

Introduction

This is a supplemental User Guide intended to describe the following SMART features, replacing Batch Management, Transaction Entry, and Batch Edit Report features within EFS:

Filing>Data Entry

Broker Landing page>File>Data Entry

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, 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

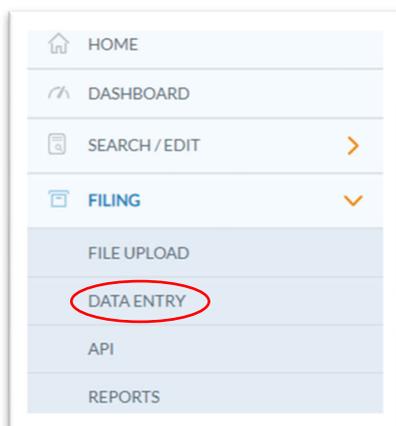
- Google Chrome
- Microsoft's Edge

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

Primary Navigation

Step 1: Select Filing menu and click Data Entry.

*This allows for Manual Web-Entry or Data Entry Filings, and includes ability to Reverse, Update / Correct, or Delete previously filed transactions.



Data Entry landing page

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

Home / Filing / Data Entry

Data Entry

Get Started

What would you like to do today?

New Filing

Used to make a new filing with SLTX, such as a new or renewal policy / binder, audit, cancellation, premium endorsement, name change, etc.

New Transaction

Search / Edit

Used to search for and review the detail of any previously submitted transaction, and/or to make corrections to or edit a submitted transaction.

Go to Search / Edit

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 |

Features

[New Transaction](#) – allows navigation to [Data Entry Transaction page](#) to make filings with SLTX

[Recent filings](#) – allows access to 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 transaction details.

[Save as PDF](#) – allows filing confirmation page to be printed in PDF format

[Go to Search / Edit](#) – allows navigation to Policies Search/Edit page

[Notable changes between SMART Data Entry and EFS Filings](#) – based on feedback provided by 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 facilitate the following: **Continuous Until Cancelled transactions (one-time migration of system-generated “dummy renewals”)**

<Historical Reference> SLTX’s legacy workflow automatically created system-generated “dummy renewals” for each applicable anniversary period of a Continuous until Cancelled policy, when non-policy transactions (i.e., endorsement, cancellation, etc.) were reported. This cumbersome and outdated process was often confusing and created a large number of unnecessary transactions, and if not correctly executed may cause one or more duplicate “dummy renewal” entries (further complicating the process).

Step 1:

Click **New Transaction** from Data Entry landing page to create new filings with SLTX, such as new or renewal policy / binder, audit, cancellation, premium endorsement, name change, etc.

<Future Release> You may also file a delete or update (correct) an existing filing.

Step 2:

Select type of transaction by clicking on corresponding non-policy Transaction Type Tile. Click NEXT.

The screenshot shows a web interface for selecting a transaction type. At the top, there is a breadcrumb trail: Home / Filing / Data Entry / Transaction Type. Below this is the title "Data Entry" and a sub-header "Select Transaction Type". In the top right corner, there are four buttons: "Filing" (highlighted in blue), "Update/Corrections", "Reverse", and "Delete". Below the sub-header, there is a prompt: "Please select a transaction type to file." The main area contains seven transaction type tiles, each with a radio button and a description:

- New Policy**: Policy issued for the first time.
- Renewal**: Policy issued in subsequent policy terms (to extend an already existing policy).
- Audit**: An adjustment of the premium on a policy based on an audit. An audit must be for the entire time the coverage was in effect.
- Cancellation**: Policy is cancelled at the request of the company or the insured.
- Endorsement**: Change(s) to a policy. Used to add or delete coverage from a policy.
- Installment**: Used to let the insured pay out the premium. Usually setup in equal amounts. May be monthly, quarterly, semi-annually, annually, etc.
- Reinstatement**: If there was a Cancellation and premium was returned there would be additional premium for the reinstatement.

At the bottom right of the screen, there are two buttons: "Cancel" and "Next" (highlighted in blue).

Step 3:

Select sub-type by clicking on corresponding Sub-Type Tile.

<Note> Screen shot below is a demonstration only and may be different depending on the non-policy Transaction Type selected in [Step 2](#).

The screenshot shows a web application interface for data entry. At the top, there is a breadcrumb trail: Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type. Below this, the page title is "Data Entry". Underneath, there are two fields: "Transaction Type" with the value "Endorsement" and "Report Date" with the value "11/29/2022".

The main section is titled "Please select a transaction subtype:". It contains seven radio button options arranged in two rows:

- Premium Change** (selected): Premium change endorsement or amendment to the Policy/Binder.
- Name Insured Change**: Non-premium endorsement changing the named insured of the Policy/Binder.
- Insurer / Company Change**: Non-premium endorsement changing the Insurer, Company, or Security that is insuring the risk on the Policy/Binder.
- Policy Number Change**: Non-premium endorsement changing the policy number of the Policy/Binder.
- Expiration Date Change**: Non-premium endorsement changing the Expiration Date of the Policy/Binder. Most often used to shorten the period. Date Extensions should be processed as a Renewal.
- Inception Date Change**: Non-premium endorsement changing the Inception/Effective Date of the Policy/Binder. May also be used to change both the Inception and Expiration Dates.
- Other Non-Premium Endorsement**: Other non-premium endorsement than those already listed.

Below the options is a section titled "Find a Policy". It includes the instruction: "Input the policy number and effective date of the Endorsement and then click Search to locate the Policy / Binder." There are two input fields: "Policy No." with a placeholder "Search by Policy Number" and "Effective Date" with a calendar icon. A "Search" button is located to the right of the "Effective Date" field. At the bottom right of the form, there are "Cancel" and "Next" buttons.

Features

“Find a Policy” provides identification of record to be reversed (by inputting policy number and effective date of record). This eliminates necessity to search for and/or input the “policy ID” or other pertinent criteria.

Step 4:

Input policy number and effective date of your transaction (i.e., endorsement (monthly report), cancellation, name change, etc.) and click SEARCH to locate the Policy/Binder transaction.

With FIRST non-policy transaction added to your Continuous Until Cancelled transaction via SMART (after the November 2022 release), you will see all existing “dummy renewals”.

Find a Policy
Input the policy number and effective date of the Endorsement and then click Search to locate the Policy / Binder.

Policy No. Effective Date

7 results found for: Policy No. SLTX12345

| SELECT | POLICY NO. | TYPE | INSURED | EFFECTIVE DATE | ERRORS | HISTORY |
|-----------------------|------------|----------------|---------------------|----------------|--------|----------------------|
| <input type="radio"/> | SLTX12345 | New Policy | SLTX BANK AND TRUST | 01/01/2015 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2016 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2017 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2018 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2019 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2020 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2021 | 0 | View |

Step 5:

Select oldest parent, then click NEXT.

<Note> Upon posting the *first* non-policy transaction, SMART will automatically convert legacy “dummy renewals” into a single parent policy (i.e. the new “workflow”). Please note that even with a single parent policy, SMART will continue to apply appropriate tax and stamping fee rates per each anniversary period as is required per [\(34 TAC 3.822 \(b\)\(1-3\)\)](#).

From there, you will only see one parent policy within “Find a Policy” results.

<Caution> If you continue to see multiple parents, contact TechSupport via email for further investigation regarding the specific situation. Please include a screen shot of “Find a Policy” results page in your email.

Find a Policy
Input the policy number and effective date of the Endorsement and then click Search to locate the Policy / Binder.

Policy No. Effective Date

7 results found for: Policy No. SLTX12345

| SELECT | POLICY NO. | TYPE | INSURED | EFFECTIVE DATE | ERRORS | HISTORY |
|----------------------------------|------------|----------------|---------------------|----------------|--------|----------------------|
| <input checked="" type="radio"/> | SLTX12345 | New Policy | SLTX BANK AND TRUST | 01/01/2015 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2016 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2017 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2018 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2019 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2020 | 0 | View |
| <input type="radio"/> | SLTX12345 | Renewal Policy | SLTX BANK AND TRUST | 01/01/2021 | 0 | View |

Step 6:

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 insurance document.

<Note> Upon posting *first* non-policy transaction, SMART will automatically convert legacy “dummy renewals” into a single parent policy (i.e. the new “workflow”). Please note that even with a single parent policy, SMART will continue to apply the appropriate tax and stamping fee rates per each anniversary period as is required per [\(34 TAC 3.822 \(b\)\(1-3\)\)](#).

From there, you will only see one parent policy within “Find a Policy” results.

<Caution> If you continue to see multiple parents, contact TechSupport via email for further investigation regarding the specific situation. Please include a screen shot of “Find a Policy” results page in your email.

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type / Endorsement

Premium Endorsement

Basic Information

| | | | |
|-------------------------|-----------------------------------|-----------------------------|---|
| Policy No. SLTX12345 | Insured Name SLTXBANKAND TRUST | Report Date ⓘ 12/01/2022 | Optional - Upload Transaction ⓘ Drag & Drop your files or Browse |
|-------------------------|-----------------------------------|-----------------------------|---|

Dates

| | | | | |
|----------------------------------|-----------------------------------|-------------------------------------|--------------------------------|--------------|
| Effective Date ⓘ 12/01/2021 ⓘ | Expiration Date Not Applicable | Continuous Until Cancelled ⓘ Yes | Anniversary Date 01/01/2021 | Issue Date ⓘ |
|----------------------------------|-----------------------------------|-------------------------------------|--------------------------------|--------------|

Coverage & Class

Coverage Clear All

| CODE & DESCRIPTION ⓘ | PREMIUM CHANGE | DELETE |
|--|----------------|--------|
| 9028 - CREDIT - OTHER | \$ 514.45 | |
| <input type="text" value="Search by coverage code or description..."/> | \$ | |

Total: \$514.45

| | |
|---|-----------------------|
| Limit General Aggregate \$250,000 | Class 997 - CREDIT |
|---|-----------------------|

Fees

| | | | | |
|-----------------------------|-----------------------------|------------------|--------------------------|---------------------------|
| Total Premium ⓘ \$514.45 | Total Policy Fee(s) ⓘ \$ | Tax ⓘ \$24.95 | Stamping Fee ⓘ \$0.39 | Total Gross ⓘ \$539.79 |
|-----------------------------|-----------------------------|------------------|--------------------------|---------------------------|

Multi-State Transaction Clear All

| STATE & TERRITORY ⓘ | AMOUNT | DELETE |
|--|--------|--------|
| <input type="text" value="Search by State and Territory"/> | \$ | |
| Summary Amount: \$0.00 | | |

Exempt Premium ⓘ
\$

Reference Number

Reference ⓘ

[Go back](#) [POST](#)

Features

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

Step 7:

Click POST to submit or file transaction with SLTX.

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type / Endorsement

Premium Endorsement

Basic Information

| | | | |
|-------------------------|-------------------------------------|---------------------------|---|
| Policy No. SLTX12345 | Insured Name SLTX BANK AND TRUST | Report Date 12/01/2022 | Optional - Upload Transaction Drag & Drop your files or Browse |
|-------------------------|-------------------------------------|---------------------------|---|

Dates

| | | | | |
|--|-----------------------------------|-----------------------------------|--------------------------------|---|
| Effective Date [X] [Invalid Date] Effective Date is not a valid calendar date. | Expiration Date Not Applicable | Continuous Until Cancelled Yes | Anniversary Date 01/01/2022 | Issue Date [X] 12/31/2022 Issue date cannot be greater than today's date. |
|--|-----------------------------------|-----------------------------------|--------------------------------|---|

Coverage & Class

Coverage

| CODE & DESCRIPTION | PREMIUM CHANGE | DELETE |
|-----------------------|----------------|--------|
| 9028 - CREDIT - OTHER | \$ 514.45 | [X] |

Clear All

Note: If any errors are detected, you will see a notification and the transaction will not post. Make necessary corrections and click on REVERSE to ensure filing is submitted.

Step 8:

Once transaction is complete and filing is accepted, a "Good Job" confirmation window will display (as demonstrated below).

Good Job!

Policy No. SLTX1234 has been endorsed.
How do you want to proceed?

[Save as PDF](#)

[Finish Filing](#) [Continue Filing Endorsements](#) [File Another Type](#)

You may print a confirmation of the filing by clicking [Save as PDF](#). You may continue filing by clicking File Another Type or Continue Filing, or simply click Finish Filing to be returned to the Broker Landing page.

Recent Filings

Step 1:

After completing STEP 1 from [Primary Navigation](#), find the Recent Filings section on [Data Entry Landing page](#). This section allows access to 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 an in-depth search or locate a specific transaction, click "Go to Search / Edit".

The screenshot shows the 'Data Entry' page with a breadcrumb trail 'Home / Filing / Data Entry'. Below the title, there is a 'Get Started' section with the question 'What would you like to do today?'. Two main options are presented: 'New Filing' (with a 'New Transaction' button) and 'Search / Edit' (with a 'Go to Search / Edit' button). A red arrow points from the text above to this button. Below these options is a section titled 'Recent Filings - Last 20 filings', which is highlighted with a red box. This section contains a table with the following data:

| 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 | |
| 5995 | TESTCANCELRX | | Cancellation Reversal | 04/18/2021 | TESTPOST | \$0.00 | |
| 5995 | TESTCANCELRX | | Cancellation Reversal | 04/18/2021 | TESTPOST | \$1,468.95 | |
| 5995 | TESTCANCELRX | | Cancellation Amendment | 04/18/2021 | TESTPOST | \$0.00 | |
| 5995 | TESTCANCELRX | | Cancellation | 04/18/2021 | TESTPOST | \$-1,468.95 | |

A red arrow points from the text above to the 'Policy No.' link in the first row of the table.

Click Policy Number link to view details of a specific transaction.

Save as PDF

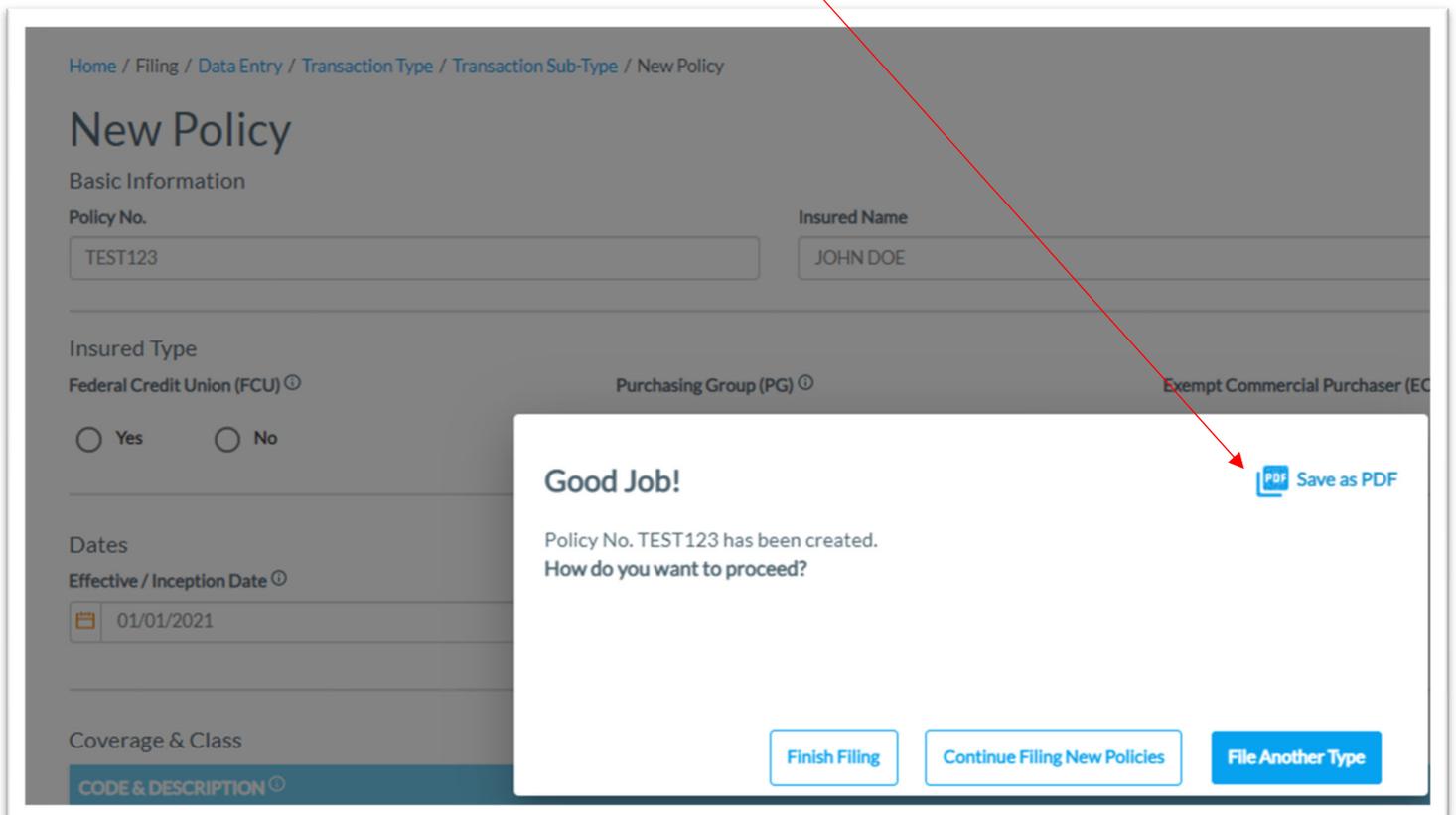
Step 1:

Click PDF icon from Recent Filings section on [Data Entry Landing page](#) to print a confirmation of individual filings. 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. This will also serve as confirmation and acceptance of submission.

| 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 |  |
| 5995 | TESTCANCELRX | | Cancellation Reversal | 04/18/2021 | TESTPOST | \$0.00 |  |
| 5995 | TESTCANCELRX | | Cancellation Reversal | 04/18/2021 | TESTPOST | \$1,468.95 |  |
| 5995 | TESTCANCELRX | | Cancellation Amendment | 04/18/2021 | TESTPOST | \$0.00 |  |
| 5995 | TESTCANCELRX | | Cancellation | 04/18/2021 | TESTPOST | \$-1,468.95 |  |

Note: You may temporarily see an additional browser tab open displaying transaction details. This facilitates the PDF version and will be closed once document is complete. PDF file will be displayed at the top or bottom of your browser window (depending on browser settings). To open, double click on the PDF file.

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



The screenshot shows a "New Policy" confirmation window. The window title is "New Policy" and the breadcrumb trail is "Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type / New Policy". The "Basic Information" section includes "Policy No." (TEST123) and "Insured Name" (JOHN DOE). The "Insured Type" section has "Federal Credit Union (FCU)" selected with "Yes" and "No" radio buttons. The "Dates" section has "Effective / Inception Date" (01/01/2021). The "Coverage & Class" section has "CODE & DESCRIPTION". A "Good Job!" message is displayed, stating "Policy No. TEST123 has been created. How do you want to proceed?". A "Save as PDF" button is visible in the top right corner of the confirmation window, with a red arrow pointing to it from the text above. At the bottom of the confirmation window, there are three buttons: "Finish Filing", "Continue Filing New Policies", and "File Another Type".

View History

Step 1:

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

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type

Data Entry

Transaction Type: Audit Report Date: 01/25/2022

Please select a transaction subtype:

- Audit**
An adjustment of the premium on a policy. For SLTX purposes, an Audit must be for the entire time that coverage was in effect.
- Amendment**
Amending an existing audit, most often to revise audit's premium and MUST have the same effective date.

Find a Policy

Input the policy number and effective date of the Audit and then click Search to locate the Policy / Binder.

Policy No. Effective Date

2 results found for: Policy No. TEST

| SELECT | POLICY NO. | TYPE | INSURED | EFFECTIVE DATE | ERRORS | HISTORY |
|-----------------------|------------|------------|---------|----------------|--------|----------------------|
| <input type="radio"/> | TEST | New Policy | TEST | 01/01/2021 | 0 | View |
| <input type="radio"/> | TEST | New Policy | TEST | 01/01/2021 | 0 | View |

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type

Data Entry

Transaction Type: Audit Report Date: 01/25/2022

Please select a transaction subtype:

- Audit**
An adjustment of the premium on a policy. For SLTX purposes, an Audit must be for the entire time that coverage was in effect.
- Amendment**
Amending an existing audit, most often to revise audit's premium and MUST have the same effective date.

Find a Policy

Input the policy number and effective date of the Audit and then click Search to locate the Policy / Binder.

Policy No. Effective Date

2 results found for: Policy No. TEST

| SELECT | POLICY NO. | TYPE | INSURED | EFFECTIVE DATE | ERRORS | HISTORY |
|-----------------------|------------|------------|---------|----------------|--------|----------------------|
| <input type="radio"/> | TEST | New Policy | TEST | 01/01/2021 | 0 | View |

History for Policy No. TEST

| SLTX ID ↑ | NAMED INSURED | TRANSACTION TYPE | EFFECTIVE DATE | ORIGINATED BY | ORIGINATED DATE |
|-----------|---------------|---------------------|----------------|---------------|-----------------|
| 11248410 | TEST | New Policy | 01/01/2021 | CHEYENNE | 12/10/2021 |
| 11253305 | TEST | Premium Endorsement | 01/01/2021 | CHEYENNE | 01/25/2022 |

Displaying records 1 - 2 of 2.

Click the **SLTX ID** link to view details of individual transactions.

View Errors

Step 1:

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

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type

Data Entry

Transaction Type: Audit Report Date: 01/25/2022

Please select a transaction subtype:

Audit
An adjustment of the premium on a policy. For SLTX purposes, an Audit must be for the entire time that coverage was in effect.

Amendment
Amending an existing audit, most often to revise audit's premium and MUST have the same effective date.

Find a Policy

Input the policy number and effective date of the Audit and then click Search to locate the Policy / Binder.

Policy No. Effective Date

1 result found for: Policy No. SLTX-1887

| SELECT | POLICY NO. | TYPE | INSURED | EFFECTIVE DATE | ERRORS | HISTORY |
|-----------------------|------------|------------|----------------|----------------|--------|----------------------|
| <input type="radio"/> | SLTX-1887 | New Policy | SLTX-1887 (F5) | 07/16/2020 | 2 | View |

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type

Data Entry

Transaction Type: Audit Report Date: 01/25/2022

Please select a transaction subtype:

Audit
An adjustment of the premium on a policy. For SLTX purposes, an Audit must be for the entire time that coverage was in effect.

Amendment
Amending an existing audit, most often to revise audit's premium and MUST have the same effective date.

Find a Policy

Input the policy number and effective date of the Audit and then click Search to locate the Policy / Binder.

Policy No. Effective Date

1 result found for: Policy No. SLTX-1887

| SELECT | POLICY NO. | TYPE | INSURED | EFFECTIVE DATE | ERRORS | HISTORY |
|-----------------------|------------|------------|----------------|----------------|--------|----------------------|
| <input type="radio"/> | SLTX-1887 | New Policy | SLTX-1887 (F5) | 07/16/2020 | 2 | View |

Errors for Policy No. SLTX-1887

| ERROR CODE | ERROR DESCRIPTION | ERROR REASON |
|------------|--|---|
| & | NEW TAG Complaint Notice missing/altered | The Notice of Toll-Free Telephone Numbers and Information and Complaint Procedures was not found with the policy information submitted to our office or it was altered in some way. Please be sure this is attached to the insured's copy of the policy. NO RESPONSE IS REQUIRED ON THIS TAG. |
| X | Tax and Stamping Fee must be shown on Item | Both tax and stamping fee must be shown on each item submitted to this office. This tag is for your information only. No response is required. |

| Error Resolved | Date |
|----------------|------------|
| No | 07/16/2020 |

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 filings).
2. It is no longer necessary to manually input tax, stamping fee, and/or total gross amounts. SMART will automatically calculate these amounts based on coverage premium(s) and policy fee entered and will display these 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, you 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 an 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 of any errors preventing acceptance of a submission. You will be prompted to correct the errors to complete the transaction.