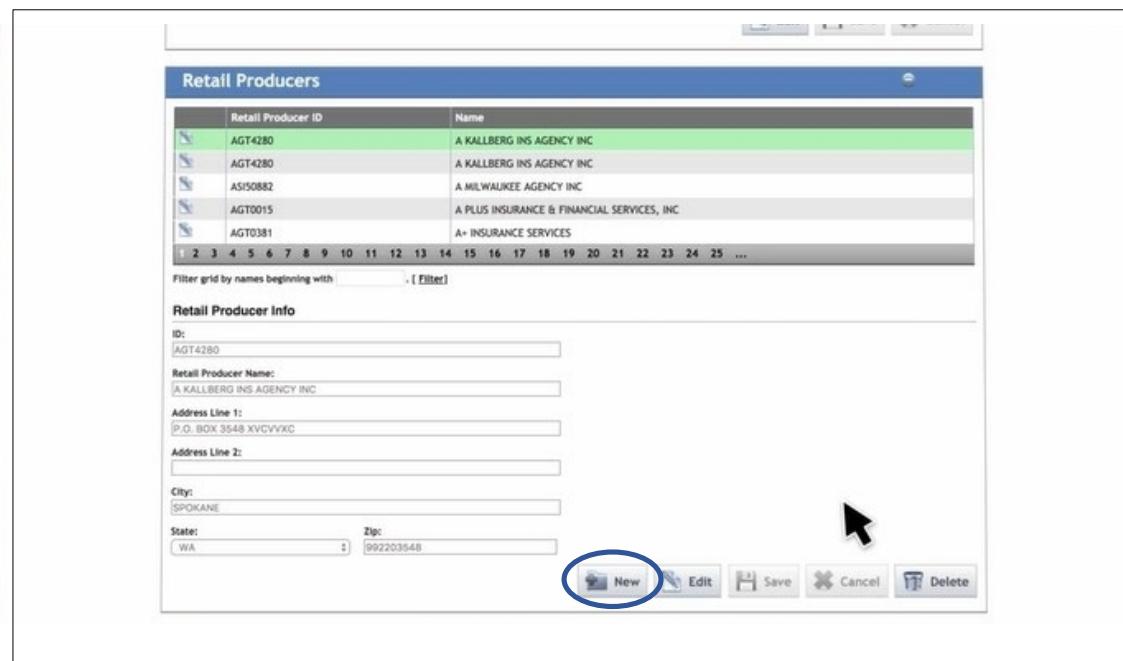
Edit Save Cancel

8. Click Save

## Adding Retail Producers

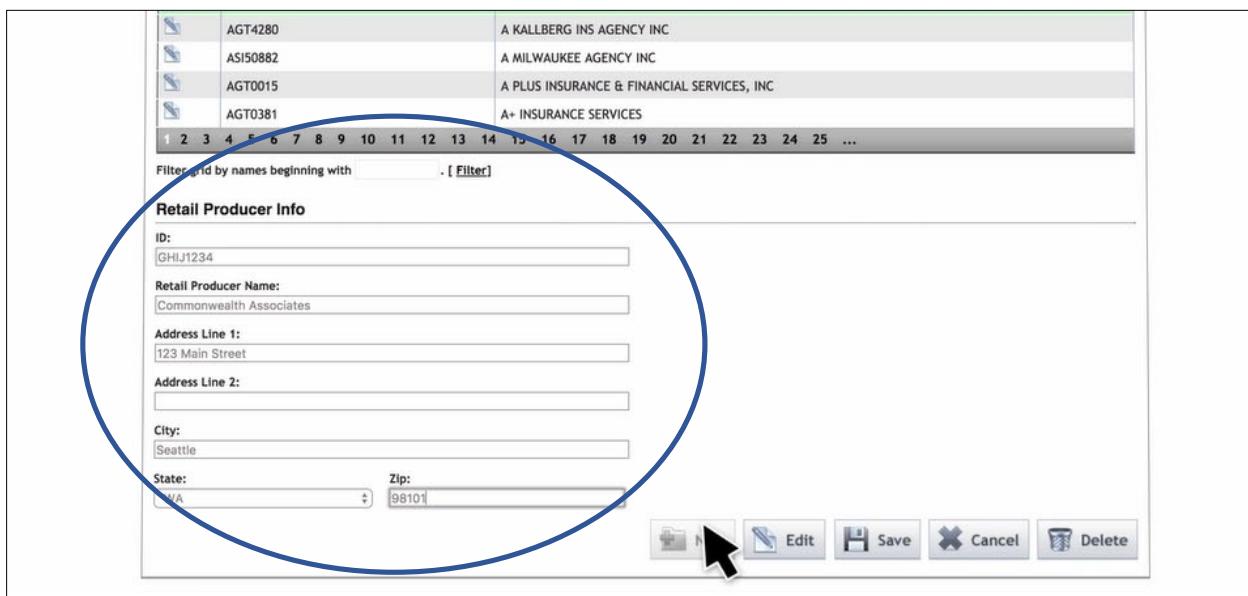
1. From Dashboard, click 'SETTINGS'
2. Scroll Down to Retail Producers
3. Click New

### SETTINGS VIEW RETAIL PRODUCERS SECTION



The screenshot shows the 'Retail Producers' section of the Settings View. At the top, there is a grid of existing retail producers with columns for 'Retail Producer ID' and 'Name'. Below the grid is a 'Retail Producer Info' form with fields for ID, Name, Address, City, State, and Zip. A 'New' button is highlighted with a blue oval. A cursor arrow is pointing towards the 'Save' button.

4. Enter Information of Retail Producer



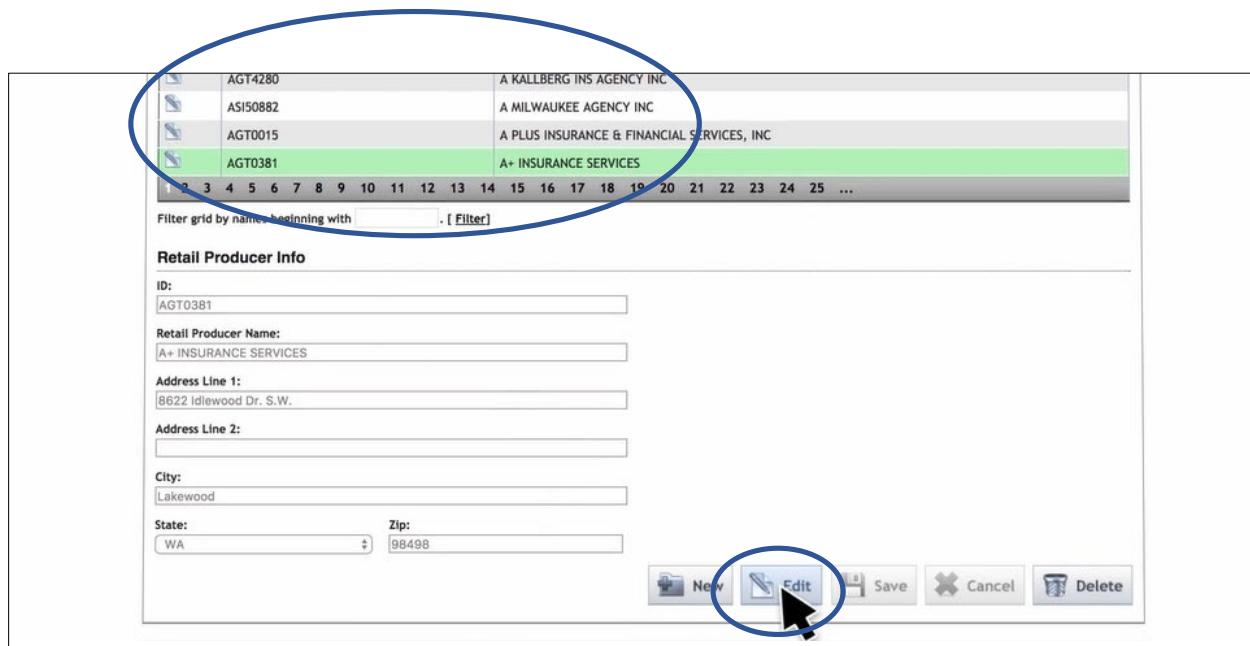
The screenshot shows the 'Retail Producers' section of the Settings View. At the top, there is a grid of existing retail producers with columns for 'Retail Producer ID' and 'Name'. Below the grid is a 'Retail Producer Info' form with fields for ID, Name, Address, City, State, and Zip. A 'New' button is highlighted with a blue oval. A large blue circle highlights the entire input area of the form, including the ID field, Name field, and the address and contact information fields.

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 Washington Filing Portal users for your brokerage.**



The screenshot shows a list of retail producers in a grid format. The fourth row, which contains the producer with ID AGT0381 and name 'A+ INSURANCE SERVICES', is highlighted with a green background. A blue oval is drawn around this row. Below the grid is a toolbar with several buttons: 'New', 'Edit' (which is highlighted with a blue oval and has a cursor arrow pointing to it), 'Save', 'Cancel', and 'Delete'. The 'Edit' button is the second button from the left.

ID	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 names beginning with  [ Filter ]

**Retail Producer Info**

ID:

Retail Producer Name:

Address Line 1:

Address Line 2:

City:

State:  Zip:

# Create & Manage a Policy

## Creating a New Policy

1. From Dashboard, click 'New Policy'

Insurance Company  
>Effective 1/1/2024 North American Capacity Ins. Co. NAIC# 25038 merged with Swiss Re Corporate Solutions Capacity Insurance Corp. NAIC# 34916

Total Uncertified Transactions: 0

**Batch Submission**

[Batch Submit](#)

[Batch Submission Procedures](#)

 [Policy Search](#)

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

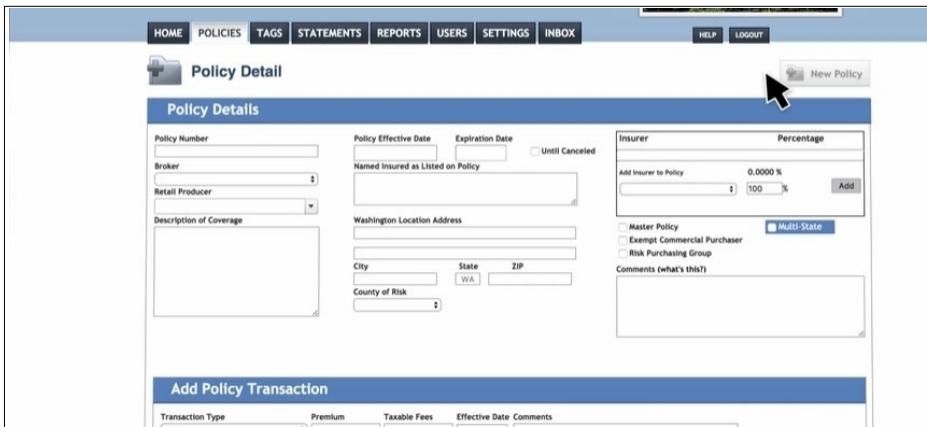
 [New Policy](#)

The New Policy section of WFP 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](#).

2. Enter Policy Information from Declaration Page

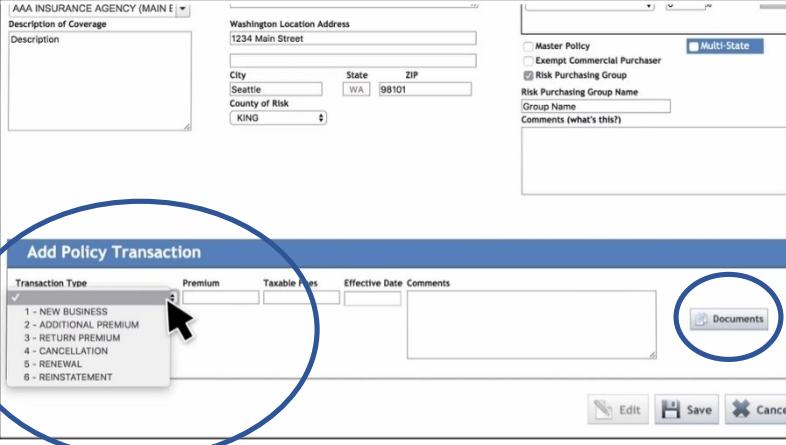


## SAMPLE POLICY DETAILS



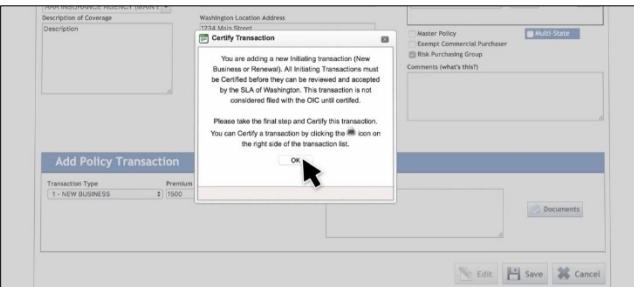
The screenshot shows the 'Policy Details' screen with various input fields for policy information. At the bottom, there is a blue header bar with the text 'Add Policy Transaction'. Below this bar are tabs for 'Transaction Type', 'Premium', 'Taxable Fees', 'Effective Date', and 'Comments'. A mouse cursor is pointing at the 'Add Policy Transaction' button.

3. Don't Forget to Select Master Policy, Multi-State, Exempt Commercial Purchaser or Risk Purchasing Group
  - o 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



The screenshot shows the 'Add Policy Transaction' screen. The 'Transaction Type' dropdown is open, displaying options: 1 - NEW BUSINESS, 2 - ADDITIONAL PREMIUM, 3 - RETURN PREMIUM, 4 - CANCELLATION, 5 - RENEWAL, and 6 - REINSTATEMENT. A mouse cursor is pointing at the '1 - NEW BUSINESS' option. To the right of the transaction type fields, there is a 'Documents' button, which is circled with a blue circle.

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



The screenshot shows the 'Certify Transaction' screen. It contains a message about the transaction being added and the need to be certified. At the bottom, there is an 'OK' button, which is highlighted with a mouse cursor.

8. Click Printer Icon

Policy Transaction History

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

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

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

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 exceed 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

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

# Transactions

## Creating New Transactions

1. From the Policy Dashboard click Policy Search

The screenshot shows the WFP Policy Dashboard. On the left, there is a sidebar with the text: "Insurance Company >Effective 1/1/2024 North American Capacity Ins. Co. NAIC# 25038 merged with Swiss Re Corporate Solutions Capacity Insurance Corp. NAIC# 34916". The main content area is divided into two sections: "Policy Search" and "New Policy".

**Policy Search:** This section contains a magnifying glass icon and the text: "The Search section of WFP allows users to search for existing policy data. This screen grants access to general policy information, transactions, transaction status and confirmation numbers." It includes links for "Batch Submission", "Batch Submit", and "Batch Submission Procedures".

**New Policy:** This section contains a folder icon and the text: "The New Policy section of WFP allows you to submit a new policy. \*". It includes links for "If the Policy Number is NOT changing, [Click Here.](#)" and "If the Policy Number is changing from an existing policy, [Click Here.](#)".

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

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

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

10. Click Save

11. Certify Transaction

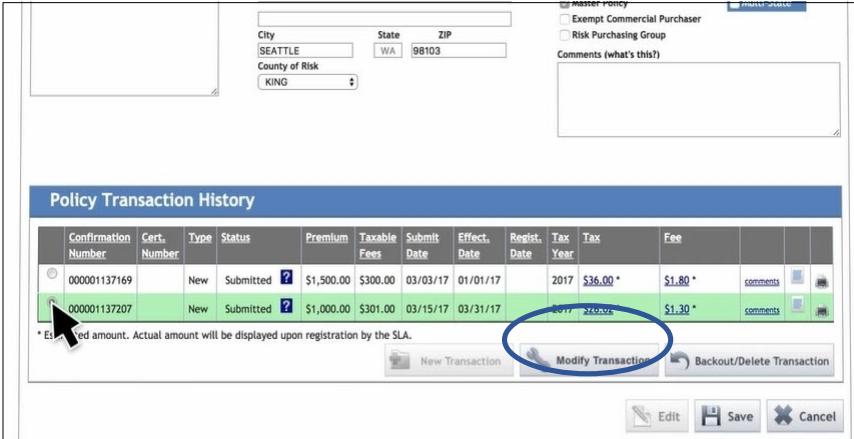
## Understanding Status

After Certifying a Transaction Status will Change to:

<b>Submitted</b>	Transaction has been submitted and is awaiting Examiner review.
<b>Questioned</b>	Examiner has reviewed and tagged the transaction. (see Tag Management section)
<b>Registered</b>	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



The screenshot shows a software interface for managing policy transactions. At the top, there are input fields for City (SEATTLE), State (WA), and ZIP (98103). To the right are checkboxes for 'Master Policy', 'Exempt Commercial Purchaser', and 'Risk Purchasing Group', and a 'Comments' text area. Below this is a table titled 'Policy Transaction History' with the following data:

Confirmation Number	Cert. Number	Type	Status	Premium	Taxable Fees	Submit Date	Effect. Date	Regist. Date	Tax Year	Tax	Fee	Comments
000001137169		New	Submitted	\$1,500.00	\$300.00	03/03/17	01/01/17		2017	\$36.00 *	\$1.80 *	
000001137207		New	Submitted	\$1,000.00	\$301.00	03/15/17	03/31/17		2017	\$26.00 *	\$1.30 *	

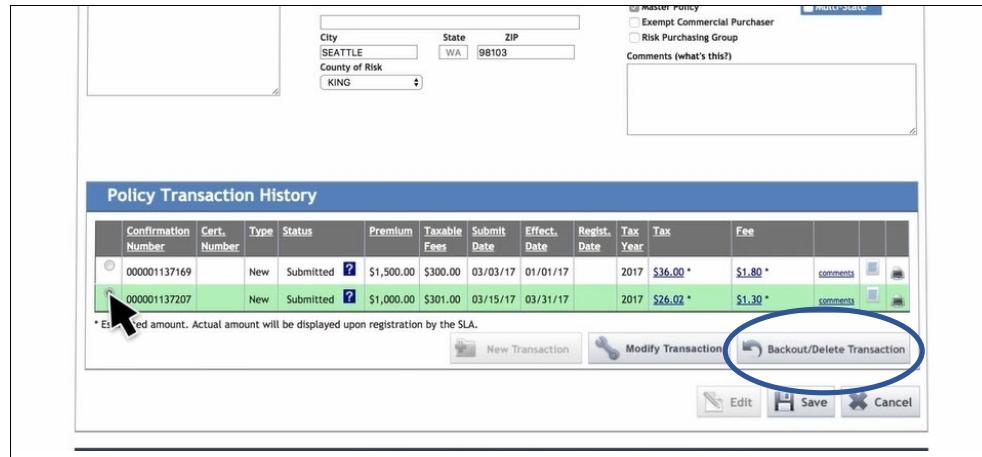
A note at the bottom left says: \*Estimated amount. Actual amount will be displayed upon registration by the SLA.

At the bottom of the screen are several buttons: 'New Transaction', 'Modify Transaction' (which is circled in blue), 'Backout/Delete Transaction', 'Edit', 'Save', and 'Cancel'.

## 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 shows a software interface for managing policy transactions. At the top, there are fields for City (SEATTLE), State (WA), ZIP (98103), County of Risk (KING), and checkboxes for 'MASTER POLICY', 'Exempt Commercial Purchaser', and 'Risk Purchasing Group'. Below this is a 'Comments (what's this?)' text area. The main section is titled 'Policy Transaction History' and contains a table with the following data:

Confirmation Number	Cert. Number	Type	Status	Premium Fees	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 *	
000001137207		New	Submitted	\$1,000.00	\$301.00	03/15/17	03/31/17	2017	\$26.02 *	\$1.30 *	

A note at the bottom left of the table area states: '\* Estimated amount. Actual amount will be displayed upon registration by the SLA.'

At the bottom of the screen are buttons for 'New Transaction', 'Modify Transaction', 'Backout/Delete Transaction' (which is circled in blue), 'Edit', 'Save', and 'Cancel'.

## 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

## What is a Tag?

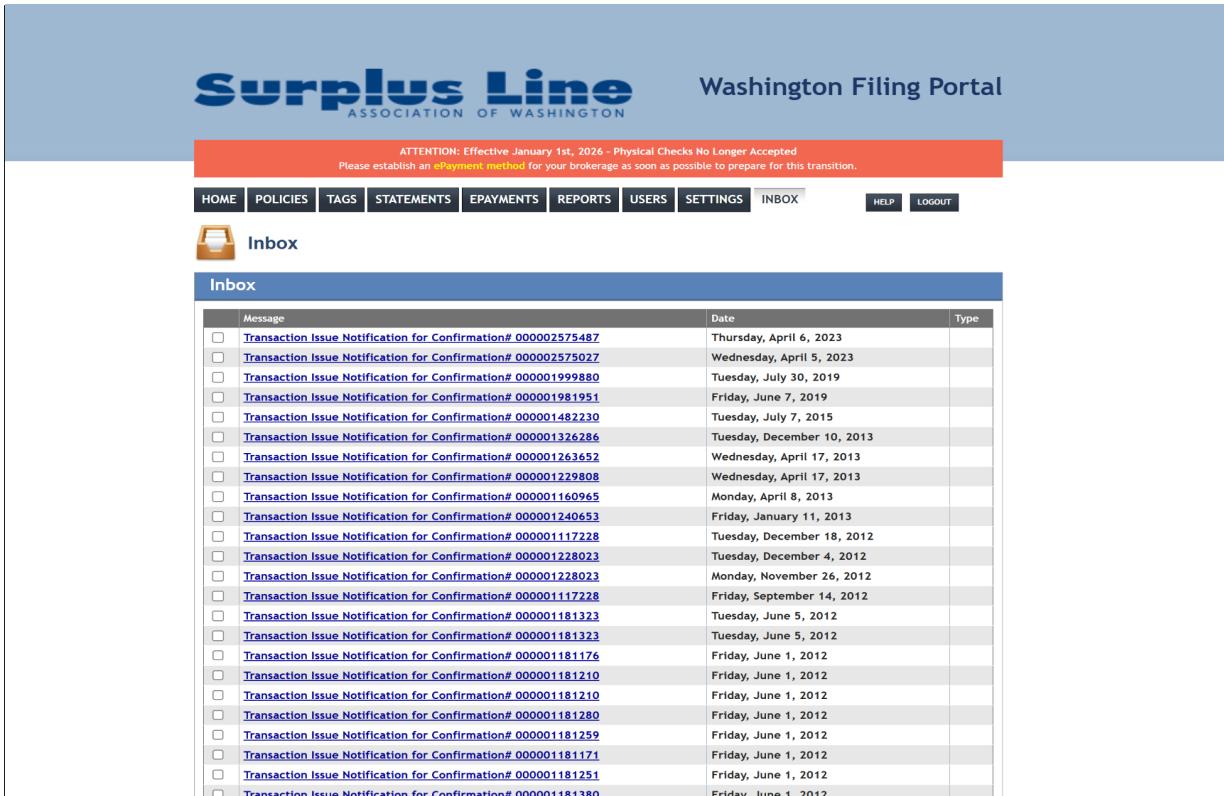
- If Washington Filing Portal or the Surplus Line Association of Washington Examiner finds an issue with your transaction, the transaction will be tagged.

## 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.



The screenshot shows the Washington Filing Portal inbox. At the top, there is a banner with the text: "ATTENTION: Effective January 1st, 2026 - Physical Checks No Longer Accepted. Please establish an [ePayment method](#) for your brokerage as soon as possible to prepare for this transition." Below the banner, the navigation menu includes: HOME, POLICIES, TAGS, STATEMENTS, EPAYMENTS, REPORTS, USERS, SETTINGS, and INBOX. The INBOX tab is selected, indicated by a blue background and the word "Inbox" in white. The main content area is titled "Inbox" and contains a table with the following columns: Message, Date, and Type. The table lists 25 transaction issue notifications, each with a checkbox and a link to the confirmation number. The dates range from April 6, 2023, to June 1, 2012.

Message	Date	Type
<a href="#">Transaction Issue Notification for Confirmation# 000002575487</a>	Thursday, April 6, 2023	
<a href="#">Transaction Issue Notification for Confirmation# 000002575027</a>	Wednesday, April 5, 2023	
<a href="#">Transaction Issue Notification for Confirmation# 000001999880</a>	Tuesday, July 30, 2019	
<a href="#">Transaction Issue Notification for Confirmation# 000001981951</a>	Friday, June 7, 2019	
<a href="#">Transaction Issue Notification for Confirmation# 000001482230</a>	Tuesday, July 7, 2015	
<a href="#">Transaction Issue Notification for Confirmation# 000001326286</a>	Tuesday, December 10, 2013	
<a href="#">Transaction Issue Notification for Confirmation# 000001263652</a>	Wednesday, April 17, 2013	
<a href="#">Transaction Issue Notification for Confirmation# 000001229808</a>	Wednesday, April 17, 2013	
<a href="#">Transaction Issue Notification for Confirmation# 000001160965</a>	Monday, April 8, 2013	
<a href="#">Transaction Issue Notification for Confirmation# 000001240653</a>	Friday, January 11, 2013	
<a href="#">Transaction Issue Notification for Confirmation# 000001117228</a>	Tuesday December 18, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001228023</a>	Tuesday, December 4, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001228023</a>	Monday, November 26, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001117228</a>	Friday, September 14, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001181323</a>	Tuesday, June 5, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001181323</a>	Tuesday, June 5, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001181176</a>	Friday, June 1, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001181210</a>	Friday, June 1, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001181210</a>	Friday, June 1, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001181280</a>	Friday, June 1, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001181259</a>	Friday, June 1, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001181171</a>	Friday, June 1, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001181251</a>	Friday, June 1, 2012	
<a href="#">Transaction Issue Notification for Confirmation# 000001181380</a>	Friday, June 1, 2012	

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.

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

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

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 Washington Filing Portal 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

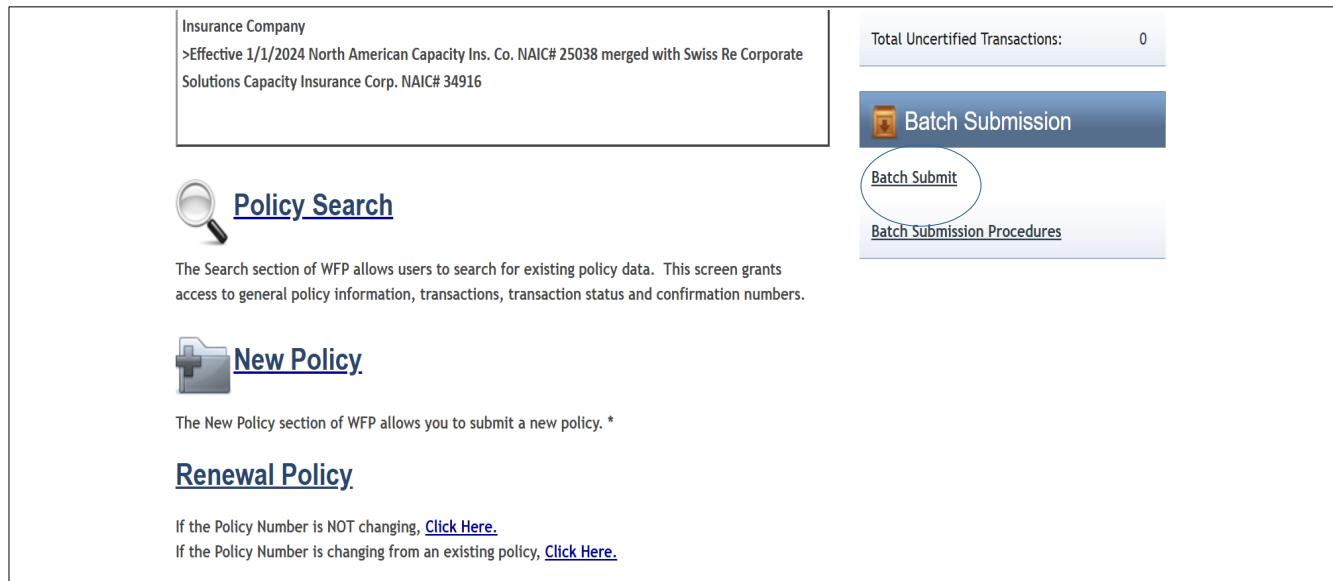
Washington Filing Portal allows users to submit a batch upload with multiple transactions at once.

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/SLAofWA\\_Batch\\_Submission\\_Manual\\_Brokerages.pdf](https://www2.surpluslines.org/docs/SLAofWA_Batch_Submission_Manual_Brokerages.pdf)

2. Review the SLA of Washington batch submission manual and ensure your .XML file meets all specified requirements.
3. Login to the Washington Filing Portal test site to submit a test batch upload.
  - The Association has created a separate test environment to review and verify the integrity of your batch (<https://wfp-test.surpluslines.org>).
  - Use your same Admin User login credentials from the Production/Live site.
  - For any assistance, contact [slawash-support@kikoda.com](mailto:slawash-support@kikoda.com).

4. Submit through Washington Filing Portal under the Batch Submit link.



Insurance Company  
>Effective 1/1/2024 North American Capacity Ins. Co. NAIC# 25038 merged with Swiss Re Corporate Solutions Capacity Insurance Corp. NAIC# 34916

Total Uncertified Transactions: 0

**Batch Submission**

**Batch Submit**

[Batch Submission Procedures](#)

**Policy Search**

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

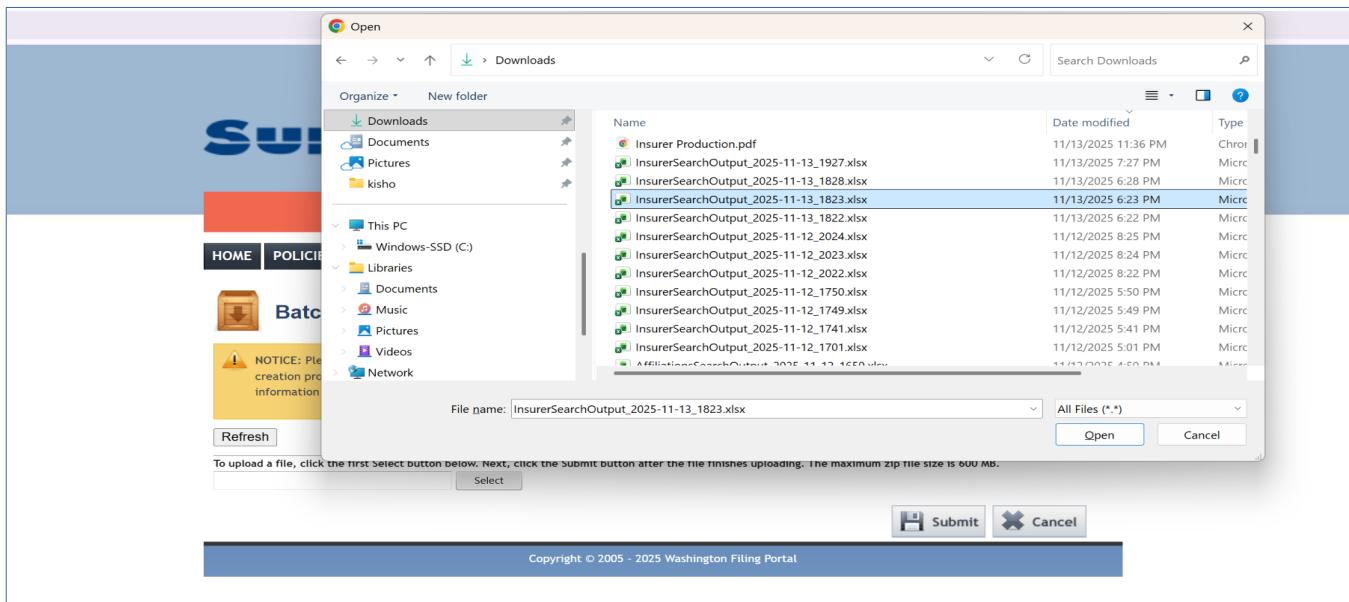
**New Policy**

The New Policy section of WFP 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](#).

5. Click the select button.



Open

Downloads

Organize ▾ New folder

Name Date modified Type

Insurer Production.pdf 11/13/2025 11:36 PM Chor

InsurerSearchOutput\_2025-11-13\_1927.xlsx 11/13/2025 7:27 PM Micrc

InsurerSearchOutput\_2025-11-13\_1828.xlsx 11/13/2025 6:28 PM Micrc

**InsurerSearchOutput\_2025-11-13\_1823.xlsx** 11/13/2025 6:23 PM Micrc

InsurerSearchOutput\_2025-11-13\_1822.xlsx 11/13/2025 6:22 PM Micrc

InsurerSearchOutput\_2025-11-12\_2024.xlsx 11/12/2025 8:25 PM Micrc

InsurerSearchOutput\_2025-11-12\_2023.xlsx 11/12/2025 8:24 PM Micrc

InsurerSearchOutput\_2025-11-12\_2022.xlsx 11/12/2025 8:22 PM Micrc

InsurerSearchOutput\_2025-11-12\_1750.xlsx 11/12/2025 5:50 PM Micrc

InsurerSearchOutput\_2025-11-12\_1749.xlsx 11/12/2025 5:49 PM Micrc

InsurerSearchOutput\_2025-11-12\_1741.xlsx 11/12/2025 5:41 PM Micrc

InsurerSearchOutput\_2025-11-12\_1701.xlsx 11/12/2025 5:01 PM Micrc

InsurerSearchOutput\_2025-11-12\_1700.xlsx 11/12/2025 4:57 PM Micrc

File name: InsurerSearchOutput\_2025-11-13\_1823.xlsx

All Files (\*.\*)

Open Cancel

To upload a file, click the first Select button below. Next, click the Submit button after the file finishes uploading. The maximum zip file size is 600 MB.

Select

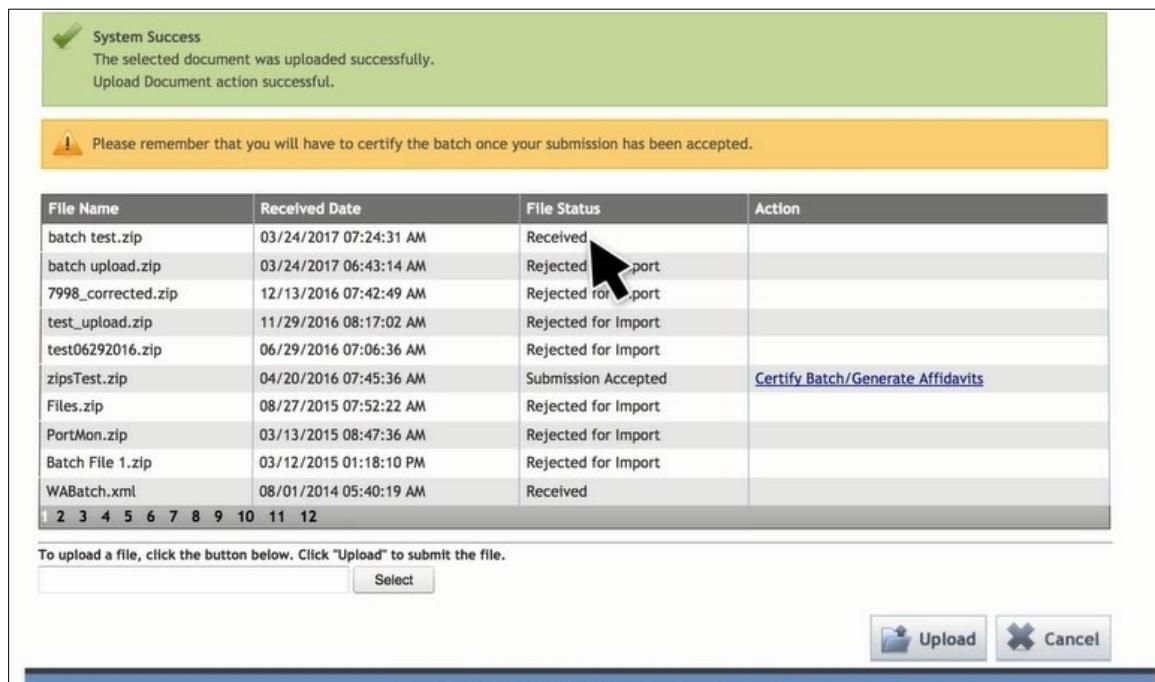
Submit Cancel

Copyright © 2005 - 2025 Washington Filing Portal

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'.



The screenshot shows a web-based file management interface. At the top, a green success message box displays: "System Success" with the sub-message "The selected document was uploaded successfully. Upload Document action successful." Below this is a yellow warning message box with the text: "Please remember that you will have to certify the batch once your submission has been accepted." The main content is a table listing 12 files. The columns are "File Name", "Received Date", "File Status", and "Action". The "Action" column contains a link labeled "Certify Batch/Generate Affidavits" for the file "zipsTest.zip". The "File Status" column for "batch upload.zip" is highlighted with a red box and a cursor arrow, indicating it is the target for certification. The table has a footer with page numbers 1-12 and a "Select" button. At the bottom are "Upload" and "Cancel" buttons.

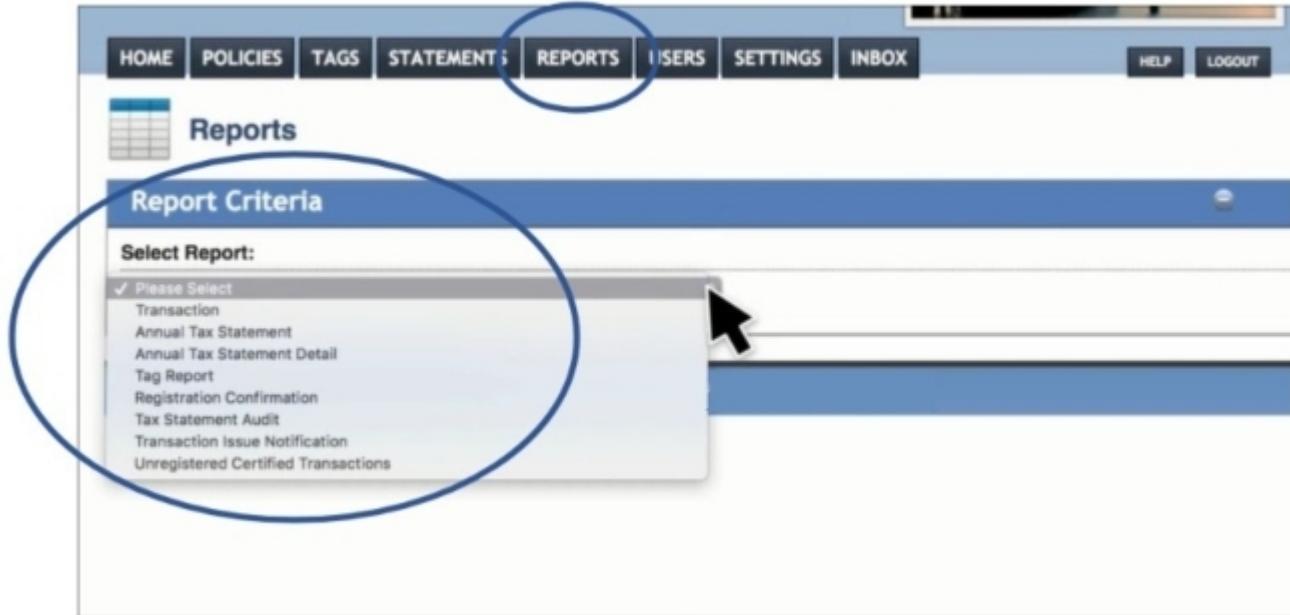
File Name	Received Date	File Status	Action
batch test.zip	03/24/2017 07:24:31 AM	Received	
batch upload.zip	03/24/2017 06:43:14 AM	Rejected for port	
7998_corrected.zip	12/13/2016 07:42:49 AM	Rejected for port	
test_upload.zip	11/29/2016 08:17:02 AM	Rejected for Import	
test06292016.zip	06/29/2016 07:06:36 AM	Rejected for Import	
zipsTest.zip	04/20/2016 07:45:36 AM	Submission Accepted	<a href="#">Certify Batch/Generate Affidavits</a>
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

1. Click the REPORTS tab.



<b>Transactions</b>	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.
<b>Annual Tax Statement</b>	Shows the premium and fees on which taxes are computed.  DOES NOT SHOW ANNUAL TAXES
<b>Annual Tax Statement Detail</b>	Policies, premiums and fees for the year.  Generated automatically by Washington Filing Portal on February 1 <sup>st</sup> annually.  User can run the report at any time for any period of time.
<b>Tag Report</b>	Details transactions submitted, but not yet registered and transactions that have been tagged.
<b>Registration Confirmation</b>	A copy of all emails sent to the brokerage confirming registration of a transaction.
<b>Tax Statement Audit Report</b>	Shows changes made to the tax year, premium and/or fees.
<b>Transaction Issue Notification</b>	A copy of emails sent for tagged and/or questioned items.
<b>Unregistered Certified Transactions</b>	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. Does the Surplus Line Association of Washington require filings be made electronically?**

Yes. However, if you are unable to submit documents electronically, please contact [info@surpluslines.org](mailto:info@surpluslines.org) for support with your filing.

## **2. How do I create my Washington Filing Portal user account?**

Washington Filing Portal user accounts are created and maintained by your brokerage's administrator. Washington Filing Portal 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 Washington Filing Portal is secure and is only accessible to your brokerage's Washington Filing Portal users.

## **8. Am I required to use the certification generated from the Washington Filing Portal?**

Yes, the system generated certification is produced specifically for you by Washington Filing Portal 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 the Washington Filing Portal?**

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](#).

## **10. How do I request an insurer to be added to the active insure list on the Washington Filing Portal?**

Send us the Insurer's Financial Information for review. A list of required documents can be found on our website