



### First Time Filer Checklist

This checklist has been designed as a tool for first time filers. It is not a filing submission requirement. We encourage filers to use this tool to better understand the processes of the Insurance Compact and therefore streamline the review process and avoid commonly issued objections.

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>SERFF Setup:</b> Ensure the company’s SERFF instance is set up with the SERFF team and that you have the <i>Compact User Role</i>. Questions regarding setting up a SERFF account should be directed to SERFF Marketing &amp; Implementation at (816) 783-8787 or <a href="mailto:serffmktg@naic.org">serffmktg@naic.org</a>.</p> <p>Does your Compact profile include the Compact User Role? If not, reach out to your SERFF User Admin and request they submit a user update request to SERFF to update your profile and permit you to make Compact submissions.</p> <p><b>Where?</b> (816) 783-8787 or <a href="mailto:serffmktg@naic.org">serffmktg@naic.org</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Training:</b> If you have never used SERFF before, we recommend filers utilize the <a href="#">Training &amp; Tutorials</a> provided by the SERFF team. This is the best way to understand the platform, see where items are on different pages and be efficient in utilizing SERFF for filing submissions.</p> <p>The Insurance Compact has several opportunities offered throughout the course of the year to learn more about the filing processes. Check the Event Calendar for upcoming events. Want to learn faster, check the website for recorded webinar sessions.</p> <p><b>Where?</b> <a href="#">Training &amp; Tutorials</a> <a href="#">Event Calendar</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Annual Registration Filing:</b> Is the company currently registered with the Insurance Compact? The Annual Registration is required once per calendar year per filing company to permit access to the Compact instance in SERFF. If a company needs to make a Registration submission, follow the step-by-step guide <a href="#">Annual Registration Fee Filing Instructions</a> to submit your Registration. The Annual Registration Filing fees are outlined on the <a href="#">Compact Filing Fee Schedule</a>. If you are unsure if the company has registered for the current calendar year, please contact the Insurance Compact Office.</p> <p><b>Where?</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Insurer Resources</a> <ol style="list-style-type: none"> <li>a. <a href="#">Annual Registration Fee Filing Instructions</a></li> <li>b. <a href="#">Compact Filing Fee Schedule</a></li> </ol> </li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Communicate with your Finance Department:</b> Have you communicated to the Finance Department that filing submissions will be made to the Compact? Have you provided the Finance Department with the Compact’s ACH number provided in your Annual Registration disposition? The Compact has a separate ACH number from SERFF.</p> <p>Have you inquired about any daily EFT limits? The EFT totals for Compact submissions go against all SERFF daily EFT transactional limits. You may need to increase your EFT limits to include Compact EFT payments. Failed EFT transactions may be subject to the Compact’s 5% EFT Return Fee. If you have trouble locating the ACH number, reach out to the Insurance Compact Office.</p>

<input type="checkbox"/>	<input type="checkbox"/>	<p><b><a href="#">Insurer Resources</a></b> - This page has many tools that will help with the filing process and filing specifics. In addition to the step-by-step directions on this page, you will find the Pre-Filing Communication Form.</p> <p>If you have questions regarding your product or how the Uniform Standards would apply, please submit a <b><a href="#">Pre-Filing Communication Form</a></b>. This allows our review team to provide responses to your questions prior to submission and therefore streamline the review process.</p> <p><b>Where?</b>  <a href="#">Insurer Resources</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><a href="#">Record of Adopted Standards</a></b> - All Uniform Standards that have been adopted by the Commission, and their history, are found on the Record organized by product line.</p> <p>Review the interactive Standard Checklist(s) on the <b><a href="#">Record</a></b> that are applicable the Product or form you are submitting. While not required to be submitted within the filing, the checklists are the same tool used by the Compact reviewers and actuaries to determine compliance.</p> <p><b>Where?</b>  <a href="#">Record Adopted Standards</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><a href="#">Filing Information Notices (FIN)</a></b> – Check Filing Information Notices to see if applicable to product filing. FINs explain steps or clarifications in the Insurance Compact’s process for filing and review of product filings. FINs dedicated to submitting long-term care and disability income insurance products should be referenced when filing in those product lines.</p> <p><b>Where?</b>  <a href="#">Filing Information Notices</a>  (There are two locations to access the FINs: Home Page or Insurer Resources).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>SERFF Filing Access:</b> SERFF Filing Access (SFA) is an efficient tool for product development, as it allows companies to see what is has been approved by the Compact, as well as pinpoint and avoid potential compliance issues with a planned design.</p> <p><b>Where?</b>  <a href="#">SERFF Filing Access</a>  (There are two locations to access SFA: Home Page or the Insurer Resources).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Create and Submit Compact Filing:</b> Do you see the “Create Compact Filing” button on your SERFF toolbar? If not, start with the SERFF setup step noted above. If you do, follow the <b><a href="#">Creating a Compact Filing</a></b> guide to walk through the SERFF filing submission. Ensure that all filing submission requirements have been satisfied prior to submission. Be sure to reference the <b><a href="#">Best Practices Checklist</a></b> as you build your filing submission to limit the number of common objections.</p> <p>Pursuant to §105 (b) of the <b><a href="#">Operating Procedure for the Filing and Approval of Product Filings</a></b>, product reviews are to take place within a 60-day time period. If your implementation date is sooner than 60 days, review the <b><a href="#">Expedited Review Process Overview</a></b> and consider submitting a formal request in order to meet your deadline.</p> <p>Filing fees are to be submitted on the Filing Fee tab within the SERFF filing. The <b><a href="#">Compact Filing Fee Schedule</a></b> and the <b><a href="#">Member State Filing Fees</a></b> outline the required fees for each filing. If you are unsure of what the correct Compact and State filing fees are, we recommend utilizing the <b><a href="#">Advance Filing Fee Calculation Service</a></b>.</p> <p><b>Where?</b>  <a href="#">Insurer Resources</a></p>