Introduction

This is a supplemental User Guide intended to describe the following SMART features, which will replace Batch Management, Transaction Entry, and Batch Edit Report features within EFS:
Filing>Data Entry
Broker Landing page>File>Data Entry

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. Prior to being granted access to the SMART application and/or utilizing the API, each user is required to accept the necessary licensing agreements from within SMART: Privacy Policy, Terms of Use, and SMART Connector and/or API User Licensing Agreement (when applicable).

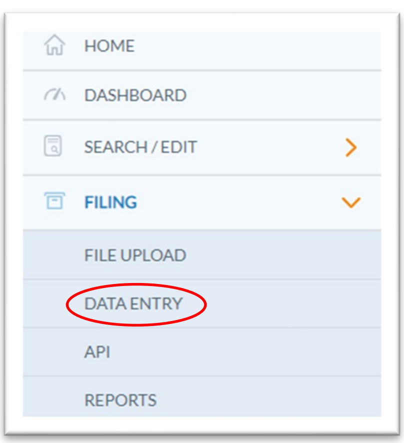
Environments
The following URLS are used for SMART:
Test: https://test.sltx.org/ **Production:** https://smart.sltx.org/

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

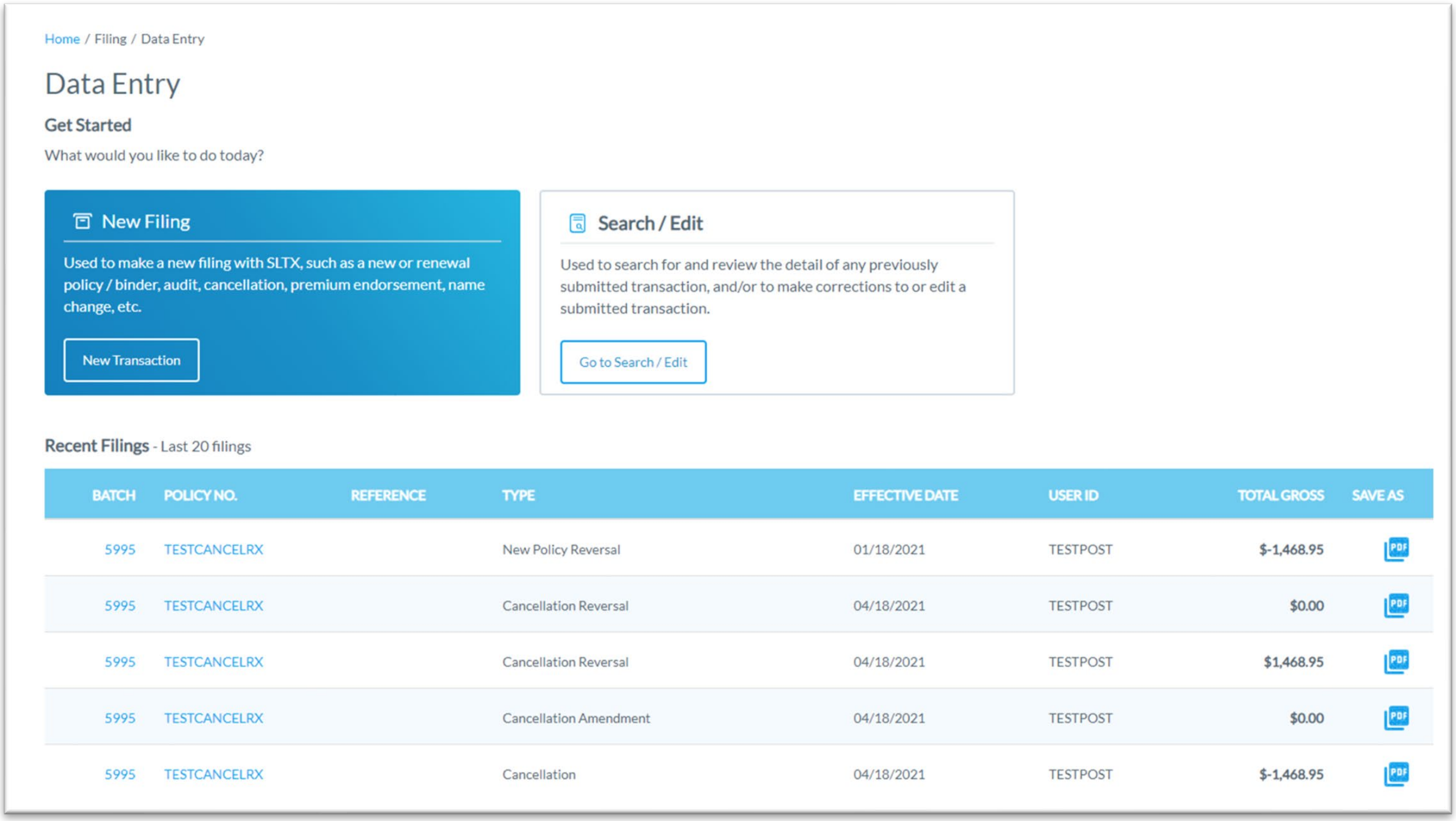
NOTE: Internet Explorer (IE), regardless of the version, is not supported

Primary Navigation
Step 1: Select the Filing menu and click Data Entry.
*This will allow you to make Manual Web-Entry or Data Entry Filings, and includes the ability to Reverse, Update / Correct, or Delete previously filed transactions.



Data Entry landing page

Once you click Data Entry from the Filing menu, you will see the Data Entry landing page.



Features

New Transaction – allows user to navigate to the Data Entry Transaction page to make a filing with SLTX

Recent filings – allows user to see a summary of the last 20 transactions filed by your agency and includes transactions made by all filing methods (SLTX processed, SMART Data Entry, or SMART API). Click the Policy Number link to view details of the transaction.

Save as PDF – allows user to print confirmation of the filing in a PDF format

Go to Search / Edit – allows user to navigate to the Policies Search/Edit page

Notable changes between SMART Data Entry and EFS Filings – based on feedback provided from external users during focus group sessions, several changes have been made to improve overall filing workflow

Data Entry (Manual Filing)

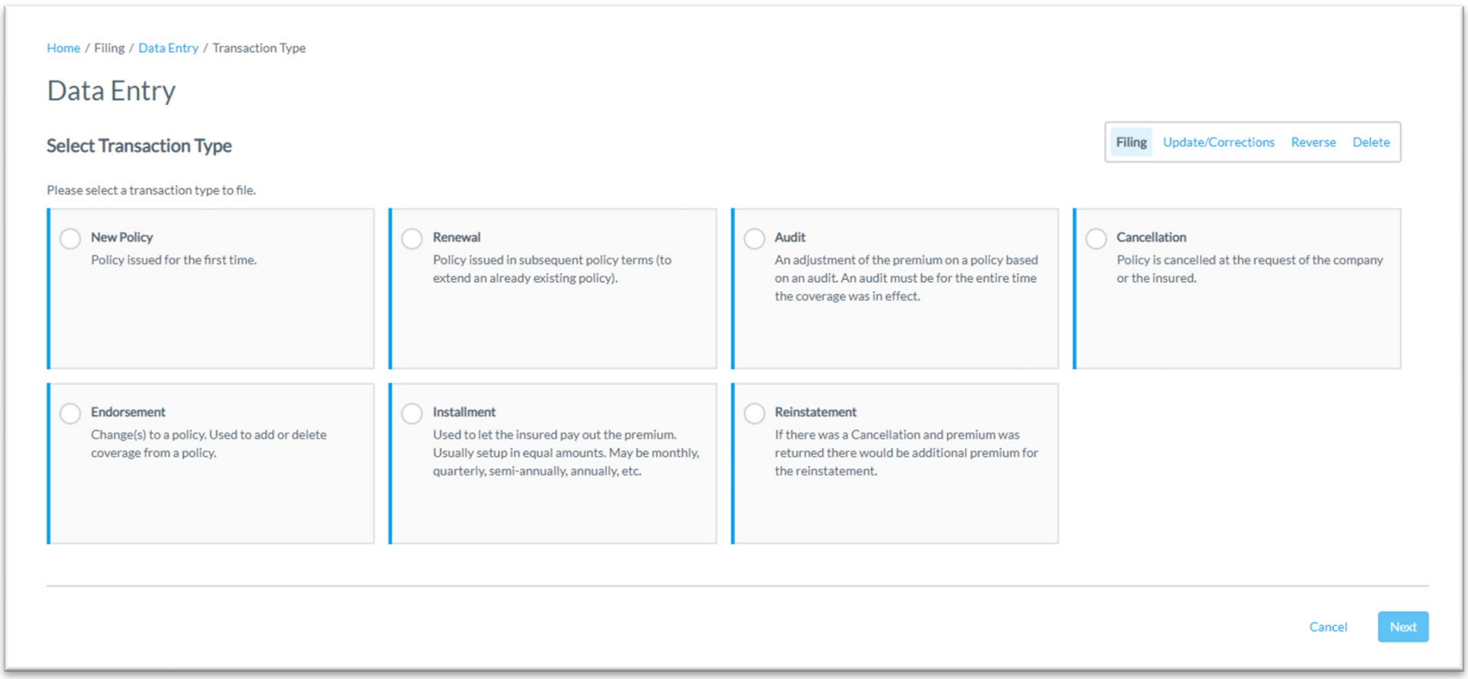
These steps may be used to create the following transactions: **Cancellation**

Step 1:

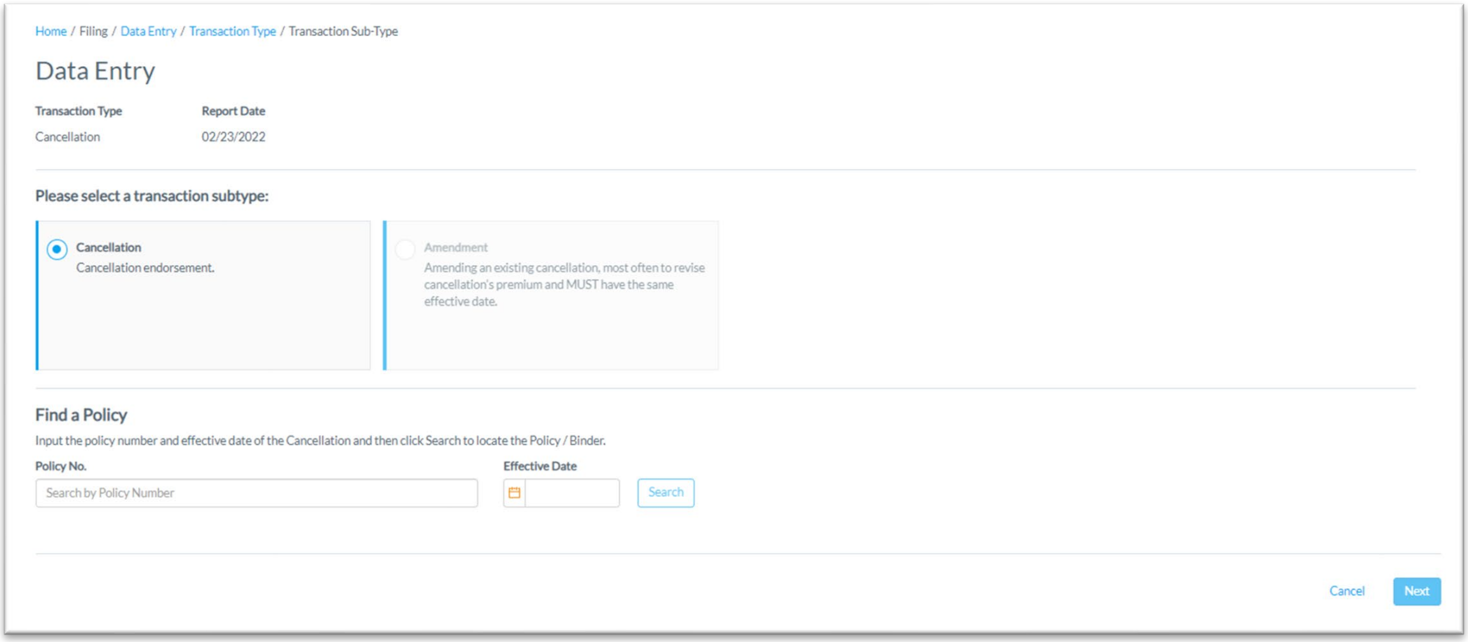
Click **New Transaction** from the Data Entry landing page to make a new filing with SLTX, such as a new or renewal policy / binder, audit, cancellation, premium endorsement, name change, etc.
<Future Release> You may also file a reversal, delete, or update (correct) an existing filing.

Step 2:

Select the type of transaction by clicking on the corresponding Transaction Type Tile, then click **NEXT**.
<Previous Release> New or Renewal Policy or Binder, Endorsement, Audit, and Installment
<Future Release> Reinstatement

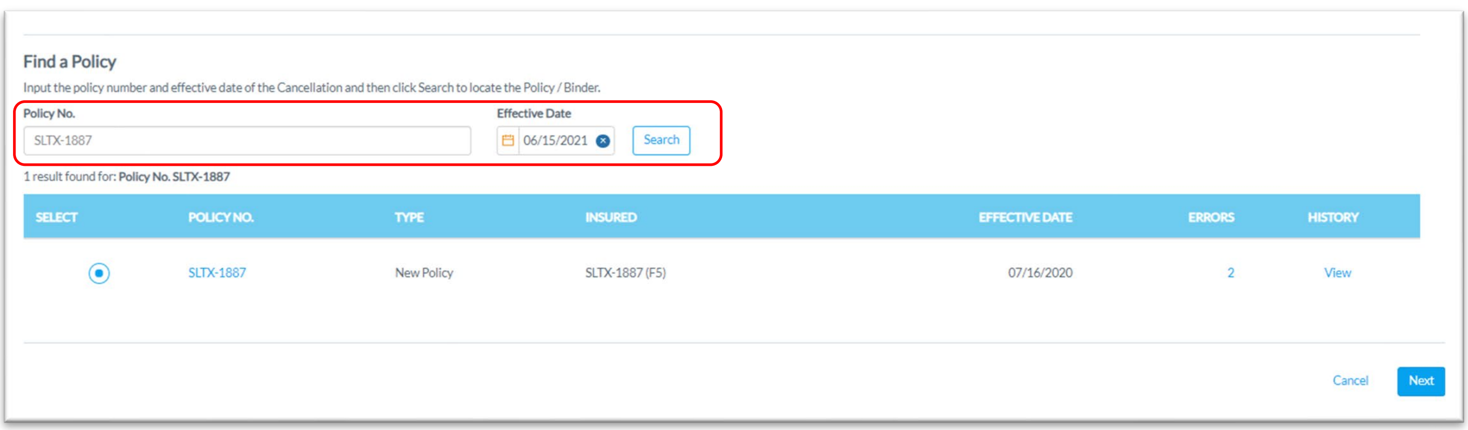


Step 3:
Select the sub-type by clicking on the corresponding Sub-Type Tile.
<Future Release> All non-premium endorsements, Audit or Cancellation Amendments.



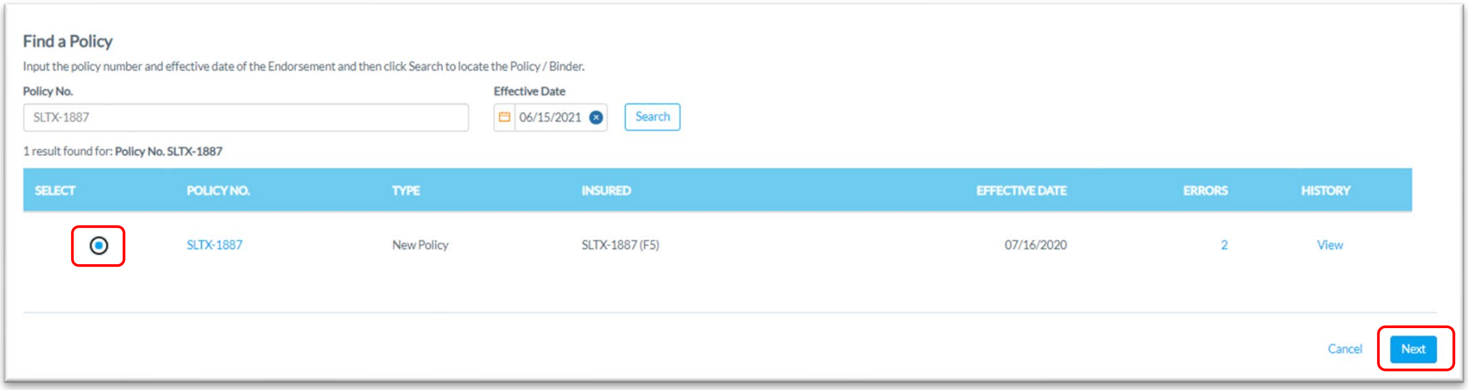
Features
"Find a Policy" allows SMART to identify the parent policy first (by inputting the policy number and effective date of the child transaction). This eliminates the need to search for and/or input the "parent policy ID" and allows the coverage code(s) to be automatically applied to your child transaction.

Step 4:
Input the policy number and effective date of your transaction (i.e., cancellation, endorsement, audit, installment) and click SEARCH to locate the Policy/Binder transaction.



Features
You may click VIEW to see a listing of the policy/binder record displayed, along with any child (or non-policy) transactions already in the system. To view Errors, click ERRORS column.

Step 5:
Select appropriate policy / binder, then click NEXT.



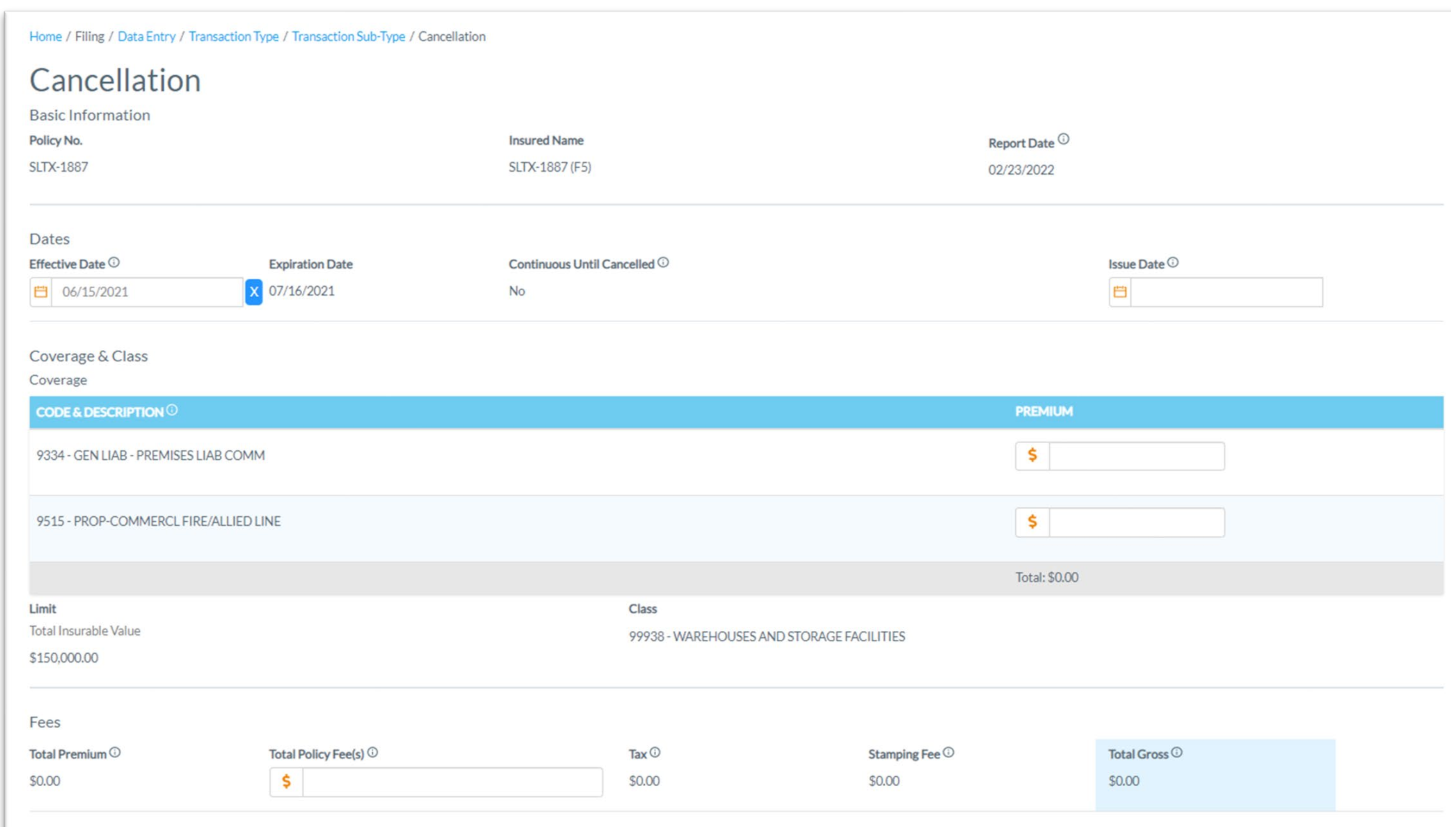
Features:
Once a parent policy (policy or binder) is already cancelled, the record will not be available for selection.

Step 6:
The pertinent data, including named insured, policy number, and coverage code(s), are copied from the parent policy into your child / non-policy transaction entry screen.

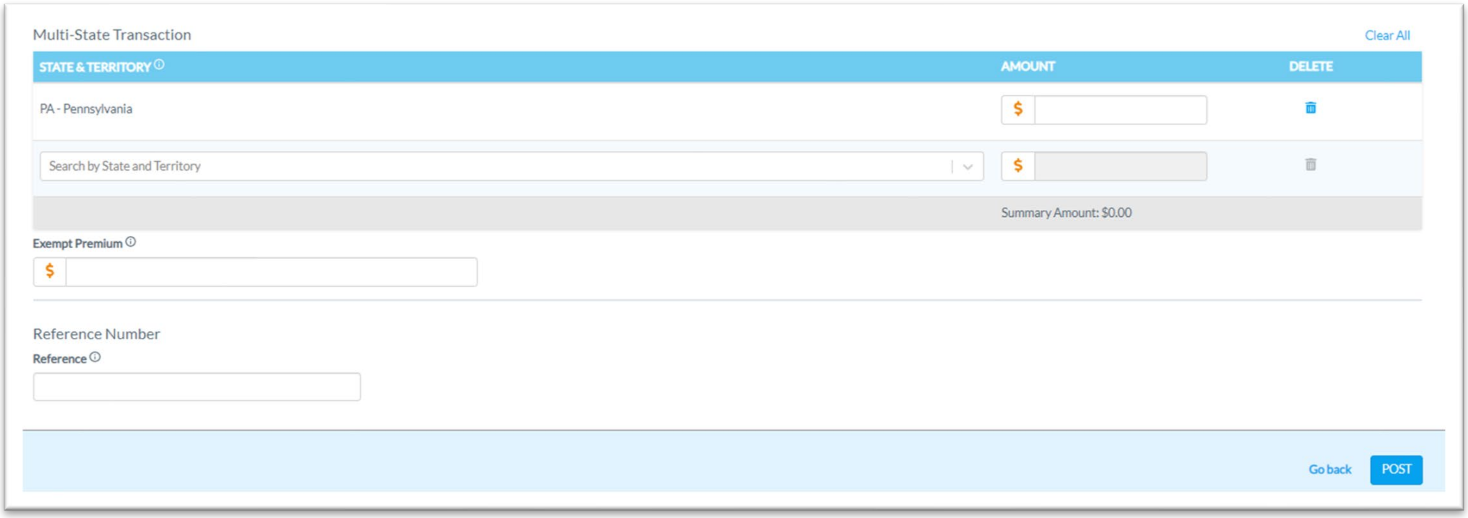
Input appropriate data from the insurance document, then click POST to submit or file with SLTX.

NOTE: To accomodate all cancellation scenarios, SMART allows return (negative), additional (positive), or zero premium cancellations. Therefore, it is necessary to enter a negative sign (-) if the cancellation has return premium (or policy fee).

Additional coverage(s) are not allowed to be added via a cancellation.



Features

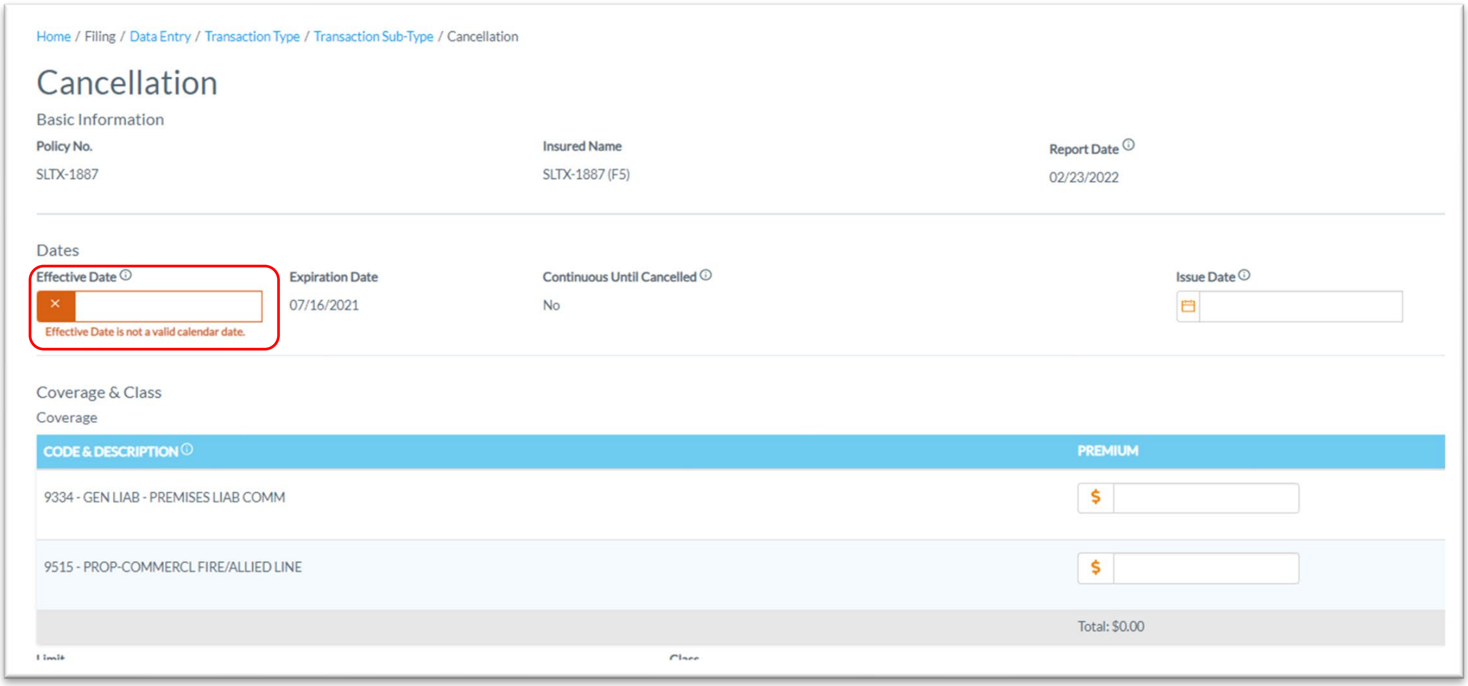


Note: A type-ahead feature is available for any non-Texas exposure, allowing users to type the state or territory name or code.

Features

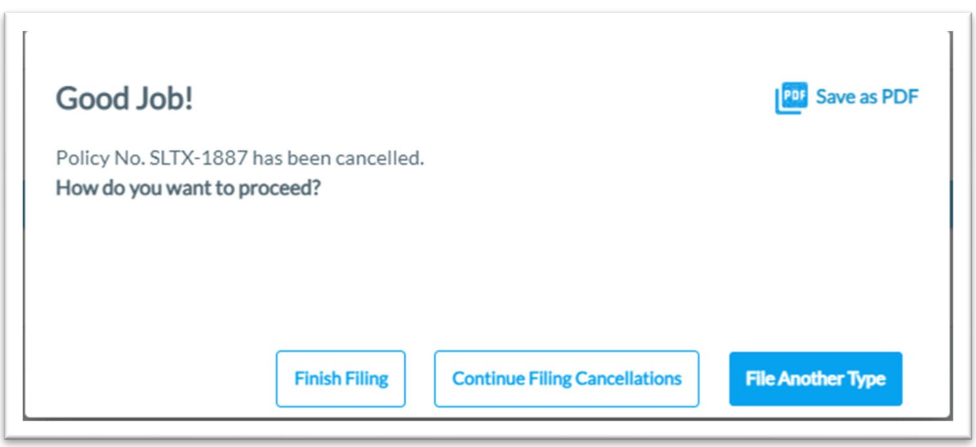
For continuity, any multi-state or territory codes from the original parent policy are copied into your child / non-policy screen. If this transaction DOES NOT have non-Texas exposure, it is not necessary to take any further action in this section.

Step 5:
Click **POST** to submit or file the transaction with SLTX.



Note: You will immediately be notified of any errors, which will prevent the filing from being accepted. Once the errors are resolved or corrected, it is necessary to click POST again. The errors represented here are for demonstration purposes only and in no way represent the full scope of business rules and/or requirements for all filing types.

Step 6:
Once the transaction is complete and the filing is accepted by SLTX, the user will be presented with a "Good Job" confirmation page.



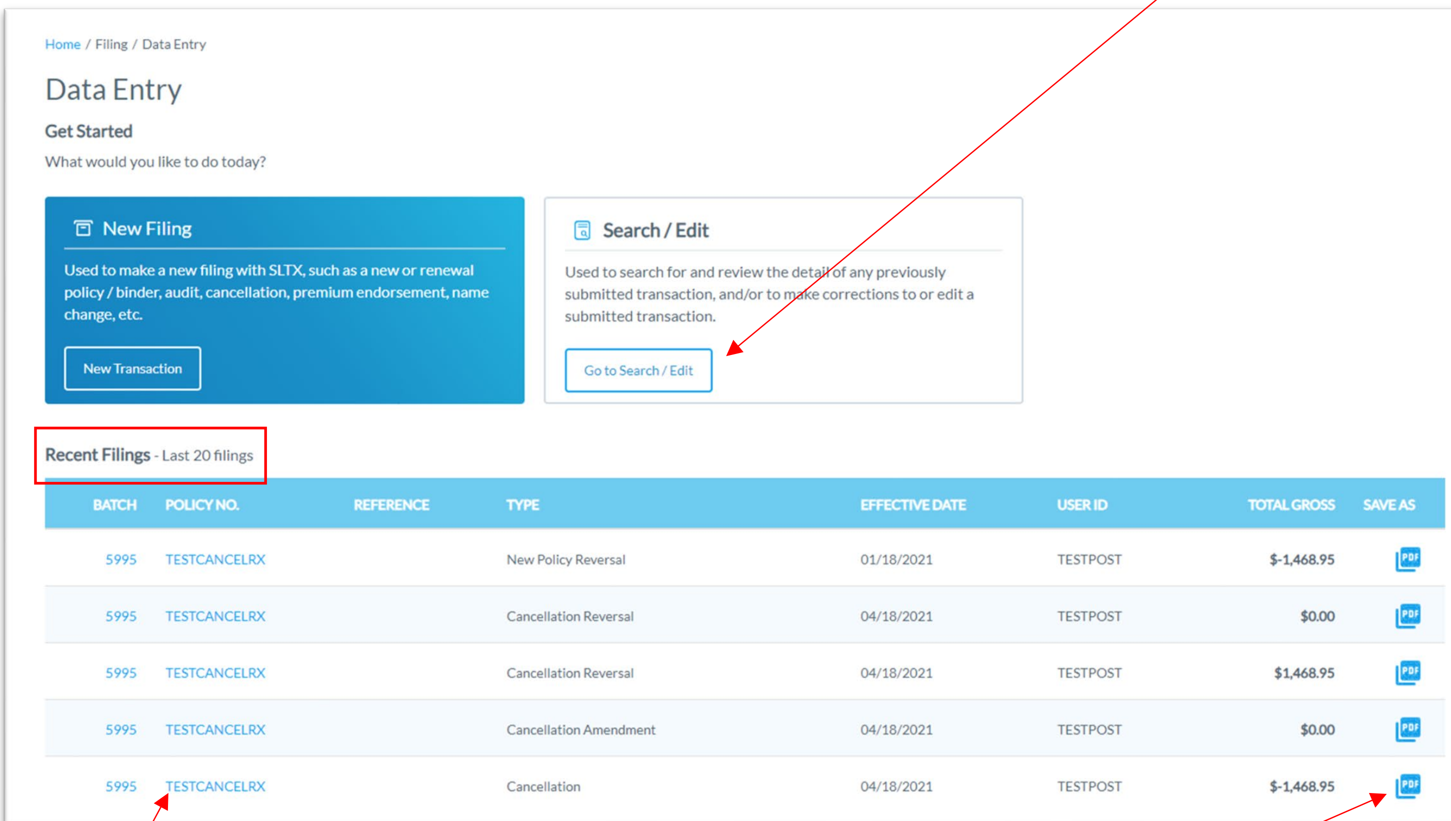
From here, you may print a confirmation of the filing by clicking Save as PDF. You may also continue with filings by clicking File Another Type or Continue Filing. You may also click Finish Filing to be returned to the Broker Landing page.

Recent Filings

Step 1:

After completing STEP 1 from [Primary Navigation](), you will find the Recent Filings section on the [Data Entry Landing page](). This section allows users to see a summary of the last 20 transactions filed by your agency and will include transactions made by all filing methods (EFS manual or automated submissions, SLTX processed, SMART Data Entry, or SMART API).

To perform a more in-depth search or to locate a specific transaction, click "Go to Search / Edit".



Click the Policy Number link to view details of that transaction.

You may print a confirmation of individual filings by clicking the PDF icon.

Save as PDF

Step 1:

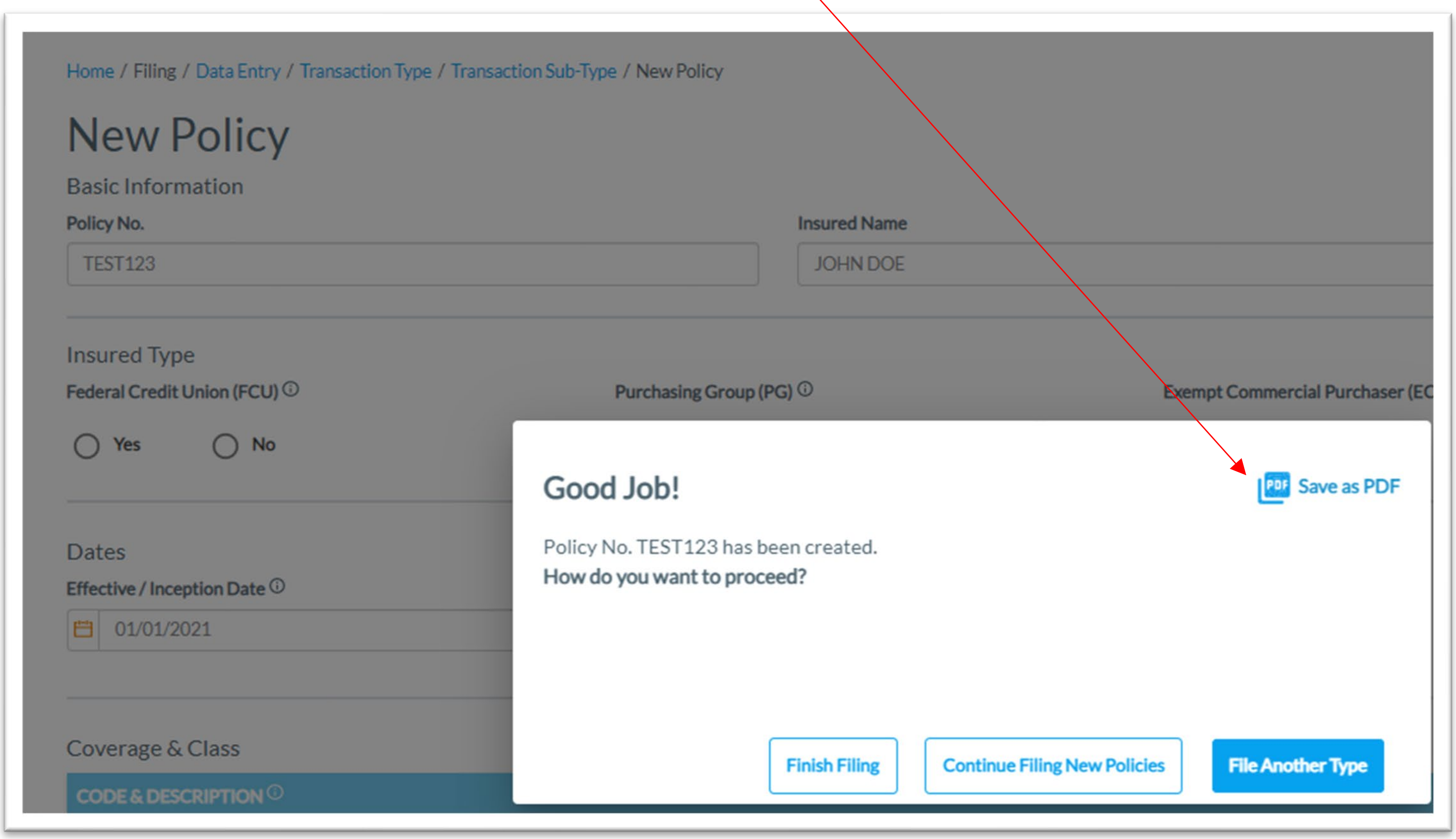
Click the PDF icon from Recent Filings section on the [Data Entry Landing page] to print a confirmation of the individual filing by clicking the PDF icon. This confirmation page will include all data elements input on the transaction, including Report Date, Batch Number, and SLTX ID (Policy ID) assigned by SLTX, and will serve as an affirmation of the filing and acceptance by SLTX.

Recent Filings - Last 20 filings

BATCH	POLICY NO.	REFERENCE	TYPE	EFFECTIVE DATE	USER ID	TOTAL GROSS	SAVE AS
5995	TESTCANCELRX		New Policy Reversal	01/18/2021	TESTPOST	$-1,468.95	PDF
5995	TESTCANCELRX		Cancellation Reversal	04/18/2021	TESTPOST	$0.00	PDF
5995	TESTCANCELRX		Cancellation Reversal	04/18/2021	TESTPOST	$1,468.95	PDF
5995	TESTCANCELRX		Cancellation Amendment	04/18/2021	TESTPOST	$0.00	PDF
5995	TESTCANCELRX		Cancellation	04/18/2021	TESTPOST	$-1,468.95	PDF

Note: You may temporarily see another browser tab open and display the transaction's details. This is used to facilitate the print to PDF and will be closed once the PDF document is complete. The PDF file will be displayed at the bottom of your browser window. To open document, double click on the PDF file.

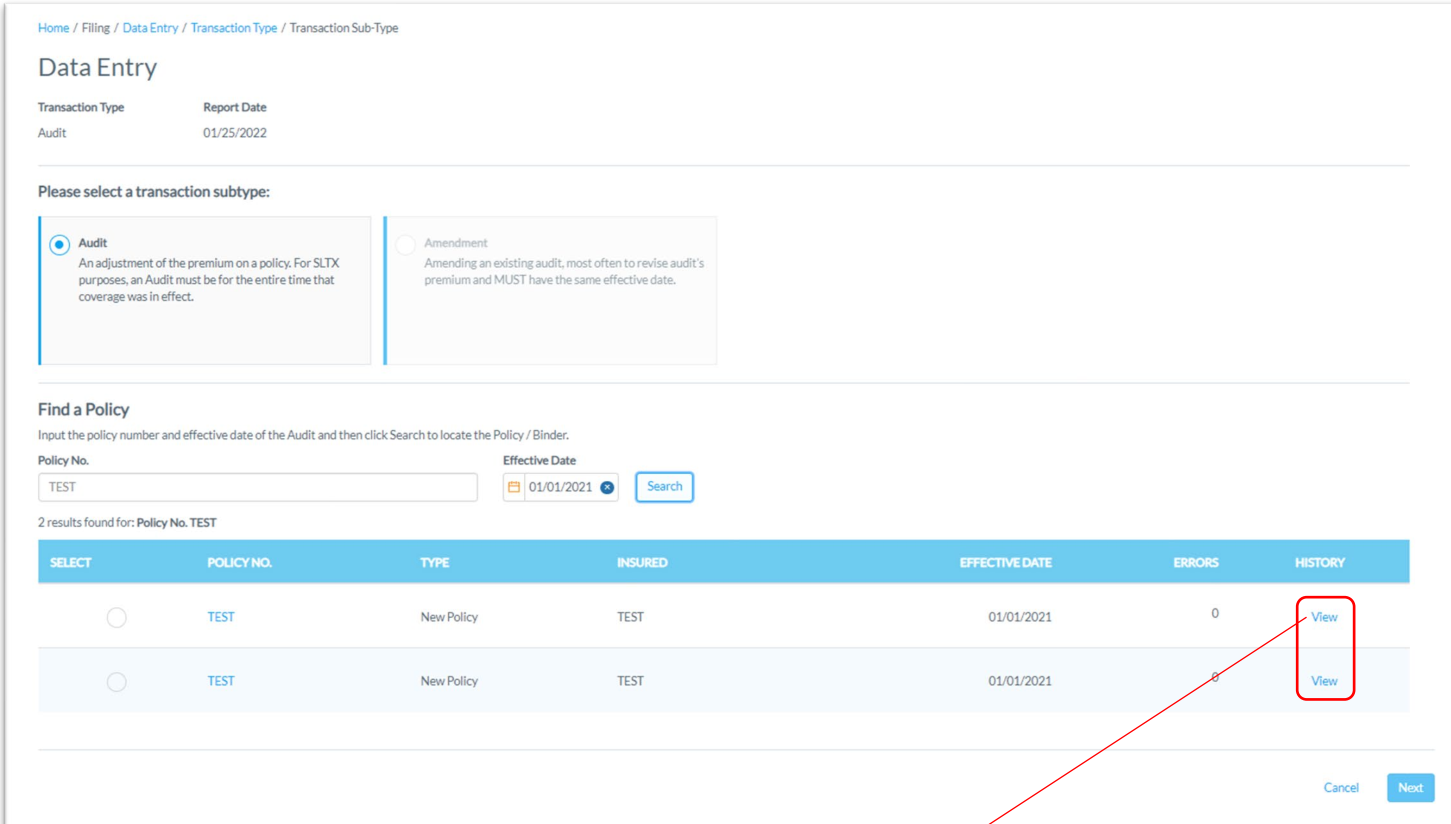
Alternately, the Save as PDF feature is also available immediately following the POST or submission of the filing from the "Good Job!" confirmation window.

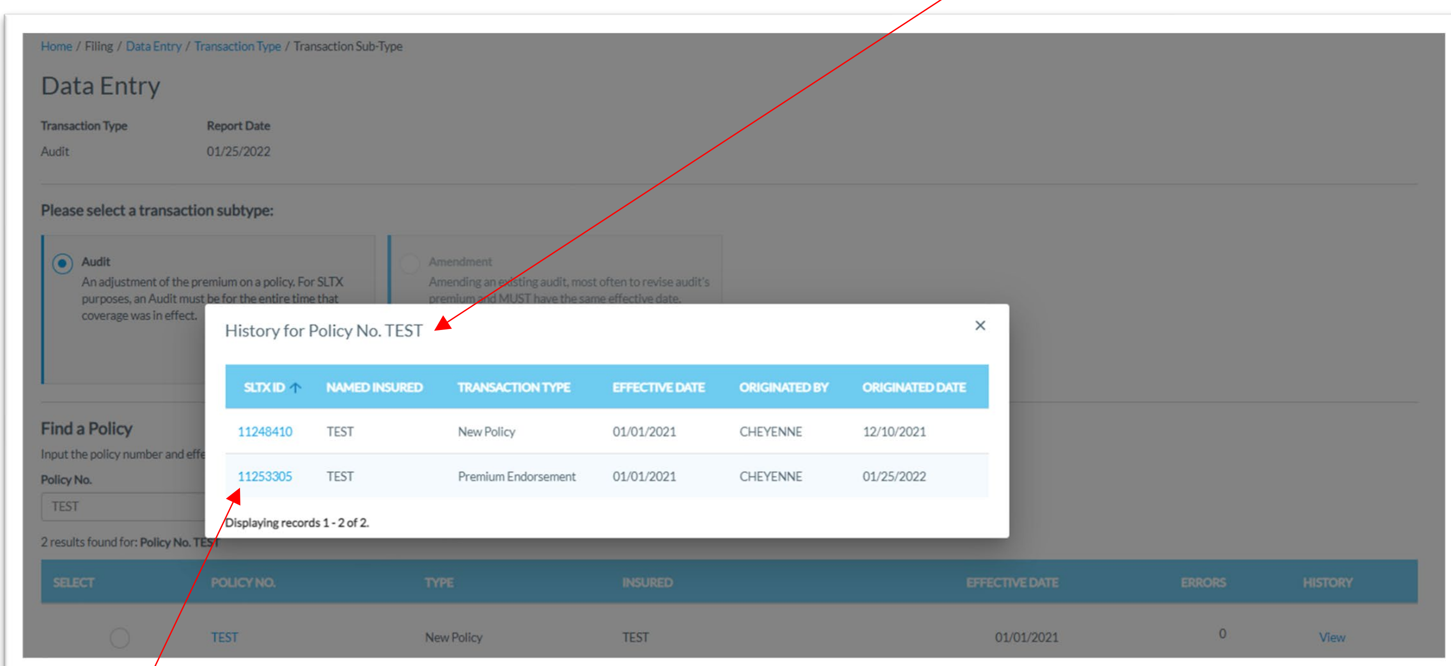


View History

Step 1:

From **Find a Policy** results, you may click **VIEW** to see a listing of policy/binder record being displayed along with any child (or non-policy) transactions already in the system.



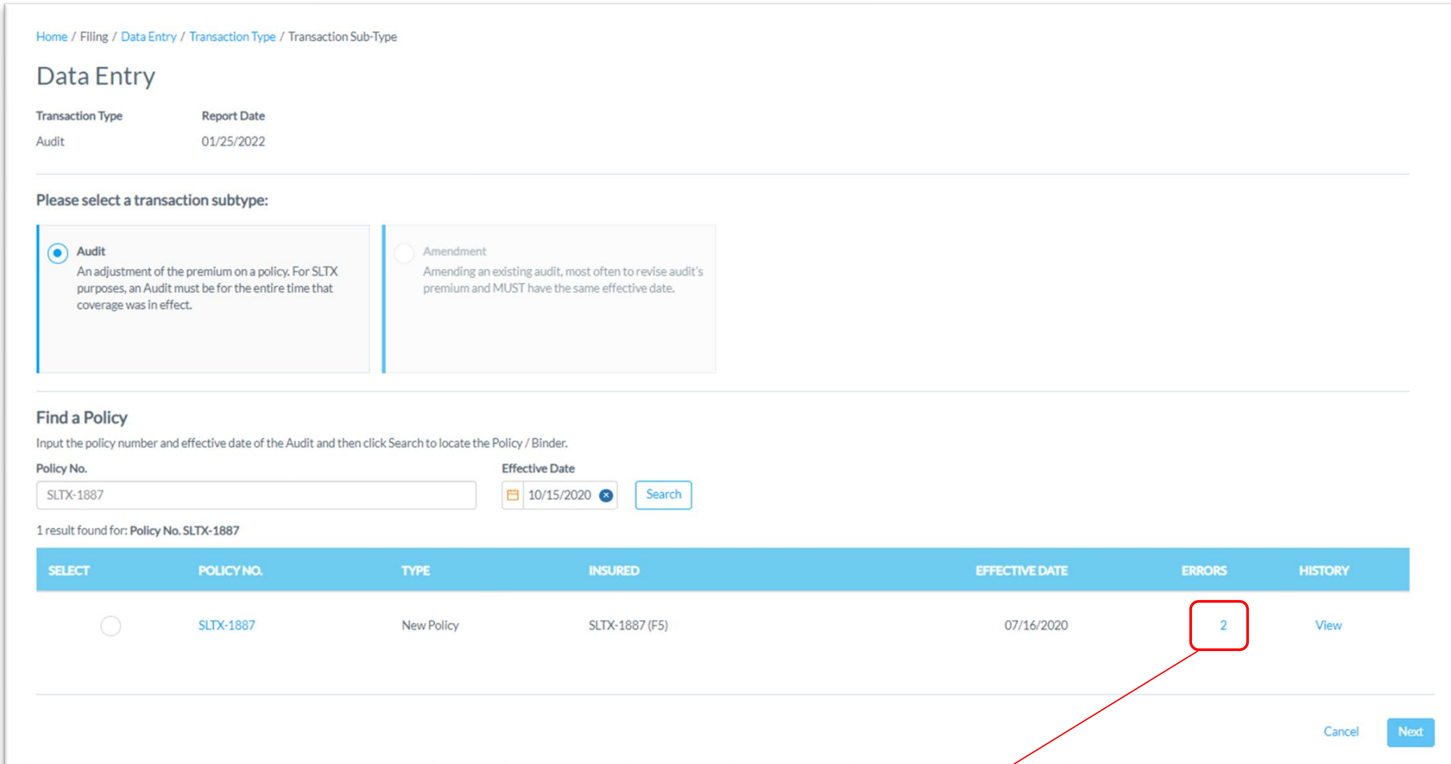


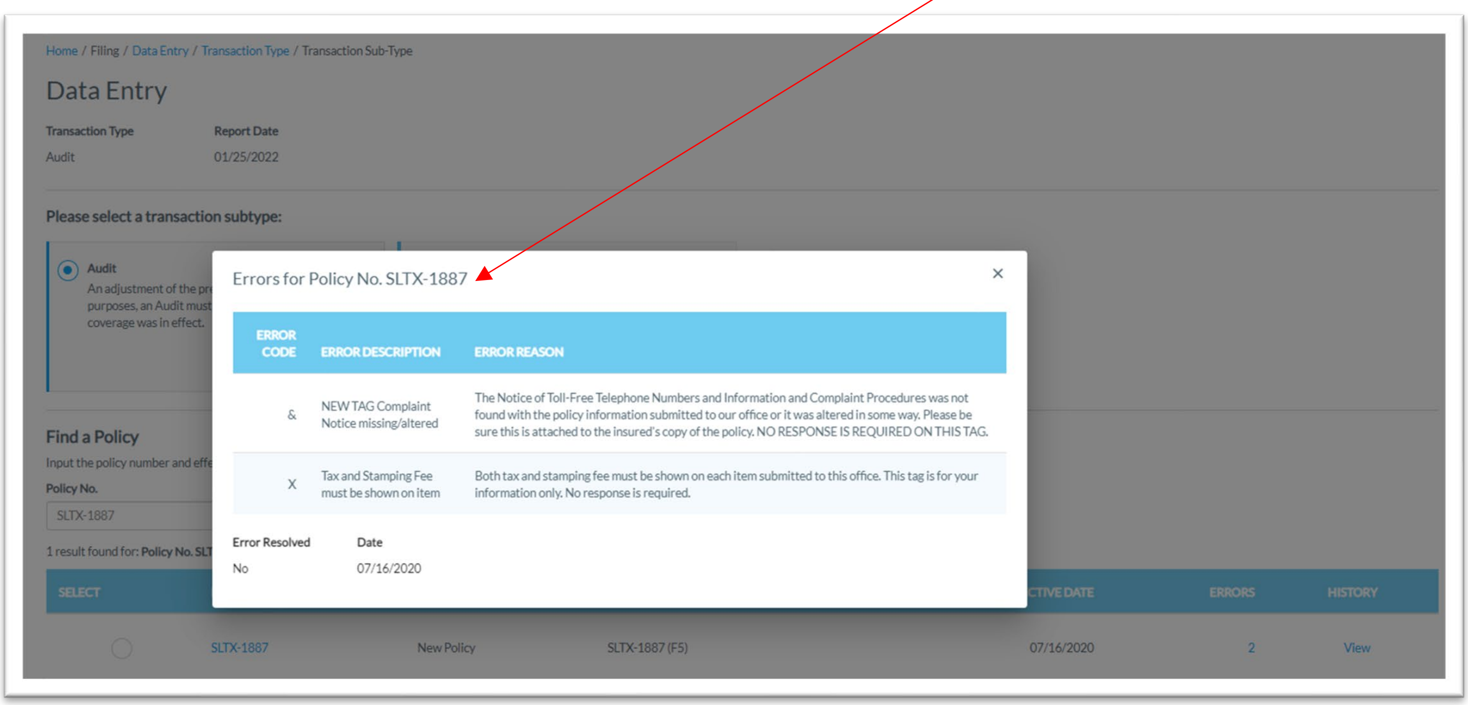
Click the **SLTX ID** link to view details of that transaction.

View Errors

Step 1:

From **Find a Policy** results, you may click the **ERRORS** column to a listing of any errors (or tags) which were applied to the policy/binder record being displayed. NOTE: Based on the current and former procedures, only manually paper filed transactions will reflect ERRORS on a *filed* transaction.





Notable changes between SMART Data Entry and EFS Filings

1. It is no longer necessary to create a Batch. SMART will automatically add all transactions to your batch. SMART will create new batches as necessary to facilitate filing requirements; however, in almost all cases a single batch will be created for each day your agency reports filings and will contain all Data Entry filings made under your license (regardless of the user creating those filings).
2. It is no longer necessary to manually input (or type) the tax, stamping fee, and/or total gross amounts. SMART will automatically calculate these amounts based on the coverage premium(s) and policy fee that you enter and display the amounts on the entry screen. It is necessary that these amounts are shown on the insurance documentation (per 6 TIC 981.101(c)(3) and 28 TAC 15.5(a)(3)). You may use SMART's calculations to assist you in this confirmation.
3. Instead of a Batch Edit Report, users may print a confirmation of each filing at any time once the posting / filing is complete.
4. With non-Texas exposure, you are only required to enter individual state and corresponding premium. It is no longer necessary to separately enter Breakdown of States Summary premium.
5. For any non-policy or child transaction, you will be prompted to identify the parent policy first (by inputting the policy number and effective date of the child transaction). This eliminates the need to search for and/or input the "parent policy ID".
6. SMART will automatically display corresponding coverage codes (from the original policy filing) for any non-policy or child transactions. It will no longer be necessary to look-up that information prior to filing.
7. Pending transactions will no longer be created for Manual Data Entry transactions. Instead, users will be notified immediately on any errors, which will prevent the filing from being accepted. The user will be prompted to correct the errors to complete the transaction.