



Introductory Guide to SLIP Enhanced California's Electronic Filing System

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Introduction

The Surplus Line Association of California's (SLA) electronic filing system has been enhanced. The system was developed to assist users in complying with the state's surplus line filing requirements, and a first step towards a paperless environment. The new features provide further assistance in regulatory compliance.

For new SLIP users, this guide will introduce you to the various features in SLIP. The wizards provide step by step instructions on how to create a new policy, link a renewal to its prior policy, create a renewal from scratch, link an endorsement to its initiating policy, or create an endorsement from scratch.

Users also have the ability to respond to tags, review their transaction histories, pay their broker account balance and generate reports.

For experienced multi-state SLIP users, it is important to remember that each state has its own insurance laws and regulations. The SLIP system in California focuses on assisting filers in compliance with California rules and regulations.

Key Advantages to Using SLIP:

- Promotes a paperless environment
- Reduces tags and increases compliance with California surplus line filing regulations
- Ability to upload batches up to 100MB in *TIFF, PDF, PNG, PDF/A, or JPG/JPEG*
- Ability to make online payments via credit card or ACH, and set up automatic payments
- Ability to view all previously submitted (historical) data
- Access to detailed reports to review, analyze, and verify submitted data
- Color coded messages:
 - Green** = Success (policy successfully saved, submitted)
 - Yellow** = Warning (returned items, missing required documents)
 - Red** = Error (trouble saving information, unexpected error, crash)
 - Pink** = Alert (possibility of getting a tag)

New Features

For experienced SLIP users there are some new features in this version of SLIP:

- Transactions do not need to be submitted in a batch.
- Transactions can no longer be submitted with alerts.
- Payments will be applied to the oldest outstanding balance.
- Some terminology will be different, such as account statement instead of invoice, registered transaction instead of processed transaction, backout instead of ORO.

Getting Started

SLIP website: <https://slip.slacal.org/>

Login Screen

The SLIP of California recommends using a supported browser before continuing to access SLIP, in order to avoid any potential compatibility issues. Click [here](#) to view the SLIP requirements list.

User Name:

Password:

[Forgot Password?](#)

By logging in, you acknowledge acceptance of the [SLIP Terms and Conditions](#) supplied to you with your user login credentials.

Are you a CDI user? [Click Here.](#)

Are you an SLA employee? [Click Here.](#)

For first time SLIP master users, please contact the SLA for your user name and password. You will be required to change your password after the first login. Master users can create users for their brokerages.

Users Filing for Multiple Locations Screen

HOME HELP LOGOUT

You are logged in as PATBRK. Please select a location to continue.

Available Brokerage Locations

Choose your location from the list below. You can type in values to quickly filter the list. [Clear Fields](#)

SLA Broker Number	Broker Name ▲	Broker License Number	Location
8466	SURPLUS INSURANCE BROKER	OA111111	SAN FRANCISCO
8465	TEST BROKER	OA70625	

10 items per page 1 - 2 of 2 items

If your brokerage has multiple branches, the locations screen allows you to access the different branches without logging out. You can change locations by:

- 1) Entering values in one or more fields at the top of the grid, or
- 2) Clicking on a link under the Location column.

Homepage

Home Page

The screenshot shows the SLIP Home Page. At the top left are the SLIP (Surplus Lines Information Portal) and SLA (The Surplus Lines Act | CALIFORNIA) logos. To the right are three landscape images. Below the logos is a navigation bar with tabs: HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A user information bar indicates the user is logged in as PAT1, on behalf of [10002] PM & ASSOCIATES (TEST1234), SAN FRANCISCO, with a [Change Location] link. The main content area is titled 'Welcome, Patricia McAuley!' and includes a 'Contact SLA' button and a 'Pay Stamping Fee' button. Under 'Policy Actions', there are three wizard options: 'Create New Policy', 'Create Renewal', and 'Create Endorsement'. Under 'Bulk Data Entry', there is a 'BIF or XML Bulk Submission / Import Wizard'. On the right, a 'Quick Info' table provides a summary of transaction and tag counts.

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

Tabs

At the top of the home page welcome screen there are tabs to access different areas of SLIP, such as policies, submissions, tags, accounts, reports, analytics, users and contacts.

Wizards

The middle section of the screen contains wizards to guide you through the steps of creating a new business policy, a renewal, and an endorsement/cancellation. There are wizards to walk you through submitting in bulk.

Quick Info Table

The Quick Info table provides an immediate reference to the number of unsubmitted transactions, transactions with alerts, open and informational tags and transactions pending review or returned for your account. Selecting the number hyperlink next to each item will navigate to the corresponding screen page.

[About the Policy Wizards](#)

The policy wizards provide a step by step guide to create a new business policy, a renewal, and an endorsement/cancellation. Creating a new business policy, a renewal, and an endorsement/cancellation follow a similar process.

To create a new business policy, the process is as follows:

- Select the type of policy in the Policy Options screen. This will determine what sections of SLIP need to be displayed. (For example: if master policy is chosen, the certificates section will be enabled so you can enter the certificate information.)
- Enter the policy details; the required fields are identified by an asterisk.
- Enter the policy period, invoice date, insurer, coverage, premium and fees (if applicable) on the transaction details.
- Complete the online SL-1 and SL-2 form or upload the forms.
- Upload a copy of the policy declaration page, binder, or cover note and a list of multiple insurers, if applicable.
- Correct all alerts.
- Submit to the SLA.

To create a renewal, search for the prior policy on the search screen and select from the results:

- Select the type of policy in the Policy Options screen.
- In the policy details, the insured name and insured address zip code will populate from the previous policy.
- If the prior policy was registered, the insurer and coverage will populate in the transaction details. If information differs from the initiating policy, click the Edit button at the bottom of the screen to update information. Complete the policy period, invoice date, premium and fees (if applicable).
- Complete the online SL-1 and SL-2 form or upload the forms.
- Upload a copy of the renewal policy declaration page, binder, or cover note and a list of multiple insurers, if applicable.
- Correct all alerts.
- Submit to the SLA.

To create an endorsement/cancellation, search for the initiating policy and select from the results:

- Select the type of policy in the Policy Options screen.
- In the policy details, the insured name and insured address zip code will populate from the previous policy.
- If the prior policy was registered, the insurer and coverage will populate in the transaction details. If information differs from the initiating policy, click the Edit button at the bottom of the screen to update information. Complete the endorsement effective date, invoice date, premium and fees (if applicable).
- Upload a copy of the endorsement.
- Correct all alerts.
- Submit to the SLA.

If you are unable to find the prior policy for the renewal or the initiating policy for the endorsement/cancellation, you can click on the [Create a Renewal from Scratch](#) or [Create an Endorsement from Scratch](#) links on the Policy Search Criteria screen. (Please note that this may trigger a tag.)

Create New Business Policy Wizard

Options Screen

The screenshot shows the 'Options Screen' for the 'Create New Policy Wizard'. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (The Surplus Lines Association of California). Below the logos is a navigation menu with buttons for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A user login bar indicates the user is logged in as PATBRK on behalf of [8486] TEST (TEST), SAN FRANCISCO, with a [Change Location] link. The main heading is 'Create New Policy Wizard' with a plus icon. The wizard is in 'Step 1: Options' and instructs the user to 'Enter the policy number and indicate special conditions.' A note states: '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.' The 'Policy / Binder Number' field contains 'ABC-100' and is marked with a red asterisk. Below this are four options: 'Standard Policy' (selected with a radio button), 'Master Policy' (unselected), 'Multi-State Policy' (unselected), and 'Exempt Commercial Purchaser / Commercial Insured' (unselected). Each option has a brief description. A red arrow points to the 'Standard Policy' radio button. At the bottom right, there is a 'Next >' button, also indicated by a red arrow.

Policy Options

- Enter the policy/binder number. The asterisk indicates this is a required field.
- The Standard Policy radio button is selected as a default for all new policies. If the policy is a master policy, select the Master Policy radio button.
- If the policy also contains one of the other conditions listed, check the applicable box. For example, if you select the Multiple Insurers checkbox, the layering tab will be visible and the system will guide you through the fields to complete.
- After you have made your selection, click on the Next button to create your new policy details.

Option Descriptions

- 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. The three requirements are:
 1. Employs or retains a qualified risk manager¹
 2. Paid an aggregate nationwide property and casualty premium of at least \$100,000 in the immediately preceding 12 months.
 3. Meets **one** of the following:
 - Possesses a net worth in excess of \$20 million
 - Generates annual revenues over \$50 million
 - Employs more than 500 full time employees per individual insured, or is a member of an affiliated group employing more than 1,000 employees in the aggregate
 - Is a non-profit or public entity generating annual budget over \$30 million
 - Is a municipality with a population in excess of 50,000 persons

¹ Bulletin 1230 states that under the NRRRA a qualified risk manager must meet three requirements: 1) Must be an employee of, or a third party consultant retained by, a commercial policy holder, **and** 2) Provides skilled services in loss prevention, loss reduction, or risk and insurance coverage analysis, and purchase of insurance, **and** 3) A bachelor's degree or higher from an accredited college or university in risk management, business administration, finance, economics, or any other field determined by a state insurance commissioner or other state regulatory official or entity to demonstrate minimum competence in risk management; **and** three years of experience in risk financing, claims administration, loss prevention, risk and insurance analysis, or purchasing commercial lines of insurance, **or** holds one of the designations below:

CPCU or ARM or CRM or RF or any other designation, certification, or license determined by a state insurance commissioner or other state regulatory official or entity to demonstrate minimum competence in risk management, **or** has seven years of experience in risk financing, claims administration, loss prevention, risk and insurance coverage analysis, or purchasing commercial lines of insurance; and any one of the following designations: CPCU or ARM or CRM or RF or any other designation, certification, or license determined by a state insurance commissioner or other state insurance regulatory official or entity to demonstrate minimum competence in risk management, **or** has at least ten years of experience in risk financing, claims administration, loss prevention, risk and insurance coverage analysis, or purchasing commercial lines of insurance, **or** has a graduate degree from an accredited college or university in risk management, business administration, finance, economics, or any other field determined by a state insurance commissioner or other state regulatory official or entity to demonstrate minimum competence in risk management.

New Policy Details Screen

The screenshot displays the 'New Policy Details Screen' for the 'Create New Policy Wizard'. The interface includes a top navigation bar with logos for SLIP (Surplus Lines Information Portal) and SLA (Surplus Lines Association of California), and a menu with options like HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A status bar indicates the user is logged in as PATBRK on behalf of [8486] TEST (TEST), SAN FRANCISCO. A green notification bar states 'Transaction created successfully for Policy Number abc-100.' The wizard progress shows five steps: 1: Options, 2: Policy Details (highlighted with a red arrow), 3: Transaction Details, 4: Documents, and 5: Verify and Submit. The 'Policy / Binder Number' is ABC-100 and the 'Policy Type' is Standard. Other details include Multi-State Policy: NO, Multiple Insurers: NO, and Exempt Commercial Purchaser: NO. The 'Enter the details for this new Policy' section contains several input fields: 'Primary Insured Name' (required, highlighted with a red box), 'Secondary Insured Name', 'Insured Address Line 1', 'Insured Address Line 2', 'City', 'State' (set to CALIFORNIA), '* Zip' (required, highlighted with a red box), and 'Country' (set to UNITED STATES). There are also dropdown menus for 'SIC Type' and 'SIC Code'. A red arrow points to the 'Add Policy Notes' hyperlink. At the bottom, there are 'Back', 'Save for Later', and 'Next' buttons.

Policy Details

Enter the insured information in the policy details section. If the insured is a person, enter the last name first, then first name (for example: SMITH JOHN). This makes it easier for future searches of the policy because last names are less common and the results will be easier to sort through.

The asterisk * identifies required fields, such as primary insured name and the zip code of the insured's address.

The SIC type and SIC Code are strictly optional fields.

If there are notes you would like to add to this specific transaction, select the Add Policy Notes hyperlink. This displays the Policy Notes field.

Click Next to continue to the transaction details.

Transaction Details Screen

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-100.

Create New Policy Wizard

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

Policy / Binder Number: ABC-100 [Change](#)
 Policy Type: Standard [Change](#)
 Multi-State Policy: NO [Change](#)
 Multiple Insurers: NO [Change](#)
 Exempt Commercial Purchaser: NO [Change](#)

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

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

INSURER

* Insurer Name (NAIC #) - Status

Note: Carriers appearing on the dropdown list are only those on the LASLI and/or on the NAIC-IID 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
<input type="text" value="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 State Tax (3%): \$0.00
 Estimated Stamping Fee: \$0.00

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

[Back](#) [Save for Later](#) [Next](#)

Transaction Details

Enter the transaction effective date, expiration date and invoice date. If the transaction is open ended (without an expiration date), select the Open Ended checkbox and the expiration date field will be disabled.

If the policy is written with one insurer, select the insurer from the drop-down. ***If the insurer does not appear on the drop-down, you can type in the insurer name.***

Coverages & Fees

In the Coverages section, enter the coverage description. If there is more than one coverage, once you type in a coverage description another row will display.

Enter the premium amount(s).

For policies that contain taxable fees, check the box next to the applicable fee and enter the fee amount. The system calculates the state tax and stamping fee based on the premium and checked fees entered. You can verify the stamping fee calculation matches the stamping fee that was charged to the insured at the bottom of the screen.

Bottom of Transaction Details Screen

COVERAGES

* Coverage Code - Description	* Premium
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 State Tax (3%):	\$0.00
Estimated Stamping Fee:	\$0.00

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

< Back Save for Later Next >

Click the Next button to go to the Documents page.

Documents Tab

You upload your files under the documents tab. You can also complete the online forms or upload the forms.

Documents Page





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 TEST. ✕

Create New Policy Wizard

Create New Policy Wizard

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

Policy / Binder Number: ABC TEST

Policy Type: Standard [Change](#)

Primary Insured Name:

Insured Address: CA
UNITED STATES

Transaction Type: New Business

Effective Date: 05/23/2016

Expiration Date: 05/23/2017

Invoice Date: 05/23/2016

Coverage Codes:

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

Multiple Insurers: NO [Change](#)

Exempt Commercial Purchaser: NO [Change](#)

Insurer Name:

Total Premium: \$0.00

Estimated CA SL State Tax: \$0.00

Estimated Stamping Fee: \$0.00

Upload supporting documentation for this New Business transaction.

All submitted New Business Policies must contain a Declarations Page/Binder/Cover Note/Certificate as well as a completed SL1 Form. Some New Business Policies may also require an SL2 Form or GAP Form or other associated documents. You may complete and submit SL1, SL2, and Gap Forms online or you can upload any required forms as well as other supporting documents from your computer. Please select from the following options.

Transaction Documents

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

Upload a Document

Select file ... *Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.*

Online SL Forms

[Complete SL1 Form](#) [Complete SL2 Form](#) [Complete GAP Form](#)

[Back](#) [Save for Later](#) [Next](#)

California requires that the policy declaration page/certificate/binder accompany the policy on all new business submissions. To attach the required documents in SLIP, select the file.

Uploading Documents

After you have selected a file, the document type(s) checklist displays. Check the box(es) next to the types of documents you will be uploading **before** clicking 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.**

You can select more than one checkbox for each uploaded document if the uploaded document is associated with more than one the document types. For example, if the pdf contains the declaration page, syndicate list, SL1 and SL2 forms, you would select the pdf and check the boxes for declaration page, syndicate list, SL1 and SL2 form.

Documents Page





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

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

✔ Transaction saved successfully for Policy Number ABC TEST. ✕

Create New Policy Wizard

1: Options2: Policy Details3: Transaction Details4: Documents5: Verify and Submit

Policy / Binder Number: ABC TEST	Multi-State Policy: NO Change
Policy Type: Standard Change	Multiple Insurers: NO Change
Primary Insured Name:	Exempt Commercial Purchaser: NO Change
Insured Address: CA UNITED STATES	Insurer Name:
Transaction Type: New Business	Total Premium: \$0.00
Effective Date: 05/23/2016	Estimated CA SL State Tax: \$0.00
Expiration Date: 05/23/2017	Estimated Stamping Fee: \$0.00
Invoice Date: 05/23/2016	
Coverage Codes:	

Upload supporting documentation for this New Business transaction.

All submitted New Business Policies must contain a Declarations Page/Binder/Cover Note/Certificate as well as a completed SL1 Form. Some New Business Policies may also require an SL2 Form or GAP Form or other associated documents. You may complete and submit SL1, SL2, and Gap Forms online or you can upload any required forms as well as other supporting documents from your computer. Please select from the following options.

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):

<input type="checkbox"/> Declarations Page or Binder or Certificate	<input type="checkbox"/> Certificate to Master Policy	<input type="checkbox"/> Other Document Type
<input type="checkbox"/> Endorsement Document	<input type="checkbox"/> Multi-State - Premium by State	
<input type="checkbox"/> Syndicate List	<input type="checkbox"/> SL1 Form	
<input type="checkbox"/> Coversheet	<input type="checkbox"/> SL2 Form	
<input type="checkbox"/> Invoice Statement	<input type="checkbox"/> GAP Form	
<input type="checkbox"/> Bordereau	<input type="checkbox"/> Multiple	

< Back Save for Later

Click the Upload button to upload the document(s).

Documents Page

The screenshot displays the 'Documents Page' for a 'Create New Policy Wizard'. The page includes a navigation menu with options like 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 notification indicates that a file '01192016 23.PDF' has been uploaded. The wizard progress shows steps 1: Options, 2: Policy Details, 3: Transaction Details, 4: Documents, and 5: Verify and Submit. The 'Transaction Documents' section contains a table with one entry: '01192016 23.PDF' with document type 'Declarations Page or Binder or Certificate'. Below this, there are buttons for 'Complete SL1 Form', 'Complete SL2 Form', and 'Complete GAP Form'. A red arrow points to the 'Transaction Documents' header, and red circles highlight the edit icon and the document type field in the table, and the 'Online SL Forms' section.

5 alerts have been identified for this transaction. All alerts must be resolved before submission to the SLA. [Click here to review.](#)

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

Policy / Binder Number: ABC TEST
Policy Type: Standard [Change](#)
Primary Insured Name:
Insured Address: CA
UNITED STATES
Transaction Type: New Business
Effective Date: 05/23/2016
Expiration Date: 05/23/2017
Invoice Date: 05/23/2016
Coverage Codes:

Multi-State Policy: NO [Change](#)
Multiple Insurers: NO [Change](#)
Exempt Commercial Purchaser: NO [Change](#)
Insurer Name:
Total Premium: \$0.00
Estimated CA SL State Tax: \$0.00
Estimated Stamping Fee: \$0.00

Upload supporting documentation for this New Business transaction.
All submitted New Business Policies must contain a Declarations Page/Binder/Cover Note/Certificate as well as a completed SL1 Form. Some New Business Policies may also require an SL2 Form or GAP Form or other associated documents. You may complete and submit SL1, SL2, and Gap Forms online or you can upload any required forms as well as other supporting documents from your computer. Please select from the following options.

File Name	Document Types	Upload Date	Uploaded By	File Size	Pages	
01192016 23.PDF	Declarations Page or Binder or Certificate	05/23/2016	PATBRK	4,572 KB		✖

1 - 1 of 1 items

Upload a Document
Select file ... Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.

Online SL Forms

[Complete SL1 Form](#) [Complete SL2 Form](#) [Complete GAP Form](#)

[Back](#) [Save for Later](#) [Next](#)

The Transaction Documents section lists the uploaded file(s) and document types you have checked off for this attachment. If there is a missing document type(s) that is included in the attachment, click on the Edit icon next to the file name and the document type list will display again.

If the SL1, SL2 and/or GAP form were not checked on the Document Type(s) list, the Complete SL1 Form, Complete SL2 Form and Complete GAP Form buttons are enabled. Click on the corresponding button and begin completing the online form.

(Note: Original copies of the signed forms must still be maintained by your brokerage per Section 2190.3 of the California Code of Regulations.)

Online SL1 Form

Online SL1 Form

SL1 Form

Policy / Binder Number:

California Premium:

Please select one of the two options below.

The following information, accompanied by a copy of the declarations page or certificate or binder, is submitted for an insurance coverage or risk listed on the current California Department of Insurance Exempt List. (California Insurance Code Section 1763.1) :

The following information, accompanied by a copy of the declarations page or certificate or binder, and a fully executed copy of the diligent search report (SL-2 Form), is submitted in accordance with California Insurance Code Section 1763(a) :

Insert Saved Transaction:

1. hereby submits that he/she is:

(A) a duly licensed surplus line broker, license number ; or,

(B) a broker on the surplus line license of .

(C) ; and, that he/she or said organizational license was engaged by the insured, or the insured's broker, named herein, to obtain insurance against certain risk as described in this report.

2. RISK DESCRIPTION

(A) Name of Insured:

(B) Address of Insured:

CITY: STATE: ZIP:
COUNTRY:

(C) Description of Risk:

(D) Location of Risk:

CITY: STATE: ZIP CODE:
COUNTRY:

(E) Exempt List or Coverage Code

Coverage Code - Description	
409 INDIVIDUAL INSUREDS WITH LARGE SCHEDULES WHERE THE TV(TOTAL INSURED VALUES)ARE IN EXCESS OF \$500 MILLION - FIRE & A	X
Select Coverage Code	X

3. PLACEMENT DESCRIPTION

List Nonadmitted Insurer(s) Underwriting This Policy with % of Premium. (Include an attachment if additional space is needed, or attach a line slip.) If Gap provision applies, please include GAP Form Attachment. For Multiple Insurers, please upload Syndicate List/Multiple Insurer List on the Associated Documents screen.

See Attached: Multiple Insurer/Syndicate List Uploaded.

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

Signature of Person Named on Line 1: _____ Date of Signature:

By checking this field and providing a signature date, I am electronically signing this form and agree that all the information contained herein is accurate to the best of my knowledge.

SL1 (Revised January 16, 1997)

Cancel Save Form

Section 1

When you select the [Complete SL1 Form](#) button, you have the option of entering the broker's first and last name or selecting a transactor from a drop-down list of transactors created by your master user. If you select a transactor from the drop-down list, the broker's name and license number or organization name and license number will populate the corresponding fields.

Section 2

The information entered on the policy details screen will be transferred over to the corresponding fields on this form. You will need to enter any information not entered in the policy entry screen, such as the description of risk and location of risk.

If the location of risk is the same as the insured's address, check the Same as Above box. However, if the insured address is a P O Box, do not check the Same as Above checkbox. The location of risk must be a physical location.

If there is more than one location of risk, check the Various Locations box.

Section 3

The information for coverage and insurer will be carried forward from the policy details screen.

Once the form has been completed, you will need to complete **both** the Date of Signature field and check the box under the Signature line. The SLA analyst will **only** be notified that the form has been electronically signed if the date of signature and check box has been completed in SLIP.

The alert badge will notify you of alerts. The user can save the information but must correct the alerts before submitting the transaction to the SLA.

Click the Save Form button to save the information. You will then be returned to the Documents screen.

Online SL2 Form

Online SL2 Form (Section 1 through 3)

SL2 Form x

SL2 - Diligent Search Report

Insert Saved Transactor +

1. hereby submits that he/she is:

(A) Duly licensed under California Department of Insurance license number ; or,

(B) Duly licensed and authorized to act as an endorsee on the organizational license of ,

California Department of Insurance license number : and

(C) that he/she or said organizational licensee was engaged by the insured named herein, or the insured's broker, to obtain insurance as described in this report; and

(D) is the licensee who performed or supervised this diligent search.

2. (A) Name of Insured

(B) Address of Insured

(C) Description of Risk

(D) Location of Risk

(E) Type of Coverage

Coverage Code - Description	
<input type="text" value="500 GENERAL LIABILITY - GENERAL LIABILITY"/>	✘
<input type="text" value="Select Coverage Code"/>	✘

3. If Private Passenger Automobile Liability Insurance is identified on line 2(E), complete the following:

(A) Does the insured qualify as a "Good Driver" under Section 1861.025 of the California Insurance Code?

YES NO

(B) Does the coverage that you have placed include, in whole or in part, the limits of coverage provided under the California Automobile Assigned Risk Plan (CAARP)?

YES NO

Section 1

If you have selected the [Complete SL2 Form](#) button, you have the option of entering the broker/agent's first and last name or selecting a transactor from a drop-down list of transactors created by your master user. If

you select a transactor from the drop-down list, the broker/agent's license number or organization name and license number will populate the corresponding fields.

Section 2

The information entered on the SL1 form will be transferred over to the corresponding fields on this form.

Sections 3

This section only needs to be completed if the coverage pertains to private passenger automobile liability.

Online SL-2 Form (Sections 3 through 7(B))

(C) If YES, has this risk been submitted to and found to be ineligible by CMAA/P?

YES NO

4. (A) If Health Insurance is identified on line 1(E), does the insured qualify as a "Small Employer" under Section 10700(x) of the California Insurance Code?

YES NO

5. If this insurance was placed pursuant to Section 125 et seq. of the California Insurance Code governing transactions with risk purchasing groups authorized by the Federal Liability Risk Retention Act of 1986, complete the following:

(A) Provide the name and address of the purchasing group of which the insured is a member

RISK PURCHASING GROUP NAME

RISK PURCHASING GROUP STREET AND NUMBER

6. (A) Describe the diligent efforts made to place this coverage with admitted insurers and describe how the search was performed (please add additional pages if necessary):

(B) If search was performed by someone other than the person named on line 1, please provide full name of that individual:

NAME OF INDIVIDUAL

7. (A) Was the risk described in Section 3 submitted by you or by someone under your supervision to at least (3) insurers that are admitted in California and who actually write the type of insurance described on lines 1(C) and 1(E)?

YES NO

(B) If YES, please complete ALL sections of the following table; if NO, skip to [Section 5](#):

Admitted Company:	<input type="text" value="-- SELECT --"/>			
Company Representative:	<input type="text" value="FIRST AND LAST NAME"/>	<input type="text" value="AREA CODE"/>	<input type="text" value="PHONE NUMBER"/>	<input type="radio"/> Employee <input type="radio"/> Agent
or Declination Website:	<input type="text" value="DECLINATION WEBSITE"/>			
Declination Date:	<input type="text" value="MM/YYYY"/>	<input type="text" value="DD"/>		
Declination Code:	<input type="text" value="-- SELECT --"/>			

Admitted Company:	<input type="text" value="-- SELECT --"/>			
Company Representative:	<input type="text" value="FIRST AND LAST NAME"/>	<input type="text" value="AREA CODE"/>	<input type="text" value="PHONE NUMBER"/>	<input type="radio"/> Employee <input type="radio"/> Agent
or Declination Website:	<input type="text" value="DECLINATION WEBSITE"/>			
Declination Date:	<input type="text" value="MM/YYYY"/>	<input type="text" value="DD"/>		
Declination Code:	<input type="text" value="-- SELECT --"/>			

Admitted Company:	<input type="text" value="-- SELECT --"/>			
Company Representative:	<input type="text" value="FIRST AND LAST NAME"/>	<input type="text" value="AREA CODE"/>	<input type="text" value="PHONE NUMBER"/>	<input type="radio"/> Employee <input type="radio"/> Agent
or Declination Website:	<input type="text" value="DECLINATION WEBSITE"/>			
Declination Date:	<input type="text" value="MM/YYYY"/>	<input type="text" value="DD"/>		
Declination Code:	<input type="text" value="-- SELECT --"/>			

[View the Admitted Insurers List from the CDI](#)

Section 4

This section only need to be completed if the coverage pertains to health insurance for a small employer as defined under section 10700(x) of the California Insurance Code

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=ins&group=10001-11000&file=10700-10701>

Section 5

If the policy was placed with a risk purchasing group (RPG), enter the name and address of the RPG. You will need to determine if the RPG was registered with California, and if the insurer writing the risk was authorized under the RPG.

Section 6(A)

Enter the diligent search effort to place the risk with an admitted carrier.

Section 6(B)

If someone other than the person named on line 1 performed the diligent search, the first and last name of the individual(s) should be entered here.

Section 7(A) and (B)

If 7(A) is answered **yes** because the risk was submitted to at least three admitted carriers, you will need to complete section 7(B). The Yes button is selected by default and section 7(B) is enabled. Complete the fields for each admitted insurer.

Section 8(A) through (C)

If 7(B) is answered **no** because the risk was not submitted to at least three admitted carriers, section 7(B) will be disabled and section 8(A) is enabled. Depending on how you answer 8(A), either section 8(B) **or** 8(C) will be enabled.

Online SL-2 Form (Sections 8 through Date of Signature)

8. If 7(A) was answered NO, complete the following:

(A) Did you determine that fewer than 3 admitted insurers actually write the type of insurance described on lines 2(C) and 2(E)?

YES NO

(B) If NO, please explain in detail why the risk was submitted to less than three admitted insurers in California that write this type of insurance.

(C) If YES, please describe how you made this determination.

The undersigned licensee hereby certifies that this report is true and correct, and that this risk is not being placed with a nonadmitted insurer for the sole purpose of securing a rate or premium lower than the lowest rate or premium available from an admitted insurer.

Signature of Person Named on Line 1

MM/DD/YYYY
Date of Signature

By checking this field and providing a signature date, I am electronically signing this form and agree that all the information contained herein is accurate to the best of my knowledge.

SL2 (Revised 06/2004)

Once the form has been completed, you will need to complete **both** the Date of Signature field and check the box under the Signature line. The SLA analyst will **only** be notified that the form has been electronically signed if the date of signature and check box has been completed in SLIP.

The alert badge will notify you of alerts. The user can save the information but must correct the alerts before submitting the transaction to the SLA.

Click the Save Form button to save the information. You will then be returned to the Documents screen.

Document Page with Completed Online Forms

Documents Page with Completed SL Forms

✔ SL2 Form saved.

+ Create New Policy Wizard

Create New Policy Wizard

1: Options2: Policy Details3: Transaction Details4: Documents5: Verify and Submit

Policy / Binder Number: ABC123	Multi-State Policy: NO Change
Policy Type: Standard Change	Multiple Insurers: NO Change
Primary Insured Name: TEST	Exempt Commercial Purchaser: NO Change
Insured Address: CA 94100 UNITED STATES	Insurer Name: ELIGIBLE INSURER
Transaction Type: New Business	Total Premium: \$500.00
Effective Date: 06/08/2016	Estimated CA SL State Tax: \$15.00
Expiration Date: 06/08/2017	Estimated Stamping Fee: \$1.00
Invoice Date: 06/07/2016	
Coverage Codes: 400 SINGLE FAMILY DWELLING/DUPLEX - FIRE & ALLIED LINES \$500.00	

Upload supporting documentation for this New Business transaction.

All submitted New Business Policies must contain a Declarations Page/Binder/Cover Note/Certificate as well as a completed SL1 Form. Some New Business Policies may also require an SL2 Form or GAP Form or other associated documents. You may complete and submit SL1, SL2, and Gap Forms online or you can upload any required forms as well as other supporting documents from your computer. Please select from the following options.

Transaction Documents

File Name	Document Types	Upload Date	Uploaded By	File Size	Pages	
Online	SL1 Form					✘
Online	SL2 Form					✘
01192016_23.PDF	Declarations Page or Binder or Certificate	06/08/2016	PATBRK	4,572 KB	205	✘

1 - 3 of 3 Items

Upload a Document
 Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.

Online SL Forms

✔ Edit SL1 Form✔ Edit SL2 Form✎ Complete GAP Form

< Back✔ Save for LaterNext >

If you selected to complete the SL1 and SL2 forms online, the transaction documents section will list the online forms.

If you wish to edit either form, click on the Edit SL Form button, make the necessary changes and save the form.

Click the Next button to view the summary page.

Verify and Submit

Summary Screen

Transaction saved successfully for Policy Number ABC123.

Create New Policy Wizard

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

Policy / Binder Number: ABC123	Multi-State Policy: NO Change
Policy Type: Standard Change	Multiple Insurers: NO Change
Primary Insured Name: TEST	Exempt Commercial Purchaser: NO Change
Insured Address: CA 94100 UNITED STATES	Insurer Name: ELIGIBLE INSURER
Transaction Type: New Business	Total Premium: \$500.00
Effective Date: 06/08/2016	Estimated CA SL State Tax: \$15.00
Expiration Date: 06/08/2017	Estimated Stamping Fee: \$1.00
Invoice Date: 06/07/2016	Document Summary: 3 files included
Coverage Codes: 400 SINGLE FAMILY DIVELLING/DUPLEX - FIRE & ALLIED LINES \$500.00	

Review the policy and transaction details for accuracy.

Please review the details shown above and ensure they accurately reflect the data you wish to submit. When satisfied, click the Submit to SLA button below to submit this transaction to the SLA. If you need more time, you can click the Save for Later button to save your progress without submitting.

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

[Back](#) [Save for Later](#) [Submit to SLA](#)

Review the policy information. If the information is correct and there are no alerts displayed, click on the Submit to SLA button. If there are alerts, a pink banner will display at the top of the screen with a link to the list of alerts. In addition, each section will have alert badges displaying the number of alerts in each section. The Submit to SLA button is disabled until all the alerts have been corrected.

Summary Screen with Alerts

Transaction saved successfully for Policy Number 101-101.

Create New Policy Wizard

4 alerts have been identified for this transaction. All alerts must be resolved before submission to the SLA. [Click here to review.](#)

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

Policy / Binder Number: 101-101	Multi-State Policy: NO Change
Policy Type: Standard Change	Multiple Insurers: NO Change
Primary Insured Name: BROKER TESTER	Exempt Commercial Purchaser: NO Change
Insured Address: CA 94111 UNITED STATES	Insurer Name: ELIGIBLE INSURER
Transaction Type: New Business	Total Premium: \$100.00
Effective Date: 01/11/2016	Estimated CA SL State Tax: \$3.00
Expiration Date: 01/11/2017	Estimated Stamping Fee: \$0.20
Invoice Date: 02/02/2016	Document Summary: 0 files included
Coverage Codes: 450 INLAND MARINE - INLAND MARINE \$100.00	

Review the policy and transaction details for accuracy.

Please review the details shown above and ensure they accurately reflect the data you wish to submit. When satisfied, click the Submit to SLA button below to submit this transaction to the SLA. If you need more time, you can click the Save for Later button to save your progress without submitting.

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

[Back](#) [Save for Later](#) [Submit to SLA](#)

Submit to SLA Page

Submit to SLA ✕

Please review and enter any additional information for this submission if necessary. When ready, press the Submit button to submit these transactions to the SLA for review.

Policy Number	Name of Insured	Transaction Type	Effective Date	\$ Premium	\$ Stamping Fee	\$ State Tax
ABC123	TEST	New Business	06/08/2016	\$500.00	\$1.00	\$15.00

Broker Reference Number:

Broker Reference Date: 

Submission Notes:

You can choose to enter the broker reference number and date and any notes that pertain to the transactions contained in this submission.

If the effective date of the transaction or any one transaction within the submission is past 60 days, the Late Filing with Explanation box will display and you must enter the reason for the late filing before submission to the SLA. The Submit button is disabled until a reason for the late filing is provided.

Submit to SLA Page with Late Filing Explanation Box

Submit to SLA ✕

Please review and enter any additional information for this submission if necessary. When ready, press the Submit button to submit these transactions to the SLA for review.

Policy Number	Name of Insured	Transaction Type	Effective Date	\$ Premium	\$ Stamping Fee	\$ State Tax
101-101	BROKER TESTER	New Business	03/01/2016	\$100.00	\$0.20	\$3.00

Broker Reference Number:

Broker Reference Date: 

Submission Notes:

* Late Filing Explanation:

Policy Options

Depending on what option is selected, certain tabs will be enabled in the wizard process.

Options Page

The screenshot shows the 'Options Page' of the 'Create New Policy Wizard'. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (State of California). A navigation bar includes links for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A status bar indicates the user is logged in as PATBRK on behalf of [8486] TEST (TEST), SAN FRANCISCO. A green message box states 'Transaction saved successfully for Policy Number ABC TEST.' The wizard progress bar shows five steps: 1: Options (active), 2: Policy Details, 3: Transaction Details, 4: Documents, and 5: Verify and Submit. A red alert box at the top of the wizard content says '5 alerts have been identified for this transaction. All alerts must be resolved before submission to the SLA. Click here to review.' Below the progress bar, instructions state: '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.' A text input field contains 'ABC TEST'. Under the 'Options' section, there are five radio button options: 'Standard Policy' (selected), 'Master Policy' (with a description: 'This is a single policy that provides coverage to eligible employees or members on a group basis.'), 'Multi-State Policy' (checked), 'Multiple Insurers' (with a description: 'This is a single policy where the risk is covered by more than one Insurer.'), and 'Exempt Commercial Purchaser / Commercial Insured' (with a description: '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.'). A 'Next >' button is at the bottom right.

Multi-State Policy Option

When you select the multi-state policy option, the multi-state tab is enabled.

Transaction Details Page

The screenshot shows the 'Transaction Details Page' of the 'Create New Policy Wizard'. The layout is similar to the previous page, but the progress bar now highlights step 4: 'Multi-State' (circled in red). The 'Multi-State Policy' option is now selected. Below the progress bar, the wizard content shows a table of transaction details:

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

Below the table, it says 'Provide the transaction type and details.'

Multi-state Screen








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

You are logged in as PATSRK, on behalf of [3495] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

Transaction saved successfully for Policy Number ABC TEST.

Create New Policy Wizard

3 alerts have been identified for this transaction. All alerts must be resolved before submission to the SLA. [Click here to review.](#)

1: Options 2: Policy Details 3: Transaction Details **4: Multi-State** 5: Documents 6: Verify and Submit

Policy / Binder Number: ABC TEST Policy Type: Standard Change Primary Insured Name: SURPLUS LINE ASSOCIATION OF CALIFORNIA Insured Address: CA 94111 UNITED STATES Transaction Type: New Business Effective Date: 05/23/2016 Expiration Date: 05/23/2017 Invoice Date: 05/23/2016 Coverage Codes: 500 GENERAL LIABILITY - GENERAL LIABILITY \$0.00	Multi-State Policy: YES Change Multiple Insurers: NO Change Exempt Commercial Purchaser: NO Change Insurer Name: Total Premium: \$0.00 Estimated CA SL State Tax: \$0.00 Estimated Stamping Fee: \$0.00
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Provide the state allocations for this Multi-State policy.

Enter the allocations for each state / territory using the text boxes below.

* Total Premium for all States and US Territories:

* California Percentage of Risk:

State Allocations		Multi-State Total: \$0.00	
State	Premium	State	Premium
ALABAMA	\$ 0.00	KANSAS	\$ 0.00
ALASKA	\$ 0.00	KENTUCKY	\$ 0.00
AMERICAN SAMOA	\$ 0.00	LOUISIANA	\$ 0.00
ARIZONA	\$ 0.00	MAINE	\$ 0.00
ARKANSAS	\$ 0.00	MARSHALL ISLANDS	\$ 0.00
CALIFORNIA	\$ 0.00	MARYLAND	\$ 0.00
COLORADO	\$ 0.00	MASSACHUSETTS	\$ 0.00
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS	\$ 0.00	MICHIGAN	\$ 0.00
CONNECTICUT	\$ 0.00	MINNESOTA	\$ 0.00
DELAWARE	\$ 0.00	MISSISSIPPI	\$ 0.00
DISTRICT OF COLUMBIA	\$ 0.00	MISSOURI	\$ 0.00
FEDERATED STATES OF MICRONESIA	\$ 0.00	MONTANA	\$ 0.00
FLORIDA	\$ 0.00	NEBRASKA	\$ 0.00
GEORGIA	\$ 0.00	NEVADA	\$ 0.00
HAWAII	\$ 0.00	NEW HAMPSHIRE	\$ 0.00
IDAHO	\$ 0.00	NEW JERSEY	\$ 0.00
ILLINOIS	\$ 0.00	NEW MEXICO	\$ 0.00
INDIANA	\$ 0.00	NEW YORK	\$ 0.00
IOWA	\$ 0.00	NORTH CAROLINA	\$ 0.00
FOREIGN	\$ 0.00	NORTH DAKOTA	\$ 0.00
		OHIO	\$ 0.00
		OKLAHOMA	\$ 0.00
		OREGON	\$ 0.00
		PALAU	\$ 0.00
		PENNSYLVANIA	\$ 0.00
		PUERTO RICO	\$ 0.00
		RHODE ISLAND	\$ 0.00
		SOUTH CAROLINA	\$ 0.00
		SOUTH DAKOTA	\$ 0.00
		TENNESSEE	\$ 0.00
		TEXAS	\$ 0.00
		U.S. MINOR OUTLYING ISLANDS	\$ 0.00
		U.S. VIRGIN ISLANDS	\$ 0.00
		UTAH	\$ 0.00
		VERMONT	\$ 0.00
		VIRGINIA	\$ 0.00
		WASHINGTON	\$ 0.00
		WEST VIRGINIA	\$ 0.00
		WISCONSIN	\$ 0.00
		WYOMING	\$ 0.00

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

< Back
Save for Later Next >

The required fields on the multi state page are the total premium for all states and US territories and California percentage of risks.

Layering Tab

When you select the Multiple Insurers option, the layering tab is enabled.

Options Screen

SLIP Surplus Lines Information Portal | SLA THE SURPLUS LINE 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), SAN FRANCISCO. [\[Change Location\]](#)

Create New Policy Wizard

Create New Policy 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:**

ABC-Test

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 >

If you had selected the Multiple Insurer box in the Options tab, the Layering tab will be visible to the user.

Policy Details Screen

SLIP Surplus Lines Information Portal | SLA THE SURPLUS LINE 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 TEST 2.

Create New Policy Wizard

Create New Policy Wizard

1: Options 2: Policy Details 3: Transaction Details 4: Layering 5: Documents 6: Verify and Submit

Policy / Binder Number: ABC TEST 2

Policy Type: Standard [Change](#)

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

Multiple Insurers: YES [Change](#)

Exempt Commercial Purchaser: NO [Change](#)

Enter the details for this new Policy.

Layering Screen



[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-100.

Create New Policy Wizard

Create New Policy Wizard

1: Options 2: Policy Details 3: Transaction Details **4: Layering** 5: Documents 6: Verify and Submit

Policy / Binder Number: ABC-100	Multi-State Policy: NO Change
Policy Type: Standard Change	Multiple Insurers: YES Change
Primary Insured Name: SURPLUS LINE ASSOCIATION OF CALIFORNIA	Exempt Commercial Purchaser: NO Change
Insured Address: CA 94111 UNITED STATES	SIC Type: SERVICES
Transaction Type: New Business	SIC Code: [8600] MEMBERSHIP ORGANIZATIONS
Effective Date: 05/20/2016	Total Premium: \$5,000.00
Expiration Date: 05/20/2017	Estimated CA SL State Tax: \$150.00
Invoice Date: 05/25/2016	Estimated Stamping Fee: \$10.00
Coverage Codes: 409 INDIVIDUAL INSURED WITH LARGE SCHEDULES WHERE THE TIV(TOTAL INSURED VALUES)ARE IN EXCESS OF \$500 MILLION - FIRE & ALLIED LINES \$5,000.00	

Provide the Syndicate List describing the Insurer layering for this policy below.

Syndicate List

Transactions with multiple Insurers require the submission of a syndicate list. Please upload the syndicate list with the controls below or from the Documents Step.

File Name	Document Types	Upload Date	Uploaded By	File Size	Pages
-----------	----------------	-------------	-------------	-----------	-------

Upload a document *Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.*

Optional Feature: If desired, you can provide the detailed layering information below.

Insurer Layering (Optional)

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

You can upload the multiple insurer/syndicate list on this page. If you choose, you can enter each insurer and their respective percentage of participation and upload the multiple insurer/syndicate list.

Create Renewal Wizard

Home Page

The screenshot shows the SLIP/SLA Home Page. At the top left are the SLIP (Surplus Lines Information Portal) and SLA (The Surplus Lines Act | CALIFORNIA) logos. To the right are three landscape images. Below the logos is a navigation menu with buttons for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A user status bar indicates the user is logged in as PAT1, on behalf of [10002] PM & ASSOCIATES (TEST1234), SAN FRANCISCO, with a [Change Location] link. The main content area is titled "Welcome, Patricia McAuley!". On the right side, there are two buttons: "Contact SLA" and "Pay Stamping Fee". Below these are two sections: "Policy Actions" and "Bulk Data Entry". The "Policy Actions" section contains three items: "Create New Policy", "Create Renewal" (highlighted with a red arrow), and "Create Endorsement". The "Bulk Data Entry" section contains one item: "BIF or XML Bulk Submission / Import Wizard". On the right side, there is a "Quick Info" section with a table of statistics.

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

To create a renewal, select the Renewal link on the home page. The link will bring you to a search screen to find the prior initiating transaction.

Searching for Prior Policy

Policy Search Page

SLIP Surplus Lines Information Portal | SLA SURPLUS LINE ASSOCIATION OF 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 Renewal Wizard

Policy Search

Search for the existing policy you wish to renew.

Policy Number: Name of Insured: Effective Date: to

Clear Search

Search for the prior policy by entering information in any or all of the fields by policy number, name of insured, and/or effective date. For individual names, search by last name because the SLA enters last name first name. For businesses with DBAs, search by the dba because the SLA enters the DBA name.

Search Results Screen

SLIP Surplus Lines Information Portal | SLA SURPLUS LINE ASSOCIATION OF 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 Renewal Wizard

Policy Search

Search for the existing policy you wish to renew.

Policy Number: Name of Insured: Effective Date: to

Clear Search

Policy Search Results

	Policy / Binder Number ▲	Name of Insured	Policy Type	Effective Date	Expiration Date	Transaction Count
<input type="checkbox"/>	ABC TEST	SURPLUS LINE ASSOCIATION OF CALIFORNIA	S	05/23/2016	05/23/2017	1
<input type="checkbox"/>	ABC TEST 2		S			1

1 - 2 of 2 items

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

Create Renewal

Based on the information entered in the search criteria, the search results display at the bottom. If the prior policy is listed, click on the checkbox next to the policy number to enable the Create Renewal button at the bottom of the screen. ***(If the prior policy is not listed you will need to click on the Create a Renewal from Scratch link.)***

Policy Options

Options Page

The screenshot shows the 'Create Renewal Wizard' interface. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (Statewide Lines Association of California). Below the logos is a navigation menu with buttons for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A user login notification indicates the user is logged in as PATBRK on behalf of [8496] TEST (TEST), SAN FRANCISCO. The main heading is 'Create Renewal Wizard'. A progress bar shows six steps: 1: Options (active), 2: Policy Details, 3: Transaction Details, 4: Multi-State, 5: Documents, and 6: Verify and Submit. Below the progress bar, there is a text field for 'Policy / Binder Number' containing 'ABC TEST'. Underneath, there are four radio and checkbox options: 'Standard Policy' (selected by default), 'Master Policy', 'Multi-State Policy' (checked), and 'Exempt Commercial Purchaser / Commercial Insured'. A red arrow points to the 'Next >' button at the bottom right of the form.

The Standard Policy button is selected by default for all transactions. If the renewal policy you are creating is a master policy, click on the radio button for master policy. If the renewal is a multi-state policy, multiple insurer policy, and/or the insured qualifies as an exempt commercial purchaser (commercial insured), mark the applicable checkbox. Specific tabs and fields are enabled based on your selection. For example, if you select master policy, the system will display the certificates tab where you can enter the information for certificates to the master policy.

Click on the Next button to move to the Policy Details screen.

Option Descriptions

- 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. The three requirements are:
 1. Employs or retains a qualified risk manager²

² Bulletin 1230 states that under the NRRA a qualified risk manager must meet three requirements: 1) Must be an employee of, or a third party consultant retained by, a commercial policy holder, **and** 2) Provides skilled services in loss prevention, loss reduction, or risk and insurance coverage analysis, and purchase of insurance, **and** 3) A bachelor's degree or higher from an accredited college or university in risk management, business administration, finance, economics, or any other field determined by a state insurance commissioner or other state regulatory official or entity to

2. Paid an aggregate nationwide property and casualty premium of at least \$100,000 in the immediately preceding 12 months.
3. Meets **one** of the following:
 - Possesses a net worth in excess of \$20 million
 - Generates annual revenues over \$50 million
 - Employs more than 500 full time employees per individual insured, or is a member of an affiliated group employing more than 1,000 employees in the aggregate
 - Is a non-profit or public entity generating annual budget over \$30 million
 - Is a municipality with a population in excess of 50,000 persons

Policy Details

The system will carry forward the data from the prior policy, such as primary insured name and zip code. If the information on the renewal has not changed, click on the Next button. Users may also search for a policy and select it, then change the renewal policy number. This will also copy over the select information. This feature is useful when the renewal is related to the new business but has a unique policy number.

Policy Details Page

The screenshot displays the 'Policy Details Page' for a 'Create Renewal Wizard'. The page is divided into five steps: 1: Options, 2: Policy Details (current), 3: Transaction Details, 4: Documents, and 5: Verify and Submit. The 'Policy / Binder Number' is ABC123 and the 'Policy Type' is Standard. The 'Primary Insured Name' is 'FEST', which is circled in red. The 'Insured Address Line 1' and 'Insured Address Line 2' fields are empty. The 'City' field is empty, the 'State' is set to 'CALIFORNIA', and the 'Zip' is '94100', both of which are circled in red. The 'SIC Type' and 'SIC Code' fields are dropdown menus. The 'Country' is set to 'UNITED STATES'. The 'Multi-State Policy', 'Multiple Insurers', and 'Exempt Commercial Purchaser' fields are all set to 'NO'. A 'Next' button is located at the bottom right of the form.

demonstrate minimum competence in risk management; **and** three years of experience in risk financing, claims administration, loss prevention, risk and insurance analysis, or purchasing commercial lines of insurance, **or** holds one of the designations below:

CPCU or ARM or CRM or RF or any other designation, certification, or license determined by a state insurance commissioner or other state regulatory official or entity to demonstrate minimum competence in risk management, **or** has seven years of experience in risk financing, claims administration, loss prevention, risk and insurance coverage analysis, or purchasing commercial lines of insurance; and any one of the following designations: CPCU or ARM or CRM or RF or any other designation, certification, or license determined by a state insurance commissioner or other state insurance regulatory official or entity to demonstrate minimum competence in risk management, **or** has at least ten years of experience in risk financing, claims administration, loss prevention, risk and insurance coverage analysis, or purchasing commercial lines of insurance, **or** has a graduate degree from an accredited college or university in risk management, business administration, finance, economics, or any other field determined by a state insurance commissioner or other state regulatory official or entity to demonstrate minimum competence in risk management.

Click on the Next button to go to the Transaction Details screen.

Transaction Details

Transaction Details Screen

SLIP SLA
San Jose State University - California

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

You are logged in as PATSRK, on behalf of (3495) TEST (TEST), SAN FRANCISCO. [\(Change Location\)](#)

Transaction saved successfully for Policy Number ABC ABC.

Create Renewal Wizard

3 alerts have been identified for this transaction. All alerts must be resolved before submission to the SLA. [Click here to review.](#)

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

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

Multi-State Policy: NO [Change](#)
Multiple Insurers: NO [Change](#)
Exempt Commercial Purchaser: NO [Change](#)

Provide the transaction type and details.

Please provide the specific details for this transaction below:

* Transaction Type: Renewal

* Effective Date:

* Expiration Date:
 Open Ended

* Invoice Date:
(Leave blank if Premium is \$0.00)

INSURER

* Insurer Name (NAIC #) - Status

TEST INSURER NO 2

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 1763.1.

COVERAGES

Coverage Code - Description	Premium
400 SINGLE FAMILY DWELLING DUPLES - FIRE & ALLIED LINES	\$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 State Tax (3%): \$0.00
Estimated Stamping Fee: \$0.00

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

[Back](#) [Save for Later](#) [Next](#)

If the initiating policy was **registered**, the insurer and coverage description will be carried forward from the initiating transaction. If the initiating policy was not registered, you will need to enter the insurer and coverage.

Complete the effective and expiration date and invoice date fields. If the policy is open-ended, check the Open-Ended checkbox and the expiration date field is disabled.

Enter the premium amount.

If your transaction contains fees, enter the fee amount. If the fee is taxable, check the box next to the fee amount to include the fee in the stamping fee calculation.

Click on the Next button to continue to the Documents tab.

Editing Information Carried Over From Initiating Policy

If the information has changed from the registered transaction, there will be an Edit button at the bottom of the screen to enable the fields and allow the user to make the changes.

Transaction Details Screen with Edit Button

Tag Summary

To respond to tags, select one or more tags below and click the Respond to Selected Tags button. You may respond to one or more non-Informational Tags at the same time, regardless of Policy Type or Transaction Type.

Tag Number	Tag Type	Tag Status	Due Date
No records found.			

10 items per page No items to display

Only Show Open Tags Print Selected Tags Respond to Selected Tags

Details | Layering | Certificates | Multi-State | SL1 | **GAP** | SL2 | Documents | Notes

* Transaction Type: Renewal * Effective Date: 06/23/2016 Expiration Date: 06/23/2017 * Invoice Date: 04/29/2016 Multiple Insurer: NO
Open Ended: NO Multi-State: NO

INSURER

Insurer Name	NAIC Number	Status
TEST INSURER NO 2		

COVERAGES

* Coverage Code - Description	* Premium
400 SINGLE FAMILY DWELLING/DUPLEX - FIRE & ALLIED LINES	\$2,600.00

Gross Premium: \$2,600.00

FEES

Fee Name	Include in Premium (Subject to Tax)	Fee Amount
POLICY FEE	NO	\$0.00
INSPECTION FEE	NO	\$0.00
BROKER FEE	NO	\$0.00
OTHER FEES	NO	\$0.00

Total Fees: \$0.00
Taxable Premium (Including Fees): \$2,600.00
Estimated CA SL State Tax (3%): \$78.00
Estimated Stamping Fee: \$5.20

Backout Edit

Save the renewal to your account if you are not ready to submit the transaction to the SLA or you can save the changes and continue with the wizard to the documents page. The Documents tab allows you to upload required documents and complete the online forms.

Documents Tab

Documents Screen

The screenshot shows the 'Documents Screen' with the 'Create Renewal Wizard' in progress. The wizard has five steps: 1: Options, 2: Policy Details, 3: Transaction Details, 4: Documents (current), and 5: Verify and Submit. The 'Documents' step displays a table of transaction details and a section for uploading supporting documentation. A red arrow points to the 'Select file ...' button in the 'Upload a Document' section.

Transaction Documents

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

Upload a Document

Select file ... *Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.*

Online SL Forms

Complete SL1 Form Complete SL2 Form Complete GAP Form

< Back Save for Later Next >

Adding and Uploading Documents

Select the file to be uploaded and the document type checklist will display below the selected file. After checking the associated forms, click the Upload button. You can associate more than one document to a pdf.

Document Type Checklist

Document Type(s):

<input type="checkbox"/> Declarations Page or Binder or Certificate	<input type="checkbox"/> Certificate to Master Policy	<input type="checkbox"/> Other Document Type
<input type="checkbox"/> Endorsement Document	<input type="checkbox"/> Multi-State - Premium by State ⓘ	
<input type="checkbox"/> Syndicate List ⓘ	<input type="checkbox"/> SL1 Form	
<input type="checkbox"/> Coversheet	<input type="checkbox"/> SL2 Form	
<input type="checkbox"/> Invoice Statement	<input type="checkbox"/> GAP Form	
<input type="checkbox"/> Bordereau ⓘ	<input type="checkbox"/> Multiple	

If you are uploading the SL forms, check the appropriate checkbox(es). **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.**

The Transaction Documents section provides you with a list of documents uploaded with this transaction. To add document type(s), click on the Edit icon and the document type list will display again for additions/deletions.

If the SL checkboxes are not checked, the Complete SL1 Form, Complete SL2 Form or Complete GAP Form buttons are enabled. You will need to complete the required forms before submission to the SLA. **(Note: original copies of the signed forms must still be maintained by your brokerage per Section 2190.3 of the California Code of Regulations.)**

Documents Screen

Documents Screen

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. [\[Change Location\]](#)

File 11192015 18.pdf uploaded.

Create Renewal Wizard

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

Policy / Binder Number: ABC ABC
Policy Type: Standard [Change](#)
Primary Insured Name: TEST ENVIRONMENT
Insured Address: CA 94111 UNITED STATES
Transaction Type: Renewal
Effective Date: 05/23/2017
Expiration Date: 05/23/2018
Invoice Date: 05/31/2017
Coverage Codes: 500 GENERAL LIABILITY - GENERAL LIABILITY \$0.00

Multi-State Policy: NO [Change](#)
Multiple Insurers: NO [Change](#)
Exempt Commercial Purchaser: NO [Change](#)
Insurer Name: TEST INSURER
Total Premium: \$0.00
Estimated CA SL State Tax: \$0.00
Estimated Stamping Fee: \$0.00

Upload supporting documentation for this Renewal transaction.
All submitted Renewals must contain a Declarations Page/Binder/Cover Note/Certificate as well as a completed SL1 Form. Some New Business Policies may also require an SL2 Form or GAP Form or other associated documents. You may complete and submit SL1, SL2, and Gap Forms online or you can upload any required forms as well as other supporting documents from your computer. Please select from the following options.

Transaction Documents

File Name	Document Types	Upload Date	Uploaded By	File Size	Pages	
11192015 18.pdf	SL1 Form, SL2 Form	05/23/2016	PATBRK	177 KB		✘
01192016 23.PDF	Declarations Page or Binder or Certificate	05/23/2016	PATBRK	4.572 KB		✘

1 - 2 of 2 items

Upload a Document
Select file ... Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.

Online SL Forms
[Complete SL1 Form](#) [Complete SL2 Form](#) [Complete GAP Form](#)

[Back](#) [Save for Later](#) [Next](#)

When the policy is complete and there are no alerts, click the Save for Later button to save the transaction to your SLIP account or you can click on the Next button to prepare submitting the transaction to the SLA. The Save for Later button allows the user to resolve alerts at a later time before submission because users can no longer submit transactions to the SLA with alerts.

Submitting Transaction to SLA

Verify and Submit Page

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. [\[Change Location\]](#)

Transaction saved successfully for Policy Number ABC ABC.

Create Renewal Wizard

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

Policy / Binder Number:	ABC ABC	Multi-State Policy:	NO Change
Policy Type:	Standard Change	Multiple Insurers:	NO Change
Primary Insured Name:	TEST ENVIRONMENT	Exempt Commercial Purchaser:	NO Change
Insured Address:	CA 94111 UNITED STATES	Insurer Name:	TEST INSURER
Transaction Type:	Renewal	Total Premium:	\$0.00
Effective Date:	05/23/2017	Estimated CA SL State Tax:	\$0.00
Expiration Date:	05/23/2018	Estimated Stamping Fee:	\$0.00
Invoice Date:	05/31/2017	Document Summary:	2 files included
Coverage Codes:	500 GENERAL LIABILITY - GENERAL LIABILITY 50.00		

Review the policy and transaction details for accuracy.

Please review the details shown above and ensure they accurately reflect the data you wish to submit. When satisfied, click the Submit to SLA button below to submit this transaction to the SLA. If you need more time, you can click the Save for Later button to save your progress without submitting.

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

[Back](#) | [Save for Later](#) | [Submit to SLA](#)

After you click the Submit to SLA button, the Submit to SLA modal displays. The SLIP user can enter his/her broker reference number along with any notes they wish to submit to the analyst for the transactions submitted in this submission. If a transaction is late, the late filing explanation field displays and the Submit button is disabled. The user must provide the reason for the late filing before submitting the transaction to the SLA.

Submit to SLA Modal

Submit to SLA

Please review and enter any additional information for this submission if necessary. When ready, press the Submit button to submit these transactions to the SLA for review.

Policy Number	Name of Insured	Transaction Type	Effective Date	\$ Premium	\$ Stamping Fee	\$ State Tax
TEST-101	SECOND TEST CASE	New Business	06/26/2016	\$6,000.00	\$12.00	\$180.00

Broker Reference Number:

Broker Reference Date:

Submission Notes:

[Cancel](#) | [Submit](#)

[Create a Renewal from Scratch](#)

If the search results do not show a prior policy, you can create a renewal from scratch.

(Please note: this may generate a tag for no record of prior policy if the prior policy is not found. If you were not the broker responsible for the prior policy, add a note to the analyst on the Policy Details page.)

To create a renewal policy from scratch, return to the Create Renewal Wizard screen and click on the [Create a Renewal from Scratch](#) link.

Policy Search Screen for Renewals

click here to Create a Renewal from Scratch. This will create a new policy for the Renewal under the current location.' A 'Create Renewal' button is also visible."/>

SLIP Surplus Lines Information Portal | SLA THE SURPLUS LINES ASSOCIATION OF 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 Renewal Wizard

Policy Search

Search for the existing policy you wish to renew.

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 a Renewal from Scratch](#). This will create a new policy for the Renewal under the current location.

Creating a renewal from scratch begins with the same process as creating a new business policy by selecting any special conditions that apply to this transaction on the Options page.

Policy Options

Options Screen

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

Create Renewal 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 NRRRA.
Refer to [SLA CA Bulletin 1230](#) for more information.

Next >

The Standard Policy button is selected by default for all transactions. If the renewal policy you are creating is a master policy, click on the radio button for master policy. If the renewal is a multi-state policy, multiple insurer policy, and/or the insured qualifies as an exempt commercial purchaser (commercial insured), mark the applicable checkbox(es). Specific tabs and fields are enabled based on your selection. For example, if you select master policy, the system will display the certificates tab where you can enter the information for certificates to the master policy.

Option Descriptions

- 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. The three requirements are:

4. Employs or retains a qualified risk manager³
5. Paid an aggregate nationwide property and casualty premium of at least \$100,000 in the immediately preceding 12 months.
6. Meets **one** of the following:
 - Possesses a net worth in excess of \$20 million
 - Generates annual revenues over \$50 million
 - Employs more than 500 full time employees per individual insured, or is a member of an affiliated group employing more than 1,000 employees in the aggregate
 - Is a non-profit or public entity generating annual budget over \$30 million
 - Is a municipality with a population in excess of 50,000 persons

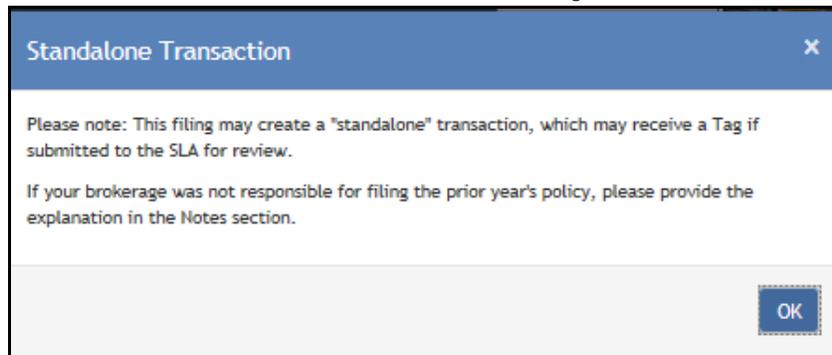
After you have made your selection, click on the Next button to create your Renewal policy from scratch.

³ Bulletin 1230 states that under the NRRRA a qualified risk manager must meet three requirements: 1) Must be an employee of, or a third party consultant retained by, a commercial policy holder, **and** 2) Provides skilled services in loss prevention, loss reduction, or risk and insurance coverage analysis, and purchase of insurance, **and** 3) A bachelor's degree or higher from an accredited college or university in risk management, business administration, finance, economics, or any other field determined by a state insurance commissioner or other state regulatory official or entity to demonstrate minimum competence in risk management; **and** three years of experience in risk financing, claims administration, loss prevention, risk and insurance analysis, or purchasing commercial lines of insurance, **or** holds one of the designations below:

CPCU or ARM or CRM or RF or any other designation, certification, or license determined by a state insurance commissioner or other state regulatory official or entity to demonstrate minimum competence in risk management, **or** has seven years of experience in risk financing, claims administration, loss prevention, risk and insurance coverage analysis, or purchasing commercial lines of insurance; and any one of the following designations: CPCU or ARM or CRM or RF or any other designation, certification, or license determined by a state insurance commissioner or other state insurance regulatory official or entity to demonstrate minimum competence in risk management, **or** has at least ten years of experience in risk financing, claims administration, loss prevention, risk and insurance coverage analysis, or purchasing commercial lines of insurance, **or** has a graduate degree from an accredited college or university in risk management, business administration, finance, economics, or any other field determined by a state insurance commissioner or other state regulatory official or entity to demonstrate minimum competence in risk management.

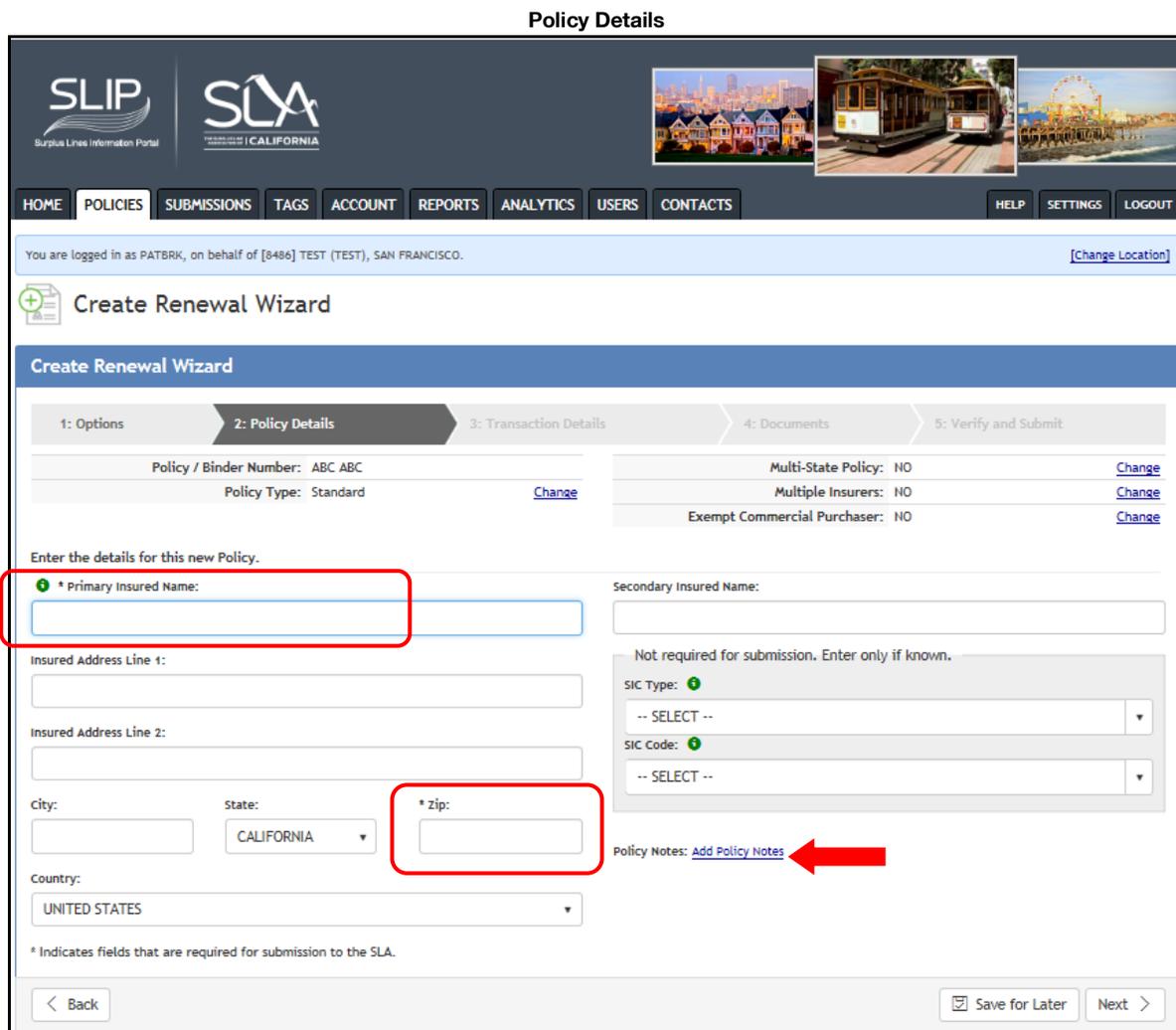
Before proceeding, the system will generate a message that warns you that this transaction may create a tag if it is not linked to an initiating transaction.

Standalone Transaction Message



Select the OK button to continue.

Policy Details

The "Policy Details" form is part of a web application. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (Surplus Lines Association of California). Below the logos is a navigation menu with buttons for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A 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 is titled "Create Renewal Wizard" and shows a progress bar with five steps: 1: Options, 2: Policy Details (current), 3: Transaction Details, 4: Documents, and 5: Verify and Submit. Under "Policy Details", there are fields for "Policy / Binder Number: ABC ABC" and "Policy Type: Standard" with a "Change" link. To the right, there are three toggle switches: "Multi-State Policy: NO", "Multiple Insurers: NO", and "Exempt Commercial Purchaser: NO", each with a "Change" link. Below this, a section titled "Enter the details for this new Policy." contains several input fields. The "Primary Insured Name:" field is highlighted with a red box. Below it are "Insured Address Line 1:" and "Insured Address Line 2:" fields. To the right, there are "Secondary Insured Name:" and "SIC Type:" (with a dropdown menu) and "SIC Code:" (with a dropdown menu) fields. The "City:" field is followed by a "State:" dropdown menu set to "CALIFORNIA" and a "* Zip:" field, which is also highlighted with a red box. Below these is a "Country:" dropdown menu set to "UNITED STATES". A red arrow points to a "Policy Notes: Add Policy Notes" hyperlink. At the bottom, there is a "Back" button, a "Save for Later" button, and a "Next >" button. A footnote at the bottom left states: "* Indicates fields that are required for submission to the SLA."

Complete the required fields with the asterisks: the primary insured name and zip code of the insured's address in the policy details section. If you were not the broker responsible for the initiating policy, click on the Add Policy Notes hyperlink to notify the SLA. Click the Next button.

Transaction Details

Transaction Details Screen

SLIP SLA

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

You are logged in as PATSRK, on behalf of [5495] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

Transaction saved successfully for Policy Number ABC ABC.

Create Renewal Wizard

3 alerts have been identified for this transaction. All alerts must be resolved before submission to the SLA. [Click here to review.](#)

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

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

Multi-State Policy: NO [Change](#)
 Multiple Insurers: NO [Change](#)
 Exempt Commercial Purchaser: NO [Change](#)

Provide the transaction type and details.

Please provide the specific details for this transaction below.

* Transaction Type: Renewal

* Effective Date:

* Expiration Date: Open Ended

* Invoice Date:
 (Leave blank if Premium is \$0.00)

1 INSURER

* Insurer Name (NAIC #) - Status
 Select the 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.

1 COVERAGES

* Coverage Code - Description	* Premium
Select Coverage Code	\$0.00
Gross Premium: \$0.00	

FEEES

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 ✖

1 Taxable Premium (Including Fees): \$0.00
 2 Estimated CA SL State Tax (3%): \$0.00
 3 Estimated Stamping Fee: \$0.00
 Total Fees: \$0.00

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

[Back](#) [Save for Later](#) [Next](#)

Complete the effective and expiration date and invoice date fields. If the policy is open-ended, check the Open-Ended checkbox and the expiration date field is disabled.

Insurer

If the insurer is a single insurer you can select the insurer from the drop down menu. If the insurer is not listed, type in the insurer name.

If you selected the multiple insurers options on the Option screen, the layering tab would be enabled. You could either enter the layering information and upload the multiple insurer document, or just upload the multiple insurer document.

Coverages & Fees

You can select the coverage code from the drop down menu. If you have more than one coverage, the system generates a new row once you entered a coverage on the first row.

Enter the premium amount.

If your transaction contains fees, enter the fee amount. If the fee is taxable, check the box next to the fee amount to include the fee in the stamping fee calculation.

When you have completed this screen, click the Next button to upload your source documents.

Documents Tab

Documents Screen

SLIP Surplus Lines Information Portal | SLA CALIFORNIA

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

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

Transaction saved successfully for Policy Number ABC ABC.

Create Renewal Wizard

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

Policy / Binder Number: ABC ABC	Multi-State Policy: NO Change
Policy Type: Standard Change	Multiple Insurers: NO Change
Primary Insured Name: TEST ENVIRONMENT	Exempt Commercial Purchaser: NO Change
Insured Address: CA 94111 UNITED STATES	Insurer Name: TEST INSURER
Transaction Type: Renewal	Total Premium: \$0.00
Effective Date: 05/23/2017	Estimated CA SL State Tax: \$0.00
Expiration Date: 05/23/2018	Estimated Stamping Fee: \$0.00
Invoice Date: 05/31/2017	
Coverage Codes: 500 GENERAL LIABILITY - GENERAL LIABILITY \$0.00	

Upload supporting documentation for this Renewal transaction.

All submitted Renewals must contain a Declarations Page/Binder/Cover Note/Certificate as well as a completed SL1 Form. Some New Business Policies may also require an SL2 Form or GAP Form or other associated documents. You may complete and submit SL1, SL2, and Gap Forms online or you can upload any required forms as well as other supporting documents from your computer. Please select from the following options.

Transaction Documents

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

Upload a Document

Select file ... Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.

Online SL Forms

[Complete SL1 Form](#) [Complete SL2 Form](#) [Complete GAP Form](#)

[Back](#) [Save for Later](#) [Next](#)

Adding and Uploading Documents

Once the user selects a file, the document type(s) checklist displays. Check the appropriate box(es) for the associated documents contained in the selected file. If you uploaded electronic versions of the SL forms, check the applicable checkbox(es).

Document Type(s) List

Document Type(s):

<input type="checkbox"/> Declarations Page or Binder or Certificate	<input type="checkbox"/> Certificate to Master Policy	<input type="checkbox"/> Other Document Type
<input type="checkbox"/> Endorsement Document	<input type="checkbox"/> Multi-State - Premium by State ⓘ	
<input type="checkbox"/> Syndicate List ⓘ	<input type="checkbox"/> SL1 Form	
<input type="checkbox"/> Coversheet	<input type="checkbox"/> SL2 Form	
<input type="checkbox"/> Invoice Statement	<input type="checkbox"/> GAP Form	
<input type="checkbox"/> Bordereau ⓘ	<input type="checkbox"/> Multiple	

[Upload](#) [Cancel](#)

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.

The Transaction Documents section provides you with a list of documents uploaded with this transaction. To add documents, click on the Edit icon and the document type list will display again for changes.

Documents Screen

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 [6486] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

File 11192015 18.pdf uploaded.

Create Renewal Wizard

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

Policy / Binder Number: ABC ABC	Multi-State Policy: NO Change
Policy Type: Standard Change	Multiple Insurers: NO Change
Primary Insured Name: TEST ENVIRONMENT	Exempt Commercial Purchaser: NO Change
Insured Address: CA 94111 UNITED STATES	Insurer Name: TEST INSURER
Transaction Type: Renewal	Total Premium: \$0.00
Effective Date: 05/23/2017	Estimated CA SL State Tax: \$0.00
Expiration Date: 05/23/2018	Estimated Stamping Fee: \$0.00
Invoice Date: 05/31/2017	
Coverage Codes: 500 GENERAL LIABILITY - GENERAL LIABILITY \$0.00	

Upload supporting documentation for this Renewal transaction.

All submitted Renewals must contain a Declarations Page/Binder/Cover Note/Certificate as well as a completed SL1 Form. Some New Business Policies may also require an SL2 Form or GAP Form or other associated documents. You may complete and submit SL1, SL2, and Gap Forms online or you can upload any required forms as well as other supporting documents from your computer. Please select from the following options.

File Name	Document Types	Upload Date	Uploaded By	File Size	Pages	
11192015 18.pdf	SL1 Form, SL2 Form	05/23/2016	PATBRK	177 KB		✖
01192016 23.PDF	Declarations Page or Binder or Certificate	05/23/2016	PATBRK	4,572 KB		✖

1 - 2 of 2 items

Upload a Document

Select file ... Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.

Online SL Forms

[Complete SL1 Form](#) [Complete SL2 Form](#) [Complete GAP Form](#)

[Back](#) [Save for Later](#) [Next](#)

If you did not upload the SL forms, the Complete SL1 Form, Complete SL2 Form and Complete GAP Form buttons are enabled. Complete the required forms and Save Form. **(Note: original copies of the signed forms must still be maintained by your brokerage per Section 2190.3 of the California Code of Regulations.)**

When the policy is complete and there are no alerts, click the Save for Later button to save the transaction to your SLIP account or you can click on the Next button to prepare submitting the transaction to the SLA. The Save for Later button also allows the user to resolve alerts at a later time before submission because users can no longer submit transactions to the SLA with alerts.

Submitting Transaction to SLA

Verify and Submit Page

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 Renewal Wizard

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

Policy / Binder Number: ABC ABC	Multi-State Policy: NO Change
Policy Type: Standard Change	Multiple Insurers: NO Change
Primary Insured Name: TEST ENVIRONMENT	Exempt Commercial Purchaser: NO Change
Insured Address: CA 94111 UNITED STATES	Insurer Name: TEST INSURER
Transaction Type: Renewal	Total Premium: \$0.00
Effective Date: 05/23/2017	Estimated CA SL State Tax: \$0.00
Expiration Date: 05/23/2018	Estimated Stamping Fee: \$0.00
Invoice Date: 05/31/2017	Document Summary: 2 files included
Coverage Codes: 500 GENERAL LIABILITY - GENERAL LIABILITY \$0.00	

Review the policy and transaction details for accuracy.

Please review the details shown above and ensure they accurately reflect the data you wish to submit. When satisfied, click the Submit to SLA button below to submit this transaction to the SLA. If you need more time, you can click the Save for Later button to save your progress without submitting.

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

[Back](#) Save for Later **Submit to SLA**

After you click the Submit to SLA button, the Submit to SLA modal displays. The SLIP user can enter his/her broker reference number along with any notes they wish to submit to the analyst for the transactions submitted in this submission. If a transaction is late, the late filing explanation field displays. The user must provide the reason for the late filing before submitting the transaction to the SLA.

Submit to SLA Modal

Please review and enter any additional information for this submission if necessary. When ready, press the Submit button to submit these transactions to the SLA for review.

Policy Number	Name of Insured	Transaction Type	Effective Date	\$ Premium	\$ Stamping Fee	\$ State Tax
TEST-101	SECOND TEST CASE	New Business	06/26/2016	\$6,000.00	\$12.00	\$180.00

Broker Reference Number:

Broker Reference Date:

Submission Notes:

[Create Endorsement/Cancellation Wizard](#)

Home Page

You are logged in as PAT1, on behalf of [10002] PM & ASSOCIATES (TEST1234), SAN FRANCISCO. [\[Change Location\]](#)

Welcome, Patricia McAuley!

Policy Actions

- 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.

Bulk Data Entry

- BIF or XML 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.

Quick Info

My Unsubmitted Transactions	1
Total Unsubmitted Transactions	1
My Unsubmitted Transactions with Alerts	1
Total Unsubmitted Transactions with Alerts	1
My Open Tags	1
Total Open Tags	1
Total Informational Tags	0
Transactions Pending Review	0
Returned Transactions	0
Invalid Bulk Submissions	0

To create an endorsement/cancellation, select the Create Endorsement link on the home page. The link will bring you to a search screen to find the initiating new or renewal transaction.

Endorsement Search

Endorsement Search Screen

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

Create Endorsement Wizard

Policy Search

Search for the existing policy for this endorsement.

Policy Number:

Name of Insured:

Effective Date: to

If searching by individual names, enter the last name first, then first name because the SLA enters the name in that order. For businesses with DBAs, the SLA enters the DBA name.

Search ResultsScreen

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

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.

If there is only one initiating transaction in the search results, the system preselects it and you can click on the Create Endorsement button.

Options Screen

Options Page

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:

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 HRRRA. Refer to [SLA CA Bulletin 1230](#) for more information.

If there are special conditions associated with this endorsement, select the applicable conditions and click Next.

Policy Details Screen

SLIP Surplus Lines Information Portal

SLA THE SURPLUS LINES ASSOCIATION OF 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:

Secondary Insured Name:

Insured Address Line 1:

Insured Address Line 2:

City: State: CALIFORNIA * Zip:

Country: UNITED STATES

SIC Type:

SIC Code:

Policy Notes: [Add Policy Notes](#)

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

[Back](#) Save for Later [Next](#)

Policy Details

When the endorsement is linked to an initiating transaction, the required fields of primary insured name and zip code of the insured's address are carried forward in the Policy Details screen.

Click the Next button to go to the Transaction Details page.

Transaction Details Screen








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

You are logged in as PATRICK, on behalf of [8455] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

✔ Transaction saved successfully for Policy Number ABC ABC.

Create Endorsement Wizard

Create Endorsement Wizard

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

Policy / Binder Number: ABC ABC

Policy Type: Standard [Change](#)

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

Multiple Insurers: NO [Change](#)

Exempt Commercial Purchaser: NO [Change](#)

Provide the transaction type and details.

Please provide the specific details for this transaction below.

✔ * Transaction Type:

Endorsement ▼

* Effective Date:

Expiration Date:

Open Ended

* Invoice Date:

(Leave blank if Premium is \$0.00)

* Endorsement Number:

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 State Tax (3%): \$0.00
✔ Estimated Stamping Fee: \$0.00

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

< Back
Save for Later
Next >

Transaction Details

If the initiating transaction has been registered by the SLA, the insurer and coverage information will be transferred over. Complete the required endorsement effective date and invoice date field and premium.

Click on the Next button.

Documents Page

Select a file. The document type checklist will display. Check the document types to be attached to the transaction and click the Upload button.

Document Type(s) Checklist

The uploaded document(s) will be shown under the Transaction Documents section.

Documents Tab





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. [\[Change Location\]](#)

✔ File 01192016 23.PDF uploaded. ✕

+ Create Endorsement Wizard

Create Endorsement Wizard

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

Policy / Binder Number: ABC ABC

Policy Type: Standard [Change](#)

Primary Insured Name: TEST ENVIRONMENT LLC

Insured Address: CA 94111
UNITED STATES

Transaction Type: Endorsement

Effective Date: 05/23/2016

Expiration Date:

Invoice Date: 05/23/2016

Coverage Codes: 500 GENERAL LIABILITY - GENERAL LIABILITY
\$5,000.00

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

Multiple Insurers: NO [Change](#)

Exempt Commercial Purchaser: NO [Change](#)

Insurer Name: TEST INSURER

Total Premium: \$5,000.00

Estimated CA SL State Tax: \$150.00

Estimated Stamping Fee: \$10.00

Upload supporting documentation for this Endorsement transaction.

All submitted Endorsements must contain an Endorsement document. Some Endorsement types may require other associated documents. Note: SL1 and SL2 Forms are only required for extensions that exceed 90 days in the aggregate during any 12 month period. Refer to [SLA Bulletin 1141](#).

Transaction Documents

File Name	Document Types	Upload Date	Uploaded By	File Size	Pages	
 01192016 23.PDF	Endorsement Document	05/23/2016	PATBRK	4,572 KB		✕

Upload a Document

Select file ... Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.

Online SL Forms

Complete SL1 Form Complete SL2 Form Complete GAP Form

< Back Save for Later Next >

If you need to add or change any document types, click the Edit icon and the document type list will display.

You can disregard the SL and GAP form buttons unless your endorsement is an extension endorsement that exceeds 90 days in the aggregate in a rolling twelve month period.

Click the Next button.

Submitting Transaction to the SLA

Verify and Submit Page

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

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 Change
Policy Type: Standard Change	Multiple Insurers: NO Change
Primary Insured Name: TEST ENVIRONMENT LLC	Exempt Commercial Purchaser: NO Change
Insured Address: CA 94111 UNITED STATES	Insurer Name: TEST INSURER
Transaction Type: Endorsement	Total Premium: \$5,000.00
Effective Date: 05/23/2016	Estimated CA SL State Tax: \$150.00
Expiration Date:	Estimated Stamping Fee: \$10.00
Invoice Date: 05/23/2016	Document Summary: One file included
Coverage Codes: 500 GENERAL LIABILITY - GENERAL LIABILITY \$5,000.00	

Review the policy and transaction details for accuracy.

Please review the details shown above and ensure they accurately reflect the data you wish to submit. When satisfied, click the Submit to SLA button below to submit this transaction to the SLA. If you need more time, you can click the Save for Later button to save your progress without submitting.

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

[Back](#) Save for Later **Submit to SLA**

If there are no alerts, your endorsement is now ready to submit to the SLA. Review the information for correctness and click on the Submit to SLA.

Submission Modal

Submit to SLA

Please review and enter any additional information for this submission if necessary. When ready, press the Submit button to submit these transactions to the SLA for review.

Policy Number	Name of Insured	Transaction Type	Effective Date	\$ Premium	\$ Stamping Fee	\$ State Tax
101-101	BROKER TESTER	Endorsement	03/23/2016	\$25.00	\$0.05	\$0.75

Broker Reference Number:

Broker Reference Date:

Submission Notes:

Enter any notes to the SLA analyst and click on the Submit button.

[Create an Endorsement/Cancellation from Scratch](#)

If the search results do not show an initiating policy, you can create an endorsement from scratch. (**Please note: this may generate a tag for no record of initiating policy if the initiating policy is not found. If you took over the account on a broker of record, please make a note to the SLA analyst.**)

To create an endorsement from scratch, return to the Create Endorsement/Cancellation Wizard screen and click on the [Create an Endorsement from Scratch](#) link.

Policy Search Screen for Endorsement/Cancellation



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 (OA111111), . [\[Change Location\]](#)

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
No records found. Please modify your search criteria and try again.					

◀ 0 ▶ 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.

Policy Options Screen for Endorsement/Cancellation

SLIP Surplus Lines Information Portal

SLA THE SURPLUS LINES ASSOCIATION OF 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 (OA111111), . [\[Change Location\]](#)

Create Endorsement Wizard

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 >

Policy Options

The Standard Policy button is selected as the default for all transactions. If the endorsement you are creating belongs to a master policy, select the master policy radio button. In addition, if the endorsement belongs to a multi-state policy, a multiple insurer policy, or the insured qualifies as an exempt commercial purchaser (commercial insured), mark one or more of the associated checkboxes. Selecting a particular option will enable certain tabs to display. For example, if you select master policy, the system will display the certificates tab where you can enter the certificate information

Option Definitions

- 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. The three requirements are:

1. Employs or retains a qualified risk manager⁴
2. Paid an aggregate nationwide property and casualty premium of at least \$100,000 in the immediately preceding 12 months.
3. Meets **one** of the following:
 - Possesses a net worth in excess of \$20 million, **or**
 - Generates annual revenues over \$50 million, **or**
 - Employs more than 500 full time employees per individual insured, or is a member of an affiliated group employing more than 1,000 employees in the aggregate, **or**
 - Is a non-profit or public entity generating annual budget over \$30 million, **or**
 - Is a municipality with a population in excess of 50,000 persons

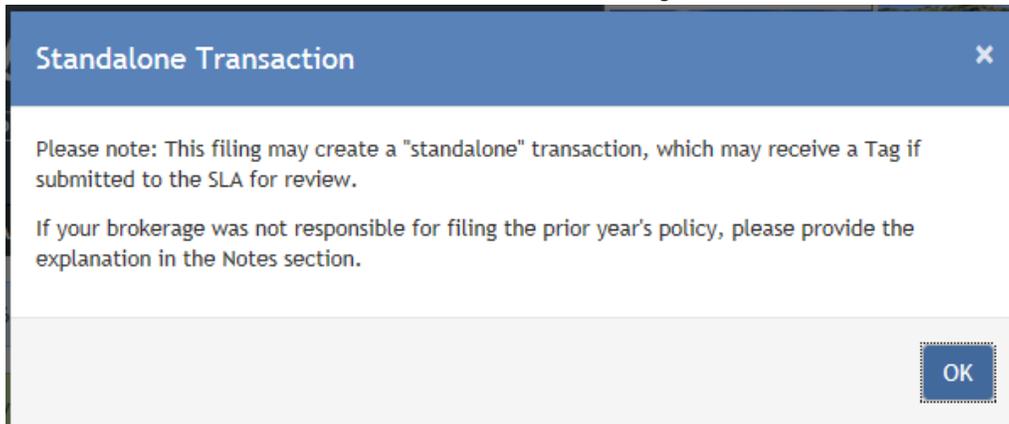
After you have made your selection, click on the Next button to create your endorsement/cancellation policy from scratch.

⁴ Bulletin 1230 states that a qualified risk manager must meet three requirements: 1) Must be an employee of, or a third party consultant retained by, a commercial policy holder, **and** 2) Provides skilled services in loss prevention, loss reduction, or risk and insurance coverage analysis, and purchase of insurance, **and** 3) A bachelor's degree or higher from an accredited college or university in risk management, business administration, finance, economics, or any other field determined by a state insurance commissioner or other state regulatory official or entity to demonstrate minimum competence in risk management; **and** three years of experience in risk financing, claims administration, loss prevention, risk and insurance analysis, or purchasing commercial lines of insurance, **or** holds one of the designations below:

CPCU or ARM or CRM or RF or any other designation, certification, or license determined by a state insurance commissioner or other state regulatory official or entity to demonstrate minimum competence in risk management, **or** has seven years of experience in risk financing, claims administration, loss prevention, risk and insurance coverage analysis, or purchasing commercial lines of insurance; and any one of the following designations: CPCU or ARM or CRM or RF or any other designation, certification, or license determined by a state insurance commissioner or other state insurance regulatory official or entity to demonstrate minimum competence in risk management, **or** has at least ten years of experience in risk financing, claims administration, loss prevention, risk and insurance coverage analysis, or purchasing commercial lines of insurance, **or** has a graduate degree from an accredited college or university in risk management, business administration, finance, economics, or any other field determined by a state insurance commissioner or other state regulatory official or entity to demonstrate minimum competence in risk management.

After clicking the Next button, the system will generate a warning that this transaction is not linked to an initiating transaction (which might generate a tag). Click OK to go to the Policy Details page.

Standalone Transaction Message



Policy Details Screen for Endorsement/Cancellation

The screenshot shows the "Create Endorsement Wizard" interface. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (The Surplus Lines Association of California). A navigation bar includes links for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A status bar indicates the user is logged in as PATBRK on behalf of [8466] SURPLUS INSURANCE BROKER (0A111111). The wizard has five steps: 1: Options, 2: Policy Details (current), 3: Transaction Details, 4: Documents, and 5: Verify and Submit. Under "Policy / Binder Number: TEST ABC", the "Policy Type" is "Standard" with a "Change" link. To the right, there are three fields: "Multi-State Policy: NO" (Change), "Multiple Insurers: NO" (Change), and "Exempt Commercial Purchaser: NO" (Change). The main section is titled "Enter the details for this new Policy." and contains several input fields. The "Primary Insured Name" field is highlighted with a red box. Below it are "Insured Address Line 1" and "Insured Address Line 2" fields. The "City" field is empty, "State" is set to "CALIFORNIA", and the "Zip" field is highlighted with a red box. The "Country" field is set to "UNITED STATES". To the right, there are "Secondary Insured Name" and "SIC Type" and "SIC Code" dropdown menus. A "Policy Notes" link is also present. At the bottom, there are "Back" and "Next" buttons, along with a "Save for Later" checkbox.

Policy Details

The user must complete the required fields identified by an asterisk: primary insured name and zip code of the insured's address. Click the Next button.

Transaction Details

Transaction Details Page

Transaction saved successfully for Policy Number TEST ABC.

Create Endorsement Wizard

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

Policy / Binder Number: TEST ABC Multi-State Policy: NO [Change](#)
 Policy Type: Standard [Change](#) Multiple Insurers: NO [Change](#)
 Exempt Commercial Purchaser: NO [Change](#)

Provide the transaction type and details.

Please provide the specific details for this transaction below:

Transaction Type: * Effective Date: Expiration Date: * Invoice Date:
 Open Ended (Leave blank if Premium is 0.00)

Endorsement Number:

INSURER

* Insurer Name (NAIC #) - Status

Select the Insurer

Note: Carriers appearing on the dropdown list are only those on the LASJ 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
Select Coverage Code <input type="text"/>	\$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 State Tax (3%):		\$0.00
Estimated Stamping Fee:		\$0.00

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

[Back](#) [Save for Later](#) [Next](#)

The required fields are the endorsement effective date and invoice date. Enter the endorsement effective date and the invoice date. Because the endorsement was not linked to a registered transaction, you must also enter the insurer name, coverage and premium.

Insurer

If the policy is written with one insurer, select the insurer from the drop-down. If the insurer does not appear on the drop-down, you can type in the insurer name in the field.

Coverages & Fees

You can select the coverage code from the drop down menu. The system will generate a new row once you entered a coverage on the first row.

Enter the premium amount.

If your transaction contains fees, you can enter the fee amount. If the fee is taxable, check the box next to the fee amount to include the fee in the stamping fee calculation.

When you have completed this screen, click the Next button to upload your source documents.

Documents

Documents Tab Screen for Endorsement/Cancellation

Documents Tab Screen for Endorsement/Cancellation

SLIP Surplus Lines Information Portal | SLA SURPLUS INSURANCE | 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 (OA111111), . [\[Change Location\]](#)

Transaction saved successfully for Policy Number TEST-ABC.

Create Endorsement Wizard

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

Policy / Binder Number: TEST-ABC	Multi-State Policy: NO Change
Policy Type: Standard Change	Multiple Insurers: NO Change
Primary Insured Name: TEST ABC	Exempt Commercial Purchaser: NO Change
Insured Address: CA UNITED STATES	Insurer Name: ELIGIBLE INSURER
Transaction Type: Endorsement	Total Premium: \$5,000.00
Effective Date: 05/26/2016	Estimated CA SL State Tax: \$150.00
Expiration Date:	Estimated Stamping Fee: \$10.00
Invoice Date: 05/27/2016	
Coverage Codes: 500 GENERAL LIABILITY - GENERAL LIABILITY \$5,000.00	

Upload supporting documentation for this Endorsement transaction.

All submitted Endorsements must contain an Endorsement document. Some Endorsement types may require other associated documents. Note: SL1 and SL2 Forms are only required for extensions that exceed 90 days in the aggregate during any 12 month period. Refer to [SLA Bulletin 1141](#).

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):

<input type="checkbox"/> Declarations Page or Binder or Certificate	<input type="checkbox"/> Certificate to Master Policy	<input type="checkbox"/> Other Document Type
<input checked="" type="checkbox"/> Endorsement Document	<input type="checkbox"/> Multi-State - Premium by State	
<input type="checkbox"/> Syndicate List	<input type="checkbox"/> SL1 Form	
<input type="checkbox"/> Coversheet	<input type="checkbox"/> SL2 Form	
<input type="checkbox"/> Invoice Statement	<input type="checkbox"/> GAP Form	
<input type="checkbox"/> Bordereau	<input type="checkbox"/> Multiple	

Upload Cancel

Back Save for Later Next

Select the file you want to upload and check the box next to the type of documents you will be uploading. 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.

The Upload button will enable. Click on the Upload button to upload your document.

The Transaction Documents section will list the document(s) that have been uploaded.

If you wish to add additional documents to the uploaded document, click on the Edit icon to display the Document Type(s) checklist.

When the transaction is complete and there are no alerts, click the Save for Later button to save the transaction to your SLIP account or you can click on the Next button to prepare submitting the transaction to the SLA. The Save for Later button also allows the user to resolve alerts at a later time before submission because users can no longer submit transactions to the SLA with alerts.

Uploaded Documents

SLIP | **SLA**
Surplus Lines Information Portal | CALIFORNIA

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

You are logged in as PATBRK, on behalf of [8406] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

File 01192016 23.PDF uploaded.

Create Endorsement Wizard

Create Endorsement Wizard

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

Policy / Binder Number: ABC ABC
Policy Type: Standard [Change](#)
Primary Insured Name: TEST ENVIRONMENT LLC
Insured Address: CA 94111
UNITED STATES
Transaction Type: Endorsement
Effective Date: 05/23/2016
Expiration Date:
Invoice Date: 05/23/2016
Coverage Codes: 500 GENERAL LIABILITY - GENERAL LIABILITY
\$5,000.00

Multi-State Policy: NO [Change](#)
Multiple Insurers: NO [Change](#)
Exempt Commercial Purchaser: NO [Change](#)
Insurer Name: TEST INSURER
Total Premium: \$5,000.00
Estimated CA SL State Tax: \$150.00
Estimated Stamping Fee: \$10.00

Upload supporting documentation for this Endorsement transaction.
All submitted Endorsements must contain an Endorsement document. Some Endorsement types may require other associated documents. Note: SL1 and SL2 Forms are only required for extensions that exceed 90 days in the aggregate during any 12 month period. Refer to [SLA Bulletin 1141](#).

Transaction Documents

File Name	Document Types	Upload Date	Uploaded By	File Size	Pages	
01192016 23.PDF	Endorsement Document	05/23/2016	PATBRK	4,572 KB		

1 - 1 of 1 items

Upload a Document

Select file ... Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.

Online SL Forms

Complete SL1 Form Complete SL2 Form Complete GAP Form

[Back](#) [Save for Later](#) [Next >](#)

Submitting Transaction to the SLA

Verify and Submit Page








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

Create Endorsement Wizard

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

<table style="width: 100%; border-collapse: collapse;"> <tr><td>Policy / Binder Number:</td><td>ABC ABC</td></tr> <tr><td>Policy Type:</td><td>Standard Change</td></tr> <tr><td>Primary Insured Name:</td><td>TEST ENVIRONMENT LLC</td></tr> <tr><td>Insured Address:</td><td>CA 94111 UNITED STATES</td></tr> <tr><td>Transaction Type:</td><td>Endorsement</td></tr> <tr><td>Effective Date:</td><td>05/23/2016</td></tr> <tr><td>Expiration Date:</td><td></td></tr> <tr><td>Invoice Date:</td><td>05/23/2016</td></tr> <tr><td>Coverage Codes:</td><td>500 GENERAL LIABILITY - GENERAL LIABILITY \$5,000.00</td></tr> </table>	Policy / Binder Number:	ABC ABC	Policy Type:	Standard Change	Primary Insured Name:	TEST ENVIRONMENT LLC	Insured Address:	CA 94111 UNITED STATES	Transaction Type:	Endorsement	Effective Date:	05/23/2016	Expiration Date:		Invoice Date:	05/23/2016	Coverage Codes:	500 GENERAL LIABILITY - GENERAL LIABILITY \$5,000.00	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Multi-State Policy:</td><td>NO Change</td></tr> <tr><td>Multiple Insurers:</td><td>NO Change</td></tr> <tr><td>Exempt Commercial Purchaser:</td><td>NO Change</td></tr> <tr><td>Insurer Name:</td><td>TEST INSURER</td></tr> <tr><td>Total Premium:</td><td>\$5,000.00</td></tr> <tr><td>Estimated CA SL State Tax:</td><td>\$150.00</td></tr> <tr><td>Estimated Stamping Fee:</td><td>\$10.00</td></tr> <tr><td>Document Summary:</td><td>One file included</td></tr> </table>	Multi-State Policy:	NO Change	Multiple Insurers:	NO Change	Exempt Commercial Purchaser:	NO Change	Insurer Name:	TEST INSURER	Total Premium:	\$5,000.00	Estimated CA SL State Tax:	\$150.00	Estimated Stamping Fee:	\$10.00	Document Summary:	One file included
Policy / Binder Number:	ABC ABC																																		
Policy Type:	Standard Change																																		
Primary Insured Name:	TEST ENVIRONMENT LLC																																		
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Transaction Type:	Endorsement																																		
Effective Date:	05/23/2016																																		
Expiration Date:																																			
Invoice Date:	05/23/2016																																		
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Total Premium:	\$5,000.00																																		
Estimated CA SL State Tax:	\$150.00																																		
Estimated Stamping Fee:	\$10.00																																		
Document Summary:	One file included																																		

Review the policy and transaction details for accuracy.

Please review the details shown above and ensure they accurately reflect the data you wish to submit. When satisfied, click the Submit to SLA button below to submit this transaction to the SLA. If you need more time, you can click the Save for Later button to save your progress without submitting.

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

[Back](#)

 Save for Later
 Submit to SLA

If there are no alerts, your endorsement is now ready to submit to the SLA. Review the endorsement and if it is correct click on the Submit to SLA button.

Submission Modal

Submit to SLA
✕

Please review and enter any additional information for this submission if necessary. When ready, press the Submit button to submit these transactions to the SLA for review.

Policy Number	Name of Insured	Transaction Type	Effective Date	\$ Premium	\$ Stamping Fee	\$ State Tax
101-101	BROKER TESTER	Endorsement	03/23/2016	\$25.00	\$0.05	\$0.75

Broker Reference Number:

Broker Reference Date:

Submission Notes:

Cancel
 Submit

On the Submission Modal you can add notes to the SLA analyst and click on Submit.

Bulk Submission / Import Wizard

Home Page

You are logged in as PAT1, on behalf of [10002] PM & ASSOCIATES (TEST1234), SAN FRANCISCO. [\[Change Location\]](#)

Welcome, Patricia McAuley!

Policy Actions

- 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.

Bulk Data Entry

- BIF or XML 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.

Quick Info

My Unsubmitted Transactions	1
Total Unsubmitted Transactions	1
My Unsubmitted Transactions with Alerts	1
Total Unsubmitted Transactions with Alerts	1
My Open Tags	1
Total Open Tags	1
Total Informational Tags	0
Transactions Pending Review	0
Returned Transactions	0
Invalid Bulk Submissions	0

To upload data in bulk directly to the SLA, select the Bulk Submission/Import Wizard link.

Bulk Submission Options

Bulk Submission / Import Wizard

Step 1: Submission Type Selection

Submit to the SLA

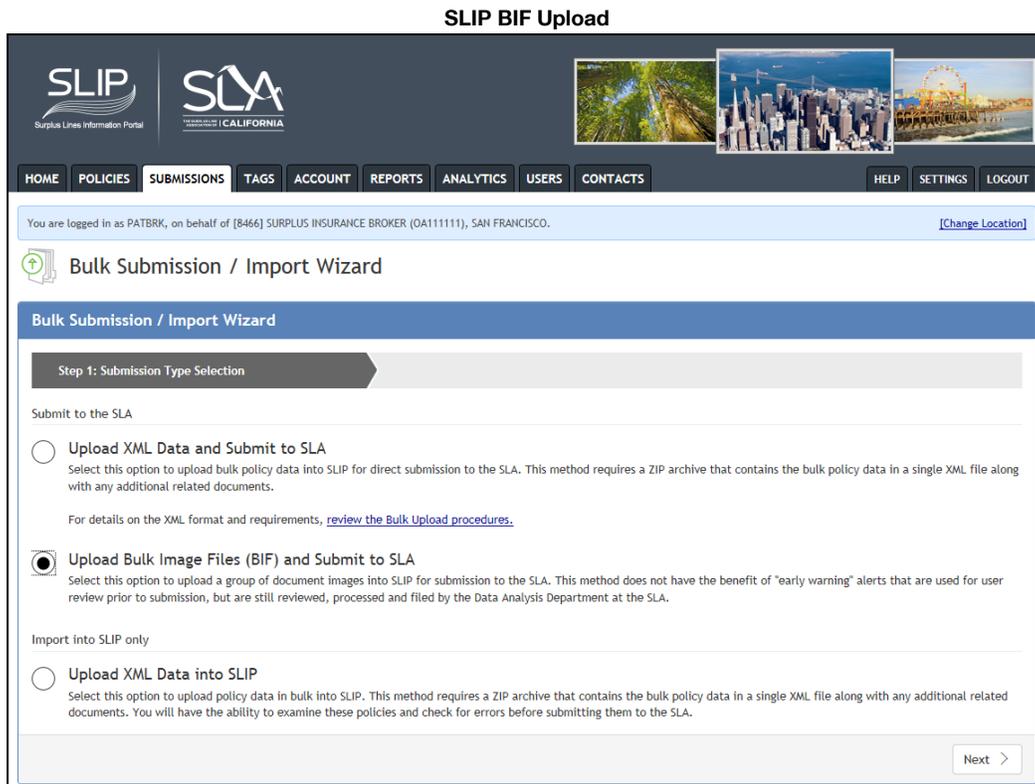
- Upload XML Data and Submit to SLA**
Select this option to upload bulk policy data into SLIP for direct submission to the SLA. This method requires a ZIP archive that contains the bulk policy data in a single XML file along with any additional related documents.
For details on the XML format and requirements, [review the Bulk Upload procedures.](#)
- Upload Bulk Image Files (BIF) and Submit to SLA**
Select this option to upload a group of document Images into SLIP for submission to the SLA. This method does not have the benefit of "early warning" alerts that are used for user review prior to submission, but are still reviewed, processed and filed by the Data Analysis Department at the SLA.

Import into SLIP only

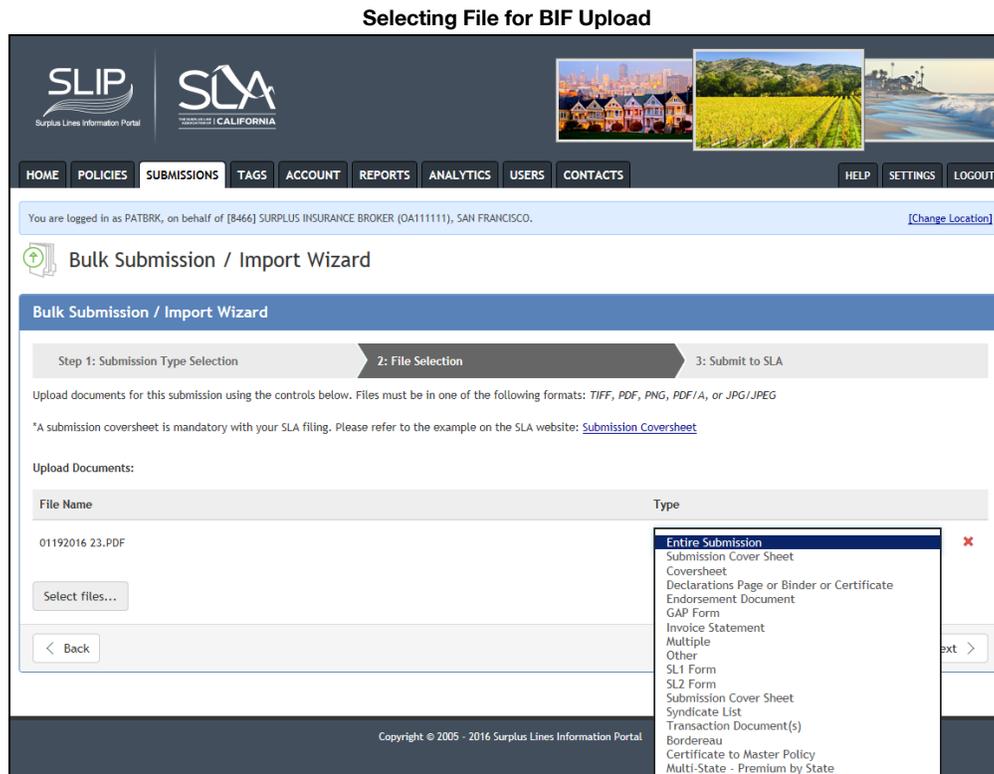
- Upload XML Data into SLIP**
Select this option to upload policy data in bulk into SLIP. This method requires a ZIP archive that contains the bulk policy data in a single XML file along with any additional related documents. You will have the ability to examine these policies and check for errors before submitting them to the SLA.

Next >

There are three options to submit in bulk. For assistance with the XML upload contact our Tech support at support@slacal.org



To upload a group of document images, select the second option and click Next.



Click the Select Files...button and the type dropdown list displays. The default for the type is Entire Submission but you can also select another type from the list.

Click Next.

Submit to SLA

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

Bulk Submission / Import Wizard

Step 1: Submission Type Selection 2: File Selection 3: Submit to SLA

Please enter any additional information for this submission if necessary. When ready, press the Submit button to send this submission to the SLA for review.

Broker Reference Number: Broker Reference Date:

Late Filing Explanation:

Submission Notes:

[Back](#) [Submit](#)

You can choose to enter information in any of the fields. Click the Submit button.

Submission List

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

Submission 2016-06-17/0001 has been received. Once the submission has finished processing, the imported transactions will be submitted to the SLA for review. ×

Submission List New Bulk Submission

Submission Date Range: 06/17/2014 to Broker Reference Date:

Only Show My Submissions Source:

Only Show Pending Review Broker Reference Number:

SLA Submission Date	SLA Submission Number	Source	Submission Status	Broker Reference Date	Broker Reference Number	Total Premium	Transaction Count
06/17/2016	2016-06-17/0001	SLIP BIF	New			\$0.00	0
06/09/2016	2016-06-09/0001	SLIP	Submitted			\$0.00	1
06/03/2016	2016-06-03/0007	SLIP	Submitted			\$11,000.00	2
06/03/2016	2016-06-03/0004	SLIP	Submitted			(\$2,600.00)	1
06/03/2016	2016-06-03/0003	SLIP	Submitted			\$0.00	0
05/24/2016	2016-05-24/0028	SLIP	Submitted			(\$31,000.00)	1

10 items per page 1 - 6 of 6 items

The SLIP BIF upload will appear on your submissions list.

Deleting/Editing or Backing Out Transactions

Depending on the status of the transaction, the SLIP user can delete, edit or back out an existing entry.

Deleting an Unsubmitted Transaction

To delete an unsubmitted transaction, select the transaction from your list of unsubmitted transactions. Click on the policy number hyperlink and scroll to the bottom of the Transaction Details page. Click on the Delete button to remove the transaction from your list.

Transaction Details Screen

Policy Number	SLIP	Transaction Type	Status	Effective Date	Amount	Balance	Invoice Date	Alerts
		Renewal	Unsubmitted	06/09/2015	\$500.00	\$0.00	\$1.00	4
2016-05-24/0001	SLIP	Renewal	Registered	06/23/2016	\$2,600.00	\$0.00	\$5.20	1
2016-06-03/0004	SLIP	Backout of Renewal	Submitted	06/23/2016	(\$2,600.00)	\$0.00	(\$5.20)	0

10 items per page 1 - 4 of 4 items

Exclude Backouts Exclude Returned

[Create Renewal](#) [Create Endorsement](#)

Transaction Details

4 alerts have been identified for this transaction. All alerts must be resolved before submission to the SLA. [Click here to review.](#)

[Details](#) | [Layering](#) | [Certificates](#) | [Multi-State](#) | [SL1](#) | [GAP](#) | [SL2](#) | [Documents](#) | [Notes](#)

* Transaction Type: Renewal
 * Effective Date: 06/09/2015
 Expiration Date: 06/09/2016
 * Invoice Date: 06/14/2016
 Multiple Insurer: NO
 Multi-State: YES
 Open Ended: NO

INSURER

Insurer Name	NAIC Number	Status
INSURANCE CARRIER		

COVERAGES

* Coverage Code - Description	* Premium
703 INDIVIDUAL HEALTH INSURANCE - ACCIDENT/DISABILITY	\$500.00
Gross Premium:	
\$500.00	

FEES

Fee Name	Include in Premium (Subject to Tax)	Fee Amount
POLICY FEE	NO	\$0.00
INSPECTION FEE	NO	\$0.00
BROKER FEE	NO	\$0.00
OTHER FEES	NO	\$0.00

Total Fees:	\$0.00
Taxable Premium (Including Fees):	\$500.00
Estimated CA SL State Tax (3%):	\$15.00
Estimated Stamping Fee:	\$1.00

[Delete](#) | [Submit](#) | [Resume in Wizard](#) | [Edit](#)

Editing a Submitted Transaction

To edit a transaction with a submission status of 'Submitted', you can select the number hyperlink next to Transactions Pending Review on the Quick Info section of the home page.

SLIP Home Page

You are logged in as PAT1, on behalf of [10002] PM & ASSOCIATES (TEST1234), SAN FRANCISCO. [\[Change Location\]](#)

Welcome, Patricia McAuley!

[Contact SLA](#)

[\\$ Pay Stamping Fee](#)

Policy Actions

- 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.

Bulk Data Entry

- BIF or XML 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.

Quick Info

- My Unsubmitted Transactions: 1
- Total Unsubmitted Transactions: 1
- My Unsubmitted Transactions with Alerts: 1
- Total Unsubmitted Transactions with Alerts: 1
- My Open Tags: 1
- Total Open Tags: 1
- Total Informational Tags: 0
- Transactions Pending Review: 0**
- Returned Transactions: 0
- Invalid Bulk Submissions: 0

Click on the View icon (magnifying glass) of the submission you wish to amend.

Submission List Page

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

Submission List [New Bulk Submission](#)

Submission Date Range: 06/03/2014 to

Only Show My Submissions Source:

Only Show Pending Review

Broker Reference Date:

Broker Reference Number:

[Filter](#) [Clear](#)

SLA Submission Date	SLA Submission Number	Source	Submission Status	Broker Reference Date	Broker Reference Number	Total Premium	Transaction Count
Q 05/24/2016	2016-05-24/0028	SLIP	Submitted			(\$31,000.00)	1

10 items per page 1 - 1 of 1 items

Submission List with Submitted Transactions

Click on the policy number hyperlink. This will take you to the transaction details screen.

Transaction Details

Click on the Edit button. The transaction details screen is enabled to accept the changes. (Note: the Edit button is hidden and the Cancel and Save button are visible.) Click the Save button to save the changes.

Transaction Details Screen Enabled

Transaction Details

Submission Number: [2016-05-24/0028](#) Submission Date: 05/24/2016 Submitted By: [PATRICIA MCAULEY](#) Status: Submitted
 Transaction Type: Renewal Endorsement Number: Assigned To: [SHERI THIBEAUX](#) Registration Date:

Details | Layering | Certificates | Multi-State | SL1 | GAP | SL2 | Documents | Notes

Transaction Type: Renewal
 * Effective Date: 05/31/2016
 Expiration Date: 05/13/2017
 * Invoice Date: 05/21/2016
 Multiple Issuer
 Open Ended
 Multiple-State
(Leave blank if Premium is \$0.00)

INSURER

* Insurer Name (NAIC #) - Status
 ELIGIBLE INSURER

Note: Carriers appearing on the dropdown list are only those on the LASU and/or on the NAIC-UID 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 1763.1.

COVERAGES

* Coverage Code - Description	* Premium
500 GENERAL LIABILITY - GENERAL LIABILITY	(\$31,000.00) ✖
Select Coverage Code	\$0.00

Gross Premium: (\$31,000.00)

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): (\$31,000.00)
Estimated CA SL State Tax (3%): \$-930.00
Estimated Stamping Fee: \$-562.00

Saved Edited Submitted Policy

Transactions

Submission Number	Submission Type	Transaction Type	Status	Effective Date	Premium	Taxable Fees	Stamping Fee	Docs	Alerts	Open Tags
2016-05-24/0028	SLIP	Renewal	Submitted	05/31/2016	(\$31,000.00)	\$0.00	(\$62.00)	1		

Exclude Backouts Exclude Returned

Transaction Details

Submission Number: [2016-05-24/0028](#) Submission Date: 05/24/2016 Submitted By: [PATRICIA MCAULEY](#) Status: Submitted
 Transaction Type: Renewal Endorsement Number: Assigned To: [SHERI THIBEAUX](#) Registration Date:

Details | Layering | Certificates | Multi-State | SL1 | GAP | SL2 | Documents | Notes

Transaction Type: Renewal
 * Effective Date: 05/31/2016
 Expiration Date: 05/13/2017
 * Invoice Date: 05/21/2016
 Multiple Issuer: NO
 Open Ended: NO
 Multi-State: NO

INSURER

Insurer Name	NAIC Number	Status
ELIGIBLE INSURER		

COVERAGES

* Coverage Code - Description	* Premium
500 GENERAL LIABILITY - GENERAL LIABILITY	(\$31,000.00)

Gross Premium: (\$31,000.00)

FEES

Fee Name	Include in Premium (Subject to Tax)	Fee Amount
POLICY FEE	NO	\$0.00
INSPECTION FEE	NO	\$0.00
BROKER FEE	NO	\$0.00
OTHER FEES	NO	\$0.00

Total Fees: \$0.00
Taxable Premium (Including Fees): (\$31,000.00)
Estimated CA SL State Tax (3%): (\$930.00)
Estimated Stamping Fee: (\$62.00)

You can see your changes in the Transactions section of the screen. When the analyst is ready to work on the transaction, only the amended transaction will be visible to the SLA.

Backing Out a Registered Transaction

To back out a registered transaction, select the Policy Search tab and enter the policy number of the transaction to be corrected. Select the transaction from the search results and click on the edit icon. Click on the Backout button.

Transactions List

Transactions List

You are logged in as PATBRIK, on behalf of [6466] SURPLUS INSURANCE BROKER (04111111), . [Change Location](#)

Policy Details

Policy / Binder Number: TESTABC
Policy Type: Standard
Primary Insured Name: TEST CASE NO. 1
Insured Address: CA 94578
UNITED STATES

Effective Date: 06/23/2016
Expiration Date: 06/23/2017
SIC Type: SERVICES
SIC Code: [8700] ENGINEERING & MANAGEMENT SERVICES
Exempt Commercial Purchaser: NO

Transactions

Submission Number	Submission Type	Transaction Type	Status	Effective Date	Premium	Taxable Fees	Stamping Fee	Docs	Alerts	Open Tags
2016-05-24/0001	SLIP	Renewal	Registered	06/23/2016	\$2,600.00	\$0.00	\$5.20	1	2	3

10 items per page 1 - 2 of 2 Items

Exclude Backouts Exclude Returned [Create Renewal](#) [Create Endorsement](#)

Details Screen

Transaction Details

Submission Number: [2016-05-24/0001](#) Submission Date: 05/24/2016 Submitted By: [PATRICIA MCAULEY](#) Status: Registered
Transaction Type: Renewal Endorsement Number: Registered By: [PAT MCAULEY](#) Registration Date: 05/24/2016

Tag Summary

To respond to tags, select one or more tags below and click the Respond to Selected Tags button. You may respond to one or more non-informational Tags at the same time, regardless of Policy Type or Transaction Type.

Tag Number	Tag Type	Tag Status	Due Date
<input type="checkbox"/> 374012822	DEC21 - RENEWAL HAS NO RECORD OF PRIOR POLICY	Open (Unanswered)	06/23/2016
<input type="checkbox"/> 374012823	SL10 - MISSING SL1 FORM	Open (Unanswered)	08/22/2016
<input type="checkbox"/> 374012824	SL11 - MISSING SL2 FORM	Open (Unanswered)	08/22/2016

10 items per page 1 - 3 of 3 Items

Only Show Open Tags [Print Selected Tags](#) [Respond to Selected Tags](#)

Details Layering Certificates Multi-State SL1 GAP SL2 Documents Notes

* Transaction Type: Renewal * Effective Date: 06/23/2016 * Expiration Date: 06/23/2017 * Invoice Date: 04/29/2016
Multiple Insurer: NO
Open Ended: NO
Multi-State: NO

INSURER

Insurer Name	NAIC Number	Status
TEST INSURER NO 2		

COVERAGES

* Coverage Code - Description	* Premium
400 SINGLE FAMILY DWELLING/DUPEX - FIRE & ALLIED LINES	\$2,600.00

Gross Premium: \$2,600.00

FEES

Fee Name	Include in Premium (Subject to Tax)	Fee Amount
POLICY FEE	NO	\$0.00
INSPECTION FEE	NO	\$0.00
BROKER FEE	NO	\$0.00
OTHER FEES	NO	\$0.00

Total Fees: \$0.00
Taxable Premium (Including Fees): \$2,600.00
Estimated CA SL State Tax (3%): \$78.00
Estimated Stamping Fee: \$5.20

[Backout](#) [Edit](#)

If there are tags associated with the transaction, they must be responded to before continuing.

You will need to provide the reason for the backout before clicking the Backout button.

Backout Transaction Modal

Backout Transaction ✕

Backing out this transaction will lock this transaction and add a new "backout" transaction. Neither this transaction nor the backout will be editable.

Please enter a reason for this backout below:

Cancel ⌂ Backout

After you back out the transaction, the green banner notifies you of the successful creation of the backout transaction

Successful Back Out Notification


Surplus Lines Information Portal


SURPLUS INSURANCE BROKER | CALIFORNIA



HOME POLICIES SUBMISSIONS TAGS ACCOUNT REPORTS ANALYTICS USERS CONTACTSHELP SETTINGS LOGOUT

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

✔Transaction 10809985 backed out, backout transaction 10810145 created.✕

📄Policy Details

Policy Details —

Policy / Binder Number: TESTABC	Effective Date: 06/23/2016
Policy Type: Standard	Expiration Date: 06/23/2017
Primary Insured Name: TEST CASE NO. 1	SIC Type: SERVICES
Insured Address: CA 94578 UNITED STATES	SIC Code: [8700] ENGINEERING & MANAGEMENT SERVICES
Exempt Commercial Purchaser: NO	

✎ Edit

Editing a Registered Transaction

If the transaction has a status of 'registered' and the broker needs to edit data submitted in error, such as the effective date or insurer, they can edit the transaction by clicking the Edit button at the bottom of the Transaction Details screen. Saving any edits to the transaction notifies the broker the original transaction will be backed out and replaced with a new transaction. The broker will need to provide a reason for the backout.

Note: The replacement transaction is not automatically submitted. The broker should continue making any edits and then submit the replacement transaction to the SLA for review.

Backing Out a Registered Transaction from a Tag Response

Click on From My Open Tags hyperlink on the home page:

Tag Search Results

To respond to tags, select one or more tags below and click the Respond to Selected Tags button. You may respond to one or more non-Informational Tags at the same time, regardless of Policy Type or Transaction Type.

<input type="checkbox"/>	Tag Number	Tag Type	Policy Number	Insured Name	Transaction Type	Effective Date	Tag Status	Due Date	Submission Number	Submission Date
<input type="checkbox"/>	373729181	SEC7 - LLOYD'S SYNDICATE NUMBERS	P14U01003	SEMPRA ENERGY	New Business	06/26/2014	Open (Inadequate)	11/03/2014	2014-09-22/4094	09/22/2014
<input type="checkbox"/>	373716460	DEC16 - EXTENSION ENDORSEMENT	DP5014213P	SEMPRA ENERGY	Extension	06/26/2014	Open (Inadequate)	12/15/2014	2014-08-18/4064	08/18/2014
<input type="checkbox"/>	373721844	DEC16 - EXTENSION ENDORSEMENT	272476-13FL	SEMPRA ENERGY	Extension	06/26/2014	Open (Inadequate)	12/23/2014	2014-09-08/4006	09/08/2014
<input type="checkbox"/>	373721970	DEC16 - EXTENSION ENDORSEMENT	FP5016713P	SEMPRA ENERGY	Extension	06/26/2014	Open (Inadequate)	12/23/2014	2014-09-08/4006	09/08/2014
<input type="checkbox"/>	373717865	SL12 - INCOMPLETE SL1 FORM	292504-13DO	SEMPRA ENERGY	Extension	06/26/2014	Open (Inadequate)	12/25/2014	2014-08-29/4086	08/29/2014
<input type="checkbox"/>	373814847	DECS - POLICY/CERTIFICATE TERM MISSING	17096928	SUTTER HEALTH	New Business	03/01/2015	Open (Inadequate)	04/26/2015	2015-03-13/4158	03/13/2015
<input type="checkbox"/>	373922889	SEC5 - UNKNOWN SECURITY	F567037	LINEAGE LOGISTICS HOLDINGS LLC	New Business	06/01/2015	Open (Inadequate)	11/25/2015	2015-09-28/4011	09/28/2015
<input type="checkbox"/>	373935646	DEC13 - NO SPECIFIC WORDING	EE1488484305	URS	Offset/Adjustment	09/01/2013	Open (Inadequate)	12/17/2015	2015-11-02/4020	11/02/2015
<input type="checkbox"/>	373903424	DEC16 - EXTENSION ENDORSEMENT	026159827	KIEWIT INFRASTRUCTURE WEST COMPANY	Extension	08/10/2015	Open (Inadequate)	12/28/2015	2015-09-04/4092	09/04/2015
<input type="checkbox"/>	373903426	DEC16 - EXTENSION ENDORSEMENT	24-MG-14-A11892	EDISON INTERNATIONAL	Extension	05/31/2015	Open (Inadequate)	12/28/2015	2015-09-04/4092	09/04/2015

10 items per page 21 - 30 of 72 items

Select the policy number hyperlink.

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

You are logged in as BROKERPAT, on behalf of [22] MARSH USA INC. (0437153), SAN FRANCISCO. [\[Change Location\]](#)

Policy Details

Policy Details

Policy / Binder Number: 292504-13DO	Effective Date: 06/26/2013
Previous Policy Number: 292130-12DO	Expiration Date: 10/11/2014
Policy Type: Standard	SIC Type: TRANSPORTATION, COMMUNICATIONS, ELECTRIC
Primary Insured Name: SEMPra ENERGY	SIC Code: [4900] ELECTRIC, GAS, & SANITARY SERVICES
Insured Address: 101 ASH STREET, HQ-03A SAN DIEGO, CA 92101-3017 UNITED STATES	Exempt Commercial Purchaser: YES

[Edit](#)

Transactions

	Submission Number	Submission Type	Transaction Type	Status	Effective Date	Premium	Taxable Fees	Stamping Fee	Docs	Alerts	Open Tags
Edit	2013-08-09/4043	SLIP	Renewal	Registered	06/26/2013	\$110,000.00	\$0.00	\$220.00	2		0
Edit	2014-08-29/4086	SLIP	Extension	Registered	06/26/2014	\$32,229.00	\$0.00	\$64.46	2		1

10 items per page 1 - 2 of 2 items

Exclude Backouts Exclude Returned

[Create Renewal](#) [Create Endorsement](#)

Click on Edit icon of tagged transaction.

Transaction Details

Submission Number: 2014-06-29-4506 Submission Date: 08/29/2014 Submitted By: [YVONNE EDITER](#) Status: Registered
 Transaction Type: Extension Endorsement Number: 5 Registered By: [LOUISES TOLIBAS](#) Registration Date: 09/26/2014

Tag Summary

To respond to tags, select one or more tags below and click the Respond to Selected Tags button. You may respond to one or more non-informational Tags at the same time, regardless of Policy Type or Transaction Type.

Tag Number	Tag Type	Tag Status	Due Date
373732865	SL12 - INCOMPLETE SL1 FORM	Open (Inadequate)	12/25/2014

Items per page: 10 1 - 1 of 1 items

Only Show Open Tags

Details Layering Certificates Multi-State **SL1** GAP SL2 Documents Notes

* Transaction Type: Extension * Effective Date: 06/26/2014 Expiration Date: 10/11/2014 * Invoice Date: 06/30/2014 Multiple Insurers: NO
 Endorsement Number: 5 Open Ended: NO Multi-State: NO

INSURER

Insurer Name	NAIC Number	Status
ENERGY INSURANCE MUTUAL LIMITED	AA-3160013	LASLI

COVERAGES

Coverage Code - Description	* Premium
551 DIRECTORS AND OFFICERS - PROFESSIONAL LIABILITY/ERRORS & OMISSION	\$32,229.00

Gross Premium: \$32,229.00

FEES

Fee Name	Include in Premium (Subject to Tax)	Fee Amount
POLICY FEE	NO	
INSPECTION FEE	NO	
BROKER FEE	NO	
OTHER FEES	NO	

Total Fees: \$0.00
 Taxable Premium (Including Fees): \$32,229.00
 Estimated CA SL State Tax (3%): \$966.87
 Estimated Stamping Fee: \$64.46

Under Tag Summary, select the tag and Respond to Selected Tag. After submitting tag response to the SLA, the system returns you to the details screen. Select the form tag that was tagged.

The following information, accompanied by a copy of the declarations page or certificate or similar, and a true and correct copy of the original agent report (see format) is submitted in accordance with California Insurance Code Section 1763(a).

Insert Saved Transaction: [dropdown] [green dot]

1. [redacted] hereby submits that he/she is:

(A) a duly licensed surplus line broker, license number [redacted]; or,
 (B) a transactor on the surplus line license of MARSH USA INC. [redacted]; or,
 (C) [redacted] and, that he/she or said organizational licensee was engaged by the insured, or the insured's broker, named herein, to obtain insurance against certain risk as described in this report.

2. **RISK DESCRIPTION**

(A) Name of Insured: SENVRA ENERGY
 (B) Address of Insured: 101 ADH STREET, HQ-03A
 SAN DIEGO CALIFORNIA 92101-3017
 UNITED STATES
 (C) Description of Risk: [redacted]
 (D) Location of Risk: [redacted]
 CALIFORNIA
 UNITED STATES
 (E) Export List or Coverage Code: [redacted]

3. **PLACEMENT DESCRIPTION**

List Nonadmitted insurer(s) Underwriting This Policy with % of Premium (include an attachment if additional space is needed, or attach a line slip.) If Gap provision applies, please include GAP Form Attachment. For Multiple Insurers, please upload Syndicate List/Multiple Insurer List on the Associated Documents screen.

Nonadmitted Insurers *	Percent of Premium
No records found.	

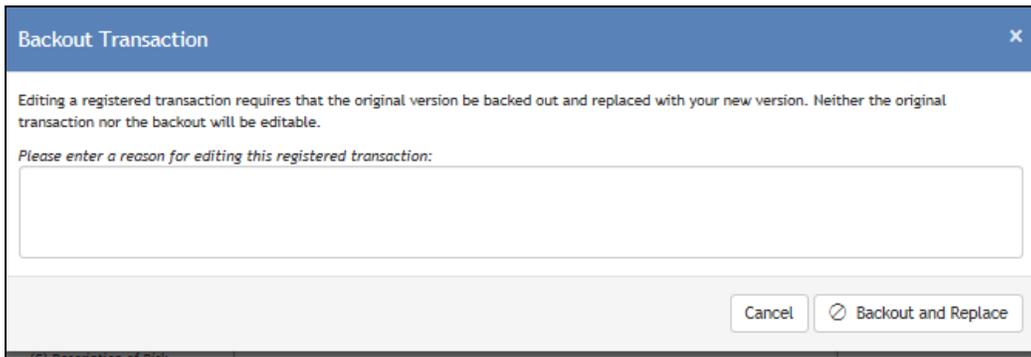
Note: Carriers appearing on the drop-down list are only those on the LASLI and/or on the NAIC-ID Quarterly Listing of Alien Insurers. If the carrier does not appear on the drop-down list, please ensure you have determined that the carrier has met the California eligibility requirements under Insurance Code Section 1766.1.

Signature of Person Named on Line 1: [redacted] Date of Signature: MM/DD/YYYY [redacted]

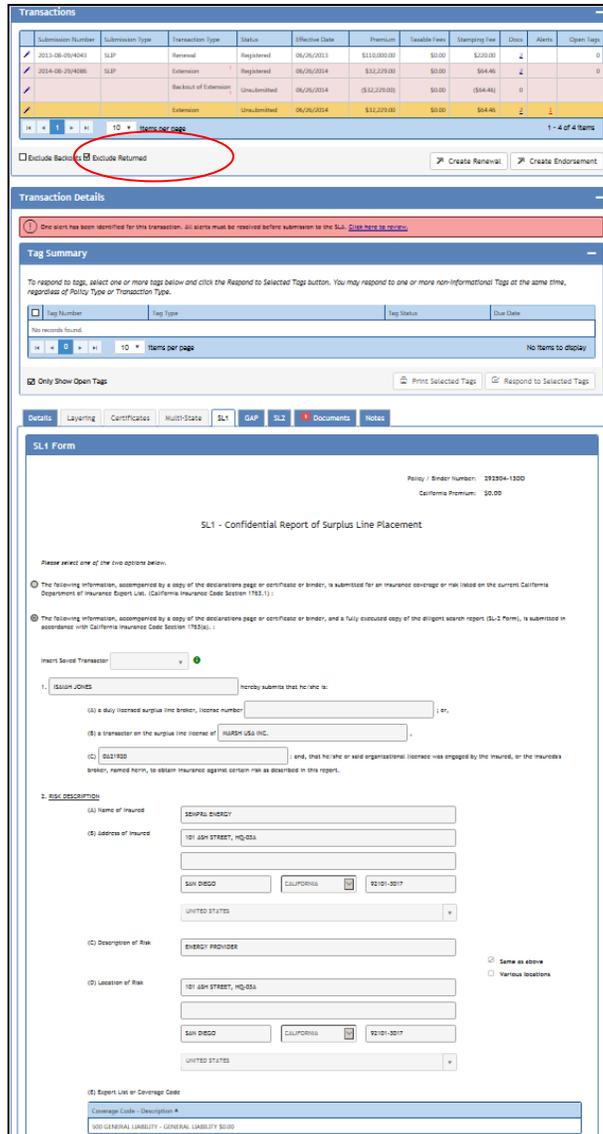
By checking this field and providing a signature date, I am electronically signing this form and agree that all the information contained herein is accurate to the best of my knowledge.

SL1 (Revised January 16, 1997)

Click the Edit button, complete the form and click Save.



Enter the reason you are editing the registered transaction and click on Backout and Replace.



Clear any alerts and create endorsement.

Follow the Wizard steps and recreate the endorsement.

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

You are logged in as BROKERPAT, on behalf of [2] MARSH USA INC. (0437153), SAN FRANCISCO. [Change Location](#)

Transaction saved successfully for Policy Number 292504-1300.

Create Endorsement Wizard

Create Endorsement Wizard

2 alerts have been identified for this transaction. All alerts must be resolved before submission to the SLA. [Click here to review.](#)

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

<p>Policy / Binder Number: 292504-1300</p> <p>Previous Policy Number: 292130-1200</p> <p>Policy Type: Standard Change</p> <p>Primary Insured Name: SEMBRA ENERGY</p> <p>Insured Address: 101 ASH STREET, HQ-03A SAN DIEGO, CA 92101-3017 UNITED STATES</p> <p>Transaction Type: Endorsement</p> <p>Effective Date:</p> <p>Expiration Date:</p> <p>Invoice Date:</p> <p>Insurer: ENERGY INSURANCE MUTUAL LIMITED (AA-3160013) - LASLI</p> <p>Coverage Codes: 551 DIRECTORS AND OFFICERS - PROFESSIONAL LIABILITY/ERRORS & OMISSION \$0.00</p>	<p>Multi-State Policy: NO Change</p> <p>Multiple Insurers: NO Change</p> <p>Exempt Commercial Purchaser: YES Change</p> <p>SIC Type: TRANSPORTATION, COMMUNICATIONS, ELECTRIC</p> <p>SIC Code: [4900] ELECTRIC, GAS, & SANITARY SERVICES</p> <p>Insurer Name: ENERGY INSURANCE MUTUAL LIMITED (AA-3160013) - LASLI</p> <p>Total Premium: \$0.00</p> <p>Estimated CA SL State Tax: \$0.00</p> <p>Estimated Stamping Fee: \$0.00</p> <p>Document Summary: 0 files included</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Review the policy and transaction details for accuracy.

Please review the details shown above and ensure they accurately reflect the data you wish to submit. When satisfied, click the Submit to SLA button below to submit this transaction to the SLA. If you need more time, you can click the Save for Later button to save your progress without submitting.

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

[Back](#) [Save for Later](#) [Submit to SLA](#)

Quick Info Table

Home Page

You are logged in as PAT1, on behalf of [10002] PM & ASSOCIATES (TEST1234), SAN FRANCISCO. [\[Change Location\]](#)

Welcome, Patricia McAuley!

[Contact SLA](#)

[Pay Stamping Fee](#)

Quick Info

My Unsubmitted Transactions	1
Total Unsubmitted Transactions	1
My Unsubmitted Transactions with Alerts	1
Total Unsubmitted Transactions with Alerts	1
My Open Tags	1
Total Open Tags	1
Total Informational Tags	0
Transactions Pending Review	0
Returned Transactions	0
Invalid Bulk Submissions	0

There are ten categories under the Quick Info table. The number in each category represents the number of transactions in that category and the hyperlink navigates to the specific page related to the category.

Clicking on the number hyperlink next to My Unsubmitted Transactions takes the user to the My Unsubmitted Transactions tab. From this screen, the user can quickly view all the transactions he/she created but have not submitted to the SLA for review.

My Unsubmitted Transactions/Total Unsubmitted Transactions

The My Unsubmitted Transactions hyperlink navigates to a list of transactions created by the logged in user but not yet submitted to the SLA.

My Unsubmitted Transactions Screen

You are logged in as PATBRK, on behalf of [8466] SURPLUS INSURANCE BROKER (DA111111), . [\[Change Location\]](#)

Policy Search [Create New Policy](#)

[Policy Search](#) [My Unsubmitted Transactions](#) [Returned Transactions](#)

My Unsubmitted Transactions

The transactions listed below have work in progress that has not yet been submitted to the SLA for review.

	Policy Number	Insured Name	Transaction Type	Effective Date	Endorsement Number	Premium	Last Updated On	Alerts	Docs
<input type="checkbox"/>	TEST-ABC	TEST ABC	Endorsement	05/26/2016		\$5,000.00	05/26/2016	1	1
<input type="checkbox"/>	TEST-ABC	TEST ABC	Endorsement	05/25/2016		\$6,200.00	05/25/2016	2	0
<input type="checkbox"/>	TEST-101	SECOND TEST CASE	New Business	06/26/2016		\$6,000.00	05/24/2016	0	1
<input type="checkbox"/>	TEST123	TESTING INSTITUTE	New Business	01/04/2016		\$2,725.00	05/24/2016	1	1

10 items per page 1 - 4 of 4 items

[Submit Selected Transactions](#)

Policy Search Screen

SLIP Surplus Lines Information Portal | SLA SURPLUS INSURANCE BROKER 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), . [\[Change Location\]](#)

Policy Search [Create New Policy](#)

Policy Search | My Unsubmitted Transactions | Returned Transactions

Policy Search Criteria

Enter one or more search criteria below. The results will be limited to the first 500 matching records.

Policy Number:

Name of Insured:

SLA Submission Number:

Broker Reference Number:

Broker Reference Date: to

Effective Date: to

Submission Date: to

Only Policies with Unsubmitted Transactions Only Policies with Alerts
 Only Policies with Returned Transactions Only Policies with Open Tags
 Search Previous Policy Numbers

[Clear](#) [Search](#)

Selecting the Policy Search tab, allows the user to search for any policy that was processed by the SLA for your brokerage and for any policies created for your location. There are many parameters the user can search by.

Returned Transactions Screen

SLIP Surplus Lines Information Portal | SLA SURPLUS INSURANCE BROKER 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), . [\[Change Location\]](#)

Policy Search [Create New Policy](#)

Policy Search | My Unsubmitted Transactions | Returned Transactions

My Returned Transactions

The transactions listed below were returned by the SLA. Please make any necessary updates and resubmit these transaction when ready.

Policy Number	Insured Name	Transaction Type	Effective Date	Endorsement Number	Premium	Last Updated On ▼	Alerts	Docs	Return Reason
No records found.									

[Resubmit Selected Transactions](#)

If there are any returned transactions from the SLA they will be listed on this screen. The user has the capability of correcting and resubmitting the transactions by selecting the transaction and clicking on the enabled Resubmit Transactions button.

Selecting the Total Unsubmitted Transactions hyperlink takes the user to the Policy Search tab with a list of all unsubmitted transactions for your brokerage. The My Unsubmitted Transactions and Returned Transactions tabs are also viewable so the user can navigate to different tabs.

My Unsubmitted Transactions with Alerts/Total Unsubmitted Transactions with Alerts

My Unsubmitted Transactions

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), - [\[Change Location\]](#)

Policy Search [Create New Policy](#)

Policy Search **My Unsubmitted Transactions** Returned Transactions

My Unsubmitted Transactions

The transactions listed below have work in progress that has not yet been submitted to the SLA for review.

	Policy Number	Insured Name	Transaction Type	Effective Date	Endorsement Number	Premium	Last Updated On ▼	Alerts	Docs
<input type="checkbox"/>	TEST-ABC	TEST ABC	Endorsement	05/26/2016		\$5,000.00	05/26/2016	1	1
<input type="checkbox"/>	TEST-ABC	TEST ABC	Endorsement	05/25/2016		\$6,200.00	05/25/2016	2	0
<input type="checkbox"/>	TEST123	TESTING INSTITUTE	New Business	01/04/2016		\$2,725.00	05/24/2016	3	1

10 items per page 1 - 3 of 3 items

[Submit Selected Transactions](#)

Clicking on the number hyperlink next to My Unsubmitted Transactions with Alerts takes the user to the My Unsubmitted Transactions tab and displays all the transactions created by the logged in user that have alerts and cannot be submitted to the SLA until the alerts are corrected.

The tabs for policy search and returned transactions are also viewable.

Clicking on the number hyperlink next to Total Unsubmitted Transactions with Alerts takes you to the policy search tab, filtered to policies that contain transactions with alerts.

[My Open Tags/Total Open Tags/Informational Tags](#)

My Open Tags

SLIP Surplus Lines Information Portal | SLA SURPLUS INSURANCE 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), . [\[Change Location\]](#)

My Open Tags

Tag Search My Open Tags **Informational Tags**

My Open Tags

To respond to tags, select one or more tags below and click the Respond to Selected Tags button. You may respond to one or more non-Informational Tags at the same time, regardless of Policy Type or Transaction Type.

<input type="checkbox"/>	Tag Number	Tag Type	Policy Number	Insured Name	Transaction Type	Effective Date	Tag Status	Due Date	Submission Number	Submission Date
<input type="checkbox"/>	374012822	DEC21 - RENEWAL HAS NO RECORD OF PRIOR POLICY	TESTABC	TEST CASE NO. 1	Renewal	06/23/2016	Open (Unanswered)	06/23/2016	2016-05-24/0001	05/24/2016
<input type="checkbox"/>	374012823	SL10 - MISSING SL1 FORM	TESTABC	TEST CASE NO. 1	Renewal	06/23/2016	Open (Unanswered)	08/22/2016	2016-05-24/0001	05/24/2016
<input type="checkbox"/>	374012824	SL11 - MISSING SL2 FORM	TESTABC	TEST CASE NO. 1	Renewal	06/23/2016	Open (Unanswered)	08/22/2016	2016-05-24/0001	05/24/2016

10 items per page 1 - 3 of 3 items

Print Selected Tags Respond to Selected Tags

The Quick Info table shows the number of open tags for you under My Open Tags, the number of open tags for the brokerage under Total Open Tags, and the number of informational tags that need viewing. Click on the hyperlink next to My Open Tags and it will display the list of tags from transactions submitted by the logged in user that require attention. If you click on the number under Total Informational Tags, it will show a list of informational tags that need to be viewed before the tags are closed.

If the user has selected a hyperlink from the home page and wants to view unviewed informational tags without returning to the home page, the user can click on the Informational Tags tab to easily navigate to the corresponding screen. The tab that you are viewing will be the highlighted one.

Information Tags Screen

SLIP Surplus Lines Information Portal | SLA SURPLUS INSURANCE 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), . [\[Change Location\]](#)

Informational Tags

Tag Search My Open Tags **Informational Tags**

Informational Tags

The following Informational Tags have been identified by the SLA. Select the Tag Types to review below to see the Tag Text and the details of the associated submissions.

Show Only My Tags

Tag Type * Tag Count

No records found.

10 items per page No items to display

Print Selected Tags Review Selected Tags

Tag Search Screen

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 (OA111111), . [\[Change Location\]](#)

Tag Search

Tag Search My Open Tags Informational Tags

Tag Search Criteria

Enter one or more search criteria below. Note: If you are looking for historical data, please expand the date range of the request.

Tag Number: Policy Number:

Note: If Tag Number is provided, all other search criteria will be ignored.

Tag Status: Insured Name:

Tag Type: SLA Submission Number:

Submission Date: to

Clear Search

Navigating to the tag search through the tabs differs from choosing the number hyperlink next to Total Open Tags because the screen does not display the tag information on the tag results grid.

Transactions Pending Review/Returned Transactions/Invalid Bulk Submission

Submissions List

The screenshot shows the 'Submissions List' page. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (Surplus Lines Association of California). Below the logos is a navigation menu with buttons for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A user notification indicates the user is logged in as PATBRK on behalf of [8466] SURPLUS INSURANCE BROKER (OA111111). The main content area is titled 'Submission List' and includes a search bar and a 'New Bulk Submission' button. Below the search bar are filters for 'Submission Date Range' (05/26/2014 to []), 'Broker Reference Date' ([]), 'Only Show My Submissions' (checkbox), 'Only Show Pending Review' (checkbox), 'Source' ([]), and 'Broker Reference Number' ([]). A 'Filter' button and a 'Clear' button are also present. The main table has the following columns: SLA Submission Date, SLA Submission Number, Source, Submission Status, Broker Reference Date, Broker Reference Number, Total Premium, and Transaction Count. The table contains one row with the following data: 05/24/2016, 2016-05-24/0028, SLIP, Submitted, [], [], \$31,000.00, 1. The 'Submitted' status is circled in red. At the bottom, there is a pagination control showing '1' items per page and '1 - 1 of 1 items'.

Selecting the number hyperlink for transactions pending review, the submissions list displays all transactions submitted to the SLA but not yet registered.

Returned Transactions

The screenshot shows the 'Returned Transactions' page. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (Surplus Lines Association of California). Below the logos is a navigation menu with buttons for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A user notification indicates the user is logged in as PATBRK on behalf of [8466] SURPLUS INSURANCE BROKER (OA111111). The main content area is titled 'Policy Search' and includes a search bar and a 'Create New Policy' button. Below the search bar are tabs for 'Policy Search', 'My Unsubmitted Transactions', and 'Returned Transactions'. The main content area is titled 'My Returned Transactions' and includes a message: 'The transactions listed below were returned by the SLA. Please make any necessary updates and resubmit these transaction when ready.' Below the message is a table with the following columns: Policy Number, Insured Name, Transaction Type, Effective Date, Endorsement Number, Premium, Last Updated On, Alerts, Docs, and Return Reason. The table is empty, indicating no records found. At the bottom, there is a pagination control showing '0' items per page and 'No items to display'. A 'Resubmit Selected Transactions' button is also present.

Selecting the number hyperlink for returned transactions provide a list of transactions the SLA has returned to the user because of an issue with the transaction.

[Account Tab](#) (Permissions Based)

Broker Account Screen

SLIP Surplus Lines Information Portal | **SLA** SURPLUS INSURANCE BROKER | 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), . [\[Change Location\]](#)

Broker Account

This screen shows the list of financial transactions for this account. You can expand each item to see more details. To resolve any outstanding balance remaining, hit the "Pay Stamping Fee" button to make a payment to the SLA.

Broker Statements prior to the May 2016 Statement are temporarily unavailable. Please contact the SLA at support@slacal.org for prior Statements.

Current Balance Due: \$1,200.00
Automatic payment is OFF [Configure Automatic Payment](#)

Post Date: to
Amount: to
Transaction Type:
Confirmation Number:

Include Returned Checks Include Rejected Payments

Post Date	Transaction Type	Description	Credit	Debit
06/01/2016	Adjustment	Adjustment		\$1,200.00

10 items per page 1 - 1 of 1 items

Selecting the Account tab at the top of the home page allows you to search for your account statements, review your broker account balance, and/or pay your stamping fees through SLIP.

Users can choose payment by credit card or e-check/ACH,

For an initial user, you must review and check the payment agreement before proceeding to the payment screen.

Payment Screen



[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 (OA111111) . [\[Change Location\]](#)

Pay Stamping Fee

Payment Amounts

The outstanding balance for the current location is shown below. Please indicate the amount you wish to pay. If you have associations with other locations, you can include amounts for those locations as well.

Location	Outstanding Balance	Amount to Pay
[8466] SURPLUS INSURANCE BROKER (OA111111 - ACTIVE)	\$1,200.00	\$ <input type="text" value="1200.00"/>

[Pay Other Locations...](#) Total Amount to Pay: \$1,200.00

Payment Method

Choose your desired payment method: Credit Card e-Check / ACH

For credit card payments, please enter the credit card number, expiration date, and security code below.

Credit Card Number:

Expiration Date:

Security Code:

A payment confirmation will be sent to your email address. You can also specify additional recipients for the confirmation email.

TO: pmcauley@slacal.org

CC: (Please separate multiple email addresses with a comma.)

You can also enter a memo for this payment if desired (4000 character max):

[Next](#)

Select the payment method. Depending on the payment method selected, required fields will be enabled. Complete the required fields and click on the Next button.

Payment to SLA








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), . [\[Change Location\]](#)

Pay Stamping Fee

Payment Amount Summary

Your payment will be applied to the outstanding balances shown below.

Location	Outstanding Balance	Amount to Pay
[8466] SURPLUS INSURANCE BROKER (0A111111 - ACTIVE)	\$1,200.00	\$1,200.00
		Total Amount to Pay: \$1,200.00

Payment Summary

Please verify the payment information you entered below. Your payment will be applied once you hit the Submit Payment button.
 Note: e-Check payments can take up to three (3) business days for processing.

Total Amount To Pay:	\$1,200.00
Credit Card Information:	xxxx-xxxx-xxxx-4808

A confirmation email will be sent to:

To:	pmcauley@slacal.org
CC:	
Memo:	

Note: Your payment will be processed over the next 3-5 business days.
[Review Online Payment Terms & Conditions.](#)

[Back](#)
Submit Payment

Review the payment summary and select the Submit Payment button to send the payment to the SLA. A confirmation notification will be generated to inform the user that the payment has successfully been transferred.

Confirmation Message








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), . [\[Change Location\]](#)

✔ Your payment has been successfully submitted (Conf. Number 7PE68473BJS18031L). Check your inbox for a payment submission confirmation email. ✕

Broker Account

This screen shows the list of financial transactions for this account. You can expand each item to see more details. To resolve any outstanding balance remaining, hit the "Pay Stamping Fee" button to make a payment to the SLA.

Broker Statements prior to the May 2016 Statement are temporarily unavailable. Please contact the SLA at support@slacal.org for prior Statements.

Post Date: to
 Transaction Type:

Amount: to
 Confirmation Number:

Include Returned Checks Include Rejected Payments

Post Date ▼	Transaction Type	Description	Credit	Debit
06/01/2016	Payment	Credit Card: Confirmation #7PE68473BJS18031L	\$1,200.00	
06/01/2016	Adjustment	Adjustment		\$1,200.00

1 - 2 of 2 items

Current Balance Due: \$0.00

Automatic payment is OFF [Configure Automatic Payment](#)

10 items per page

Reports Tab

Selecting Reports Screen

The screenshot shows the 'Selecting Reports Screen' in the SLIP/SLA system. The top navigation bar includes 'HOME', 'POLICIES', 'SUBMISSIONS', 'TAGS', 'ACCOUNT', 'REPORTS', 'ANALYTICS', 'USERS', 'CONTACTS', 'HELP', 'SETTINGS', and 'LOGOUT'. The user is logged in as PATBRK on behalf of [8466] SURPLUS INSURANCE BROKER (OA111111). The 'Reports' section is highlighted with a red box, showing a list of available reports: 'Broker Statement', 'Detailed Policy Activity', 'Premium Amount by Insurer', 'Submission Coversheet', and 'Tag Summary'. The 'Available Reports' section on the right contains a message: 'The reports that you have access to are listed in the display on the left. Select a report area and then choose the specific report you would like to run to view the required parameters and any additional information.'

SLIP offers several reports to assist you in identifying tagged transactions, submitted transactions, breakdown of premium by insurer for your annual statement, etc. The search criteria for each report will be determined by the report selection. The screen shot below is the search criteria for the Broker Statement report.

Broker Statement Reports Criteria

The screenshot shows the 'Broker Statement Reports Criteria' screen. The top navigation bar is the same as in the previous screenshot. The user is logged in as PATBRK on behalf of [8466] SURPLUS INSURANCE BROKER (OA111111). The 'Reports' section is highlighted with a red box, showing a list of available reports: 'Broker Statement', 'Detailed Policy Activity', 'Premium Amount by Insurer', 'Submission Coversheet', and 'Tag Summary'. The 'Broker Statement' report is selected, and the search criteria are displayed. The criteria include a dropdown menu for 'Broker:' (set to '[8466] SURPLUS INSURANCE BROKER (OA111111 - ACTIVE)'), and two dropdown menus for 'Statement Month:' and 'Statement Year:' (both set to 'Please select'). A red box highlights the 'Generate Report' button and the 'PDF' dropdown menu.

You can also choose your report format. The choices from the drop-down menu are PDF, Excel, and Word.

[Analytics Tab](#)

Analytics Screen

The screenshot displays the 'Analytics Screen' interface. At the top left, there are logos for 'SLIP Surplus Lines Information Portal' and 'SLA SURPLUS LINES OF CALIFORNIA'. A navigation bar contains tabs for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS (selected), USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. Below the navigation bar, a user status bar indicates the user is logged in as 'PATERK' on behalf of '[8466] SURPLUS INSURANCE BROKER (0A111111)', with a '[Change Location]' link. The main content area is titled 'Analytics' and includes a descriptive paragraph: 'The Analytics tab allows you to view Monthly, Quarterly, and Yearly statistics on Premium, Tags, and Stamping Fees. Expand the Premium, Tags, or Stamping Fees panel below to view detailed data by Month, Quarter, or Year for the designated Broker Location. Note: Premium and Tag statistics are based on date of submission to the SLA. Statistics for Stamping Fees are based on the SLA invoice date.' A dropdown menu is set to 'Quarter'. Below this, three expandable panels show: 'Premium - \$0.00', 'Tags - 0', and 'Stamping Fees * - \$0.00', each with a '+' icon to expand. A footnote at the bottom states: '* Stamping Fees do not include the current month.'

The Analytics tab allows users to view their statistics for premium, tags and stamping fees by month, quarter, or year at a glance.

Master User Role/Users Tab

Users Screen

The screenshot displays the 'Users Screen' interface. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (Surplus Lines Association of California). Below the logos is a navigation menu with buttons for HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. The 'SETTINGS' button is circled in red. Below the navigation menu, a message indicates the user is logged in as PATBRK on behalf of [8466] SURPLUS INSURANCE BROKER (0A111111). A 'User List' section is visible, featuring a table of location users and buttons for 'Edit My Settings' and 'Create New User'. The table has columns for User ID, Name, Email Address, Type, and Phone Number. The first row shows a user with ID PATBRK, name MCAULEY, PATRICIA, email pmcauley@slacal.org, type Master, and phone number 415-434-4900. A pagination bar at the bottom shows '10 items per page' and '1 - 1 of 1 items'.

User ID	Name *	Email Address	Type	Phone Number
PATBRK	MCAULEY, PATRICIA	pmcauley@slacal.org	Master	415-434-4900

The Users tab lists the created users in your SLIP account.

The SLA must create the master user for each location. The master user then creates new users, their user names, initial passwords, and permissions by selecting the Create New User button.

Based on permissions, each user can edit certain areas of their profile by clicking on the Edit My Settings button. The logged in user can also access their profile by clicking on the Settings tab.

The master user sets up the associated brokers and eligible insurers that appear on the drop down menus for their brokerage account.

Edit User Screen








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

You are logged in as PATRICK, on behalf of [2466] SURPLUS INSURANCE BROKER (0A111111), - [\[Change Location\]](#)

Edit User

My User Details

Profile

* User Name:

Broker License Number:

* First Name:

* Last Name:

* Phone Number: Phone Extension:

* Email Address:

Date Last Accessed: 05/26/2016 13:20 PM
AMS Token: 35a0d806-8964-413a-8d25-cc8ef17d9a6c

Permissions

- Create / Edit Policy Data
- View Tags
 - Respond to Tags
- Submit to SLA
- View Account
 - Pay Amount (Logged In location only)
 - Pay Amount (All associated locations)
- View Reports
- View My Settings
 - Maintain Profile and Email Notification Settings
 - Maintain Insurers
 - Maintain Transactors
 - Maintain User Accounts
- View Location Contacts
 - Request Location Contact Changes

Associated Brokers

Click the arrow on the left to view contact information for your Master User(s)

	Active	Broker Number	Broker Name *	License Number	City
▶	<input checked="" type="checkbox"/>	0466	SURPLUS INSURANCE BROKER	0A111111	
▶	<input checked="" type="checkbox"/>	0465	TEST BROKER	0A70625	

10
Items per page
1 - 2 of 2 Items

Email Notifications

Email notification preferences apply for all of your associated broker locations. If you would like to receive paper tags in addition to the electronic copies, please contact the SLA.

Receive Email Tag Notifications: ●
 All Tag Notifications
 Only My Tag Notifications

Receive Email Submission Notifications: ●
 All Submission Notifications
 Only My Submission Notifications

Eligible Insurers

Select the Insurers that will be available in the Insurer selection dropdowns when editing transaction data.

Available Insurers:

- ACCEPTANCE CASUALTY INSURANCE COMPANY (10349) - LASU
- ACE EUROPEAN GROUP LIMITED (0A-1120510) - LASU
- ACE SECURUS, S.A. (0A-2730007) - Eligible
- ADMIRAL INSURANCE COMPANY (24556) - LASU
- ADRIATIC INSURANCE COMPANY (32381) - LASU
- AIG EUROPE LIMITED (0A-1120541) - Eligible
- AIG SPECIALTY INSURANCE COMPANY (26893) - LASU
- AIX SPECIALTY INSURANCE COMPANY (12833) - LASU
- ALLIANT GLOBAL CORPORATE & SPECIALTY SE (0A-1344102) - LASU

Selected Insurers:

Transactors

Click the Broker/Agent Name hyperlink to edit a transactor. Delete a transactor by clicking the "X" in the appropriate row below. Add a new transactor by clicking the Add New Transactor button.

Broker/Agent Name *	Broker/Agent License Number	Organization Name	Organization License Number

Frequently Asked Questions

Q: I submitted a transaction, but uploaded the wrong declaration page. Can I go back and attach it?

A: If the transaction is not under review by the SLA, you can make corrections.

Q. Can I submit more than one document on the same pdf to upload?

A. Yes. Be sure to check all the document types that are included in the pdf.

Q: I am the master user of one location and need to be added as the master user of a new location. What do I need to do?

A: Contact support@slacal.org to be added as the master user of the new location.

Q: Do I need to enter the SIC code?

A: No. The SIC field is optional.

Q. Is a backout the same as an ORO?

A. A backout can be used in place of an ORO for a registered transaction.

Q. What is the difference between the Add Policy Notes in the Policy Details section and the Policy Submission Notes field?

A. The notes you add to the Add Policy Notes field is specific to that policy. The notes entered in the Policy Submission Notes field will apply to all the transactions that were submitted under the one submission.

Q. Can I still submit an endorsement that we took over on a Broker of Record?

A. Yes, but you will have to create the endorsement from scratch.

Q. For bulk submissions, will the PDF format still be acceptable?

A. Yes.