



SLIP User Set-up Instructions for IPC Filers

Before you begin filing in SLIP, please complete the user set-up instructions listed below.

Adding SLIP User(s)

Additional SLIP users can be added to your SLIP account by clicking on the **Users Tab** and following the instructions below:

1. Click "Add New User"
2. Enter new user's Name and email address in the "Personal Info" section
3. Create new user's Username in the "Login Info" section
4. Enter new user's mailing address and phone number in the "Mailing Address" section
5. Enter new user's physical address in the "Physical Address" section
6. Select new user's security access in the "Security Info" section
 - a. Administrator - user has the ability to add users and billing contacts and submit, edit, and view IPC transactions
 - b. Edit & View – user has the ability to submit, edit, and view IPC transactions, but **cannot** add users or billings contacts
 - c. View - user is only able to view IPC transactions in SLIP
7. Select "PDF" or "CSV" (excel format) in the "Billing Report Format" section
8. Click "Save" when User Details information is complete.
9. An email will be sent to the new user with their SLIP username in password.

Adding Insurers

SLIP allows users to assign Insurers from Florida's Eligible Insurer list in the **Settings tab**. Only assigned insurers will appear on the Insurer drop-down list on the Transaction Information page of the submission process.

To select insurers:

1. Click the "Settings" tab on the Home Page in SLIP.
2. Click the "Edit" button in the "Florida Eligible Insurer Assignment" section.
3. Click on the insurer name and then click the single arrow (>) pointed to the Selected Insurers box on the screen (multiple insurers can also be selected by clicking on an insurer, holding the Shift key, and clicking the up or down arrow key on your keyboard). To select the entire list, click the double arrow button pointed to the Selected Insurers box.
4. If you do not see the insurer that wrote the policy on the Available Insurers list under the Florida Eligible Insurer Assignment section of the Settings tab, please select "Other Surplus Lines Insurer" from the list and click the right arrow (>) to add it to the insurer drop-down list.
5. Once you have selected the desired insurers, click "Save."

Insurers may also be added to your customized insurer list while you are filing a transaction. Click "Add Insurers" on the Transaction Information screen to add an insurer if they do not appear on the drop-down list.

Adding Billing Contacts

The Billing Contact is the person to which the quarterly invoices will be emailed. You can create individual billing contacts (if you want the invoice to be emailed to you or to the insured) or billing contacts by entity if you are filing for multiple entities or offices (i.e., FLSO of Tallahassee, FLSO of Miami – see screen shot below).

After creating the billing contact(s) in Settings, select the appropriate billing contact (or office) when submitting each transaction. At the end of the quarter, the transactions associated with each Billing Contact will be aggregated and invoiced. A separate invoice and billing report will be issued for each billing contact. **Invoices will be emailed to the billing contact associated with the transaction(s) at the end of the quarter.**

To create billing contact:

1. Click the “New” button to create a new billing contact
2. Enter the contact information (including individual name or office) for the billing contact
3. Click “Save” when required information is complete

	Name	City
EDIT	FSLSO OF MIAMI	MIAMI
EDIT	FSLSO OF TALLAHASSEE	TALLAHASSEE
EDIT	TIFFANY MARUNIAK	TALLAHASSEE

Filter grid by names beginning with . [[Filter](#)]

Adding Insureds

SLIP allows users to enter and save insured information. Only added insureds will appear on the Insured drop-down list on the Policy Information page of the submission process.

To save insured information:

1. Click the “New” button to enter insured information
2. Enter the insured name, contact person, email address, phone number, and mailing address for the insured
3. Click “Save” when the required information is complete

Congratulations! Your SLIP set-up is complete. To begin filing transactions in SLIP, please click on the “New IPC Policy” or “New IPC Multistate Policy” tab.