

How to Submit your OIC Discount Plan Organization Annual Report

After you answer all the questions on page 1 and upload all required documents, submit your filing using the third tab named "Final Submission". This is what the "Final Submission" screen looks like:

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Declaration

By submitting these documents electronically to the Office of the Insurance Commissioner, Company Supervision Division, the below Annual Report Preparer certifies they have the authorization to submit the electronic documents to the Office of the Insurance Commissioner, Company Supervision Division, on behalf of the entity.

Under the penalties of perjury, by submitting the documents the Preparer below and the entity on whose behalf the documents are submitted declare that these documents have been examined by the officer providing the Annual Report Attestation and to the best of this Preparer's knowledge and belief the information contained in the submitted documents are in all aspects true, correct, and complete.

Preparer Name *

Preparer Title *

Annual Report Contact Address

Contact Person * <input type="text" value="Ravi Shanker"/>		
Street 1 * <input type="text" value="1122 Boogie Woogie Avenue"/>	Street 2 <input type="text"/>	Country * <input type="text" value="United States"/>
City * <input type="text" value="New Orleans"/>	Zip * <input type="text" value="70710"/>	
State/Province * <input type="text" value="Louisiana"/>		
Email * <input type="text" value="[REDACTED]"/>		
Phone # - Ext * <input type="text" value="800-555-1212"/> - <input type="text" value="5012"/>	Fax <input type="text"/>	Other Phone # <input type="text"/>

Compliance Officer Contact Address

Contact Person * <input type="text" value="Mary Richards"/>		
Street 1 * <input type="text" value="1122 Boogie Woogie Avenue"/>	Street 2 <input type="text"/>	Country * <input type="text" value="United States"/>
City * <input type="text" value="New Orleans"/>	Zip * <input type="text" value="70710"/>	
State/Province * <input type="text" value="Louisiana"/>		
Email * <input type="text" value="[REDACTED]"/>		
Phone # - Ext * <input type="text" value="800-555-1212"/> - <input type="text" value="1690"/>	Fax <input type="text"/>	Other Phone # <input type="text"/>

The Annual Report contact will receive an email confirmation. If you would like to send an email confirmation to another email address, enter it below.
Email copy of filing confirmation to

FINAL SUBMISSION button - to submit the completed annual filing to the Office of Insurance Commissioner (OIC). Once this button is clicked and the validation confirms there are no errors detected with the filing, the form will be sent to the OIC and will be considered the official annual filing. **Once you select Final Submission, the form can only be changed by amendment.**

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Please review the information for the Annual Report (Financial Statement) Contact and update as necessary. **We send the confirmation of Annual Report filing to the email address in this section**, so you'll want to make sure that it's correct.

Annual Report Contact Address

Contact Person *	<input type="text" value="Ravi Shanker"/>	Street 2	<input type="text"/>
Street 1 *	<input type="text" value="1122 Boogie Woogie Avenue"/>	Country *	<input type="text" value="United States"/>
City *	<input type="text" value="New Orleans"/>	Zip *	<input type="text" value="70710"/>
State/Province *	<input type="text" value="Louisiana"/>		
Email *	<input type="text" value="[REDACTED]"/>		
Phone # - Ext *	<input type="text" value="800-555-1212 - 5012"/>	Fax	<input type="text"/>
		Other Phone #	<input type="text"/>

Review and update, if needed.

Next, add or update the Compliance Officer contact information.

Compliance Officer Contact Address

Contact Person *	<input type="text" value="Mary Richards"/>	Street 2	<input type="text"/>
Street 1 *	<input type="text" value="1122 Boogie Woogie Avenue"/>	Country *	<input type="text" value="United States"/>
City *	<input type="text" value="New Orleans"/>	Zip *	<input type="text" value="70710"/>
State/Province *	<input type="text" value="Louisiana"/>		
Email *	<input type="text" value="[REDACTED]"/>		
Phone # - Ext *	<input type="text" value="800-555-1212 - 1690"/>	Fax	<input type="text"/>
		Other Phone #	<input type="text"/>

Add the information, or update.

Read the declaration; then sign the Annual Report by adding your name and title.

Declaration

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Under the penalties of perjury, by submitting the documents the Preparer below and the entity on whose behalf the documents are submitted declare that these documents have been examined by the officer providing the Annual Report Attestation and to the best of this Preparer's knowledge and belief the information contained in the submitted documents are in all aspects true, correct, and complete.

Preparer Name *

Preparer Title *

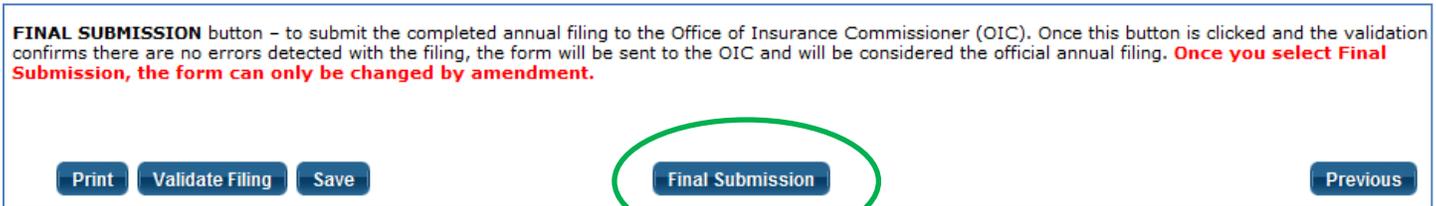
Our system always sends a confirmation email to the primary contact person. You can choose to have a confirmation email sent to a second email address. Just enter the address.

The Annual Report contact will receive an email confirmation. If you would like to send an email confirmation to another email address, enter it below.
Email copy of filing confirmation to

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When you're ready to submit your Annual Report, click the *Final Submission* button.

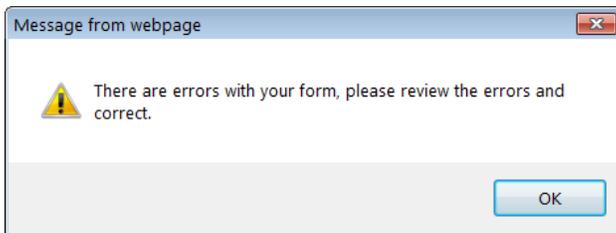
FINAL SUBMISSION button - to submit the completed annual filing to the Office of Insurance Commissioner (OIC). Once this button is clicked and the validation confirms there are no errors detected with the filing, the form will be sent to the OIC and will be considered the official annual filing. **Once you select Final Submission, the form can only be changed by amendment.**



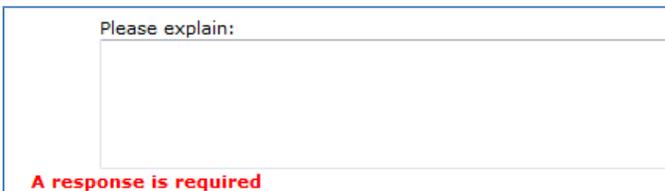
Validation Checks

The system runs validation checks to confirm that responses were made and documents uploaded.

If anything is missing, a message will let you know. If that happens, click the *OK* button. Then correct the error(s).



Errors will be highlighted in red text. For example:



After you correct the error(s), click the Final Submission button again. If there are no validation errors, the system will process your Annual Report.



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After accepting your filing, the system confirms receipt on the screen and sends a confirmation email. The system now offers you the option to print your Annual Report to a PDF file. You can also return and print it later.

Confirmation

Thank you for submitting your annual filing form on 12/24/2014. A confirmation email has been sent to [REDACTED]

[Print My Submitted Form](#) [Main Menu](#) [Logout](#)

You may now exit by clicking the *Logout* button or you can go back to the Main Menu.

Here is a sample of the confirmation email:

Subject: [REDACTED] (WAOIC # [REDACTED]) 2013 Annual Filing Received

Your 2013 Annual Filing was received by the State of Washington on 12/24/2014.

You may view the filing by logging into the [Filing and Payment Center](#) and selecting **View Submitted Filing**.

If you have any questions, please contact us at 360-725-7200 or [REDACTED]@oic.wa.gov.