

# 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, 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

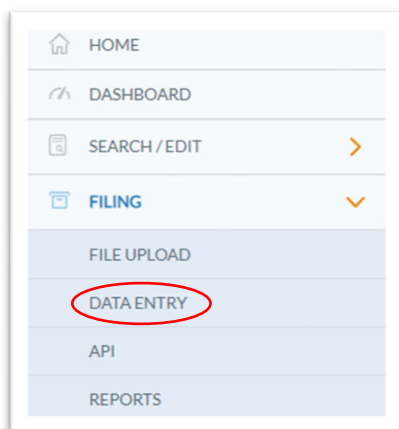
- Google Chrome
- Microsoft's Edge

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

## Primary Navigation

**Step 1:** Select 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	
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	

### 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 or 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.

The screenshot shows the 'Data Entry' page with the breadcrumb 'Home / Filing / Data Entry / Transaction Type'. The title is 'Data Entry'. Below the title is a button bar with 'Filing', 'Update/Corrections', 'Reverse', and 'Delete'. The main heading is 'Select Transaction Type'. Below this is the instruction 'Please select a transaction type to file.' There are six 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, there are 'Cancel' and 'Next' buttons.

### Step 3:

Select sub-type by clicking on corresponding Sub-Type Tile, then click NEXT.

The screenshot shows the 'Data Entry' page with the breadcrumb 'Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type'. The title is 'Data Entry'. Below the title, there is a table with two columns: 'Transaction Type' and 'Report Date'. The first row shows 'New Policy' and '04/30/2021'. Below the table is the instruction 'Please select a transaction subtype:'. There are three tiles, each with a radio button and a description:

- Regular New Policy**: Policy document that was issued. (This option is selected with a blue dot)
- Binder**: Temporary insurance document that includes details of the insurance coverage and serves as a legally binding agreement to insure until an actual policy is issued. The binder must be replaced once the policy is issued.
- Policy Replacing a Binder**: Policy document that was issued and will only be filed when a binder transaction was previously filed. (There is a small 'i' icon next to this title)

At the bottom right, there are 'Cancel' and 'Next' buttons.

## Features

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

## Step 4:

Input appropriate data from the insurance document.

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.

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

### New Policy

Basic Information

Policy No.  Insured Name  Report Date ⓘ 11/28/2022

Optional - Upload Transaction ⓘ  
Drag & Drop your files or Browse

Insured Type

Federal Credit Union (FCU) ⓘ  
 Yes  No

Purchasing Group (PG) ⓘ  
 Yes  No

Exempt Commercial Purchaser (ECP) ⓘ  
 Yes  No

Industrial Insured ⓘ  
 Yes  No

Dates

Effective / Inception Date ⓘ  Expiration Date  Continuous Until Cancelled ⓘ  
 Yes  No

Issue Date ⓘ

Coverage & Class

Coverage

CODE & DESCRIPTION ⓘ	PREMIUM	DELETE
<input type="text" value="Search by coverage code or description..."/>	\$ <input type="text"/>	<input type="button" value=""/>
Total: \$0.00		

Limit

Total Insurable Value

Class

Please provide a class by using the typeahead search below. For best results select coverage code(s) first.

Note: A type-ahead feature is available for both coverage and class fields, allowing user to input coverage (or class) code, description, or keyword. Once coverage code(s) are selected, the Limits sub-title will automatically update to provide contextual guidance about which policy limits should be entered.

Coverage & Class

CODE & DESCRIPTION ⓘ

- 8047 - RESIDENTIAL FLOOD
- 9547 - PROP-COMMERCIAL FLOOD
- 9647 - PROP-RESIDENTIAL FLOOD

Primary Risk Location

Insured Zip  County N/A

Excludes Wind Coverage  Yes  No Extended Coverage Territory

---

Fees

Total Premium  \$0.00 Total Policy Fee(s)  \$ 0.00 Tax  \$0.00 Stamping Fee  \$0.00 Total Gross  \$0.00

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.

Insurers & Contracts

Please add a contract or individual insurers.

Contracts

Search by "Contract ID" or "Description"...

Insurers Clear All

INSURER	TDI LICENSE NO.	PREMIUM %	DELETE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="🗑"/>
Total: 0.000000%			

Note: A type-ahead feature is available for Insurers, allowing user to type TDI license number, insurer name, or syndicate number (when applicable).

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

### Lloyd's Syndicate(s)

If searching 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\(c\)\(5\)](#)).

INSURER	TDI LICENSE NO.	PREMIUM %	DELETE
UNDERWRITERS AT LLOYD'S LONDON	90102091	<input type="text"/> 100.000000%	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="🗑"/>
332 - LLOYD'S OF LONDON SYNDICATE	TDI License No. 101133	<input type="text"/>	<input type="button" value="🗑"/>
333 - LLOYD'S OF LONDON SYNDICATE	TDI License No. 9051806	<input type="text"/>	<input type="button" value="🗑"/>
334 - LLOYD'S OF LONDON SYNDICATE	TDI License No. 13454797	<input type="text"/>	<input type="button" value="🗑"/>
Total: 100.000000%			

Multi-State Transaction Clear All

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

**Exempt Premium ⓘ**

---

**References**

**Reference ⓘ**

**Correct Original Filing ⓘ**

x

[Go back](#)
POST

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 5:

Click POST to submit or file transaction with SLTX.

The screenshot shows a web form with several sections and error messages:

- Dates:** Effective / Inception Date is 06/01/2022 (error: "The expiration date is before the inception date."). Expiration Date is 01/01/2022. Continuous Until Cancelled is No.
- Coverage & Class:** A table with columns CODE & DESCRIPTION, PREMIUM, and DELETE. The first row has a dropdown menu with "Select..." (error: "A Coverage Code is required, even when there is no premium for this transaction."). The PREMIUM column shows a dollar sign and a blank field. The DELETE column has a trash icon. A "Total: \$0.00" is shown at the bottom right of the table.
- Limit:** Total Insurable Value is \$10,000.
- Class:** A dropdown menu with "Select..." (error: "Required class code was not provided").

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.

### Step 6:

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

The screenshot shows a confirmation window with the following content:

- Good Job!** (with a PDF icon and "Save as PDF" link)
- Policy No. TEST123 has been created.
- How do you want to proceed?
- Three buttons: "Finish Filing", "Continue Filing New Policies", and "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 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".

The screenshot displays the 'Data Entry' interface. At the top, there is a breadcrumb trail: 'Home / Filing / Data Entry'. Below this, the 'Data Entry' title is followed by a 'Get Started' section with the prompt 'What would you like to do today?'. Two main action cards are visible: 'New Filing' (blue background) and 'Search / Edit' (white background). The 'Search / Edit' card contains a button labeled 'Go to Search / Edit', which is highlighted with a red arrow pointing from the text above. Below these cards, a section titled 'Recent Filings - Last 20 filings' is enclosed in 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	<a href="#">TESTCANCELRX</a>		New Policy Reversal	01/18/2021	TESTPOST	\$-1,468.95	
5995	<a href="#">TESTCANCELRX</a>		Cancellation Reversal	04/18/2021	TESTPOST	\$0.00	
5995	<a href="#">TESTCANCELRX</a>		Cancellation Reversal	04/18/2021	TESTPOST	\$1,468.95	
5995	<a href="#">TESTCANCELRX</a>		Cancellation Amendment	04/18/2021	TESTPOST	\$0.00	
5995	<a href="#">TESTCANCELRX</a>		Cancellation	04/18/2021	TESTPOST	\$-1,468.95	

A red arrow points from the 'Policy No.' column of the first row to the text below the screenshot.

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



## Save as PDF

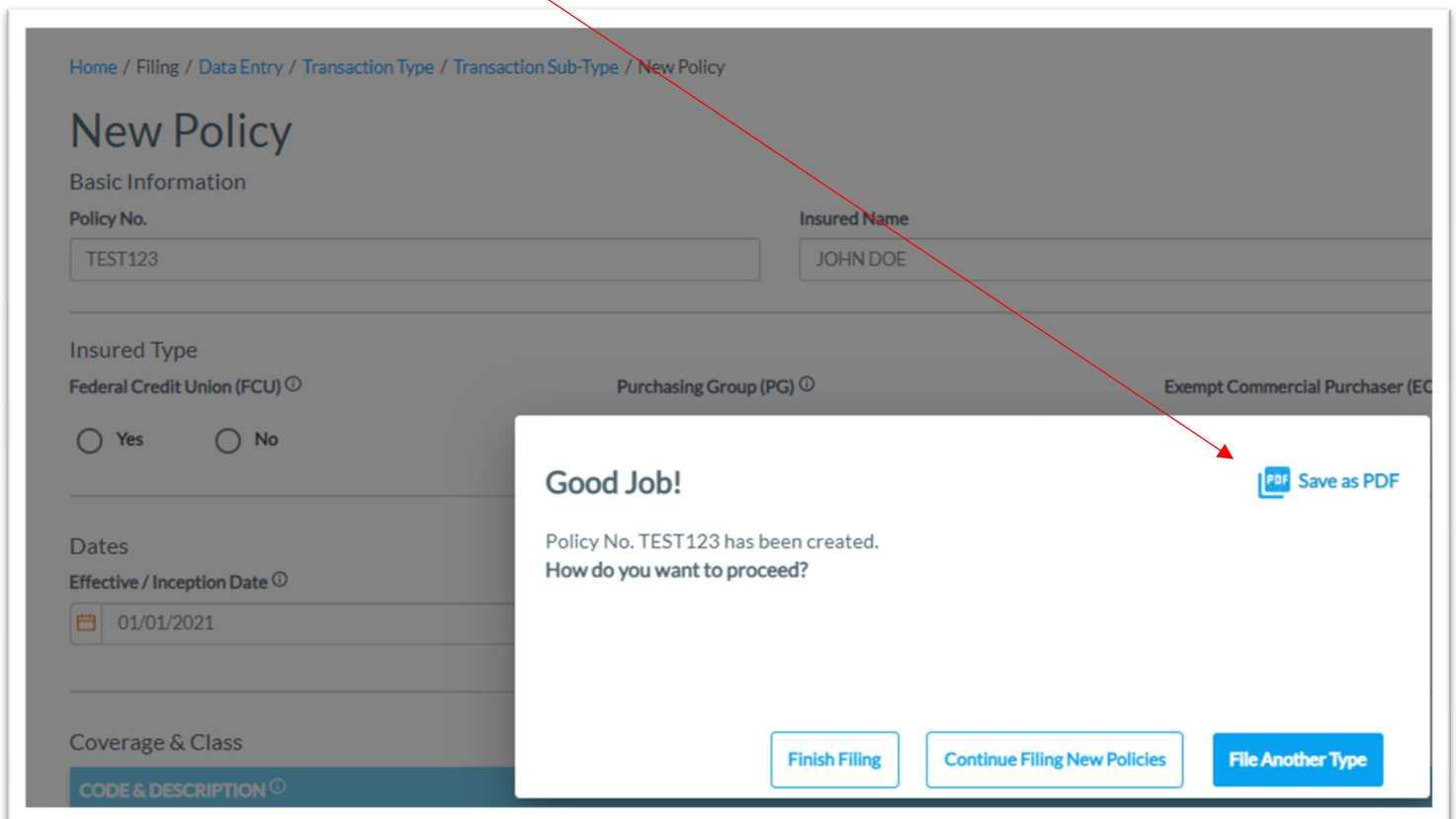
### Step 1:

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.

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. 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.



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

## New Policy

Basic Information

Policy No.  Insured Name

Insured Type  
Federal Credit Union (FCU)  Yes  No


Purchasing Group (PG)  Exempt Commercial Purchaser (EC)

Dates  
Effective / Inception Date

Coverage & Class  
CODE & DESCRIPTION

**Good Job!**

Policy No. TEST123 has been created.  
How do you want to proceed?

 Save as PDF

## 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.