

# Introduction

This is a supplemental User Guide intended to describe the following SMART features, which replaces the Security Administration>User Profile Maintenance feature from EFS:

## Search/Edit>Broker

This guide is a sub section of the SMART User Guide. You may contact our Tech Support team via [email](#) to obtain a complete version of the Smart User guide.

Note: Development of this application is in progress; this guide may be updated as new releases are in place.

## Prerequisites

You must have an authorized account with active credentials to SLTX's Online Filing System or SMART application. SMART utilizes the user credentials from the existing Electronic Filing System (EFS); therefore, separate credentialing is not necessary.

## Environments

The following URLs are used for SMART:

**Test:** <https://test.sltx.org/> **Production:** <https://smart.sltx.org/>

## Site Navigation

To navigate back one or more pages, you may use your browser's back button, the clickable breadcrumbs at the top of each page, or the left navigation panel.

## Supported Browsers

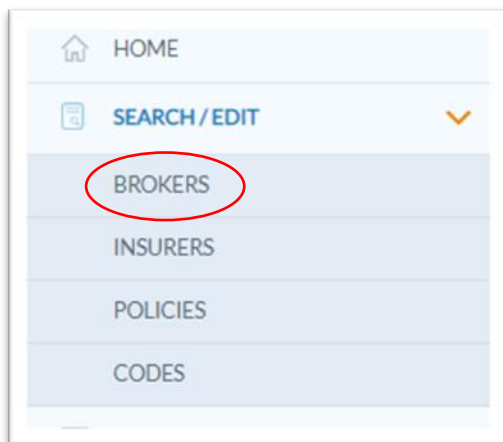
- Google Chrome
- Microsoft's Edge

NOTE: Internet Explorer (IE), regardless of the version, is not supported

## Primary Navigation

**Step 1:** Select the Search/ Edit menu and click Brokers

\*This will allow you to view information SLTX maintains about your agency, maintain/create Online filing users' profiles or reset passwords for existing profiles, and maintain/create Contracts.



## BASIC Search

**Step 1:** Once you click Broker from the Search/Edit menu, you will be able to view license and contact info by selecting License/Contact tab. You will only be able to view info for agent or agency for which you have an authorized credential.

Note: SLTX obtains licensing info directly from the Texas Department of Insurance (TDI), while contact info is obtained from you, the user, or other external sources.

Home / Search - Edit / Brokers / 99999

### SLTX TEST AGENCY

TDI License No. 99999 | TDI Broker ID 666666666 | NPN

**LICENSE/CONTACT** SECURITY

#### License Information

Broker Type	License Status	License Effective	License Expiration
Corporate	Active	12/31/2003	12/31/2022

#### Contact

Contact Name	YOUR NAME			Email	NAME@EMAIL.COM	
Phone	Extension	Alternative Phone	Extension			
(512) 531-1880		(800) 681-5848				
Alternative Email	Broker Principal Email		Website			
NAME@EMAIL.COM	SOME OTHER NAME		WWW.SLTX.ORG			
TSLA Member	No					

#### Alternative Contacts

NAME	EMAIL	PHONE	EXTENSION
YOUR NAME 3	NAME@EMAIL.COM	(512) 555-1212	1234
YOUR NAME 4	NAME@EMAIL.COM	(512) 555-1212	456

Address

MAILING OFFICIAL HOME OFFICE THIRD PARTY FILER

Line 1  
805 LAS CIMAS PARKWAY STE 300


Line 2 ADDR LINE 2


Line 3 ADDRESS LINE 3

City State Zip  
DALLAS PA 78665

**DBA/AKA**

**Step 1:** To View DBAs on file with SLTX, click the down arrow to the right of "DBA/AKA".

DBA/AKA 

DBA/AKA 

- 1 - SLTX HAS A DBA
- 2 - SLTX BUSINESS NAME
- 3 - SOME OTHER NAME

## Broker Security Tab

**Step 1:** Once you complete Step 1 from the Primary Navigation section, you can view Online Filing Users by selecting the Security tab. You will only see users which are associated with your agency.

Note: This table, separated by sub-sections, includes details for each [User ID](#), including user type, status, the number of invalid log-in attempts, and when the password is set to expire. It will also let you know the status of each [user's acceptance](#) of any necessary SMART End User Licensing Agreements (EULA), Terms of Service (TOS), and/or Privacy Policies (PP).

## Users sub-section

The screenshot shows the 'Security' tab for 'SLTX TEST AGENCY'. The 'SECURITY' tab is circled in red. Below the agency name, there are fields for 'License/Contact', 'Security', and 'Filing/Contracts'. The 'Security' section includes profile information: Name (SLTX TEST AGENCY), Phone (512) 555-1212, Primary Email (NAME@EMAIL.COM), Secondary Email (NAME@EMAIL.COM), Max Login Attempts (10), and Password Expire Days (90). Below this is a navigation bar with 'Users' circled in red, and buttons for 'Add User', 'Invite User', and 'Display'. A table lists users with columns: USER ID, NAME, EMAIL, ROLE, STATUS, TYPE OF ACCESS, APPROVED BY, LOGIN ATTEMPTS, PASSWORD EXPIRES, and ACTION. The 'ACTION' column for the first user has a pencil icon circled in red, with a red arrow pointing to the 'Edit Existing Users' section.

USER ID	NAME	EMAIL	ROLE	STATUS	TYPE OF ACCESS	APPROVED BY	LOGIN ATTEMPTS	PASSWORD EXPIRES	ACTION
NONADMIN	YOUR USERNAME 1	NAME@EMAIL.COM	User	Active	Filing & Payments		0	12/15/2021	
TESTADD	USER NAME 2	NAME@EMAIL.COM	Administrative	Active	Filing & Payments		0	01/10/2022	

## Edit Existing Users

**Step 1:** Click the pencil icon from the ACTION column to EDIT existing user profiles. Functions include updating User's Name, Email, Authority, [Password](#), and/or inactivating or deleting a profile.

Note: Once created, [User ID](#) cannot be changed.

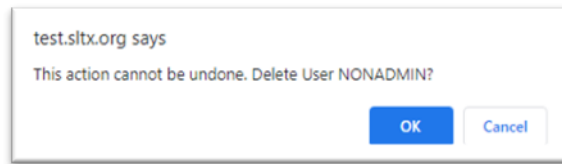
**Step 2:** Once necessary changes have been made, click SAVE. If you click CANCEL, you will be returned to the Security Tab without saving your changes.

The 'Edit User' form contains the following fields: Name (YOUR USERNAME 1), Status (Active selected, Inactive unselected), User ID (NONADMIN), Password (empty field), Email (NAME@EMAIL.COM), Authority (Administrative unselected), and Approved By (empty field). At the bottom, there are buttons for DELETE, Cancel, and SAVE (circled in red).

\*Clicking CANCEL will not save your changes!

**Step 3:** To DELETE a user's profile, click DELETE.

Note: You will be prompted to confirm the delete since it cannot be undone once confirmed.



## Add New Users

**Step 1:** Click the Add User button to create or add a new user profile

A "Add User" form window with a white background and a close button (X) in the top right corner. It contains several input fields and options: "Name" (text input), "User ID" (text input), "Email" (text input), "Password" (text input), "Status" (radio buttons for "Active" and "Inactive", with "Active" selected), and "Authority" (checkbox for "Administrative", which is unchecked). At the bottom, there is a blue "DELETE" button on the left and "Cancel" and "SAVE" buttons on the right.

**Step 2:** Input User's Name, [User ID](#), Email, and [Password](#). Once you select the appropriate authority for the user, click SAVE.

This is the same "Add User" form as in the previous image. In this version, the "SAVE" button at the bottom right is circled in red. A red line points from the text on the right towards the "SAVE" button.

\*Clicking CANCEL will not save your changes!

Note: Administrative Authority allows a user to create new and/or maintain user profiles.

## Password Requirements

Must be a combination of alphanumeric characters, containing at least 1 special character, and be between 8 and 20 characters long. **A password may not contain the user's name(s) or User ID.**

## User ID Requirements

Must be between 3 and 10 characters long and must be unique. You will be prompted to select another User ID if it is already in use. Once created, a User ID cannot be changed

## Approved By

Name of SLTX employee that approved this agency's user's test transactions, or the license number of the broker or agency where this user previously tested.

## Documents sub-section

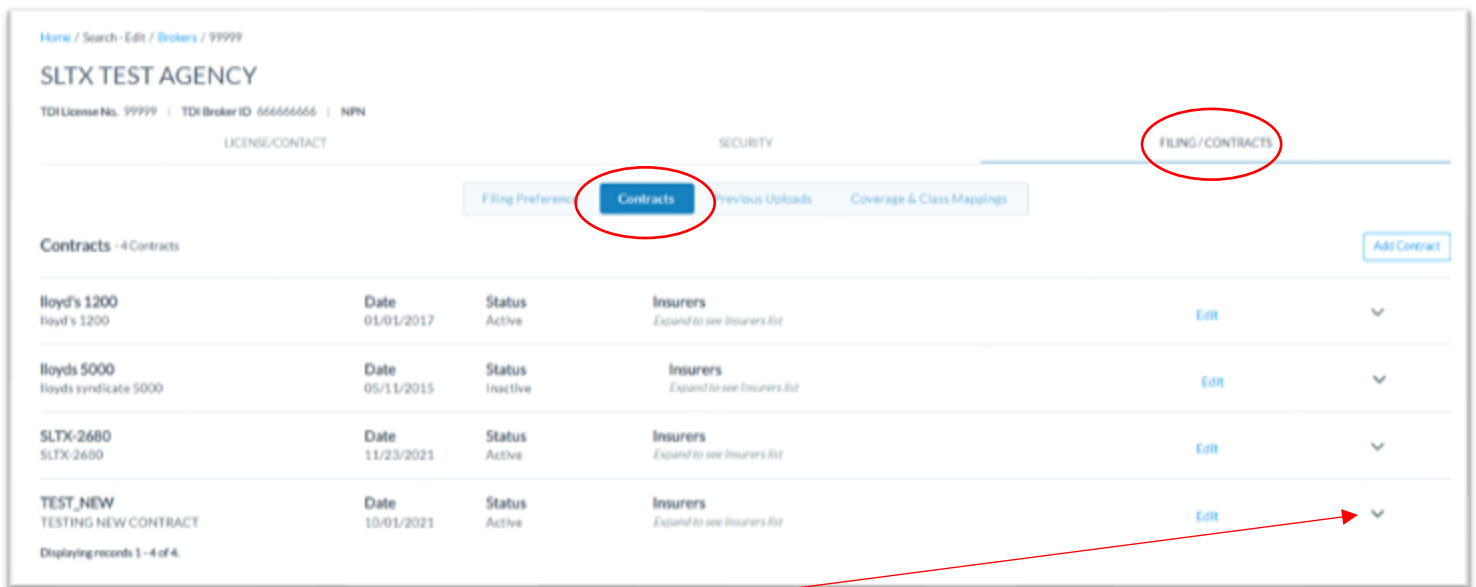
Users	Documents	Pending Approval	Sent Invitations	
USER ID ↓	PRIVACY POLICY	TERMS OF SERVICE	API END USER LICENSE AGREEMENT	SMART CONNECTOR END USER LICENSE AGREEMENT
TPWD	✗	✗	✗	✗
TESTPOST	✓	✓	✓	✓
TESTCRT	✗	✗	✗	✗

## Filing / Contracts Tab

**Step 1:** Once you complete Step 1 from the Primary Navigation section, you can view Contracts by selecting Contracts from the Filing/Contracts tab. You will only see Contracts which are associated with your agency.

Note: A Contract is a regularly used group of insurers and/or syndicates that you would normally use when making policy filings. Any Contract shown here may be used to assist you in making policy filings by allowing you to select the Contract, which will automatically populate the insurers and/or syndicates directly into your policy filing.

Note: The use of Contracts is not required; and instead, is being presented as an optional feature.



The screenshot shows the 'FILING/CONTRACTS' tab for 'SLTX TEST AGENCY'. The 'Contracts' button is highlighted with a red circle. Below it is a table of contracts with columns for Name, Date, Status, Insurers, and Edit. A red arrow points to the down arrow icon in the 'Edit' column of the 'TEST\_NEW' contract row.

Contracts - 4 Contracts	Date	Status	Insurers	Edit
<b>lloyd's 1200</b> lloyd's 1200	01/01/2017	Active	Expand to see Insurers list	Edit
<b>lloyds 5000</b> lloyds syndicate 5000	05/11/2015	Inactive	Expand to see Insurers list	Edit
<b>SLTX-2680</b> SLTX-2680	11/23/2021	Active	Expand to see Insurers list	Edit
<b>TEST_NEW</b> TESTING NEW CONTRACT	10/01/2021	Active	Expand to see Insurers list	Edit

**View Details:** Click the down arrow to the right of the contract to view the insurers, percentage or participation, and syndicates within each contract.



The screenshot shows the details for the 'lloyd's 1200' contract. It displays a table of insurers with columns for Name, Policy No., and Premium %.

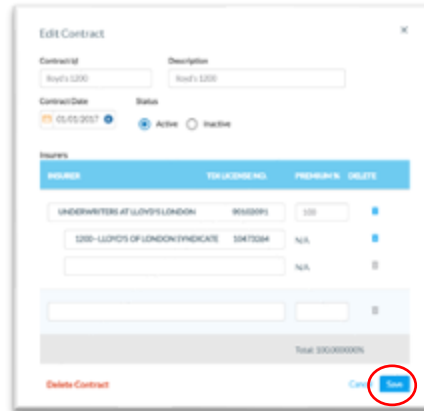
INSURERS	POLICY NO.	PREMIUM %
UNDERWRITERS AT LLOYD'S LONDON	WEDBPO	50.000000
GENIUS LLOYD OF LONDON/SYNDICATE	SLTX2680	

Total: 50.000000

## Edit Existing Contracts

**Step 1:** Click the EDIT link to EDIT existing Contracts. Functions include updating the Contract ID, Description, Date, Status, and Insurer information. You may also delete a Contract.

**Step 2:** Once necessary changes have been made, click SAVE. If you click CANCEL, you will be returned to the Filing / Contracts Tab without saving your changes.



INSURER	TRADING NO.	PREMIUM	DELETE
UNDERWRITERS AT LLOYD'S LONDON	WISDOM	0.0	<input type="checkbox"/>
020-LLOYD'S OF LONDON (INDICATE)	SMTSM	N/A	<input type="checkbox"/>
		N/A	<input type="checkbox"/>

\*Clicking CANCEL will not save your changes!

**Step 3:** To DELETE a Contract, click DELETE.

Note: You will be prompted to confirm the delete since it cannot be undone once confirmed.



Are you sure?

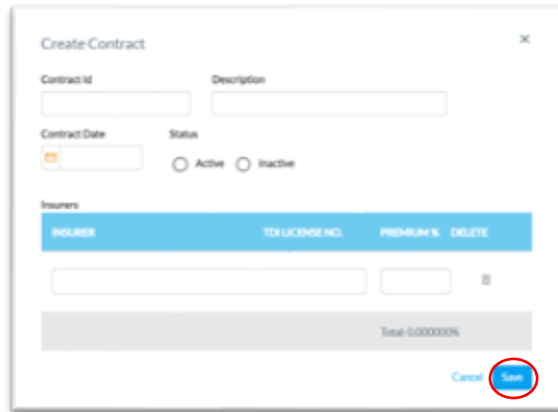
This action cannot be undone.  
Delete Contract TEST\_NEW - 10/01/2021

Cancel Delete



## Add New Contracts

**Step 1:** Click the Add Contract button to create or add a new Contract



The screenshot shows a 'Create Contract' dialog box with the following fields and options:

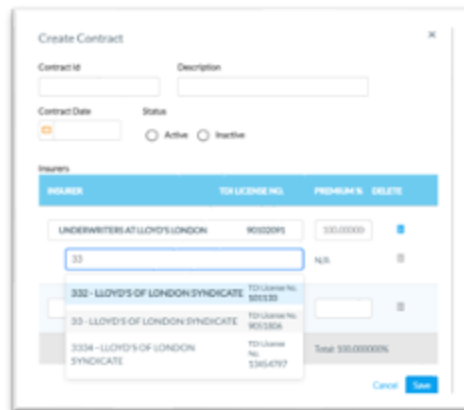
- Contract ID:
- Description:
- Contract Date:
- Status:  Active  Inactive
- Insurers table (empty):

INSURER	TDI LICENSE NO.	PREMIUM %	DELETE
---------	-----------------	-----------	--------
- Total: 0.000000
- Buttons: Cancel, Save (circled in red)

\*Clicking CANCEL will not save your changes!

**Step 2:** Input the Contract ID, Description, Date, and Status. Additionally, input the insurer(s) and corresponding percentage of participation. A type-ahead feature is available for Insurers, allowing users to type the TDI license number, Insurer Name, or syndicate number (when applicable). Once complete, click SAVE.

When searching for or selecting one or more Lloyd's syndicates, it is necessary to first select Underwriters at Lloyd's London. It is NOT necessary to input a percentage of participation for any Lloyd's syndicate; however, that information must be included on the insurance document (per [6 TIC 981.101\(c\)\(5\)](#)).



The screenshot shows the 'Create Contract' dialog box with the Insurers table populated:

INSURER	TDI LICENSE NO.	PREMIUM %	DELETE
UNDERWRITERS AT LLOYD'S LONDON	8002091	33.000000	[X]
<input type="text" value="33"/>		N/A	[X]

Below the table, a search dropdown is open showing results:

- 332 - LLOYD'S OF LONDON SYNDICATE (TDI License No. 801333)
- 33 - LLOYD'S OF LONDON SYNDICATE (TDI License No. 801304)
- 334 - LLOYD'S OF LONDON SYNDICATE (TDI License No. 3364707)

Total: 10.000000

Buttons: Cancel, Save

## Display Option for Users table

**Step 1:** After navigating to the Security tab, you may also control which basic information is displayed within the Users table.

Note: Once this is selected, SMART will remember your selection.

The screenshot shows the 'Security' tab selected in the 'SLTX TEST AGENCY' interface. The 'Users' sub-tab is active, displaying a table of users and a 'Display' dropdown menu. The 'Display' menu is open, showing a list of columns with checkboxes, all of which are checked. The table contains two users: 'NONADMIN' and 'TESTADO'.

USER ID	NAME	EMAIL	ROLE	STATUS	TYPE OF ACCESS	APPROVED BY	LOGIN ATTEMPTS	PASSWORD
NONADMIN	YOUR USER NAME 1	NAME@EMAIL.COM	User	Active	Filing & Payments		0	12/15/202
TESTADO	USER NAME 2	NAME@EMAIL.COM	Administrative	Active	Filing & Payments		0	01/10/202

The 'Display' dropdown menu shows the following options, all checked:

- User ID
- Name
- Email
- Role
- Status
- Type of Access
- Approved By
- Login Attempts
- Password Expires

## Version Changes

3.0

Added Broker>Filing/Contracts tab

Updated layout of Broker>Security tab by adding sub-tabs

2.2

First documentation released for Search/Edit>Brokers