



## **Introductory Guide to SLIP Enhanced California's Electronic Filing System**

SLIP Wizard:  
Create Endorsement/Cancellation  
Create Endorsement/Cancellation from Scratch

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# SLIP Wizard: Create Endorsement/Cancellation

The screenshot displays the SLIP website interface. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (Surplus Lines Association) CALIFORNIA. A navigation menu includes links for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A user login status bar indicates the user is logged in as PATBRK, on behalf of [8486] TEST (TEST), SAN FRANCISCO, with a [Change Location] link.

The main content area features a welcome message: "Welcome, PATRICIA MCAULEY!" followed by a notification: "We have been updating SLIP. Check out some of the recent changes." Below this are two change logs:

- 8/12/2015: A new Analytics tab has been added to SLIP.
- 5/25/2015: SL2 Form optimized for entering admitted insurers.

The "Policy Actions" section contains three main options:

- Create New Policy**: Create a new policy, upload documents, and complete online forms through the SLIP Create New Policy Wizard.
- Create Renewal**: Report a Renewal for an existing policy or create a renewal from scratch through the SLIP Create Renewal Wizard.
- Create Endorsement**: Report Endorsements, Cancellations, Audits, and Extensions for existing policies or create Endorsements from scratch through the SLIP Create Endorsement Wizard. A red arrow points to this link.

The "Bulk Data Entry" section includes:

- Bulk Submission / Import Wizard**: Upload policy data in bulk for direct submission to the SLA or for further review in SLIP through the SLIP Bulk Submission Wizard.

On the right side, there are buttons for "Contact SLA" and "Pay Stamping Fee", and a "Quick Info" table:

Quick Info	
My Unsubmitted Transactions	6
Total Unsubmitted Transactions	6
My Unsubmitted Transactions with Alerts	5
Total Unsubmitted Transactions with Alerts	5
My Open Tags	0
Total Open Tags	16
Total Informational Tags	0
Transactions Pending Review	1
Returned Transactions	0
Invalid Bulk Submissions	0

To create an endorsement or cancellation, click on **Create Endorsement/Cancellation**.

# Create Endorsement/Cancellation: Search for Initiating Transaction

The screenshot displays the SLIP (Surplus Lines Information Portal) and SLA (Surplus Lines Association of California) interface. The user is logged in as PATBRK on behalf of [8486] TEST (TEST), SAN FRANCISCO. The main navigation bar includes links for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. The 'Create Endorsement Wizard' is active, showing a 'Policy Search' section with the instruction: 'Search for the existing policy for this endorsement.' The search form contains three input fields: 'Policy Number' (empty), 'Name of Insured' (containing 'SF Dog Groomers'), and 'Effective Date' (with a date picker and a 'to' field). A 'Clear' button and a 'Search' button are located at the bottom right of the form, with a red arrow pointing to the 'Search' button.

- ▶ For an endorsement or cancellation, search for the initiating policy by entering information in any or all of the fields (Policy Number, Name of Insured, and Effective Date).
- ▶ For businesses with DBAs, the SLA enters the DBA name. Partial name search is also acceptable.
- ▶ To search for a policy effective over 2 years from current date, the effective date must be entered along with either the policy number or name of insured.

# Create Endorsement/Cancellation: Search Results

SLIP  
Surplus Lines Information Portal

SLA  
CALIFORNIA

HOME POLICIES SUBMISSIONS TAGS ACCOUNT REPORTS ANALYTICS USERS CONTACTS HELP SETTINGS LOGOUT

You are logged in as PATRRK, on behalf of [9486] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

### Create Endorsement Wizard

#### Create Endorsement Wizard

##### Policy Search

Search for the existing policy for this endorsement.

Policy Number:  Name of Insured:  Effective Date:  to

##### Policy Search Results

	Policy / Binder Number *	Name of Insured	Policy Type	Effective Date	Expiration Date	Transaction Count
<input checked="" type="checkbox"/>	ABC ABC	TEST ENVIRONMENT	S			2

10 Items per page 1 - 1 of 1 Items

*If the original policy is not found in the system, you can [click here to Create an Endorsement from Scratch](#). This will create a new policy for the Endorsement under the current location.*

- ▶ Based on the information entered for the search criteria, the search results will bring forth a list of transactions that match the criteria.
- ▶ Select the initiating transaction by checking the box next to the policy number.
- ▶ Click on the Create Endorsement button.
- ▶ If the search shows no results then you will need to create an endorsement from scratch. (Refer to the Create an Endorsement from Scratch section of this presentation.)

# Create Endorsement/Cancellation: Options

SLIP  
Surplus Lines Information Portal

SLA  
CALIFORNIA

HOME POLICIES SUBMISSIONS TAGS ACCOUNT REPORTS ANALYTICS USERS CONTACTS HELP SETTINGS LOGOUT

You are logged in as PATBRK, on behalf of [8486] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

### Create Endorsement Wizard

2: Policy Details 3: Transaction Details 4: Documents 5: Verify and Submit

Enter the policy number and indicate special conditions.

Begin by providing the new policy number. If that policy number already exists in SLIP, you will be able to navigate to that policy to add new transactions. If any special conditions apply to this policy, please indicate them by checking one or more of the options below. If none of the conditions apply, leave only "Standard Policy" selected and click Next.

• Policy / Binder Number:  
ABC ABC

Options

**Standard Policy**  **Master Policy**  
This is a single policy that provides coverage to eligible employees or members on a group basis.

**Multi-State Policy**  
This is a single policy where the risk is located in more than one state.

**Multiple Insurers**  
This is a single policy where the risk is covered by more than one Insurer.

**Exempt Commercial Purchaser / Commercial Insured**  
This policy has an exempt commercial purchaser / commercial insured, which must meet the qualifications as set forth by the NRRA.  
Refer to [SLA CA Bulletin 1230](#) for more information.

Next >

- ▶ The Standard Policy button is selected as the default for all transactions. If the initiating policy is a master policy, select the master policy radio button. If your policy falls under one of the conditions listed, check the box next to the applicable condition. Click Next to continue.
  - A master policy is a single contract issued on a group basis with certificates of insurance issued to the policyholders.
  - A multi-state policy covers a risk that resides in more than one state.
  - An exempt commercial purchaser/commercial insured (ECP/CI) is an insured that meets three requirements and the policy is exempt from a diligent search. (Refer to California Insurance Code (CIC), Section 17601.1(b))

# Create Endorsement/Cancellation: Policy Details

SLIP Surplus Line Information Portal | SLA CALIFORNIA

HOME POLICIES SUBMISSIONS TAGS ACCOUNT REPORTS ANALYTICS USERS CONTACTS HELP SETTINGS LOGOUT

You are logged in as PATBRK, on behalf of [8486] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

Transaction saved successfully for Policy Number ABC ABC.

### Create Endorsement Wizard

1: Options 2: Policy Details 3: Transaction Details 4: Documents 5: Verify and Submit

Policy / Binder Number: ABC ABC [Change](#)

Policy Type: Standard [Change](#)

Multi-State Policy: NO [Change](#)

Multiple Insurers: NO [Change](#)

Exempt Commercial Purchaser: NO [Change](#)

Enter the details for this new Policy.

**Primary Insured Name:** TEST ENVIRONMENT

Secondary Insured Name:

Insured Address Line 1:

Insured Address Line 2:

City: State: CALIFORNIA Zip: 94111

Country: UNITED STATES

SIC Type: -- SELECT --

SIC Code: -- SELECT --

Policy Notes: [Add Policy Notes](#)

\* Indicates fields that are required for submission to the SLA.

< Back Save for Later Next >

- ▶ The information from the initiating policy will be carried forward.
- ▶ Click Next to continue.

# Create Endorsement/Cancellation: Transaction Details

**Transaction saved successfully for Policy Number ABC ABC.**

### Create Endorsement Wizard

1: Options   2: Policy Details   **3: Transaction Details**   4: Documents   5: Verify and Submit

Policy / Binder Number: ABC ABC   Multi-State Policy: NO  
 Policy Type: Standard   Multiple Insurers: NO  
 Exempt Commercial Purchaser: NO

Provide the transaction type and details.  
 Please provide the specific details for this transaction below.

Transaction Type: Endorsement  
 Endorsement Number:

Effective Date:    Expiration Date:    Invoice Date:   
 Open Ended (Leave blank if Premium is \$0.00)

**INSURER**  
 \* Insurer Name (NAIC #) - Status: test Insurer

Note: Carriers appearing on the dropdown list are only those on the LASU and/or on the NAIC-10 Quarterly Listing of Alien Insurers. If the carrier does not appear on the dropdown list, please ensure you have determined that the carrier has met the California eligibility requirements under Insurance Code Section 1765.1.

**COVERAGES**

* Coverage Code - Description	* Premium
500 GENERAL LIABILITY - GENERAL LIABILITY	\$0.00
Select Coverage Code	\$0.00

Gross Premium: \$0.00

**FEES**

Fee Name	Include in Premium (Subject to Tax)	Fee Amount
POLICY FEE	<input type="checkbox"/>	\$0.00
INSPECTION FEE	<input type="checkbox"/>	\$0.00
BROKER FEE	<input type="checkbox"/>	\$0.00
OTHER FEES	<input type="checkbox"/>	\$0.00

Total Fees: \$0.00  
 Taxable Premium (including Fees): \$0.00  
 Estimated CA SL Stale Tax (3%): \$0.00  
 Estimated Stamping Fee: \$0.00

\* Indicates fields that are required for submission to the SLA.

Back   Save for Later   Next

- ▶ Enter the effective date and invoice date.
- ▶ If the initiating policy has been registered by the SLA, the coverage and insurer information will carry forward.
- ▶ Enter the premium next to the coverage code.
- ▶ If there is more than one coverage, once you select/enter a coverage a new row appears.
- ▶ For policies with taxable fees, check the box of the taxable fee, and enter the fee amount.

# Create Endorsement/Cancellation: Documents

The screenshot shows the 'Create Endorsement Wizard' interface. The '4: Documents' step is active. A red arrow points to the 'Select file ...' button. Another red arrow points to the 'Upload' button. The 'Document Type(s)' section is highlighted with a red box, showing 'Endorsement Document' selected.

Transaction Documents

File Name	Document Types	Upload Date	Uploaded By	File Size	Pages
No items to display					

Upload a Document

Select file ...

01192016 23.PDF

Document Type(s):

- Declarations Page or Binder or Certificate
- Endorsement Document
- Syndicate List
- Coversheet
- Invoice Statement
- Bordereau
- Certificate to Master Policy
- Multi-State - Premium by State
- SL1 Form
- SL2 Form
- GAP Form
- Multiple
- Other Document Type

Upload Cancel

- ▶ To attach the endorsement
  - Select a file to display the Document type checklist
  - Check the document type endorsement document
  - Click the Upload button
    - Remember that the upload will only be successful if the documents are less than 10MB in size and in a TIFF, PDF, PNG, PDF/A, or JPG/JPEG format.

# Create Endorsement/Cancellation: Successful Upload

The screenshot displays the SLIP/SLA California portal. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (SPECIALIZED LIABILITY ASSOCIATION OF CALIFORNIA). A navigation menu includes HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A user is logged in as PATBRK on behalf of [8486] TEST (TEST), SAN FRANCISCO. A green banner at the top indicates 'File 01192016 23.PDF uploaded.' with a red arrow pointing to it. Below the banner is the 'Create Endorsement Wizard' interface, which is divided into five steps: 1: Options, 2: Policy Details, 3: Transaction Details, 4: Documents, and 5: Verify and Submit. The '4: Documents' step is currently active. It shows a table of 'Transaction Documents' with one entry: '01192016 23.PDF' (Endorsement Document, 4.572 KB, uploaded 05/23/2016 by PATBRK). Below the table is an 'Upload a Document' section with a 'Select file ...' button and a note: 'Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.' At the bottom, there are buttons for 'Complete SL1 Form', 'Complete SL2 Form', and 'Complete GAP Form'. A 'Back' button is on the left, and 'Save for Later' and 'Next >' buttons are on the right.

- ▶ Once the document is uploaded the green banner will notify the user.
- ▶ If you need to correct the attachment, click on the Edit icon.
- ▶ You can save the transaction to your account to submit at a later date, or
- ▶ If there are no alerts and you are ready to submit, click the Next button and you will have the opportunity to verify the information before submitting the transaction to the SLA

# Create Endorsement/Cancellation from Scratch

SLIP  
Surplus Lines Information Portal

SLA  
CALIFORNIA

HOME POLICIES SUBMISSIONS TAGS ACCOUNT REPORTS ANALYTICS USERS CONTACTS HELP SETTINGS LOGOUT

You are logged in as PATBRK, on behalf of [8466] SURPLUS INSURANCE BROKER (0A111111). [\[Change Location\]](#)

### Create Endorsement Wizard

**Policy Search**

Search for the existing policy for this endorsement.

Policy Number:  Name of Insured:  Effective Date:  to

**Policy Search Results**

Policy / Binder Number	Name of Insured	Policy Type	Effective Date	Expiration Date	Transaction Count
No records found. Please modify your search criteria and try again.					

10 items per page No items to display

If the original policy is not found in the system you can click here to Create an Endorsement from Scratch. This will create a new policy for the Endorsement under the current location.

- ▶ If there are no records found for the initiating policy, you will need to create an endorsement from scratch.
- ▶ Click on the [click here to Create an Endorsement from Scratch link.](#)

# Create Endorsement/Cancellation from Scratch: Options

SLIP  
Surplus Lines Information Portal

SLA  
CALIFORNIA

HOME POLICIES SUBMISSIONS TAGS ACCOUNT REPORTS ANALYTICS USERS CONTACTS HELP SETTINGS LOGOUT

You are logged in as PATBRK, on behalf of [8466] SURPLUS INSURANCE BROKER (0A111111), . [Change Location](#)

### Create Endorsement Wizard

Step 1: Options

Enter the policy number and indicate special conditions.

*Begin by providing the new policy number. If that policy number already exists in SLIP, you will be able to navigate to that policy to add new transactions. If any special conditions apply to this policy, please indicate them by checking one or more of the options below. If none of the conditions apply, leave only "Standard Policy" selected and click Next.*

• Policy / Binder Number:

Options

**Standard Policy**

**Master Policy**  
This is a single policy that provides coverage to eligible employees or members on a group basis.

**Multi-State Policy**  
This is a single policy where the risk is located in more than one state.

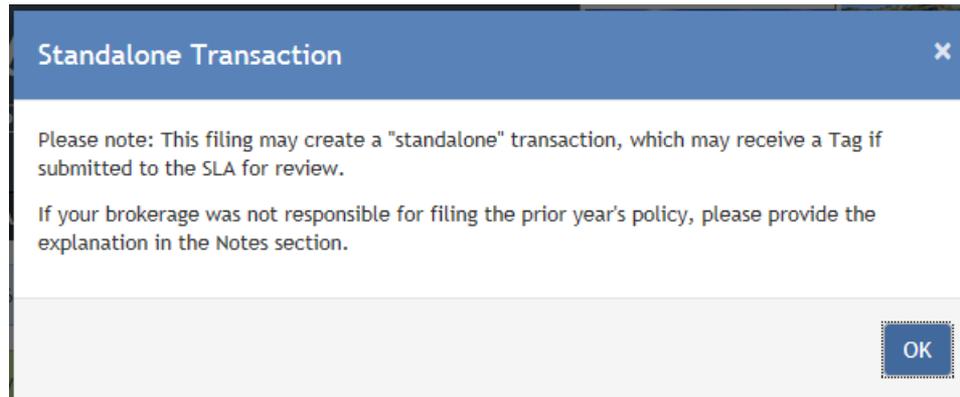
**Multiple Insurers**  
This is a single policy where the risk is covered by more than one insurer.

**Exempt Commercial Purchaser / Commercial Insured**  
This policy has an exempt commercial purchaser / commercial insured, which must meet the qualifications as set forth by the NRRA.  
Refer to [SLA CA Bulletin 1230](#) for more information.

Next >

- ▶ The Standard Policy radio button is selected by default. If the endorsement is part of a master policy, click on the Master Policy radio button.
- ▶ Check the box(es) of any applicable conditions.

# Standalone Transaction Message



- ▶ Because the endorsement was not linked to an initiating policy, the standalone transaction message is generated.
- ▶ The message informs the user that because it was not linked to a parent policy, the user may be tagged.
- ▶ The message does not prevent submission to the SLA.

# Create Endorsement/Cancellation from Scratch: Completed Process

- ▶ After clicking OK on the standalone transaction message, the user can follow the same steps as an endorsement that was linked to an initiating policy. Beginning with the policy details [slide 7](#) follow the remaining slides to submit to the SLA.
- ▶ Note that there will not be any information carried over.