



## **PURCHASING GROUP (PG) RENEWAL APPLICATION INSTRUCTIONS**

Effective November 1, 2016, the Oklahoma Insurance Department (OID) will require Purchasing Groups (PG) to file all renewal applications electronically per Title 36 O.S. Section 350, Title 36 O.S. Section 1450, and Order No. 14-0995-PRJ.

### **OPTins Electronic filing instructions:**

- Register and/or Login with OPTins at [www.optins.org](http://www.optins.org) or by calling 816-783-8990. NOTE: Registration 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, choose "Purchasing Group" as the Entity Type, and choose "Annual Renewal Election" as the Filing Period Type.
- Download the Renewal Application form, complete, and then upload it along with all other required documentation. See "Renewal Purchasing Group Checklist" below.
- Proceed to the payment screen to submit your payment

**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, Donald Ashwood, 405-522-2374.**

**OKLAHOMA INSURANCE DEPARTMENT**

Financial Division

**PURCHASING GROUP – CHECK LIST (Title 36 O.S. § 6453-§ 6468)**

For Renewal Application

**Name of Purchasing Group:** \_\_\_\_\_

.....

(for Departmental use: Check the items received)

- \_\_\_ 1. Notice and Registration.
- \_\_\_ 2. All lines on the Registration Form were completed, signed / dated electronically.
- \_\_\_ 3. Received **\$400** renewal fee.
- \_\_\_ 4. If an insurer or risk retention group is shown on line 11, is the company licensed in Oklahoma?  
Oklahoma License # \_\_\_\_\_
- \_\_\_ 5. If an agent or surplus lines broker was reported on line 13, is the agent/broker licensed in  
Oklahoma? License # \_\_\_\_\_ Is the agent appointed by the insurer? \_\_\_\_\_
- \_\_\_ 6. If any item under line 14 is answered "yes" attach a separate letter of explanation.
- \_\_\_ 7. Has the entire renewal application been checked and updates entered into Sircon?

\_\_\_\_\_

Renewal has been reviewed and approved by: \_\_\_\_\_ Date \_\_\_\_\_