Florida Office of Insurance Regulation

The Florida Office of Insurance Regulation has launched the Insurance Regulation Filing System (IRFS) -- to replace the DCAM system.

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

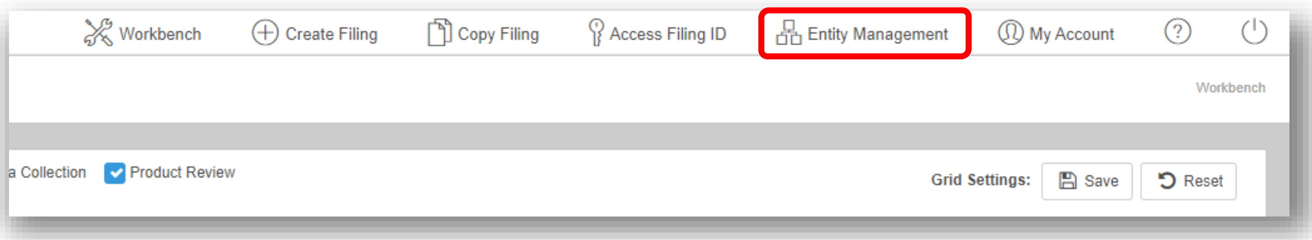
Contents

The Insurance Regulation Filing System (IRFS)

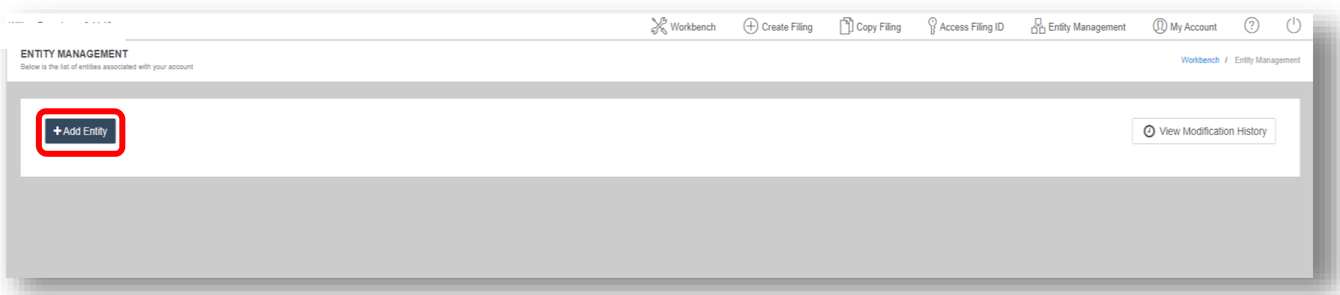
If you have not used IRFS before you will need to create a new account here: https://irfs.fldfs.com/.

Creating a Data Filing in IRFS

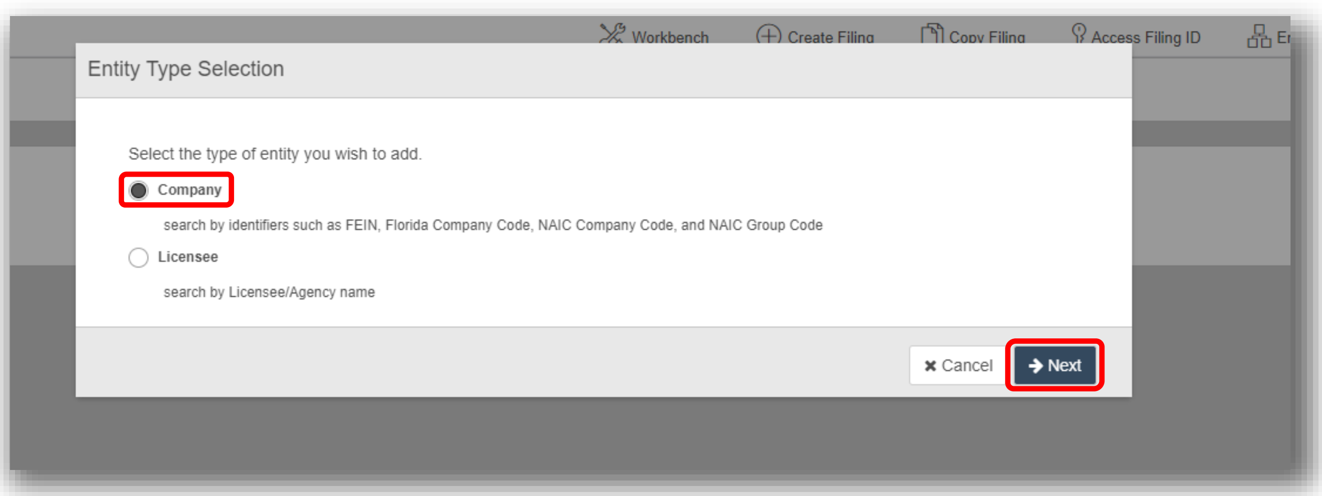
Log in to the IRFS system here: https://irfs.fldfs.com/ and add your agency by clicking on "Entity Management" at the top.



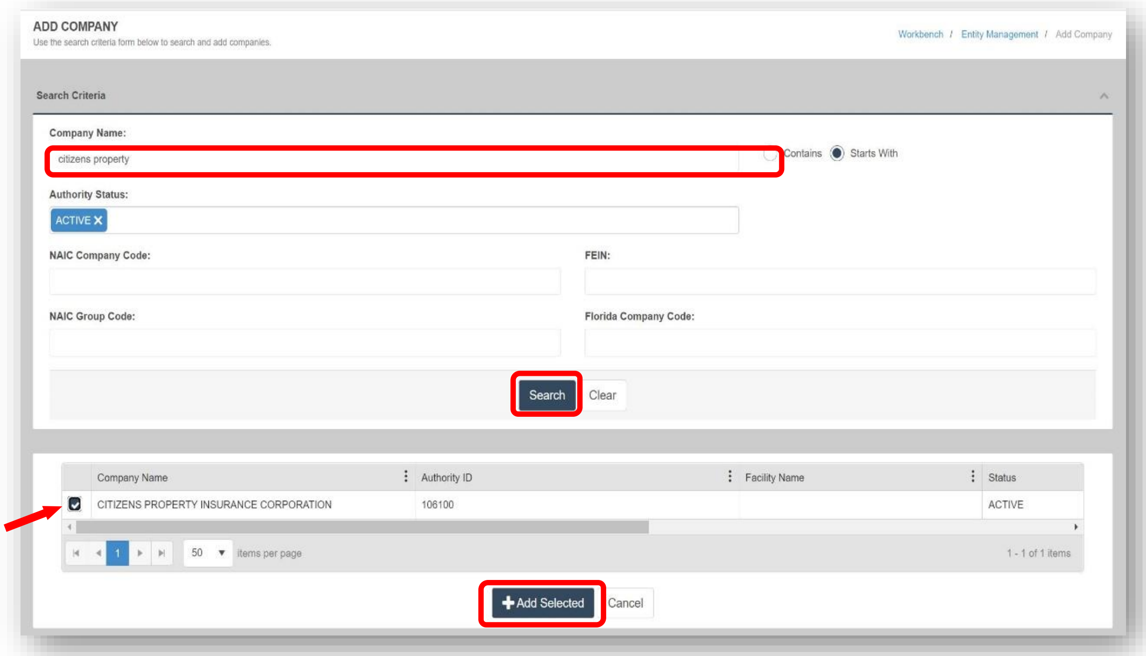
Select "+Add Entity"



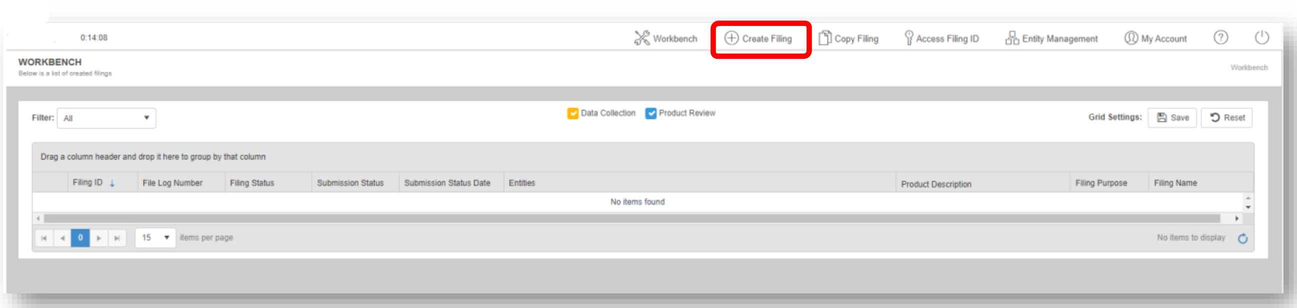
Select "Company" and click "Next" (Licensee is used for the Title Data Call only).



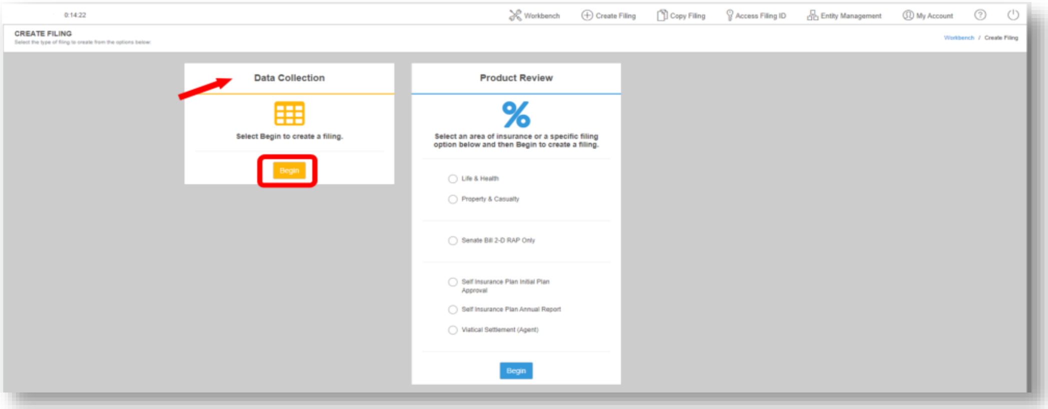
Type in the name of your agency and click on “Search”. Then select your agency and click “Add Selected” button at the bottom. Your request to associate your account with the company has been sent to the company’s administrator. You will not be able to create or submit filings for this company until your access is approved. You will receive an email when the company approves or denies your request. This approval is only needed the first time you add the company.



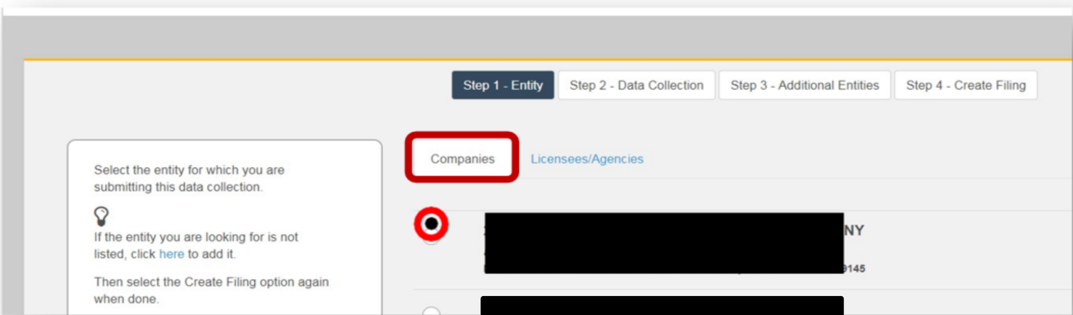
Return to your Workbench and select “Create Filing”.



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

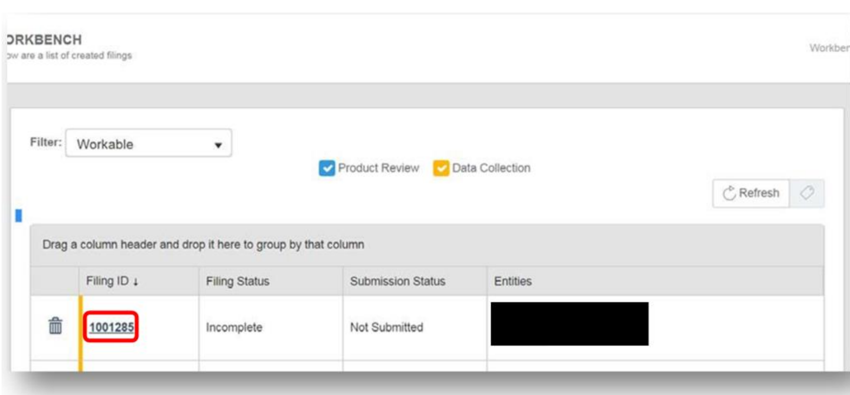


In Step 1, Select “Companies”. Then Select your agency and click the “Next” button in the lower right-hand corner of your screen.



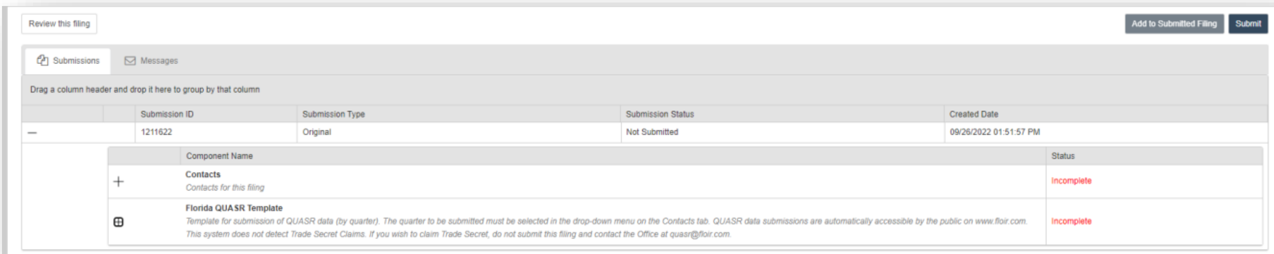
In Step 2, select a data call then “Next”. If a data call is pink, someone has already filed for the company. Hover over the pink row to see the filer information.
In Step 3, usually you can click “Next”. If the data call allows group filings, additional companies can be selected.
In Step 4, click “Create” in the lower right corner then “Confirm”.

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

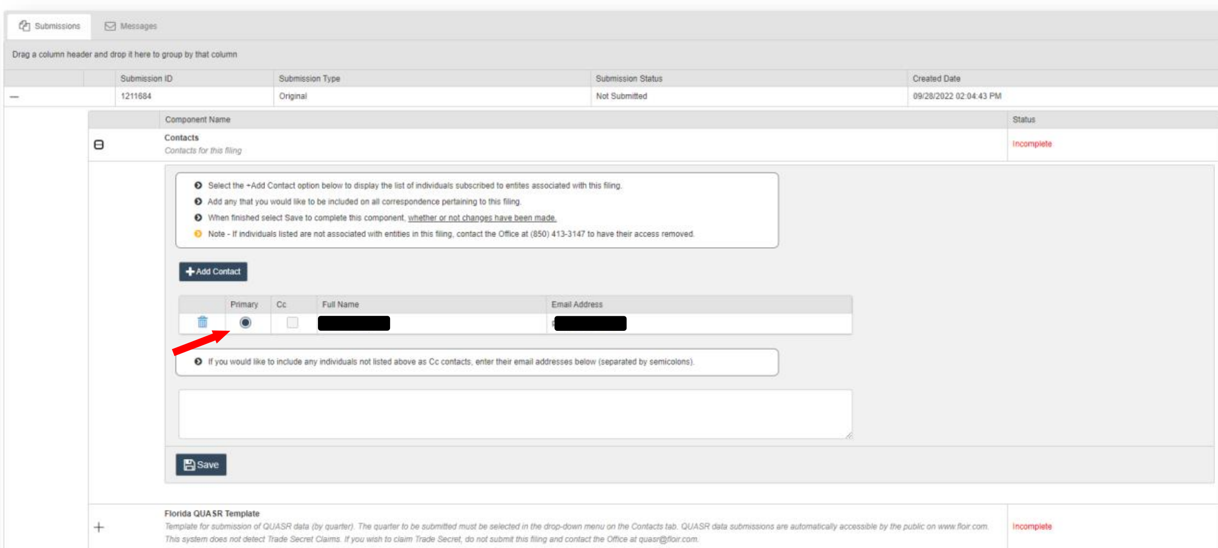


Completing Your IRFS Data Filing

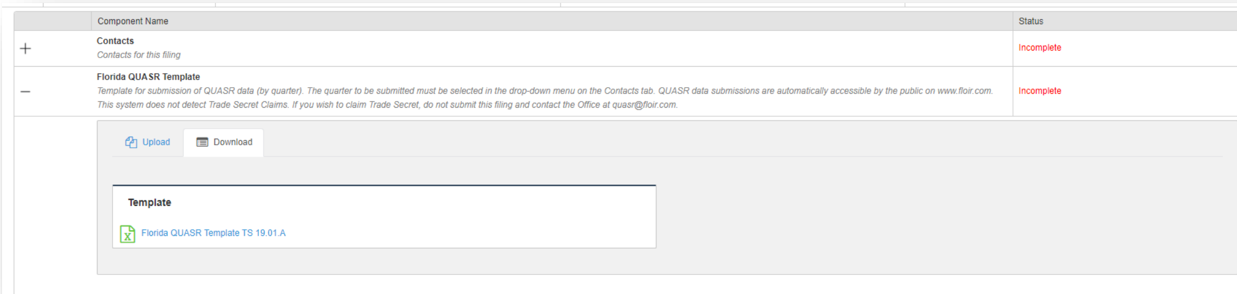
Scroll down to the list of filing components. Any component with an "incomplete" status is mandatory.



In this example, the first component is "Company Contacts". All data calls have this component. Review the contact information. You can add or remove contacts as needed. You must then click "Save" at the bottom of the screen.

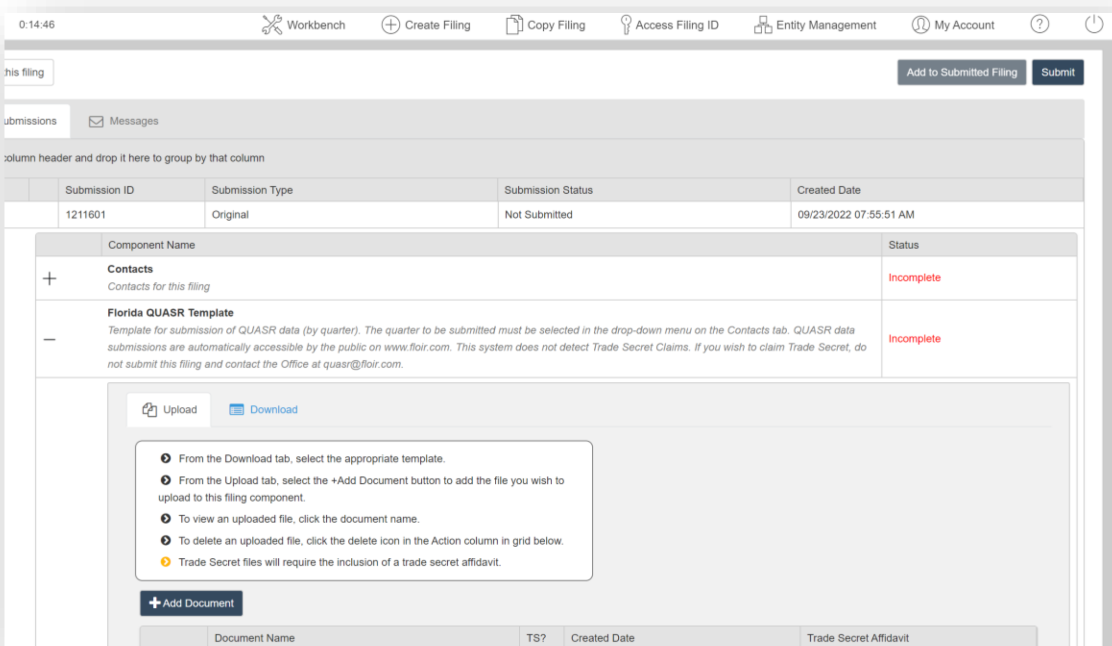


Click on the plus sign to the left of the “Template” component, select “Download” and click on the Excel icon.



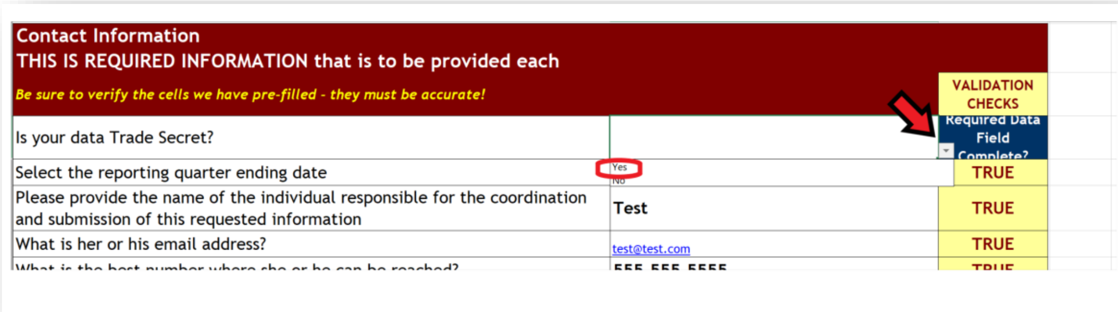
It is advisable to save the template to your desktop for easy access. Follow the instructions and fill out the template; you can save your work, close the template and come back to it at any time.

Once completed you will then upload the document. Open the component, click on the “+Add Document” button and follow the upload instructions.

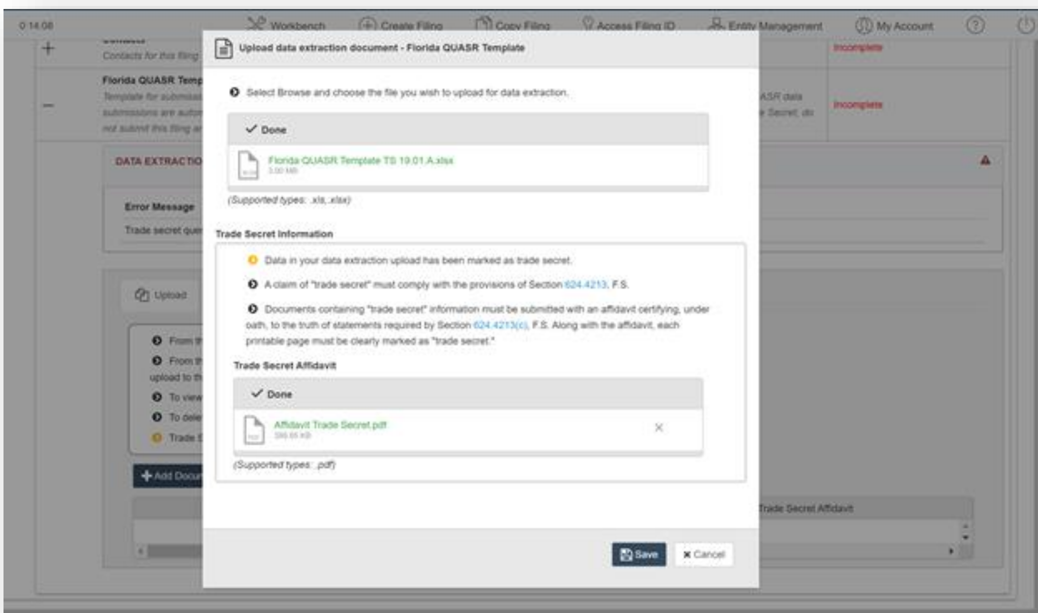


Trade Secret Data Filings

Some Data Calls allow the filer to upload Trade Secret documents. For templates that are set up to allow it, you must answer “Yes” on the contacts tab to mark the template as Trade Secret.

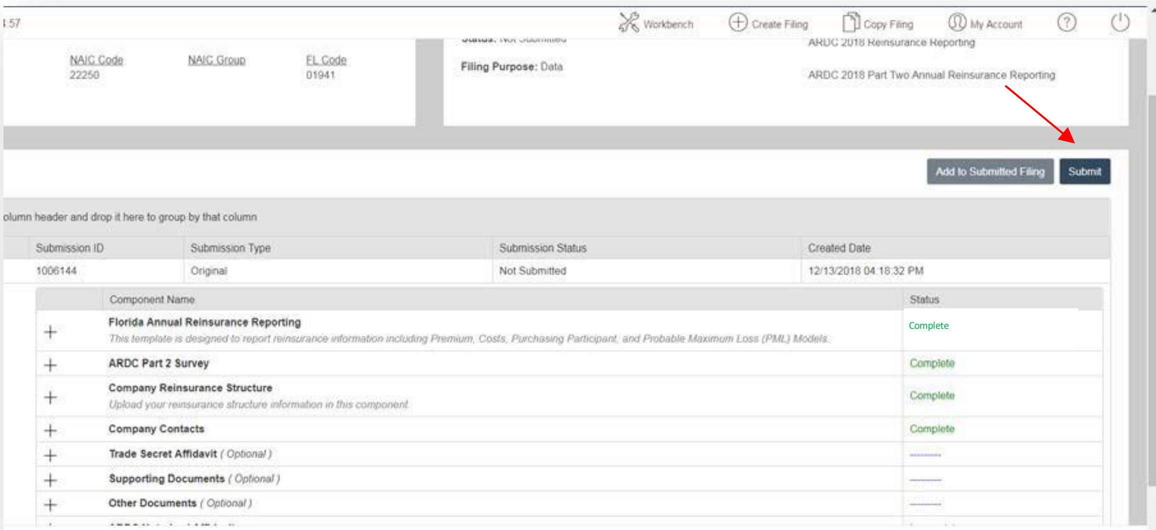


When uploading templates marked Trade Secret, you will be prompted to add a Trade Secret affidavit.



Submitting your Data Filings

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



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

Changes to Entity Management

On July 13, 2022, changes were implemented in IRFS Entity Management to enhance security and allow companies to manage their filers:

- Any IRFS account which subscribes to a company must be approved by the company's administrator before they can create a filing.
- The company's administrator will receive an email notification with instructions to approve or deny access for individuals requesting to submit on behalf of the company.
- Once the company's administrator acts on the request, the requester will receive email notification that their access is either approved or denied.

A user guide which outlines the new functionality in IRFS can be found here.

For questions regarding the new IRFS changes, please contact Research@floir.com.

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