



**Effective on or before June 1, 2017, and all filings thereafter, the Oklahoma Insurance Department (OID) will require all Professional Employer Organizations to file all new and renewal registrations, accompanying fees and any other required filings electronically pursuant to OID Order No. 16-0609-PRJ.**

**PAPER FILINGS ARE NO LONGER ACCEPTED**

**OPTins ELECTRONIC FILING INSTRUCTIONS:**

- Register and with OPTins at [www.optins.org](http://www.optins.org) or by calling 816-783-8500 if you have questions. NOTE: Registration can take several weeks to complete.
- When registration is complete log into your OPTins account, select the **“Filings”** tab, then **“Create Filing”**, enter the filing year, select **“Oklahoma Regulated Entities”** as the state, and choose **entity type as one of the following:**
  - Exempt Professional Employer Organization
  - Full Professional Employer Organization
  - Group Professional Employer Organization
- Select **Initial Election (new PEO) or Annual Renewal Election (currently registered PEO)** and then click **“Next”**
- Complete each form and upload the required documentation.
- Proceed to the payment screen to submit your payment of:
  - \$500 Initial PEO Full or Group (\$500 per member)
  - \$250 Renewal PEO Full or Group (\$250 per member)
  - \$250 Exempt Initial Application or Renewal Application
- Your filing should contain the following:

<b>EXEMPT (DEMINIMUS) REGISTRATION</b>	<b>FULL REGISTRATION</b>	<b>GROUP REGISTRATION</b>
1) Initial or Renewal Application	1) Initial or Renewal Application	1) Initial or Renewal Application
2) \$250 Fee	2) \$500 (Initial) or \$250 (Renewal) Fee	2) \$500 per member (Initial) or \$250 Per member (Renewal)
3) Licensing from home state	3) Verification of registration with the Oklahoma Secretary of State	3) Verification of registration with the Oklahoma Secretary of State per member (Initial)
4) Verification you are licensed in home state or designated home state	4) Financial Statement	4) Financial Statement (Combined)
5) CPA Quarterly Report	5) CPA Quarterly Report	5) CPA Quarterly Report (Per Member)
6) Workers’ Compensation Questionnaire (Initial)	6) Letter of Compliance from home State or designated home state	6) Letter of Compliance from home State or designated home state (each member listed)
	7) Biographical Affidavit(s) (Initial and within 30 days of any change)	7) Biographical Affidavit(s) (Initial and within 30 days of any change)
	8) Workers’ Compensation Questionnaire (Initial)	8) Workers’ Compensation Questionnaire (Initial)

**CPA QUARTERLY REPORTS:**

- 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 one of the following:**
  - Exempt Professional Employer Organization
  - Full Professional Employer Organization
  - Group Professional Employer Organization
- Select **Filing Type CPA Quarterly Statement for Payroll Taxes**, then select the **Filing Period for Quarterly Report 1, 2, 3 or 4** and click **Next**.

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

If you have any questions regarding the information required on the forms, please contact [ris@oid.ok.gov](mailto:ris@oid.ok.gov).