



INSURANCE COMMISSIONER  
STATE OF OKLAHOMA

**Effective on or before July 15, 2017, and all filings thereafter, the Oklahoma Insurance Department (OID) will require Vehicle Protection Product Warrantors to file all new and renewal license applications electronically per Title 36 O.S. Section 350, OAC 325:25-3-20 per Order No. 16-0609-PRJ.**

**OPTINS ELECTRONIC FILING INSTRUCTIONS:**

- \*Register and/or login with OPTins at [www.optins.org](http://www.optins.org) or by calling 816-783-8990. NOTE: Registration can take up to two weeks to complete.
- \*When registration is complete, select the “**Filings**” tab, then “**Create Filing**”, enter the filing year, select “**Oklahoma Regulated Entities**” as the state, and choose entity type as “**Vehicle Protection Product Warrantor**”, select **Initial Election** or **Annual Renewal Election** then click “**Next**”
- \*Complete each form or upload the required documentation
- \*Proceed to the payment screen to submit your payment \$200

**Your packet should contain the following:**

- 1) Checklist
- 2) Initial or Renewal Application
- 3) Certificate of Authority from Oklahoma Secretary of State-**Initial Applications**
- 4) Articles of Incorporation-**Initial Applications**
- 5) Warrantor’s Bylaws-**Initial Applications**
- 6) Either:

- a. Warrantor Reimbursement Policy & SERFF Approval Letter for policy
- b. Warrantor has \$50 million net worth included in Financial Statement & Form 10K or 20-F
- c. Warrantor using parent financial statement to guarantee \$50 million in net worth with Form 10K or Form 20-F or a current audited financial statement

If you have any questions regarding the information required on the forms, please contact Melanie Paxton at 405-521-6649 or [Gregory.Ennis@oid.ok.gov](mailto:Gregory.Ennis@oid.ok.gov).

If you have any questions regarding your account, entering, amending or making payments you will need to contact OPTins directly at **816-783-8990** or [optinshelp@naic.org](mailto:optinshelp@naic.org)