OKLAHOMA INSURANCE DEPARTMENT

Insurance Commissioner, Glen Mulready

400 NE 50th Street
Oklahoma City, OK 73105

405.521.2828
405.521.6635
oid.ok.gov

Pharmacy Benefits Manager Licensing Division

PHARMACY BENEFITS MANAGER (PBM)
LICENSE RENEWAL INSTRUCTIONS

All Pharmacy Benefits Managers (PBM) must file all renewal 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:

- 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 either "Pharmacy Benefits Manager (firm) or (individual)" as the Company Type and "Annual Renewal".

- Download license renewal form from OPTins, complete, save it to your PC, and then upload it back to the same location. Upload all other required documentation as listed below.

- Proceed to the payment screen to submit your payment.

Checklist for PBM License Renewal filing:

- Completed Renewal Application – Form is in OPTins
- PBM Surety Bond - Include a surety bond continuation certificate/verification form executed within the past 90 days by the underwriting surety insurance carrier for the PBM surety bond. (If the bond has been changed, please attach a copy of the new bond.)
- Proof of Good Standing in Domiciled State – Per OAC 365:25-29-5(4&5)
- Proof of Good Standing with the Oklahoma Secretary of State
- Copy of any administrative action(s) with proof of resolution and proof of payment of any assessed fee or fine from any state since last renewal.
- Fee of $500 per license, if late add $500 for late fee, see OAC 365:25-29-7(C) NOTE: There is an electronic processing fee assessed by OPTins.

All questions regarding OPTins will need to be directed to OPTins at 816-783-8500.

All other questions are to be directed to the Oklahoma Insurance Department, Pharmacy Benefits Manager Licensing Division at PBMLicensing@oid.ok.gov.