



The Oklahoma Insurance Department (OID) now requires electronic application filing pursuant to Order No. 16-638-PRJ. Paper filings and checks will no longer be accepted.

The Discount Medical Plan Organization (DMPO) registration initial application and renewal must be submitted and processed through an online system named OPTins. File and pay electronically to avoid paper and postage expense.

OPTins Electronic Filing Instructions

Register with OPTins at www.optins.org or by calling **816-783-8500**. Click [HERE](#) to be directed to the OPTins complete instruction guide for registration and implementation in their system.

NOTE: Registration can take several weeks to complete. I strongly encourage you to register with OPTins as soon as possible. Later, any amendments (i.e. banking information, passwords, entity access contacts allowed to make filings in OPTins for your entity, etc.) to your OPTins registration must be submitted directly to OPTins.

- You will need to know your OK Registration number and FEIN for this process. You can find that through our online "Lookup Search" tool at: <https://sbs.naic.org/solar-external-lookup/>
- Once registration is confirmed by OPTins, you will be able to begin submitting your application through OPTins.
- About 15 to 90 days before the license's expiration date, begin the renewal process by logging into OPTins at www.optins.org.
- Select the "**Filings**" tab, then "**Create Filing.**" Enter the **filing year**, select "**Oklahoma Regulated Entities**" as the state, and choose "**Discount Medical Plan Organization.**"
- Open the most current application form (the checklist will be in a separate tab), complete it, save it in the same Excel format and then upload it back to the same location in OPTins. Do not copy and paste items into the form or reformat the Excel form as it will create errors with the filing.
- Upload PDF copies of all other required documentation shown on the DMPO Checklist.
- Proceed to the payment screen to submit your payment.
- **NOTE:** Should you need to amend the filing later, you will log back into that OPTins filing to upload any attachments or to "Replace My Form" for amended applications. OPTins does not charge their \$10 fee when you amend a filing.

All **questions regarding OPTins** must be directed to OPTins at **816-783-8500**.

All other **application questions** must be directed to me at **405-521-6651**.

Please let me know if you have any questions.

Jeanette Pearce, PIR
jeanette.pearce@oid.ok.gov
(405) 521-6651