



FLORIDA OFFICE OF
INSURANCE REGULATION



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



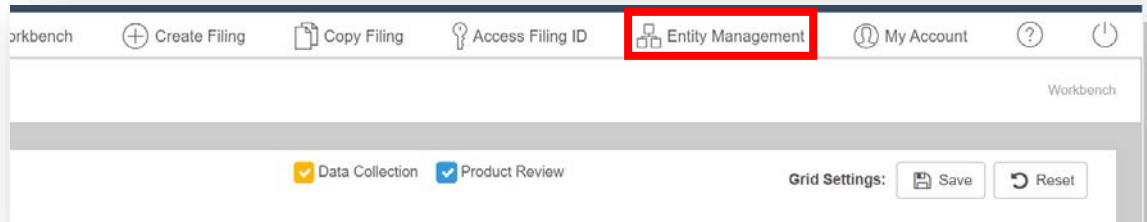
Contents

The Insurance Regulation Filing System (IRFS)	2
Creating a Title Filing in IRFS	2
Downloading Documents from Your IRFS Title Filing	7
Uploading Completed Documents to Your IRFS Title Filing	11

The Insurance Regulation Filing System (IRFS)

Creating a Title Filing in IRFS

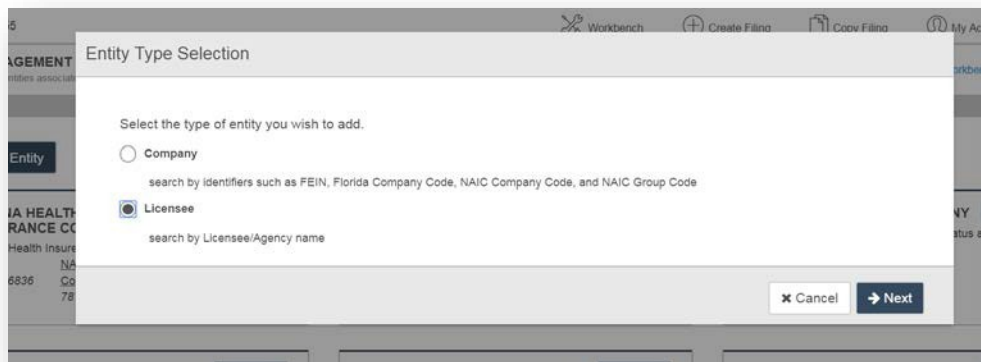
Log in to the IRFS system here: <https://irfs.fldfs.com/> and add your agency by selecting “Entity Management”.



Select “+Add Entity”

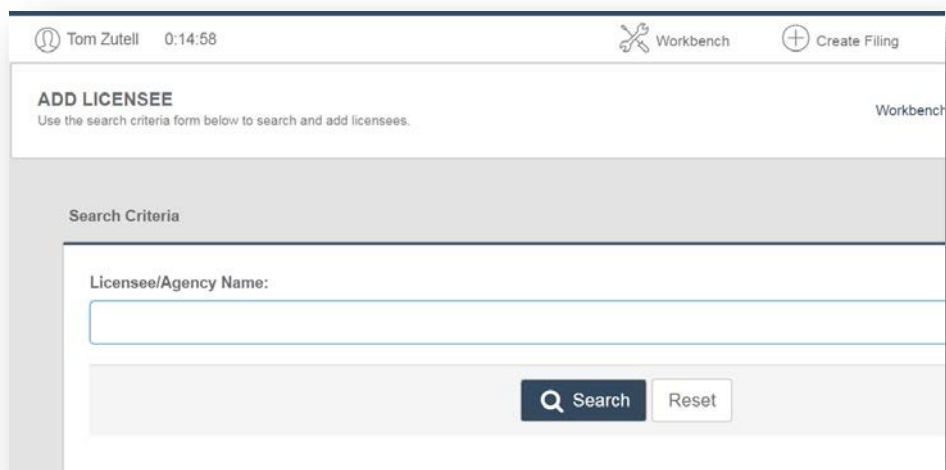


Select “Licensee” and click “Next”.



The image shows a dialog box titled "Entity Type Selection" overlaid on a web application. The dialog box contains the text "Select the type of entity you wish to add." and two radio button options. The first option is "Company" with the subtext "search by identifiers such as FEIN, Florida Company Code, NAIC Company Code, and NAIC Group Code". The second option is "Licensee" with the subtext "search by Licensee/Agency name". The "Licensee" option is selected. At the bottom right of the dialog box are two buttons: "Cancel" and "Next".

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



The image shows a web application interface for adding a licensee. At the top, there is a header bar with a user profile icon, the name "Tom Zutell", the time "0:14:58", and navigation links for "Workbench" and "Create Filing". Below the header, the main section is titled "ADD LICENSEE" with the instruction "Use the search criteria form below to search and add licensees." and a "Workbench" link on the right. The form is titled "Search Criteria" and contains a text input field labeled "Licensee/Agency Name:". Below the input field are two buttons: "Search" and "Reset".

Select your agency and click on “Add Selected” button at the bottom of the page.

Tom Zutell 0:14:57

ADD LICENSEE
Use the search criteria form below to search and add licensees.

Workbench / Entity Management / Add Licensee

Search Criteria

	Licensee/Agency Name	Licensee/Agency Number	Type/Class	Status
<input checked="" type="checkbox"/>	[REDACTED] INC	[REDACTED]	[REDACTED]	INVALID

Return to your Workbench and select “Create Filing”.

Workbench **+ Create Filing** Copy Filing Access Filing ID Entity Management My Account ?

Workbench

☒ Data Collection ☒ Product Review

Grid Settings: Save Reset

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

Tom Zutell 0:14:57

CREATE FILING
Select the type of filing to create from the options below.

Workbench / Create Filing

Data Collection

Select **Begin** to create a filing.

Begin

Product Review

Select an area of insurance or a specific filing option below and then **Begin** to create a filing.

☐ Life & Health

☐ Property & Casualty

Select “Licensees/Agencies”.

Tom Zutell 0:14:53

DATA COLLECTION
Complete the steps below to create a filing

Step 1 - Entity | Step 2 - Data Collection | Step 3 - Additional Entities | Step 4 - Create Filing

Select the entity for which you are submitting this data collection.

If the entity you are looking for is not listed, click [here](#) to add it.

Then select the Create Filing option

Companies | **Licensees/Agencies**

☒ [Redacted] 12 - TITLE INS AGENCY - CORP OR FIRM Status: VALID

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

Tom Zutell 0:14:56

Step 1 - Entity | Step 2 - Data Collection | Step 3 - Additional Entities | Step 4 - Create Filing

Select the entity for which you are submitting this data collection.

If the entity you are looking for is not listed, click [here](#) to add it.

Then select the Create Filing option

Companies | Licensees/Agencies

☒ [Redacted] 12 - TITLE INS AGENCY - CORP OR FIRM Status: VALID

Select your data call and hit “Next”.

Tom Zutell 0:14:57

Step 1 - Entity | **Step 2 - Data Collection** | Step 3 - Additional Entities | Step 4 - Create Filing

Select one of the listed data collections

Current Selections:

Entity Name(s):

Purpose	Module	Event	Period
<input checked="" type="radio"/> Data	Title Ins. Data Call for Agencies	Title Insurance Data Call Events	2018 Title Insurance Data Call

Previous **Next**

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.

IRFS | Data Collection Filing Wizard

Not secure | oirappvintd01/Umbrella.External/Create/datacollection

Step 1 - Entity Step 2 - Data Collection Step 3 - Additional Entities Step 4 - Create Filing

Review the information below and select Create to create this filing.

If you would like to make changes, navigate to the appropriate step, make your changes and proceed.

Entity Name: [REDACTED]

Module: Title Insurance Data Calls for Agencies

Event: Title Agency Data Call Events

Period: 2018 Title Insurance Agency Data Call

Purpose: Data

Previous Create

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

ORKBENCH

Now are a list of created filings

Filter: Workable

☒ Product Review ☒ Data Collection

Refresh

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

	Filing ID ↓	Filing Status	Submission Status	Entities
	1001285	Incomplete	Not Submitted	[REDACTED]

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.




	Submission ID	Submission Type	Submission Status	Created Date
—	1001306	Original	Not Submitted	12/12/2017 11:13:55 AM
	Component Name			Status
+	Florida Title Agency Template <i>Template for agencies to complete the Florida Title Data Call. Includes Report Lines entries, Schedule A (Additional Agency Information), Schedule B (Agent Activities), and Schedule C (Title Agent Statistical Information Submission). There are two Schedule C tabs - one for 1-4 Family Residential and one for Commercial. The Comments tab captures clarifications to data beyond expected limits. YOU MUST COMPLETE THE PREVIOUS YEAR and may OPTIONALLY RE-FILE UP TO FOUR 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.</i>			Incomplete
+	Company Contacts			Incomplete
+	Title Insurance Agency Filing Certification <i>Official certification of a true and correct agency submission to the "best of my knowledge and belief" by signature typed on form. YOU MUST COMPLETE THIS CERTIFICATION - ONE FOR EACH YEAR - FOR EVERY TEMPLATE UPLOADED INTO THIS COMPONENT</i>			Incomplete
+	Cover Letter		
+	Other Documents		
+	Response to Request for Clarification		

Insurance Regulation Filing System (IRFS) © 2016 - Florida Office of Insurance Regulation

Version: 1.0.1.2 12/12/2017 11:38 AM

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.

Submission ID	Submission Type	Submission Status	Created Date
1005963	Original	Not Submitted	11/27/2016 04:54:48 PM

Component Name	Status
Florida Title Agency Template Template for agencies to complete the Florida Title Data Call. Includes Report Lines entries, Schedule A (Additional Agency Information), Schedule B (Agent Activities), and Schedule C (Title Agent Statistical Information Submission). There are two Schedule C tabs - one for 1-4 Family Residential and one for Commercial. The Comments tab captures clarifications to data beyond expected limits. YOU MUST COMPLETE THE PREVIOUS YEAR and may OPTIONALLY RE-FILE UP TO FOUR 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.	Incomplete
<div>  Upload  Download </div> <div> Template  Florida Title Agency Template </div>	
+ Company Contacts	Incomplete
+ Title Insurance Agency Filing Certification Official certification of a true and correct agency submission to the "best of my knowledge and belief" by signature typed on form. YOU MUST COMPLETE THIS CERTIFICATION - ONE FOR EACH YEAR - FOR EVERY TEMPLATE UPLOADED INTO THIS COMPONENT.	Incomplete
+ Cover Letter (Optional)	
+ Other Documents (Optional)	

ation Filing System (IRFS) © 2016 - Florida Office of Insurance Regulation Version 4.0.0.1126 11/27/2016

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.

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

Pr...	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

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.

Title Insurance Agency Filing Certification Incomplete

Official certification of a true and correct agency submission to the "best of my knowledge and belief" by signature typed on form. YOU MUST COMPLETE THIS CERTIFICATION - ONE FOR EACH YEAR - FOR EVERY TEMPLATE UPLOADED INTO THIS COMPONENT

Upload Documents Download Templates

Template

Title Agency Filing Certification

CertificationOfTitleDataSubmissionExample

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.

**FLORIDA TITLE INSURANCE AGENCY OR UNDERWRITER DIRECT RETAIL OFFICE
DATA CALL
FOR THE CALENDAR YEAR ENDED DECEMBER 31,**

Certification

I hereby certify that:

- a. The information contained in attached OIR form OIR-EO-2087 data submittal has been completed in accord with the instructions for such form;
- b. That the information contained in such data submittal and in any exhibits, schedules and explanations thereto, is to the best of my knowledge and belief, for the year being submitted, true and correct or a reasonable good-faith estimate or allocation made in accordance with the instructions to the data submittal form;
- c. That I am an officer or director of the filing entity empowered to execute this report and that my name and title appears below.

I am aware that false information submitted in this data submittal may be prosecuted criminally and subject the filing entity to sanction.

Type Name of Individual Electronically Signing Here:

Title:

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.

ORKBENCH
Now are a list of created filings

Filter: Workable

☒ Product Review ☒ Data Collection

Refresh

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

	Filing ID ↓	Filing Status	Submission Status	Entities
	<u>1001285</u>	Incomplete	Not Submitted	

Scroll down to the Component List.

Add to Submitted Filing Submit

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

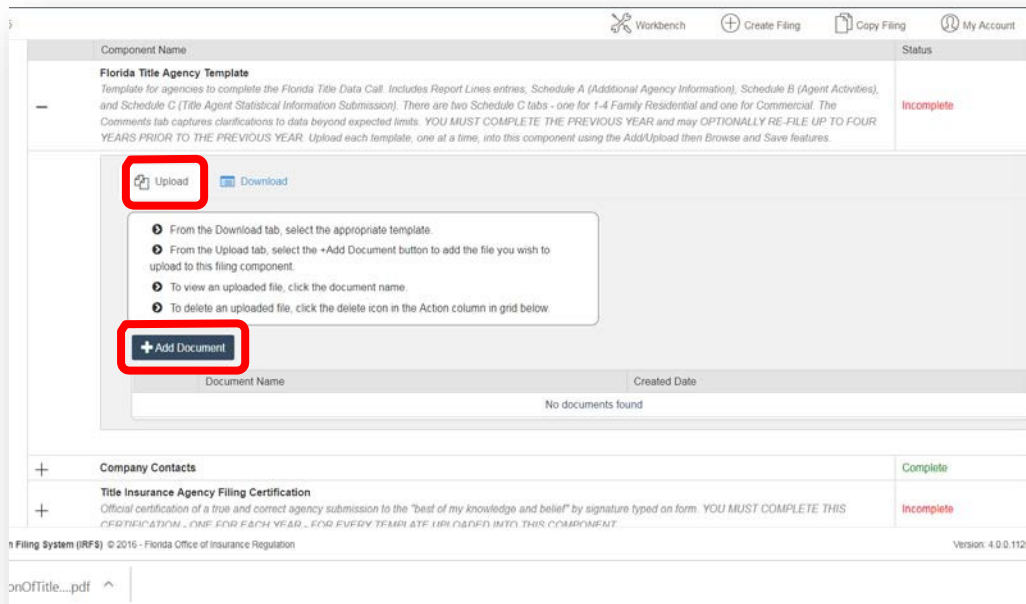
	Submission ID	Submission Type	Submission Status	Created Date
—	1001306	Original	Not Submitted	12/12/2017 11:13:55 AM

	Component Name	Status
+	Florida Title Agency Template Template for agencies to complete the Florida Title Data Call. Includes Report Lines entries, Schedule A (Additional Agency Information), Schedule B (Agent Activities), and Schedule C (Title Agent Statistical Information Submission). There are two Schedule C tabs - one for 1-4 Family Residential and one for Commercial. The Comments tab captures clarifications to data beyond expected limits. YOU MUST COMPLETE THE PREVIOUS YEAR and may OPTIONALLY RE-FILE UP TO FOUR 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.	Incomplete
+	Company Contacts	Incomplete
+	Title Insurance Agency Filing Certification Official certification of a true and correct agency submission to the "best of my knowledge and belief" by signature typed on form. YOU MUST COMPLETE THIS CERTIFICATION - ONE FOR EACH YEAR - FOR EVERY TEMPLATE UPLOADED INTO THIS COMPONENT	Complete
+	Cover Letter
+	Other Documents
+	Response to Request for Clarification

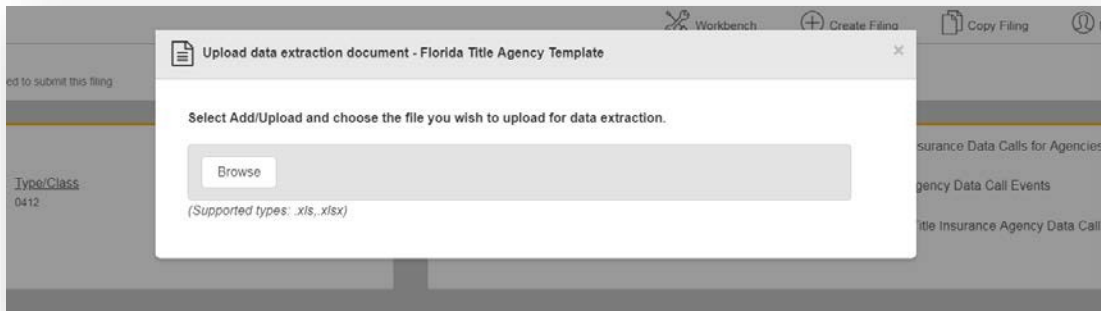
Insurance Regulation Filing System (IRFS) © 2016 - Florida Office of Insurance Regulation

Version: 1.0.1.2 12/13/2017 14:45 PM

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.

[Add to Submitted Filing](#) [Submit](#)

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

	Submission ID	Submission Type	Submission Status	Created Date
—	1001306	Original	Not Submitted	12/12/2017 11:13:55 AM

	Component Name	Status
+	Florida Title Agency Template <i>Template for agencies to complete the Florida Title Data Call. Includes Report Lines entries, Schedule A (Additional Agency Information), Schedule B (Agent Activities), and Schedule C (Title Agent Statistical Information Submission). There are two Schedule C tabs - one for 1-4 Family Residential and one for Commercial. The Comments tab captures clarifications to data beyond expected limits. YOU MUST COMPLETE THE PREVIOUS YEAR and may OPTIONALLY RE-FILE UP TO FOUR 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.</i>	Complete
+	Company Contacts	Complete
+	Title Insurance Agency Filing Certification <i>Official certification of a true and correct agency submission to the "best of my knowledge and belief" by signature typed on form. YOU MUST COMPLETE THIS CERTIFICATION - ONE FOR EACH YEAR - FOR EVERY TEMPLATE UPLOADED INTO THIS COMPONENT.</i>	Incomplete

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.

Florida Title Agency Template

Template for agencies to complete the Florida Title Data Call. Includes Report Lines entries, Schedule A (Additional Agency Information), Schedule B (Agent Activities), and Schedule C (Title Agent Statistical Information Submission). There are two Schedule C tabs - one for 1-4 Family Residential and one for Commercial. The Comments tab captures clarifications to data beyond expected limits. YOU MUST COMPLETE THE PREVIOUS YEAR and may OPTIONALLY RE-FILE UP TO FOUR 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.

Incomplete

DATA EXTRACTION ERRORS 1

Error Message

Worksheet: Report Lines Column: I16 Cell Value: False

[Upload Documents](#)
[Download Templates](#)

[+ Add Document](#)

1) To download the template to be used to fill out, click the Templates tab and select appropriate download

You must go back to your template and fix the error; in this case the agent forgot to put in the Agency License Number.

Column I,
Row 16

Report Lines: By-Line Responses					
THIS IS REQUIRED INFORMATION that is to be provided each time the data template is submitted to the Office of Insurance Regulation					
SELECT AGENT/AGENCY TYPE:		Single State Agent			
Line No.	Line Description	Enter Alphanumeric Response	Enter Numeric Response	Required Data Field Complete?	General Instructions
6	Parent Company EIN (if applicable, else enter zeroes, for Underwriter Direct Operations use NAIC Group Code)	-		TRUE	
16	Agency License Number (for Florida)			FALSE	
8	Street Address (Line 1)	123 Main		TRUE	
9	Street Address (Line 2) (Enter "N/A" if not used)	N/A		TRUE	
10	City	TLH		TRUE	
11	State	Florida		TRUE	

Instructions | **Report Lines** | Schedule_A | Schedule_B | Schedule_C_Residential | Schedule_C_Commercial | Agency_Commercial

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.

The screenshot shows the Insurance Regulation Filing System (IRFS) interface. At the top, there is a navigation bar with icons for Workbench, Create Filing, User Menu, and a notification bell with a red '2'. Below the navigation bar, there are two buttons: 'Add to Submitted Filing' and 'Submit', with the 'Submit' button highlighted by a red rectangle. The main area displays a table with submission details. The first row shows a submission ID of 1001306, an 'Original' submission type, a status of 'Not Submitted', and a creation date of 12/12/2017 11:13:55 AM. Below this, there is a section for components. The first component is 'Florida Title Agency Template', which is marked as 'Complete'. The second component is 'Company Contacts', also marked as 'Complete'. The third component is 'Title Insurance Agency Filing Certification', which is also marked as 'Complete'. Each component has a plus sign icon to its left. At the bottom of the interface, there is a footer with the text 'Insurance Regulation Filing System (IRFS) © 2016 - Florida Office of Insurance Regulation' and 'Version: 1.0.1.2 12/13/2017'.

Submission ID	Submission Type	Submission Status	Created Date
1001306	Original	Not Submitted	12/12/2017 11:13:55 AM

Component Name	Status
Florida Title Agency Template Template for agencies to complete the Florida Title Data Cell. Includes Report Lines entries, Schedule A (Additional Agency Information), Schedule B (Agent Activities), and Schedule C (Title Agent Statistical Information Submission). There are two Schedule C tabs - one for 1-4 Family Residential and one for Commercial. The Comments tab captures clarifications to data beyond expected limits. YOU MUST COMPLETE THE PREVIOUS YEAR and may OPTIONALLY RE-FILE UP TO FOUR 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.	Complete
Company Contacts	Complete
Title Insurance Agency Filing Certification Official certification of a true and correct agency submission to the "best of my knowledge and belief" by signature typed on form. YOU MUST COMPLETE THIS CERTIFICATION - ONE FOR EACH YEAR - FOR EVERY TEMPLATE UPLOADED INTO THIS COMPONENT	Complete

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

###