

Below are the instructions for submission of your annual filings in SERFF. Please note that SERFF only allows documents to be in PDF or EXCEL format.

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

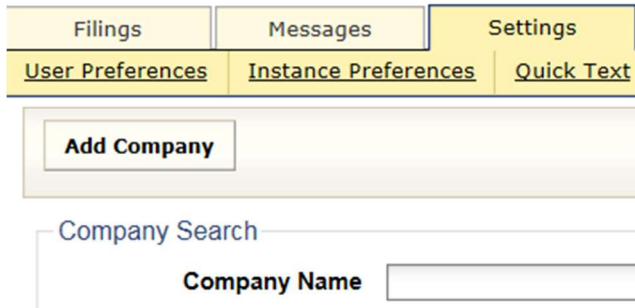
*If you have any issues with the system, please contact the SERFF Help Desk at (816) 783-8990.
*If you have questions about your filing, please contact Cristy Dunlap at cristy.s.dunlap@wv.gov

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



The image shows the 'CoCode' form. At the top, there is a label 'CoCode'. Below it, there is a 'State Instance' dropdown menu with 'WestVirginiaFC' selected. Below that, there is a checkbox labeled 'Allow Empty CoCode' which is currently unchecked. Below the checkbox is a text input field labeled 'CoCode' with a small 'x' icon on the right side. At the bottom of the form, there are two buttons: 'Create' and 'Cancel'.

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

* Additional companies required field

Contact: Please select a contact
Please select a contact

Companies: [Empty list box]

[Add] [Remove] [Clear]

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 with the following details:

- 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): [Date Picker]
- Effective Date Requested (Renewal): [Date Picker]

Below these details is a tabbed interface with the following tabs: General Information, Form Schedule, Rate/Rule Schedule, Supporting Documentation, Companies and Contact, Filing Fees, and Filing Correspondence. The 'General Information' tab is active, showing:

- Project Name: [Text Field]
- Status of Filing in Domicile: [Please Select ->]
- Domicile Status Comments: [Text Area]
- Filing Status Changed: 10/26/2018
- Company Status Changed: [Text Field]
- Reference Organization: [Text Field]
- Reference Title: [Text Field]
- Assigned To: [Text Field]

From the Supporting Documentation tab

- Click Expand All (under the General Information tab)

The screenshot shows the 'Supporting Documentation' tab with the following elements:

- Buttons: Expand All, Collapse All, Bypass Multiple, View Additional Info
- Document List:
 - ⚠️ 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
- Button: Add Supporting Documentation

At the bottom of the interface are the Save, Apply, and Cancel buttons.

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 description: 'Please upload your Jurat Page.' There is a large text area for a comment. Below the comment area is a checkbox labeled 'No Attachment Required', which is currently unchecked. At the bottom of the section are buttons for 'Attach Files' and 'Reset'.

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.' There are five file upload slots, each with a 'Choose File' button and a text field. The first slot shows 'Jurat.pdf' in the text field. The other four slots show 'No file chosen'. At the bottom of the upload area 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.**