Introductory Guide to Surplus Line Information (SLIP) Enhanced California's Electronic Filing System

Quick Info Tables:
Unsubmitted Transactions
Transactions with Alerts
Open Tags
Transactions Pending Review
Returned Transactions

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Quick Info Table

- The Quick Info table provides an overview of transactions handled by the logged-in user compared with all users of the brokerage.

- The categories include:
  1. Unsubmitted transactions
  2. Transactions with alerts
  3. Open tags
  4. Pending and returned transactions

- Click on the number hyperlinks to display the list of transactions that qualify under each category.
  - Each category shows the transactions by the logged-in user and all users in the brokerage.

My Unsubmitted Transactions

▸ My Unsubmitted Transactions lists the policies that the logged in user has saved.

▸ Transactions cannot be submitted to the SLA with alerts. Alerts must be corrected before submission.

▸ Select an item without any alerts by checking the check box next to the policy number. The Submit Selected Transactions button will be enabled for the user to click on.

Total Unsubmitted Transactions

▸ The Total Unsubmitted Transactions number hyperlink displays the number of saved transactions by all the users in the brokerage.

▸ Selecting the number hyperlink will transfer the user to the search screen. Under the Policy Search Results will be a list of the unsubmitted transactions by all users of the brokerage.

▸ Selecting the My Unsubmitted Transactions tab displays a list of those unsubmitted transactions saved by the logged in user.

Deleting an Unsubmitted Transaction

▸ To delete an unsubmitted transaction:

◦ Enter the search criteria
◦ Click on the Policy Number hyperlink of the item you wish to delete.

Deleting an Unsubmitted Transaction (continued)

- ◦ At the bottom of the Policy Details screen, click the Delete icon (you may need to click the edit icon to the left of the transaction you wish to delete to expand the Transaction Details section first).
- ◦ The policy will be removed from your saved list.

My Unsubmitted Transactions with Alerts

▸ My Unsubmitted Transactions with Alerts hyperlink brings you to a list of your saved transactions with Alerts.

▸ To submit a transaction to the SLA, the user will first need to correct all the alerts. Click on the number hyperlink under Alerts to view the Alert summary.

▸ Once the alerts are cleared, select the item by checking the check box. The Submit Transactions button will be enabled for the user to click on.

Total Unsubmitted Transactions with Alerts

- Total Unsubmitted Transactions with Alerts shows the number of policies with alerts saved by all the users in the brokerage.

- Selecting the number hyperlink will bring the user to the search screen. Under the Policy Search Results section will be a list of all the unsubmitted transactions with alerts for the brokerage.

- Selecting the My Unsubmitted Transactions tab will display a list of only those unsubmitted transactions with alerts for the logged in user.

My Open Tags

▸ My Open Tags tab displays a list of tags for the logged in user.

▸ There are three options to answer tags:

  ◦ Clicking the checkbox next to the Tag Number hyperlink allows you to select multiple tags.

  ◦ Clicking the Tag Number takes you to the specific tag.

  ◦ Selecting the Policy Number hyperlink allows you to view the policy details before responding to a tag.

Responding to Multiple Tags

▸ In the first option, the user can select one or more tags to respond to by checking the checkbox next to the tag number.

▸ Then, the user clicks on the Respond to Selected Tags button which is directed to the Tag Response page.

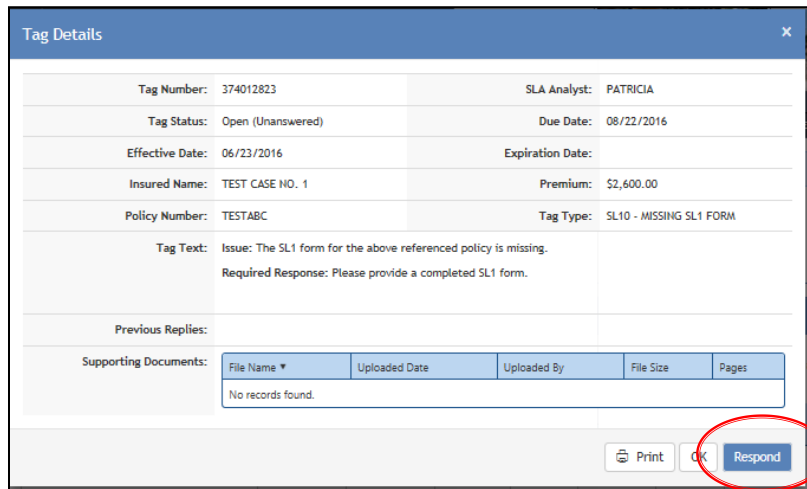# Multiple Tag Response

- The user responds to the tag in the Response box.

- If a document is required, the user can select the file from his/her files and click on the Submit Response button to send to the SLA.

Responding to a Tag from a Tag Number Hyperlink

▸ In the second option, the user clicks on the Tag Number hyperlink and the Tag Details screen opens.

▸ Click on the **Respond** button to navigate to the tag response page.

Tag Response

- Enter the answer to the tag in the Response field.

- Upload additional documents (if required) by selecting the file.

- Click the Submit Response button to send your response to the SLA.

Responding to a Tag from the Policy Number Hyperlink

- In the third option, click on the Policy Number hyperlink from your tag search to view details of the policy.

- The transaction details appear at the bottom of the screen so the user can review what was previously submitted for that policy number prior to responding to the tag.

- On the Tag Summary section of the page (the user may need to click the edit icon to the left of the transaction they wish to view in order to see the Tag Summary section), the same tag options are available as when the user selected the number hyperlink next to the My Open Tags on the home page.

Total Open Tags

- Total Open Tags is a list of all open tags for the brokerage.

- Total Informational Tags is a list of all informational tags that have not been viewed.

- The top section shows the search criteria for open tags. You can also select other search options from the drop down menu.

- The bottom section shows the search results from the search criteria. After selecting the tag(s) to respond to, follow the same steps as answering My Open Tags.

Transactions Pending Review

▸ Clicking on the Transactions Pending Review number hyperlink displays the number of transactions that have been submitted to the SLA and are waiting review.

Returned Transactions

▶ Clicking on the number hyperlink next to Returned Transactions will display a list of transactions returned by the SLA for user review and resubmission (if required).