



The Oklahoma Insurance Department (OID) now requires electronic application filing pursuant to Order No. 16-635-PRJ. The Multiple Employer Welfare Arrangement (MEWA) registration initial application and renewal application must be submitted and fees paid (if applicable) through a NAIC online system named OPTins.

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 up to two weeks to complete. I strongly encourage you to register with OPTins as soon as possible.

- You will need to know your OK Registration number and FEIN for this process. You can find that information through our online “Lookup Search” 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 “**Multiple Employer Welfare Arrangement.**”
- Open the application form, complete it, save it in the same format and then upload it back to the same location in OPTins.
- Upload PDF copies of all other required documentation shown on the MEWA 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** or Jeanette.pearce@oid.ok.gov.