



## THIRD-PARTY ADMINISTRATORS (TPA) ANNUAL REPORT and WAIVER INSTRUCTIONS

Effective October 7, 2015, the Oklahoma Insurance Department (OID) will require Third-Party Administrators to file all annual report waivers and annual report forms electronically per Title 36 O.S. Section 350, Title 36 O.S. Section 1452, and Order No. 15-1153-PRJ.

**Pursuant to Title 36 O.S. Section 350:** “Notwithstanding any other provision of law that requires a particular form and associated payment to be filed with the Insurance Department in paper form, or to be mailed or hand-delivered to the Insurance Department, the Insurance Commissioner may, by appropriate order, require that all filings of that specific type be filed or delivered in an electronic format.”

**Per Order Case No. 15-1153-PRJ:** All Third-Party Administrators are to electronically file the TPA Annual Report Waiver or TPA Annual Report.

### PAPER FILINGS ARE NO LONGER ACCEPTED

#### OPTins Electronic filing instructions:

- Register and/or Login with OPTins at [www.optins.org](http://www.optins.org) or by calling 816-783-8990. **NOTE: Do not wait to register with OPTins, as the process can take up to two (2) weeks to complete.**
- Once registered, select the “Filings” tab, then “Create Filing,” enter the filing year, select “Oklahoma Regulated Entities” as the state, and choose “Third-Party Administrator (firm)” as the Company Type.
- Download either the annual report waiver or annual report form, complete, and upload it along with all other required supporting documentation. **NOTE: Use the form that best fits the TPA business for the prior year, DO NOT submit both forms.**
- Proceed to the payment screen and input “\$0” in the payment field. **NOTE: While there is no statutory annual report filing fee assessed by the Oklahoma Insurance Department, there is an electronic processing fee assessed by OPTins.**

**All questions regarding OPTins will need to be directed to OPTins at 816-783-8990. All other questions will continue to be directed to the Oklahoma Insurance Department, Financial Division, DeAnn Robinson, 405-521-6648.**