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SPECIAL NOTICE

TO: Prepaid Funeral Benefits Permit Holders
FROM: Insurance Department, Financial Division
SUBJECT: Oklahoma Insurance Department Regulation of Prepaid Funeral Homes

Effective November 1, 2016, the Oklahoma Insurance Department (OID) will require prepaid funeral homes to file all Prepaid Funeral Benefits Applications, Renewal Applications, and accompanying fees electronically per 36 O.S. § 350 and Order Case No. 16-0610-PRJ. Additionally, prepaid funeral homes will be required to file all Annual Reports and accompanying fees electronically effective January 1, 2017.

Pursuant to Title 36 O.S. Section 350: “Notwithstanding any other provision of law that requires a particular form and associated payment to be filed with the Insurance Department in paper form, or to be mailed or hand-delivered to the Insurance Department, the Insurance Commissioner may, by appropriate order, require that all filings of that specific type be filed or delivered in an electronic format.”

Per Order Case No. 16-0610-PRJ: All Prepaid Funeral Benefits Applications, Renewal Applications, Annual Reports, and accompanying fees are required to be electronically filed through OPTins.

PAPER FILINGS ARE NO LONGER ACCEPTED

OPTins Electronic Filing Instructions:

- Register and/or Login with OPTins at www.optins.org (see section below on how to register with OPTins). **Registration should be completed prior to the December 31st Renewal deadline, as the registration process can take up to two (2) weeks to complete.**
- Once registered, select the “Filings” tab, then “Create Filing,” enter the filing year, select “Oklahoma Regulated Entities” as the state, choose “Prepaid Funeral Benefits” as the Entity Type, then select the appropriate “Filing Type” from the drop down box.

- Once you have selected the appropriate filing type, download the available form(s), complete the form(s), and upload along with all other required supporting documentation. **NOTE: Some of the Excel spreadsheets have multiple tabs. Please make sure all the tabs in the workbook are completed before uploading back into OPTins.**
- Proceed to the payment screen and input the amount associated with the filing type in the payment field. **NOTE: There is a \$10.00 electronic processing fee assessed by OPTins.**

Here are some helpful links on getting started with the OPTins registration. Any questions regarding this process should be directed to the OPTins marketing team at optinsmktg@naic.org or by phone at (816) 783-8990.

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.

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

Implementation Forms – All Other (ACH Debit)

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

Implementation Forms – All Other (ACH Credit)

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

Form to update/change information

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

Bank information

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

FAQ

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

All questions regarding OPTins will need to be directed to OPTins at (816) 783-8990. All other questions will continue to be directed to the Oklahoma Insurance Department, Financial Division, Lauren Lynch (405) 522-4611 or Shanna Johnson (405) 521-3968.