



OKLAHOMA INSURANCE DEPARTMENT  
STATE OF OKLAHOMA

**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](http://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 "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 or [deann.robinson@oid.ok.gov](mailto:deann.robinson@oid.ok.gov)

### **Checklist for New Pharmacy Benefits Manager Application**

- \_\_\_ Application for a Corporate or Individual License – completed through OPT-Ins at [www.optins.org](http://www.optins.org) (Paper option is available for a short time.)
- \_\_\_ 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) – use bond form under PBM licensing Information
- \_\_\_ Fees: Each license requires a \$1,000 fee.