

Below are the instructions for submission of your annual filings in SERFF.
Please note that SERFF requires all documents to be in PDF format.

****Your Annual Filing must be submitted under the WestVirginiaFC instance****
****This is NOT a Rates & Forms Filing****

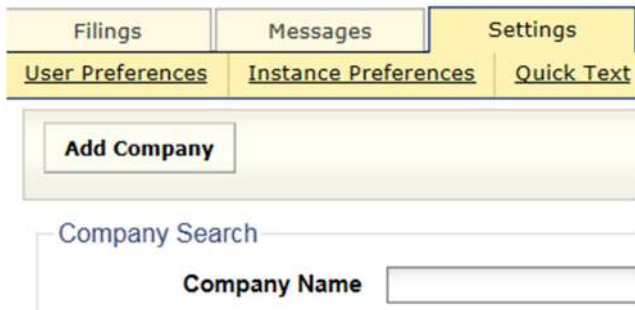
*If you have any issues with the system, please contact the SERFF Help Desk at (816) 783-8990.
*If you have questions about your filing, please contact Cristy Dunlap at cristy.s.dunlap@wv.gov

Procedures:

From the Settings tab, click on Companies (you must add a company first and may already have this part setup)



Click on Add Company



Enter the CoCode and Click Create

CoCode

State Instance WestVirginiaFC

Allow Empty CoCode

CoCode

Click Edit if the information is already there OR enter the information and click Save

Company Information

Instance: * WestVirginiaFC

CoCode:

Company Name: *

Address: *

City: *

State: *

Postal Code: *

Telephone Number: * Ext.

Fax Number: * Ext: (1:

Company Type:

Group Code:

Group Name:

FEIN Number: * Ext: 22

State of Domicile: *

Save Cancel

From the Settings tab, click on Contacts (you must add a contact person first and may already have this part setup)

| | | | | | |
|------------------|----------------------|------------|--------------|----------|--------|
| Filings | Messages | Settings | Filing Rules | Reports | Alerts |
| User Preferences | Instance Preferences | Quick Text | Companies | Contacts | |

Click on Add Contact

Add Contact

Find a Contact

Last Name

First Name

Email Address

Job Title

Active

Active Inactive Either

Search

Click Edit if the information is already there OR enter the information and click Save

Contact Information

State Instance: * WestVirginiaFC

First Name: *

Last Name: *

Job Title:

Email Address: * Ex:

Address: *

City: *

State: *

Postal Code: *

Telephone Number: * Ex:

Fax Number: Ex:

From the Filings tab, click on Create a Filing

Step 1 – Create a Filing

- Select the Business Type (Property & Casualty or Life, Accident/Health, Annuity, Credit)
- Enter a Product Name (i.e. West Virginia 20xx Annual Filing)
- Click Next

Step 1 - Create a Filing

* Asterisk denotes required field.

Business Type: *

Product Name:

Project Name:

Project Number:

Authors: *

Step 2 – Select States

- Make sure the Selected States shows WestVirginiaFC
- Click Next

Step 2 - Select States

* Asterisk denotes required field.

States: *

Step 3 – Select Types of Insurance (TOI)

- Type of Insurance (select 01.0 Property, L08 Life – Other or H21 Health – Other)
- Click Next

Step 3 - Select Types of Insurance

Selected States

Type Of Insurance *

Step 4 – Select Sub-Types of Insurance (Sub-TOI)

- Sub-Type of Insurance (select 01.0001 Commercial Property (Fire and Allied Lines))
- Select the Sub-TOI that closely matches your Company Type
- Click Next

Step 4 - Select Sub-Types of Insurance

Selected States
WestVirginiaFC
TOI: 01.0 Property

Sub-Type Of Insurance *
Please select a value
Please select a value
01.0001 Commercial Property (Fire and Allied Lines)

Previous **Next**

Add or Remove States

Save and Close **Save** **Cancel**

Step 5 – Select Filing Types

- Filing Types (select the appropriate Report Type)
- Click Next

Step 5 - Select Filing Types

Selected States
WestVirginiaFC
TOI: 01.0 Property
Sub-TOI: 01.0001 Commercial Property (Fire and Allied Lines)

Filing Types *
 Property & Casualty - Report Reinsurance Property & Casualty - Report
 Risk Retention Group - Report Title - Report

Previous **Next**

Add or Remove States

Save and Close **Save** **Cancel**

Step 6 – Confirm Selections

- Select Save and Continue

Step 6 - Confirm Selections

| State | TOI | Sub-TOI | Filing Types |
|----------------|---------------|---|------------------------------|
| WestVirginiaFC | 01.0 Property | 01.0001 Commercial Property (Fire and Allied Lines) | Property & Casualty - Report |

Previous **Save and Continue**

Save and Close **Save** **Cancel**

Step 7 – Select Companies and Contact

- Select the Contact person
- Select the Company and move it to the right box
- Click Next

Step 7 - Select Companies and Contact

* Attention: please required field

Contact: Please select a contact
Please select a contact

Companies: Please select a company

Company:

Next
Previous
Save
Cancel

Step 8 – Select Companies for States

- Select the Company (or Companies) to include in the filing
- Click Save and Continue

Step 8 - Select Companies for States

+ - Multiple companies accepted on a filing

WestVirginiaFC

Step 9 – Default Filing Data

- Leave All Fields as is (nothing is required on this page)
- Click Next

Step 9 - Default Filing Data

Filing Description:

Company Tracking Number:

Effective Date Requested (New):

On Approval

Effective Date Requested (Renewal):

On Approval

Add Rate Data?: Yes No

Status of Filing in Domicile:

Domicile Status Comments:

Reference Organization:

Reference Number:

Reference Title:

Advisory Org. Circular:

****If an error message appears when you try to Submit the filing, come back to Step 9 and enter "n/a" or "West Virginia 20xx Annual Filing" into the Filing Description box.**

Step 10 – Final Filing Summary

- Review and click Finish

Step 10 - Final Filing Summary

| State | TOI | Sub-TOI | Filing Types | Companies |
|----------------|------------------|--|------------------------------|-----------|
| WestVirginiaFC | 01.0 Property | 01.0001 Commercial Property (Fire and Allied Lines) | Property & Casualty - Report | |

After clicking Finish you will have the chance to upload your Supporting Documentation.

Your filing should be saved under Filings > My Workfolder

- Click on **Supporting Documentation**

The screenshot shows the 'My Workfolder' interface. At the top, there are tabs for Filings, Messages, Billing, Settings, Filing Rules, Templates, and Alerts. Below these are sub-tabs: My Workfolder, My Open Filings, My Draft Filings, Search, Create Filing, and EFT Report. There are buttons for Save, Apply, and Cancel. The main content area displays filing information: Product Name: WV 3rd Qtr Filing; TOI: 01.0 Property; Sub-TOI: 01.0001 Commercial Property (Fire and Allied Lines); Filing Type: Property & Casualty - Report. There are sections for Effective Date Requested (New) and Effective Date Requested (Renewal), each with a radio button and a date picker. Below this is a 'Supporting Documentation' tab, which is active. It shows fields for Project Name, Status of Filing in Domicile (a dropdown menu), Domicile Status Comments (a text area), Filing Status Changed (10/26/2018), Company Status Changed, Reference Organization, Reference Title, and Assigned To.

From the Supporting Documentation tab

- Click Expand All (under the General Information tab)

The screenshot shows the 'Supporting Documentation' tab. At the top, there are tabs for General Information, Form Schedule, Rate/Rule Schedule, Supporting Documentation, Companies and Contact, Filing Fees, and Filing Correspondence. Below these are buttons: Expand All, Collapse All, Bypass Multiple, and View Additional Info. The main content area lists several items, each with a checkbox and a warning icon: Jurat Page (Description: Please upload your Jurat Page. Buttons: Bypass, Satisfy); Certificate of Advertising (A & H business only); Certificate of Compliance (Authority); Certificate of Deposit; Annual Grievance Report (A & H business) - due March 31. At the bottom, there is a button 'Add Supporting Documentation' and buttons for Save, Apply, and Cancel.

Under each required section (to Satisfy)

- Click Satisfy
- Click Attach Files

The screenshot shows a navigation bar with tabs: General Information, Form Schedule, Rate/Rule Schedule, Supporting Documentation, Companies and Contact, Filing Fees, and Filing Correspondence. Below the tabs are buttons: Expand All, Collapse All, Bypass Multiple, and View Additional Info. The main content area is titled 'Jurat Page' with a warning icon. It includes a 'Description' field with the text 'Please upload your Jurat Page.' and a 'Comment' text area. At the bottom, there is a checkbox for 'No Attachment Required', an 'Attach Files' button, and a 'Reset' button.

From the SERFF File Attachment Upload screen

- Click Choose File or Browse
- Look for your PDF document
- Click Open
- Click Upload

The screenshot shows a web browser window titled 'SERFF - System for Electronic Rate and Form Filing'. The address bar shows 'https://login.serff.com/serff/viewUploadEntry.do?'. The page title is 'SERFF File Attachment Upload'. A warning message states: 'Attachments larger than 3MB or Microsoft Word(tm) documents cannot be uploaded to SERFF.' Below this, there are five file upload slots labeled 'File 1' through 'File 5'. 'File 1' has a 'Choose File' button and the text 'Jurat.pdf'. 'File 2' through 'File 5' each have a 'Choose File' button and the text 'No file chosen'. At the bottom, there are 'Upload' and 'Cancel' buttons.

When the page refreshes, the icon will turn green if satisfied.

Under each required section (to Bypass)

- Click Bypass
- In the Bypass Reason box, enter your comments (i.e. Will be sent at a later date, Not Applicable, etc.)
- Click Bypass

General Information | Form Schedule | Rate/Rule Schedule | Supporting Documentation | Companies and Contact | Filing Fees | Filing Correspondence

Expand All | Collapse All | Bypass Multiple

Multiple Supporting Document Bypass

Bypass Reason

Bypass | Cancel

View Additional Info

⚠ Jurat Page

Description

Please upload your Jurat Page.

Comment

No Attachment Required

Attach Files

Reset

When the page refreshes, the icon will turn red if bypassed.

Once all documents have been uploaded, you may click on **Submit Filing**

Filings | Messages | Billing | Settings | Filing Rules | Templates | Alerts

My Workfolder | My Open Filings | My Draft Filings | Search | Create Filing | EFT Report

Add Authors | Edit | Set Confidentiality | Submit Filing | Create Reminder | Move to Workfolder | PDF Pipeline

Product Name: * WV 3rd Qtr Filing
TOI: 01.0 Property
Sub-TOI: 01.0001 Commercial Property (Fire and Allied Lines)
Filing Type: Property & Casualty - Report
Effective Date Requested (New):
Effective Date Requested (Renewal):

General Information | Form Schedule | Rate/Rule Schedule | Supporting Documentation | Companies and Contact | Filing Fees | Filing Correspondence

Project Name:

****The Annual Grievance Report is a requirement if you are authorized to write Accident & Sickness business in West Virginia; however, if you do not meet the definition of a "Health Benefit Plan" than please indicate this in the Bypass Comments.**