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 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 $15 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. 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
7. The names of the warrantor’s executive officer or officers directly responsible for the warrantor’s vehicle protection product business
8. A copy of the warranty reimbursement insurance policy or policies or other financial information required by Section 6 of this act
9. A copy of each warranty the warrantor proposes to use in this state

If a registrant fails to register by the renewal deadline, the Commissioner shall give the registrant written notice of the failure and the registrant will have thirty (30) days to complete the renewal of registration before the registrant is suspended from being registered in this state.

If you have any questions regarding the information required on the forms, please contact Ashia Turner at 405-522-4756 or ashia.turner@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