



FLORIDA OFFICE OF
INSURANCE REGULATION

The Florida Office of Insurance Regulation
has launched the Insurance Regulation
Filing System (IRFS) -- to replace the DCAM
system.

How to Create and Submit Data Filings Using the Florida Office of Insurance Regulation Filing System (IRFS)

Contents

| | |
|---|---|
| The Insurance Regulation Filing System (IRFS) | 2 |
| Creating a Data Filing in IRFS | 2 |
| Completing Your IRFS Data Filing | 5 |
| Trade Secret Data Filings..... | 7 |
| Submitting Your Data Filing..... | 8 |
| Changes to IRFS Entity Management..... | 8 |

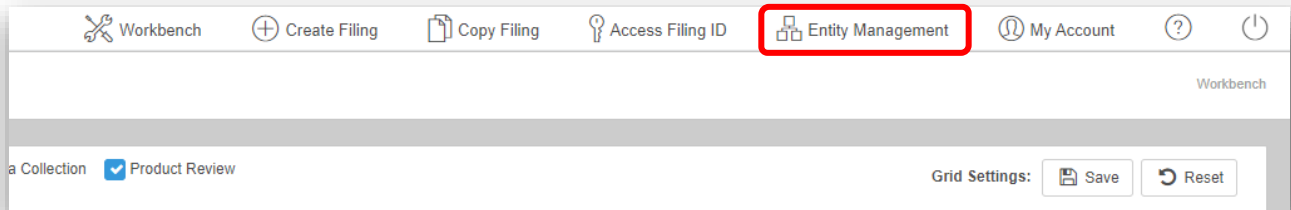


The Insurance Regulation Filing System (IRFS)

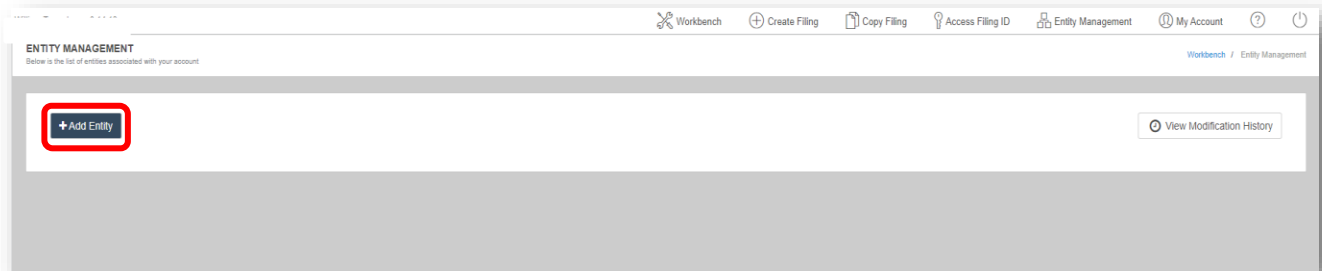
If you have not used IRFS before you will need to create a new account here: <https://irfs.fldfs.com/>.

Creating a Data Filing in IRFS

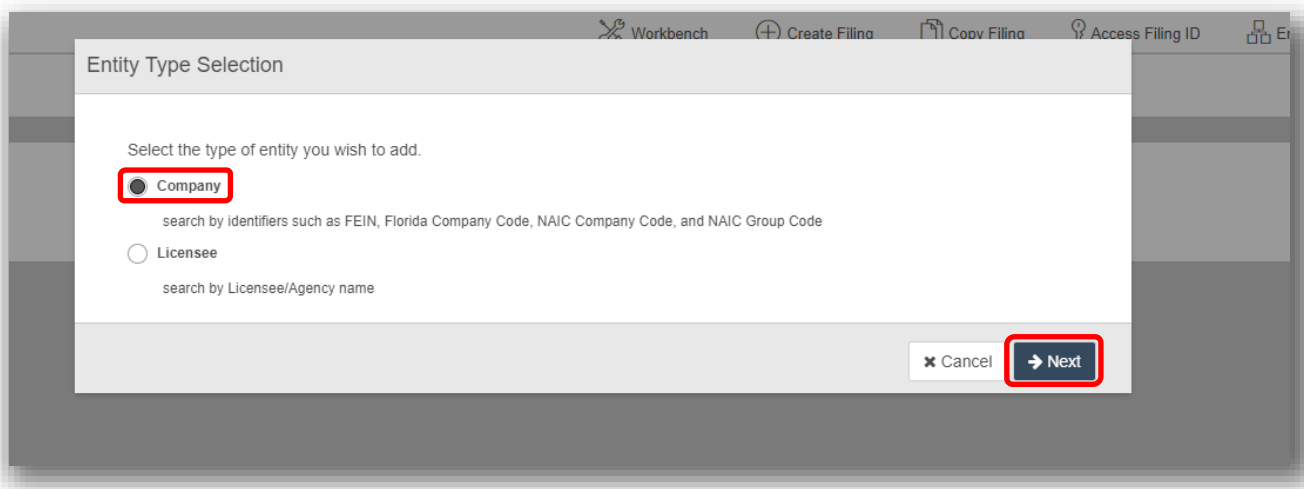
Log in to the IRFS system here: <https://irfs.fldfs.com/> and add your agency by clicking on “Entity Management” at the top.



Select “+Add Entity”



Select “Company” and click “Next” (Licensee is used for the Title Data Call only).



Type in the name of your agency and click on “Search”. Then select your agency and click “Add Selected” button at the bottom. Your request to associate your account with the company has been sent to the company’s administrator. You will not be able to create or submit filings for this company until your access is approved. You will receive an email when the company approves or denies your request. This approval is only needed the first time you add the company.

The screenshot shows the 'ADD COMPANY' form. A red box highlights the 'Company Name' input field containing 'citizens property'. Another red box highlights the 'Search' button. A third red box highlights the '+ Add Selected' button at the bottom of the results table. A red arrow points to the checkbox in the first row of the table.

ADD COMPANY
Use the search criteria form below to search and add companies.

Workbench / Entity Management / Add Company

Search Criteria

Company Name: citizens property Contains Starts With

Authority Status: ACTIVE X

NAIC Company Code: FEIN:

NAIC Group Code: Florida Company Code:

Search Clear

| Company Name | Authority ID | Facility Name | Status |
|---|--------------|---------------|--------|
| <input checked="" type="checkbox"/> CITIZENS PROPERTY INSURANCE CORPORATION | 106100 | | ACTIVE |

1 - 1 of 1 items

+ Add Selected Cancel

Return to your Workbench and select “Create Filing”.

The screenshot shows the 'WORKBENCH' interface. A red box highlights the 'Create Filing' button in the top navigation bar.

0:14:05 Workbench Create Filing Copy Filing Access Filing ID Entity Management My Account

WORKBENCH
Below is a list of created things

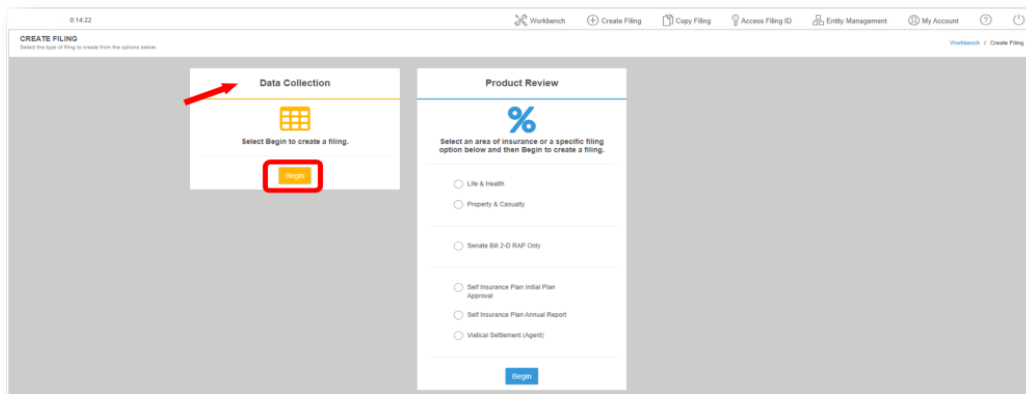
Filter: All Data Collection Product Review Grid Settings: Save Reset

Drag a column header and drop it here to group by that column

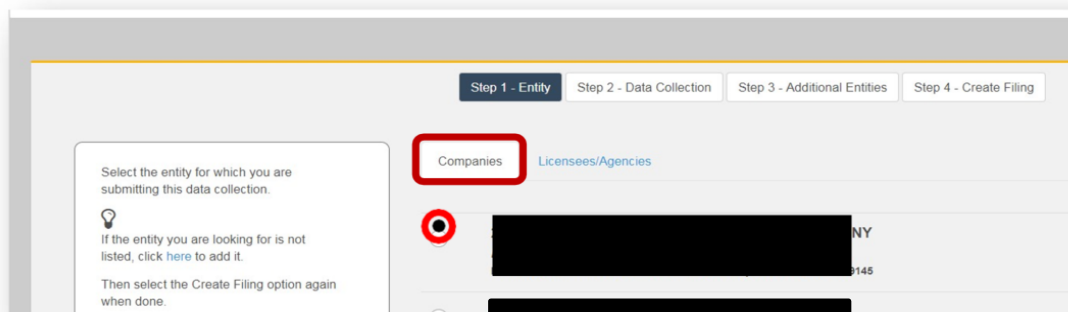
| Filing ID | File Log Number | Filing Status | Submission Status | Submission Status Date | Entities | Product Description | Filing Purpose | Filing Name |
|----------------|-----------------|---------------|-------------------|------------------------|----------|---------------------|----------------|-------------|
| No items found | | | | | | | | |

15 items per page No items to display

Select the “Begin” button in the “Data Collection” tile.

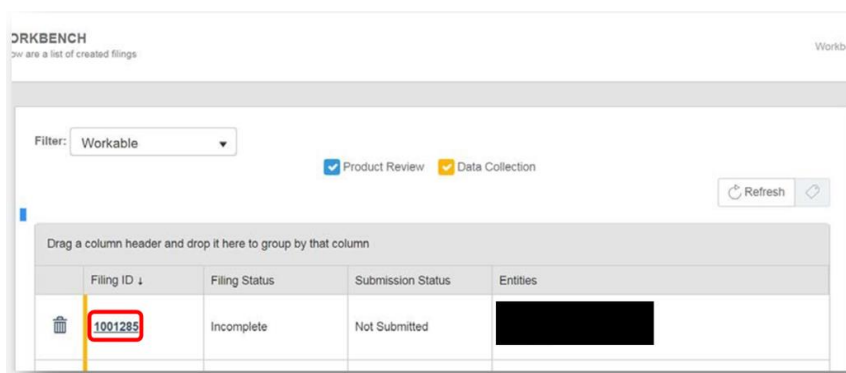


In Step 1, Select “Companies”. Then Select your agency and click the “Next” button in the lower right-hand corner of your screen.



In Step 2, select a data call then “Next”. If a data call is pink, someone has already filed for the company. Hover over the pink row to see the filer information.
In Step 3, usually you can click “Next”. If the data call allows group filings, additional companies can be selected.
In Step 4, click “Create” in the lower right corner then “Confirm”.

You will be automatically returned to your workbench; select your filing by clicking the “Filing ID”.



Completing Your IRFS Data Filing

Scroll down to the list of filing components. Any component with an “incomplete” status is mandatory.

The screenshot shows the 'Review this filing' interface. At the top, there are buttons for 'Add to Submitted Filing' and 'Submit'. Below the navigation bar, a table lists the filing components. The first component is 'Contacts' with a status of 'Incomplete'. The second component is 'Florida QUASR Template' with a status of 'Incomplete'.

| Submission ID | Submission Type | Submission Status | Created Date |
|---------------|-----------------|-------------------|------------------------|
| 1211622 | Original | Not Submitted | 09/26/2022 01:51:57 PM |

| Component Name | Status |
|--|------------|
| Contacts Contacts for this filing | Incomplete |
| Florida QUASR Template Template for submission of QUASR data (by quarter). The quarter to be submitted must be selected in the drop-down menu on the Contacts tab. QUASR data submissions are automatically accessible by the public on www.flor.com. This system does not detect Trade Secret Claims. If you wish to claim Trade Secret, do not submit this filing and contact the Office at quasr@flor.com . | Incomplete |

In this example, the first component is “Company Contacts”. All data calls have this component. Review the contact information. You can add or remove contacts as needed. You must then click “Save” at the bottom of the screen.

The screenshot shows the 'Contacts' component details. It includes instructions on how to add contacts and a table for contact information. A red arrow points to the 'Add Contact' button. Below the table, there is a text input field for additional email addresses and a 'Save' button.

Select the +Add Contact option below to display the list of individuals subscribed to entities associated with this filing.
Add any that you would like to be included on all correspondence pertaining to this filing.
When finished select Save to complete this component. *subsequent or not changes have been made*
Note - If individuals listed are not associated with entities in this filing, contact the Office at (850) 413-3147 to have their access removed.

+Add Contact

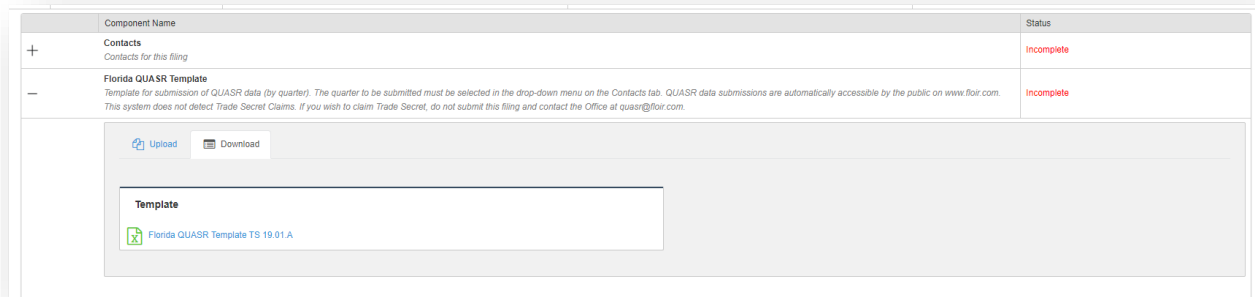
| Primary | Cc | Full Name | Email Address |
|----------------------------------|--------------------------|------------|---------------|
| <input checked="" type="radio"/> | <input type="checkbox"/> | [REDACTED] | [REDACTED] |

If you would like to include any individuals not listed above as Cc contacts, enter their email addresses below (separated by semicolons).

Save

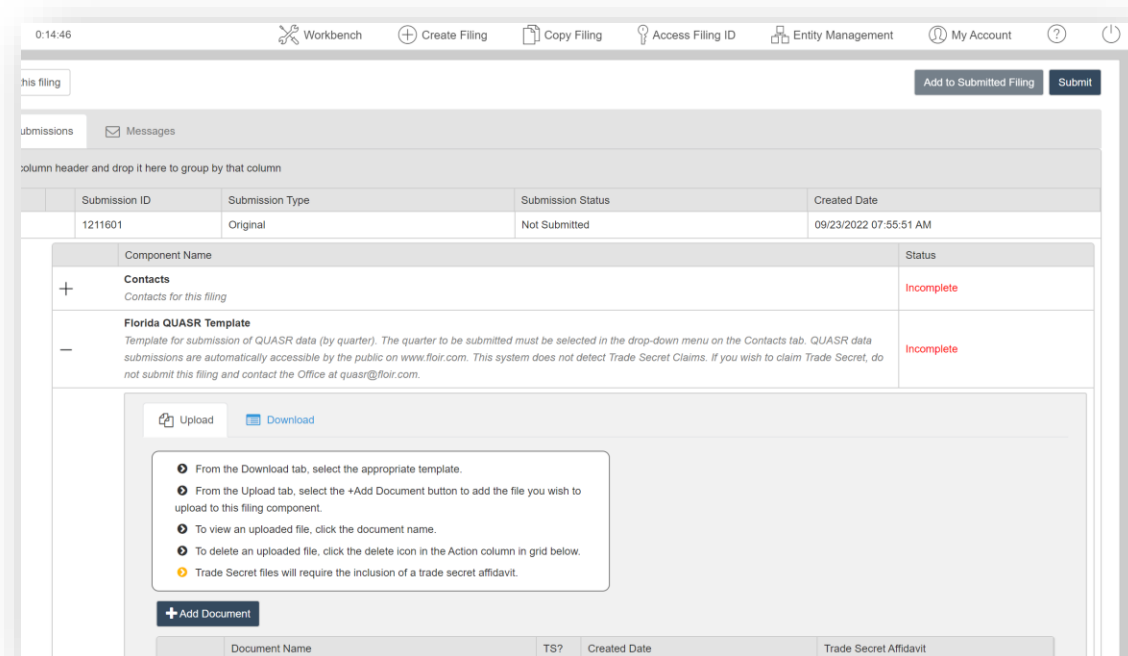
Florida QUASR Template
Template for submission of QUASR data (by quarter). The quarter to be submitted must be selected in the drop-down menu on the Contacts tab. QUASR data submissions are automatically accessible by the public on www.flor.com. This system does not detect Trade Secret Claims. If you wish to claim Trade Secret, do not submit this filing and contact the Office at quasr@flor.com.

Click on the plus sign to the left of the “Template” component, select “Download” and click on the Excel icon.



It is advisable to save the template to your desktop for easy access. Follow the instructions and fill out the template; you can save your work, close the template and come back to it at any time.

Once completed you will then upload the document. Open the component, click on the “+Add Document” button and follow the upload instructions.



Trade Secret Data Filings

Some Data Calls allow the filer to upload Trade Secret documents. For templates that are set up to allow it, you must answer “Yes” on the contacts tab to mark the template as Trade Secret.

| Contact Information | | VALIDATION CHECKS |
|---|--|-------------------|
| THIS IS REQUIRED INFORMATION that is to be provided each | | Required Data |
| Be sure to verify the cells we have pre-filled - they must be accurate! | | Field Complete? |
| Is your data Trade Secret? | <input checked="" type="radio"/> Yes <input type="radio"/> No | TRUE |
| Select the reporting quarter ending date | Test | TRUE |
| Please provide the name of the individual responsible for the coordination and submission of this requested information | Test | TRUE |
| What is her or his email address? | test@test.com | TRUE |
| What is the best number where she or he can be reached? | ### ### #### | TRUE |

When uploading templates marked Trade Secret, you will be prompted to add a Trade Secret affidavit.

0 14:08

Workbench Create Filings Copy Filings Access Filings ID Entity Management My Account

Upload data extraction document - Florida QUASR Template

Select Browse and choose the file you wish to upload for data extraction.

Done

Florida QUASR Template TS 19.01 A.xlsx
(Supported types: .xls, .xlsx)

Trade Secret Information

- Data in your data extraction upload has been marked as trade secret.
- A claim of "trade secret" must comply with the provisions of Section 624.4213, F.S.
- Documents containing "trade secret" information must be submitted with an affidavit certifying, under oath, to the truth of statements required by Section 624.4213(c), F.S. Along with the affidavit, each printable page must be clearly marked as "trade secret."

Trade Secret Affidavit

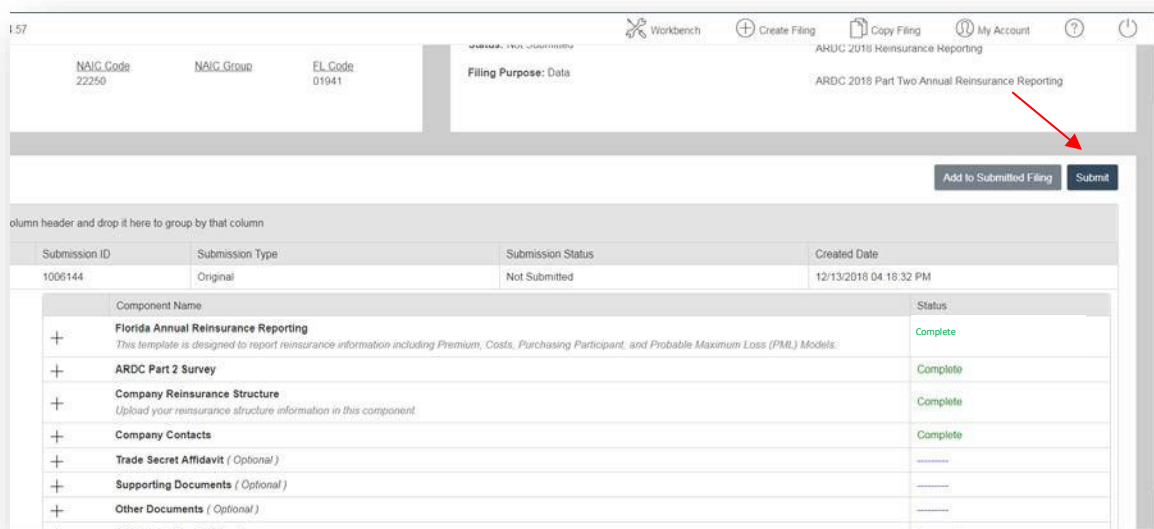
Done

Affidavit Trade Secret.pdf
(Supported types: .pdf)

Save Cancel

Submitting your Data Filings

Now that all the required components' statuses are **Complete**, click the "Submit" button to submit your filing.



The screenshot shows the IRFS filing interface. At the top, there are fields for NAIG Code (22250), NAIG Group, and EL Code (01941). The Filing Purpose is set to 'Data'. The filing is for 'ARDC 2018 Reinsurance Reporting' and 'ARDC 2018 Part Two Annual Reinsurance Reporting'. A red arrow points to the 'Submit' button. Below the buttons, there is a table with columns for Submission ID, Submission Type, Submission Status, and Created Date. The table shows one submission with ID 1006144, Type Original, Status Not Submitted, and Created Date 12/13/2018 04:18:32 PM. Below the table, there is a list of components with their names and statuses. The components are: Florida Annual Reinsurance Reporting (Complete), ARDC Part 2 Survey (Complete), Company Reinsurance Structure (Complete), Company Contacts (Complete), Trade Secret Affidavit (Optional) (Not Started), Supporting Documents (Optional) (Not Started), and Other Documents (Optional) (Not Started).

| Submission ID | Submission Type | Submission Status | Created Date |
|---------------|-----------------|-------------------|------------------------|
| 1006144 | Original | Not Submitted | 12/13/2018 04:18:32 PM |

| Component Name | Status |
|--|-------------|
| Florida Annual Reinsurance Reporting <i>This template is designed to report reinsurance information including Premium, Costs, Purchasing Participant, and Probable Maximum Loss (PML) Models.</i> | Complete |
| ARDC Part 2 Survey | Complete |
| Company Reinsurance Structure <i>Upload your reinsurance structure information in this component</i> | Complete |
| Company Contacts | Complete |
| Trade Secret Affidavit (Optional) | Not Started |
| Supporting Documents (Optional) | Not Started |
| Other Documents (Optional) | Not Started |

You will receive an auto-generated email from the Office confirming your submission minutes after you submit your filing.

Changes to Entity Management

On July 13, 2022, changes were implemented in IRFS Entity Management to enhance security and allow companies to manage their filers:

- Any IRFS account which subscribes to a company must be approved by the company's administrator before they can create a filing.
- The company's administrator will receive an email notification with instructions to approve or deny access for individuals requesting to submit on behalf of the company.
- Once the company's administrator acts on the request, the requester will receive email notification that their access is either approved or denied.

A user guide which outlines the new functionality in IRFS can be found [here](#).

For questions regarding the new IRFS changes, please contact Research@flor.com.

###