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.

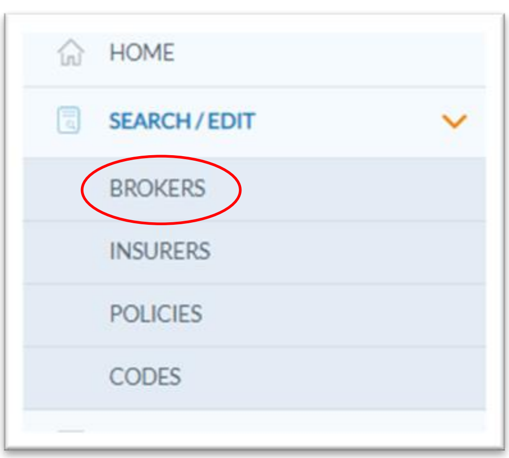
Environments
The following URLS are used for SMART:
Test: https://test.sltx.org/ **Production:** https://smart.sltx.org/

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

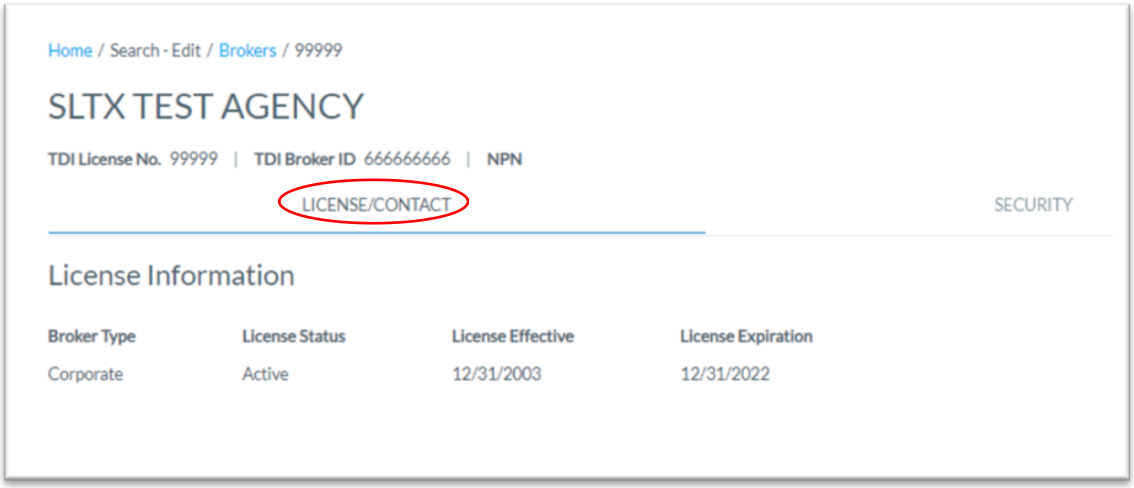
Primary Navigation
Step 1: Select the Search/ Edit menu and click Brokers
*This will allow you to view information SLTX maintains about your agency, maintain/create Online filing users' profiles or reset passwords for existing profiles, and maintain/create Contracts.

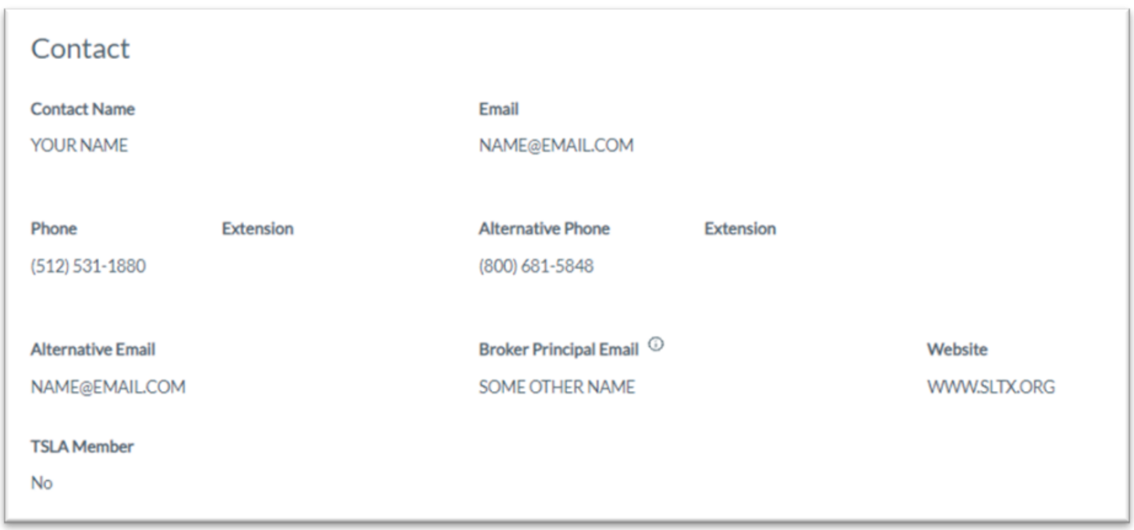


BASIC Search

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.

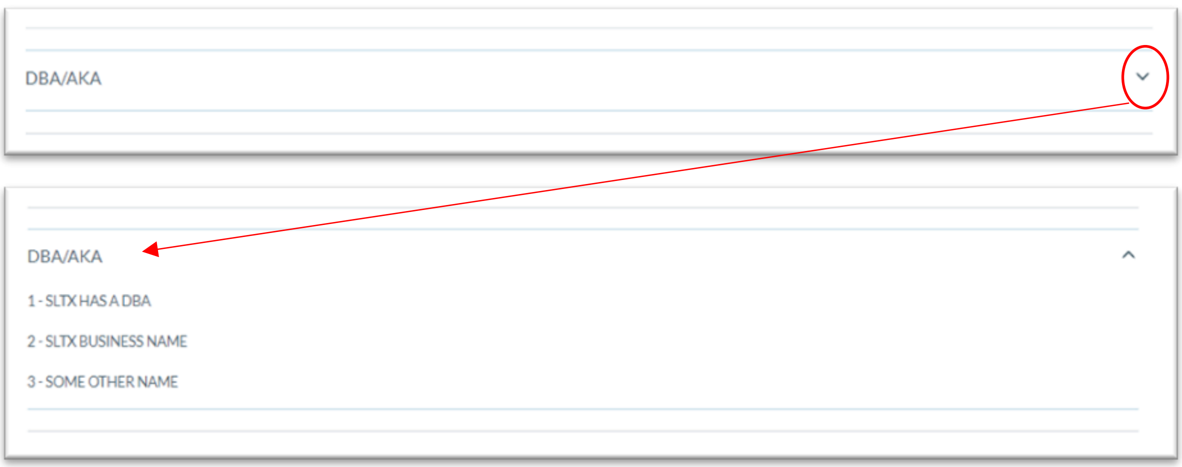
Note: SLTX obtains licensing info directly from the Texas Department of Insurance (TDI), while contact info is obtained from you, the user, or other external sources.





DBA/AKA

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

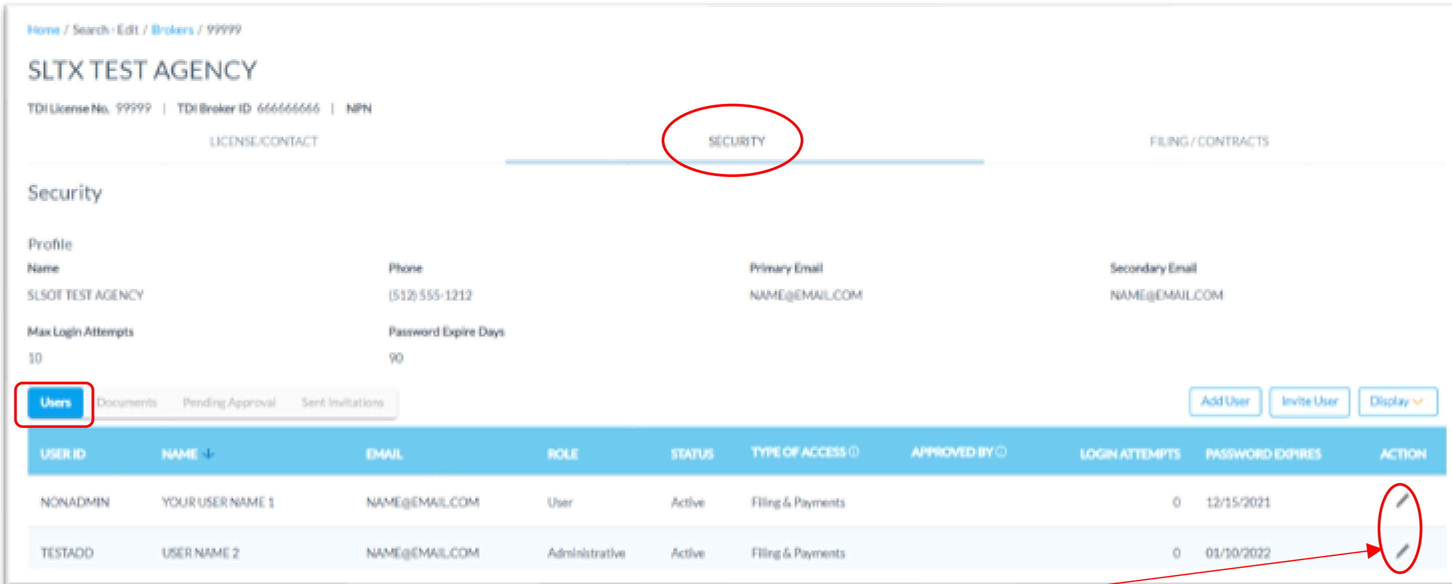


Broker Security Tab

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

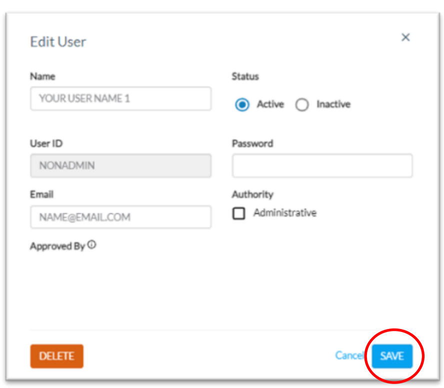


Edit Existing Users

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.

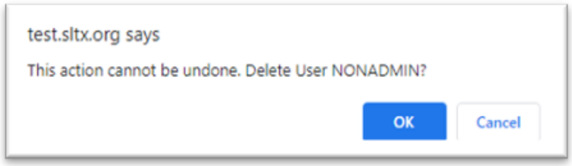
Step 2: Once necessary changes have been made, click SAVE. If you click CANCEL, you will be returned to the Security Tab without saving your changes.



*Clicking CANCEL will not save your changes!

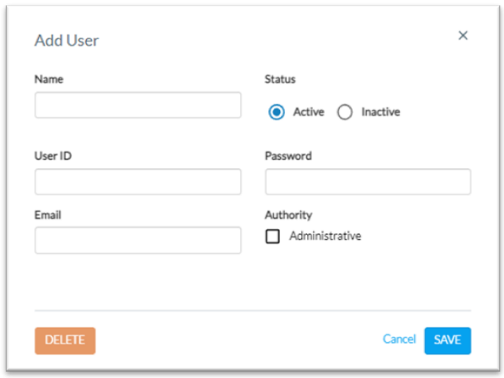
Step 3: To DELETE a user's profile, click DELETE.

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

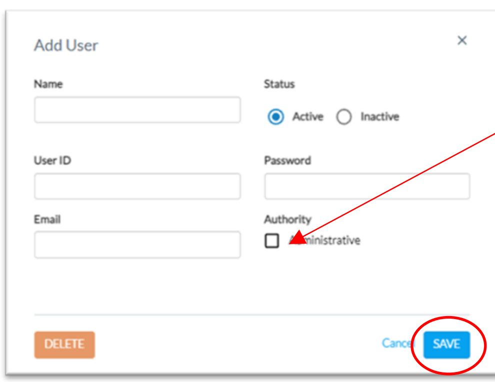


Add New Users

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



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



*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

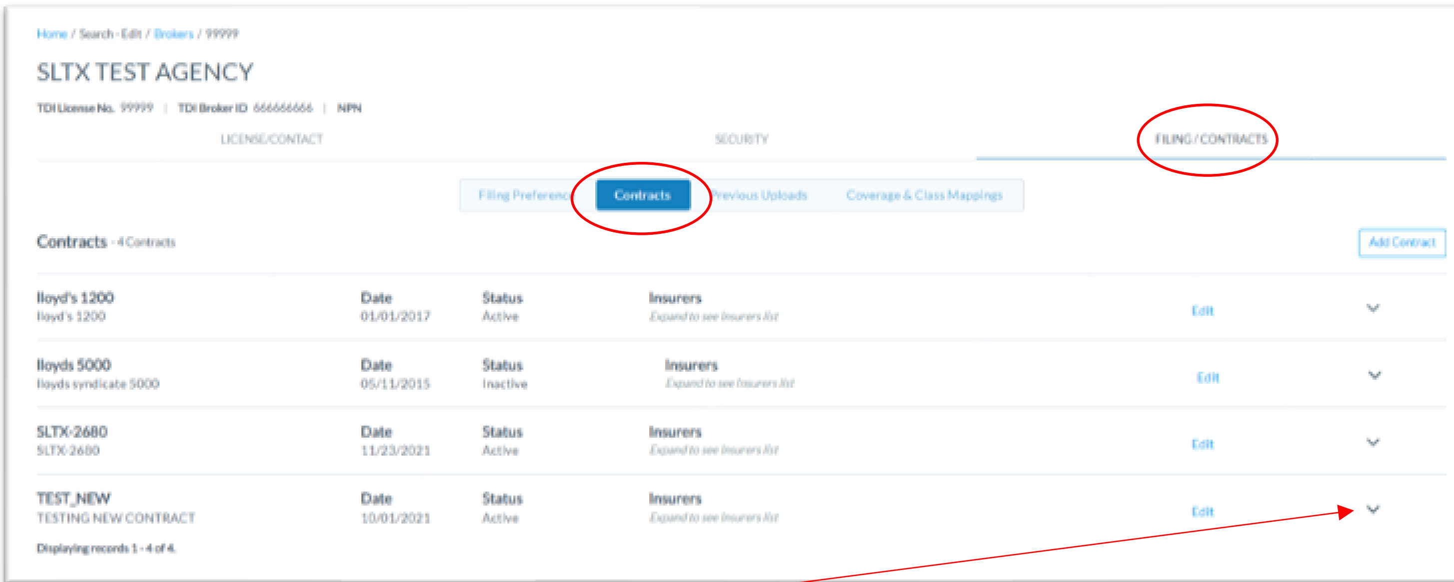
USER ID ↓	PRIVACY POLICY	TERMS OF SERVICE	API END USER LICENSE AGREEMENT	SMART CONNECTOR END USER LICENSE AGREEMENT
TPWD	×	×	×	×
TESTPOST	✓	✓	✓	✓
TESTCRT	×	×	×	×

Filing / Contracts Tab

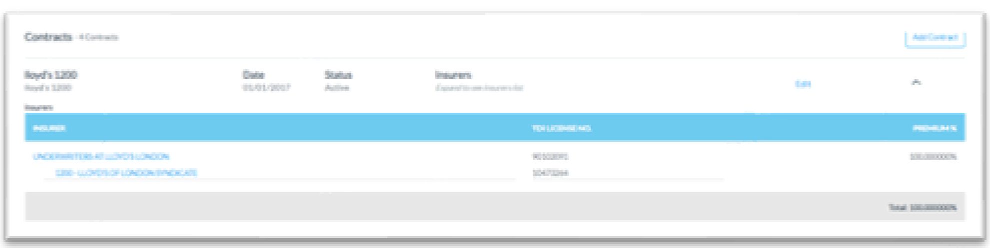
Step 1: Once you complete Step 1 from the Primary Navigation section, you can view Contracts by selecting Contracts from the Filing/Contracts tab. You will only see Contracts which are associated with your agency.

Note: A Contract is a regularly used group of insurers and/or syndicates that you would normally use when making policy flings. 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.



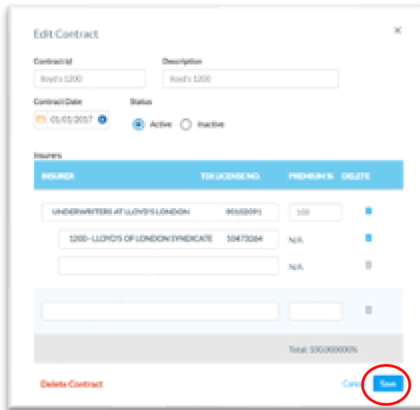
View Details: Click the down arrow to the right of the contract to view the insurers, percentage or participation, and syndicates within each contract.



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.

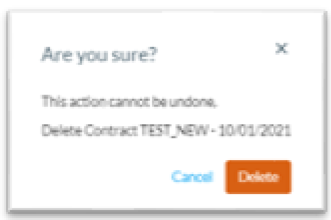
Step 2: Once necessary changes have been made, click SAVE. If you click CANCEL, you will be returned to the Filing / Contracts Tab without saving your changes.



*Clicking CANCEL will not save your changes!

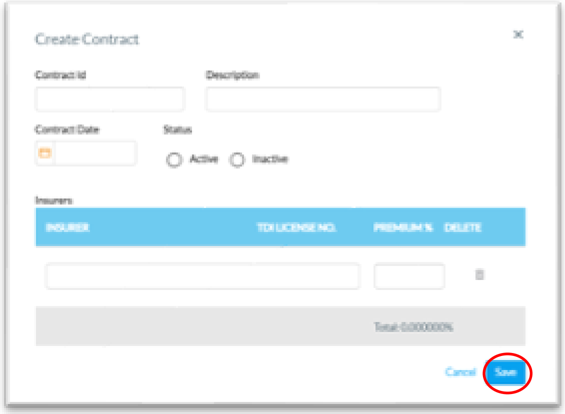
Step 3: To DELETE a Contract, click DELETE.

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



Add New Contracts

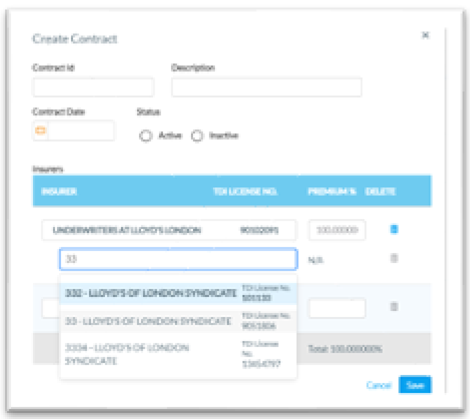
Step 1: Click the Add Contract button to create or add a new Contract



*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.

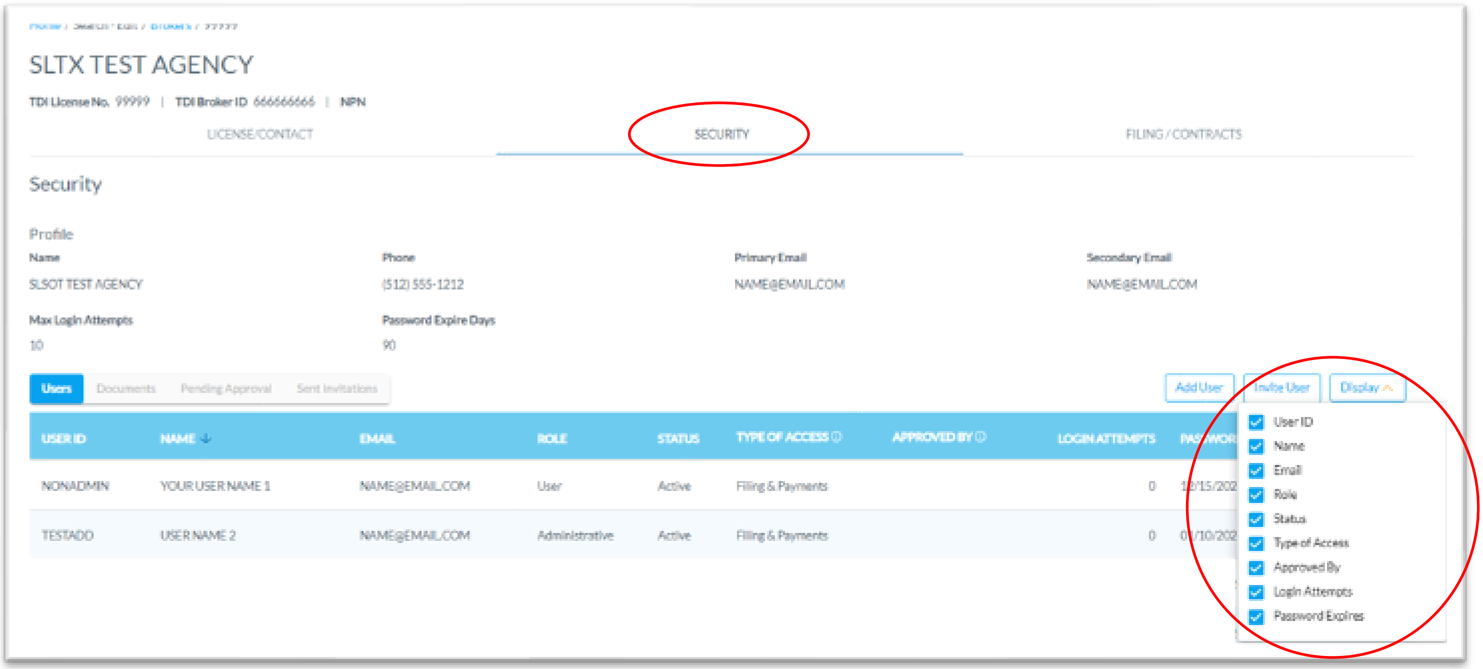
When searching for or selecting one or more Lloyd's syndicates, it is necessary to first select Underwriters at Lloyd's London. It is NOT necessary to input a percentage of participation for any Lloyd's syndicate; however, that information must be included on the insurance document (per [6 TIC 981.101(c)(5)](#)).



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.



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