



Introductory Guide to SLIP Enhanced California's Electronic Filing System

SLIP Wizard:
Create Endorsement/Cancellation
Create Endorsement/Cancellation from Scratch

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SLIP Wizard: Create Endorsement/Cancellation

SLIP Surplus Lines Information Portal

SLA CALIFORNIA

HOME POLICIES SUBMISSIONS TAGS ACCOUNT REPORTS ANALYTICS USERS CONTACTS

HELP SETTINGS LOGOUT

You are logged in as PATBRK, on behalf of [8486] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

Welcome, PATRICIA MCAULEY!

We have been updating SLIP. Check out some of the recent changes.

8/12/2015	A new Analytics tab has been added to SLIP.	+
5/25/2015	SL2 Form optimized for entering admitted insurers.	+

Policy Actions

- Create New Policy** ⓘ
Create a new policy, upload documents, and complete online forms through the SLIP Create New Policy Wizard.
- Create Renewal** ⓘ
Report a Renewal for an existing policy or create a renewal from scratch through the SLIP Create Renewal Wizard.
- Create Endorsement** ⓘ
Report Endorsements, Cancellations, Audits, and Extensions for existing policies or create Endorsements from scratch through the SLIP Create Endorsement Wizard.

Bulk Data Entry

- Bulk Submission / Import Wizard** ⓘ
Upload policy data in bulk for direct submission to the SLA or for further review in SLIP through the SLIP Bulk Submission Wizard.

Quick Info

My Unsubmitted Transactions	6
Total Unsubmitted Transactions	6
My Unsubmitted Transactions with Alerts	5
Total Unsubmitted Transactions with Alerts	5
My Open Tags	0
Total Open Tags	16
Total Informational Tags	0
Transactions Pending Review	1
Returned Transactions	0
Invalid Bulk Submissions	0

[Contact SLA](#)

[Pay Stamping Fee](#)

To create an endorsement or cancellation, click on **Create Endorsement/Cancellation.**

Create Endorsement/Cancellation: Search for Initiating Transaction

The screenshot shows the SLIP (Surplus Lines Information Portal) and SLA (Surplus Lines Association) California interface. The user is logged in as PATSRK on behalf of [8486] TEST (TEST), SAN FRANCISCO. The 'Create Endorsement Wizard' is active, and the 'Policy Search' section is highlighted. The search criteria are: Policy Number (empty), Name of Insured: SF Dog Groomers, and Effective Date (empty). A red arrow points to the 'Search' button.

SLIP Surplus Lines Information Portal

SLA Surplus Lines Association CALIFORNIA

HOME POLICIES SUBMISSIONS TAGS ACCOUNT REPORTS ANALYTICS USERS CONTACTS HELP SETTINGS LOGOUT

You are logged in as PATSRK, on behalf of [8486] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

Create Endorsement Wizard

Create Endorsement Wizard

Policy Search

Search for the existing policy for this endorsement.

Policy Number:

Name of Insured:

Effective Date: to

- ▶ For an endorsement or cancellation, search for the initiating policy by entering information in any or all of the fields (Policy Number, Name of Insured, and Effective Date).
- ▶ For businesses with DBAs, the SLA enters the DBA name. Partial name search is also acceptable.
- ▶ To search for a policy effective over 2 years from current date, the effective date must be entered along with either the policy number or name of insured.

Create Endorsement/Cancellation: Search Results

The screenshot shows the 'Create Endorsement Wizard' interface. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (SLA CALIFORNIA). Below the logos is a navigation bar with links: HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A message indicates the user is logged in as PATRICK, on behalf of [8486] TEST (TEST), SAN FRANCISCO. The main heading is 'Create Endorsement Wizard'. Below this is the 'Policy Search' section with a search bar and filters. The 'Policy Search Results' section is highlighted with a red arrow and contains a table with one result. The 'Create Endorsement' button is circled in red.

Policy Search

Search for the existing policy for this endorsement.

Policy Number: Name of Insured: Effective Date: to

Policy Search Results

	Policy / Binder Number	Name of Insured	Policy Type	Effective Date	Expiration Date	Transaction Count
<input checked="" type="checkbox"/>	ABC ABC	TEST ENVIRONMENT	S			2

10 items per page 1 - 1 of 1 items

If the original policy is not found in the system, you can [click here to Create an Endorsement from Scratch](#). This will create a new policy for the Endorsement under the current location.

- ▶ Based on the information entered for the search criteria, the search results will bring forth a list of transactions that match the criteria.
- ▶ Select the initiating transaction by checking the box next to the policy number.
- ▶ Click on the Create Endorsement button.
- ▶ If the search shows no results then you will need to create an endorsement from scratch. (Refer to the Create an Endorsement from Scratch section of this presentation.)

Create Endorsement/Cancellation: Options

SLIP Surplus Lines Information Portal | **SLA** CALIFORNIA

HOME POLICIES SUBMISSIONS TAGS ACCOUNT REPORTS ANALYTICS USERS CONTACTS HELP SETTINGS LOGOUT

You are logged in as PATBRIK, on behalf of [8486] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

Create Endorsement Wizard

2: Policy Details 3: Transaction Details 4: Documents 5: Verify and Submit

Enter the policy number and indicate special conditions.

Begin by providing the new policy number. If that policy number already exists in SLIP, you will be able to navigate to that policy to add new transactions. If any special conditions apply to this policy, please indicate them by checking one or more of the options below. If none of the conditions apply, leave only "Standard Policy" selected and click Next.

• Policy / Binder Number:
ABC ABC

Options

☒ **Standard Policy** ☐ **Master Policy** This is a single policy that provides coverage to eligible employees or members on a group basis.

☐ **Multi-State Policy** This is a single policy where the risk is located in more than one state.

☐ **Multiple Insurers** This is a single policy where the risk is covered by more than one insurer.

☐ **Exempt Commercial Purchaser / Commercial Insured** This policy has an exempt commercial purchaser / commercial insured, which must meet the qualifications as set forth by the HRRRA. Refer to [SLA CA Bulletin 1230](#) for more information.

Next >

- ▶ The Standard Policy button is selected as the default for all transactions. If the initiating policy is a master policy, select the master policy radio button. If your policy falls under one of the conditions listed, check the box next to the applicable condition. Click Next to continue.
 - A master policy is a single contract issued on a group basis with certificates of insurance issued to the policyholders.
 - A multi-state policy covers a risk that resides in more than one state.
 - An exempt commercial purchaser/commercial insured (ECP/CI) is an insured that meets three requirements and the policy is exempt from a diligent search. (Refer to California Insurance Code (CIC), Section 17601.1(b))

Create Endorsement/Cancellation: Policy Details

SLIP Surplus Lines Information Portal

SLA CALIFORNIA

HOME POLICIES SUBMISSIONS TAGS ACCOUNT REPORTS ANALYTICS USERS CONTACTS HELP SETTINGS LOGOUT

You are logged in as PATBRIK, on behalf of [6486] TEST (TEST), SAN FRANCISCO. [\[Change Location\]](#)

Transaction saved successfully for Policy Number ABC ABC.

Create Endorsement Wizard

1: Options 2: Policy Details 3: Transaction Details 4: Documents 5: Verify and Submit

Policy / Binder Number: ABC ABC
Policy Type: Standard [Change](#)

Multi-State Policy: NO [Change](#)
Multiple Insurers: NO [Change](#)
Exempt Commercial Purchaser: NO [Change](#)

Enter the details for this new Policy.

Primary Insured Name: TEST ENVIRONMENT

Secondary Insured Name:

Not required for submission, Enter only if known.

SIC Type: -- SELECT --
SIC Code: -- SELECT --

Insured Address Line 1:
Insured Address Line 2:

City: State: CALIFORNIA Zip: 94111

Country: UNITED STATES

* Indicates fields that are required for submission to the SLA.

[Policy Notes: Add Policy Notes](#)

< Back Save for Later Next >

- ▶ The information from the initiating policy will be carried forward.
- ▶ Click Next to continue.

Create Endorsement/Cancellation: Transaction Details

SLIP SLA CALIFORNIA

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You are logged in as PATRICIA, on behalf of (SARS) TEST (TEST), SAN FRANCISCO. [Change Session](#)

Transaction saved successfully for Policy Number ABC ABC.

Create Endorsement Wizard

1: Options 2: Policy Details 3: Transaction Details 4: Documents 5: Verify and Submit

Policy / Binder Number: ABC ABC Multi-State Policy: NO
Policy Type: Standard Multiple Insurers: NO
Exempt Commercial Purchaser: NO

Provide the transaction type and details.

Please provide the specific details for this transaction below.

Transaction Type: Endorsement
Endorsement Number:
Effective Date: Expiration Date: Invoice Date:
☐ Open Ended (Leave blank if Premium is \$0.00)

INSURER

Insurer Name (NAIC #) - Status: test Insurer

Note: Carriers appearing on the dropdown list are only those on the LASU and/or on the NAIC-10 Quarterly Listing of Alien Insurers. If the carrier does not appear on the dropdown list, please ensure you have determined that the carrier has met the California eligibility requirements under Insurance Code Section 1763.1.

COVERAGES

Coverage Code - Description	Premium
500 GENERAL LIABILITY - GENERAL LIABILITY	\$0.00
Select Coverage Code	\$0.00

Gross Premium: \$0.00

FEES

Fee Name	Include in Premium (Subject to Tax)	Fee Amount
POLICY FEE	<input type="checkbox"/>	\$0.00
INSPECTION FEE	<input type="checkbox"/>	\$0.00
BROKER FEE	<input type="checkbox"/>	\$0.00
OTHER FEES	<input type="checkbox"/>	\$0.00

Taxable Premium (Including Fees): \$0.00
 Estimated CA St. State Tax (3%): \$0.00
 Estimated Stamping Fee: \$0.00

* Indicates fields that are required for submission to the SLA.

[Back](#) [Save for Later](#) [Next](#)

- ▶ Enter the effective date and invoice date.
- ▶ If the initiating policy has been registered by the SLA, the coverage and insurer information will carry forward.
- ▶ Enter the premium next to the coverage code.
- ▶ If there is more than one coverage, once you select/enter a coverage a new row appears.
- ▶ For policies with taxable fees, check the box of the taxable fee, and enter the fee amount.

Create Endorsement/Cancellation: Documents

SLIP
Surplus Lines Information Portal

SLA
CALIFORNIA

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You are logged in as PATBRK, on behalf of [8466] SURPLUS INSURANCE BROKER (0A111111), - [\[Change Location\]](#)

Transaction saved successfully for Policy Number TEST-ABC.

Create Endorsement Wizard

1: Options 2: Policy Details 3: Transaction Details 4: Documents 5: Verify and Submit

Policy / Binder Number: TEST-ABC
Policy Type: Standard [Change](#)
Primary Insured Name: TEST ABC
Insured Address: CA
UNITED STATES
Transaction Type: Endorsement
Effective Date: 05/26/2016
Expiration Date:
Invoice Date: 05/27/2016
Coverage Codes: 900 GENERAL LIABILITY - GENERAL LIABILITY \$5,000.00

Multi-State Policy: NO [Change](#)
Multiple Insurers: NO [Change](#)
Exempt Commercial Purchaser: NO [Change](#)
Insurer Name: ELIGIBLE INSURER
Total Premium: \$5,000.00
Estimated CA SL State Tax: \$150.00
Estimated Stamping Fee: \$10.00

Upload supporting documentation for this Endorsement transaction.
All submitted Endorsements must contain an Endorsement document. Some Endorsement types may require other associated documents. Note: SL1 and SL2 Forms are only required for extensions that exceed 90 days in the aggregate during any 12 month period. Refer to [SLA Bulletin 1141](#).

Transaction Documents

File Name	Document Types	Upload Date	Uploaded By	File Size	Pages
No items to display					

Upload a Document

Select file ...

01192016 23.PDF

Document Type(s):

- ☐ Declarations Page or Binder or Certificate
- ☒ Endorsement Document
- ☐ Syndicate List
- ☐ Coversheet
- ☐ Invoice Statement
- ☐ Bordereau
- ☐ Certificate to Master Policy
- ☐ Multi-State - Premium by State
- ☐ SL1 Form
- ☐ SL2 Form
- ☐ GAP Form
- ☐ Multiple
- ☐ Other Document Type

Upload Cancel

< Back Save for Later Next >

► To attach the endorsement

- Select a file to display the Document type checklist
- Check the document type endorsement document
- Click the Upload button
 - **Remember that the upload will only be successful if the documents are less than 10MB in size and in a TIFF, PDF, PNG, PDF/A, or JPG/JPEG format.**

Create Endorsement/Cancellation: Successful Upload

The screenshot shows the SLIP/SLA California portal interface. At the top, there are logos for SLIP and SLA CALIFORNIA, and a navigation bar with links like HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A user is logged in as PATBRK on behalf of [8486] TEST (TEST), SAN FRANCISCO. A green banner at the top of the main content area displays the message: "File 01192016 23.PDF uploaded." A red arrow points to this banner. Below the banner is the "Create Endorsement Wizard" section, which is divided into five steps: 1: Options, 2: Policy Details, 3: Transaction Details, 4: Documents, and 5: Verify and Submit. The "4: Documents" step is currently active. It contains a table of transaction documents. The table has columns for File Name, Document Types, Upload Date, Uploaded By, File Size, Pages, and a status icon. One document is listed: "01192016 23.PDF" with a status icon of a red 'X'. Below the table, there is a section for "Upload a Document" with a "Select file ..." button and a note: "Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG." At the bottom, there are buttons for "Complete SL1 Form", "Complete SL2 Form", and "Complete GAP Form". A red circle highlights the "01192016 23.PDF" entry in the table.

File 01192016 23.PDF uploaded.

Create Endorsement Wizard

1: Options 2: Policy Details 3: Transaction Details 4: Documents 5: Verify and Submit

Policy / Binder Number: ABC ABC
Policy Type: Standard [Change](#)
Primary Insured Name: TEST ENVIRONMENT LLC
Insured Address: CA 94111
UNITED STATES
Transaction Type: Endorsement
Effective Date: 05/23/2016
Expiration Date:
Invoice Date: 05/23/2016
Coverage Codes: 900 GENERAL LIABILITY - GENERAL LIABILITY
\$5,000.00

Multi-State Policy: NO [Change](#)
Multiple Insurers: NO [Change](#)
Exempt Commercial Purchaser: NO [Change](#)
Insurer Name: TEST INSURER
Total Premium: \$5,000.00
Estimated CA SL State Tax: \$150.00
Estimated Stamping Fee: \$10.00

Upload supporting documentation for this Endorsement transaction.
All submitted Endorsements must contain an Endorsement document. Some Endorsement types may require other associated documents. Note: SL1 and SL2 Forms are only required for extensions that exceed 90 days in the aggregate during any 12 month period. Refer to [SLA Bulletin 1141](#).

Transaction Documents

File Name	Document Types	Upload Date	Uploaded By	File Size	Pages	
01192016 23.PDF	Endorsement Document	05/23/2016	PATBRK	4.572 KB		✖

1 - 1 of 1 items

Upload a Document
Select file ...
Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.

Online SL Forms
[Complete SL1 Form](#) [Complete SL2 Form](#) [Complete GAP Form](#)

[Back](#) [Save for Later](#) [Next](#)

- ▶ Once the document is uploaded the green banner will notify the user.
- ▶ If you need to correct the attachment, click on the Edit icon.
- ▶ You can save the transaction to your account to submit at a later date, or
- ▶ If there are no alerts and you are ready to submit, click the Next button and you will have the opportunity to verify the information before submitting the transaction to the SLA

Create Endorsement/Cancellation from Scratch

The screenshot shows the 'Create Endorsement Wizard' interface. At the top, there are logos for SLIP (Surplus Lines Information Portal) and SLA (Surplus Lines Association) California. Below the logos is a navigation bar with links: HOME, POLICIES, SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. A message indicates the user is logged in as PATBRK on behalf of [8466] SURPLUS INSURANCE BROKER (0A111111). A link for [Change Location] is provided.

The main section is titled 'Create Endorsement Wizard'. It contains a 'Policy Search' section with the instruction: 'Search for the existing policy for this endorsement.' Below this are input fields for 'Policy Number' (containing 'test0123'), 'Name of Insured', and 'Effective Date' (with a date range selector). A 'Clear' button and a 'Search' button are at the bottom of the search section.

Below the search section is the 'Policy Search Results' section. It contains a table with columns: Policy / Binder Number, Name of Insured, Policy Type, Effective Date, Expiration Date, and Transaction Count. The table is empty, and a message states: 'No records found. Please modify your search criteria and try again.' Below the table is a pagination bar showing '0' items per page and 'No items to display'.

At the bottom of the wizard, there is a note: 'If the original policy is not found in the system, you can click here to Create an Endorsement from Scratch. This will create a new policy for the Endorsement under the current location.' The text 'you can click here to Create an Endorsement from Scratch' is circled in red. A 'Create Endorsement' button is located at the bottom right.

- ▶ If there are no records found for the initiating policy, you will need to create an endorsement from scratch.
- ▶ Click on the [click here to Create an Endorsement from Scratch link](#).

Create Endorsement/Cancellation from Scratch: Options

SLIP
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HOME POLICIES SUBMISSIONS TAGS ACCOUNT REPORTS ANALYTICS USERS CONTACTS HELP SETTINGS LOGOUT

You are logged in as PATBRK, on behalf of [8466] SURPLUS INSURANCE BROKER (0A111111), . [\[Change Location\]](#)

Create Endorsement Wizard

Create Endorsement Wizard

Step 1: Options

Enter the policy number and indicate special conditions.

Begin by providing the new policy number. If that policy number already exists in SLIP, you will be able to navigate to that policy to add new transactions. If any special conditions apply to this policy, please indicate them by checking one or more of the options below. If none of the conditions apply, leave only "Standard Policy" selected and click Next.

• Policy / Binder Number:

Options

☒ **Standard Policy**

☐ **Master Policy**
This is a single policy that provides coverage to eligible employees or members on a group basis.

☐ **Multi-State Policy**
This is a single policy where the risk is located in more than one state.

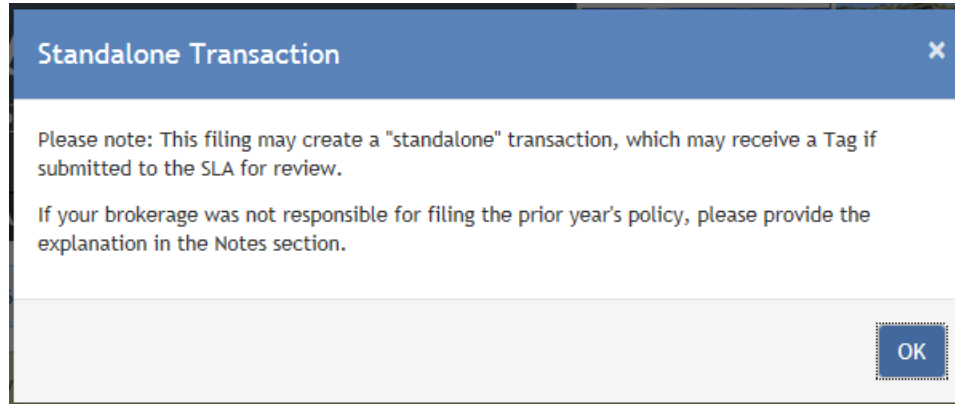
☐ **Multiple Insurers**
This is a single policy where the risk is covered by more than one insurer.

☐ **Exempt Commercial Purchaser / Commercial Insured**
This policy has an exempt commercial purchaser / commercial insured, which must meet the qualifications as set forth by the NRRA.
Refer to [SLA CA Bulletin 1230](#) for more information.

Next >

- ▶ The Standard Policy radio button is selected by default. If the endorsement is part of a master policy, click on the Master Policy radio button.
- ▶ Check the box(es) of any applicable conditions.

Standalone Transaction Message



- ▶ Because the endorsement was not linked to an initiating policy, the standalone transaction message is generated.
- ▶ The message informs the user that because it was not linked to a parent policy, the user may be tagged.
- ▶ The message does not prevent submission to the SLA.

Create Endorsement/Cancellation from Scratch: Completed Process

- ▶ After clicking OK on the standalone transaction message, the user can follow the same steps as an endorsement that was linked to an initiating policy. Beginning with the policy details [slide 7](#) follow the remaining slides to submit to the SLA.
- ▶ Note that there will not be any information carried over.