

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

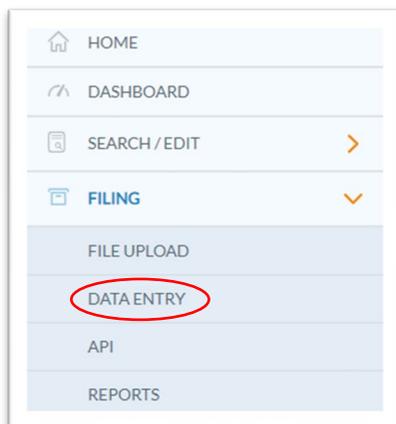
- Google Chrome
- Microsoft's Edge

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 create the following transactions: **Delete (Errors / Tags)**

<Feature> Access the [Outstanding Errors \(Tags\)](#) page to view a full list of outstanding errors (tags) for your agency.

<Note> This allows **delete** of any errors (tags) as represented by a pending transaction (placeholder when an API (or legacy) filing was not accepted), when a “correction” is unnecessary, not possible, or is handled by separate processes.

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 “Delete” from category section then select type of transaction by clicking on corresponding Transaction Type Tile. Click NEXT.

Home / Filing / Data Entry / Transaction Type

Data Entry

Select Transaction Type

Please select a transaction type to file.

| | | | |
|--|---|--|---|
| <input type="radio"/> New Policy document that was issued. | <input type="radio"/> Renewal Policy issued in subsequent policy terms, to extend an existing policy, or as the next anniversary period for multi-year policies paid in installments. | <input type="radio"/> 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. | <input type="radio"/> Cancellation Policy is cancelled at the request of the company or the insured. |
| <input type="radio"/> Endorsement Change(s) to a policy. Used to add or delete coverage from a policy, and/or certificates to a master policy. | <input type="radio"/> Installment Used to let the insured pay out the premium. Usually set up in equal amounts. It may be monthly, quarterly, semi-annually, etc. | <input type="radio"/> Reinstatement If there was a Cancellation and premium was returned there would be additional premium for the reinstatement. | <input type="radio"/> Pending Tagged or Pended item, representing an item that was returned to the agent or agency unprocessed. |

Cancel Next

Step 3:

Input policy number of pending transaction (to be deleted) and click SEARCH to locate transaction.

Features

Search field provides identification of pending to be deleted (by inputting policy number of record).

Home / Filing / Data Entry / Transaction Type / Find a Policy

Delete Transaction

Transaction Type: Pending Report Date: 02/07/2023

Input the policy number of the Pending and then click Search to locate the Pending to be Deleted.

Policy No.

1 result found for: Policy No. 123456.

| SELECT | POLICY NO. | TYPE | INSURED | REPORT DATE | BATCH | ERRORS | HISTORY |
|----------------------------------|------------|---------|---------------|-------------|-------|--------|----------------------|
| <input checked="" type="radio"/> | 123456 | Pending | SLTX PLUMBING | 02/07/2023 | 415 | 1 | View |

Features

You may click [VIEW](#) to see further details for record(s) displayed. To view Errors, click [ERRORS](#) column.

Step 4:

Select appropriate transaction, then click NEXT.

Home / Filing / Data Entry / Transaction Type / Find a Policy

Delete Transaction

Transaction Type: Pending Report Date: 02/07/2023

Input the policy number of the Pending and then click Search to locate the Pending to be Deleted.

Policy No.

1 result found for: Policy No. 123456.

| SELECT | POLICY NO. | TYPE | INSURED | REPORT DATE | BATCH | ERRORS | HISTORY |
|----------------------------------|------------|---------|---------------|-------------|-------|--------|----------------------|
| <input checked="" type="radio"/> | 123456 | Pending | SLTX PLUMBING | 02/07/2023 | 415 | 1 | View |

Step 5:

Captured data, including error (tag) descriptions, is copied from pending being deleted into your delete entry screen.

It is not necessary to input additional data from the insurance document.

Home / Filing / Data Entry / Transaction Type / Find a Policy / Delete

Pending Delete

Originally Assigned Errors (Tags)

| ERROR CODE | ERROR DESCRIPTION | ERROR REASON |
|------------|--|---|
| ! | Item already in system-not processed to avoid dupP | This item is already in our system. To avoid duplication of premium, it is being returned to you unprocessed. |

Basic Information

| | | | |
|----------------------|-------------------------------|-----------------------------|---|
| Policy No. 123456 | Insured Name SLTX PLUMBING | Report Date ⓘ 02/07/2023 | Optional - Upload Transaction ⓘ Drag & Drop your files or Browse |
|----------------------|-------------------------------|-----------------------------|---|

Powered by P2P/NA

Reference Number
Reference ⓘ

[Go back](#) [DELETE](#)

Features

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: When deleting, SLTX recommends that you do NOT attach any further documentation.

Step 6:

Click DELETE to delete the pending (error / tag) transaction.

Home / Filing / Data Entry / Transaction Type / Find a Policy / Delete

Pending Delete

Originally Assigned Errors (Tags)

| ERROR CODE | ERROR DESCRIPTION | ERROR REASON |
|------------|--|---|
| ! | Item already in system-not processed to avoid dupP | This item is already in our system. To avoid duplication of premium, it is being returned to you unprocessed. |

Basic Information

| | | | |
|----------------------|-------------------------------|-----------------------------|---|
| Policy No. 123456 | Insured Name SLTX PLUMBING | Report Date ⓘ 02/07/2023 | Optional - Upload Transaction ⓘ Drag & Drop your files or Browse |
|----------------------|-------------------------------|-----------------------------|---|

Powered by P2P/NA

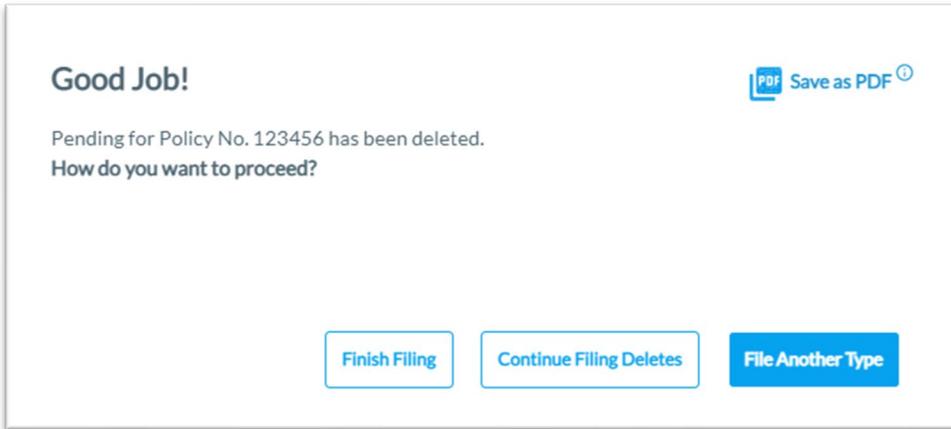
Reference Number
Reference ⓘ

[Go back](#) [DELETE](#)

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

Step 7:

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



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 displays the 'Data Entry' section of a web application. At the top left, there is a breadcrumb trail: 'Home / Filing / Data Entry'. Below this, the title 'Data Entry' 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 box and a red arrow pointing to it from the text above. Below these cards is a section titled 'Recent Filings - Last 20 filings', which is also 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 | |

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

Save as PDF

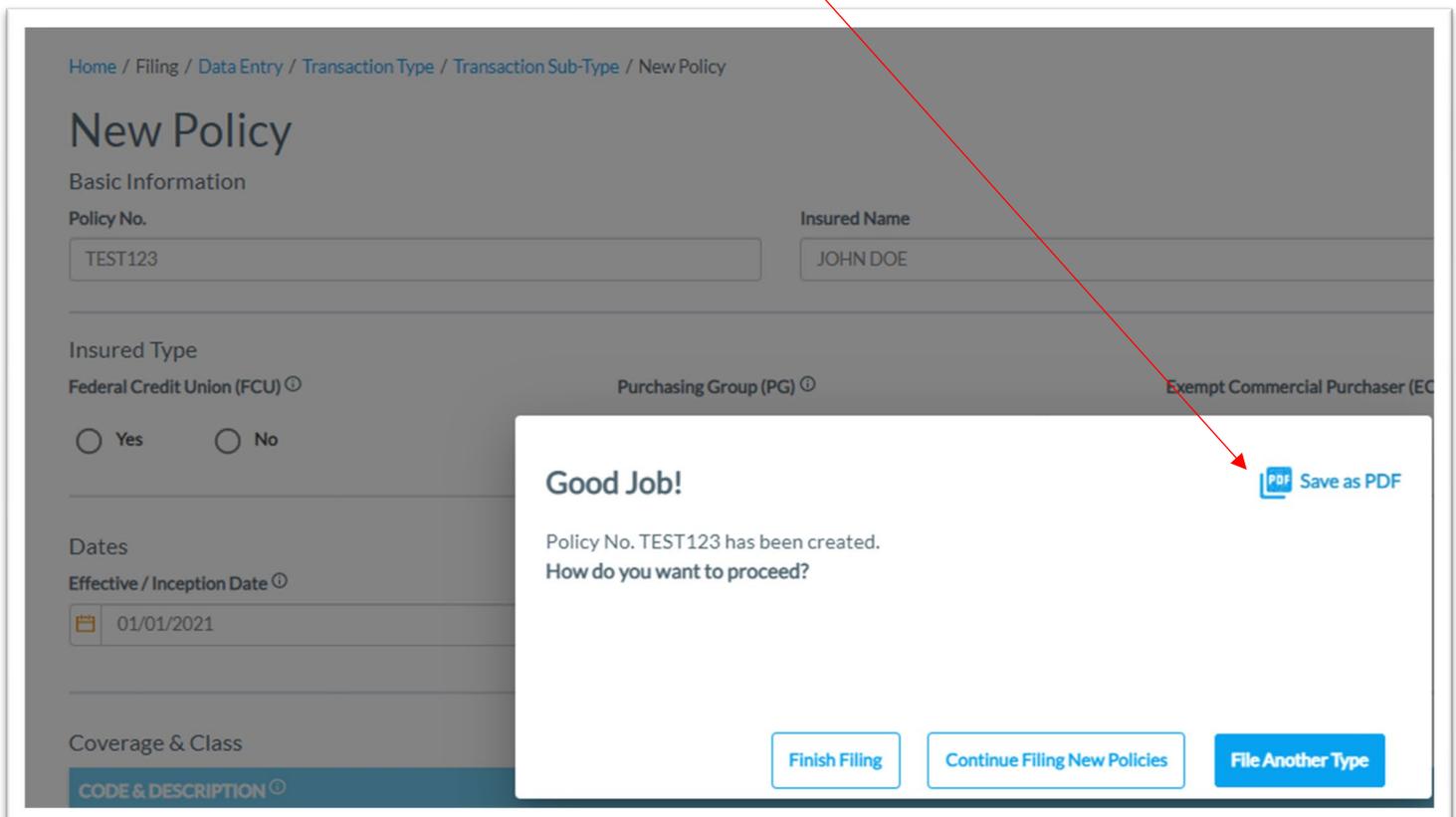
Step 1:

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 is "Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type / New Policy". The "Basic Information" section shows "Policy No." as TEST123 and "Insured Name" as JOHN DOE. The "Insured Type" section has "Federal Credit Union (FCU)" selected. The "Dates" section shows "Effective / Inception Date" as 01/01/2021. The "Coverage & Class" section is partially visible. 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 |

List of Outstanding Errors (Tags)

Step 1:

From Broker Landing page, click "View Error (Tags)" or "Outstanding Error (Tags)" to view list of all outstanding errors (tags).

How are you today, **Your Name Here?**
Broker: SLTX TEST AGENCY

Pending Payment ⊙
\$43,603.98
[Pay Invoice](#)

YTD OVERVIEW

Policy Premium

\$92,657,547.84

↑ 6,315.46%

Policies

6172

↑ 2,493.28%

Total Tax

\$4,490,378.08

↑ 6,074.33%

Stamping Fee

\$69,503.66

↑ 5,914.77%

Outstanding Errors ⊙
(Tags)
⚠ You have 16683 items that have one or more errors (tags).
[View Errors \(Tags\)](#)

What would you like to do today?

FILE

View and Upload API Filings
Data Entry
Policy Limits Upload

PAY

REPORTS

Policies and Premium Dashboard
View Reports
Outstanding Errors (Tags)

Settings & Help

Manage Users
 Helpful Documents
 Need More Help?

Step 2:

View listing of all outstanding errors (tags) for your agency, sorted by age.

<Future Release> Ability to navigate to correct or delete errors workflow directly from this page.

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

Filing Preference
Contracts
Outstanding Errors (Tags)
Previous Uploads
Coverage & Class Mappings

Outstanding Errors / Tags

| REPORT DATE | BATCH NO | USER | POLICY NUMBER | STATUS | TRANSACTION TYPE | EFFECTIVE DATE | TOTAL GROSS | AGE | ERRORS | ACTIONS |
|-------------|----------|----------|----------------|---------|------------------------|----------------|-------------|-----|---|---------|
| 05/29/2023 | 8279 | CHEYENNE | SLTX-3562 NEWZ | PENDING | Cancellation Amendment | 03/01/2022 | 1102.24 | 4 | F0 An existing Cancellation/Reinstatement for this policy could not be found that matches this amended cancellation/reinstatement. The policy number and effective date must match when processing an amended cancellation/reinstatement. | N/A |
| 05/29/2023 | 8279 | CHEYENNE | SLTX-3562 NEWZ | PENDING | Reinstatement | 03/01/2022 | 10308.36 | 4 | <ul style="list-style-type: none"> QC Cannot file reinstatement because the policy is not cancelled SA Effective date not between inception and expiration dates. | N/A |

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.