

# Introduction

This is a supplemental User Guide intended to describe the following SMART features, which will replace the Transaction Inquiry AND the Individual Policy Transaction Report features within EFS:

## Search/Edit>Policies

This guide is a sub section of the SMART User Guide. You may contact our Tech Support team via [email](#) to obtain a complete version of the Smart User guide.

Note: Development of this application is in progress; this guide may be updated as new releases are in place.

## Prerequisites

You must have an authorized account with active credentials to SLTX's Online Filing System or SMART application. SMART utilizes the user credentials from the existing Electronic Filing System (EFS); therefore, separate credentialing is not necessary.

## Environments

The following URLs are used for SMART:

**Test:** <https://test.sltx.org/> **Production:** <https://smart.sltx.org/>

## Site Navigation

To navigate back one or more pages, you may use your browser's back button, the clickable breadcrumbs at the top of each page, or the left navigation panel.

## Supported Browsers

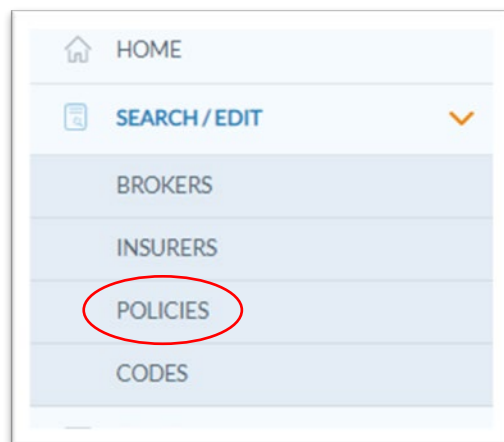
- Google Chrome
- Microsoft's Edge

NOTE: Internet Explorer (IE), regardless of the version, is not supported

## Primary Navigation

**Step 1:** Select the Search/ Edit menu and click Policies

\*This will allow you to view information regarding policy level data of all filing methods by your agency.



## BASIC Policy Search

**Step 1:** Once you click Policies from the Search/ Edit menu, the option to search policies utilizing the Policy Number will become available.

Home / Search - Edit / Policies

### Policies

Search by Policy Number   [Advanced Search](#)

**Step 2:** Input the Policy Number and click search to reveal all records which match the Policy Number SLTX has on file. To further view details of the record, click [Details](#).

Home / Search - Edit / Policies

### Policies

TESTCUC  [Advanced Search](#)

100 search results found for: TESTCUC.

POLICY NO.	INSURED	EFFECTIVE DATE	TYPE	ACTIONS
TESTDUP100	TEST DUPLICATE 100	01/01/2007	New Policy	<a href="#">Details</a>
TESTDUP100	TEST DUPLICATE 100	01/01/2007	New Policy	<a href="#">Details</a>
TESTDUP100	TEST DUPLICATE 100	01/01/2007	Premium Endorsement	<a href="#">Details</a>
TESTDUP100	TEST DUPLICATE 100	01/02/2007	Premium Endorsement	<a href="#">Details</a>

## ADVANCED Policy Search

**Step 1:** Click Advanced Search on the Basic Search page to search by virtually any data element reported or stored by SLTX.

Note: Coach marks are available to the right of field names for additional context or information regarding the searched field.

**Step 2:** Select one, more, or all of the Additional Filters to expand search options to include information regarding [policy](#), [coverage](#), [risk location](#), [batch](#), [insurer](#), [exemptions](#), [errors](#), and/or [users](#).

Home / Search - Edit / Policies

### Policies

[Back to Regular Search](#)  Search for Deleted Records

Advanced Search

It is only necessary to input data in to the fields that are relevant to your search.

Expected Results **N/A**

Additional Filters

- Coverage
- Primary Risk Location
- Batch
- Insurer
- Exemptions
- Error
- User

Policy

Policy No.  Insured Name

SLTX ID  Effective Date

Expiration Date  In Force as of Date

Transaction Types  Action Codes

Policies Only  All Transactions

## Coverage

Premium Amount

Premium Amount Range

Min

Max

Type

- Personal  
 Commercial

Limit Amount

Limit Amount Range

Min

Max

Coverage Codes

Selected Coverage Codes

None

Class Codes

Selected Class Codes

None

## Primary Risk Location

Zip

County

Windstorm Exclusion

- Yes  No

## Batch

Batch No.

Report Date

Report Date Range

to

## Insurer

Insurer

## Exemptions

Industrial Insured

- Yes  No

Exempt Commercial Purchaser

- Yes  No

Late Adjustment Applied

- Yes  No

## Error

- No Tags  Unresolved Tags  Resolved Tags

Error Categories

Selected Error Categories

None

Error Reasons

Selected Error Reasons

None

## User

Originated By

Updated By

**Step 3:** If looking for deleted records, click on Search for Deleted Records.

Home / Search - Edit / Policies

## Policies

[Back to Regular Search](#)

### Advanced Search

It is only necessary to input data in to the fields that are relevant to your search.

**Expected Results** N/A

**Additional Filters**

- Coverage
- Primary Risk Location
- Batch
- Insurer
- Exemptions
- Error
- User

**Policy**

Policy No.  Insured Name

SLTX ID  Effective Date  Expiration Date  In Force as of Date

Transaction Types  Action Codes

Policies Only  All Transactions

## Policies Detail View

**Step 1:** After completing STEP 2 from the [BASIC Policy Search](#) section, you will find details relating to the record initially searched.

\*Details include Broker and Basic Information, Coverage & Class code information, Primary Risk Location, Insurers, Errors, and Multi-State or Exempt Premium.

Home / Search - Edit / Policies / TESTDUP100 [View Documents](#)

## Policy No. TESTDUP100

[DETAILS](#) [HISTORY](#)

**Broker**

Broker Name	TDI License No.	TDI Broker ID
SLTX.TEST AGENCY	99999	666666666

**Basic Information**

Transaction Type	Entry Method	SLTX ID	Parent ID	Report Date	Batch No.
New Policy	ELECTRONIC FILING SYSTEM	10685960	10685960	03/01/2007	5842

Policy No	Insured Name
TESTDUP100	TEST DUPLICATE 100

**Insured Type**

Federal Credit Union (FCU)	Purchasing Group (PG)	Exempt Commercial Purchaser (ECP)	Industrial Insured
No	No	No	No

**Dates**

Effective Date	Expiration Date	Continuous Until Cancelled	Issue Date
01/01/2007	01/01/2008	No	02/27/2007

### Coverage & Class

COVERAGE CODE	PREMIUM
9015 - PROPERTY - FIRE/ALLIED LINES	\$5,000.00
9334 - GEN LIAB - PREMISES LIAB COMM	\$5,005.00
<b>Total: \$10,005.00</b>	

Total Insurable Value: \$1,000,000      Class: 61215 - BUILDINGS OR PREMISES-BANK,OFFICE,BARN

### Primary Risk Location

Zip Code: 78704      County: Travis      Excludes Wind Coverage: No      Extended Territory Code: Remainder of State

### Insurers

INSURER NAME	TDI LICENSE NO.	NAIC NUMBER	PREMIUM %
AIG SPECIALTY INSURANCE COMPANY	80101265	26883	24.500000%
CANOPIUS US INSURANCE INC	8012520658	12961	24.500000%
UNDERWRITERS AT LLOYD'S LONDON	90102091	AA1122000	51.000000%
308 - LLOYD'S OF LONDON SYNDICATE	101132		
37 - LLOYD'S OF LONDON SYNDICATE	101127		
<b>Total:</b>			<b>100.000000%</b>

### Error

ERROR CODE	ERROR DESCRIPTION	ERROR REASON
FQ	Total Tax does not match computed total tax.	Total Tax does not match computed total tax.
FR	Stamping Fee does not match computed Stamping Fee.	Stamping Fee does not match computed Stamping Fee.
S2	Gross Premium is incorrect.	Computed gross premium does not match gross premium on transaction.

Error Resolved: No      Date: 04/10/2021

### Multi-State Transaction

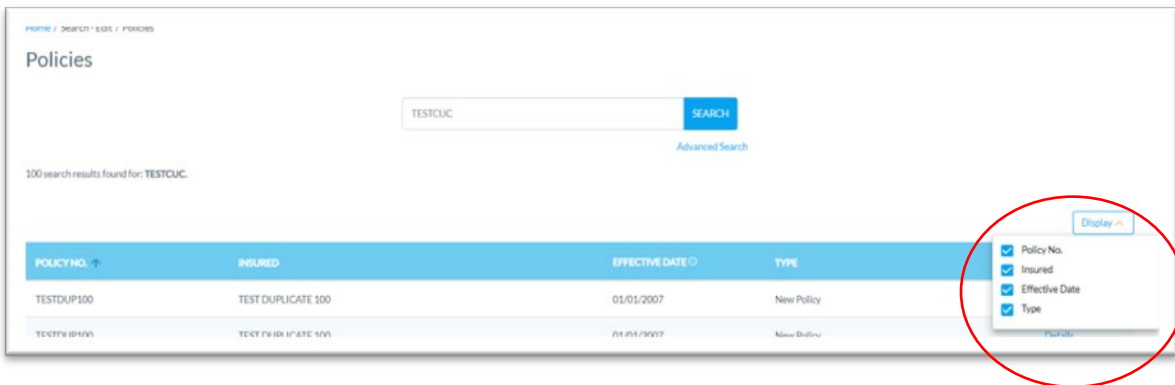
STATE & TERRITORY	AMOUNT
AL	\$2,500.00
<b>Summary Amount: \$2,500.00</b>	

Exempt Premium: \$0.00

## Display Option for Policies Table

**Step 1:** After completing STEP 2 from the [BASIC Policy Search](#) section, you may also control which basic information is displayed within the Policies Result(s) table.

Note: Once this is selected, SMART will remember your selection.



The screenshot shows a web interface for searching policies. At the top, there is a search bar with the text "TESTCUC" and a "SEARCH" button. Below the search bar, it says "100 search results found for: TESTCUC." and a link for "Advanced Search". The main content is a table with the following columns: POLICY NO., INURED, EFFECTIVE DATE, and TYPE. The table contains two rows of data. A "Display" dropdown menu is open on the right side of the table, showing four options: Policy No., Insured, Effective Date, and Type, all of which are checked. The dropdown menu is circled in red.

POLICY NO.	INURED	EFFECTIVE DATE	TYPE
TESTDUP100	TEST DUPLICATE 100	01/01/2007	New Policy
TESTDUP100	TEST DUPLICATE 100	01/01/2007	New Policy

- Policy No.
- Insured
- Effective Date
- Type