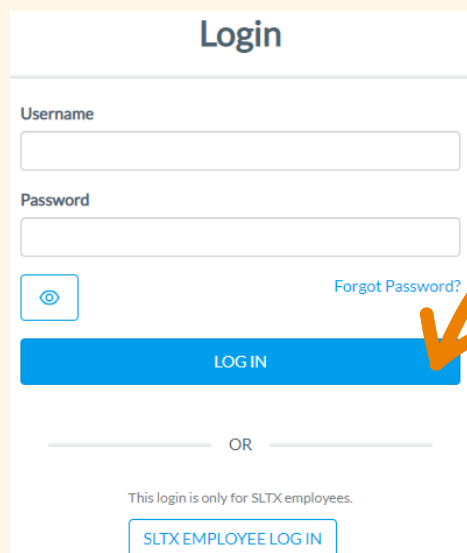


ONLINE FILING: A HOW-TO GUIDE



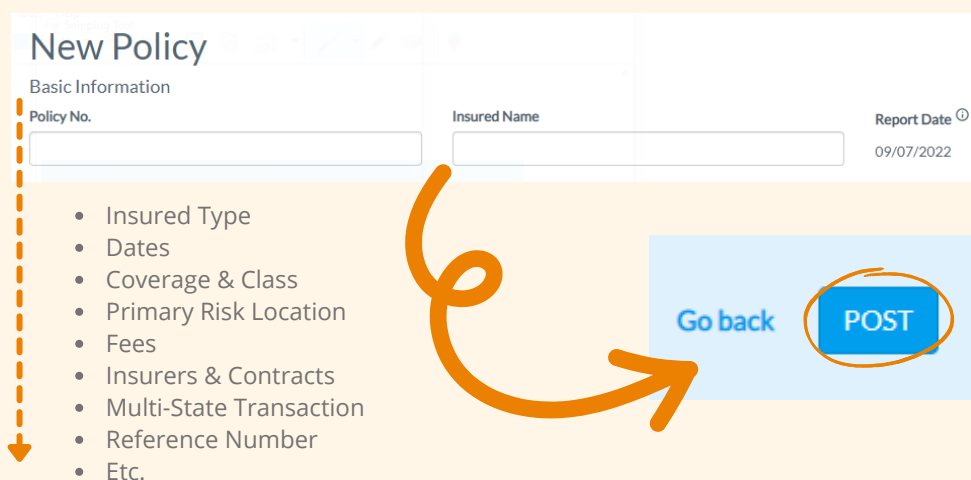
NAVIGATE TO DATA ENTRY LANDING PAGE

This feature allows for Web-entry or Data entry filings

Once given access to [SMART](#), navigate cursor to the left menu and click Filing>Data Entry. This will bring you to the Data entry landing page.

To create a new filing with SLTX, such as new or renewal policy/ binder, audit, cancellation, premium endorsement, name change, etc. you will need to click New Transaction. Then, select the type of transaction by clicking on desired tile, then click **NEXT**.

You must select a sub-type by clicking on corresponding tile, then click **NEXT**.

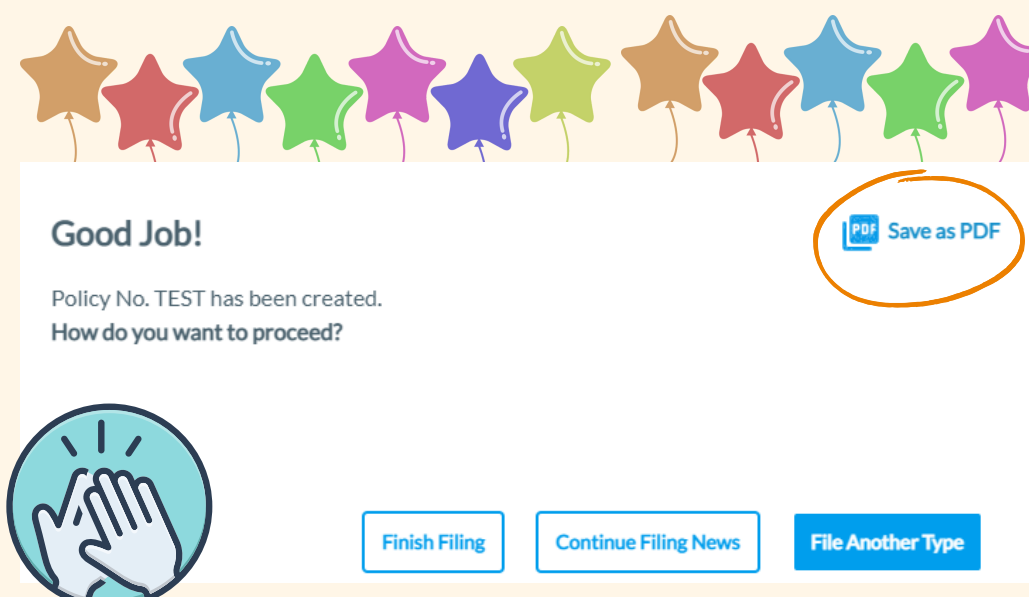


SEARCHING FOR LLOYD'S SYNDICATES?

Don't forget to double check your data!

If searching for or selecting one or more Lloyd's syndicates, first select Underwriters at Lloyd's London.

It's not necessary to input percentage of participation for any Lloyd's syndicate, info must be included on the insurance document ([per 6 TIC 981.101\(c\)\(5\)](#)).



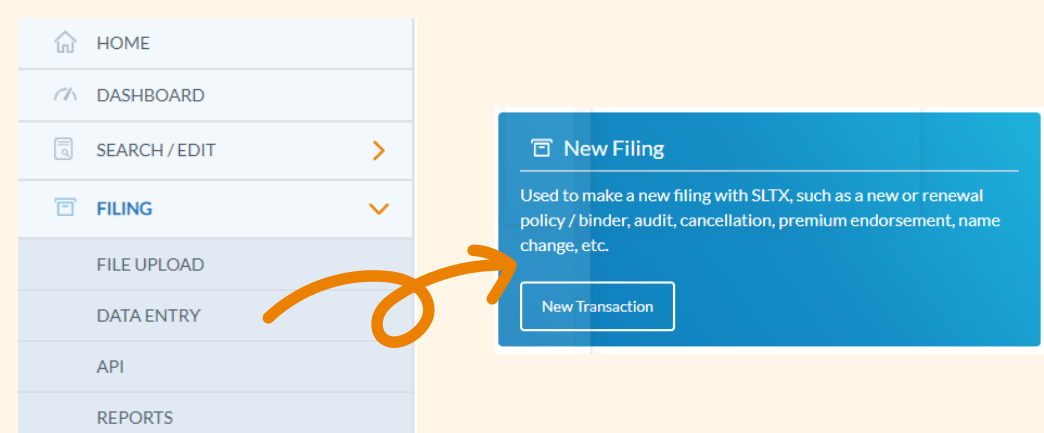
LOG INTO SMART

Utilize Existing Username and Password

When logging into [SMART](#), place existing Username and Password in respective fields. In event a password is expired or forgotten, use the "Forgot Password" link.

If logging in for first time, make sure to accept necessary licensing agreements.

Contact TechSupport by email (techsupport@sltx.org) or phone at (512) 531-1880 for additional assistance.



INPUT APPROPRIATE DATA

Include all necessary data from your policy!

Input data from insurance document, then click **POST**. Keep in mind SLTX does not require a copy of the policy as part of a filing but it may be requested as part of the validation or policy audit process.

Coach mark(s) are available for additional situational context. Click the (i) icon to view text.

Keep in mind the "Excludes Wind Coverage" feature is required for PROPERTY coverage(s) and will only display when required.



SUBMIT OR FILE TRANSACTION

Congrats! You have filed a policy with SLTX!

Once necessary data is inputted and accounted for, click **POST** to submit or file transaction with SLTX. If transaction is complete and accepted, a "Good job" confirmation window will display.

You may print confirmation of the filing by clicking "Save as PDF". Continue filings by clicking "File Another Type" or "Continue Filing". Click "Finish Filing" to be returned to the Broker Landing page.

If any errors are detected, a notification will appear and the transaction will not post. Please make necessary corrections and click POST to ensure filing is submitted.