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

Creating a Title Filing in IRFS

Log in to the IRFS system here: https://irfs.fldfs.com/ and add your agency by selecting “Entity Management”.

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

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

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Select your agency 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.
Select “Licensees/Agencies”.

Select your agency and click the “Next” button in the lower right-hand corner of your screen.

Select your data call and hit “Next”.

![Select Licensees/Agencies](image1)

![Select agency](image2)

![Select data call](image3)
In Step 3 click “Next”.
Select the “Create” button 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 Title Filing

Scroll down to the list of filing components. The first three components are mandatory; the last three are voluntary and not required.
Click on the plus sign to the left of the “Florida Title Agency 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.
Click on the minus sign to the left of the “Florida Title Agency Template” to close that component and click on the plus sign to the left of the “Company Contacts” 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.

Click on the plus sign to the left of the “Title Insurance Agency Filing Certification” component. Click on the .pdf icon to download the Certification document. It is advisable to save the Certification to your desktop for easy access. Click on the minus sign to the left of the “Title Insurance Agency Filing Certification” to close that component. You may now close IRFS and work on your template and Certification.
Open the saved Certification and fill it out: the year at the top for which you are reporting your data (which will always be the previous year), your name in the middle and your title at the bottom.

Save and close your Certification.
Uploading Completed Documents to Your IRFS Title Filing

Once you have completed the Title Template and Certification, you must upload them to your IRFS filing.

Login to IRFS and select your Filing ID.

Scroll down to the Component List.
Click on the plus sign to the left of the “Florida Title Agency Template” component to expand it, select the “Upload” tab, then select the “+Add Document” button

Browse for your template.

Double-click on your template and IRFS runs a validation check on the data in your template; this may take up to 30 seconds.
If no errors are detected in the template, you will be returned to your workbench showing the status of your template component as **Complete**. Follow the same procedure to upload your Agency Filing Certification.

If errors are detected on your template, you will see a window listing them. In this case, it appears cell I16 on the Report Lines page has a False value. The template will not upload if any cell on any page of the template has a False value.
You must go back to your template and fix the error; in this case the agent forgot to put in the Agency License Number.

When the error is corrected, save and upload the template to your IRFS filing again.
Once all three component statuses are **Complete** click on 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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