

Introduction

This is a supplemental User Guide intended to describe the following SMART features, replacing Batch Management, Transaction Entry, and Batch Edit Report features within EFS:

Filing>Data Entry

Broker Landing page>File>Data Entry

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

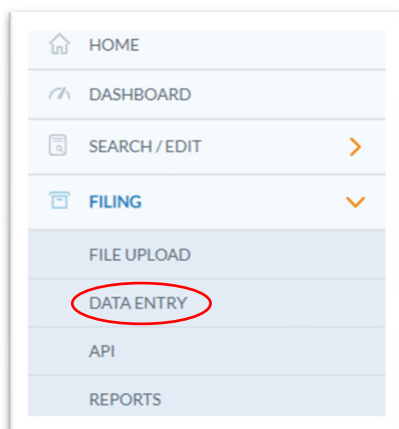
- Google Chrome
- Microsoft's Edge

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

Primary Navigation

Step 1: Select Filing menu and click Data Entry.

*This allows for Manual Web-Entry or Data Entry Filings, and includes ability to Reverse, Update / Correct, or Delete previously filed transactions.



Data Entry landing page

Once you click Data Entry from the Filing menu, you will see the Data Entry landing page.

Home / Filing / Data Entry

Data Entry

Get Started

What would you like to do today?

New Filing

Used to make a new filing with SLTX, such as a new or renewal policy / binder, audit, cancellation, premium endorsement, name change, etc.

[New Transaction](#)

Search / Edit

Used to search for and review the detail of any previously submitted transaction, and/or to make corrections to or edit a submitted transaction.

[Go to Search / Edit](#)

Recent Filings - Last 20 filings

BATCH	POLICY NO.	REFERENCE	TYPE	EFFECTIVE DATE	USER ID	TOTAL GROSS	SAVE AS
5995	TESTCANCELRX		New Policy Reversal	01/18/2021	TESTPOST	\$-1,468.95	PDF
5995	TESTCANCELRX		Cancellation Reversal	04/18/2021	TESTPOST	\$0.00	PDF
5995	TESTCANCELRX		Cancellation Reversal	04/18/2021	TESTPOST	\$1,468.95	PDF
5995	TESTCANCELRX		Cancellation Amendment	04/18/2021	TESTPOST	\$0.00	PDF
5995	TESTCANCELRX		Cancellation	04/18/2021	TESTPOST	\$-1,468.95	PDF

Features

[New Transaction](#) – allows navigation to [Data Entry Transaction page](#) to make filings with SLTX

[Recent filings](#) – allows access to last 20 transactions filed by your agency and includes transactions made by all filing methods (SLTX processed, SMART Data Entry, or SMART API). Click the Policy Number link to view transaction details.

[Save as PDF](#) – allows filing confirmation page to be printed in PDF format

[Go to Search / Edit](#) – allows navigation to Policies Search/Edit page

[Notable changes between SMART Data Entry and EFS Filings](#) – based on feedback provided by users during focus group sessions, several changes have been made to improve overall filing workflow

Data Entry (Manual Filing)

These steps may be used to create the following transactions: **Endorsement, Audit, Installment**

Step 1:

Click **New Transaction** from Data Entry landing page to create new filings with SLTX, such as a new or renewal policy / binder, audit, cancellation, premium endorsement, name change, etc.

<Future Release> You may also file a reversal, delete, or update (correct) an existing filing.

Step 2:

Select type of transaction by clicking on corresponding Transaction Type Tile, then click NEXT.

The screenshot shows a web interface for selecting a transaction type. At the top, there is a breadcrumb trail: Home / Filing / Data Entry / Transaction Type. Below this is the title "Data Entry" and a sub-header "Select Transaction Type". In the top right corner, there are four buttons: "Filing", "Update/Corrections", "Reverse", and "Delete". The main content area contains seven transaction type tiles, each with a radio button and a description:

- New Policy**: Policy issued for the first time.
- Renewal**: Policy issued in subsequent policy terms (to extend an already existing policy).
- Audit**: An adjustment of the premium on a policy based on an audit. An audit must be for the entire time the coverage was in effect.
- Cancellation**: Policy is cancelled at the request of the company or the insured.
- Endorsement**: Change(s) to a policy. Used to add or delete coverage from a policy.
- Installment**: Used to let the insured pay out the premium. Usually setup in equal amounts. May be monthly, quarterly, semi-annually, annually, etc.
- Reinstatement**: If there was a Cancellation and premium was returned there would be additional premium for the reinstatement.

At the bottom right of the screen, there are two buttons: "Cancel" and "Next".

Step 3:

Select sub-type by clicking on corresponding Sub-Type Tile.

<Future Release> Inception Date Change Endorsements; Audit, Cancellation, or Reinstatement Amendments.

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type

Data Entry

Transaction Type: Endorsement Report Date: 01/25/2022

Please select a transaction subtype:

- Premium Change**
Premium change endorsement or amendment to the Policy/Binder.
- Name Insured Change**
Non-premium endorsement changing the named Insured of the Policy/Binder.
- Insurer / Company Change**
Non-premium endorsement changing the Insurer, Company, or Security that is insuring the risk on the Policy/Binder.
- Policy Number Change**
Non-premium endorsement changing the policy number of the Policy/Binder.
- Expiration Date Change**
Non-premium endorsement changing the Expiration Date of the Policy/Binder. Most often used to shorten the period. Date Extensions should be processed as a Renewal.
- Inception Date Change**
Non-premium endorsement changing the Inception/Effective Date of the Policy/Binder. May also be used to change both the Inception and Expiration Dates.
- Other Non-Premium Endorsement**
Other non-premium endorsement than those already listed.

Find a Policy
Input the policy number and effective date of the Endorsement and then click Search to locate the Policy / Binder.

Policy No. Effective Date

Features

“Find a Policy” provides identification of parent policy first (by inputting policy number and effective date of child transaction). This eliminates necessity to search for and/or input the “parent policy ID” and allows coverage code(s) to be automatically applied to your child transaction.

Step 4:

Input policy number and effective date of your transaction (i.e., endorsement, audit, installment) and click SEARCH to locate the Policy/Binder transaction.

Find a Policy
Input the policy number and effective date of the Endorsement and then click Search to locate the Policy / Binder.

Policy No. Effective Date

1 result found for: Policy No. SLTX-1887

SELECT	POLICY NO.	TYPE	INSURED	EFFECTIVE DATE	ERRORS	HISTORY
<input type="radio"/>	SLTX-1887	New Policy	SLTX-1887 (F5)	07/16/2020	2	View

Features

You may click [VIEW](#) to see a listing of policy/binder record displayed, along with any child (or non-policy) transactions already in the system. To view Errors, click [ERRORS](#) column.

Step 5:

Select appropriate policy / binder, then click NEXT.

Find a Policy

Input the policy number and effective date of the Endorsement and then click Search to locate the Policy / Binder.

Policy No. Effective Date

1 result found for: Policy No. SLTX-1887

SELECT	POLICY NO.	TYPE	INSURED	EFFECTIVE DATE	ERRORS	HISTORY
<input type="radio"/>	SLTX-1887	New Policy	SLTX-1887 (F5)	07/16/2020	2	View

Step 6:

Data, including named insured, policy number, and coverage code(s), are copied from the parent policy into your child / non-policy transaction entry screen.

Input appropriate data from insurance document.

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type / Endorsement

Premium Endorsement

Basic Information

Policy No. SLTX-1887 Insured Name SLTX-1887 (F5) Report Date 01/26/2022

Dates

Effective Date 06/15/2021 Expiration Date 07/16/2021 Continuous Until Cancelled No Issue Date

Coverage & Class

Coverage

CODE & DESCRIPTION	PREMIUM CHANGE	DELETE
9515 - PROP-COMMERCL FIRE/ALLIED LINE	\$	<input type="button" value="X"/>
<input type="text" value="Search by coverage code or description..."/>	\$	<input type="button" value="X"/>

Total: \$0.00

Limit Total Insurable Value \$150,000.00 Class 99938 - WAREHOUSES AND STORAGE FACILITIES

Features

Coach mark(s) are available for additional situational context. Click the  icon.

As necessary, add additional coverage(s) by utilizing type-ahead feature for coverage code field, which allows users to type coverage code, description, or keyword.

Coverage & Class
Coverage

CODE & DESCRIPTION

9515 - PROP-COMMERCL FIRE/ALLIED LINE

GEN LIAB - COMM

9334 - GEN LIAB - PREMISES LIAB COMM

Note: **Excludes Wind Coverage** feature is required for PROPERTY coverage(s) and will be displayed when required. If PROPERTY coverage already exists on original parent policy, it is not necessary to edit or change **Excludes Wind Coverage** information. The Extended Coverage Territory and County, as related, will also be populated.

If PROPERTY coverage is added via this endorsement, you need to input risk location zip code and populate "**Excludes Wind Coverage**".

Primary Risk Location

Insured Zip: 78746

County: Travis

Excludes Wind Coverage: Yes No

Extended Coverage Territory: R - remainder of state

Fees

Total Premium	Total Policy Fee(s)	Tax	Stamping Fee	Total Gross
\$0.00	\$	\$0.00	\$0.00	\$0.00

If this endorsement reflects a different risk location than shown, you must update **Insured Zip** field.

Multi-State Transaction

STATE & TERRITORY

STATE & TERRITORY	AMOUNT	DELETE
PA - Pennsylvania	\$	
Search by State and Territory	\$	

Summary Amount: \$0.00

Exempt Premium

Reference Number

Reference

Go back POST

Note: A type-ahead feature is available for non-Texas exposure, allowing users to input state or territory name or code.

Features

For continuity, any multi-state or territory codes from original parent policy are copied into your child / non-policy screen. If this transaction DOES NOT have non-Texas exposure, it is not necessary to take any further action in this section.

Step 7:

Click POST to submit or file transaction with SLTX.

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type / Endorsement

Premium Endorsement

Basic Information

Policy No. SLTX-1887	Insured Name SLTX-1887 (F5)	Report Date 01/26/2022
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Dates

Effective Date [X] [] Effective Date is not a valid calendar date.	Expiration Date 07/16/2021	Continuous Until Cancelled No	Issue Date [X] [] Issue date cannot be greater than today's date.
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Coverage & Class

Coverage

CODE & DESCRIPTION	PREMIUM CHANGE	DELETE
9515 - PROP-COMMERCL FIRE/ALLIED LINE	\$ []	[]

Clear All

Note: If any errors are detected, you will see a notification and the transaction will not post. Make necessary corrections and click on POST to ensure filing is submitted.

Errors represented here are for demonstration purposes only and in no way represent scope of business rules and/or requirements for all filing types.

Step 8:

Once transaction is complete and filing is accepted, a "Good Job" confirmation window will display (as demonstrated below).

Good Job! [Save as PDF](#)

Policy No. TEST123 has been created.
How do you want to proceed?

[Finish Filing](#) [Continue Filing New Policies](#) [File Another Type](#)

You may print a confirmation of the filing by clicking [Save as PDF](#). You may continue filing by clicking File Another Type or Continue Filing, or simply click Finish Filing to be returned to the Broker Landing page.

Recent Filings

Step 1:

After completing STEP 1 from [Primary Navigation](#), find the Recent Filings section on the [Data Entry Landing page](#). This section allows access to last 20 transactions filed by your agency and will include transactions made by all filing methods (EFS manual or automated submissions, SLTX processed, SMART Data Entry, or SMART API).

To perform a more in-depth search or to locate a specific transaction, click "Go to Search / Edit".

The screenshot shows the 'Data Entry' page with a breadcrumb trail 'Home / Filing / Data Entry'. Below the title, there is a 'Get Started' section with the question 'What would you like to do today?'. Two main options are presented: 'New Filing' (with a 'New Transaction' button) and 'Search / Edit' (with a 'Go to Search / Edit' button). A red arrow points from the text above to the 'Go to Search / Edit' button. Below these options is a section titled 'Recent Filings - Last 20 filings', which is highlighted with a red box. This section contains a table with the following data:

BATCH	POLICY NO.	REFERENCE	TYPE	EFFECTIVE DATE	USER ID	TOTAL GROSS	SAVE AS
5995	TESTCANCELRX		New Policy Reversal	01/18/2021	TESTPOST	\$-1,468.95	
5995	TESTCANCELRX		Cancellation Reversal	04/18/2021	TESTPOST	\$0.00	
5995	TESTCANCELRX		Cancellation Reversal	04/18/2021	TESTPOST	\$1,468.95	
5995	TESTCANCELRX		Cancellation Amendment	04/18/2021	TESTPOST	\$0.00	
5995	TESTCANCELRX		Cancellation	04/18/2021	TESTPOST	\$-1,468.95	

A red arrow points from the 'Policy No.' link in the first row of the table to the text below.

Click Policy Number link to view details of a specific transaction.

Save as PDF

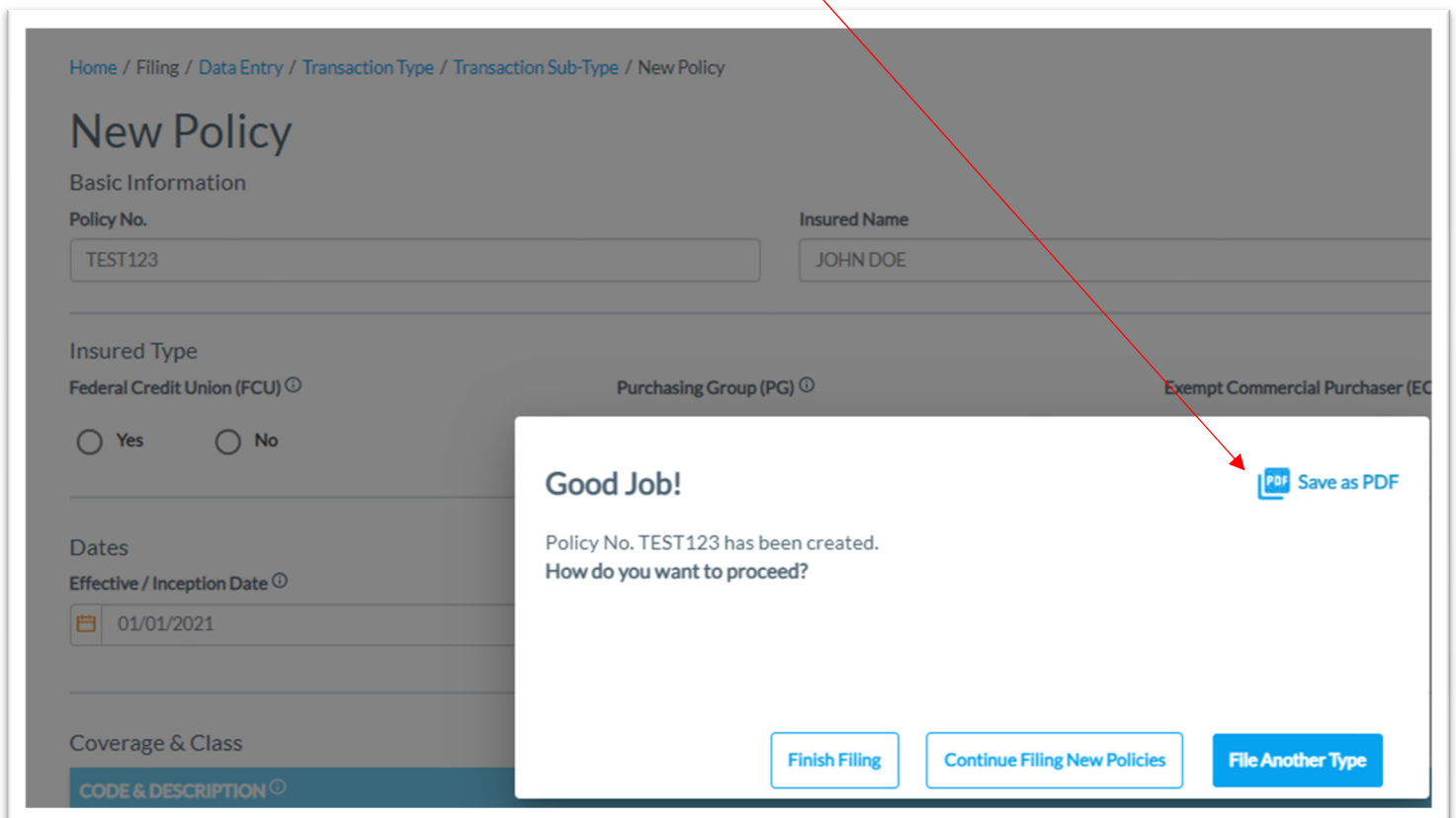
Step 1:

Click PDF icon from Recent Filings section on [Data Entry Landing page](#) to print a confirmation of individual filings. This confirmation page will include all data elements input on the transaction, including Report Date, Batch Number, and SLTX ID (Policy ID) assigned by SLTX, and will serve as an affirmation of the filing and acceptance by SLTX.

Recent Filings - Last 20 filings								
BATCH	POLICY NO.	REFERENCE	TYPE	EFFECTIVE DATE	USER ID	TOTAL GROSS	SAVE AS	
5995	TESTCANCELRX		New Policy Reversal	01/18/2021	TESTPOST	\$-1,468.95		
5995	TESTCANCELRX		Cancellation Reversal	04/18/2021	TESTPOST	\$0.00		
5995	TESTCANCELRX		Cancellation Reversal	04/18/2021	TESTPOST	\$1,468.95		
5995	TESTCANCELRX		Cancellation Amendment	04/18/2021	TESTPOST	\$0.00		
5995	TESTCANCELRX		Cancellation	04/18/2021	TESTPOST	\$-1,468.95		

Note: You may temporarily see another browser tab open displaying transaction details. This facilitates the PDF version and will be closed once document is complete. PDF file will be displayed at the top or bottom of your browser window. To open, double click on the PDF file.

Alternately, the "Save as PDF" feature is available following POST or submission of filing from the "Good Job!" confirmation window.



Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type / New Policy

New Policy

Basic Information

Policy No. Insured Name

Insured Type
Federal Credit Union (FCU) Yes No


Purchasing Group (PG) Exempt Commercial Purchaser (EC)

Dates
Effective / Inception Date

Coverage & Class

Good Job!

Policy No. TEST123 has been created.
How do you want to proceed?

 Save as PDF

View History

Step 1:

From "Find a Policy" results, you may click VIEW to see a listing of policy/binder record(s), along with any child (or non-policy) transactions already in the system.

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type

Data Entry

Transaction Type: Audit Report Date: 01/25/2022

Please select a transaction subtype:

- Audit**
An adjustment of the premium on a policy. For SLTX purposes, an Audit must be for the entire time that coverage was in effect.
- Amendment**
Amending an existing audit, most often to revise audit's premium and MUST have the same effective date.

Find a Policy

Input the policy number and effective date of the Audit and then click Search to locate the Policy / Binder.

Policy No. Effective Date

2 results found for: Policy No. TEST

SELECT	POLICY NO.	TYPE	INSURED	EFFECTIVE DATE	ERRORS	HISTORY
<input type="radio"/>	TEST	New Policy	TEST	01/01/2021	0	View
<input type="radio"/>	TEST	New Policy	TEST	01/01/2021	0	View

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type

Data Entry

Transaction Type: Audit Report Date: 01/25/2022

Please select a transaction subtype:

- Audit**
An adjustment of the premium on a policy. For SLTX purposes, an Audit must be for the entire time that coverage was in effect.
- Amendment**
Amending an existing audit, most often to revise audit's premium and MUST have the same effective date.

Find a Policy

Input the policy number and effective date of the Audit and then click Search to locate the Policy / Binder.

Policy No. Effective Date

2 results found for: Policy No. TEST

SELECT	POLICY NO.	TYPE	INSURED	EFFECTIVE DATE	ERRORS	HISTORY
<input type="radio"/>	TEST	New Policy	TEST	01/01/2021	0	View

History for Policy No. TEST

SLTX ID ↑	NAMED INSURED	TRANSACTION TYPE	EFFECTIVE DATE	ORIGINATED BY	ORIGINATED DATE
11248410	TEST	New Policy	01/01/2021	CHEYENNE	12/10/2021
11253305	TEST	Premium Endorsement	01/01/2021	CHEYENNE	01/25/2022

Displaying records 1 - 2 of 2.

Click the **SLTX ID** link to view details of individual transactions.

View Errors

Step 1:

From "Find a Policy" results, you may click the ERRORS column to a listing of any errors (or tags) applied to the policy/binder record displayed. NOTE: Based on current and former procedures, only manually paper filed transactions will reflect ERRORS on a *filed* transaction.

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type

Data Entry

Transaction Type: Audit Report Date: 01/25/2022

Please select a transaction subtype:

- Audit**
An adjustment of the premium on a policy. For SLTX purposes, an Audit must be for the entire time that coverage was in effect.
- Amendment**
Amending an existing audit, most often to revise audit's premium and MUST have the same effective date.

Find a Policy

Input the policy number and effective date of the Audit and then click Search to locate the Policy / Binder.

Policy No. Effective Date

1 result found for: Policy No. SLTX-1887

SELECT	POLICY NO.	TYPE	INSURED	EFFECTIVE DATE	ERRORS	HISTORY
<input type="radio"/>	SLTX-1887	New Policy	SLTX-1887 (F5)	07/16/2020	2	View

Home / Filing / Data Entry / Transaction Type / Transaction Sub-Type

Data Entry

Transaction Type: Audit Report Date: 01/25/2022

Please select a transaction subtype:

- Audit**
An adjustment of the premium on a policy. For SLTX purposes, an Audit must be for the entire time that coverage was in effect.
- Amendment**
Amending an existing audit, most often to revise audit's premium and MUST have the same effective date.

Find a Policy

Input the policy number and effective date of the Audit and then click Search to locate the Policy / Binder.

Policy No. Effective Date

1 result found for: Policy No. SLTX-1887

SELECT	POLICY NO.	TYPE	INSURED	EFFECTIVE DATE	ERRORS	HISTORY
<input type="radio"/>	SLTX-1887	New Policy	SLTX-1887 (F5)	07/16/2020	2	View

Errors for Policy No. SLTX-1887

ERROR CODE	ERROR DESCRIPTION	ERROR REASON
&	NEW TAG Complaint Notice missing/altered	The Notice of Toll-Free Telephone Numbers and Information and Complaint Procedures was not found with the policy information submitted to our office or it was altered in some way. Please be sure this is attached to the insured's copy of the policy. NO RESPONSE IS REQUIRED ON THIS TAG.
X	Tax and Stamping Fee must be shown on Item	Both tax and stamping fee must be shown on each item submitted to this office. This tag is for your information only. No response is required.

Error Resolved: No Date: 07/16/2020

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.