

OKLAHOMA INSURANCE DEPARTMENT

FIVE CORPORATE PLAZA
3625 NW 56TH, SUITE 100
OKLAHOMA CITY, OK 73112



REGULATED INDUSTRY SERVICES
PHONE: 405.521.2828 | OPT.7
WWW.OID.OK.GOV

GLEN MULREADY
INSURANCE COMMISSIONER

Purchasing Group Renewals and Initial Filings

Pursuant to Oklahoma Case No. 16-0628-PRJ all Purchasing Group companies must file Purchasing Group registration renewals and initial applications through OPTins effective November 1, 2016. Mailed Renewals and Initial Applications will not be accepted, and will be returned to the sender unprocessed.

When filing electronically using OPTins, please follow these steps:

- To register with OPTins, please visit: http://www.optins.org/regulated_entities_OK.htm. For more information, please contact OPTins at optinsmktg@naic.org or review the information below: **How do I register for OPTins?**
- Once registered, login with OPTins at www.optins.org.
- Select the “**Filings**” tab, then “**Create Filing**”. Enter the **filing year**, then select “**Oklahoma Regulated Entities**” as the State, “**Purchasing Group**” as the Company Type, and “**Initial or Annual Renewal Election**” as the Filing Period Type – This will automatically change the Filing Period to “1”. Click the “Next” button once all the information has been entered.
- In the Annual Renewal Election filing type, open the “Renewal Application”. Complete **all tabs** on the Excel spreadsheet, save to your computer and then upload the completed Renewal Application back in to the same location in OPTins. If necessary you will need to perform the same process for the Letter of Explanation. You can skip this requirement if it doesn’t pertain to you. In the Initial Election filing type, open the “Application,” UCAA Form Service of Process” and “Letter of Explanation (if required)”. Complete **all tabs** on all the Excel spreadsheet form, save to your computer and then upload the completed forms back in to the same location in OPTins. You will upload a scanned copy of the “Board of Directors Resolution”, and the “Certificate of Compliance from the state of Domicile” under the appropriate headings.
- Any additional documentation not listed under the “State Provided Forms” section may be uploaded in the “Supporting Documents” section.
- Proceed to the payment screen to submit your payment.

How do I register for OPTins?

The registration process is easy. Industry users that would like to participate in ACH debit, should complete the EFT Exhibits A & B and the appropriate OPTins Registration Form. ACH credit users should complete the EFT Exhibit B and the OPTins Registration form. To access the paperwork, please click [here](#). Once the paperwork is complete, email the paperwork to optinsmktg@naic.org or fax to (816) 460-0191.

EFT Implementation Guide

http://www.optins.org/documents/getting_started_industry_eft_implementation_guide.pdf

FAQ

<http://www.optins.org/faq.htm>

If you have any questions regarding Purchasing Group applications please contact me directly by either email at jeanette.pearce@oid.ok.gov or by telephone number at (405) 521-6651.

Sincerely,
Jeanette Pearce, PIR