

How to fill out the OIC Discount Plan Organization Annual Report

This training material will help guide you through the steps to make your Discount Plan Organization Annual Report filing with the OIC. The Annual Report is an on-line form where you fill in the information and upload attachments.

We created this training material on a test site. The actual site may look different.

The beige banner near the top shows:
Your company name; WAOIC number;
date of the Annual Report; and the Annual Report due date.

The screenshot shows the Washington State Office of the Insurance Commissioner's OIC Online Services interface. A beige banner at the top displays the user's company name, WAOIC number, and the Annual Report due date (03/01/2014). The interface includes a navigation menu with links for 'Annual Filing', 'Documents', and 'Final Submission'. A 'Next' button is also visible. Annotations include: a red box around the filing information; a green box around the 'Home' link with the text 'Back to the main menu (home)'; a green box around the 'Logout' link with the text 'To log out'; a green box around the 'Annual Filing' link with the text 'This link takes you back to the main menu (home)'; a green box around the 'Annual Filing' link with the text 'The page you're on is marked by a dark background and bold text.'; and a green box around the 'Documents' and 'Final Submission' links with the text 'These are links to navigate to the other pages.'.

At the bottom of the page, notice the Save button.



You can save your work and return later to continue. In addition, the system times out after a period of inactivity. This would cause you to lose any unsaved work.

You can print your Annual Report to a PDF file using the *Print* button. Please note that it will only print what you have saved. So generally, you'll want to save before you print.

The *Validate Filing* button will check to ensure that every required item has a response. If you haven't been to pages 2 or 3 yet, you will get validation errors for things you haven't seen yet. We recommend clicking the *Validate Filing* button when you believe that you've responded to every item and attached all the required documents.

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Here's what the Annual Report looks like:

1
Annual Filing

2
Documents

3
Final Submission

[Next](#)

Annual Report of Licensed Discount Plan Organizations (DPOs)

1. The net worth of the DPO as of 12/31/2013

.....

\$0

2. How does the DPO meet its RCW 48.155.040 surety bond requirement?

.....

Member Transactions

Provide detail of all Washington transactions for the year ending 12/31/2013

	Funds Received	Funds Disbursed
Aggregate for All Washington Members	\$0	\$0
Aggregate for All Washington Prospective Members	\$0	\$0

Provider and Network Transactions

Provide detail of all Washington transactions for the year ending 12/31/2013

	Funds Received	Funds Disbursed
Aggregate for All Washington Individual Providers	\$0	\$0

Provide detail of all Washington Provider Networks having transactions for the year ending 12/31/2013

[Add Network](#)

Network Name	Funds Received	Funds Disbursed	
	\$0	\$0	Delete

Member Counts

1. The number of members the DPO has in Washington as of 12/31/2013

.....

0

2. The total number of members the DPO has as of 12/31/2013

.....

0

Conflict of Interest

Have the people responsible for conduct of the organization's affairs, or the information related to those people, changed since the most recent disclosure provided in the initial license application, license renewal, or Annual Report?

Yes

No

[Print](#) [Validate Filing](#)

[Save](#)

[Next](#)

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Flexible Format

Certain responses may ask for more information, or documents. For example, after selecting *Surety Bond*, a copy of the surety bond becomes a required document that must be filed with this Annual Report.

2. How does the DPO meet its RCW 48.155.040 surety bond requirement?

[Surety Bond](#) ▼

Please attach a copy of the bond as a supplement to this Annual Report.

[\(0\) Documents](#)

Provider and Network Transactions

Enter the total of the Funds Received and Funds Disbursed for all Washington Individual Providers. Then, enter the name of your network, the funds received, and funds dispersed.

Provider and Network Transactions

Provide detail of all Washington transactions for the year ending 12/31/2013

Aggregate for All Washington Individual Providers	Funds Received	Funds Disbursed
	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>

Provide detail of all Washington Provider Networks having transactions for the year ending 12/31/2013

[Add Network](#)

Network Name	Funds Received	Funds Disbursed	
<input type="text"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	Delete

If you have more than one network to enter, click the *Add Network* link. Each time you click the link, it will add an additional line.

Network Name	Funds Received	Funds Disbursed	Add Network
Example Primary Network	<input type="text" value="\$10,000"/>	<input type="text" value="\$9,000"/>	Delete

Click the *Delete* link to remove an unneeded row.

Network Name	Funds Received	Funds Disbursed	Add Network
Example Primary Network	<input type="text" value="\$10,000"/>	<input type="text" value="\$9,000"/>	Delete
The Secondary Sample Network	<input type="text" value="\$10,000"/>	<input type="text" value="\$6,000"/>	Delete
<input type="text"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	Delete

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Uploading Documents

When a response requires you to attach a document, you may either do it on this page or on page 2. In this example, you could click the *(1) Documents* link.

Conflict of Interest

Have the people responsible for conduct of the organization's affairs, or the information related in the initial license application, license renewal, or Annual Report?

Yes

No

Complete and attach a copy of the [Conflict of Interest](#) form to this Annual Report.
[\(1\) Documents](#)

Whichever way you choose, please see our instructions for attaching supplements.

That concludes the question-and-answer portion of the Annual Report. Now would be a good time to click the *Save* button to save your work.

[Print](#) [Validate Filing](#) [Save](#)

The record has been saved on 2/13/2014 8:00:22 AM

Next up: Attaching your supplements (Page 2). We provide those instructions in a separate document.