



SPECIAL NOTICE

TO: Home Service Contract Providers
FROM: Insurance Department; Regulated Industry Services Division
SUBJECT: Oklahoma Insurance Department Regulation of Home Service Contract Providers

Effective October 31, 2016, the Oklahoma Insurance Department (OID) will require Home Service Contract Providers to file all license registrations, renewal applications, quarterly administrative fees, or annual administrative fee, and the Anti-Fraud Assessment Fee electronically per 36 O.S. §350, 36 O.S. §§ 6750 et seq., and Order No. 16-608-PRJ.

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. 16-0608-PRJ: All Home Service Contract Providers are to electronically file all required filings in the Home Service Contract Act.

PAPER FILINGS ARE NO LONGER ACCEPTED

Register and/or login with OPTins at www.optins.org. If you have questions regarding the OPTins account contact the NAIC Service Desk via email at optinshelp@naic.org or via phone at 816-783-8500. **Note: It can take several weeks to complete an initial registration. Fees are collected in OPTins and then delivered to the Oklahoma Insurance Department on the next business day after your bank has released the funds to OPTins.**

- Once registered Login to OPTins at www.optins.org.
- Select the “Filings” tab, then “Create Filing”. Enter the filing year, then select “Oklahoma Regulated Entities” as the State, “Home Service Contract Provider” 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.
- Once you have selected the appropriate filing type, download the available form(s), complete, 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 complete before unloading it back into OPTins.**
- Proceed to the **payment** screen to submit your payment. Be very careful to pay the correct amount, because once you click submit the filing fee cannot be reversed. If you are not sure if the payment submitted properly, call OPTins immediately rather than trying to submit the payment again. **The filing will not populate the Department side of OPTins until your payment has processed through your bank, and the filing will be dated on that date. The filing will be considered late if it has not populated the Department side of OPTins by the expiration date. NOTE: OPTins will charge a \$10 processing fee on all new filings AFTER the filing has been submitted. No fee is charged when the filing is AMENDED.**

If you have questions or concerns regarding the special notice, please contact the Oklahoma Insurance Department, Regulated Industry Services - Deborah Thetford at (405) 522-4611 or via email at deborah.thetford@oid.ok.gov.