



FLORIDA OFFICE OF
INSURANCE REGULATION

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

Contents

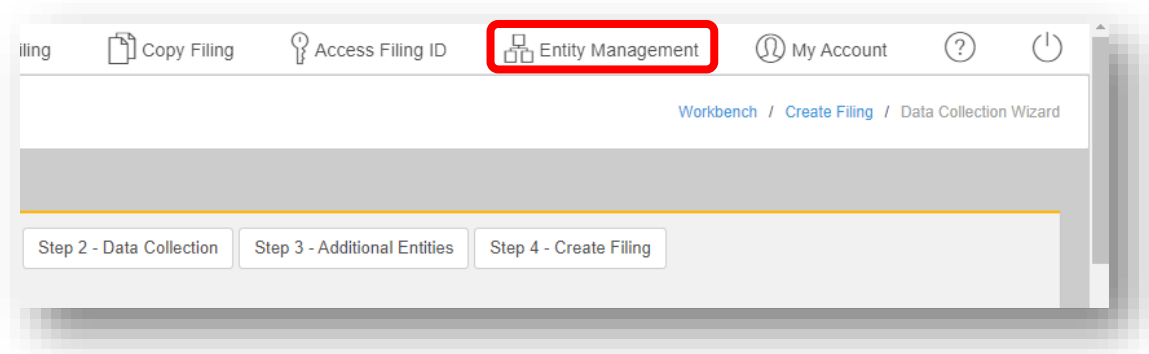
The Insurance Regulation Filing System (IRFS)	2
Creating a Data Collection Filing in IRFS	2
Downloading Documents from Your IRFS Data Collection Filing.....	7

The Insurance Regulation Filing System (IRFS)

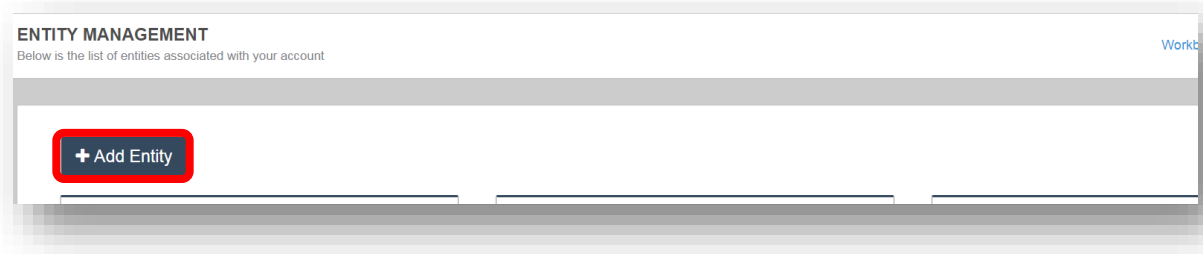
In 2017, the Florida Office of Insurance Regulation launched an online system to replace the Data Collection and Analysis Modules (DCAM) for filing data collections. If you have not used DCAM before you will need to create a new account here: <https://irfs.fldfs.com/>. Once you have created and activated your account, you may create a filing and complete your submission.

Creating a Data Collection Filing in IRFS

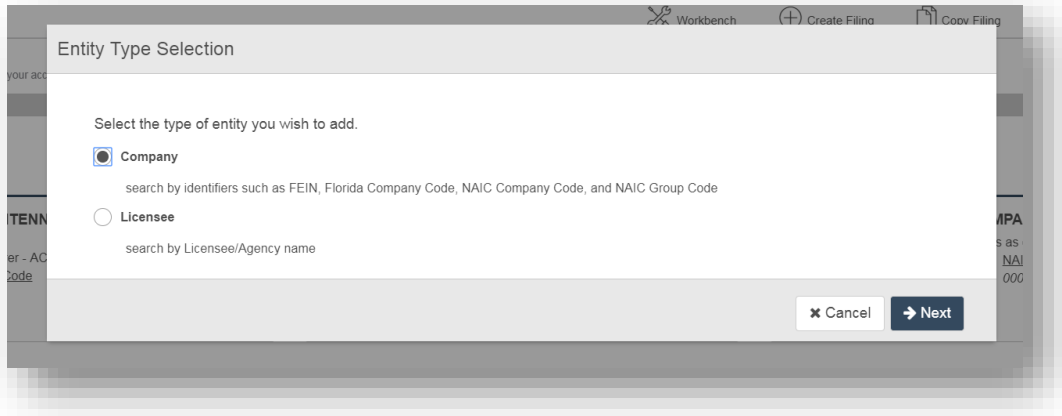
Log in to the IRFS system here: <https://irfs.fldfs.com/> and add your company by clicking on “Entity Management”.



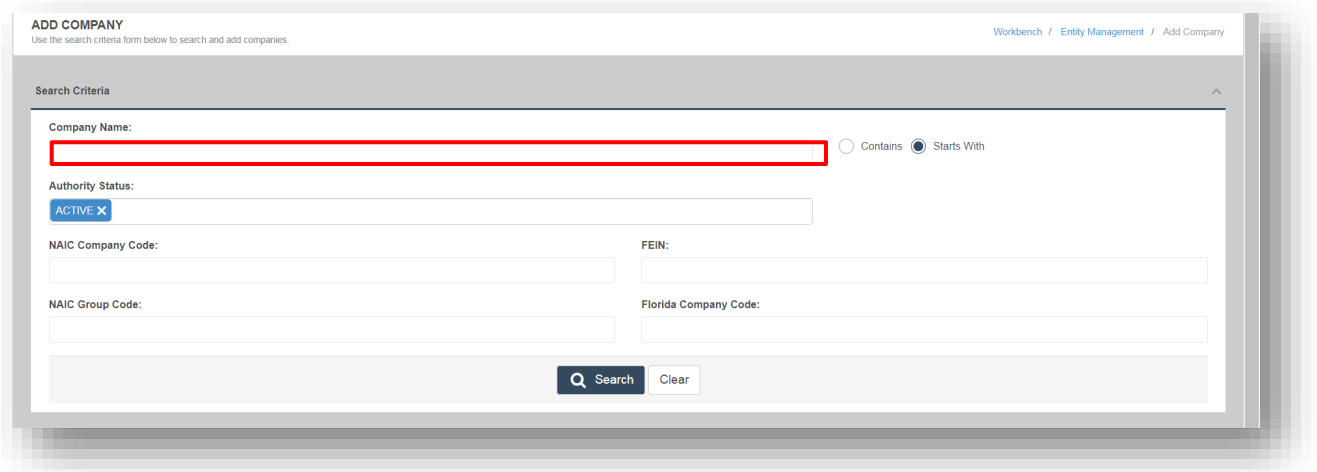
Select “+Add Entity”



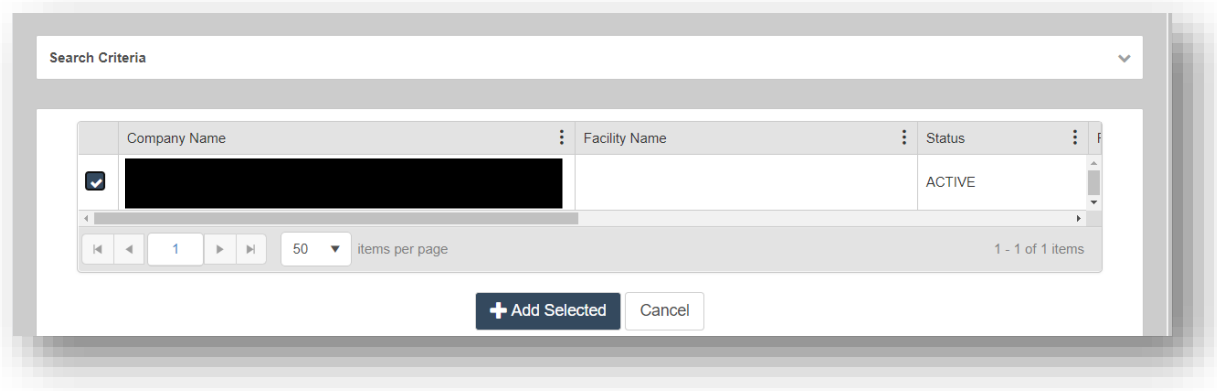
Select "Company" and click "Next".



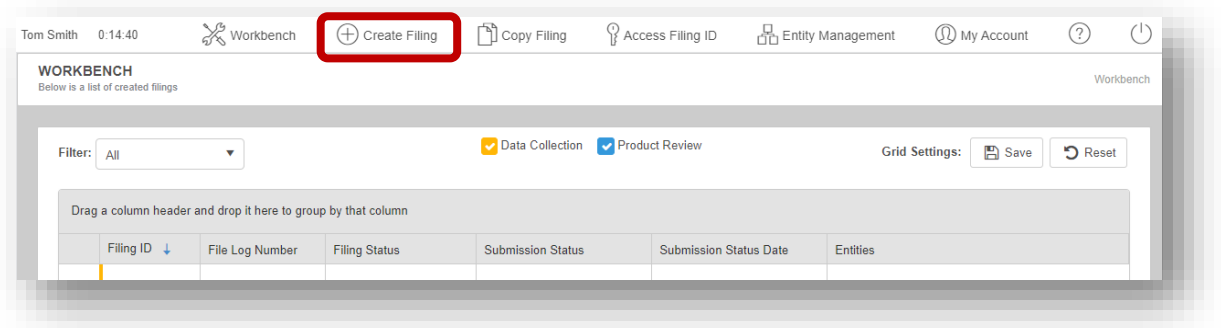
Type in the name of your company and click on "Search".



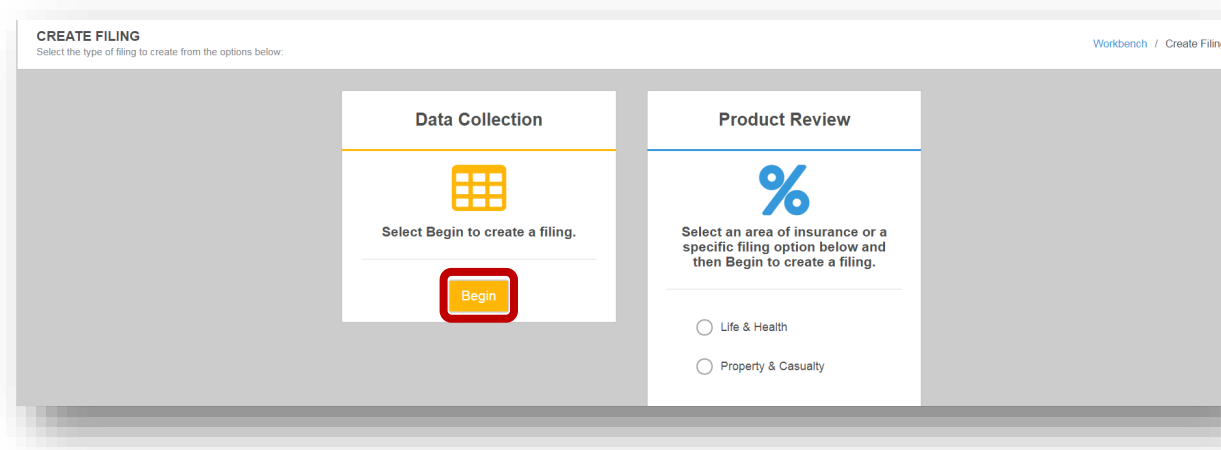
Select your company and click on "Add Selected" button at the bottom of the page.



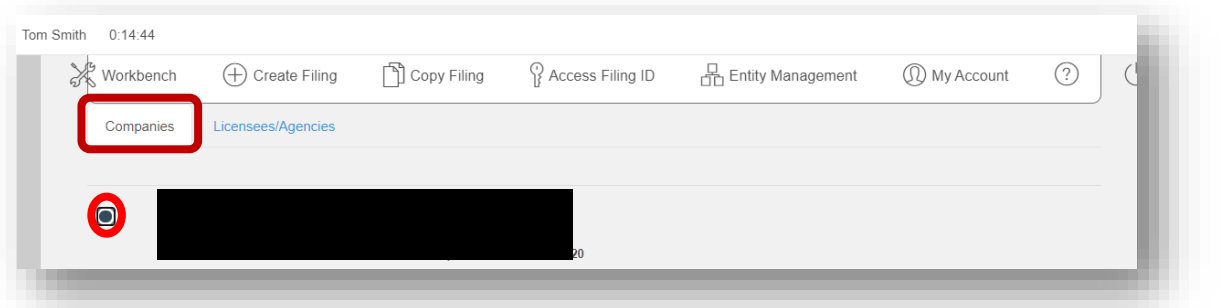
Return to your Workbench and select “Create Filing”.



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.

	Purpose	Module	Event	Period
<input type="radio"/>	Data	Annual Reinsurance Data Call	ARDC 2020 Reinsurance Reporting	ARDC 2020 Part Two Annual Reinsurance Reporting
<input type="radio"/>	Data	Market Conduct Report of Rescinded Policies Module	Market Conduct Report of Rescinded Policies Events	Policies Rescinded
<input type="radio"/>	Data	P&C Special Data Call	Catastrophe Stress Test Data Call	Catastrophe Stress Test - June 2020
<input type="radio"/>	Data	L&H Gross Annual Premium and Enrollment	GAP Calendar Year Reporting	GAP CY2019 Annual Reporting
<input type="radio"/>	No Data	L&H Gross Annual Premium and Enrollment	GAP Calendar Year Reporting	GAP CY2019 Annual Reporting
<input type="radio"/>	No Data	P&C Calendar Year Experience Reporting	PCCY Calendar Year Reporting Event	PCCY CY2019 Reporting
<input type="radio"/>	Data	P&C Calendar Year Experience Reporting	PCCY Calendar Year Reporting Event	PCCY CY2019 Reporting

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.

Additional entities are not allowed for selected data collection.

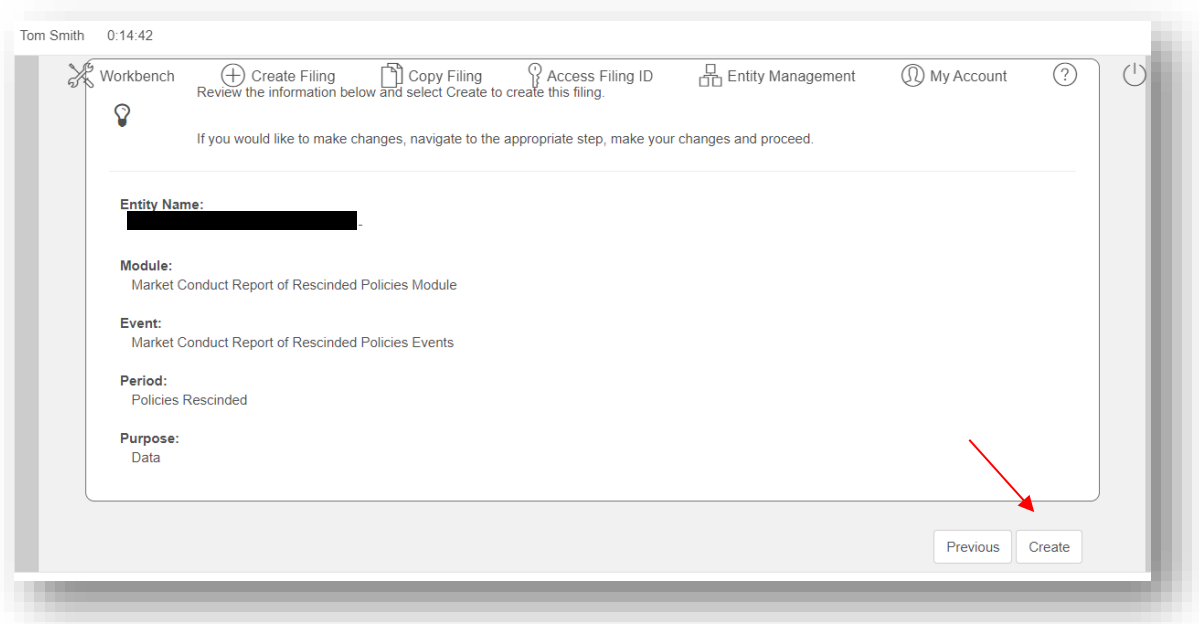
Current Selections:

Entity Name(s):
 [REDACTED]
 COMPANY -

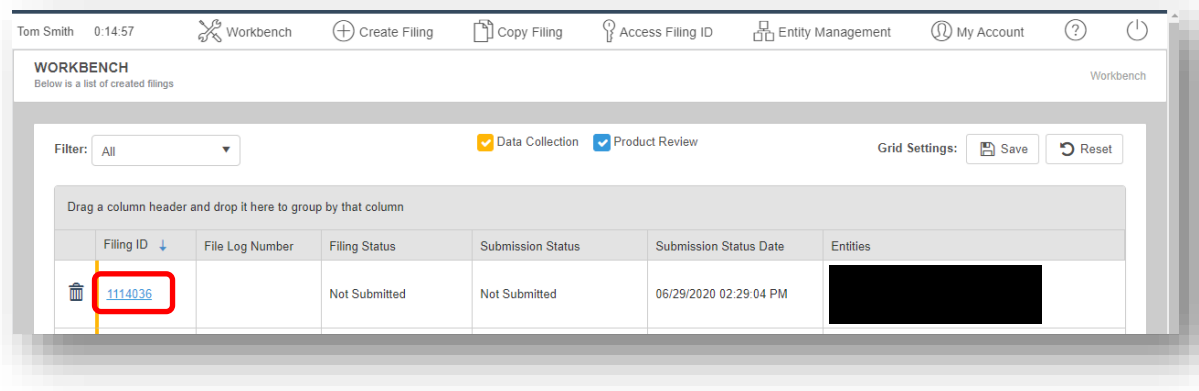
Module:
 Market Conduct Report of Rescinded

Previous Next

Step 4: Click “Create” in the lower right-hand corner of the screen and then select “Confirm” in the pop-up window.

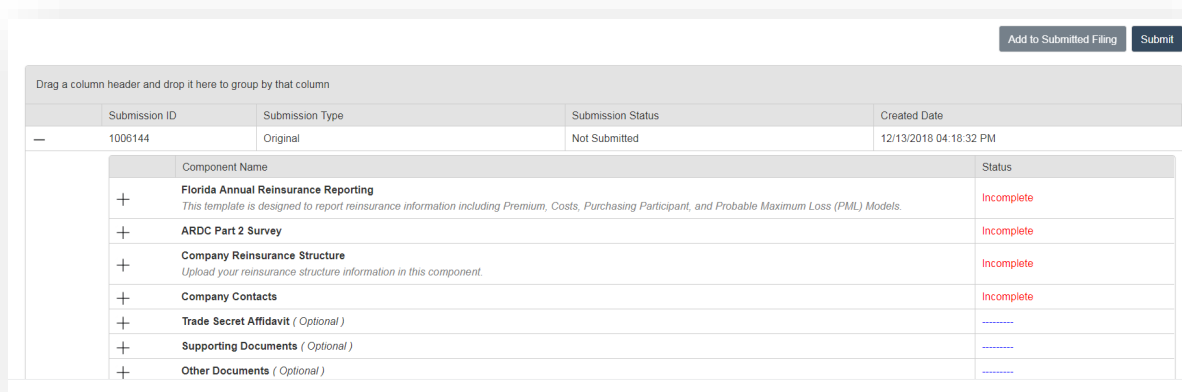


You will be automatically returned to your workbench; select your filing by clicking the “Filing ID”.



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.

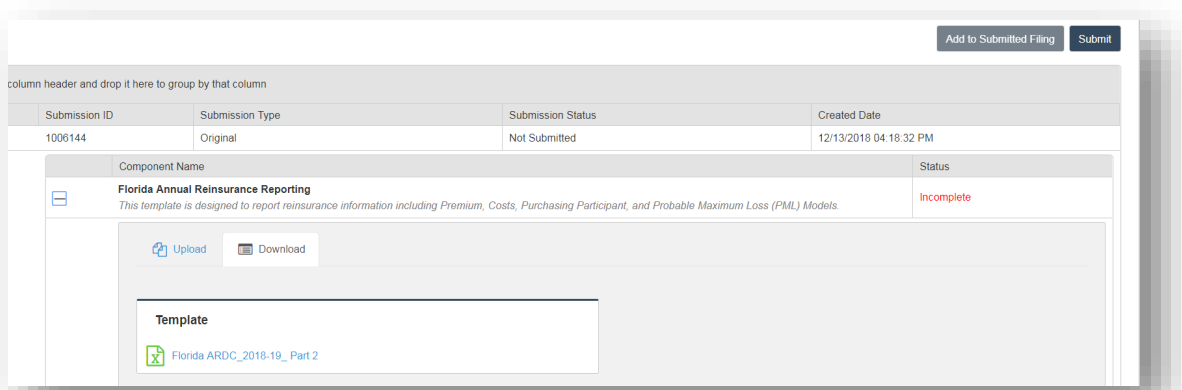


Drag a column header and drop it here to group by that column

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>	Incomplete
ARDC Part 2 Survey	Incomplete
Company Reinsurance Structure <i>Upload your reinsurance structure information in this component.</i>	Incomplete
Company Contacts	Incomplete
Trade Secret Affidavit (Optional)
Supporting Documents (Optional)
Other Documents (Optional)

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.



column header and drop it here to group by that column

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

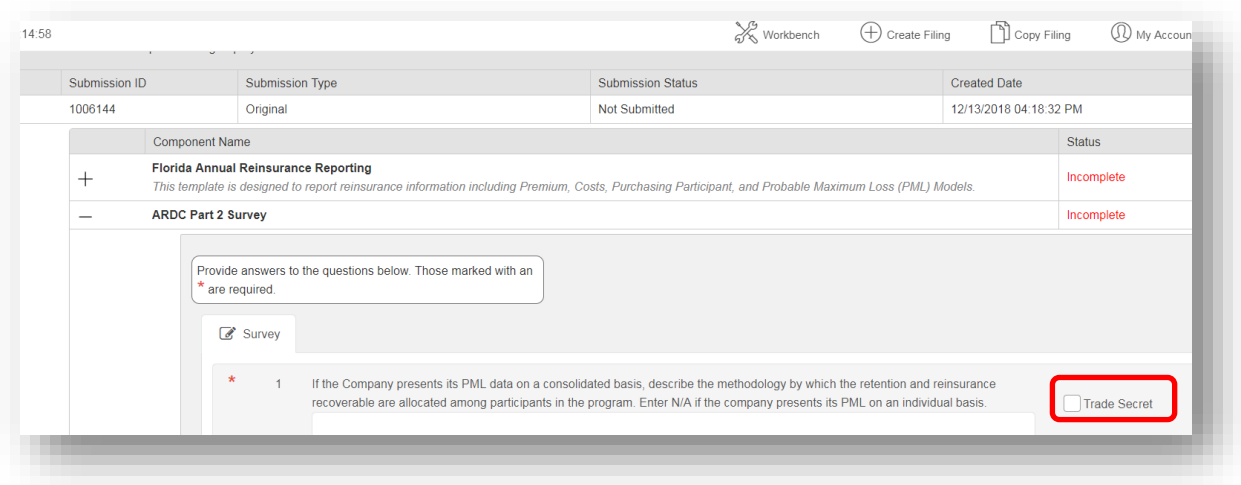
Component Name	Status
Florida Annual Reinsurance Reporting <i>This template is designed to report reinsurance information including Premium, Costs, Purchasing Participant, and Probable Maximum Loss (PML) Models.</i>	Incomplete

Upload Download

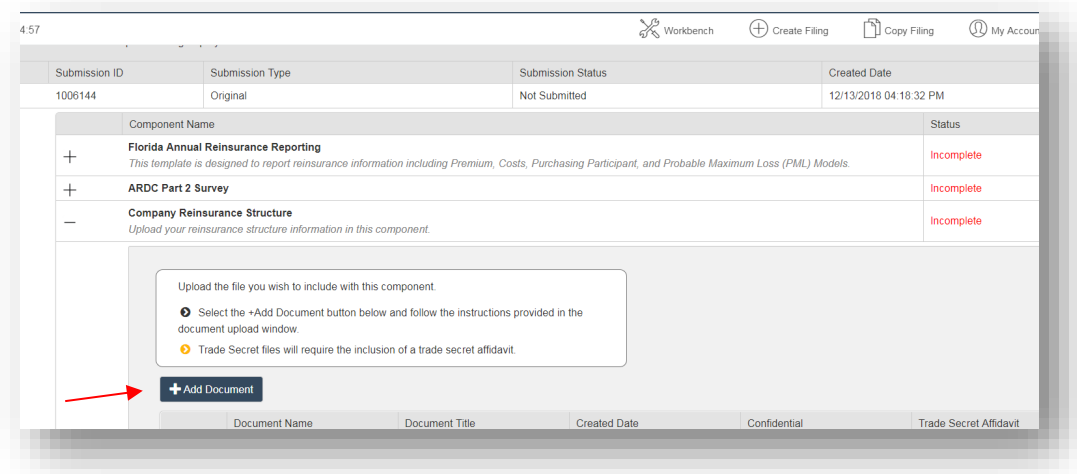
Template

Florida ARDC_2018-19_Part 2

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.

4.55

Workbench Create Filing Copy Filing My Account

YEARS PRIOR TO THE PREVIOUS YEAR. Upload each template, one at a time, into this component using the Add/Upload then Browse and Save features.

Company Contacts Incomplete

- 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, whether 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

Pri...	Cc	Full Name	Email Address
<input checked="" type="radio"/>	<input type="checkbox"/>	Tom Zutell	tom.zutell@flor.com

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

Save

Save

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

1:57

Workbench Create Filing Copy Filing My Account

ARDC 2018 Reinsurance Reporting

NAIC Code: 22250 NAIC Group: FL Code: 01941

Filing Purpose: Data

ARDC 2018 Part Two Annual Reinsurance Reporting

Add to Submitted Filing **Submit**

column header and drop it here to group by that column

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)
Supporting Documents (Optional)
Other Documents (Optional)

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

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