

# Introduction

This is a supplemental User Guide intended to describe the following SMART features.

## 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 the SMART application. 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/Account/Login?returnUrl=%2F>

## 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

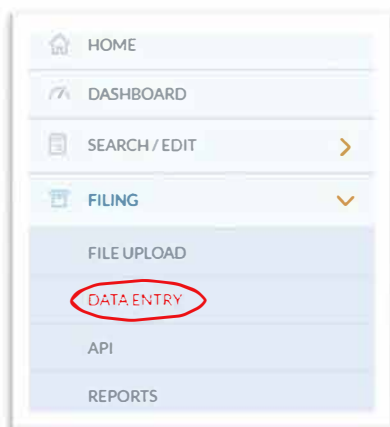
NOTE: Internet Explorer (IE), regardless of the version, is not supported

## 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

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Version 1.0

## Data Entry (Manual Filing)

These steps may be used to create the following transactions: **Renewal Certificate**.

### 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 Edit/ Update (correct) an existing filing.

### Step 2:

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

[Home](#) / [Filing](#) / [Data Entry](#) / Transaction Type

## Data Entry

### Select Transaction Type

[Filing](#) [Update/Corrections](#) [Reverse](#) [Delete](#)

Please select a transaction type to file.

<input type="radio"/> <b>New</b> Policy document that was issued.	<input checked="" type="radio"/> <b>Renewal</b> 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"/> <b>Audit</b> 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"/> <b>Cancellation</b> Policy is cancelled at the request of the company or the insured.
<input type="radio"/> <b>Endorsement</b> Change(s) to a policy. Used to add or delete coverage from a policy, and/or certificates to a master policy.	<input type="radio"/> <b>Installment</b> 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"/> <b>Reinstatement</b> If there was a Cancellation and premium was returned there would be additional premium for the reinstatement.	

[Cancel](#)

[Next](#)

Step 3:

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

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

Data Entry

Transaction Type

Report Date

Renewal

10/01/2025

Please select a transaction subtype:

☐

Policy Renewal

Policy document that was issued.

☐

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.

☒

Renewal Certificate ⓘ

A "shortened" policy that indicates a "Renewal Certificate" starts at the end of the policy and maintains the same coverages and terms/conditions. It may also be used as a "Renewal Copy", which will copy data from the expiring term on to Renewal transaction.

Find a Policy

Input the policy number of the expiring term and effective date of this Renewal Certificate and then click Search.

Policy No.

Effective Date

Search by Policy Number

Search

Cancel

Next

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 “Renewal policy ID” and allows coverage code(s) to be automatically applied to Renewal Certificate transaction.

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

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

Data Entry

Transaction Type

Report Date

Renewal

10/01/2025

Please select a transaction subtype:

☐

Policy Renewal

Policy document that was issued.

☐

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.

☒

Renewal Certificate ⓘ

A "shortened" policy that indicates a "Renewal Certificate" starts at the end of the policy and maintains the same coverages and terms/conditions. It may also be used as a "Renewal Copy", which will copy data from the expiring term on to Renewal transaction.

It will be necessary to use the "Find a Policy" section below to search for and select the expiring policy as indicated on this Renewal Certificate.

Step 4:

Select appropriate Renewal Policy, then click NEXT.

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

Data Entry

Transaction Type

Report Date

Renewal

10/01/2025

Please select a transaction subtype:

☐

Policy Renewal

Policy document that was issued.

☐

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.

☒

Renewal Certificate ⓘ

A "shortened" policy that indicates a "Renewal Certificate" starts at the end of the policy and maintains the same coverages and terms/conditions. It may also be used as a "Renewal Copy", which will copy data from the expiring term on to Renewal transaction.

Find a Policy

Input the policy number of the expiring term and effective date of this Renewal Certificate and then click Search.

Policy No.

Effective Date

123TEST

01/01/2025

Search

1 result found for: Policy No. 123TEST.

Display ⌵

SELECT	POLICY NO.	TYPE	INSURED	EFFECTIVE DATE	PREMIUM ⓘ	TOTAL GROSS	ERRORS	HISTORY
<input checked="" type="radio"/>	123TEST	Renewal Policy	TEST	01/01/2024	\$200.00	\$209.78	0	<a href="#">View</a>

Cancel

Next

**Features**

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

## Step 5:

Data, including named insured, policy number, and coverage code(s), are copied (pre-filled in **green**) from Renewal Policy into Renewal Certificate transaction entry screen. Please review all data points while updating as necessary based on Renewal Certificate document. The following data points are not copied (pre-filled) from policy: 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:

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

[Home](#) / [Filing](#) / [Data Entry](#) / [Transaction Type](#) / [Transaction Sub-Type](#) / [Renewal](#)

## Renewal Certificate

### Basic Information

Policy No.

123TEST

Insured Name

TEST

Report Date ⓘ

10/01/2025

Optional - Upload Transaction ⓘ

Valid file formats: .pdf

Drag & Drop your files or [Browse](#)

Powered by RGLink

### 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 ⓘ

01/01/2025

Expiration Date

01/01/2026

Continuous Until Cancelled ⓘ

☐ Yes ☒ No

Issue Date ⓘ

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

### Coverage & Class

Coverage

[Clear All](#)

CODE & DESCRIPTION ⓘ	PREMIUM	DELETE
9334 - GEN LIAB - PREMISES LIAB COMM	\$ 500	<input type="button" value="x"/>
<input type="text" value="Search by coverage code or description..."/>	\$	<input type="button" value="x"/>
Total: \$500.00		

### Limit

General Aggregate

\$ 5,555,554

### Class

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

10330 - CAMPGROUNDS, PARKS, SWIMMING POOLS, SOCIAL GATHERINGS

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](mailto:techsupport@sltx.org). As a reminder, coverage may change from the binder to policy issuance.

## Coverage & Class

Coverage

Clear All

CODE & DESCRIPTION	PREMIUM	DELETE
9334 - GEN LIAB - PREMISES LIAB COMM	\$ 500	
9515 - PROP-COMMERCL FIRE/ALLIED LINE	\$ 100	
Search by coverage code or description...	\$	
Total: \$600.00		

**Limit**

Total Insurable Value

\$ 5,555,554

**Class**

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

10330 - CAMPGROUNDS, PARKS, SWIMMING POOLS, SOCIAL GATHERINGS

## Primary Risk Location

Insured Zip

78664

County

Williamson

Excludes Wind Coverage



Yes



No

Extended Coverage Territory

X - EC excluded from policy

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.

## Contracts

Search by "Contract ID" or "Description"

Clear All

## Insurers

INSURER	TDI LICENSE NO.	NAIC NO.	PREMIUM %	DELETE
UNDERWRITERS AT LLOYD'S LONDON	90102091	AA1122000	100.000000	
623 - LLOYD'S OF LONDON SYNDICATE	9058498	N/A	N/A	
2623 - LLOYD'S OF LONDON SYNDICATE	10873320	N/A	N/A	
Enter Name or TDI License No.			N/A	
Search by Insurer or TDI License No. or NAIC No. ...				
Total: 100.000000%				

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

## Multi-State Transaction

Clear All

STATE & TERRITORY ⓘ	AMOUNT	DELETE
<input type="text" value="Search by State and Territory"/>	<input type="text" value="\$"/>	<input type="text" value=""/>
AK - Alaska		
AL - Alabama		
AR - Arkansas		
AZ - Arizona		
CA - California		
CO - Colorado		
CT - Connecticut		
DC - District of Columbia		
<input type="text" value="Search By Policy No. or SLTX ID"/>		
Summary Amount: \$0.00		

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.

## Multi-State Transaction

Clear All

STATE & TERRITORY ⓘ	AMOUNT	DELETE
AR - Arkansas	<input type="text" value="\$ 500"/>	<input type="text" value=""/>
<input type="text" value="Search by State and Territory"/>	<input type="text" value="\$"/>	<input type="text" value=""/>
Summary Amount: \$500.00		

## Exempt Premium ⓘ

## References

## Reference ⓘ

## Correct Original Filing ⓘ

Go back

POST



Step 7:

Click POST to submit or file transaction with SLTX.

Coverage & Class

Coverage

Clear All

CODE & DESCRIPTION ⓘ	PREMIUM	DELETE
9334 - GEN LIAB - PREMISES LIAB COMM	\$ 500	
9515 - PROP-COMMERCL FIRE/ALLIED LINE	\$ 100	
Search by coverage code or description...	\$	
Total: \$600.00		

Limit

Total Insurable Value

\$ 5,555,554

Class

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

×

Search by class code or description...

Required class code was not provided

Primary Risk Location

Insured Zip

×

Zip code is missing. Risk location zip code is required for this transaction

County

N/A

Excludes Wind Coverage

☒ Yes

☐ No

Extended Coverage Territory

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 8:

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

Good Job!

Save as PDF ⓘ

Policy No. 123TEST has been renewed.

How do you want to proceed?

Finish Filing

Continue Filing Renewals

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.