



FSLSO IPC SLIP Filing Matrix

<u>Transaction</u>	<u>Filing Instructions</u>	<u>Invoicing</u>
<p>New Business or Renewal policies FILED on or after July 1, 2011 (regardless of effective date of the policy)</p>	<p>File policy in “New Policy” or “New Multistate Policy” tab in SLIP (“New Multistate Policy” tab should be used for multi-state policies effective on or after 7/1/2011 where Florida is the home state of the insured)</p>	<p>Invoiced Quarterly</p>
<p>Endorsement on New Business or Renewal policies FILED on or after July 1, 2011 (regardless of effective date of the policy)</p>	<p>Search for the policy in the Policy Search tab; click the edit button next to the policy number; click “Add Transaction” and submit the endorsement data</p>	<p>Invoiced Quarterly</p>
<p>Endorsements on New Business or Renewal policies FILED <i>on or after</i> November 2, 2010 (policies filed in IPC SLIP)</p>	<p>Go to “Policy Search” tab; click on “Please click here to submit an endorsement on a new business or renewal policy FILED prior to July 1, 2011” → search for the New Business/Renewal policy; click the edit icon to the left of the policy number; click “Add Transaction” on Policy Details page</p>	<p>Invoiced Immediately</p>
<p>Endorsements on New Business or Renewal policies FILED <i>prior to</i> November 2, 2010 (policies <u>not</u> filed in IPC SLIP)</p>	<p>Go to “Policy Search” tab; click on “Please click here to submit an endorsement on a new business or renewal policy FILED prior to July 1, 2011” → Click “Please click here to submit an endorsement on policy FILED prior to November 2, 2010; submit endorsement data; transaction will be questioned, and upon verification the transaction will be accepted by the FSLSO</p>	<p>Invoiced Immediately (upon acceptance of TIQ)</p>