

# OKLAHOMA INSURANCE DEPARTMENT

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REGULATED INDUSTRY SERVICES  
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GLEN MULREADY  
INSURANCE COMMISSIONER

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## SPECIAL NOTICE

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TO: Home Service Contract Providers  
FROM: Insurance Department; Regulated Industry Services Division  
SUBJECT: Oklahoma Insurance Department Regulation of Home Service Contract Providers

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Effective October 31, 2016, the Oklahoma Insurance Department (OID) will require Home Service Contract Providers to file all license registrations, renewal applications, quarterly administrative fees, or annual administrative fee, and the Anti-Fraud Assessment Fee electronically per 36 O.S. § 350, 36 O.S. §§ 6750 et seq., and Order No. 16-608-PRJ.

**Pursuant to Title 36 O.S. Section 350:** “Notwithstanding any other provision of law that requires a particular form and associated payment to be filed with the Insurance Department in paper form, or to be mailed or hand-delivered to the Insurance Department, the Insurance Commissioner may, by appropriate order, require that all filings of that specific type be filed or delivered in an electronic format.”

**Per Order Case No. 16-0608-PRJ:** All Home Service Contract Providers are to electronically file all required filings in the Home Service Contract Act.

## **PAPER FILINGS ARE NO LONGER ACCEPTED**

### **OPTins Electronic Filing Instructions:**

- Register and/or Login with OPTins at [www.optins.org](http://www.optins.org) (see section below on how to register with OPTins?). **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, choose “Home Service Contract Provider” as the company type then select the appropriate “Filing Type” from the drop down box.
- Once you have selected the appropriate filing type, download the available form(s), complete, and upload it along with all other required supporting documentation. **NOTE:** Some of the Excel spreadsheets have multiple tabs. Please make sure all the tabs in the workbook are complete before uploading it back into OPTins.
- Proceed to the payment screen and input the amount associated with the filing type in the payment field. **NOTE:** There is a \$10.00 electronic processing fee assessed by OPTins.
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Here are some helpful links on getting started with the OPTins registration. Any questions regarding this process should be directed to the OPTins marketing team at [optinsmktg@naic.org](mailto:optinsmktg@naic.org).

### **How do I register for OPTins?**

The registration process is easy. Industry users that would like to participate in ACH debit, should complete the EFT Exhibits A & B and the appropriate OPTins Registration Form. ACH credit users should complete the EFT Exhibit B and the OPTins Registration form. To access the paperwork, please click [here](#). Once the paperwork is complete, email the paperwork to [optinsmktg@naic.org](mailto:optinsmktg@naic.org) or fax to (816) 460-0191.

[http://www.optins.org/documents/getting\\_started\\_industry\\_eft\\_implementation\\_guide.pdf](http://www.optins.org/documents/getting_started_industry_eft_implementation_guide.pdf)

Implementation Forms – All Other (ACH Debit)

[http://www.optins.org/documents/getting\\_started\\_ach\\_debit\\_OK\\_regulated\\_entities.pdf](http://www.optins.org/documents/getting_started_ach_debit_OK_regulated_entities.pdf)

Implementation Forms – All Other (ACH Credit)

[http://www.optins.org/documents/getting\\_started\\_ach\\_credit\\_OK\\_regulated\\_entities.pdf](http://www.optins.org/documents/getting_started_ach_credit_OK_regulated_entities.pdf)

Form to update/change information

[http://www.optins.org/documents/getting\\_started\\_additional\\_updated\\_entity\\_form.pdf](http://www.optins.org/documents/getting_started_additional_updated_entity_form.pdf)

Bank information

[http://www.optins.org/documents/getting\\_started\\_bank\\_change\\_exhibits\\_a\\_b.pdf](http://www.optins.org/documents/getting_started_bank_change_exhibits_a_b.pdf)

FAQ

<http://www.optins.org/faq.htm>

**All questions regarding OPTins will need to be directed to OPTins at (816) 783-8990. All other questions will be directed to the Oklahoma Insurance Department, Regulated Industry Services Division, Gregory Ennis at [gregory.ennis@oid.ok.gov](mailto:gregory.ennis@oid.ok.gov) or (405) 522-4611.**