# 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).

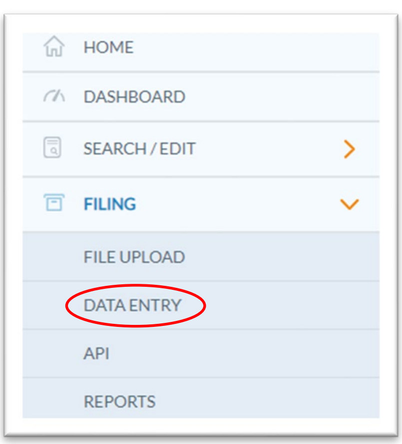
### Environments
The following URLS are used for SMART:
**Test:** https://test.sltx.org/ **Production:** https://smart.sltx.org/

### 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.

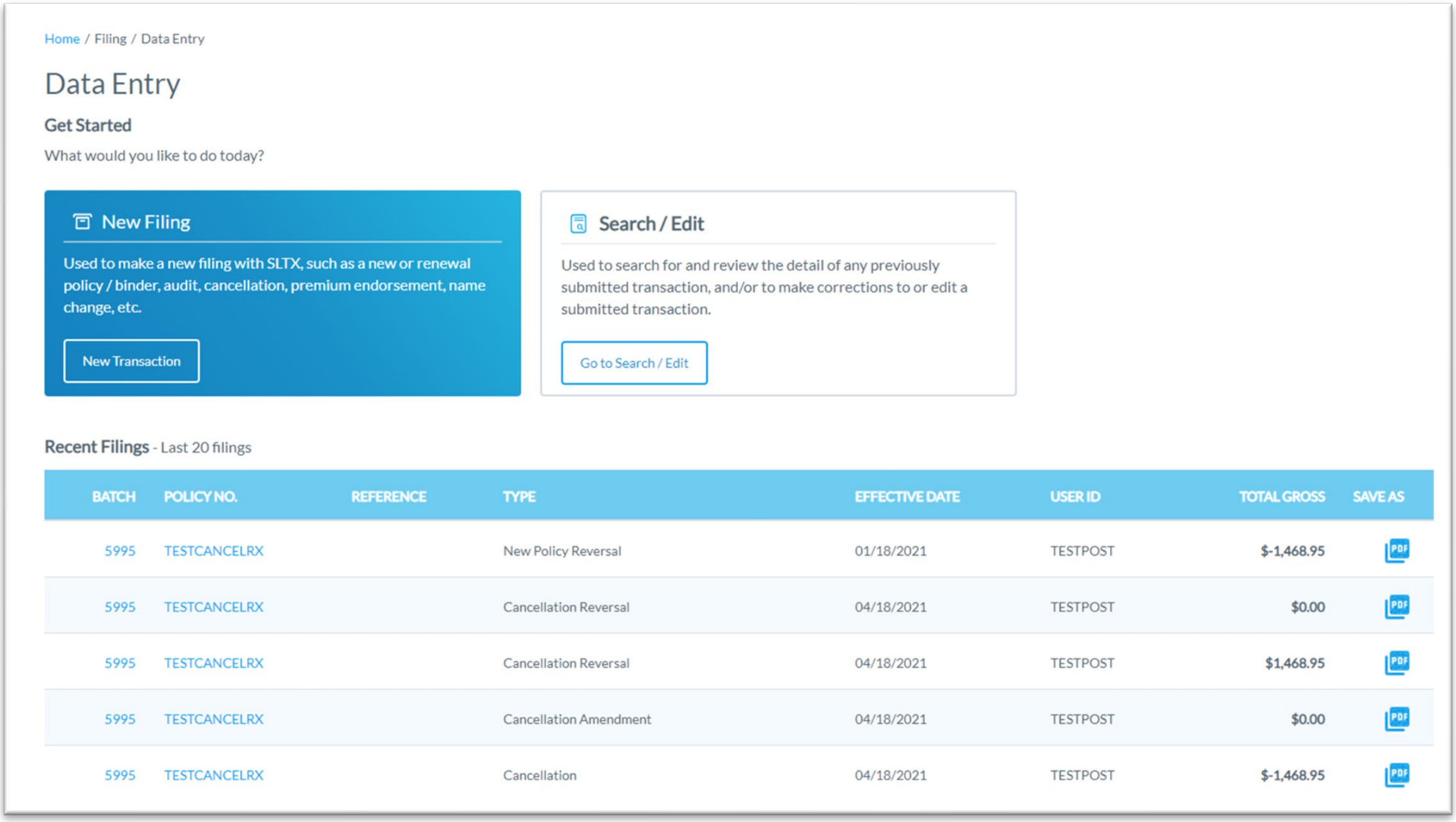
***Supported Browsers***
- Google Chrome
- Microsoft's Edge

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.




***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)

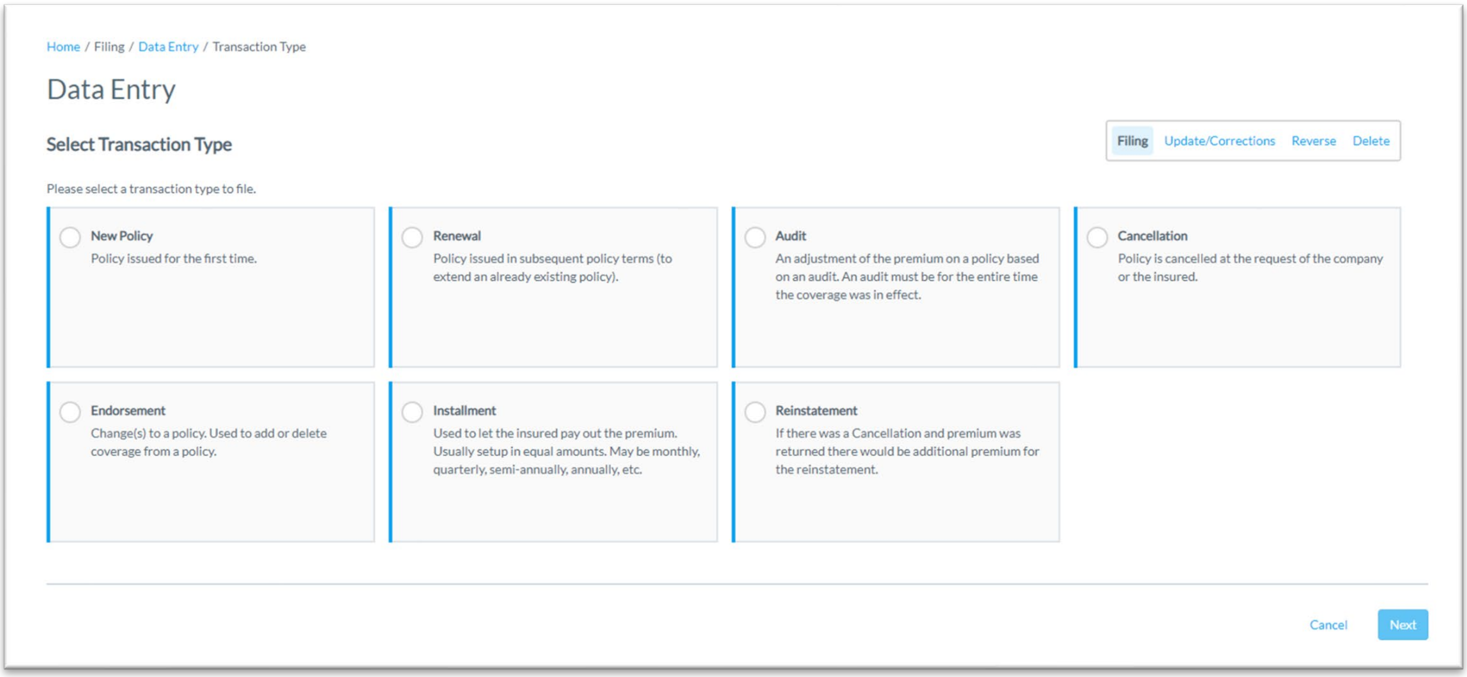
These steps may be used to create the following transactions: **New or Renewal Policy Replacing Binder**

**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 reversal, delete, or update (correct) an existing filing.

**Step 2:**

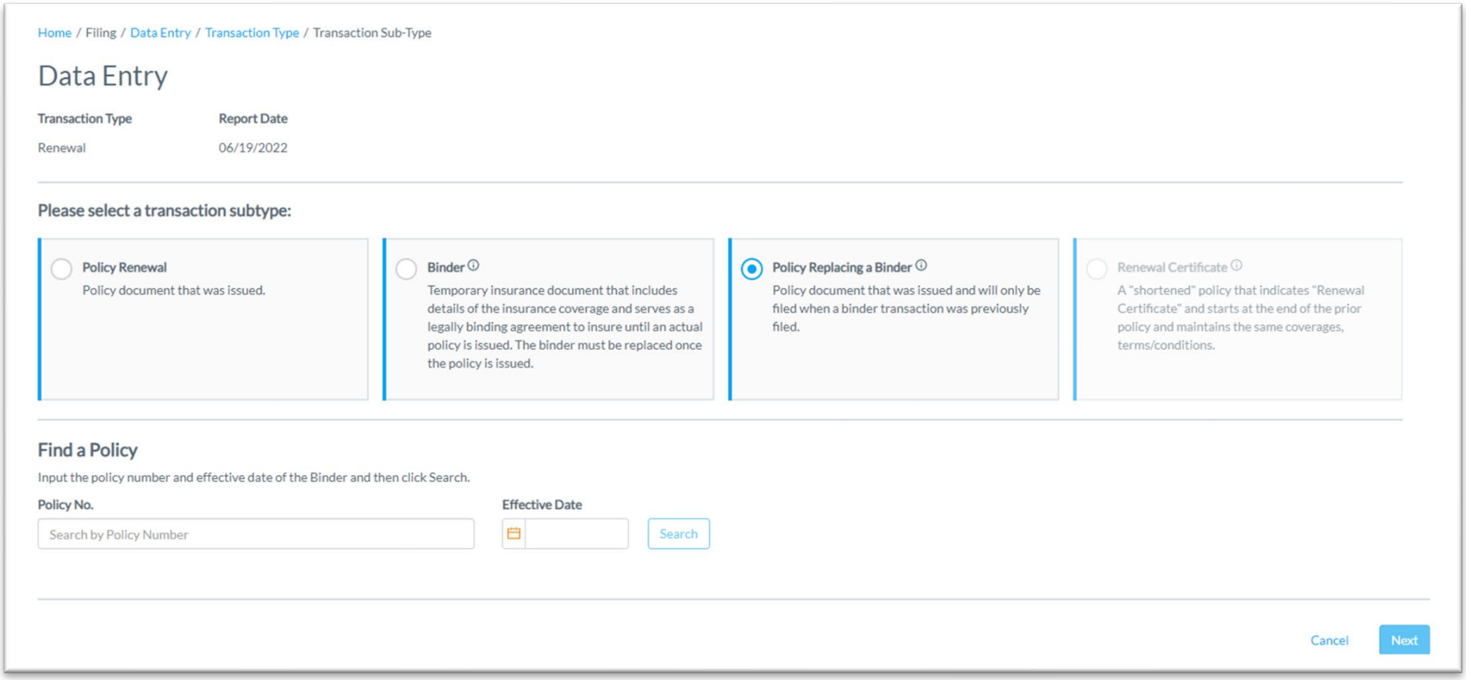
Select type of transaction by clicking on corresponding Transaction Type Tile, then click NEXT.



## Step 3:

Select sub-type by clicking on corresponding Sub-Type Tile: **Policy Replacing a Binder.**

*Note: Per 28 TAC 15.105, you are required to replace a temporary confirmation (binder)* ***as promptly as possible*** *with a policy or certificate stating the complete terms / conditions (policy replacing binder).*



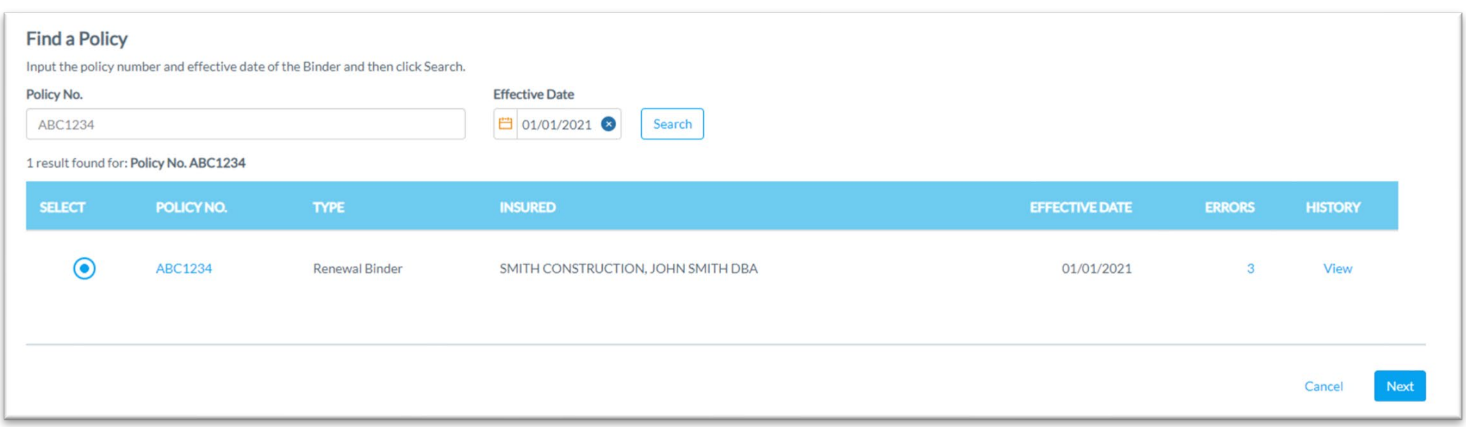

***Features***

**"Find a Policy"** provides identification of parent policy first (by inputting policy number and effective date of child transaction). This eliminates necessity to search for and/or input the "parent policy ID" and allows coverage code(s) to be automatically applied to your child transaction.

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

## Step 4:

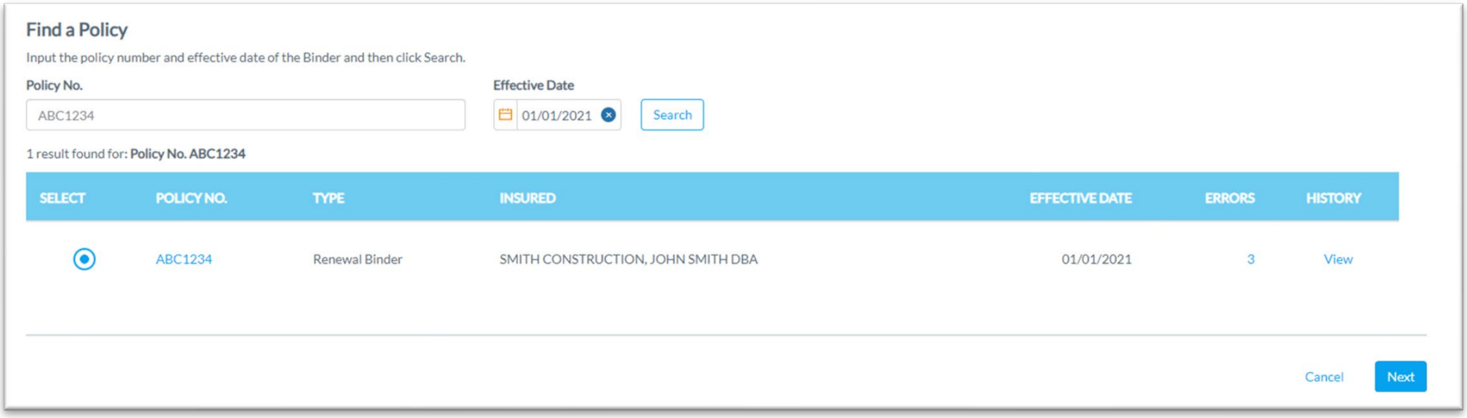
Input policy number and effective date of your transaction (i.e., endorsement, audit, installment) and click SEARCH to locate the Policy/Binder transaction.




***Features***

You may click VIEW to see a listing of policy/binder record(s) displayed, along with any child (or non-policy) transactions already in the system. To view Errors, click ERRORS column.

**Step 5:**
Select appropriate binder, then click NEXT.



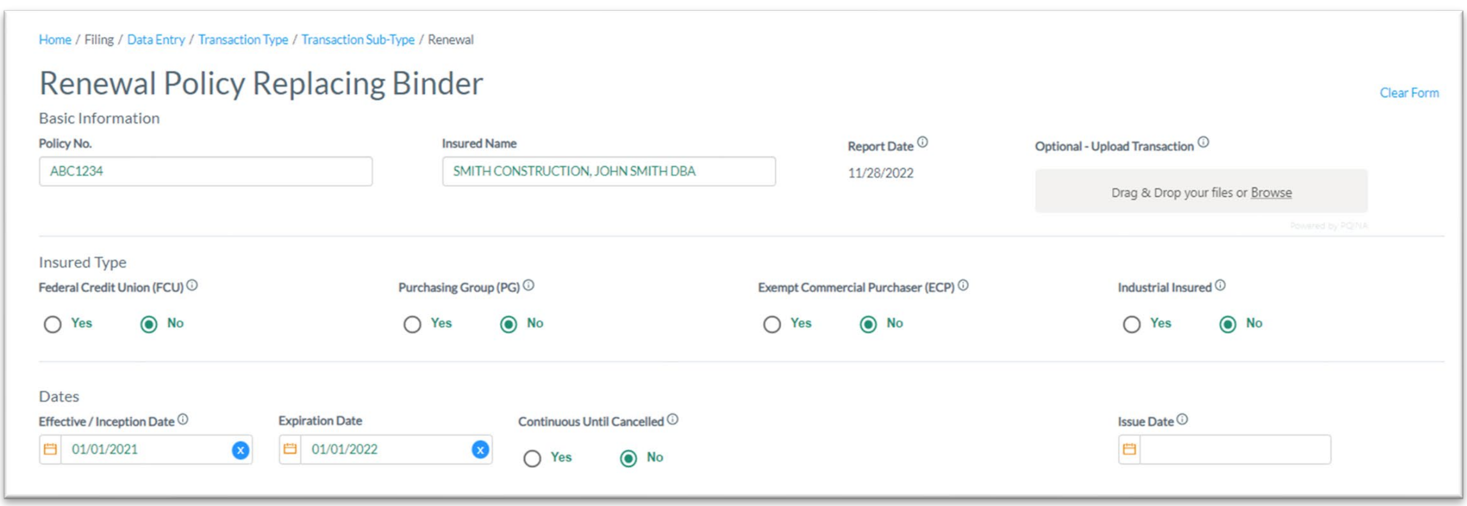

***Features:***
Once a binder is flat cancelled (effective at inception), the record will not be available for replacement.

**Step 6:**
Data, including named insured, policy number, and coverage code(s), are copied (pre-filled in **green**) from binder into policy replacing binder transaction entry screen. Please review all data points while updating as necessary based on Policy Replacing Binder document. *The following data points are not copied* ***(pre-filled)*** *from binder: Issue Date, Correct Original ID, Reference.*

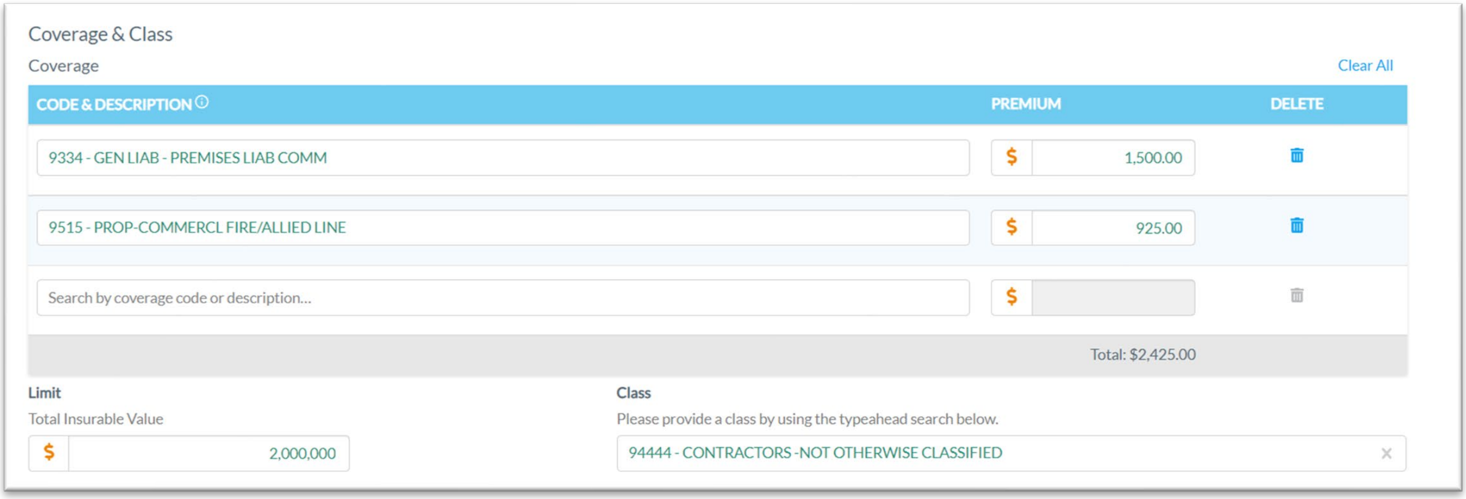
Coach mark(s) are available for additional situational context. Click the ⓘ icon.

As an option, you may **upload a PDF copy** of your insurance document. This will automatically notify TechSupport via email for review, providing additional feedback or to document an indeterminate or questionable transaction.

Note: Use of this feature is NOT required to complete a "filing" with SLTX.

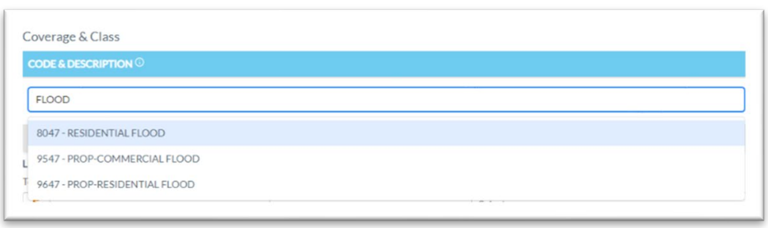


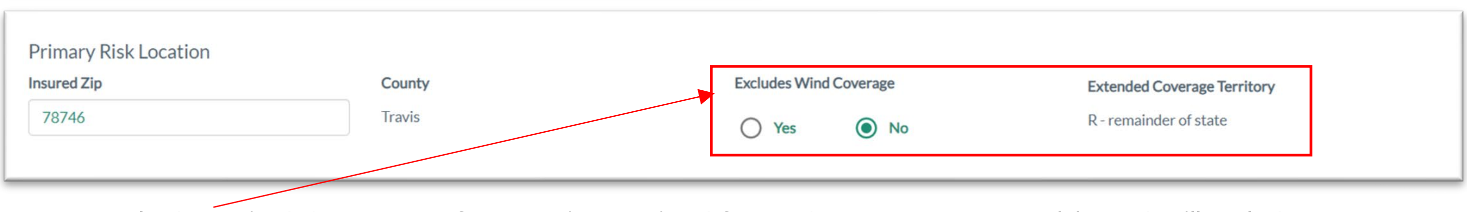
*CAUTION: If original coverage or class code(s) have become restricted since creation of the binder, restricted code(s) will not be shown. This requires user to input or select new coverage and/or class codes as appropriate.*




Note: If coverage or class code(s) require updates, a type-ahead feature is available, allowing user to input coverage (or class) code, description, or keyword.

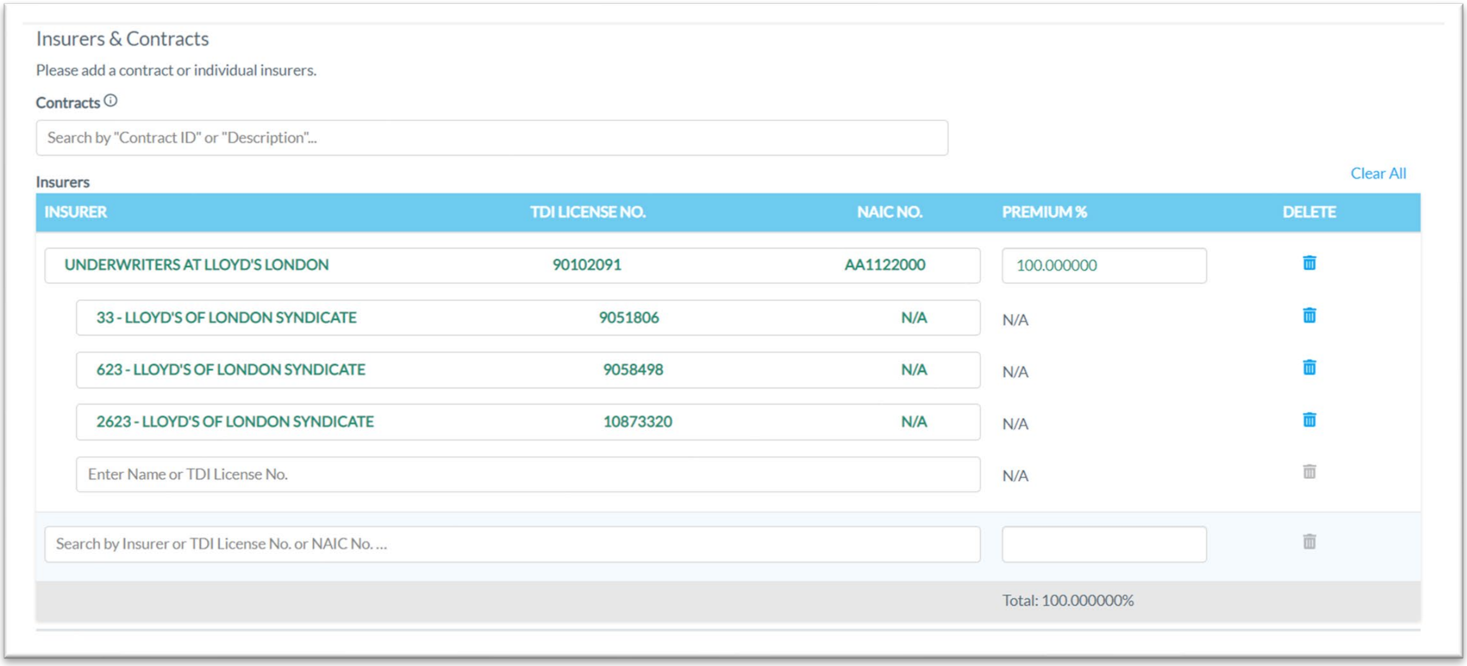
Reminder: If you need assistance in selecting the correct coverage/class, email a full copy of the policy to techsupport@sltx.org. As a reminder, coverage may change from the binder to policy issuance.




Note: Excludes Wind Coverage feature is required for **PROPERTY** coverage(s) and will only be displayed when required. The Extended Coverage Territory, as related, will automatically populate.

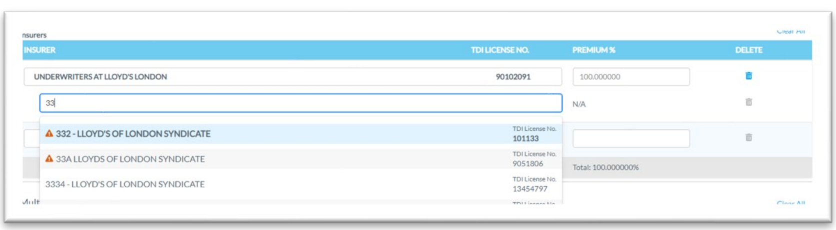
Based on the zip code, the County automatically populates.

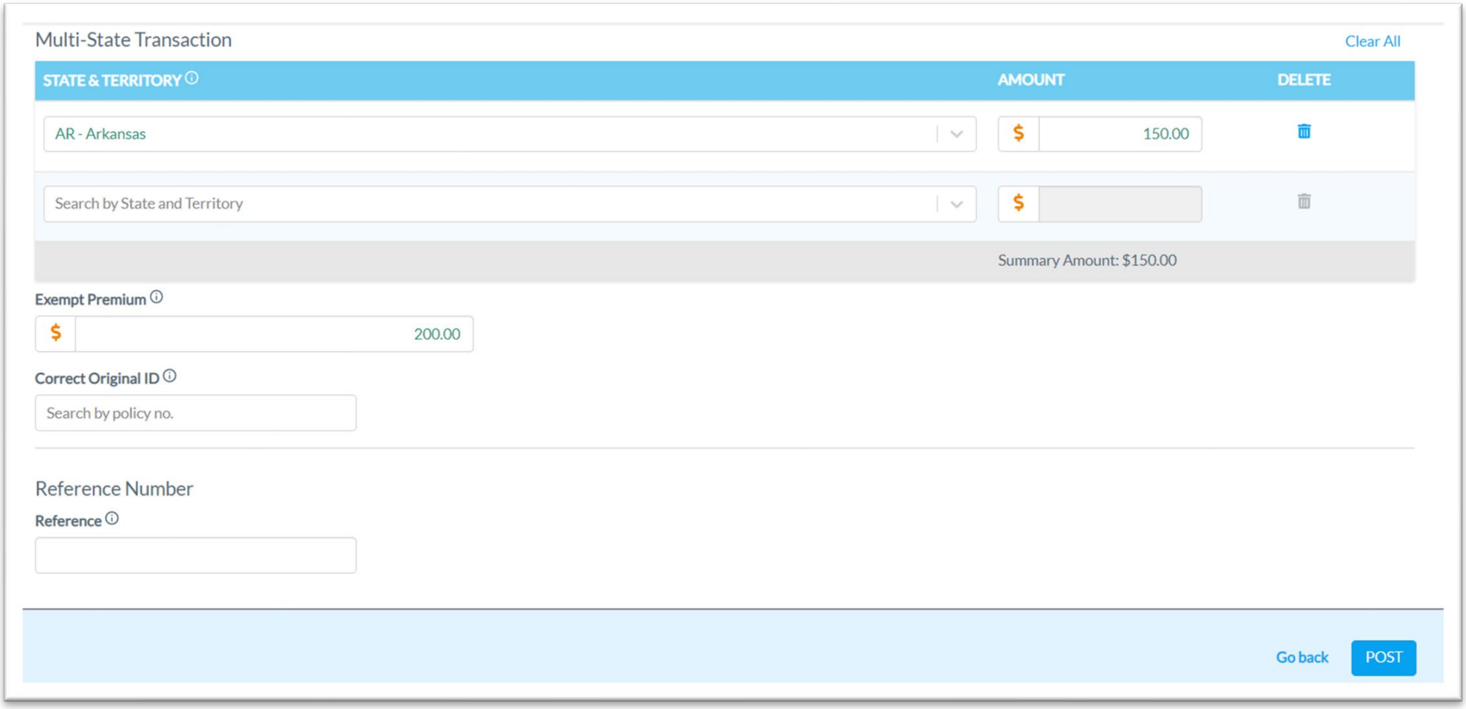



Note: If insurer(s) and/or syndicate(s) require updates, a type-ahead feature is available, allowing user to input TDI license number, insurer name, or syndicate number (when applicable).

Alternately, you may select predefined Contract (or regularly used group of insurers and/or syndicates) you normally use when creating policy filings by typing name or contract ID in Contracts field. Any insurers, percentages of participation, and syndicates will populate based on Contract selection. Contracts can be created or edited within Filing/Contracts tab from Broker Search/Edit.

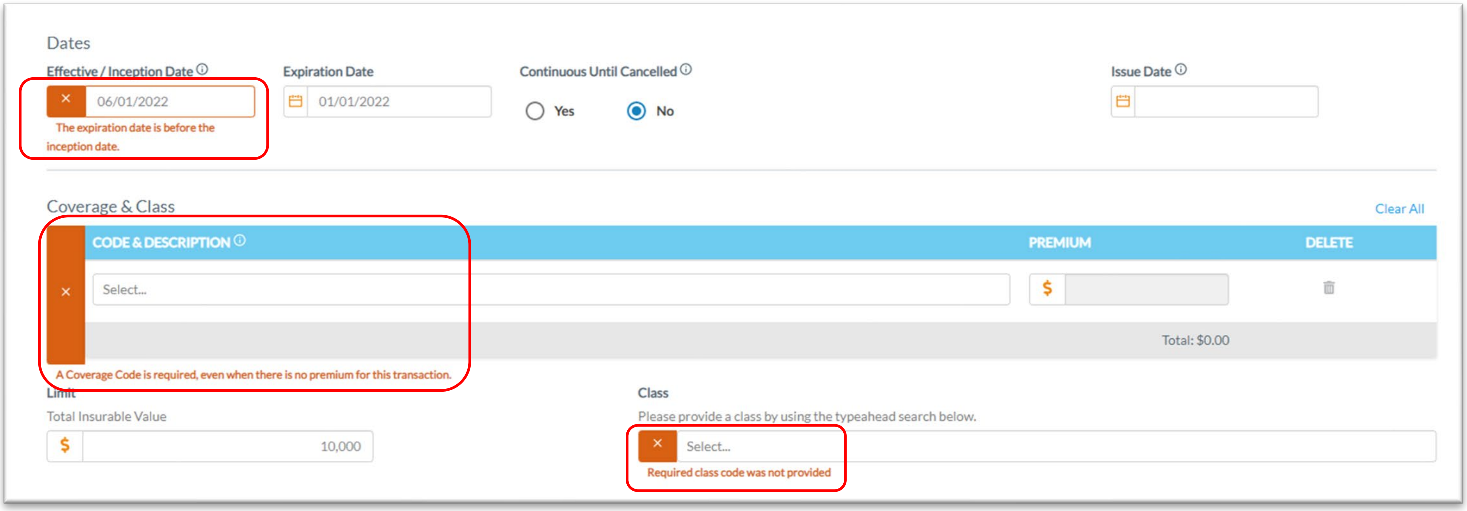
***Lloyd's Syndicate(s)***
If searching or selecting Lloyd's syndicates, first select Underwriters at Lloyd's London. It's not necessary to input percentage of participation for any Lloyd's syndicate, but info must be included on insurance document (per [6 TIC 981.101(c)(5)](#)).






Note: If any non-Texas exposure or premium allocation requires updates, a type-ahead feature is available, allowing the user to input state or territory name or code.

**Step 7:**
Click POST to submit or file transaction with SLTX.

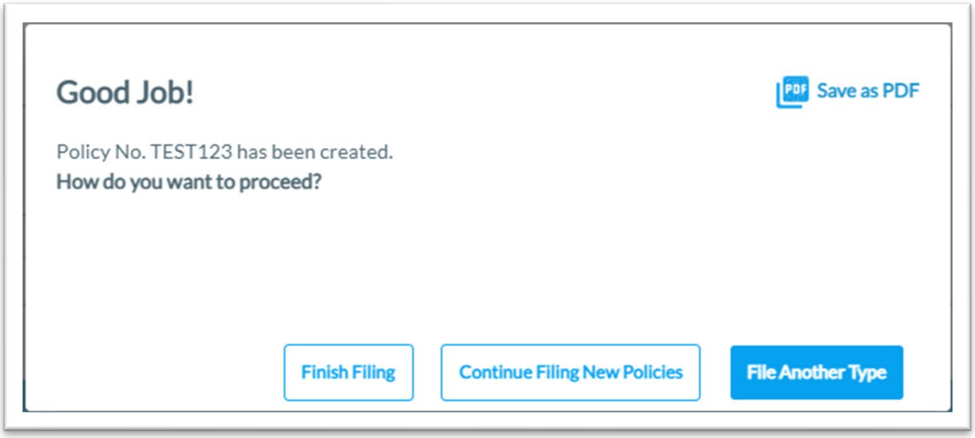



Note: If any errors are detected, you will see a notification and the transaction will not post. Make necessary corrections and click on POST to ensure filing is submitted.

Errors represented here are for demonstration purposes only and in no way represent scope of business rules and/or requirements for all filing types.

***System Procedure:***
*Once Policy Replacing Binder transaction is accepted, a cancellation will be applied to existing Binder (creating a credit for the binder's premium). The Policy Replacing Binder's premium amount will be applied, creating net zero premium when there is no change in premium / policy from binder to policy (if there is a premium / policy fee change, the net difference from the binder to the policy).*

**Step 8:**
Once transaction is complete and filing is accepted, a "Good Job" confirmation window will display (as demonstrated below).



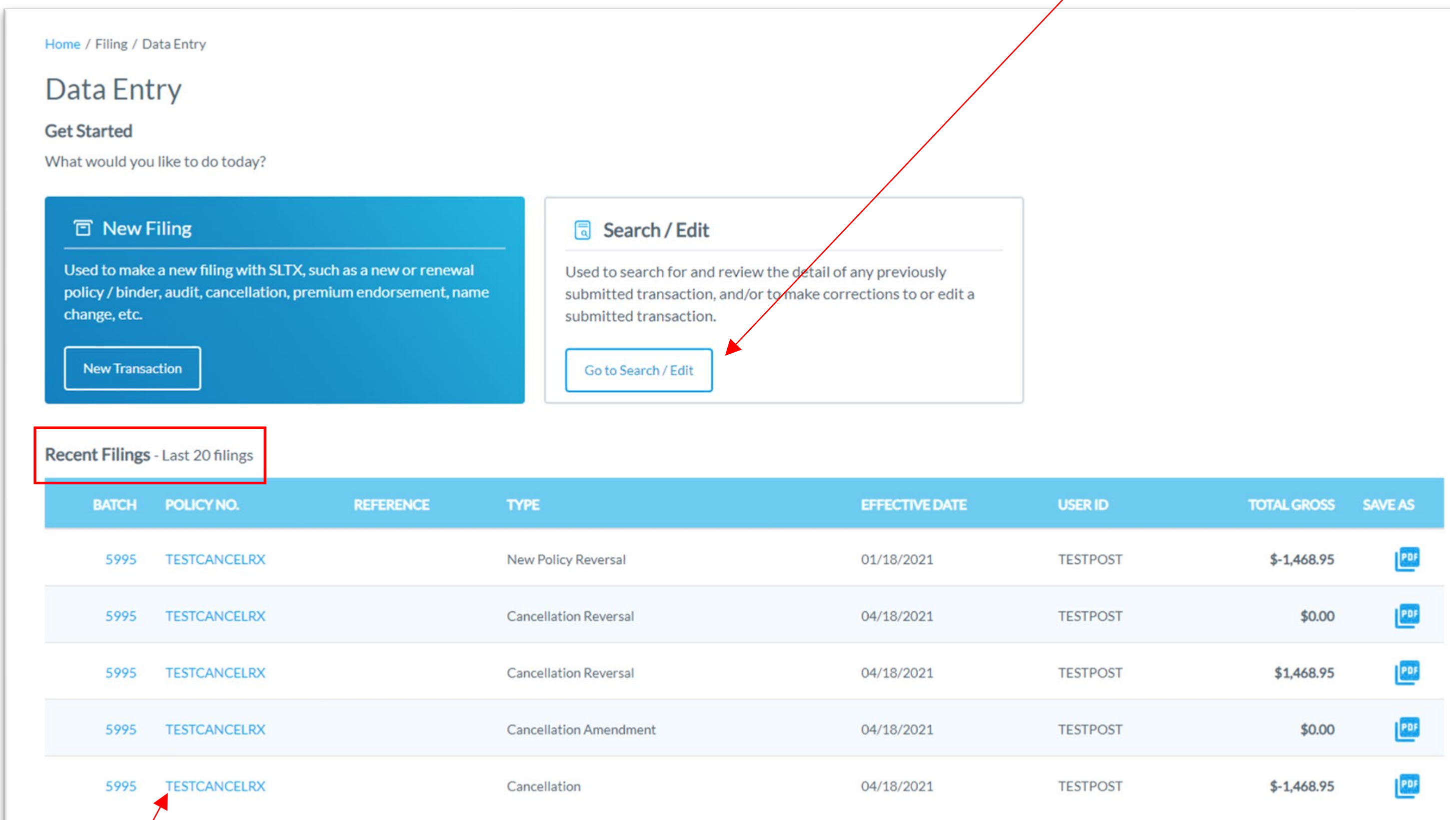

You may print a confirmation of the filing by clicking Save as PDF. You may continue filing by clicking File Another Type or Continue Filing, or simply click Finish Filing to be returned to the Broker Landing page

## Recent Filings

### Step 1:

After completing STEP 1 from Primary Navigation, find the Recent Filings section on the 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".




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

## Save as PDF

### Step 1:

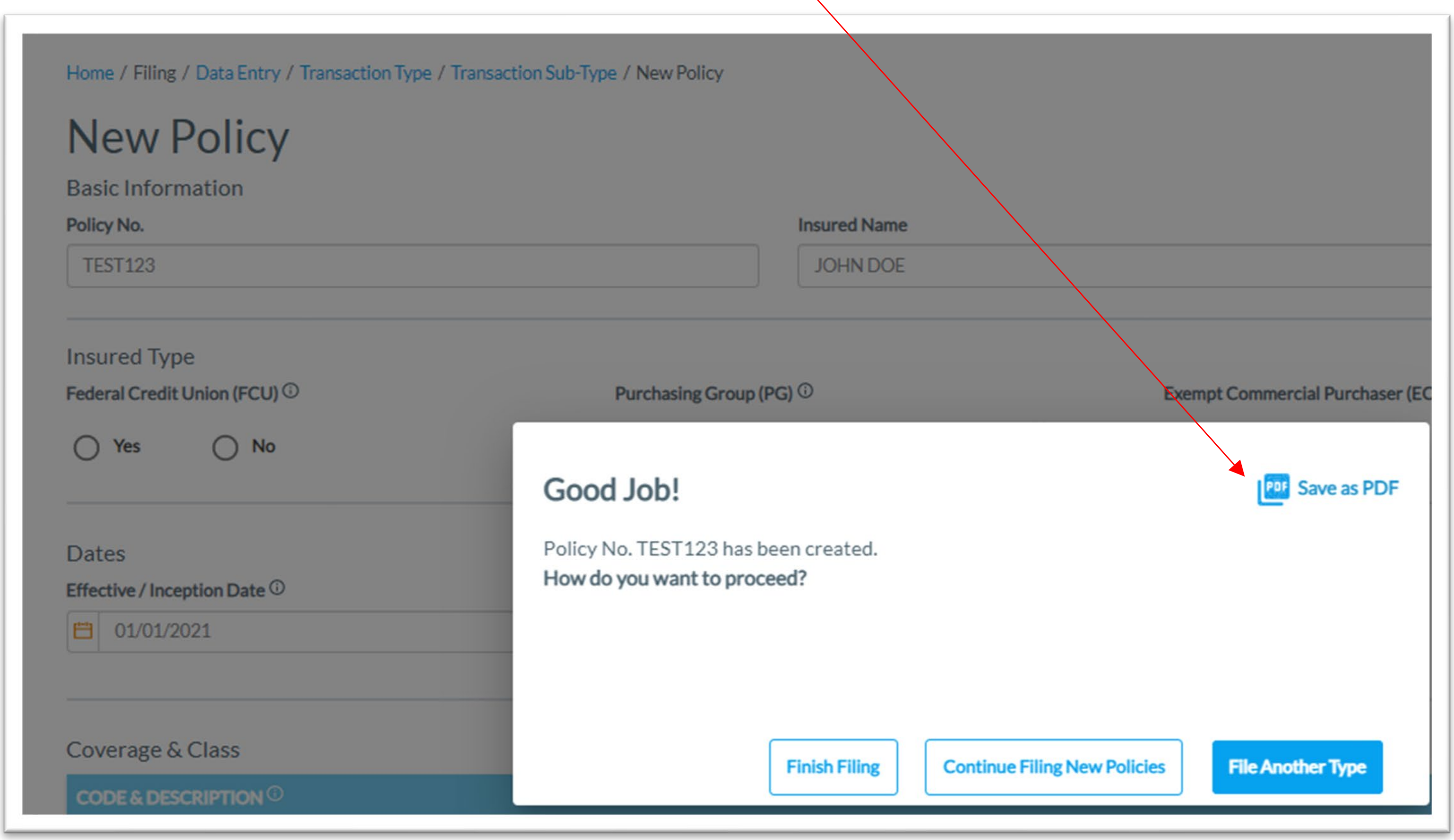
Click PDF icon from Recent Filings section on [Data Entry Landing page]() to print a confirmation of individual filings. This confirmation page will include all data elements input on the transaction, including Report Date, Batch Number, and SLTX ID (Policy ID) assigned by SLTX. This will also serve 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 | 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 |

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. To open, double click on the PDF file.

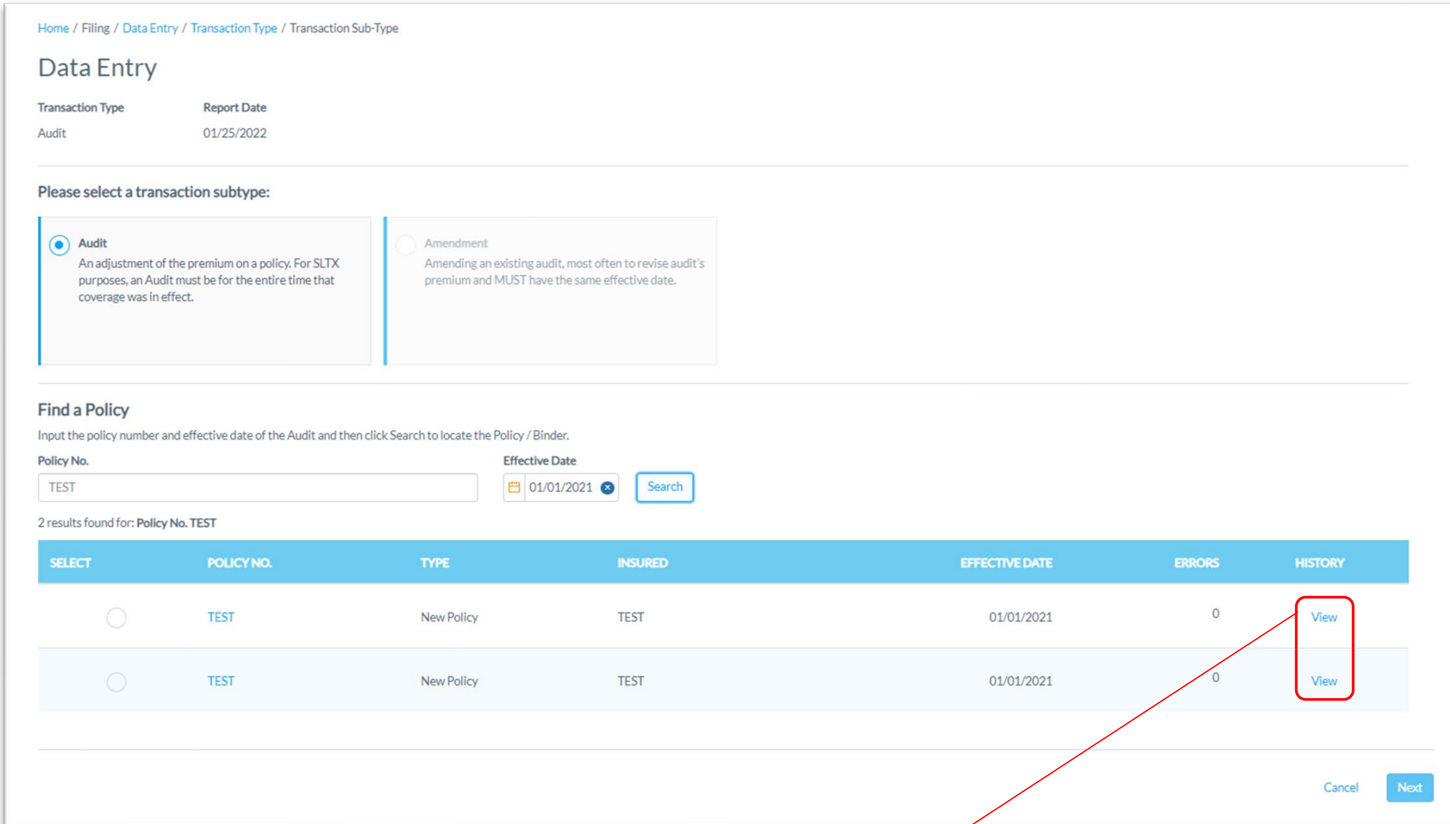
Alternately, the "Save as PDF" feature is available following POST or submission of filing from the "Good Job!" confirmation window.

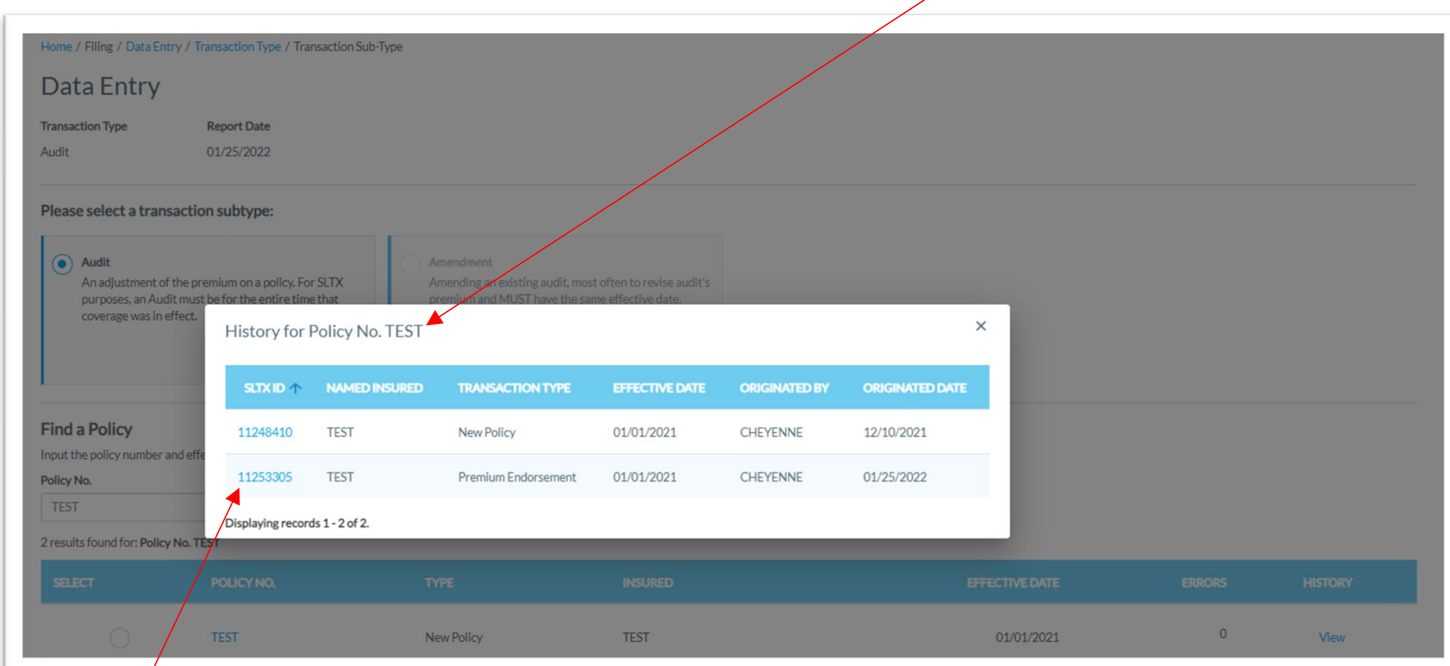


## View History

**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.



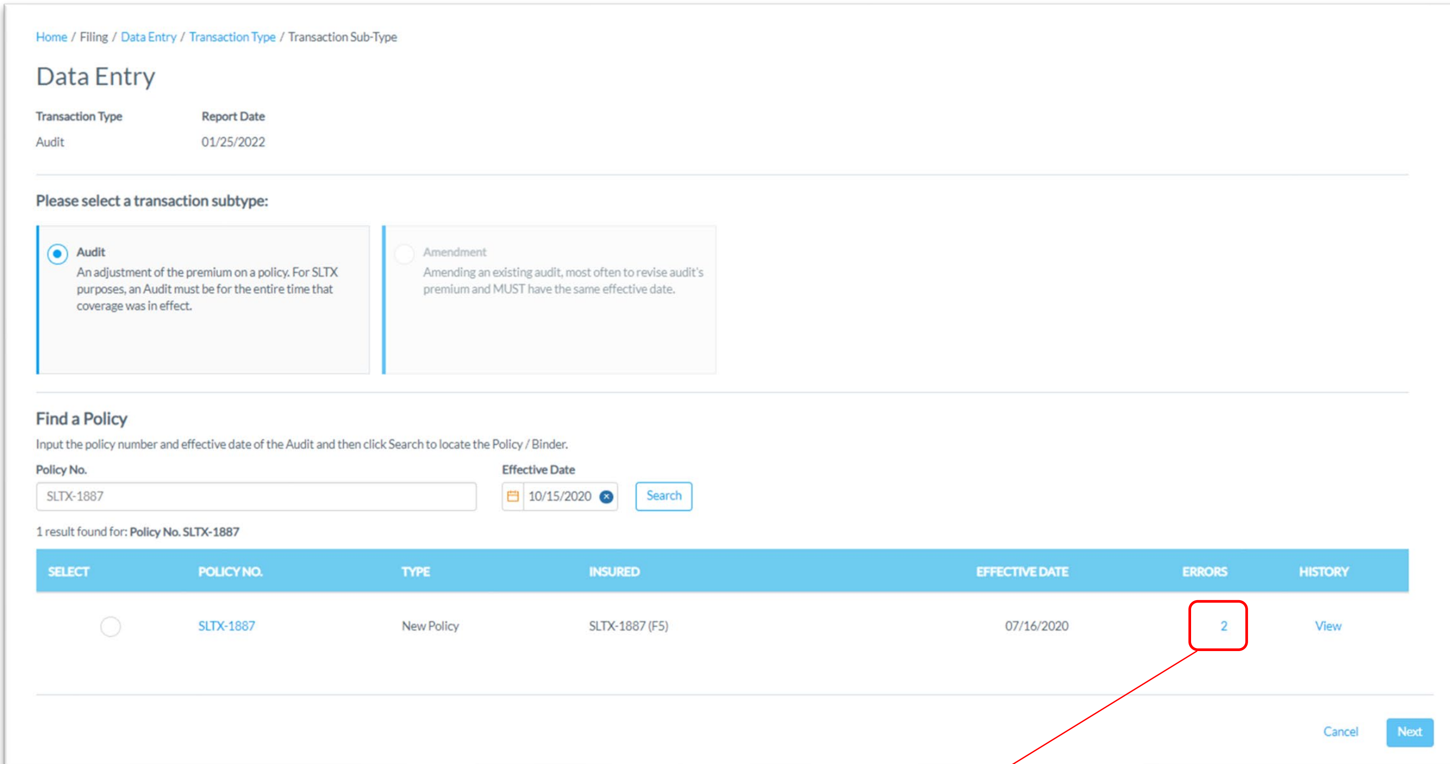



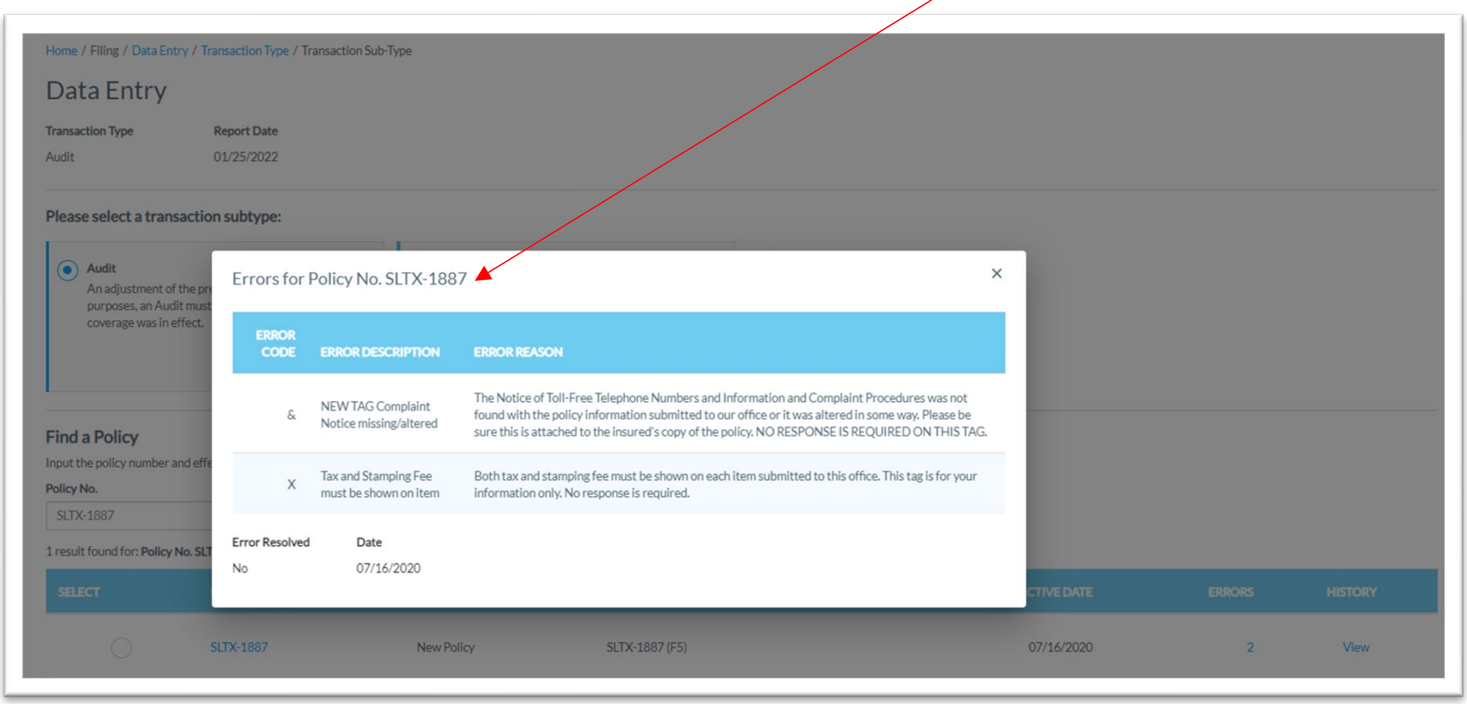

Click the **SLTX ID** link to view details of individual transactions.

## 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.



## 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.