

Introduction

This is a supplemental User Guide intended to describe the following SMART features, which will replace the Month-End (EOM) and Year-End (EOY) Reports within EFS:

Search/Edit>Policies>Filing Reports
Home>View Reports

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 user credentials from the existing Electronic Filing System (EFS); therefore, separate credentialing is not necessary.

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.

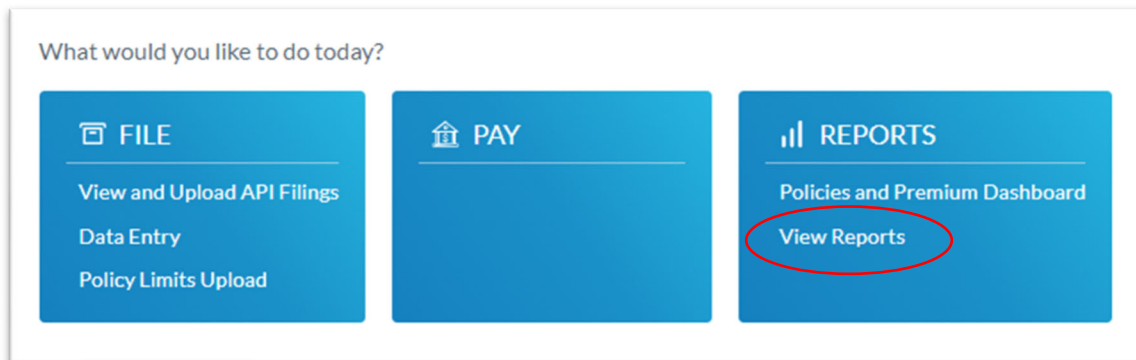
Supported Browsers

- Google Chrome
- Microsoft's Edge

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

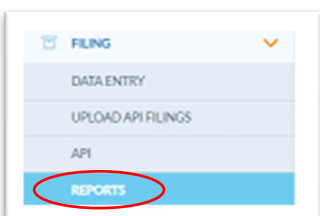
Primary Navigation

Step 1: Click "View Reports" from the SMART Home page



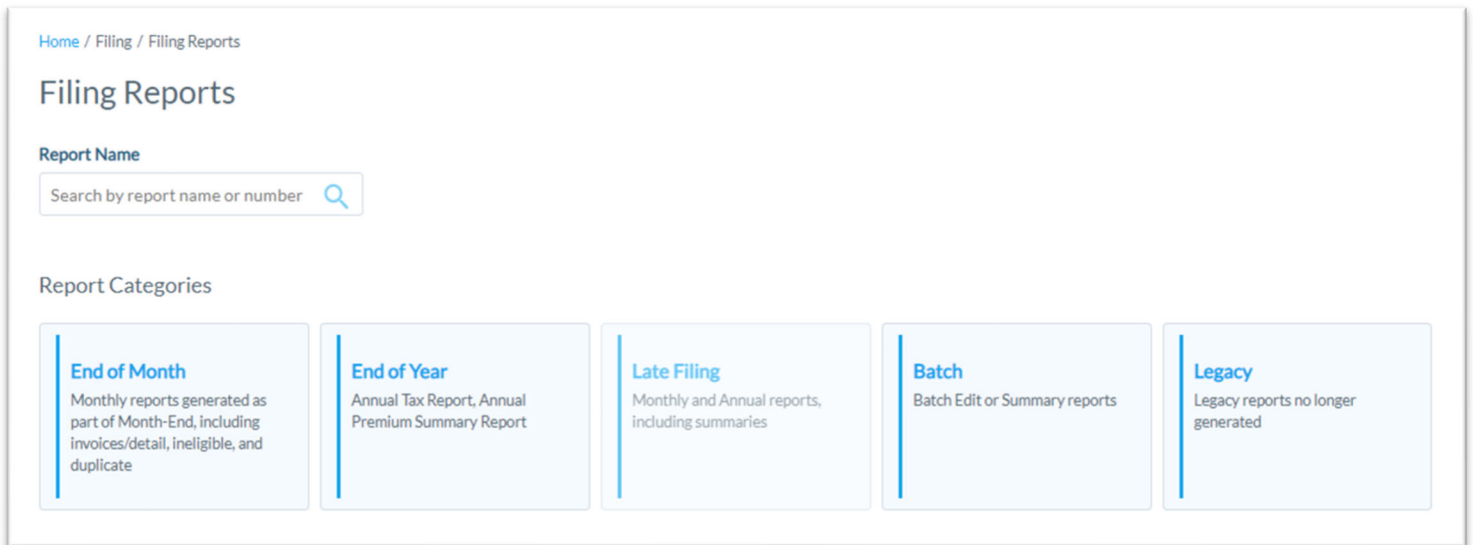
Alternative Navigation

Step 1: Select Filing menu and click Reports.



Filing Reports landing page

Once you click View Reports from SMART's Home page, you will see the Filing Reports landing page.



Features

Report Name Search – allows search by report name or SLTX report number to locate specific report

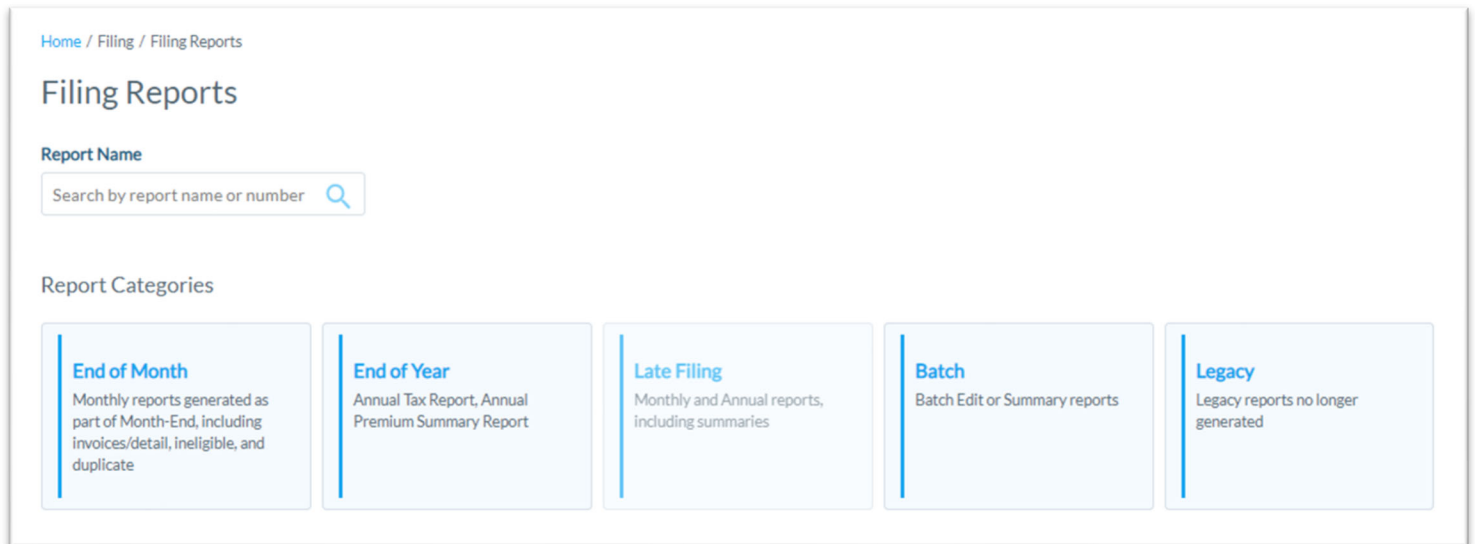
Report Categories –allows access to reports in each category or group; report contained within each category are listed on each Category tile

Accessing Reports

These steps may be used to access any SLTX report in a PDF format.

Step 1:

Click **specific category tile** from Filing Reports landing page.



Categories (Available Reports)

End of Month – Monthly Invoice, and corresponding Detail Policy Activity Report, Policy Transaction Activity Report; Duplicate Policy Report; and Outstanding Ineligible Report

End of Year – Annual Tax Report, Annual Premium Summary Report

Late Filing – Monthly and Annual reports (*unreleased feature*)

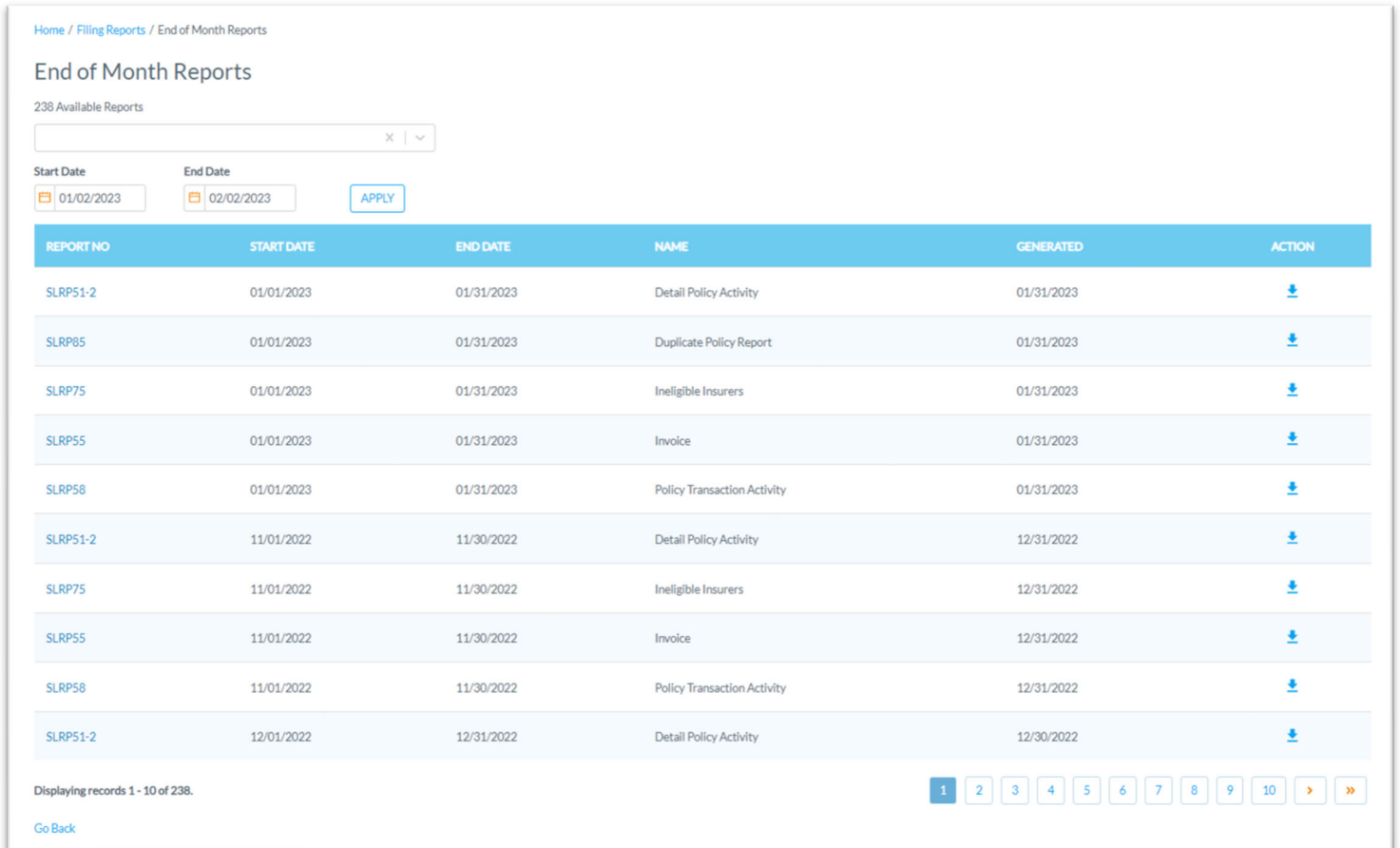
Batch – Batch Edit or Batch Summary Reports (for SMART API submissions and legacy batches)

Legacy – unexpired ad-hoc reports generated within EFS (*temporary feature*)

Step 2:

After performing [Step 1](#) (for any category), all reports within that category will be shown with the most recent reports at the top. To download individual report as a PDF, click  icon.

<Additional Feature> You may download detailed data, by report date range, in a CSV format by utilizing the Advanced Policy Search and Full Export Feature(s). This may be used as a supplement to your monthly or annual PDF reports for various purposes, including regular reconciliation.













Home / Filing Reports / End of Month Reports

End of Month Reports

238 Available Reports

Start Date: 01/02/2023 End Date: 02/02/2023 [APPLY](#)

REPORT NO	START DATE	END DATE	NAME	GENERATED	ACTION
SLRP51-2	01/01/2023	01/31/2023	Detail Policy Activity	01/31/2023	
SLRP65	01/01/2023	01/31/2023	Duplicate Policy Report	01/31/2023	
SLRP75	01/01/2023	01/31/2023	Ineligible Insurers	01/31/2023	
SLRP55	01/01/2023	01/31/2023	Invoice	01/31/2023	
SLRP58	01/01/2023	01/31/2023	Policy Transaction Activity	01/31/2023	
SLRP51-2	11/01/2022	11/30/2022	Detail Policy Activity	12/31/2022	
SLRP75	11/01/2022	11/30/2022	Ineligible Insurers	12/31/2022	
SLRP55	11/01/2022	11/30/2022	Invoice	12/31/2022	
SLRP58	11/01/2022	11/30/2022	Policy Transaction Activity	12/31/2022	
SLRP51-2	12/01/2022	12/31/2022	Detail Policy Activity	12/30/2022	

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[Go Back](#)

Features

Report Search – dropdown allows user to filter all reports to focus on a single report

Date Range search – date range allows user to filter all reports to focus on reports generated in that date range

Paging –allows user to navigate back to earlier reports