



## Purchasing Group Renewals and Initial Filings

Pursuant to Oklahoma Case No. 16-0628-PRJ all Purchasing Group companies must file Purchasing Group registration renewals and initial applications through OPTins effective November 1, 2016. Mailed Renewals and Initial Applications will not be accepted and will be returned to the sender unprocessed.

When filing electronically using OPTins, please follow these steps:

- To register with OPTins, please visit [www.optins.org](http://www.optins.org). For more information, please contact OPTins at [optinshelp@naic.org](mailto:optinshelp@naic.org) or 816-783-8500.
- Once registered, login with OPTins at [www.optins.org](http://www.optins.org).
- Select the "Filings" tab, then "Create Filing". Enter the filing year, then select "Oklahoma Regulated Entities" as the State, "Purchasing Group" as the Company Type, and "Initial or Annual Renewal Election" as the Filing Period Type – This will automatically change the Filing Period to "1". Click the "Next" button once all the information has been entered.
- In the Annual Renewal Election filing type, open the "Renewal Application". Complete all tabs on the Excel spreadsheet, save to your computer and then upload the completed Renewal Application back into the same location in OPTins. If necessary, you will need to perform the same process for the Letter of Explanation. You can skip this requirement if it doesn't pertain to you. In the Initial Election filing type, open the "Application," "UCA Form Service of Process" and "Letter of Explanation (if required)". Complete all tabs on all the Excel spreadsheet form, save to your computer and then upload the completed forms back into the same location in OPTins. You will upload a scanned copy of the "Board of Directors Resolution", and the "Certificate of Compliance from the state of Domicile" under the appropriate headings.
- Any additional documentation not listed under the "State Provided Forms" section may be uploaded in the "Supporting Documents" section.
- Proceed to the payment screen to submit your payment. OPTins will collect their \$10 usage fee after you submit the filing.

If you have any questions regarding OPTins system usage, passwords and your company user information contact [optinshelp@naig.org](mailto:optinshelp@naig.org) or 816-783-8500.

If you have any questions regarding Purchasing Group applications, please contact [ris@oid.ok.gov](mailto:ris@oid.ok.gov).