

# Introduction

This is a supplemental User Guide intended to describe the following SMART features: logging into SMART application.

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

Note: Development 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 Electronic Filing System (EFS) or SMART application. SMART utilizes EFS credentials; therefore, separate credentialing is not necessary. Prior to accessing SMART and/or utilizing the API, you are required to accept any licensing agreements: 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 or 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

## Logging in to SMART

When logging into SMART, please provide EFS username and password within upper boxes of the login page. In the event a password has expired, please reach out to the SLTX Tech Support team by email at [techsupport@sltx.org](mailto:techsupport@sltx.org) or phone at (512) 531-1880 or (800) 681-5848 (option 2) to receive a new password for the TEST Environment. Alternatively, you may use the "Forgot Password" feature.



## User Licensing Agreements

Prior to accessing the SMART application and/or utilizing the API, each user is required to accept necessary licensing agreements from within SMART: Privacy Policy, Terms of Use, and API User Licensing Agreement. If you have already accepted the current licensing agreements, this screen will be skipped. If you do not agree, the user will not be allowed to access the SMART application and/or utilize the SMART API for filing.

## Privacy Policy

Last revised: March 16, 2020

**SLTX PRIVACY POLICY**

Your privacy is important to us. As part of our efforts to facilitate and make your experience with the SLTX SMART Platform as user-friendly and enjoyable as possible, we may collect and use certain information you provide to us. This Privacy Policy addresses the collection, use, and disclosure of information that SLTX may gather during your use of the Platform. UNLESS OTHERWISE DEFINED IN THIS PRIVACY POLICY, TERMS USED IN THIS PRIVACY POLICY HAVE THE SAME MEANINGS AS IN THE SMART TERMS OF USE <https://smart.sltx.org/externalBroker/help/Terms-of-Service.pdf>.

Please review the entire policy to learn the types of User information SLTX gathers, how SLTX uses that User information, what User information is disclosed and to what third parties, and how SLTX safeguards your User information.

Please also check back periodically as this Privacy Policy may change from time to time.

## Terms of Use

Last revised: March 18, 2020

**SMART TERMS OF USE**

PLEASE READ THE FOLLOWING CAREFULLY. THIS IS A LEGALLY BINDING AGREEMENT BETWEEN YOU AS A USER (AS DEFINED BELOW) ("USER" OR "YOU" AND SURPLUS LINES STAMPING OFFICE OF TEXAS ("SLTX" OR "WE"). THESE TERMS AND CONDITIONS, TOGETHER WITH THE SLTX PRIVACY POLICY, AND ALL OTHER SLTX AGREEMENTS, RULES AND POLICIES REGARDING YOUR ACCESS TO AND USE OF SLTX'S SMART ONLINE FILING SYSTEM, INCLUDING THE WEBSITE AND ALL ATTENDANT APPLICATIONS AND SERVICES PROVIDED BY SLTX (COLLECTIVELY, THE "PLATFORM"), CONSTITUTE THE "AGREEMENT" BETWEEN YOU AND SLTX.

IF YOU HAVE NOT READ THE AGREEMENT, DO NOT UNDERSTAND OR AGREE TO BE BOUND BY THE AGREEMENT OR ARE NOT ABLE TO CONSENT TO BE BOUND

## SMART API Agreement

Last revised: March 26, 2020

**SMART API AGREEMENT**

PLEASE READ THE FOLLOWING CAREFULLY. THIS IS A LEGALLY BINDING AGREEMENT BETWEEN YOU ("USER" OR "YOU") AND SURPLUS LINES STAMPING OFFICE OF TEXAS ("SLTX" OR "WE"). THESE TERMS AND CONDITIONS, TOGETHER WITH THE SLTX PRIVACY POLICY, AND ALL OTHER SLTX AGREEMENTS, RULES AND POLICIES REGARDING YOUR ACCESS TO AND USE OF THE API (AS DEFINED BELOW) CONSTITUTE THE "AGREEMENT" BETWEEN YOU AND SLTX.

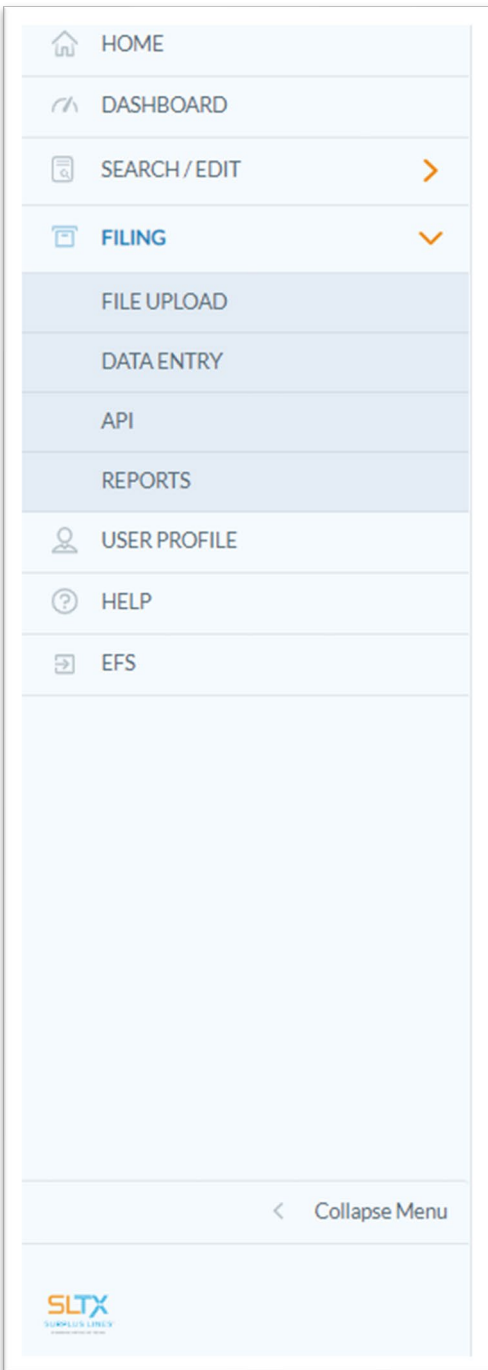
IF YOU HAVE NOT READ THE AGREEMENT, DO NOT UNDERSTAND OR AGREE TO BE BOUND BY THE AGREEMENT, OR ARE NOT ABLE TO CONSENT TO BE BOUND BY THE AGREEMENT (E.G., IF YOU ARE NOT OLD ENOUGH TO ENTER INTO A BINDING LEGAL CONTRACT), DO NOT USE THE PLATFORM.

**1. Scope and Acceptance**

For purposes of this Agreement, the term "API" shall mean, collectively: (a) the SLTX application programming interface that is design to permit other software or hardware devices to interface with

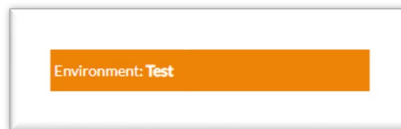
## Primary Navigation

Users should utilize the left menu to navigate through SMART.



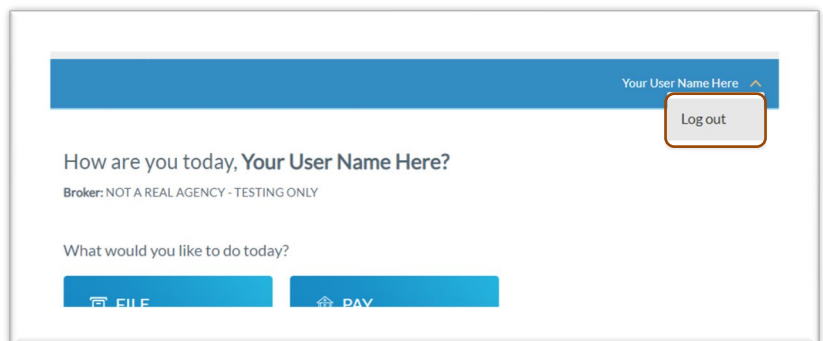
By selecting various menu options, users can make changes to their User Profile, Make Filings, and View their Home (or landing) page. Additional features will be added as SMART is continuously updated.

The left navigation menu will alert the user when they are logged in to a non-production or live environment by displaying an orange banner with the environment name.



Users may obtain additional guidance about the SMART application by selecting [Help](#) or [Filing>API](#).

Users are automatically logged out of SMART after 30 minutes of inactivity. Users may manually log out by selecting your name in the upper navigation bar and clicking "Log Out".



**Disclaimer:** Development of the SMART application is still in progress. SLTX will have a monthly release cycle with updates and announcements for new additions. This guide may be updated to reflect those changes until the user guide is complete. For additional assistance, please reach out to the SLTX Tech Support team by [email](#) or phone at (512) 531-1880 or (800) 681-5848 (option 2).

## **Help**

Users may obtain additional guidance about the SMART application by selecting **Help** from the left navigation panel. Here you will find copies of SLTX's Privacy Policy and Terms of Service.

## **Filing>API**

Users may obtain additional guidance about the SMART application by selecting Filing and then **API** from the left navigation panel. Here you will find the contact information for SLTX's Tech Support team as well as copies of the API Programmer Technical Reference guide.

## 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, you will be notified immediately on any errors preventing acceptance of a submission. You will be prompted to correct the errors to complete the transaction.