



PHARMACY BENEFITS MANAGER (PBM) NEW LICENSE APPLICATION INSTRUCTIONS

All Pharmacy Benefits Managers (PBM) must file all new applications electronically through OPTins per Title 36 O.S. Section 350, Title 59 O.S. Sections 357-360, and OID Order No. 15-1152-PRJ.

PAPER FILINGS AND CHECKS 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: The process can take several weeks to complete.
- Once registered, select the "Filings" tab then "Create Filing" and enter the filing year, select "Oklahoma Regulated Entities" as the state and choose "Pharmacy Benefits Manager (firm)" as the Company Type.
- Download and complete the license application form and upload it back to the same location. Upload all other required documentation separately. See other required items listed below.
- Proceed to the payment screen to submit your payment.

Checklist for New Pharmacy Benefits Manager Application

- Completed online New Corporate Application.
- Articles of Incorporation *or* Articles of Organization and Operating Agreement.
- Certificate of Authority from the Domicile State and the Oklahoma State Secretary, Business Services Division (<https://www.sos.ok.gov/business/default.aspx>) demonstrating the entity has filed and been approved to operate.
- Audited Financial Statement: The most recent year-end financial statement for the PBM and its controlling entity.
- Certified Executive Officer Attestation: A certificate signed by an executive officer of the PBM attesting to the accuracy of the information contained in the filing.
- UCAA Form 11 for each officer/director. This form can be found at: https://content.naic.org/sites/default/files/inline-files/industry_ucaa_form11.pdf
- UCAA Form 12 Designation of Service of Process and \$10.00 filing fee. The form can be found at: <https://content.naic.org/sites/default/files/ucaa-industry-uniform-consent-service-process.pdf>
- Background check provided by an NAIC approved third party vendor. This form must be sent to the Oklahoma Insurance Department by mail. The list of approved vendors can be found at: <https://content.naic.org/industry-ucaa-third-party>
- PBM Surety Bond: Absent a finding otherwise, the PBM surety bond shall be deemed to be sufficient at a minimum limit of Fifty Thousand Dollars (\$50,000.00) for 0-5,000 Oklahoma lives covered or up to One Million Dollars (\$1,000,000.00) for 100,001 or more Oklahoma lives covered. The surety bond shall be for the benefit of parties protected by the provisions of 59 O.S. §§ 357-360. The surety bond form is available in OPTins and in the [OID PBM website](#). Please see [OAC 365:25-29-6](#) for the rules on bond amounts.
- Fees: New license fee is One Thousand Dollars (\$1,000.00) plus a Ten Dollar (\$10.00) Service of Process Fee.
- NOTE: There is an electronic processing fee automatically assessed by OPTins after you submit the filing.

All questions regarding OPTins will need to be directed to OPTins at 816-783-8500 or optinshelp@naic.org.
All other questions regarding Pharmacy Benefits Managers can be directed to the PBM Licensing Division at PBMLicensing@oid.ok.gov.