



Making a Compact Annual Registration Fee Filing

Please be advised that the Interstate Insurance Product Regulation Commission (Insurance Compact) requires a Compact Annual Registration Fee before accepting any Compact product filings. The Annual Registration Fee must be paid in order to utilize your SERFF role for the Insurance Compact. If you have already received a SERFF role for the Insurance Compact in the past, this role will not be functional until the Compact Annual Registration Fee Filing is made as detailed in the following Instructions.

The Insurance Compact requires that all fees be paid via EFT. Please make sure that you have listed the Insurance Compact as an authorized payee. If the Insurance Compact is not listed as an authorized payee, the fees are not submitted properly to the Insurance Compact and will need to be paid via paper check. If you have any questions about this particular step, please contact the Insurance Compact Office.

Please contact the SERFF HelpDesk for technical assistance with completing the Compact Annual Registration Fee Filing.

Making a Compact Annual Registration Fee Filing through SERFF's Filing Wizard

1. After logging into SERFF, click [Create Filing](#). (*NOTE: Do NOT click Create Compact Filing!*)
2. Complete Step 1 of the Filing Wizard. Select "Life, Accident/Health, Annuity, Credit" as the Business Type.
3. On Step 2, select "Interstate Insurance Compact".
4. On Step 3, select "Registration Fee" as the Type of Insurance.
5. On Step 4, select the Sub Type of Insurance for the year for which you are registering.
6. Choose the Filing Type "Fee Payment".
7. On Step 7, select **ONLY** the companies that you want to register with the Insurance Compact. Remember that there is a fee for **EACH** company you select, and only those companies may make Insurance Compact filings.
8. Complete Steps 8 & 9.
9. Click "Finish" on Step 10.

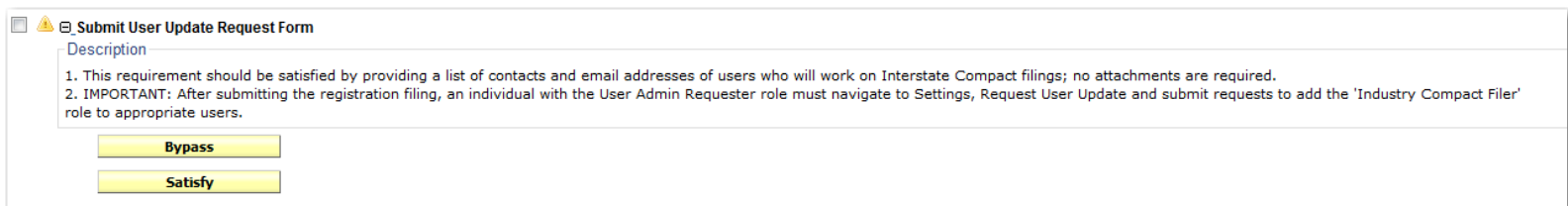
Completing the Filing

General Info tab – No special requirements. Filling out these fields is not necessary.

Form Schedule & Rate/Rule Schedule – DO NOT put any information on these tabs or your registration may be delayed. Product filings may not be made in conjunction with Compact Annual Registration Fee filings and will not be accepted for review by the Insurance Compact. Compact product filings must be made separately from the Annual Registration Fee filing. Please see the [Insurance Compact website](#) for instructions on [Creating a Compact Filing](#).

Supporting Documentation Schedule – Complete the Submission Requirement for User Set Up. This is to serve as a reminder for filers that there is a step for indicating who should be authorized to submit filings to the Insurance Compact on behalf of the company(ies) being registered.

1. Companies select “Satisfy”



Submit User Update Request Form

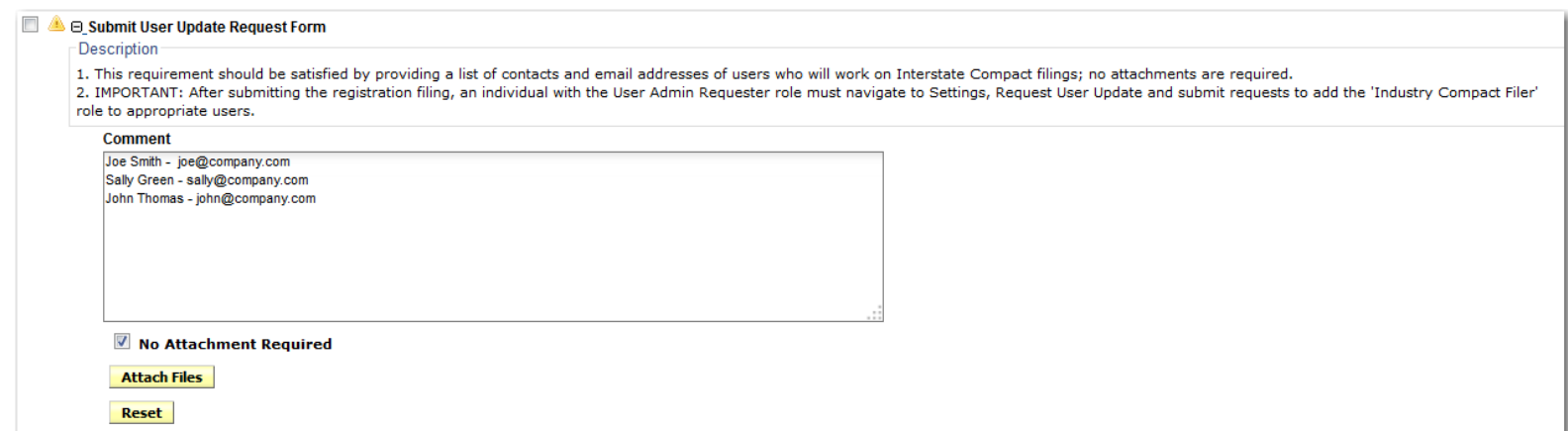
Description

1. This requirement should be satisfied by providing a list of contacts and email addresses of users who will work on Interstate Compact filings; no attachments are required.
2. IMPORTANT: After submitting the registration filing, an individual with the User Admin Requester role must navigate to Settings, Request User Update and submit requests to add the 'Industry Compact Filer' role to appropriate users.

Bypass

Satisfy

2. Click “No Attachment Required” and note that you have or will complete appropriate user admin request forms after your submission has been made.



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Comment

Joe Smith - joe@company.com
Sally Green - sally@company.com
John Thomas - john@company.com

No Attachment Required

Attach Files

Reset

3. Company Users must complete the User Update Request Form after the Registration Filing has been submitted. See below for more details.

4. Complete the Submission Requirement for Insurance Compact Payee. This is to serve as a reminder that the Insurance Compact needs to be an authorized payee for your EFT account. You may either “satisfy” or “bypass” this submission requirement and additional documents do not need to be attached. If you have any questions about this step, please contact the Insurance Compact Office.

Companies & Contacts – Only the companies being registered at this time should be listed here.

Filing Fees – The annual registration fee should be entered here. In the EFT section, enter the appropriate fee for each company. For your reference, please refer to Section 104 of the [IIPRC Terms and Procedures for IIPRC Filing Fees](#) and the current *IIPRC Filing Fee Schedule*, located on the [Insurer Resources](#) page of the Insurance Compact website.

Correspondence – A Disposition will be created by the Insurance Compact staff to indicate that the fees have been verified and registration is complete. Once verification is complete, the SERFF Help Desk will set up the users with the necessary SERFF roles for the Insurance Compact as indicated. For those companies with roles assigned in the past, these will be reinstated upon completion of this process. Please allow 1-2 business days for the Disposition to be created. If the fees submitted are incorrect, the Insurance Compact will inform the filer via Objection.

Completing the User Update Request Form

This step is completed after the Annual Registration submission has been submitted to the Insurance Compact. This step is necessary for all new users, and optional for existing users. It is suggested that all existing users review the information to make sure it is current to reflect all active users. Users with the “User Admin Requestor” role will access the “User Update Request Form” by accessing the “Settings” tab and selecting “Request User Update”.

The screenshot shows a web interface with a navigation bar at the top containing 'Settings', 'Filing Rules', and 'Request New User'. The 'Request User Update' button is highlighted with a red circle. Below the navigation bar, there is a section titled 'Appropriate Roles: *' with a sub-section 'Primary Roles:' also circled in red. This section contains a list of roles with checkboxes:

- Industry Filer - Industry Filer Role
- Industry Manager - Industry Manager Role
- Read-only User - Read-only User Role
- Industry Configuration Manager - Industry Configuration Manager Role
- Industry Compact Filer - Industry users that can create compact filings.
- User-Admin Request User - User who can make user-admin requests on behalf of their instances.