

# Introduction

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

## Search/Edit>Broker

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

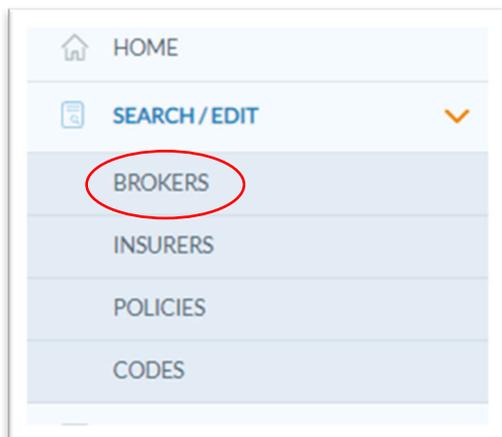
- Google Chrome
- Microsoft's Edge

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

## Primary Navigation

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

\*This allows for viewing of 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 Search/Edit menu, you may view license and contact info by selecting License/Contact tab. Info for agent or agency will be shown with authorized credential.

Note: SLTX obtains licensing info directly from 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** MONTHLY TOTALS FILING / CONTRACTS LATE FILING AUDIT M&A HISTORY SECURITY

#### License Information

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

#### Contact

|  |  |  |                  |
|--|--|--|------------------|
| <b>Contact Name</b><br>YOUR NAME           | <b>Email</b><br>NAME@EMAIL.COM                     |  |                  |
| <b>Phone</b><br>(512) 531-1880             | <b>Extension</b>                                   | <b>Alternative Phone</b><br>(800) 681-5848 | <b>Extension</b> |
| <b>Alternative Email</b><br>NAME@EMAIL.COM | <b>Broker Principal Email</b> ⓘ<br>SOME OTHER NAME | <b>Website</b><br>WWW.SLTX.ORG             |                  |
| <b>TSLA Member</b><br>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

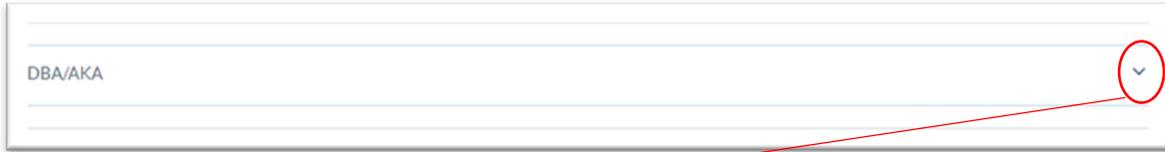
**Line 1**  
805 LAS CIMAS PARKWAY STE 300

**Line 2** ADDR LINE 2 **Line 3** ADDRESS LINE 3

**City** DALLAS **State** PA **Zip** 78665

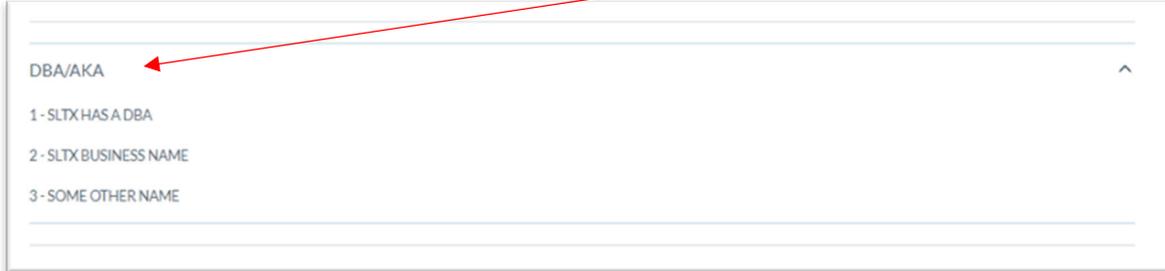
## DBA/AKA

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



DBA/AKA

A screenshot of a form with a dropdown arrow circled in red. A red arrow points from the circled arrow to the expanded menu in the screenshot below.



DBA/AKA

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

A screenshot of the expanded menu showing three options. A red arrow points from the circled arrow in the screenshot above to the first option.

## Broker Monthly Totals Tab

**Step 1:** After completing STEP 1 from [Primary Navigation](#) section, you may view summarized premium data by selecting Monthly Totals tab. Information relating to premium and filing counts related to your agency will be shown.

Home / Search - Edit / Brokers / 99999

### SLTX TEST AGENCY

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

LICENSE/CONTACT | **MONTHLY TOTALS** | FILING / CONTRACTS | LATE FILING | AUDIT | M&A | HISTORY | SECURITY

#### Monthly Totals

2022 Display

| MONTH ↑  | ITEM COUNT ⓘ | POLICY COUNT ⓘ | PREMIUM      | TAX         | STAMPING FEE | SUR TAX | NON-TX (PRE-NRRA) | EXEMPT      | NON-TX (POST-NRRA) | TOTAL PREMIUM |
|----------|--------------|----------------|--------------|-------------|--------------|---------|-------------------|-------------|--------------------|---------------|
| January  | 20           | 8              | \$318,820.00 | \$15,462.78 | \$239.14     | \$0.00  | \$0.00            | \$50.00     | \$100.00           | \$318,970.00  |
| February | 4            | 2              | \$12,300.00  | \$596.56    | \$9.23       | \$0.00  | \$0.00            | \$0.00      | \$0.00             | \$12,300.00   |
| March    | 179          | 27             | \$136,156.45 | \$6,603.60  | \$132.91     | \$0.00  | \$0.00            | \$0.00      | \$330.00           | \$136,486.45  |
| April    | 266          | 146            | \$878,773.75 | \$42,620.49 | \$659.15     | \$0.00  | \$0.00            | \$813.00    | \$2,515.00         | \$882,101.75  |
| May      | 52           | 28             | \$117,519.56 | \$5,699.72  | \$88.15      | \$0.00  | \$0.00            | \$4,000.00  | \$2,642.76         | \$124,162.32  |
| June     | 61           | 32             | \$162,540.25 | \$7,883.25  | \$121.98     | \$0.00  | \$0.00            | \$30,150.00 | \$15,800.00        | \$208,490.25  |

## Filing / Contracts Tab

**Step 1:** After completing STEP 1 from [Primary Navigation](#) section, you may view Contracts by selecting Contracts from Filing/Contracts tab. Contracts which are associated with your agency will be shown.

Note: A Contract is a regularly used group of insurers and/or syndicates normally used when making policy filings. Any Contract shown may assist in making policy filings by selecting Contract, which will automatically populate insurers and/or syndicates directly into policy filings.

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

The screenshot shows the 'FILING / CONTRACTS' tab for 'SLTX TEST AGENCY'. The 'Contracts' sub-tab is selected. A table lists four contracts: DALLAS, lloyd's 1200, lloyds 5000, and SLTX-2680. A red arrow points to the dropdown arrow next to the 'Edit' link for the SLTX-2680 contract.

| Contract Name                        | Date       | Status   | Insurers                    | Action |
|--------------------------------------|------------|----------|-----------------------------|--------|
| DALLAS<br>DALLAS                     | 03/01/2022 | Active   | Expand to see Insurers list | Edit   |
| lloyd's 1200<br>lloyd's 1200         | 01/01/2017 | Active   | Expand to see Insurers list | Edit   |
| lloyds 5000<br>lloyds syndicate 5000 | 05/11/2015 | Inactive | Expand to see Insurers list | Edit   |
| SLTX-2680<br>SLTX-2680               | 11/23/2021 | Active   | Expand to see Insurers list | Edit   |

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

The screenshot shows the detailed view for the 'lloyd's 1200' contract. It displays a table of insurers and their participation percentages.

| INSURER                            | TDX LICENSE NO. | PREMIUM %   |
|------------------------------------|-----------------|-------------|
| UNDERWRITERS AT LLOYD'S LONDON     | 90102091        | 100.000000% |
| 1200 - LLOYD'S OF LONDON SYNDICATE | 10473264        |             |

Total: 100.000000%

## Edit Existing Contracts

**Step 1:** Click EDIT link to EDIT existing Contracts. Functions include updating Contract ID, Description, Date, Status, and Insurer information. A Contract may also be DELETED.

**Step 2:** Once changes have been made, click SAVE. Click CANCEL and you will return to Filing / Contracts Tab without saving changes.

Contract ID: royf's 1200  
Description: royf's 1200  
Contract Date: 01/01/2017  
Status:  Active  Inactive

| INSURER                          | TDI LICENSE NO. | PREMIUM % | DELETE                   |
|----------------------------------|-----------------|-----------|--------------------------|
| UNDERWRITERS AT LLOYD'S LONDON   | 90102091        | 100       | <input type="checkbox"/> |
| 1200-LLOYD'S OF LONDON SYNDICATE | 10473264        | N/A       | <input type="checkbox"/> |
|                                  |                 | N/A       | <input type="checkbox"/> |

Total: 100.000000%

[Delete Contract](#) [Cancel](#) [Save](#)

\*Clicking  
CANCEL  
will not  
save  
your  
changes!

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

Note: Confirm delete. 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 Add Contract button to create or add a new Contract

Create Contract

Contract Id  Description

Contract Date  Status  Active  Inactive

Insurers

| INSURER              | TDI LICENSE NO.      | PREMIUM %            | DELETE                           |
|----------------------|----------------------|----------------------|----------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="X"/> |

Total: 0.000000%

Cancel **Save**

\*Clicking CANCEL will not save your changes!

**Step 2:** Input Contract ID, Description, Date, and Status. Additionally, input insurer(s) and corresponding percentage of participation. A type-ahead feature is available for Insurers, allowing users to type 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, first select Underwriters at Lloyd's London. It's not necessary to input percentage of participation for any Lloyd's syndicate, but info must be included on insurance document (per [6 TIC 981.101\(c\)\(5\)](#)).

Create Contract

Contract Id  Description

Contract Date  Status  Active  Inactive

Insurers

| INSURER                            | TDI LICENSE NO.                  | PREMIUM %                     | DELETE                           |
|------------------------------------|----------------------------------|-------------------------------|----------------------------------|
| UNDERWRITERS AT LLOYD'S LONDON     | 90102091                         | 100.000000                    | <input type="button" value="X"/> |
| <input type="text" value="33"/>    | <input type="text" value="N/A"/> | <input type="text" value=""/> | <input type="button" value="X"/> |
| 332 - LLOYD'S OF LONDON SYNDICATE  | TDI License No. 101139           | <input type="text" value=""/> | <input type="button" value="X"/> |
| 33 - LLOYD'S OF LONDON SYNDICATE   | TDI License No. 9051806          | <input type="text" value=""/> | <input type="button" value="X"/> |
| 3334 - LLOYD'S OF LONDON SYNDICATE | TDI License No. 13454797         | <input type="text" value=""/> | <input type="button" value="X"/> |

Total: 100.000000%

Cancel **Save**

## Broker Late Filing Tab

**Step 1:** After completing STEP 1 from [Primary Navigation](#) section, you may view summary data relating to monthly and annual late filings by selecting Late Filing tab.

<Future Release> Ability to directly link to monthly or annual reports.

Home / Search - Edit / Brokers / 99999

### SLTX TEST AGENCY

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

LICENSE/CONTACT | MONTHLY TOTALS | FILING / CONTRACTS | **LATE FILING** | AUDIT | M&A | HISTORY | SECURITY

#### Late Filing

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#### Monthly

Estimated Totals <sup>⊙</sup>

| MONTH/YEAR ↓  | % LATE POLICIES | TOTAL POLICIES | TOTAL LATE POLICY COUNT | NON-ENFORCEMENT COUNT (FEES) | ENFORCEMENT COUNT | ACTIONS |
|---------------|-----------------|----------------|-------------------------|------------------------------|-------------------|---------|
| December 2015 | 84.84%          | 1728           | 1466                    | 33                           | 1433              | N/A     |
| December 2014 | 75.63%          | 197            | 149                     | 23                           | 126               | N/A     |
| February 2014 | 0.50%           | 798            | 4                       | 3                            | 1                 | N/A     |
| December 2013 | 1.20%           | 6149           | 74                      | 65                           | 9                 | N/A     |

Displaying records 1 - 4 of 4.

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#### Annual Report

| YEAR ↓ | % LATE POLICIES | TOTAL POLICIES | TOTAL LATE POLICY COUNT | NON-ENFORCEMENT COUNT (FEES) | ENFORCEMENT COUNT | TOTAL FEE  | USER     | ACTIONS |
|--------|-----------------|----------------|-------------------------|------------------------------|-------------------|------------|----------|---------|
| 2015   | 84.84%          | 1728           | 1466                    | 20                           | 1446              | \$2,000.00 | EFSTEST1 | N/A     |

## Broker Audit Tab

**Step 1:** After completing STEP 1 from [Primary Navigation](#) section, you may view summary data relating to policy audits by selecting Audit tab.

<Future Release> Ability to directly link to policy audit requests and/or results reports.

Home / Search - Edit / Brokers / 99999

### SLTX TEST AGENCY

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

LICENSE/CONTACT   MONTHLY TOTALS   FILING/ CONTRACTS   LATE FILING   **AUDIT**   M&A   HISTORY   SECURITY

#### Audit Accuracy

| SET NO. ↓ | POLICY COUNT | DATA ELEMENTS | CRITICAL ERRORS | MEDIUM ERRORS | LOW ERRORS | ACCURACY RATE | RESULTS DATE   | LINK TO RESULTS              |
|-----------|--------------|---------------|-----------------|---------------|------------|---------------|----------------|------------------------------|
| (0111)98  | 1            | 23            | 3               | 0             | 0          | 86.96%        | Not Applicable | <a href="#">View Results</a> |
| (0110)99  | 1            | 23            | 3               | 2             | 1          | 81.30%        | Not Applicable | <a href="#">View Results</a> |
| (0110)98  | 1            | 23            | 2               | 0             | 0          | 91.30%        | Not Applicable | <a href="#">View Results</a> |
| (0081)1   | 1            | 23            | 4               | 2             | 0          | 78.26%        | Not Applicable | <a href="#">View Results</a> |
| (0080)1   | 1            | 23            | 2               | 1             | 0          | 89.13%        | Not Applicable | <a href="#">View Results</a> |
| (0075)1   | 1            | 23            | 5               | 1             | 1          | 74.78%        | Not Applicable | <a href="#">View Results</a> |

Displaying records 1 - 6 of 6.

## Broker M&A Tab

**Step 1:** After completing STEP 1 from [Primary Navigation](#) section, you may view mergers and/or acquisitions relating to your agency by selecting M&A tab.

[Home](#) / [Search - Edit](#) / [Brokers](#) / 99999

### SLTX TEST AGENCY

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

[LICENSE/CONTACT](#)   [MONTHLY TOTALS](#)   [FILING/CONTRACTS](#)   [LATE FILING](#)   [AUDIT](#)   [M&A](#)   [HISTORY](#)   [SECURITY](#)

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#### Mergers/Acquisitions

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[TEST LICENSE](#)

|                 |      |               |        |                |            |
|-----------------|------|---------------|--------|----------------|------------|
| TDI License No. | 5555 | TDI Broker ID | 363636 | Effective Date | 02/15/2021 |
|-----------------|------|---------------|--------|----------------|------------|

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## Broker History Tab

**Step 1:** After completing STEP 1 from [Primary Navigation](#) section, you may view history relating to your agency by selecting History tab.

[Home](#) / [Search - Edit](#) / [Brokers](#) / 99999

### SLTX TEST AGENCY

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

LICENSE/CONTACT   MONTHLY TOTALS   FILING / CONTRACTS   LATE FILING   AUDIT   M&A   **HISTORY**   SECURITY

#### History

| EFFECTIVE DATE | CHANGE TYPE              | PREVIOUS VALUE              | USER       | DATE ↓                 |
|----------------|--------------------------|-----------------------------|------------|------------------------|
| 09/05/2022     | Agent Name change        | SLTX TEST AGENCY 08/17      | CHERRERA   | 09/05/2022 8:38:45 PM  |
| 08/17/2022     | Agent Name change        | SLTX TEST AGENCY            | E_CHEYENNE | 08/17/2022 2:59:36 PM  |
| 07/31/2022     | National Producer Number | 123456789                   | CHERRERA   | 07/31/2022 5:29:22 PM  |
| 07/20/2022     | Agent Name change        | SLTX TEST AGENCY 07/20      | CHERRERA   | 07/20/2022 9:47:19 PM  |
| 07/20/2022     | Agent Name change        | SLTX TEST AGENCY            | E_CHEYENNE | 07/20/2022 9:00:44 AM  |
| 11/28/2021     | Agent Name change        | SLTX TEST AGENCY(NOV)       | CHERRERA   | 11/28/2021 10:20:07 PM |
| 11/08/2021     | Agent Name change        | SLTX TEST AGENCY            | E_CHEYENNE | 11/08/2021 12:57:28 AM |
| 09/27/2021     | Agent DBA 3 change       | [New Record]                | CHERRERA   | 09/27/2021 7:21:51 PM  |
| 09/27/2021     | Agent DBA 2 change       | DISK CHANGE INCREASE DBA    | CHERRERA   | 09/27/2021 7:21:51 PM  |
| 09/27/2021     | Agent DBA 1 change       | SLTX TEST AGENCY DBA CHANGE | CHERRERA   | 09/27/2021 7:21:51 PM  |

Displaying records 1 - 10 of 38.

1 2 3 4 > >>

## Broker Security Tab

**Step 1:** After completing STEP 1 from [Primary Navigation](#) section, you may view Online Filing Users by selecting Security tab. Users associated with your agency will be shown.

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

Home / Search - Edit / Brokers / 99999

### SLTX TEST AGENCY

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

LICENSE/CONTACT | MONTHLY TOTALS | FILING / CONTRACTS | LATE FILING | AUDIT | M&A | HISTORY | **SECURITY**

#### Security

[Edit](#)

Profile

|                |                    |                      |
|----------------|--------------------|----------------------|
| Phone          | Primary Email      | Secondary Email      |
| (512) 555-1212 | CHERRERA@SLTX.ORG  | CHERRERA@SLTX.ORG    |
| Broker Status  | Max Login Attempts | Password Expire Days |
| Active         | 10                 | 90                   |

**Users** | Documents | Pending Approval | Sent Invitations

[Add User](#) | [Invite New User](#) | [Display](#) ▾

| USER ID  | NAME ↓         | EMAIL          | ROLE | STATUS | TYPE OF ACCESS    | APPROVED BY | LOGIN ATTEMPTS | PASSWORD EXPIRES | ACTION |
|----------|----------------|----------------|------|--------|-------------------|-------------|----------------|------------------|--------|
| NONADMIN | YOUR USER NAME | NAME@EMAIL.COM | User | Active | Filing & Payments |             | 0              | 12/15/2021       |        |

## Edit Primary / Secondary (Online Filing) Contacts

**Step 1:** From Security section, click EDIT button to edit primary and secondary (online filing) contact information. Functions include updating Phone Number, Primary Email, and Secondary Email.

Home / Search - Edit / Brokers / 99999

### SLTX TEST AGENCY

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

LICENSE/CONTACT | MONTHLY TOTALS | FILING / CONTRACTS | LATE FILING | AUDIT | M&A | HISTORY | **SECURITY**

#### Security

Profile

|   |  |  |
|---|--|--|
| Phone                                       | Primary Email                                  | Secondary Email                                |
| <input type="text" value="(512) 555-1212"/> | <input type="text" value="CHERRERA@SLTX.ORG"/> | <input type="text" value="CHERRERA@SLTX.ORG"/> |
| Broker Status                               | Max Login Attempts                             | Password Expire Days                           |
| Active                                      | 10   | 90   |

[Cancel](#) | [SAVE](#)

**Step 2:** Once changes have been made, click SAVE. Click CANCEL and return to Security Tab without saving changes.

## Users sub-section

Home / Search - Edit / Brokers / 99999

### SLTX TEST AGENCY

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

LICENSE/CONTACT MONTHLY TOTALS FILING / CONTRACTS LATE FILING AUDIT M&A HISTORY **SECURITY**

#### Security Edit

Profile

Phone (512) 555-1212 Primary Email CERRERA@SLTX.ORG Secondary Email CERRERA@SLTX.ORG

Broker Status Active Max Login Attempts 10 Password Expire Days 90

**Users** Documents Pending Approval Sent Invitations Add User Invite New User Display

| USER ID  | NAME ↓         | EMAIL          | ROLE           | STATUS | TYPE OF ACCESS    | APPROVED BY | LOGIN ATTEMPTS | PASSWORD EXPIRES | ACTION |
|----------|----------------|----------------|----------------|--------|-------------------|-------------|----------------|------------------|--------|
| NONADMIN | YOUR USER NAME | NAME@EMAIL.COM | User           | Active | Filing & Payments |             | 0              | 12/15/2021       |        |
| TESTADD  | USER NAME 2    | NAME@EMAIL.COM | Administrative | Active | ACH Payments Only | CHEYENNE    | 0              | 04/26/2022       |        |

### Edit Existing Users

**Step 1:** Click pencil icon from 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 changes have been made, click SAVE. Click CANCEL and return to Security Tab without saving changes.

Edit TESTADD

Name: YOUR USER NAME

User ID: TESTADD

Email: NAME@EMAIL.COM

Type of Access: ACH Payments Only

Status:  Active  Inactive

Password: \*\*\*\*\* [Change Password](#)

Role:  Administrative  Regular User

Approved By: CHEYENNE

DELETE Cancel **SAVE**

\*Clicking CANCEL will not save your changes!

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

Note: Confirm delete. It cannot be undone once confirmed.

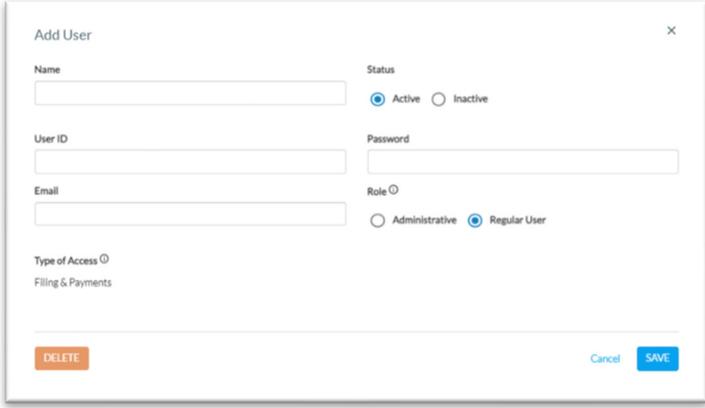
test.sltx.org says

This action cannot be undone. Delete User TESTADD?

OK Cancel

## Add New Users

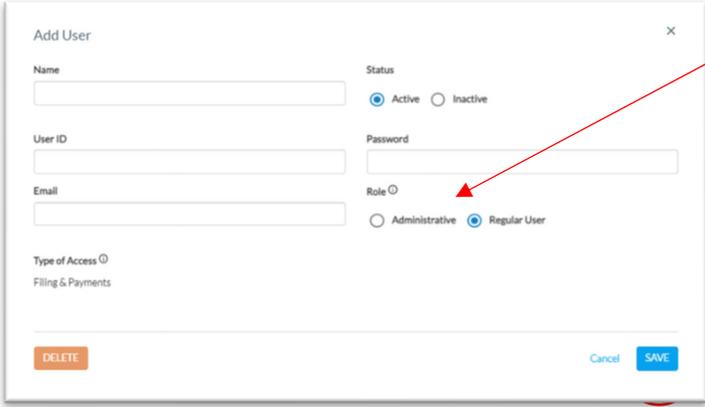
**Step 1:** Click Add User button to create or add a new user profile



The screenshot shows the 'Add User' form with the following fields and options:

- Name: [Empty text box]
- User ID: [Empty text box]
- Email: [Empty text box]
- Password: [Empty text box]
- Status:  Active  Inactive
- Role:  Administrative  Regular User
- Type of Access: Filing & Payments
- Buttons: DELETE, Cancel, SAVE

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



This screenshot is identical to the one above, but a red arrow points to the 'Regular User' radio button under the 'Role' section.

\*Clicking CANCEL will not save your changes!

Note: Administrative Authority allows 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 between 8 and 20 characters long.

Note: A password may not contain the broker or user's name(s) or User ID.

### User ID Requirements

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

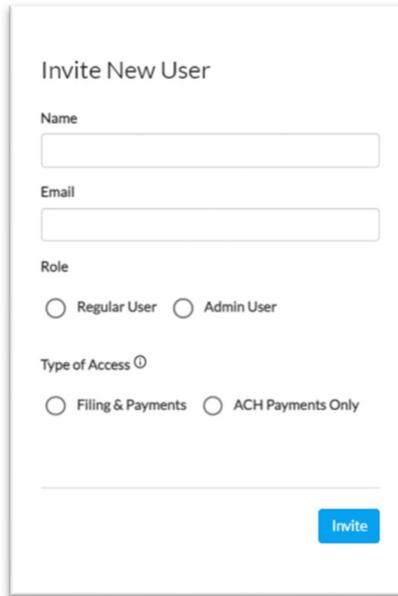
### Approved By

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

### Invite New Users (Alternative Workflow from “Add New User”)

**Step 1:** Click Invite New User button to invite new user to SMART, which allows invited user to create profile and password

**Step 2:** Input User's Name and Email. Once appropriate role and type of access is selected, click INVITE.



The screenshot shows a web form titled "Invite New User". It contains the following fields and options:

- Name:** A text input field.
- Email:** A text input field.
- Role:** Two radio button options: "Regular User" and "Admin User".
- Type of Access:** Two radio button options: "Filing & Payments" and "ACH Payments Only".
- Invite:** A blue button at the bottom right.

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

**Step 3: Invited user** will receive an email from SMART, which includes a link to allow final set-up of SMART user profile.



**Step 4:** After clicking link within Invitation email, invited **user** will be presented with assigned User ID and allowed to input a password.

**Complete Setup - New User**

|  |                                 |
|--|---------------------------------|
| <b>Broker Name</b><br>SLTX TEST AGENCY | <b>TDI License No.</b><br>99999 |
| <b>User Name</b><br>JOHN DOE SMITH     | <b>User ID</b><br>JDOE          |

**Password** [View Password Requirements](#)

**Confirm Password**

**Register**

**Step 5:** After noting assigned User ID and password, click REGISTER to allow the **invited user** to complete setup of user profile.

## 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   | ✗              | ✗                | ✗                              | ✗  |

### Sent Invitations sub-section

Reflects any outstanding or incomplete invitations. If necessary, administrative user may resend invitation by clicking RESEND.

Note: once an invited user accepts and completes the New User Invitation, they will no longer be shown in the "Sent Invitations" sub-section.

| Users Documents Pending Approval <b>Sent Invitations</b> |                      |         |                   |                |            |             |          |                        |                        |
|--|----------------------|---------|-------------------|----------------|------------|-------------|----------|------------------------|------------------------|
| NAME   | EMAIL                | STATUS  | TYPE OF ACCESS    | ROLE           | DATE SENT  | EXPIRE DATE | SENT BY  | ACTIONS                |                        |
| CNH TEST   | CHERRERA@SLTX.ORG    | Expired | Filing & Payments | User           | 02/17/2022 | 02/20/2022  | TESTPOST | <a href="#">Resend</a> | <a href="#">Cancel</a> |
| CHEYENNE HERRERA   | CHERRERA@SLTX.ORG    | Expired | Filing & Payments | Administrative | 07/13/2022 | 07/16/2022  | CHERRERA | <a href="#">Resend</a> | <a href="#">Cancel</a> |
| TEST INVITE  | TECHSUPPORT@SLTX.ORG | Pending | ACH Payments Only | User           | 09/07/2022 | 09/10/2022  | CHERRERA | <a href="#">Resend</a> | <a href="#">Cancel</a> |

Displaying records 1 - 3 of 3.

## Display Option for Users table

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

Note: Once selected, SMART will remember selection.

The screenshot shows the 'Security' tab for 'SLTX TEST AGENCY'. The breadcrumb trail is 'Home / Search - Edit / Brokers / 99999'. The agency details include 'TDI License No. 99999 | TDI Broker ID 666666666 | NPN'. Navigation tabs include 'LICENSE/CONTACT', 'MONTHLY TOTALS', 'FILING / CONTRACTS', 'LATE FILING', 'AUDIT', 'M&A', 'HISTORY', and 'SECURITY' (which is circled in red). An 'Edit' button is visible next to the 'SECURITY' tab.

The 'Security' section contains a profile summary with the following details:

|                      |                           |                             |
|----------------------|---------------------------|-----------------------------|
| <b>Profile</b>       |                           |                             |
| <b>Phone</b>         | <b>Primary Email</b>      | <b>Secondary Email</b>      |
| (512) 555-1212       | CHERRERA@SLTX.ORG         | CHERRERA@SLTX.ORG           |
| <b>Broker Status</b> | <b>Max Login Attempts</b> | <b>Password Expire Days</b> |
| Active               | 10                        | 90                          |

Below the profile is a 'Users' section with tabs for 'Users', 'Documents', 'Pending Approval', and 'Sent Invitations'. There are buttons for 'Add User', 'Invite New User', and 'Display'. The 'Users' table has the following columns: USER ID, NAME (with a dropdown arrow), EMAIL, ROLE, STATUS, TYPE OF ACCESS (with a dropdown arrow), APPROVED BY (with a dropdown arrow), and LOGIN ATTEMPTS. A single user is listed with the following details:

| USER ID  | NAME           | EMAIL          | ROLE | STATUS | TYPE OF ACCESS    | APPROVED BY | LOGIN ATTEMPTS |
|----------|----------------|----------------|------|--------|-------------------|-------------|----------------|
| NONADMIN | YOUR USER NAME | NAME@EMAIL.COM | User | Active | Filing & Payments |             | 1              |

A 'Display' dropdown menu is open, showing a list of fields with checkboxes, all of which are checked. The menu items are: User ID, Name, Email, Role, Status, Type of Access, Approved By, Login Attempts, and Password Expires. This menu is also circled in red.

## Version Changes

- 4.0
  - Added new broker search tabs: Monthly Totals, Late Filing, Audit, M&A, and History
  - Updated language for consistency
- 3.1
  - Updated User Maintenance screens to reflect most recent layout
  - Added "Invite New User" workflow
  - Added "Sent Invitations" sub-section
  - Added ability to edit primary / secondary online filing contact information
- 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