

Introduction

This is a supplemental User Guide intended to describe the following SMART features: Password/ Password Update Requirements.

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

Note: Development 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 Electronic Filing System (EFS) or SMART application. SMART utilizes EFS credentials; therefore, separate credentialing is not necessary. Prior to accessing SMART and/or utilizing the API, you are required to accept any licensing agreements: Privacy Policy, Terms of Use, and SMART Connector and/or API User Licensing Agreement (when applicable).

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 or 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

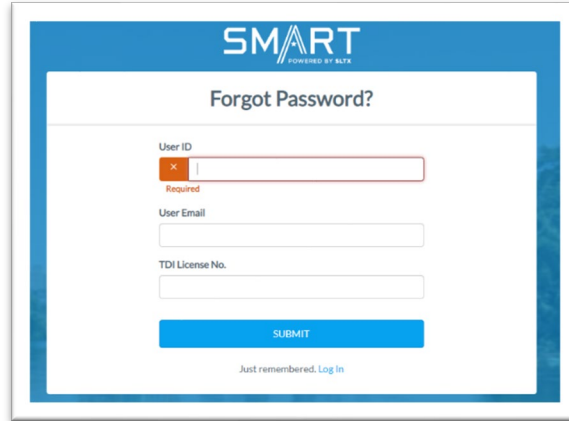
Logging in to SMART

Step 1: When logging into SMART, please provide EFS username and password within upper boxes of the login page. In the event a password has expired or is forgotten, click on Forgot Password link under password field.



Step 2: Once link is clicked, input User ID (SMART User ID will be provided to you based on previous EFS username), User email (Email based on one SLTX has on file for profile), and TDI License Number.

Note: This process will provide email to enable password update.



Step 3: Click SUBMIT.

Step 4: Follow instructions from email provided to update password.

Note: This process is for basic password reset requests, and users will no longer need to use the "password reset request" form on the sltx.org website. If you are replacing a user or previous users are no longer employed at your agency, you should NOT use this feature and contact Tech Support directly for guidance / next steps.

Password Requirements:

DO NOT use part of an agency or broker name as part of password. SMART will immediately notify you if password does not meet requirements.

1. requires alpha characters and numbers
2. minimum length = 8
3. maximum length = 20
4. requires 1 special character
5. does not allow user's first name or last name, agent, agency, or broker name, or user ID as part of the password

For more information on SMART or other SMART training videos, please visit our website.

Notable changes between SMART Data Entry and EFS Filings

1. It is no longer necessary to create a Batch. SMART will automatically add all transactions to your batch. SMART will create new batches as necessary to facilitate filing requirements; however, in almost all cases a single batch will be created for each day your agency reports filings and will contain all Data Entry filings made under your license (regardless of the user creating those filings).
2. It is no longer necessary to manually input (or type) the tax, stamping fee, and/or total gross amounts. SMART will automatically calculate these amounts based on the coverage premium(s) and policy fee that you enter and display the amounts on the entry screen. It is necessary that these amounts are shown on the insurance documentation (per [6 TIC 981.101\(c\)\(3\)](#) and [28 TAC 15.5\(a\)\(3\)](#)). You may use SMART's calculations to assist you in this confirmation.
3. Instead of a Batch Edit Report, users may [print a confirmation](#) of each filing at any time once the posting / filing is complete.
4. With non-Texas exposure, you are only required to enter individual state and corresponding premium. It is no longer necessary to separately enter Breakdown of States Summary premium.
5. For any non-policy or child transaction, you will be prompted to identify the parent policy first (by inputting the policy number and effective date of the child transaction). This eliminates the need to search for and/or input the "parent policy ID".
6. SMART will automatically display corresponding coverage codes (from the original policy filing) for any non-policy or child transactions. It will no longer be necessary to look-up that information prior to filing.
7. Pending transactions will no longer be created for Manual Data Entry transactions. Instead, you will be notified immediately on any errors preventing acceptance of a submission. You will be prompted to correct the errors to complete the transaction.