



THIRD-PARTY ADMINISTRATORS (TPA) LICENSE RENEWAL INSTRUCTIONS

Effective November 1, 2014, the Oklahoma Insurance Department (OID) will require Third-Party Administrators (TPA) 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.

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 "Third Party Administrator (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 TPA License Renewal filing:

- **Completed Online Renewal Application**
- **TPA Surety Bond** - Include the bond continuation certificate/verification form or proof that the bond has been renewed for the Third Party Administrator surety bond. (If the bond has been changed, please attach a copy of the new bond.)
- **Proof of Third Party Licensure in Home State** - If home state does not license TPAs please indicate a home state and provide proof the TPA is licensed there. Please see TITLE 36 O.S. § 1450(B) for home state requirements.
- **A list of names and addresses** of the insurers and/or funds the TPA has contracted with in accordance with Title 36 O.S. §1450(E). (Agreements are not required to be submitted to the OID).
- **Copy of any administrative action(s)** from any state since last renewal, if not already submitted
- **Fee of \$100 per license**, if late add \$100 for late fee, see TITLE 36 O.S. § 1450(E). 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.