

### OPTins electronic filing instructions:

- Login to your OPTins account at [www.optins.org](http://www.optins.org).
- Select the “**Filings**” tab, then “**Create Filing**,” enter the **filing year**, select “**Oklahoma Regulated Entities**” as the state, and choose “**Cemetery Merchandise Trust**” as the Company Type, and “**Annual Renewal Election**”.
- Open and complete the CMT Renewal Application form from OPTins, save it to your PC in the most current version of Excel, and then upload it into the filing.
- Upload all other required supporting documentation noted on the form as PDF documents.
- Proceed to the payment screen to submit the proper payment. Once the funds have been released from your ACH bank account the filing will be given a date and will populate the Insurance Department’s side of OPTins. Note that OPTins does not transfer the State fees to the Department until the next business day, which could cause inactivation or expiration of the OK permit if the filing is submitted on the expiration date or actual due date of the filing.

All questions regarding changes to or working in your OPTins account will need to be directed to OPTins at 816-783-8500 or [optinshelp@naic.org](mailto:optinshelp@naic.org). Note that the CMT will need to work with OPTins to assure the CMT’s OPTins account is always kept current and contains the proper contact(s)/login(s) for the CMT.

Questions regarding the CMT Permit should be directed to [ris@oid.ok.gov](mailto:ris@oid.ok.gov).