

INSTRUCTIONS FOR IFPR FILING:

The user must select either the SIU description form or anti-fraud plan form to make the proper filing.

1. SIU description form (DFS-L1-1689) word or Adobe PDF for excess \$10 mil in FL annual direct written premium and save form to their word application so that they can complete the required info.
2. Anti-fraud plan form (DFS-L1-1690) word or Adobe PDF for less than \$10 in FL annual direct written premium and save the form to their word application so that they can complete the required info.

The user will "save" one of these forms as a word document to their computer - whichever of the above forms is applicable for their premium size. The user will enter all the required components of the form and save as a new document in their word document files. Once the form is completed, the user will return to Division of Insurance Fraud's website to access the Insurance Fraud Plan Report (IFPR) site to submit the filing.

After accessing the IFPR System, the user will "ACTIVATE A NEW ACCOUNT". The user provides basic identifiers on the user and the company, including a valid email address and a password. A contracted third party company can file on behalf of an insurance company. After the user completes this basic information, the user will select "SUBMIT". The user will receive an email which provides the account code and a link to the IFPR to make the filing. Contracted companies can use the same account code and password to make filings for multiple insurance companies, but they need to make separate new filings for each insurer that they contract with.

From the email, the user can select the IFPR link. The account code is pre-filled. The user enters his password and clicks "LOG IN". (There is a method to obtain the user's password if he forgets it).

From here the user selects "START A NEW FILING". This brings up a screen where the user will again select "START A NEW FILING".

From here the user would choose/select the companies that they are filing the description or plan on behalf of. The user can select by the NAIC group code, or NAIC individual code or carrier/insurer name. If a carrier/insurer has already been selected, the system will indicate "RESERVED". The user can add more companies or delete companies.** Once the companies are selected and the user is ready to make the filing, the user will select "**BEGIN UPLOAD**".

From here the user will select ONE OF THE TWO CHOICES:

\$10 million or more of annual direct premium (only Florida) **or**
\$10 million or less of annual direct premium (only Florida)

The user will select "BEGIN". This takes the user to the "FILE UPLOAD" screen. The user selects "BROWSE". The BROWSE function will take the user to their Word files. The user selects the completed saved filing using one of the form filings (using the forms referenced above). The user clicks "OPEN" from the word file documents. The "FILE TO UPLOAD" field will pre-fill with the word file document name that they selected and opened.

From here the user will "UPLOAD". If the user decides that they are not ready or prepared to upload the filing, they can click "CANCEL". The user will probably have "RESERVED" the company, but they can CANCEL the option to "UPLOAD" the filing. The filing upload takes a few minutes. Once it is complete, a screen will come up that tells the user it has been "successfully

submitted and received". The user will also receive an email that provides the filing identification number, the file name of the filing document and the date and time that the filing document was uploaded.