

# SPECIAL BULLETIN

**DATE:** June 20, 2006

**TO:** All Pennsylvania Resident and Non-Resident Surplus Lines Licensees

**FROM:** Kenneth A. Rudert – PSLA Executive Director - *KAR*

**SUBJECT:** New PSLA Electronic Filing System ready for “Go-live” this June

PSLA is pleased to announce that development of our new Electronic Filing System (EFS) will be ready for production operation during **the week of June 26<sup>th</sup>**. Please read through this bulletin **in its entirety**, as portions of our filing procedures will change with the implementation of this new system.

## **New Operations Phase I – Filing Information Entered by PSLA Staff**

1. Starting the week of June 26<sup>th</sup>, PSLA staff will begin entering filings (those mailed to PSLA but not yet entered and invoiced) into the new EFS.
2. As filings are processed, any errors found (e.g. missing kind, missing premium, etc.) will be recorded in the system. An email will be sent to the “Filing Return” contact on file notifying them that filing errors have been found which require correction (note: this will be the same person who receives filing return email from PSLA today).
3. The Filing Return contact will receive a user Login name and Password from PSLA. Once notified that they have filings which require correction, they will use their login information to:
  - a. Log in to the EFS
  - b. Review the listing of filings containing errors
  - c. View each filing and correct the indicated errors (they will be highlighted on the screen)
  - d. Validate and submit the updated filing

Once a Login name and password have been issued to your Filing Return contact, new filings submissions will no longer be returned for correction via email. Instead, all error corrections should be made by the designated Filing Return contact through the EFS.

4. A login ID and password will be emailed to each “Filing Return” contact on file prior to processing of the first item for correction. An overview of the new EFS filing correction process is available for your review on our website ([http://www.pasla.org/documents/EFS\\_Filing%20Return%20Demo.pdf](http://www.pasla.org/documents/EFS_Filing%20Return%20Demo.pdf)).

## **New Operations Phase II – Filing Information Entered by Surplus Lines Agency**

1. All agencies issued a PSLA Customer ID number on or after 6/26/06 will submit filing information to PSLA using the new Electronic Filing System. Paper submissions will not be accepted. New agencies will receive their EFS User ID and password once their Customer ID number has been assigned.

- Existing agencies will be invited to submit filings electronically beginning in July. If you would like to be one of the first agencies to be invited to submit filing information using the new EFS, please have each active Surplus Lines Licensee associated with your office complete the EFS Enrollment Application (<http://www.pasla.org/documents/EFSEnrollmentApplication.pdf>). Fax the completed application to PSLA, attention Maureen Thomas (fax number: 610-594-7623). (Please note: active PSLA Members will be given priority in the enrollment process.)

If you have any immediate questions or concerns, please feel free to contact our office.