How to Create and Submit Data Collection Filings Using the Florida Office of Insurance Regulation Filing System (IRFS)
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The Insurance Regulation Filing System (IRFS)
In 2017, the Florida Office of Insurance Regulation launched an online system to replace the Data Collection and Analysis Modules (DCAM) for filing data collections. The system combines eight existing filing systems, 3 rate collection systems and 20 databases. If you already have a DCAM account, you may use your DCAM username and password to sign in to IRFS. If you have not used DCAM before you will need to create a new account here: https://irfs.fldfs.com/. Once you have created and activated your account, you may create a filing and complete your submission.

Creating a Data Collection Filing in IRFS
Log in to the IRFS system here: https://irfs.fldfs.com/ and add your company by clicking on “Entity Management”.

Select “+Add Entity”
Select “Company” and click “Next”.

Type in the name of your company and click on “Search”.

Select your company and click on “Add Selected” button at the bottom of the page.
Return to your Workbench and select “Create Filing”.

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

Step 1: Select “Companies”. Then Select your company and click the “Next” button in the lower right-hand corner of your screen.
Step 2: Select your data collection filing and hit “Next”. If a data collection call is highlighted in pink, someone associated with your company has already filed. Click on the pink row to see the filer’s account.

Step 3: Usually you can click “Next”. This step is seldom used. If the data collection allows group filings, select the other companies included in the filing.
Step 4: Click “Create” in the lower right-hand corner of the screen and then select “Confirm” in the pop-up window.

You will be automatically returned to your workbench; select your filing by clicking the “Filing ID”.
Downloading Documents from Your IRFS Data Collection Filing

Scroll down to the list of filing components. The first four components are mandatory; the last three are voluntary and not required.

Click on the plus sign to the left of the “Florida Annual Reinsurance Reporting” 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.

Click on the minus sign to the left of the “Florida Annual Reinsurance Reporting” to close that component. The next component is a survey that some, not all, data collection calls have. Just click on the plus sign to the left of the next component (ARDC Part 2 Survey) and fill it out. If any of your answers are Trade Secret, mark the box on the right.
The next component asks for the filer to upload a document. Open the component, click on “Add Document” button and follow the upload instructions.
The next component is “Company Contacts”; all data collection calls have this component. Review the contact information and if it is correct, click on the radio button in the “Primary” column. You must then click “Save” at the bottom of the screen. You can add or remove contacts as needed.

Now that all the required components’ statuses are Complete, click the “Submit” button to submit your filing.

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

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