



INSURANCE COMMISSIONER  
STATE OF OKLAHOMA

**Effective on or before June 1, 2017, and all filings thereafter, the Oklahoma Insurance Department (OID) will require all Professional Employer Organizations to file all new and renewal registrations, accompanying fees and any other required filings electronically pursuant to OID Order No. 16-0609-PRJ.**

**OPTINS ELECTRONIC FILING INSTRUCTIONS:**

**\*If you are registered with ESAC, they will provide all necessary documentation directly through OPTins for the Oklahoma Insurance Department. Please contact them directly for any questions you may have regarding your registration**

\*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 weeks to complete.

\*When registration is complete, select the **"Filings"** tab, then **"Create Filing"**, enter the filing year, select **"Oklahoma Regulated Entities"** as the state, and choose entity type as either:

**Exempt Professional Employer Organization or**

**Full Professional Employer Organization or**

**Group Professional Employer Organization**

select **Initial Election** or **Annual Renewal Election** then click **"Next"**

\*Complete each form and upload the required documentation

\*Proceed to the payment screen to submit your payment:

\$500 Initial PEO Full or Group (per member)

\$250 Renewal PEO Full or Group (per member)

\$250 Exempt Initial Application or Renewal Application

**Your packet should contain the following (Initial applies to initial applications only):**

EXEMPT (DE MINIMUS) REGISTRATION	FULL REGISTRATION	GROUP REGISTRATION
1)Initial or Renewal Application	1)Initial or Renewal Application	1)Initial or Renewal Application
2)\$250 fee	2)\$500 (initial) or \$250 Fee (renewal)	2)\$500 per member (initial) or \$250 per member (renewal)
3)Licensing requirements from another state	3)Verification of registration with Oklahoma Secretary of State <b>(initial)</b>	3)Verification of registration with Oklahoma Secretary of State per member <b>(initial)</b>
4)Verification you are licensed in another state	4)Financial Statement	4)Financial Statement (combined)
5)CPA Quarterly Report	5)CPA Quarterly Report	5)CPA Quarterly Report (per member)
6)Workers' Compensation Questionnaire <b>(initial)</b>	6) Letter of Compliance	6)Letter of Compliance (each member listed)
	7)Biographical Affidavits <b>(initial)</b>	7)Biographical Affidavits <b>(initial)</b>
	8)Workers' Compensation Questionnaire <b>(initial)</b>	8)Workers' Compensation Questionnaire <b>(initial)</b>



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**CPA QUARTERLY REPORTS:**

\*When registration is complete, select the **"Filings"** tab, then **"Create Filing"**, enter the filing **year**, select **"Oklahoma Regulated Entities"** as the state, and choose entity type as either:  
**Exempt Professional Employer Organization or**  
**Full Professional Employer Organization or**  
**Group Professional Employer Organization**  
Filing Period Type select **Filing Period CPA Quarterly Statement for Payroll Taxes** then select the Filing Period for Quarterly Report **1, 2, 3, or 4** click **"Next"**  
\*Upload the required documentation

If you have any questions regarding the information required on the forms, please contact Melanie Paxton at 405-521-6649 or [Melanie.Paxton@oid.ok.gov](mailto:Melanie.Paxton@oid.ok.gov).

If you have any questions regarding your account, entering, amending or making payments you will need to contact OPTins directly at **816-783-8990** or [optinshelp@naic.org](mailto:optinshelp@naic.org)