



Electronic Filing System (EFS) Enrollment Application

Welcome to PSLA's EFS!

The EFS Enrollment Application is the first-step towards submitting filing information electronically to PSLA. Before a Licensee's filings can be submitted electronically, they must review and sign the two enclosed documents. If this is the first time any Licensee in your agency is requesting to make filings electronically, be aware that each licensee associated with your Agency's PSLA Customer ID number must complete an EFS Enrollment Application before any Login ID and Password can be issued to your agency.

Document #1: Responsibility for Electronic Filing Authority and Accuracy

The purpose of this document is to outline the responsibilities assumed by the Surplus Lines Licensee within the electronic filing submission process. It is also used to identify the administrative user within the Agency.

PSLA will create a User ID and Password for one Administrative user within each Agency. In turn, the Administrative user is responsible for creating any additional User IDs required by that agency, as well as managing system permissions and resetting passwords. Please note: there can only be one Administrative user created for each PSLA Customer ID number.

Document #2: Terms and Conditions of PSLA's Electronic Filing System

This document describes the general terms and conditions associated with use of the EFS.

Once each Licensee associated with your agency reviews and signs the two enclosed forms, please return them via fax or email to Agency Services (agencyervices@pasla.org). Once approved, an Administrative User ID and password will be emailed to the individual identified as the administrative contact.

If you have any questions or concerns, please contact Agency Services at 610-594-1340 and select option 1.

Responsibility for Electronic Filing Authority and Accuracy

I, _____ (Individual licensee name), licensed by the Pennsylvania Insurance Department as a Surplus Lines Licensee for _____ (Agency Name) PSLA Customer ID# _____ hereby assign _____ (individual's name) as the Administrator for creating and maintaining user ids and passwords for access to PSLA's electronic filing system (EFS). In addition to managing user ids, I understand that the Administrator is responsible for assigning and maintaining access rights and permissions available within the system for each user id created.

I further understand that any electronic filing identified by my customer identification number, agency and individual surplus lines license number, and entered by any user shall have the same force and effect as a hard copy SLL Affidavit, signed by an individual duly licensed for surplus lines affiliated with said agency and mailed to PSLA. I further understand that PSLA shall neither monitor nor be responsible for any unauthorized use of assigned user ids or passwords.

PSLA is not responsible for disabling accounts when a user leaves my employ and it is my responsibility to inform PSLA when an administrator leaves and give PSLA the new administrator information. It is also my responsibility to contact PSLA whenever a filing return contact person changes so corrections to filings can be submitted to PSLA in a timely manner.

Individual Licensee's
Signature: _____ Witnessed by: _____

Individual Surplus
Lines License Number: _____

Date: _____

Administrator Contact Information

Email Address: _____

Phone Number: _____

Terms and Conditions of PSLA'S Electronic Filing System

Welcome to PSLA's Electronic Filing System (EFS). You are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern PSLA's relationship with you in relation to this application.

The term "PSLA" or "us" or "we" refers to the owner of the EFS whose registered office is 180 Sheree Blvd., Suite 3100, Exton PA 19341

The use of this EFS is subject to the following terms of use:

- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website or within this EFS for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on this website or within this EFS is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.
- This website and EFS contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- Unauthorized use of this website or EFS may give rise to a claim for damages and/or be a criminal offense.
- This website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of this website and EFS and any dispute arising out of such use of the website and EFS is subject to the laws of the Commonwealth of Pennsylvania.
- You are responsible for maintaining the confidentiality of any data or information accessed through the PSLA Electronic Filing System.
- You are responsible for any use of the EFS by means of user name/ID and password issued to you, and damages that result from such use. You shall maintain the security and confidentiality of your user name/ID and password.

- You will immediately notify your employer to deactivate your user name/ID and/or password upon: (i) termination of your employment or service; (ii) gaining knowledge, belief or reasonable suspicion that another person has used your user name/ID and password; or (iii) gaining knowledge, belief or reasonable suspicion your EFS user name/ID or password is lost or stolen or provided to a third party.
- You will use your best efforts to prevent transferring any viruses to the PSLA Electronic Filing System.
- You will hold all Confidential Information in trust and strictest confidence.

By signing below, you indicate your acceptance of and agreement to all terms of these Terms and Conditions.

Individual Licensee's
Signature: _____

Individual Surplus
Lines License
Number: _____

Date: _____