



OKLAHOMA INSURANCE DEPARTMENT
STATE OF OKLAHOMA

All Pharmacy Benefits Manager's will need to apply electronically through OPTins. Below are the instructions and a checklist for the application process.

OPTins Electronic Filing

- Register and/or Login with OPTins at www.optins.org or by calling 816-783-8990
- Once registered elect the "Filings" tab, then "Create Filing," enter the filing year, select "Oklahoma Regulated Entities" as the state, and choose either "Pharmacy Benefits Manager" as the Company Type.
- Download application and bond form, complete, and then upload it along with all additional required documentation.
- Proceed to the payment screen to submit your payment

All questions regarding OPTins will need to be directed to OPTins at the number above.

All other questions regarding Pharmacy Benefits Managers, please contact DeAnn Robinson at 405-521-6648.

Checklist for New Pharmacy Benefits Manager Application

- ___ Application for a Corporate or Individual License – completed through OPT-Ins at www.optins.org
- ___ Register Agent for Service of Process
- ___ Up dated list of officers and directors
- ___ One Bond in an amount not less than Ten thousand Dollars (\$10,000) made payable to the People of Oklahoma – use bond form under PBM licensing Information
- ___ Fees: Each license requires a \$1,000 fee.