OPTins General Information & Instructions

OPT*ins* is an electronic filing solution offered by the NAIC in 29 states. The system provides users with required state-specific forms and seamless electronic payment submission. Once you are registered to use OPT*ins*, you can automatically file in all participating jurisdictions.

Create and Maintain an OPTins Account – Click on the link below or copy and paste the link into a Google Chrome or Firefox web browser: https://www.optins.org/documents/optins_ok_regulated_paperwork.pdf

- Entity is required to setup an ACH Credit or ACH Debit accounts in OPTins
- Payments are required to be submitted within the OPTins filing via your established ACH account
- Filing fees paid are non-refundable.

  ACH Debit Procedure: funds will be withdrawn upon submission of new filings through OPTins. The bank account will be debited that night.

  ACH Credit Procedure: the entity will need to work directly with their bank each time a filing is submitted to initiate the payment with a unique addenda*. Notice – the entity risks payment rejection if the addenda* is not copied correctly or is delayed by your accounting department if the fee is not released timely. Delays in payment processing can result in the license/registration/permit being inactivated or even possible administrative action against the entity.

  > *Addenda: noun plural -da (-də) something added; an addition. a supplement or appendix to a book, magazine, etc. OPTins provides a unique tracking number much like the filing tracking number, except the unique number is longer than the actual filing tracking number.

OPTins Electronic Filing Instructions

- Login with 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 the proper license/registration/permit Company Type, and Filing Type such as Initial, Renewal, Annual Statement, Annual Report, or Quarter filing.
- Open and complete the form displayed in OPTins. Avoid using previously stored forms which may be outdated. Save the blank form to your PC (using current versions of Excel or Adobe PDF). Complete the form in its entirety, writing NA in fields that do not apply for you. Save a copy of the completed form (always use the most recent version of Excel or Adobe PDF to avoid system errors in OPTins) to your PC then upload the form to OPTins in the same location where the form was retrieved or under the Supplemental section. Note – using the copy and paste functions may cause an error when completing the form.
- Upload all other required supporting documentation noted in the filing as required.
- Proceed to the payment screen to submit your payment. OPTins will automatically add an additional $15.00 service fee to the total payment submitted. If no payment is required mark "No State Payment Required" and do not enter any payment amounts in the payment fields.
- The payment will be collected by OPTins from your ACH account and the submission will be dated and transmitted to the OID immediately upon OPTins receipt of the fees. 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 license/registration/permit if the filing is submitted on the expiration date or actual due date of the filing.
- OPTins filings can be amended at no cost to correct filings, pay additional required fees or add compliance documentation into the secure environment. Filings and all documentation in the filing will remain available to the entity and the Department for review and compliance purposes for 10 years.

All questions regarding OPTins system usage or maintenance of the entity's OPTins account will need to be directed to OPTins at 816-783-8500 or optinshelp@naic.org.

All other questions related to OK State filing requirements can be emailed to ris@oid.ok.gov or possibly answered on the RIS webpage at https://www.oid.ok.gov/regulated-entities/regulated-industry-services/.