

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](mailto: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

Electronic Filing System  
 NOT A REAL AGENCY - TESTING ONLY

Batch Manager Refresh

Sort Options: Click on arrows in header to sort data in ascending or descending order.

| Sel.                     | Header | Trans. | LogId   | UserId   | Type | Batch | RcvDate    | Ite |
|--------------------------|--------|--------|---------|----------|------|-------|------------|-----|
| <input type="checkbox"/> |        |        | 1041457 | TESTPOST |      | 7487  | 11/04/2016 |     |
| <input type="checkbox"/> |        |        | 1022155 | TESTPOST |      | 2185  | 09/19/2016 |     |
| <input type="checkbox"/> |        |        | 455084  | TESTPOST |      | 2113  | 10/20/2011 |     |
| <input type="checkbox"/> |        |        | 449066  | TESTPOST |      | 8065  | 09/21/2011 |     |

Delete Post All Clear Help?

- From the Files and Reports page
  - 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  
 NOT A REAL AGENCY - TESTING ONLY

Files and Reports

Sort Options: Click on arrows in header to sort data in ascending or descending order.

| LogID      | UserID | Type | Batch | RcvDate | Items | TtlGross | Errors | Status |
|------------|--------|------|-------|---------|-------|----------|--------|--------|
| -- None -- |        |      |       |         |       |          |        |        |

(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

EOM Reports    EOY Reports    Late Filing Reports



| Description   | Created    | Expires    |
|---|------------|------------|
| Policy Transaction Activity (03/01/2018, 03/31/2018, XXXXX) | 04/01/2018 | 04/01/2020 |
| Invoice (03/31/2018, Y, XXXXX)                              | 04/01/2018 | 04/01/2020 |
| Detail Policy Activity (03/01/2018, 03/31/2018, XXXXX)      | 04/01/2018 | 04/01/2020 |

To view, click the small binoculars icon to the left of the report title.

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SLAP55
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- INVOICE -
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9/30/13

Surplus Lines Stamping Office of Texas
805 East Glenn Blvd Suite 150
Austin, TX 78746
Telephone: (512) 346-3274

*** REMITTANCE COPY ***

SLBOT TEST AGENCY
CHEVONNE MORNING 042609
P O BOX 168130
ADDRESS LINE 00
ADDRESS LINE 3
AUSTIN, TX 78716

Agent Nbr: 66666666
LicenseID: 99999 C

Invoice Data:
-----
Year Month Taxable Surplus Stamping
Premium Tax Tax Fee
-----
2013 09 Reported 371,216.00 18,004.09 .00 222.01
    
```

Sample Report: Invoice

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SLAP51_2 Printed: 9/25/13 18:05:01 Surplus Lines Stamping Office of Texas Page: 1
Reporting Date Range: 9/01/13 to 9/30/13 Detail Policy Activity * - Electronic

Surplus Lines Agent: SLBOT TEST AGENCY Agent Nbr: 66666666 LicenseID: 99999 CORP
Expires: 6/03/09

Branch: Main Branch

Policy Insured Name Type Eff. Date Exp. Date Gross Premium Surplus Tax Sur Tax Stamping Fee

Activity for Company: ACCEPTANCE INDEMNITY INSURANCE CO
CP00103481 JOSEPH SIBBEN R 8/25/13 8/25/14* 1,025.00 49.71 .00 .62
CP00103482 O RIVERA MANAGEMENT, LLC R 8/22/13 8/22/14* 1,749.00 85.80 .00 1.06
CP00103501 CLINICA HISNANA PLAZA DEL N 8/21/13 8/21/14* 1,931.00 90.00 .00 .62
TOTALS: 3,925.00 165.51 .00 2.30

Activity for Company: BURLINGTON INSURANCE COMPANY, THE
6970020094 MAN SERVICE & DISTRIBUTION N 8/28/13 8/29/14* 5,375.00 260.69 .00 3.23
6970044231 UPDATE CHANGES N 8/08/13 8/09/14* 1,345.00 56.60 .00 .63
6970044232 DR. RAYMOND & ANN WITT N 8/22/13 8/22/14* 1,348.00 56.82 .00 .63
TOTALS: 7,468.00 362.20 .00 4.49

Activity for Company: CANOPUS US INSURANCE INC
    
```

Sample Report: Detail Policy Activity

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SLAP58 Printed: 9/25/13 18:05:09 Surplus Lines Stamping Office of Texas Page: 1
Reporting Date Range: 9/01/13 to 9/30/13 Policy Transaction Activity * - Electronic

Surplus Lines Agent: SLBOT TEST AGENCY Agent Nbr: 66666666 LicenseID: 99999 CORP
Expires: 6/03/09

Branch: Main Branch

Company Type Eff. Date Exp. Date Gross Premium Surplus Tax Sur Tax Stamping Fee
BRANCH TOTALS: Main Branch
371,216.00 18,004.09 0.00 222.01
Other States Premium: .00
Exempt Premium: .00
Breakdown of States Summary Premium: .00

AGENT TOTALS: SLBOT TEST AGENCY
371,216.00 18,004.09 .00 222.01
Other States Premium: .00
Exempt Premium: .00
Breakdown of States Summary Premium: .00
    
```

Sample Report: Policy Transaction Activity