

Introduction

This Sub-User Guide is intended to describe the following SMART features: [Creating](#) and [Using Contracts](#) (Search/Edit>Brokers>Filing/Contracts>Contracts)

Prerequisites

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

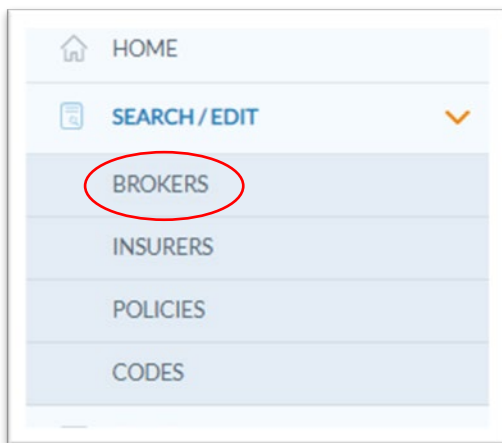
The following URLs are used for SMART:

Test: <https://test.sltx.org/> **Production:** <https://smart.sltx.org/>

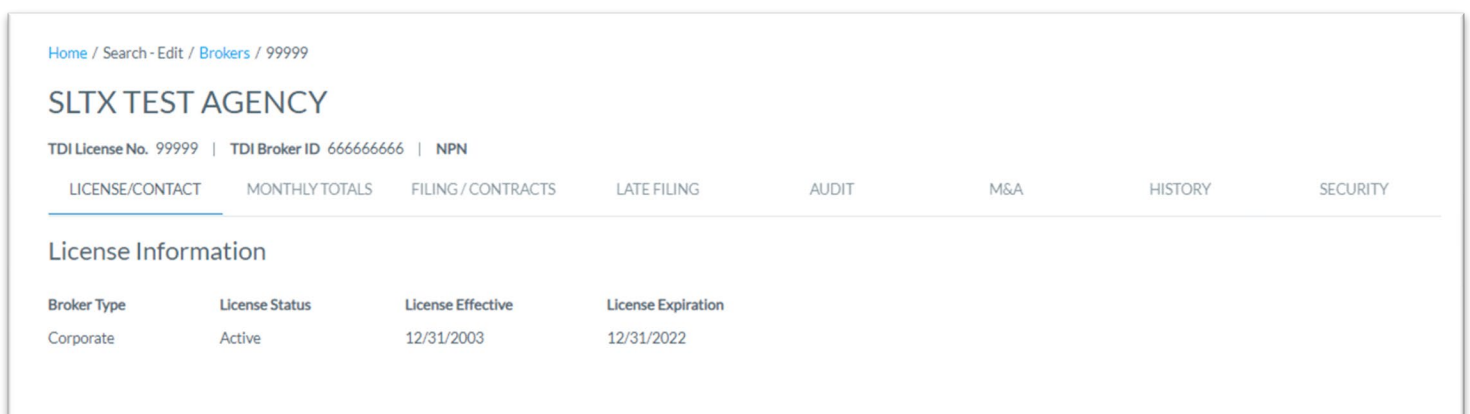
<Feature> Within SMART, a [Contract](#) is a regularly used group of insurers and/or syndicates normally used when making policy filings. Utilizing/Selecting a Contract during the entry process will simplify policy filings by automatically populating the preselected insurers and/or syndicates directly into policy filing screen. Note: The use of Contracts is not required; and instead, is presented as an optional and often time-saving feature.

Primary Navigation ([Viewing](#), [Creating](#), or [Editing](#) Contracts)

Step 1: Select Search/ Edit menu and click Brokers



Step 2: After clicking Brokers from Search/Edit menu, License/Contact tab is loaded by default.



Step 3: Select Filing/Contracts tab, and then the Contracts sub-tab, to create new or edit existing Contracts.

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	Dropdown
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	▼

Viewing Existing Contracts

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

Home / Search - Edit / Brokers / 99999

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

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Contracts - 8 Contracts Add Contract

Contract ID	Date	Status	Insurers	Edit	Dropdown
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	▼

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. You may update the Contract ID, Description, Date, Status, and Insurer information. A Contract may also be DELETED.

Home / Search - Edit / Brokers / 99999

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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

Contracts - 8 Contracts [Add Contract](#)

Contract ID	Date	Status	Insurers	Action
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

Step 2: Once changes have been made, click SAVE.

Edit Contract

Contract ID: Lloyd's 1200 Description: Lloyd's 1200

Contract Date: 01/01/2017 Status: Active Inactive

Insurers

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"/>
			<input type="checkbox"/>

Total: 100.000000%

[Delete Contract](#) [Cancel](#) [Save](#)

Step 3: To DELETE a Contract, click DELETE. Note: Once complete, this action cannot be undone.

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

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

Contract ID	Date	Status	Insurers	Action
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

Add Contract

Create Contract

Contract ID: Description:

Contract Date: Status: Active Inactive

Insurers

INSURER	TDI LICENSE NO.	PREMIUM %	DELETE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Total: 0.000000%

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

Create Contract

Contract ID: Description:

Contract Date: Status: Active Inactive

Insurers

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

Total: 100.000000%

Primary Navigation (Using Contracts)

After navigating through the filing workflow for a policy, binder, or policy replacing binder transaction screen(s), you will see the Contracts field from the Insurers & Contracts section.

<Additional Resource> To learn more about how to make policy filings, view the “Policy or Binder” or “Policy Replacing Binder” documentation from Filing – Data Entry sub-section of the [SMART Videos and Guides page](#).

Insurers & Contracts
Please add a contract or individual insurers.

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

Insurers

INSURER	TDI LICENSE NO.	PREMIUM %	DELETE

Total: 0.000000%

Clear All

Step 1: Within the Contracts field, you may search for a previously created “Contract” by contract ID (or name), or description.

Insurers & Contracts
Please add a contract or individual insurers.

Contracts ⊕
BLUE

LLOYDS + AXIS - 11/01/2024 Contract ID BLUE42

INSURER	TDI LICENSE NO.	NAIC NO.	PREMIUM %	DELETE

Total: 0.000000%

Clear All

Step 2: After selection, any insurers, percentages or participation, and syndicates will automatically be populated.

Insurers & Contracts
Please add a contract or individual insurers.

Contracts ⊕
LLOYDS + AXIS - 11/01/2024 - BLUE42

Insurers

INSURER	TDI LICENSE NO.	NAIC NO.	PREMIUM %	DELETE
AXIS SURPLUS INSURANCE COMPANY	80101170	26620	50	
UNDERWRITERS AT LLOYD'S LONDON	90102091	AA1122000	50	
3033 - LLOYD'S OF LONDON SYNDICATE	13766698	AA1120218	N/A	
Enter Name or TDI License No.			N/A	

Total: 100.000000%

Clear All

Step 3: Once you have selected the contract, continue with the remainder of your entry before POSTING.

Version Changes

- 1.0 First documentation released for Search/Edit>Brokers>Filling/Contracts>Contracts sub-section (creating and using contracts)