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

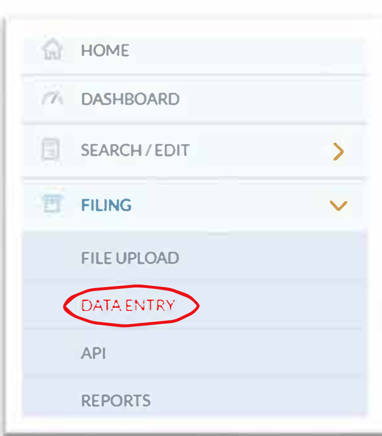
NOTE: Internet Explorer (IE), regardless of the version, is not supported

Primary Navigation

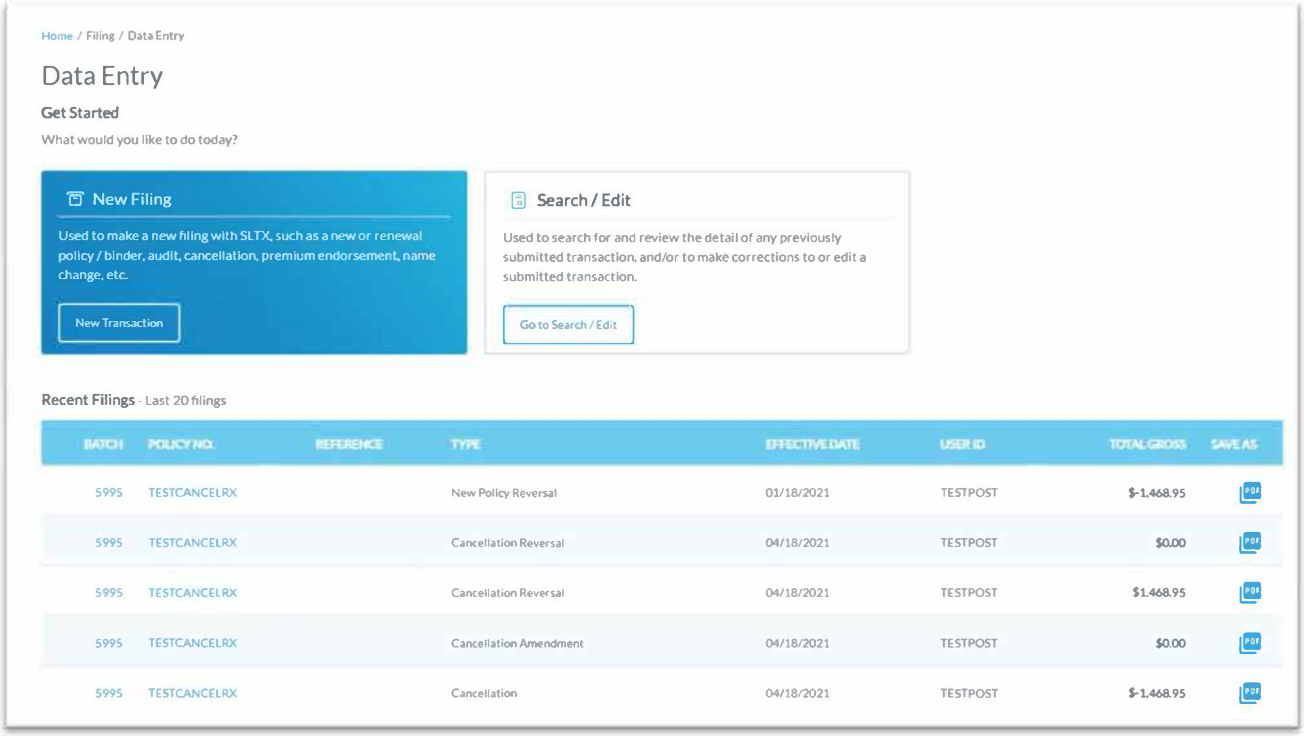
Step 1: Select Filing menu and click Data Entry.

*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



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

Data Entry (Manual Filing)

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

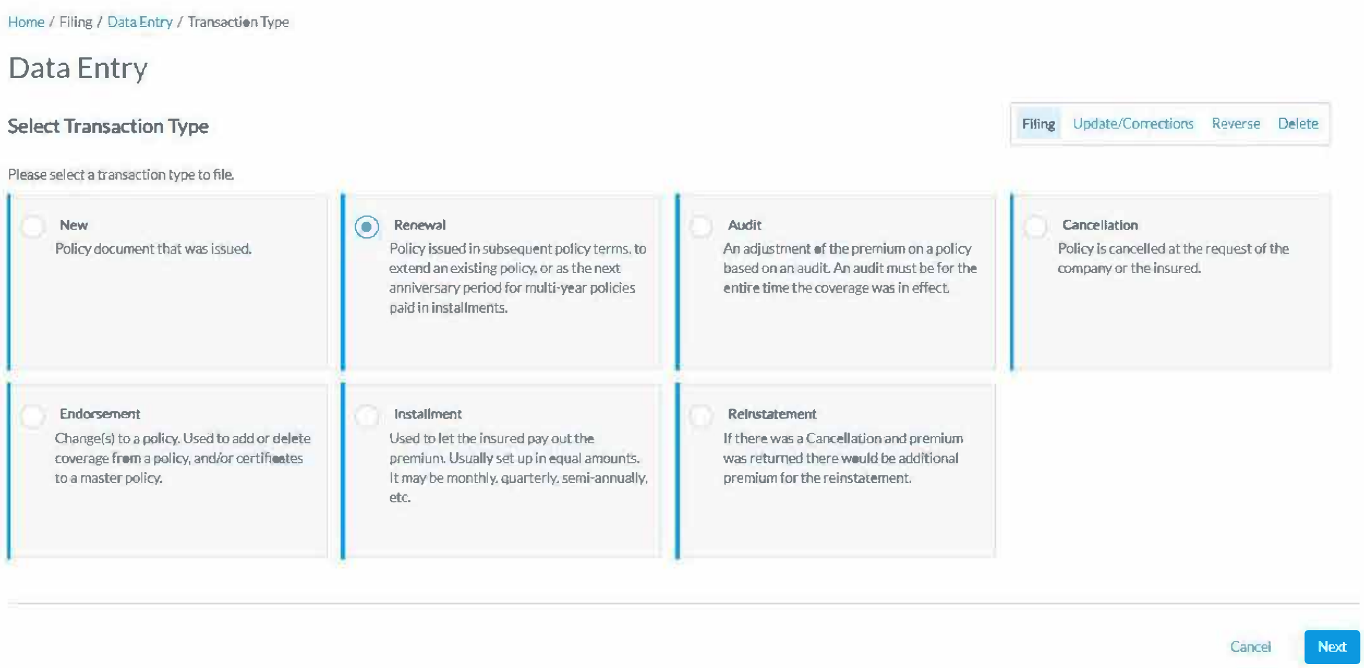
Step 1:

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.

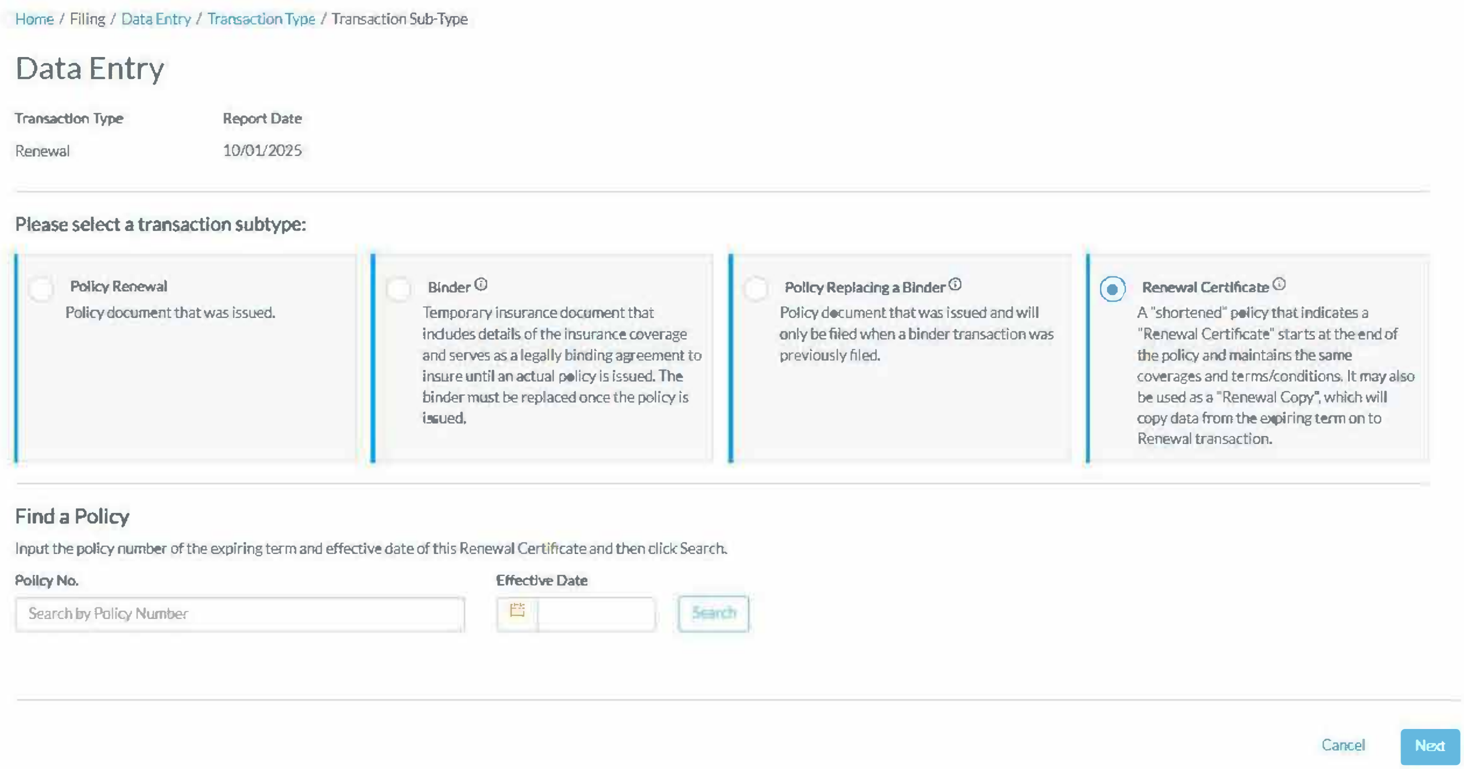
Step 2:

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



Step 3:

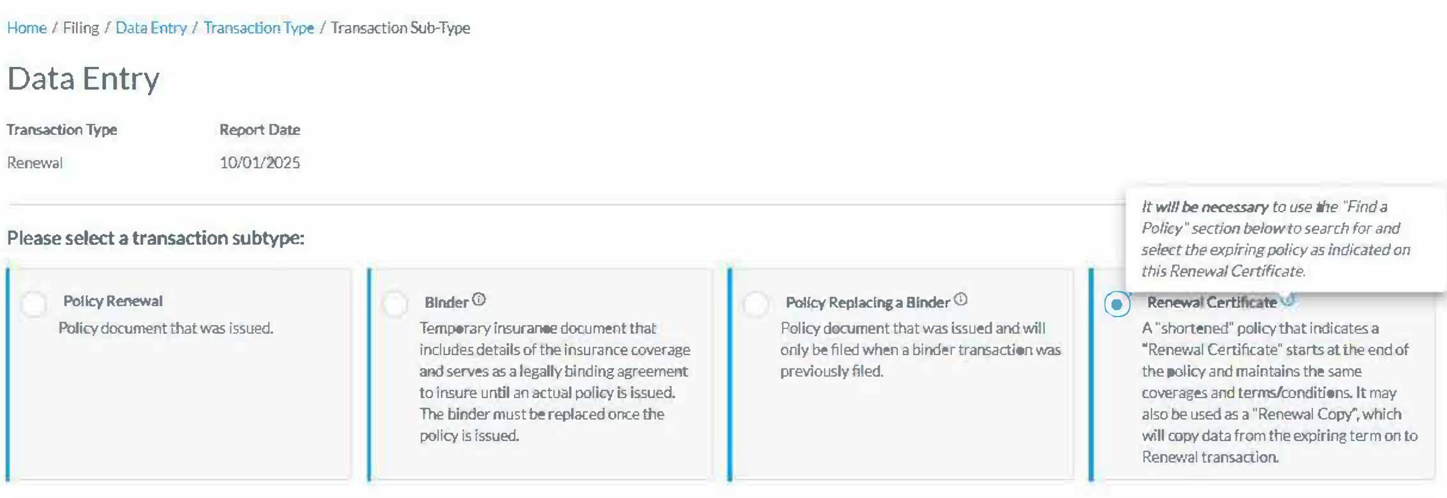
Select sub-type by clicking on corresponding Sub-Type Tile, **Renewal Certificate** then click NEXT.



Features

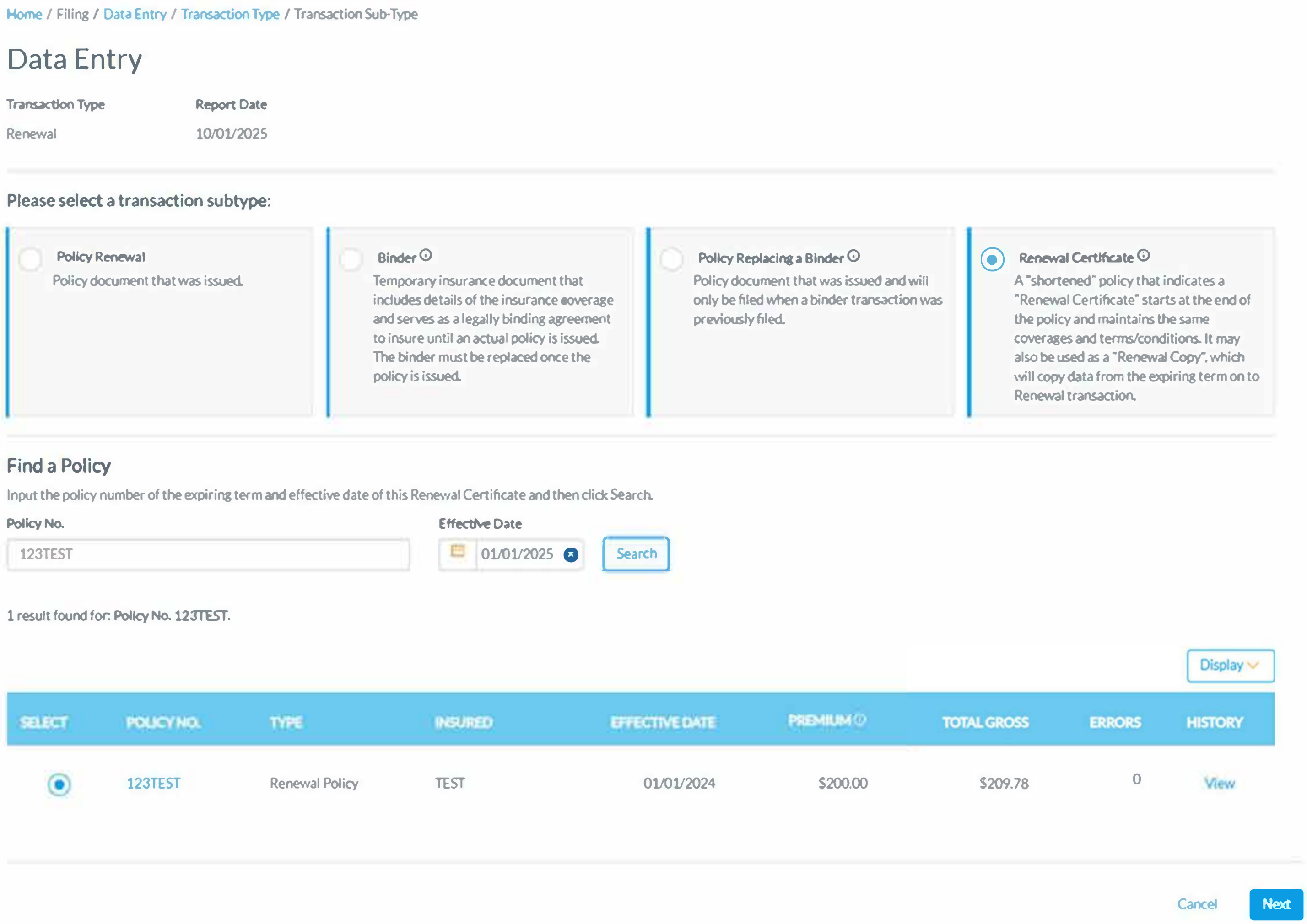
"Find a Policy" provides identification of parent policy first (by inputting policy number and effective date of child transaction). This eliminates necessity to search for and/or input the "Renewal policy ID" and allows coverage code(s) to be automatically applied to Renewal Certificate transaction.

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



Step 4:

Select appropriate Renewal Policy, then click 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.

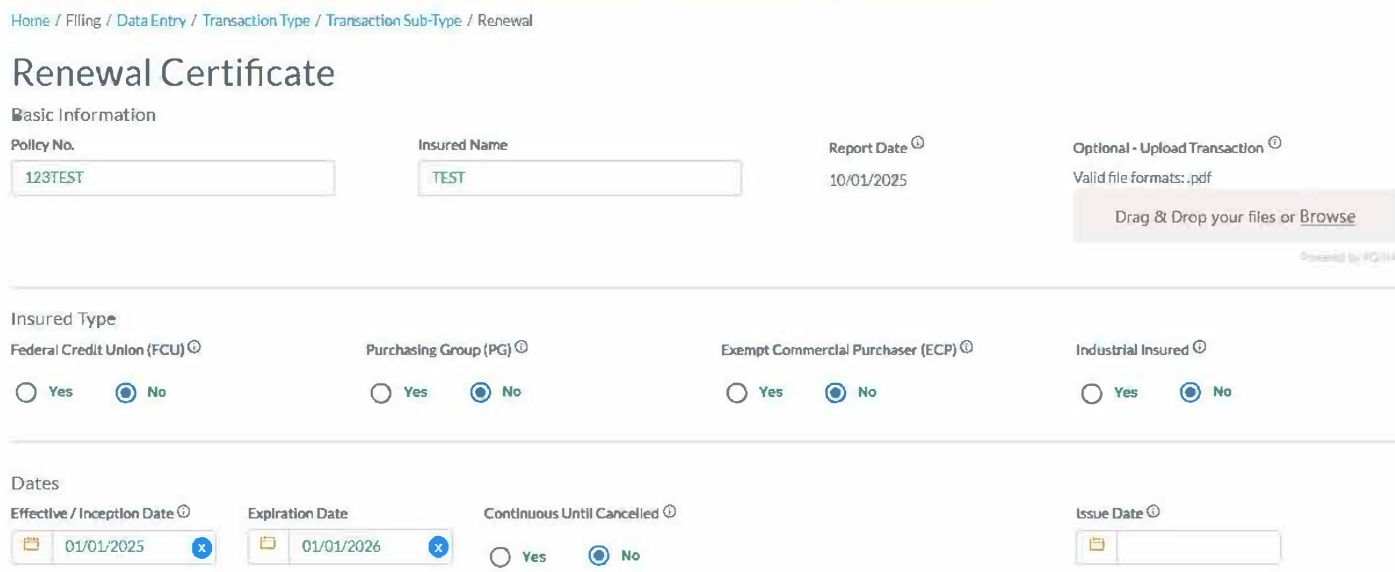
Step 5:

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.

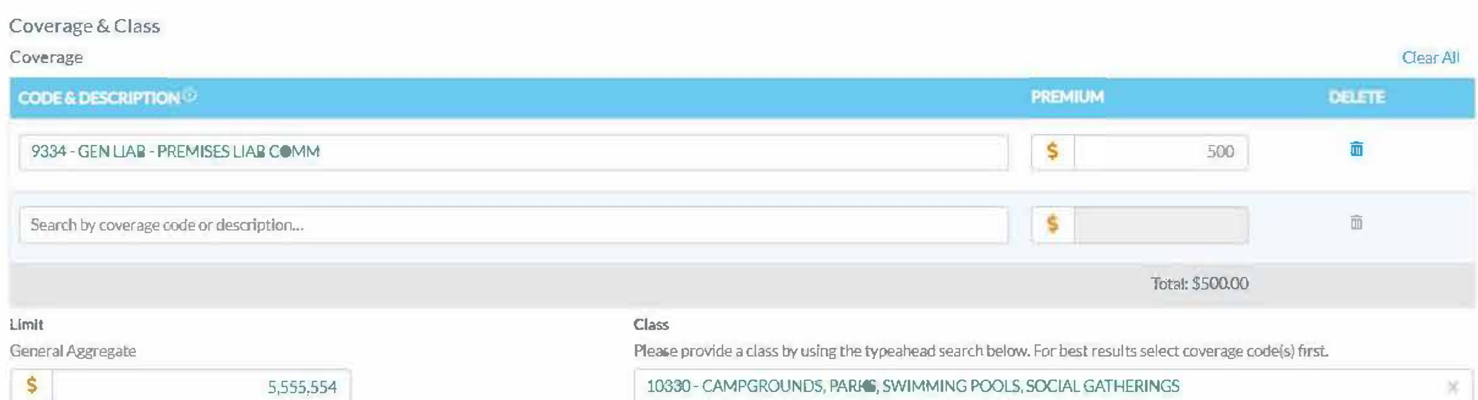
Coach mark(s) are available for additional situational context. Click the ⓘ icon.

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.

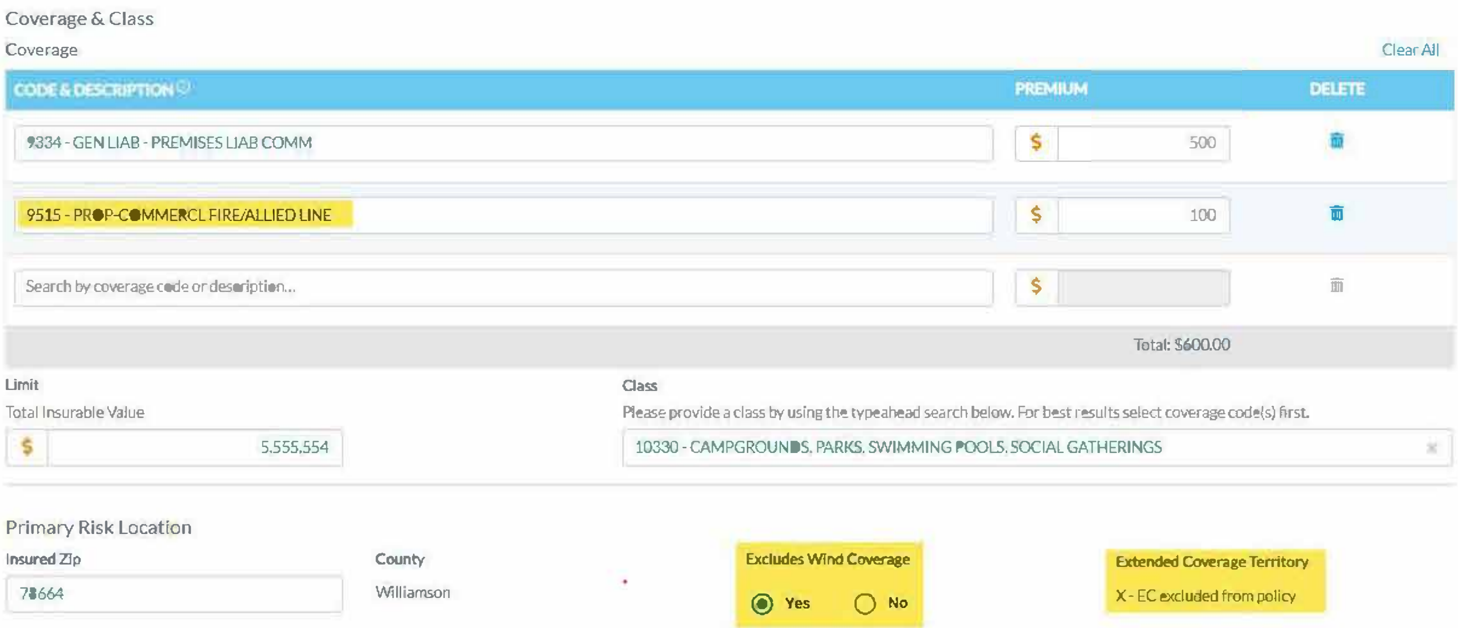


CAUTION: If original coverage or class code(s) have become restricted since creation of the Renewal Certificate, restricted code(s) will not be shown. This requires user to input or select new coverage and/or class codes as appropriate.



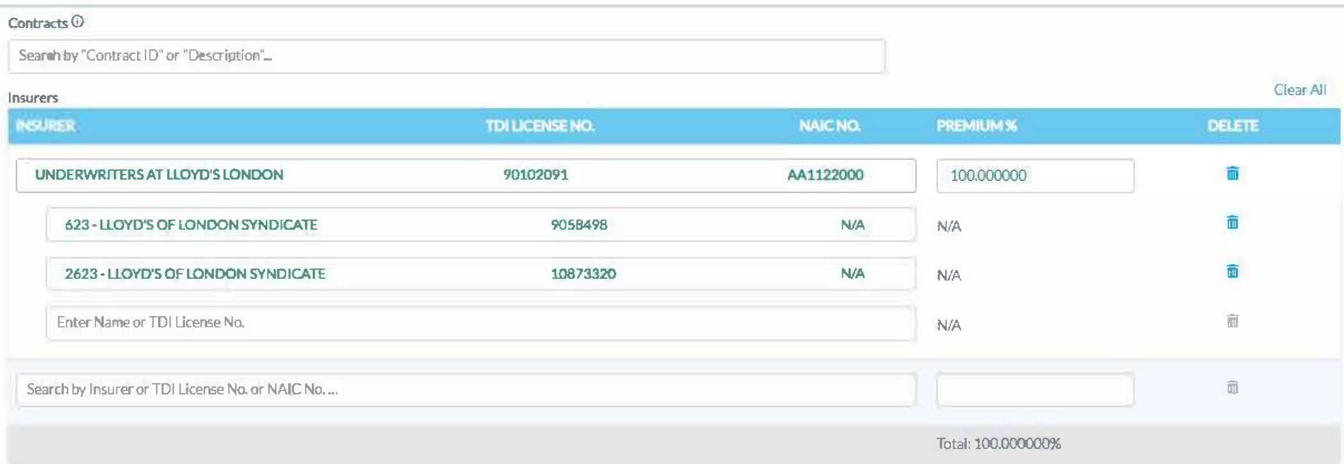
Note: If coverage or class code(s) require updates, a type-ahead feature is available, allowing user to input coverage (or class) code, description, or keyword.

Reminder: If you need assistance in selecting the correct coverage/class, email a full copy of the policy to techsupport@sltx.org. As a reminder, coverage may change from the binder to policy issuance.



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.

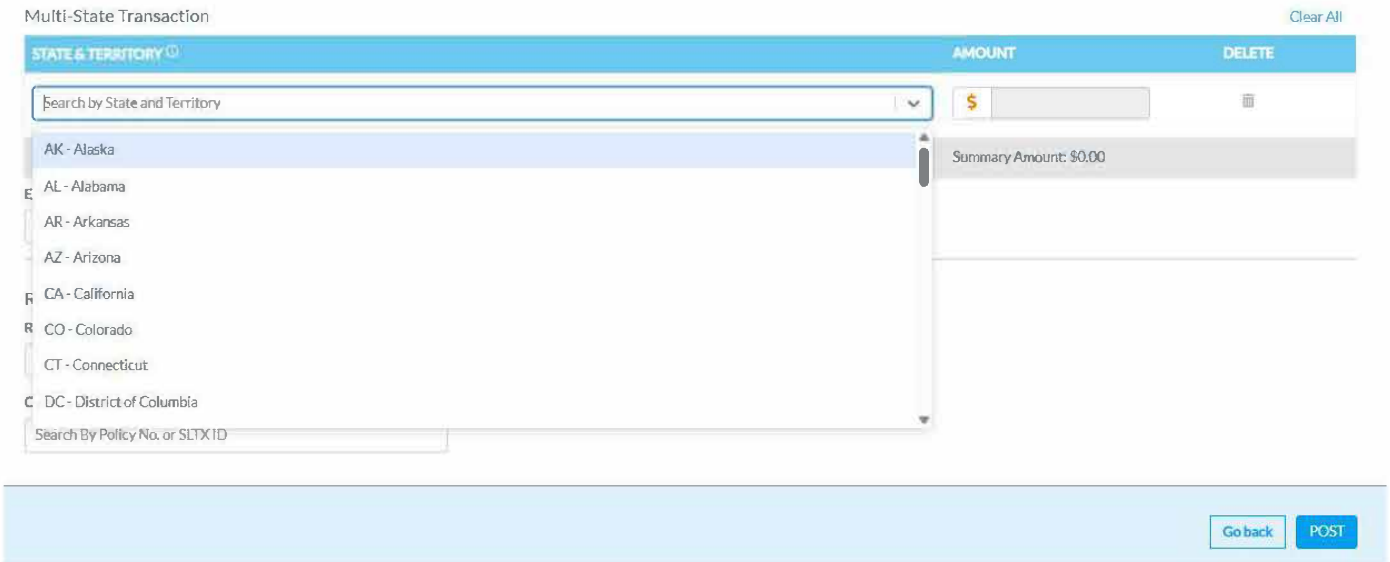


Note: A type-ahead feature is available for Insurers, allowing user to type TDI license number, insurer name, or syndicate number (when applicable).

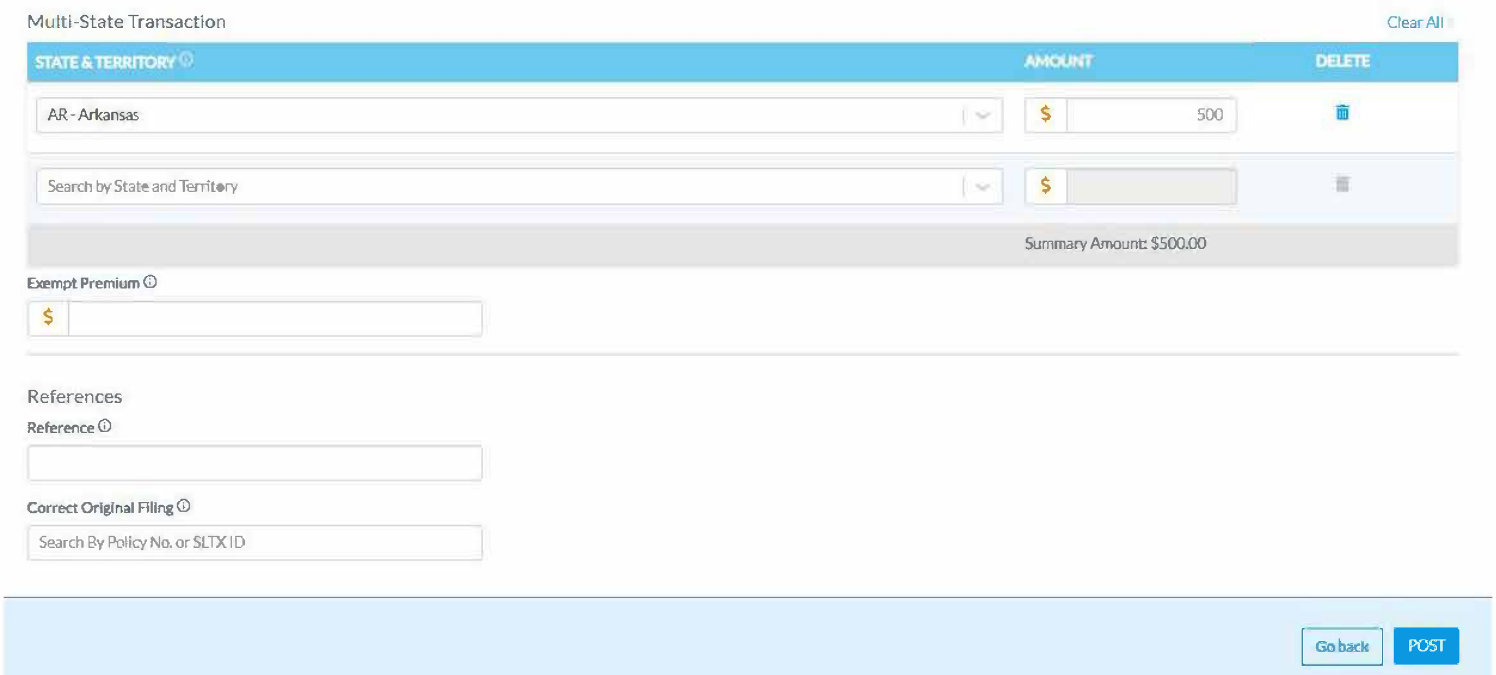
Alternately, you may select a predefined Contract (or regularly used group of insurers and/or syndicates) that you normally use when making policy filings by typing the contract ID or name in the Contracts field. Any insurers, percentages of participation, and syndicates will automatically be populated 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)).

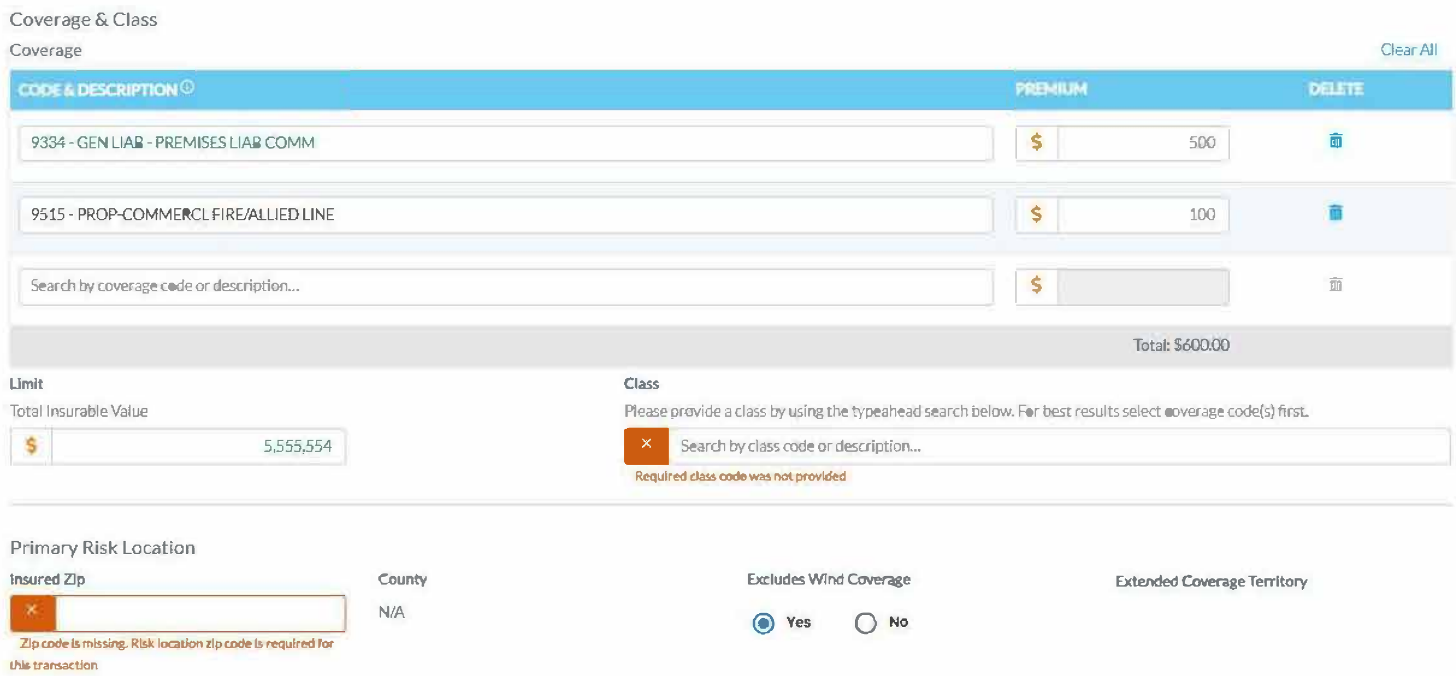


Note: If any non-Texas exposure or premium allocation requires updates, a type- ahead feature is available, allowing the user to input state or territory name or code.



Step 7:

Click POST to submit or file transaction with SLTX.



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).

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.