

Introduction

This is a supplemental User Guide intended to describe the following SMART features, replacing Security Administration>User Profile Maintenance feature from EFS:

Search/Edit>Broker

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

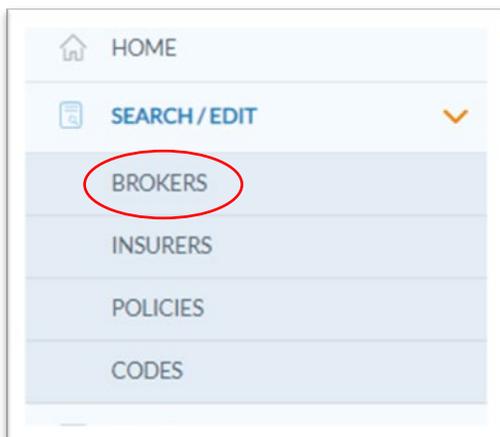
- Google Chrome
- Microsoft's Edge

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

Primary Navigation

Step 1: Select Search/ Edit menu and click Brokers

*This allows for viewing of information SLTX maintains about your agency, maintain/create Online filing users' profiles, or reset passwords for existing profiles, and maintain/create Contracts.



BASIC Search

Step 1: Once you click Broker from Search/Edit menu, you may view license and contact info by selecting License/Contact tab. Info for agent or agency will be shown with authorized credential.

Note: SLTX obtains licensing info directly from Texas Department of Insurance (TDI), while contact info is obtained from you, the user, or other external sources.

[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

License Information

Broker Type	License Status	License Effective	License Expiration
Corporate	Active	12/31/2003	12/31/2022

Contact

Contact Name YOUR NAME	Email NAME@EMAIL.COM		
Phone (512) 531-1880	Extension	Alternative Phone (800) 681-5848	Extension
Alternative Email NAME@EMAIL.COM	Broker Principal Email ⓘ SOME OTHER NAME	Website WWW.SLTX.ORG	
TSLA Member No			

Alternative Contacts

NAME	EMAIL	PHONE	EXTENSION
YOUR NAME 3	NAME@EMAIL.COM	(512) 555-1212	1234
YOUR NAME 4	NAME@EMAIL.COM	(512) 555-1212	456

Address

MAILING OFFICIAL HOME OFFICE THIRD PARTY FILER

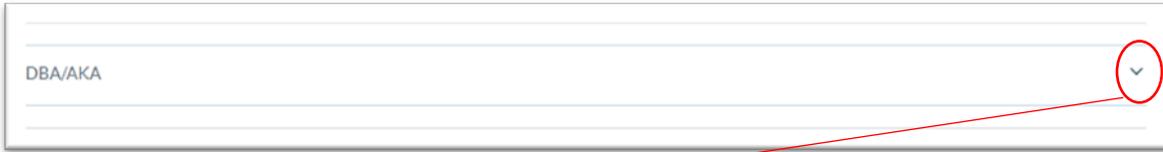
Line 1
805 LAS CIMAS PARKWAY STE 300

Line 2 ADDR LINE 2 **Line 3** ADDRESS LINE 3

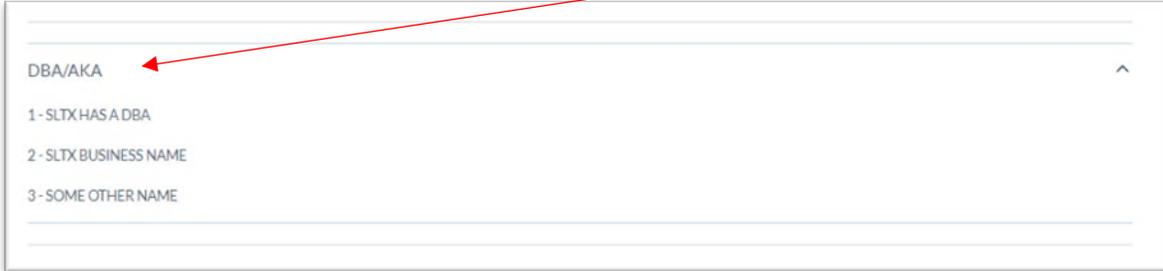
City DALLAS **State** PA **Zip** 78665

DBA/AKA

Step 1: To View DBAs on file with SLTX, click the down arrow to the right of "DBA/AKA".



A screenshot of a collapsed dropdown menu. The text "DBA/AKA" is displayed on the left side. On the right side, there is a small downward-pointing arrow icon, which is circled in red. A red arrow points from this icon to the expanded menu below.



A screenshot of an expanded dropdown menu. The text "DBA/AKA" is on the left, and an upward-pointing arrow icon is on the right. Below the header, there is a list of three options: "1 - SLTX HAS A DBA", "2 - SLTX BUSINESS NAME", and "3 - SOME OTHER NAME". A red arrow points from the icon in the screenshot above to the "DBA/AKA" header.

Broker Monthly Totals Tab

Step 1: After completing STEP 1 from [Primary Navigation](#) section, you may view summarized premium data by selecting Monthly Totals tab. Information relating to premium and filing counts related to your agency will be shown.

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

Monthly Totals

2022 Display

MONTH ↑	ITEM COUNT ⓘ	POLICY COUNT ⓘ	PREMIUM	TAX	STAMPING FEE	SUR TAX	NON-TX (PRE-NRRA)	EXEMPT	NON-TX (POST-NRRA)	TOTAL PREMIUM
January	20	8	\$318,820.00	\$15,462.78	\$239.14	\$0.00	\$0.00	\$50.00	\$100.00	\$318,970.00
February	4	2	\$12,300.00	\$596.56	\$9.23	\$0.00	\$0.00	\$0.00	\$0.00	\$12,300.00
March	179	27	\$136,156.45	\$6,603.60	\$132.91	\$0.00	\$0.00	\$0.00	\$330.00	\$136,486.45
April	266	146	\$878,773.75	\$42,620.49	\$659.15	\$0.00	\$0.00	\$813.00	\$2,515.00	\$882,101.75
May	52	28	\$117,519.56	\$5,699.72	\$88.15	\$0.00	\$0.00	\$4,000.00	\$2,642.76	\$124,162.32
June	61	32	\$162,540.25	\$7,883.25	\$121.98	\$0.00	\$0.00	\$30,150.00	\$15,800.00	\$208,490.25

Filing / Contracts Tab > Contracts sub-tab

Step 1: After completing STEP 1 from [Primary Navigation](#) section, you may view Contracts by selecting Contracts from Filing/Contracts tab. Contracts which are associated with your agency will be shown.

Note: A Contract is a regularly used group of insurers and/or syndicates normally used when making policy filings. Any Contract shown may assist in making policy filings by selecting Contract, which will automatically populate insurers and/or syndicates directly into policy filings.

Note: The use of Contracts is not required; and instead, is presented as an optional feature.

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

Contracts - 8 Contracts Add Contract

Contract ID	Date	Status	Insurers	Edit
123 MAN	11/02/2022	Active	Expand to see Insurers list	Edit
123 UND	09/13/2022	Active	Expand to see Insurers list	Edit
DALLAS DALLAS	03/01/2022	Active	Expand to see Insurers list	Edit

View Details: Click down arrow to the right of contract to view insurers, percentage of participation, and syndicates within each contract.

123 UND Date: 09/13/2022 Status: Active Insurers: Expand to see Insurers list Edit

Insurers

INSURER	TDI LICENSE NO.	NAIC NO.	PREMIUM %
UNDERWRITERS AT LLOYD'S LONDON	90102091	AA1122000	100.0000000%
2623 - LLOYD'S OF LONDON SYNDICATE	10873320	AA1128623	

Total: 100.0000000%

Edit Existing Contracts

Step 1: Click EDIT link to EDIT existing Contracts. Functions include updating Contract ID, Description, Date, Status, and Insurer information. A Contract may also be DELETED.

Step 2: Once changes have been made, click SAVE. Click CANCEL and you will return to Filing / Contracts Tab without saving changes.

INSURER	TDI LICENSE NO.	PREMIUM %	DELETE
UNDERWRITERS AT LLOYD'S LONDON	90102091	100	<input type="checkbox"/>
1200-LLOYD'S OF LONDON SYNDICATE	10473264	N/A	<input type="checkbox"/>
		N/A	<input type="checkbox"/>

*Clicking CANCEL will not save your changes!

Step 3: To DELETE a Contract, click DELETE.

Note: Confirm delete. It cannot be undone once confirmed.

Are you sure?

This action cannot be undone.
Delete Contract TEST_NEW - 10/01/2021

Cancel Delete

Add New Contracts

Step 1: Click Add Contract button to create or add a new Contract

The screenshot shows the 'Create Contract' form with the following fields and options:

- Contract Id:
- Description:
- Contract Date:
- Status: Active Inactive
- Insurers table with columns: INSURER, TDI LICENSE NO., PREMIUM %, DELETE
- Total: 0.000000%
- Buttons: Cancel, Save (circled in red)

*Clicking CANCEL will not save your changes!

Step 2: Input Contract ID, Description, Date, and Status. Additionally, input insurer(s) and corresponding percentage of participation. A type-ahead feature is available for Insurers, allowing users to type TDI license number, Insurer Name, or syndicate number (when applicable). Once complete, click SAVE.

When searching for 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\(c\)\(5\)](#)).

The screenshot shows the 'Create Contract' form with the Insurers table populated with the following data:

INSURER	TDI LICENSE NO.	PREMIUM %	DELETE
UNDERWRITERS AT LLOYD'S LONDON	90102091	100.000000	<input type="checkbox"/>
33		N/A	<input type="checkbox"/>
332 - LLOYD'S OF LONDON SYNDICATE	TDI License No. 101133		<input type="checkbox"/>
33 - LLOYD'S OF LONDON SYNDICATE	TDI License No. 9051806		<input type="checkbox"/>
3334 - LLOYD'S OF LONDON SYNDICATE	TDI License No. 13454797		<input type="checkbox"/>

Total: 100.00000000%

Buttons: Cancel, Save (circled in red)

Filing / Contracts Tab > Outstanding Errors (Tags) sub-tab

Step 1: After completing STEP 1 from [Primary Navigation](#) section, you may view a listing of outstanding errors (tags) by selecting Outstanding Errors (Tags) from Filing/Contracts tab. All outstanding errors (tags) will be shown, 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

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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	FO 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 cancelledSA Effective date not between inception and expiration dates.	N/A

Primarily, users will access this page / feature by clicking "View Error (Tags)" or "Outstanding Error (Tags)" from Broker Landing page.

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%
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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?](#)

Broker Late Filing Tab

Step 1: After completing STEP 1 from [Primary Navigation](#) section, you may view summary data relating to monthly and annual late filings by selecting Late Filing tab.

<Future Release> Ability to directly link to monthly or annual reports.

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

Late Filing

Monthly

Estimated Totals [Ⓞ]

MONTH/YEAR ↓	% LATE POLICIES	TOTAL POLICIES	TOTAL LATE POLICY COUNT	NON-ENFORCEMENT COUNT (FEES)	ENFORCEMENT COUNT	ACTIONS
December 2015	84.84%	1728	1466	33	1433	N/A
December 2014	75.63%	197	149	23	126	N/A
February 2014	0.50%	798	4	3	1	N/A
December 2013	1.20%	6149	74	65	9	N/A

Displaying records 1 - 4 of 4.

Annual Report

YEAR ↓	% LATE POLICIES	TOTAL POLICIES	TOTAL LATE POLICY COUNT	NON-ENFORCEMENT COUNT (FEES)	ENFORCEMENT COUNT	TOTAL FEE	USER	ACTIONS
2015	84.84%	1728	1466	20	1446	\$2,000.00	EFSTEST1	N/A

Broker Audit Tab

Step 1: After completing STEP 1 from [Primary Navigation](#) section, you may view summary data relating to policy audits by selecting Audit tab.

<Future Release> Ability to directly link to policy audit requests and/or results reports.

Home / Search - Edit / Brokers / 99999

SLTX TEST AGENCY

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LICENSE/CONTACT MONTHLY TOTALS FILING/ CONTRACTS LATE FILING **AUDIT** M&A HISTORY SECURITY

Audit Accuracy

SET NO. ↓	POLICY COUNT	DATA ELEMENTS	CRITICAL ERRORS	MEDIUM ERRORS	LOW ERRORS	ACCURACY RATE	RESULTS DATE	LINK TO RESULTS
(0111)98	1	23	3	0	0	86.96%	Not Applicable	View Results
(0110)99	1	23	3	2	1	81.30%	Not Applicable	View Results
(0110)98	1	23	2	0	0	91.30%	Not Applicable	View Results
(0081)1	1	23	4	2	0	78.26%	Not Applicable	View Results
(0080)1	1	23	2	1	0	89.13%	Not Applicable	View Results
(0075)1	1	23	5	1	1	74.78%	Not Applicable	View Results

Displaying records 1 - 6 of 6.

Broker M&A Tab

Step 1: After completing STEP 1 from [Primary Navigation](#) section, you may view mergers and/or acquisitions relating to your agency by selecting M&A tab.

[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](#)

Mergers/Acquisitions

[TEST LICENSE](#)

TDI License No.	5555	TDI Broker ID	363636	Effective Date	02/15/2021
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Broker History Tab

Step 1: After completing STEP 1 from [Primary Navigation](#) section, you may view history relating to your agency by selecting History tab.

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

History

EFFECTIVE DATE	CHANGE TYPE	PREVIOUS VALUE	USER	DATE ↓
09/05/2022	Agent Name change	SLTX TEST AGENCY 08/17	CHERRERA	09/05/2022 8:38:45 PM
08/17/2022	Agent Name change	SLTX TEST AGENCY	E_CHEYENNE	08/17/2022 2:59:36 PM
07/31/2022	National Producer Number	123456789	CHERRERA	07/31/2022 5:29:22 PM
07/20/2022	Agent Name change	SLTX TEST AGENCY 07/20	CHERRERA	07/20/2022 9:47:19 PM
07/20/2022	Agent Name change	SLTX TEST AGENCY	E_CHEYENNE	07/20/2022 9:00:44 AM
11/28/2021	Agent Name change	SLTX TEST AGENCY(NOV)	CHERRERA	11/28/2021 10:20:07 PM
11/08/2021	Agent Name change	SLTX TEST AGENCY	E_CHEYENNE	11/08/2021 12:57:28 AM
09/27/2021	Agent DBA 3 change	[New Record]	CHERRERA	09/27/2021 7:21:51 PM
09/27/2021	Agent DBA 2 change	DISK CHANGE INCREASE DBA	CHERRERA	09/27/2021 7:21:51 PM
09/27/2021	Agent DBA 1 change	SLTX TEST AGENCY DBA CHANGE	CHERRERA	09/27/2021 7:21:51 PM

Displaying records 1 - 10 of 38.

1 2 3 4 > >>

Broker Security Tab

Step 1: After completing STEP 1 from [Primary Navigation](#) section, you may view Online Filing Users by selecting Security tab. Users associated with your agency will be shown.

Note: This table, separated by sub-sections, includes details for each User ID, including user type, status, number of invalid log-in attempts, and when password is set to expire. It will also let you know status of each user's acceptance of any necessary SMART End User Licensing Agreements EULA), Terms of Service (TOS), and/or Privacy Policies (PP).

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**

Security

[Edit](#)

Profile

Phone	Primary Email	Secondary Email
(512) 555-1212	CHERRERA@SLTX.ORG	CHERRERA@SLTX.ORG
Broker Status	Max Login Attempts	Password Expire Days
Active	10	90

[Users](#) | [Documents](#) | [Pending Approval](#) | [Sent Invitations](#) | [Add User](#) | [Invite New User](#) | [Display](#) ▾

USER ID	NAME ↓	EMAIL	ROLE	STATUS	TYPE OF ACCESS	APPROVED BY	LOGIN ATTEMPTS	PASSWORD EXPIRES	ACTION
NONADMIN	YOUR USER NAME	NAME@EMAIL.COM	User	Active	Filing & Payments		0	12/15/2021	

Edit Primary / Secondary (Online Filing) Contacts

Step 1: From Security section, click EDIT button to edit primary and secondary (online filing) contact information. Functions include updating Phone Number, Primary Email, and Secondary Email.

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**

Security

Profile

Phone	Primary Email	Secondary Email
<input type="text" value="(512) 555-1212"/>	<input type="text" value="CHERRERA@SLTX.ORG"/>	<input type="text" value="CHERRERA@SLTX.ORG"/>
Broker Status	Max Login Attempts	Password Expire Days
Active	10	90

[Cancel](#) | [SAVE](#)

Step 2: Once changes have been made, click SAVE. Click CANCEL and return to Security Tab without saving changes.

Users sub-section

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**

Security Edit

Profile

Phone	Primary Email	Secondary Email
(512) 555-1212	CHERRERA@SLTX.ORG	CHERRERA@SLTX.ORG
Broker Status	Max Login Attempts	Password Expire Days
Active	10	90

Users Documents Pending Approval Sent Invitations Add User Invite New User Display

USER ID	NAME ↓	EMAIL	ROLE	STATUS	TYPE OF ACCESS	APPROVED BY	LOGIN ATTEMPTS	PASSWORD EXPIRES	ACTION
NONADMIN	YOUR USER NAME	NAME@EMAIL.COM	User	Active	Filing & Payments		0	12/15/2021	
TESTADD	USER NAME 2	NAME@EMAIL.COM	Administrative	Active	ACH Payments Only	CHEYENNE	0	04/26/2022	

Edit Existing Users

Step 1: Click pencil icon from ACTION column to EDIT existing user profiles. Functions include updating User's Name, Email, Authority, [Password](#), and/or inactivating or deleting a profile.

Note: Once created, User ID cannot be changed.

Step 2: Once changes have been made, click SAVE. Click CANCEL and return to Security Tab without saving changes.

Edit TESTADD

Name YOUR USER NAME	Status <input checked="" type="radio"/> Active <input type="radio"/> Inactive
User ID TESTADD	Password
Email NAME@EMAIL.COM	Role <input checked="" type="radio"/> Administrative <input type="radio"/> Regular User
Type of Access ACH Payments Only	Approved By CHEYENNE

DELETE Cancel **SAVE**

*Clicking CANCEL will not save your changes!

Step 3: To DELETE a user's profile, click DELETE.

Note: Confirm delete. It cannot be undone once confirmed.

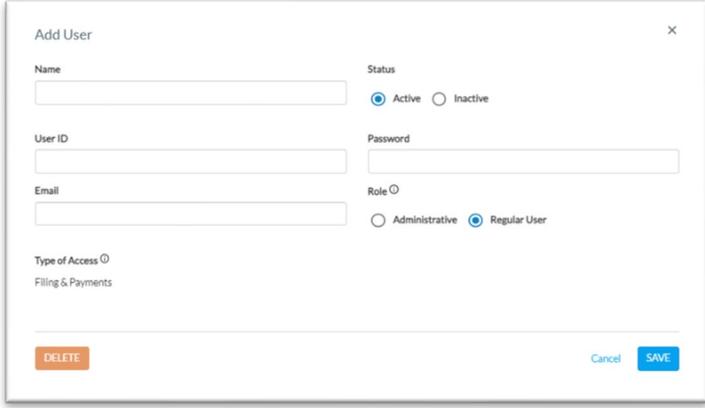
test.sltx.org says

This action cannot be undone. Delete User TESTADD?

OK Cancel

Add New Users

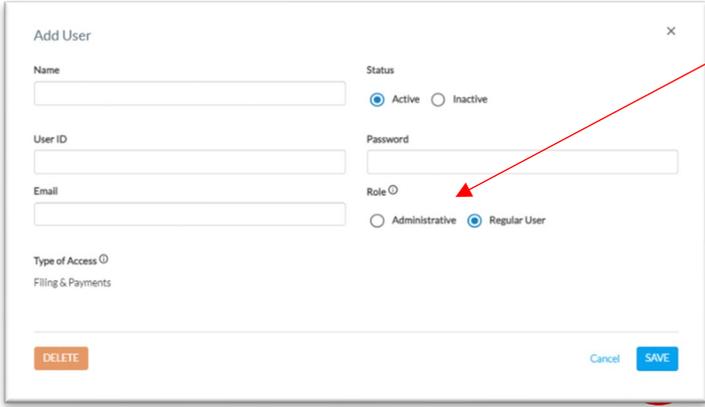
Step 1: Click Add User button to create or add a new user profile



The screenshot shows the 'Add User' form with the following fields and options:

- Name: [Empty text box]
- User ID: [Empty text box]
- Email: [Empty text box]
- Password: [Empty text box]
- Status: Active Inactive
- Role: Administrative Regular User
- Type of Access: Filing & Payments
- Buttons: DELETE, Cancel, SAVE

Step 2: Input User's Name, [User ID](#), Email, and [Password](#). Once appropriate role for the user is selected, click SAVE.



This screenshot is identical to the one above, but a red arrow points to the 'Regular User' radio button under the 'Role' section.

*Clicking CANCEL will not save your changes!

Note: Administrative Authority allows user to create new and/or maintain user profiles.

Password Requirements

Must be a combination of alphanumeric characters, containing at least 1 special character, and between 8 and 20 characters long.

Note: A password may not contain the broker or user's name(s) or User ID.

User ID Requirements

Must be between 3 and 10 characters long and unique. You will be prompted to select another User ID if prompted one is in use. Once created, a User ID cannot be changed.

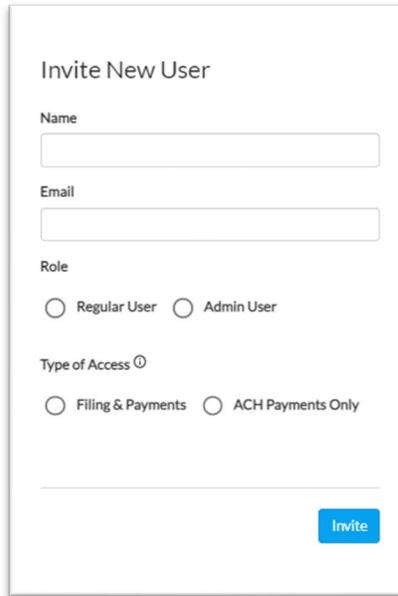
Approved By

Name of SLTX employee who approved agency's user's test transactions, or license number of broker or agency where the user previously tested.

Invite New Users (Alternative Workflow from “Add New User”)

Step 1: Click Invite New User button to invite new user to SMART, which allows invited user to create profile and password

Step 2: Input User's Name and Email. Once appropriate role and type of access is selected, click INVITE.



The screenshot shows a web form titled "Invite New User". It contains the following fields and options:

- Name:** A text input field.
- Email:** A text input field.
- Role:** Two radio button options: "Regular User" and "Admin User".
- Type of Access:** Two radio button options: "Filing & Payments" and "ACH Payments Only".
- Invite:** A blue button at the bottom right.

Note: Administrative Authority allows user to create new and/or maintain user profiles.

Step 3: Invited user will receive an email from SMART, which includes a link to allow final set-up of SMART user profile.



Step 4: After clicking link within Invitation email, invited **user** will be presented with assigned User ID and allowed to input a password.

Complete Setup - New User

Broker Name SLTX TEST AGENCY	TDI License No. 99999
User Name JOHN DOE SMITH	User ID JDOE

Password [View Password Requirements](#)

Confirm Password

Register

Step 5: After noting assigned User ID and password, click REGISTER to allow the **invited user** to complete setup of user profile.

Documents sub-section

Users	Documents	Pending Approval	Sent Invitations	
USER ID ↓	PRIVACY POLICY	TERMS OF SERVICE	API END USER LICENSE AGREEMENT	SMART CONNECTOR END USER LICENSE AGREEMENT
TPWD	✗	✗	✗	✗
TESTPOST	✓	✓	✓	✓
TESTCRT	✗	✗	✗	✗

Sent Invitations sub-section

Reflects any outstanding or incomplete invitations. If necessary, administrative user may resend invitation by clicking RESEND.

Note: once an invited user accepts and completes the New User Invitation, they will no longer be shown in the "Sent Invitations" sub-section.

Users Documents Pending Approval Sent Invitations									
NAME	EMAIL	STATUS	TYPE OF ACCESS	ROLE	DATE SENT	EXPIRE DATE	SENT BY	ACTIONS	
CNH TEST	CHERRERA@SLTX.ORG	Expired	Filing & Payments	User	02/17/2022	02/20/2022	TESTPOST	Resend	Cancel
CHEYENNE HERRERA	CHERRERA@SLTX.ORG	Expired	Filing & Payments	Administrative	07/13/2022	07/16/2022	CHERRERA	Resend	Cancel
TEST INVITE	TECHSUPPORT@SLTX.ORG	Pending	ACH Payments Only	User	09/07/2022	09/10/2022	CHERRERA	Resend	Cancel

Displaying records 1 - 3 of 3.

Display Option for Users table

Step 1: After navigating to Security tab, you may also control which basic information is displayed within Users table.

Note: Once selected, SMART will remember selection.

The screenshot shows the 'SLTX TEST AGENCY' interface. At the top, there are navigation tabs: LICENSE/CONTACT, MONTHLY TOTALS, FILING/CONTRACTS, LATE FILING, AUDIT, M&A, HISTORY, and SECURITY (which is circled in red). Below the tabs is a profile section with fields for Phone, Primary Email, Secondary Email, Broker Status, Max Login Attempts, and Password Expire Days. Below the profile is a 'Users' section with tabs for Users, Documents, Pending Approval, and Sent Invitations. There are buttons for 'Add User', 'Invite New User', and 'Display'. A table of users is shown with columns: USER ID, NAME, EMAIL, ROLE, STATUS, TYPE OF ACCESS, APPROVED BY, and LOGIN ATTEMPTS. A configuration menu is open over the table, listing fields to display: User ID, Name, Email, Role, Status, Type of Access, Approved By, Login Attempts, and Password Expires. All these fields have checked boxes, and the menu is circled in red.

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**

Security Edit

Profile

Phone: (512) 555-1212
Primary Email: CHERRERA@SLTX.ORG
Secondary Email: CHERRERA@SLTX.ORG

Broker Status: Active
Max Login Attempts: 10
Password Expire Days: 90

Users Documents Pending Approval Sent Invitations Add User Invite New User Display

USER ID	NAME ↓	EMAIL	ROLE	STATUS	TYPE OF ACCESS	APPROVED BY	LOGIN ATTEMPTS
NONADMIN	YOUR USER NAME	NAME@EMAIL.COM	User	Active	Filing & Payments		1

- User ID
- Name
- Email
- Role
- Status
- Type of Access
- Approved By
- Login Attempts
- Password Expires

Version Changes

- 4.1
 - Added new feature within Filing/Contracts tab: Outstanding Tags (Errors)
 - Updated Filing/Contracts>Contracts sub-tab screens to reflect most recent layout
- 4.0
 - Added new broker search tabs: Monthly Totals, Late Filing, Audit, M&A, and History
 - Updated language for consistency
- 3.1
 - Updated User Maintenance screens to reflect most recent layout
 - Added "Invite New User" workflow
 - Added "Sent Invitations" sub-section
 - Added ability to edit primary / secondary online filing contact information
- 3.0
 - Added Broker>Filing/Contracts tab
 - Updated layout of Broker>Security tab by adding sub-tabs
- 2.2
 - First documentation released for Search/Edit>Brokers