



FLORIDA OFFICE OF
INSURANCE REGULATION

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

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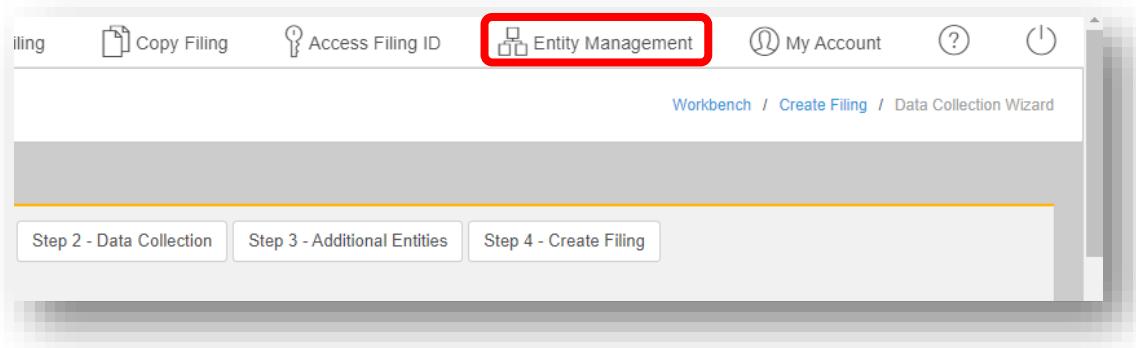
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The Insurance Regulation Filing System (IRFS)

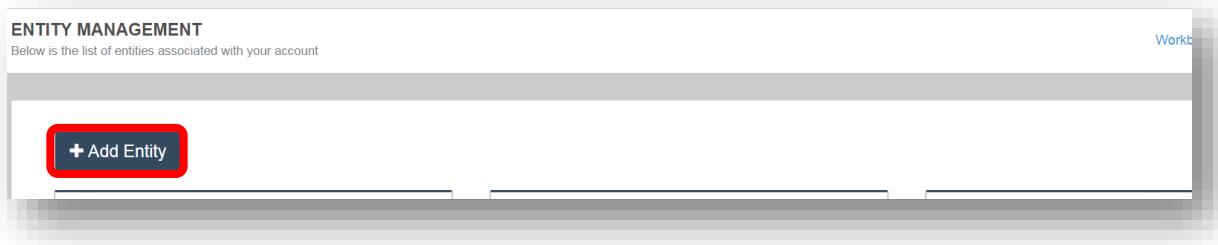
In 2017, the Florida Office of Insurance Regulation launched an online system to replace the Data Collection and Analysis Modules (DCAM) for filing data collections. If you have not used DCAM before you will need to create a new account here: <https://irfs.fldfs.com/>. Once you have created and activated your account, you may create a filing and complete your submission.

Creating a Data Collection Filing in IRFS

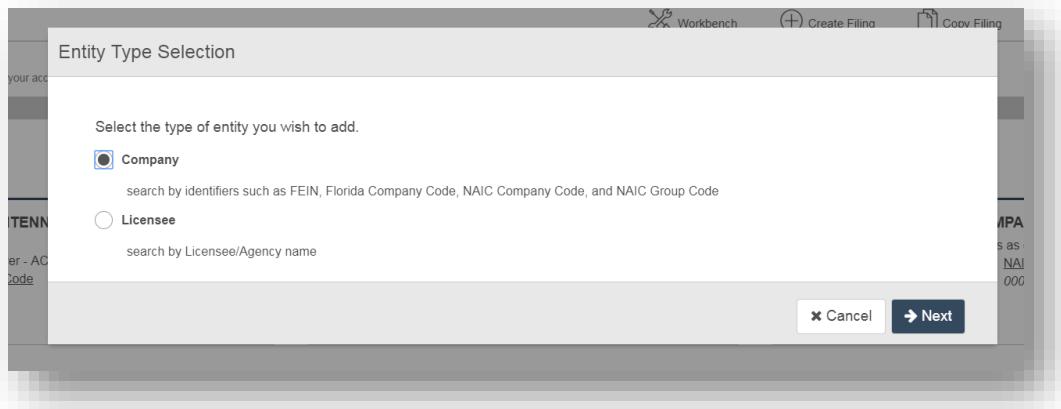
Log in to the IRFS system here: <https://irfs.fldfs.com/> and add your company by clicking on “Entity Management”.



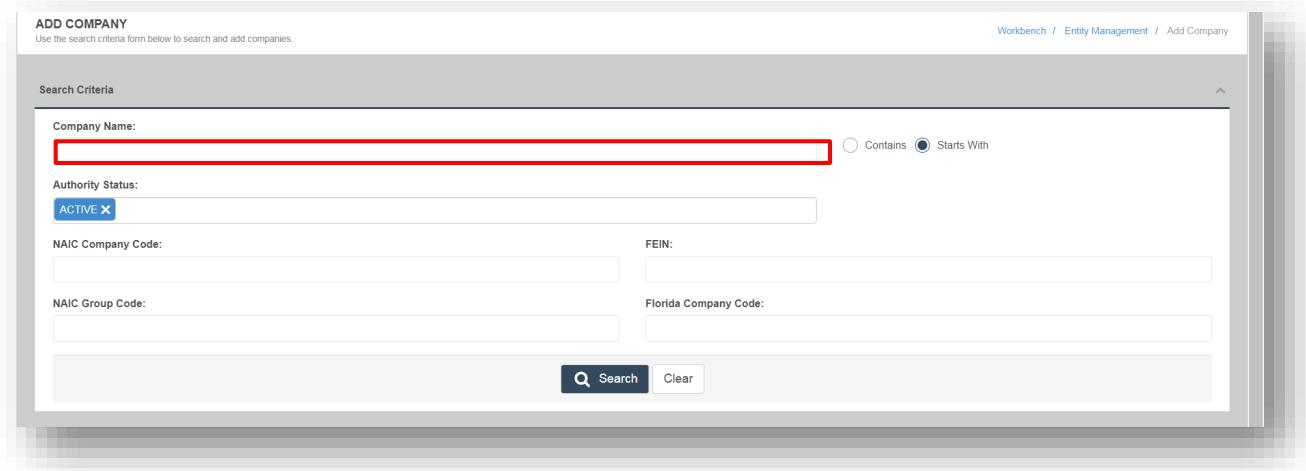
Select “+Add Entity”



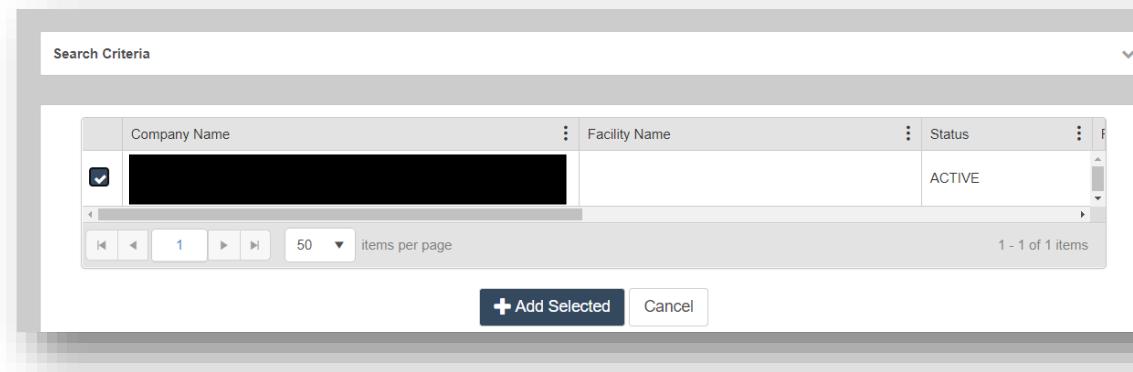
Select “Company” and click “Next”.



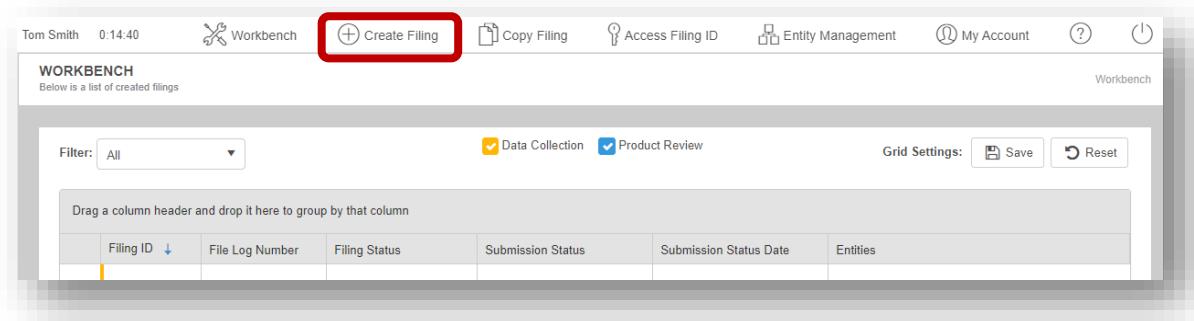
Type in the name of your company and click on “Search”.



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

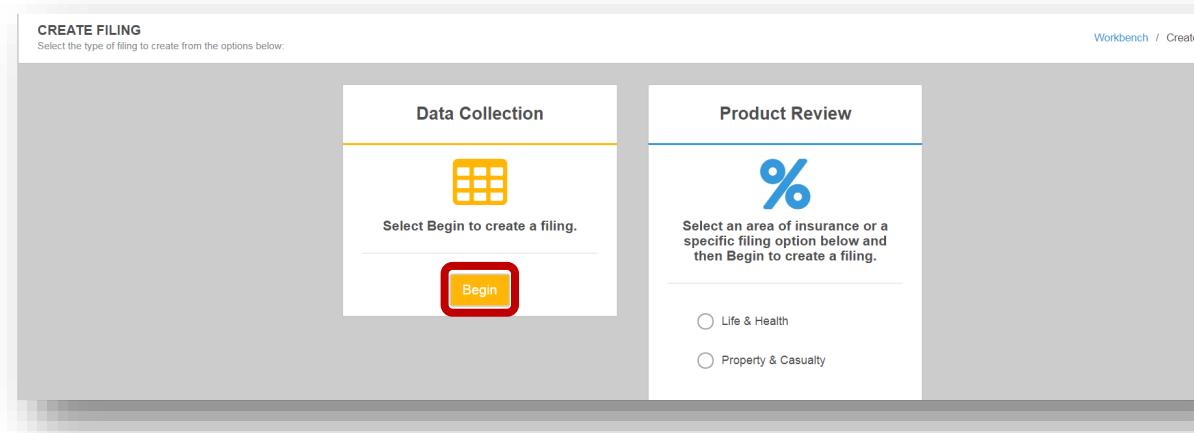


Return to your Workbench and select “Create Filing”.



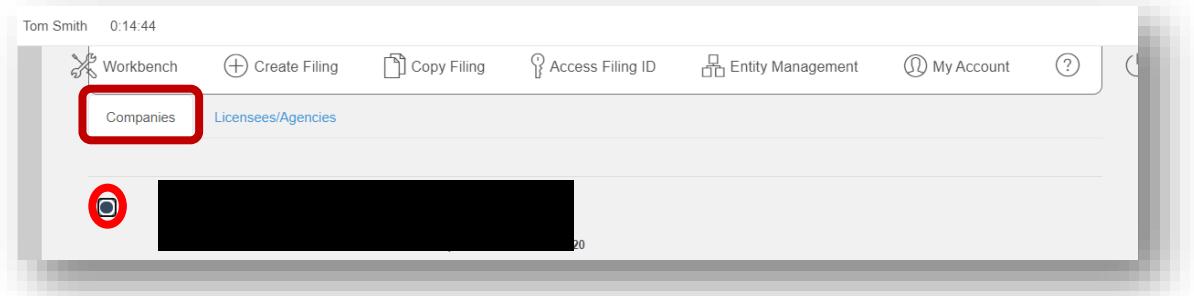
The screenshot shows the 'Workbench' interface. At the top, there are several menu items: 'Workbench', 'Create Filing' (which is highlighted with a red box), 'Copy Filing', 'Access Filing ID', 'Entity Management', 'My Account', and help icons. Below the menu is a section titled 'WORKBENCH' with the sub-instruction 'Below is a list of created filings'. A table grid is displayed with columns: Filing ID, File Log Number, Filing Status, Submission Status, Submission Status Date, and Entities. A 'Filter' dropdown is set to 'All'. At the top of the grid are checkboxes for 'Data Collection' and 'Product Review', and buttons for 'Grid Settings', 'Save', and 'Reset'.

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



The screenshot shows the 'CREATE FILING' page. It has two main tiles: 'Data Collection' and 'Product Review'. The 'Data Collection' tile features a grid icon and the text 'Select Begin to create a filing.' with a 'Begin' button (highlighted with a red box). The 'Product Review' tile features a percentage icon and the text 'Select an area of insurance or a specific filing option below and then Begin to create a filing.' with radio buttons for 'Life & Health' and 'Property & Casualty'. The top right corner shows the path 'Workbench / Create Filing'.

Step 1: Select “Companies”. Then Select your company and click the “Next” button in the lower right-hand corner of your screen.



The screenshot shows the 'Companies' selection screen. At the top, there are buttons for 'Companies' (highlighted with a red box) and 'Licensees/Agencies'. Below this is a list of company names, with the first name partially visible and highlighted with a red circle. The top navigation bar includes 'Workbench', 'Create Filing', 'Copy Filing', 'Access Filing ID', 'Entity Management', 'My Account', and help icons.

Step 2: Select your data collection filing and hit “Next”. If a data collection call is highlighted in pink, someone associated with your company has already filed. Click on the pink row to see the filer’s account.

Smith 0:14:51

Workbench Purpose	Create Filing Module	Copy Filing	Access Filing ID Event	Entity Management	My Account	?
<input type="radio"/> Data	Annual Reinsurance Data Call		ARDC 2020 Reinsurance Reporting	ARDC 2020 Part Two Annual Reinsurance Reporting		
<input type="radio"/> Data	Market Conduct Report of Rescinded Policies Module		Market Conduct Report of Rescinded Policies Events	Policies Rescinded		
<input type="radio"/> Data	P&C Special Data Call		Catastrophe Stress Test Data Call	Catastrophe Stress Test - June 2020		
<input type="radio"/> Data	L&H Gross Annual Premium and Enrollment		GAP Calendar Year Reporting	GAP CY2019 Annual Reporting		
<input type="radio"/> No Data	L&H Gross Annual Premium and Enrollment		GAP Calendar Year Reporting	GAP CY2019 Annual Reporting		
<input type="radio"/> No Data	P&C Calendar Year Experience Reporting		PCCY Calendar Year Reporting Event	PCCY CY2019 Reporting		
<input type="radio"/> Data	P&C Calendar Year Experience Reporting		PCCY Calendar Year Reporting Event	PCCY CY2019 Reporting		

Step 3: Usually you can click “Next”. This step is seldom used. If the data collection allows group filings, select the other companies included in the filing.

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

Additional entities are not allowed for selected data collection.

Current Selections:

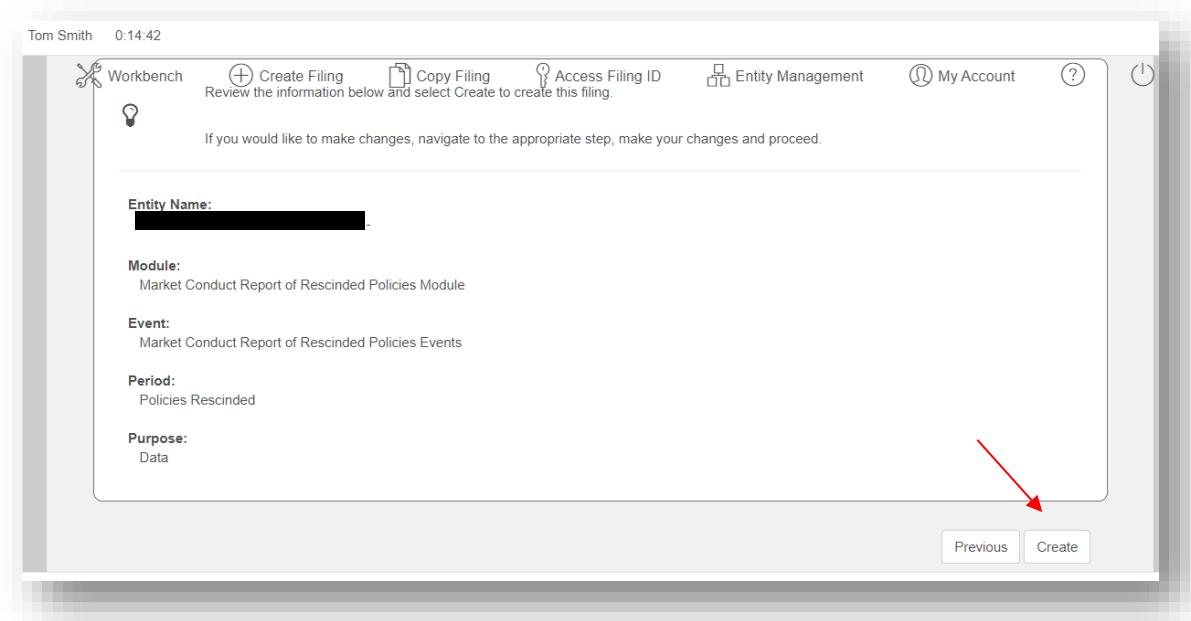
Entity Name(s):

Module: Market Conduct Report of Rescinded

Previous Next



Step 4: Click “Create” in the lower right-hand corner of the screen and then select “Confirm” in the pop-up window.



Tom Smith 0:14:42

Workbench [Create Filing](#) [Copy Filing](#) [Access Filing ID](#) [Entity Management](#) [My Account](#) [?](#)

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

Entity Name: [REDACTED]

Module: Market Conduct Report of Rescinded Policies Module

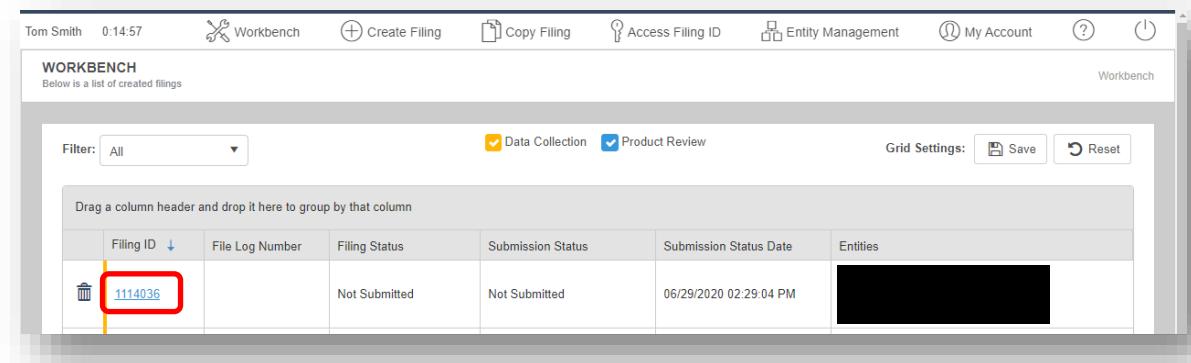
Event: Market Conduct Report of Rescinded Policies Events

Period: Policies Rescinded

Purpose: Data

[Previous](#) [Create](#)

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



Tom Smith 0:14:57

Workbench [Create Filing](#) [Copy Filing](#) [Access Filing ID](#) [Entity Management](#) [My Account](#) [?](#)

WORKBENCH
Below is a list of created filings

Workbench

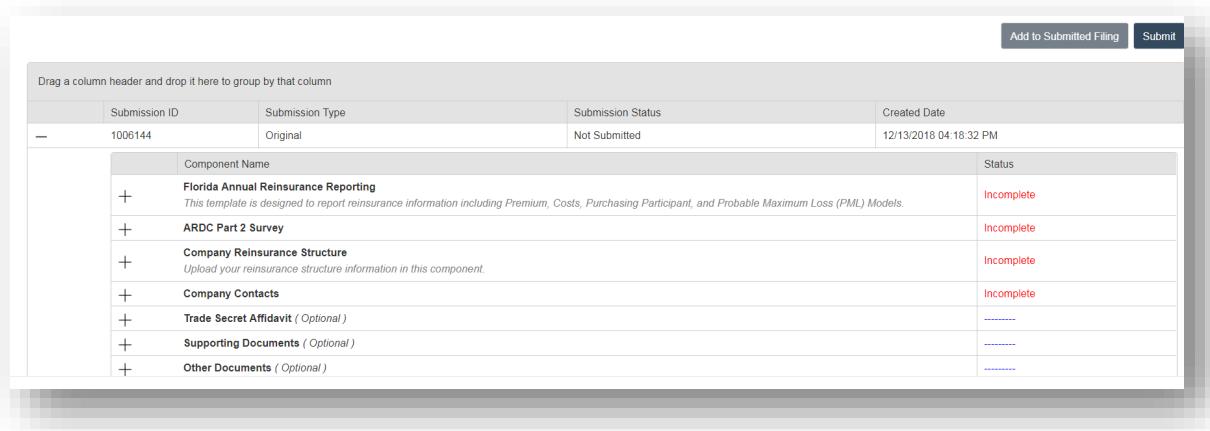
Filter: All [▼](#) Data Collection Product Review Grid Settings: [Save](#) [Reset](#)

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

	Filing ID	File Log Number	Filing Status	Submission Status	Submission Status Date	Entities
 1114036			Not Submitted	Not Submitted	06/29/2020 02:29:04 PM	[REDACTED]

Downloading Documents from Your IRFS Data Collection Filing

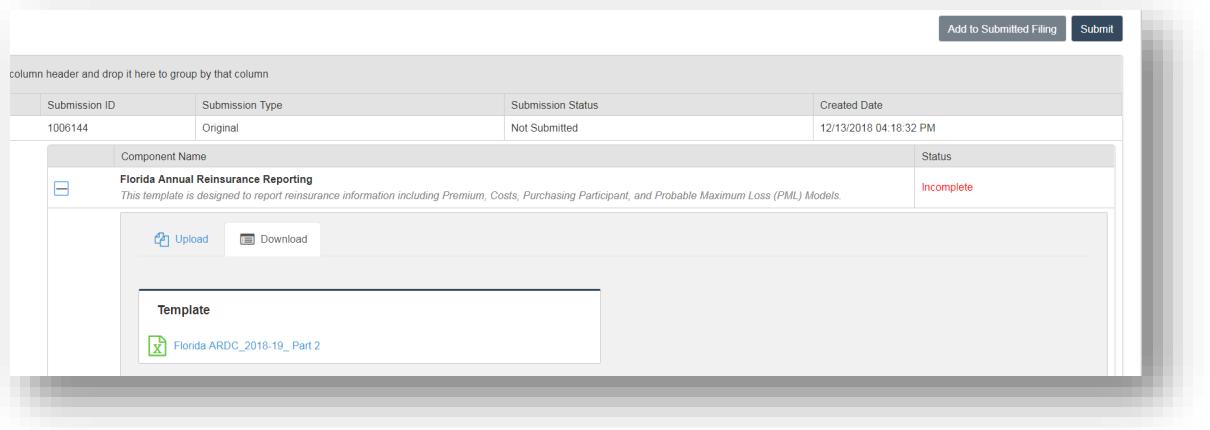
Scroll down to the list of filing components. The first four components are mandatory; the last three are voluntary and not required.



The screenshot shows a table of filing components. The first row contains the headers: Submission ID, Submission Type, Submission Status, and Created Date. The second row shows the data for submission ID 1006144: Original, Not Submitted, and 12/13/2018 04:18:32 PM. Below this is a detailed list of components:

Component Name	Status
Florida Annual Reinsurance Reporting <small>This template is designed to report reinsurance information including Premium, Costs, Purchasing Participant, and Probable Maximum Loss (PML) Models.</small>	Incomplete
ARDC Part 2 Survey	Incomplete
Company Reinsurance Structure <small>Upload your reinsurance structure information in this component.</small>	Incomplete
Company Contacts	Incomplete
Trade Secret Affidavit (Optional)	-----
Supporting Documents (Optional)	-----
Other Documents (Optional)	-----

Click on the plus sign to the left of the “Florida Annual Reinsurance Reporting” 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.



The screenshot shows the “Florida Annual Reinsurance Reporting” component in detail. It includes a description: “This template is designed to report reinsurance information including Premium, Costs, Purchasing Participant, and Probable Maximum Loss (PML) Models.” Below the description are two buttons: “Upload” and “Download”. The “Download” button is highlighted with a blue border. A “Template” section shows a preview of the file “Florida ARDC_2018-19_Part 2” with a green document icon.

Click on the minus sign to the left of the “Florida Annual Reinsurance Reporting” to close that component. The next component is a survey that some, not all, data collection calls have. Just click on the plus sign to the left of the next component (ARDC Part 2 Survey) and fill it out. If any of your answers are Trade Secret, mark the box on the right.

14:58

Workbench Create Filing Copy Filing My Account

Submission ID	Submission Type	Submission Status	Created Date
1006144	Original	Not Submitted	12/13/2018 04:18:32 PM

Component Name

+ Florida Annual Reinsurance Reporting
This template is designed to report reinsurance information including Premium, Costs, Purchasing Participant, and Probable Maximum Loss (PML) Models. Incomplete

- ARDC Part 2 Survey
Incomplete

Provide answers to the questions below. Those marked with an * are required.

Survey

* 1 If the Company presents its PML data on a consolidated basis, describe the methodology by which the retention and reinsurance recoverable are allocated among participants in the program. Enter N/A if the company presents its PML on an individual basis.

Trade Secret

The next component asks for the filer to upload a document. Open the component, click on “Add Document” button and follow the upload instructions.

4:57

Workbench Create Filing Copy Filing My Account

Submission ID	Submission Type	Submission Status	Created Date
1006144	Original	Not Submitted	12/13/2018 04:18:32 PM

Component Name

+ Florida Annual Reinsurance Reporting
This template is designed to report reinsurance information including Premium, Costs, Purchasing Participant, and Probable Maximum Loss (PML) Models. Incomplete

+ ARDC Part 2 Survey
Incomplete

- Company Reinsurance Structure
Upload your reinsurance structure information in this component. Incomplete

Upload the file you wish to include with this component.

Select the +Add Document button below and follow the instructions provided in the document upload window.

Trade Secret files will require the inclusion of a trade secret affidavit.

+ Add Document

Document Name Document Title Created Date Confidential Trade Secret Affidavit

The next component is “Company Contacts”; all data collection calls have this 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.

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

Pri...	Cc	Full Name	Email Address
<input type="radio"/>	<input type="checkbox"/>	Tom Zutell	tom.zutell@flio.com

If you would like to include any individuals not listed above as Cc contacts, enter their email addresses below (separated by semicolons).

Save

Now that all the required components' statuses are **Complete**, click the “Submit” button to submit your filing.

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NAIC Code: 22250 NAIC Group: 01941 FL Code: 01941

Filing Purpose: Data

ARDC 2018 Reinsurance Reporting

Add to Submitted Filing **Submit**

column header and drop it here to group by that column

Submission ID	Submission Type	Submission Status	Created Date
1006144	Original	Not Submitted	12/13/2018 04:18:32 PM

Component Name	Status
Florida Annual Reinsurance Reporting <i>This template is designed to report reinsurance information including Premium, Costs, Purchasing Participant, and Probable Maximum Loss (PML) Models.</i>	Complete
ARDC Part 2 Survey	Complete
Company Reinsurance Structure <i>Upload your reinsurance structure information in this component.</i>	Complete
Company Contact	Complete
Trade Secret Affidavit (Optional)	-----
Supporting Documents (Optional)	-----
Other Documents (Optional)	-----

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

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