



PHARMACY BENEFITS MANAGER (PBM) LICENSE RENEWAL INSTRUCTIONS

Effective November 1, 2015, the Oklahoma Insurance Department (OID) will require Pharmacy Benefits Managers (PBM) to file all renewal applications electronically per Title 36 O.S. Section 350, Title 59 O.S. Section 357-360, and Order No. 15-1152-PRJ.

Paper filings and checks will no longer be accepted.

OPTins Electronic filing instructions:

- Register and/or Login with OPTins at www.optins.org or by calling 816-783-8990. NOTE: Do not wait to register with OPTins, as the process can take up to two (2) weeks to complete.
- Once registered, 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. Note: use firm if filing for a company and individual for an individual.
- Download license renewal form, complete, and then upload it along with all other required documentation. See required item list below.
- Proceed to the payment screen to submit your payment

The following items are required for the Electronic PBM License Renewal filing:

- **Completed Online Renewal Application**
- **PBM Surety Bond** - Include the bond continuation certificate/verification form or proof that the bond has been renewed 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)
- **Copy of any administrative action(s)** from any state since last renewal, if not already submitted
- **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 816-783-8990. All other questions will continue to be directed to the Oklahoma Insurance Department, Financial Division, DeAnn Robinson, 405-521-6648.