



Adding a State to a Filing for the Interstate Insurance Product Regulation Commission (IIPRC)

As States become Members of the Interstate Insurance Product Regulation Compact, you may wish to add them to a Product Filing that has already been submitted and, possibly, approved. Or you may have decided to add a state that was not initially selected at the time of filing submission. You may only add a state to either open filings or filings that have been approved. Please note it is the responsibility of the company to ensure they are properly licensed in the added state as this is not verified by the IIPRC.

Below are step-by-step instructions that will assist you with this process as well as remind you of other steps that you will need to follow to update your filing. Upon the completion of your review, if you should have any additional questions, please feel free to contact the IIPRC Office.

One important thing to remember, if you do not need to update the Statement of Intent Schedule, you do not need to send a Note to Reviewer asking that your filing be re-opened.

Adding a State to a Non-Mix and Match Filing (CLOSED)

Step One: Click on the  button at the top of the filing.



Step Two: Choose the state to add to your filing from the drop down menu that appears once you have clicked on the “Add State” button. Please keep in mind that you may only add one state at a time and this particular step will need to be repeated for each state you wish to include in the filing.

If you have submitted a multiple company submission and you wish to add a state to the filing for one company that is already included in the filing for another company, you will need to submit a Note to Reviewer (e.g. GA for Company 1 when GA is already included for Company 2). At this time, the IIPRC Office will have to facilitate the inclusion of the state to your filing. Once the state is added to the filing, the IIPRC Office will notify you and then all other steps should be followed for adding the state.

The screenshot shows a web form with a light yellow background. At the top left are two buttons: "Add State" and "Cancel". Below these buttons is a label "Select state to add" followed by an asterisk and a dropdown menu. The dropdown menu currently displays "-Please Select-". Below the dropdown is another label "Select companies for selected state" followed by an asterisk and a checkbox. The checkbox is currently unchecked and is labeled "Testing adding company".

Step Three: Select all applicable companies.

Step Four: Pay all applicable fees. States that require a filing fee will need to be paid. More information regarding the state filing fees may be found on the [Insurance Company Resources](#) page of the IIPRC website. (NOTE: At this time the IIPRC does not charge a separate fee for adding a state, but please note that this is subject to change). If a state filing fee is required, put a checkmark in the “Fee Required” checkbox. If there are no state fees required, leave this blank.




If you selected that a fee is required, you will be provided with an area to enter the fee information, similar to when you submitted the initial filing.

Step Five: Click Submit. You have completed adding a state to your approved Compact Filing.

Adding a State to a Mix and Match Filing (CLOSED)

If you are adding a state to a closed filing that was filed using the so-called “Mix and Match” process:

Step One: Send a Note to Reviewer requesting that the Filing be re-opened so that you may add a state and update the mix and match (Statement of Intent) information accordingly.

Step Two: Once the filing has been re-opened, click on the  button at the top of the filing.

Step Three: Choose the state to add to your filing from the drop down menu that appears once you have clicked on the “Add State” button. Please keep in mind that you may only add one state at a time and this particular step will need to be repeated for each state you wish to include in the filing.

If you have submitted a multiple company submission and you wish to add a state to the filing for one company that is already included in the filing for another company, you will need to submit a Note to Reviewer (e.g. GA for Company 1 when GA is already included for Company 2). At this time, the IIPRC Office will have to facilitate the inclusion of the



state to your filing. Once the state is added to the filing, the IIPRC Office will notify you and then all other steps should be followed for adding the state.

The screenshot shows a web form with a light yellow background. At the top left are two buttons: 'Add State' and 'Cancel'. Below them is a label 'Select state to add *' followed by a dropdown menu showing 'Please Select-'. Underneath is another label 'Select companies for selected state *' followed by a checkbox labeled 'Testing adding company'.

Step Four: Select all applicable companies.

Step Five: Pay all applicable fees. States that require a filing fee will need to be paid. More information regarding the state filing fees may be found on the [Insurance Company Resources](#) page of the IIPRC website. (NOTE: At this time the IIPRC does not charge a separate fee for adding a state, but please note that this is subject to change). If a state filing fee is required, put a checkmark in the “Fee Required” checkbox. If there are no state fees required, leave this blank.

If you selected that a fee is required, you will be provided with an area to enter the fee information, similar to when you submitted the initial filing.

Step Six: If the filing includes a “Statement of Intent and Certification for Non-IIPRC Forms (Mix and Match)” the following step must be completed:

For filings made or approved prior to December 9, 2009, attach an updated List of Forms to the “Statement of Intent (SOI) and Certification for Non-IIPRC Forms (Mix and Match)” Submission Requirement to reflect any state components that are to be used with this product filing.



For filings made after December 9, 2009, there are two options available to filers. The first is to click on the "Statement of Intent Schedule" and click on "Change Schedule Items" to enter Revise mode. Enter your Non IIPRC Forms (Mix and Match) components that are to be used with this product filing by completing the data fields contained in the SOI Schedule as follows:

- a) In the column titled "State", select the applicable State from the drop down box.
- b) In the column titled "Form Number", enter the form number.
- c) In the column titled "Tracking Number", enter either the SERFF Tracking Number or the State Tracking Number in the appropriate boxes provided. If the filing number is unavailable, or if a filing number was not assigned by the State, select "Not Available". If the form was exempt from filing, select "Exempt".
- d) In the column titled "Regulatory Method", select the applicable filing option from the drop down box provided.
- e) In the column titled "Date Legally Implemented" enter the date the form was placed into use. If unknown, select "prior to 1970", "Exempt" or "Unavailable" as appropriate.
- f) In the column titled "Document Name/Description", enter the name or description of the form.
- g) The column titled "Comments" can be used, if needed to provide additional information about the State Product Component.

The second option available is to upload an updated template with the information for the new state.



Step Seven: Click Save. Submit your SOI changes to the IIPRC via an Amendment Letter.

You have completed adding a state to your approved Compact Filing.

Adding a State to an Open Filing:

Step One: Click on the  button at the top of the filing.

Step Two: Choose the state to add to your filing from the drop down menu that appears once you have clicked on the “Add State” button. Please keep in mind that you may only add one state at a time and this particular step will need to be repeated for each state you wish to include in the filing.

If you have submitted a multiple company submission and you wish to add a state to the filing for one company that is already included in the filing for another company, you will need to submit a Note to Reviewer (e.g. GA for Company 1 when GA is already included for Company 2). At this time, the IIPRC Office will have to facilitate the inclusion of the state to your filing. Once the state is added to the filing, the IIPRC Office will notify you and then all other steps should be followed for adding the state.



Add State **Cancel**

Select state to add *

Select companies for selected state * Testing adding company

Step Three: Select all applicable companies.

Step Four: Pay all applicable fees. States that require a filing fee will need to be paid. More information regarding the state filing fees may be found on the [Insurance Company Resources](#) page of the IIPRC website. (NOTE: At this time the IIPRC does not charge a separate fee for adding a state, but please note that this is subject to change). If a state filing fee is required, put a checkmark in the “Fee Required” checkbox. If there are no state fees required, leave this blank.

If you selected that a fee is required, you will be provided with an area to enter the fee information, similar to when you submitted the initial filing.

Step Five: Update the SOI, if you are adding a state to a filing that was filed using the so-called “Mix and Match” process. The SOI will need to be updated to reflect any state components that are to be used with this product filing. Follow the step-by-step instructions from [Step Six](#) of **Adding a State to a Mix and Match Filing (CLOSED)**.