

Obtaining End-of-Month Reports via the Online Filing System - How to Guide

Surplus Lines Stamping Office of Texas 805 Las Cimas Parkway, Suite 300 Austin, TX 78746

Each surplus lines broker that files via the online system is required to view, download and/or print their reports directly from the website.

Please contact the Operations Team with any questions:

Telephone: 800-681-5848 option 2

Email: TechSupport@sltx.org

To access your End of Month reports from the online system website:

Log in and select Reporting from the left navigation panel

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	Batches		Contracts							
Batch Management									Batch Man	ager
File Upload					۲	Current I	Month Batches		Refres	b
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- From the Files and Reports page
 - o Select Listings from the blue navigation bar at the top of the screen
 - Then select End of Month (EOM)/End of Year (EOY), **EOM/EOY Reports** to access the PDF version of the report(s).

Electronic Filing System	1		NOT A REAL AGENCY - T	TESTING ONLY				
	Listings	Report Requests					_	
Batch	Files and Reports						Fi	les and Reports
Management	Special Reports							
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Transaction Inquiry	EOM/EOY Files	urrent Month Reports EOM/EOY Reports and F	Refre	sh	Previous	Month(s) Reports		
Reporting	Sort Options: Click on a	rrows in header to so	rt data in ascending o					
Pay Invoices	LogID UserID	Type Batch	RcvDate 🔷 Items	TtlGross	Errors	Status		
Help								
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Change Password								
Log Off								

(Accessing Data Files - **EOM/EOY Files** are specifically for use by those who have written code to directly import the data into your system.)

This will open the End of Month/End of Year Reports page.

- Default view will be End of Month Reports
- Each month's reports and invoice will be shown here, with the most recent month at the top
- Click "Late Filing Reports" to view and/or access your Monthly or Annual Late Filing Report(s), if applicable

			End Of	Month/End Of Year Reports
	EOM Reports EOY Reports Late Filing Reports			
	Refresh			
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	Description	Created	Expires	
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A 📑	Invoice (03/31/2018, Y, XXXXX)	04/01/2018	04/01/2020	
A 📑	Detail Policy Activity (03/01/2018, 03/31/2018, XXXXX)	04/01/2018	04/01/2020	
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To view, click the small binoculars icon to the left of the report title.

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- INVOICE -				Lines Stamping Of Cimas Ekwy Suite				
- TVAOICE -			Austin,		120			
9/30/13				e: (512) 346-3274				
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Agent Nbc: 656665666 LicenselD: 99999 CORP

Breakdown of States Summary Premium:

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Exempt Premium:

Other States Premium:

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* = Electronic

3.23 .63 .63 4.49

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Sur Tax Stamping Fee

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222.01

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Activity for Company: BURLINGTON INSURANCE COMPANY, THE

Activity for Company: CANOPIUS US INSUANCE INC

SLRP58 Printed: 9/25/13 18:05.09 Reporting Date Range: 9/01/13 to 9/30/13

Surplus Lines Agent: 81807 TEST AGENCY Expires: 6/03/09

Branch: Main Branch

BRANCH TOTALS: Main Branch

AGENT TOTALS: SLOOT TEST AGENCY

0978826084

0970004231

MAN SHEVICE & DISTRIBUTIN N 8/20/13 8/20/14* ULTIMATE CHANGES N 9/00/13 9/00/14* DR. RAIWEND & ANN NIT? N 8/22/13 9/22/14* TCTALE:

Invoice

Sample Report: Detail Policy Activity

Sample Report: Policy Transaction Activity