



**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.**

**PAPER FILINGS ARE NO LONGER ACCEPTED**

**OPTINS ELECTRONIC FILING INSTRUCTIONS:**

- Register and/or login with OPTins at [www.optins.org](http://www.optins.org) or by calling 816-783-8500. **NOTE: Registration can take several 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 of \$200. 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.**

**FILING SHOULD CONTAIN THE FOLLOWING:**

1. Checklist
2. Initial or Renewal Application
3. Certificate of Authority from Oklahoma Secretary of State
4. Articles of Incorporation-**Initial Applications**
5. Warrantor’s Bylaws-**Initial Applications**
6. And one of the following items:
  - 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 Deborah Thetford at 405-522-4611 or [deborah.thetford@oid.ok.gov](mailto:deborah.thetford@oid.ok.gov).**

If you have any questions regarding your OPTins account, entering, amending or making payments you will need to contact OPTins directly at **816-783-8500** or [optinshelp@naic.org](mailto:optinshelp@naic.org)