

# Surplus Lines Online User Guide

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## Summary

The current year Appendix 1 and Appendix 3 are submitted online through the DCI Surplus Lines Web Portal. This tutorial guides users through the online system for account creation, account management, and submission of the filings.

Site Address:

<https://apps.dci.mo.gov/SurplusLinesFilings/Login.aspx>

## Account Management

Users require an approved account to file Appendix 1 and Appendix 3 filings and maintain Surplus Lines Producer's information. New users must create an account and receive approval prior to creating filings. Existing users will need to sign in to manage Surplus Lines Producers information and create new filings.

## Account Registration

**Required Information:** Users will need to provide the following information when registering for an account with DCI:

- Provide a valid Email Address
- Create a Password
- Provide the Agency Name
- Provide Contact Name
- Provide Contact Phone Number
- Provide Contact Address Information
- Provide all Producers Surplus Lines Numbers and Email Addresses users are responsible for

## Registration Process

Users must register a MoLogin account to gain access to the application. Begin the account creation process by navigating to the Surplus Lines Online Filings portal located on the internet at

<https://apps.dci.mo.gov/SurplusLinesFilings/Login.aspx> .



### Account Sign In

This app has moved to MoLogin authentication. Please click the Sign In button to redirect to MoLogin. The User Guide has been updated for MoLogin.

[Login/Register](#)

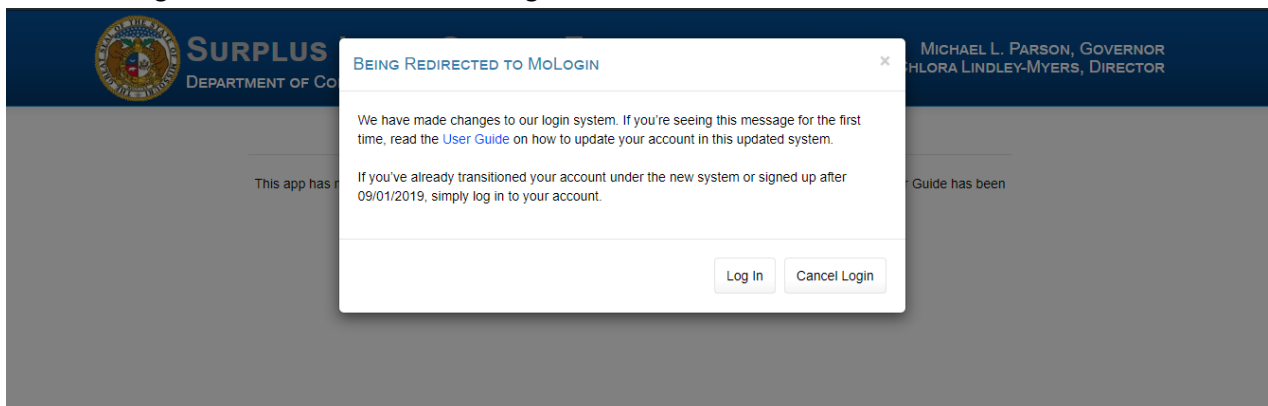
[User Guide](#)

[Contact Us](#)

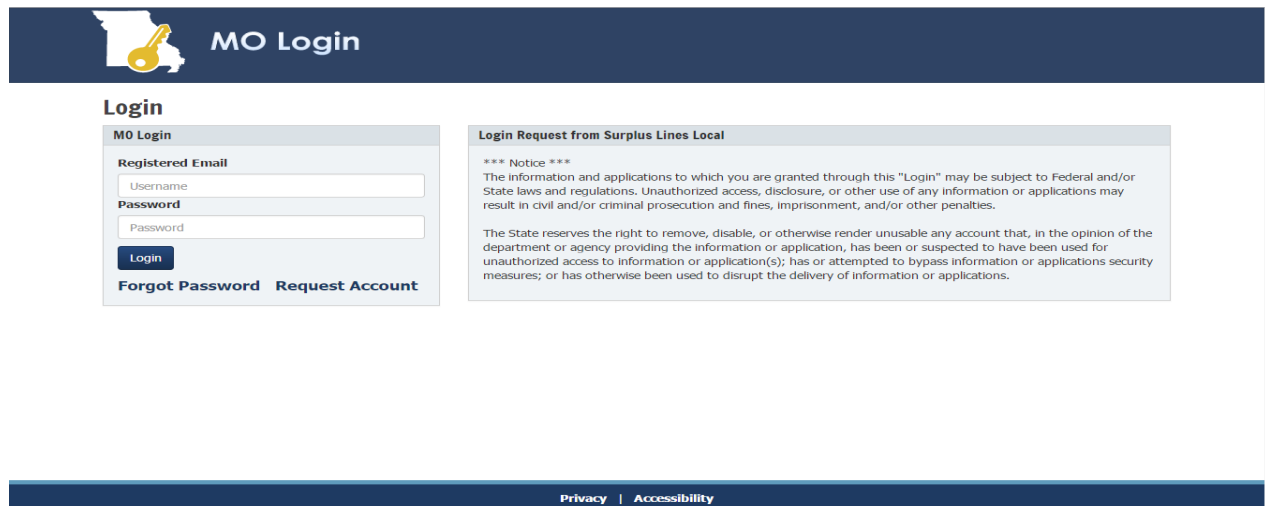
[Tax Remittance](#)

Once you navigate to the site, in the middle of the screen on the 'Sign In' page, click the button titled **Login/Register**. This will then pop up a box informing that you are being redirected to MoLogin.

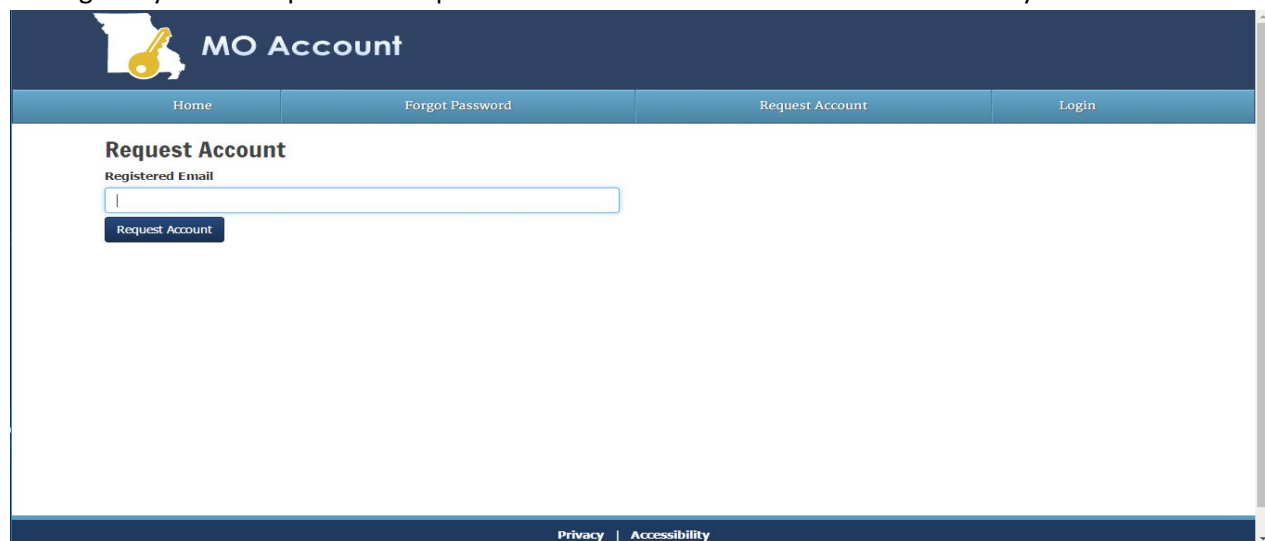
Click the Log In button to redirect to MoLogin.



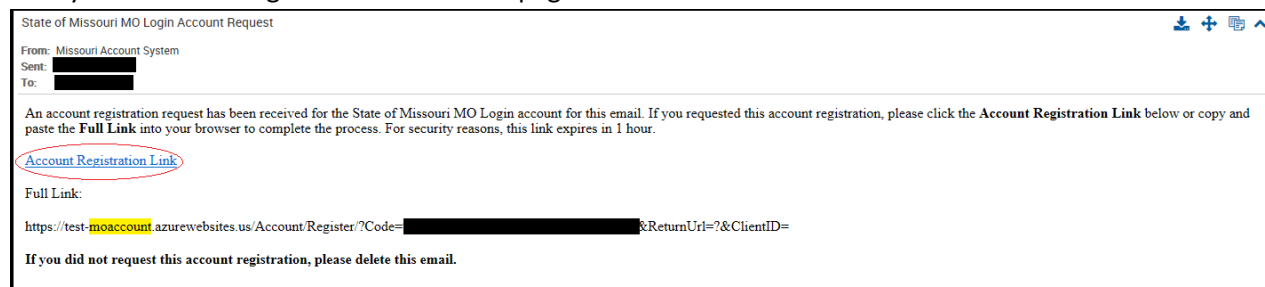
You will then be redirected to MoLogin. If you do not have a MoLogin Account, you will need to press the *Request Account* hyperlink.



When *Request Account* is clicked you will be asked for a Registered Email which will let you log in to MoLogin. If you have a previous Surplus Lines account use that Email so it can link to your account.



Once you click the Request Account button, an email will be sent to the Registered Email address from Missouri Account System. Click on the *Account Registration Link* hyperlink, or the Full Link, and it will take you to the MoLogin's Create Account page.



Fill out the form and press the *Create Account* button.



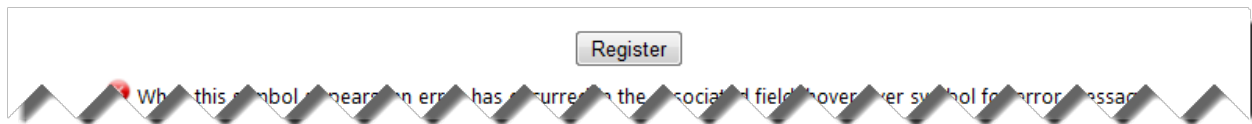
**Contact Street Address:** In the text box provided, enter the street address for the account in which you are registering.

**Contact City:** Enter the name of the city for the account in which you are registering.

**Contact State:** From the drop down menu, select the state associated with the address provided above.

**Contact Zip Code:** Enter the zip code associated with the address provided above.

After you have entered all the requested information, click the **Register** button to continue with account creation. The depiction of a red 'x' next to a field indicates an error associated with field requirements. *Follow prompts provided to correct online registration inconsistencies or errors.*



After selecting the **Register** button, the webpage redirects to the *Registration Complete* page. You will also receive an email notification verifying your registration.



#### Registration Complete

Thank you for registering.  
Please allow up to 72 hours for your registration to be processed.

[Back to Login](#)

It is important to note that processing registrations can take up to 72 hours before account approval. You will receive a confirmation email, once the account is accepted.

## Account Login

To login, press the Login/Register button and a pop up will appear informing that you will be redirected to MoLogin.



#### Account Sign In

This app has moved to MoLogin authentication. Please click the Sign In button to redirect to MoLogin. The User Guide has been updated for MoLogin.

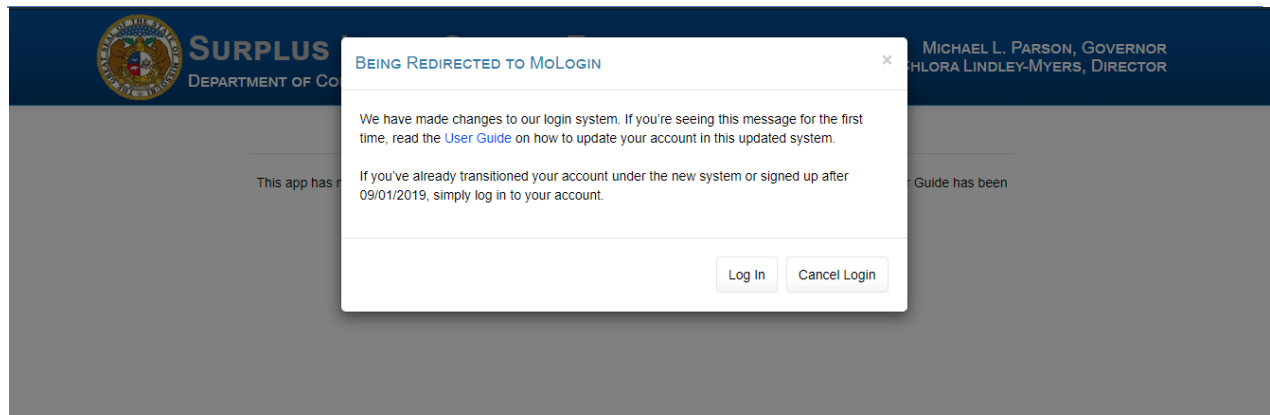
[Login/Register](#)

[User Guide](#)

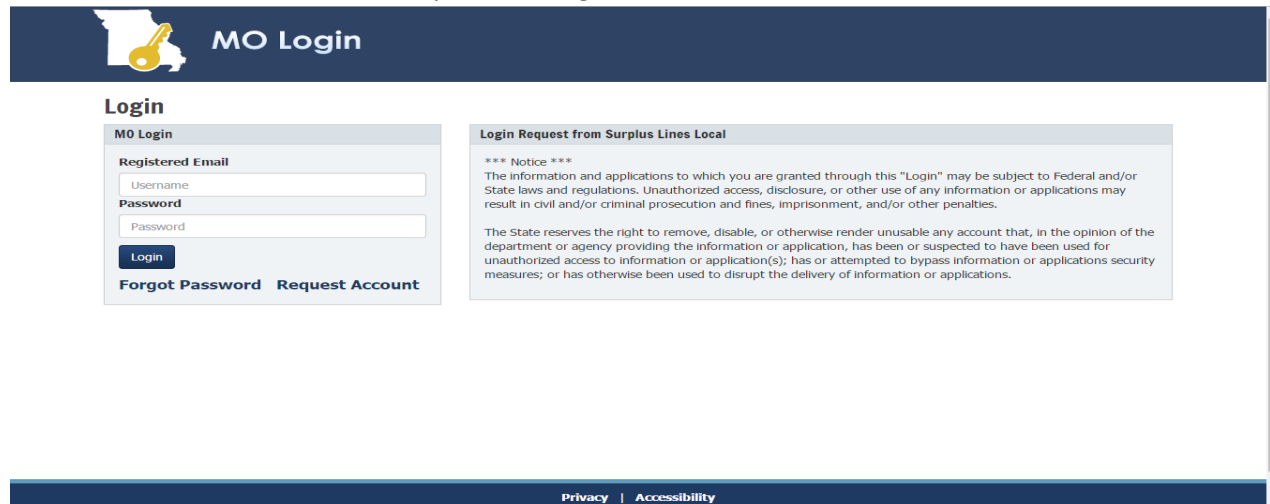
[Contact Us](#)

[Tax Remittance](#)

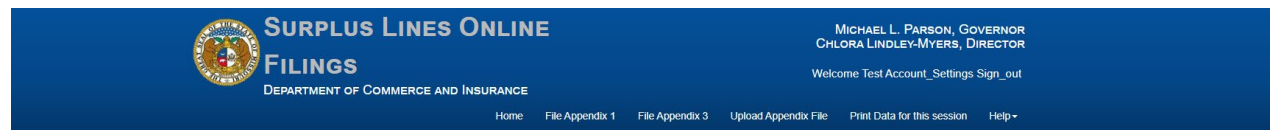
Click Log In on the pop up to redirect to MoLogin.



Enter the Email and Password then press the Login button.



Once you login, the page redirects to the portal homepage. From the portal homepage, you can navigate to your account settings; File Appendix 1, File Appendix 3, Print Data for this session; and get DCI contact information.



## WELCOME

**CURRENT YEAR SUBMISSIONS ONLY CAN BE SUBMITTED ON THE WEB PORTAL.  
ALL PRIOR YEAR FILINGS MUST BE EMAILED TO SURPLUSLINES@INSURANCE.MO.GOV.**

USE MENU OPTIONS TO CONTINUE.

DO NOT UPLOAD A FILE IF YOU SUBMIT AN ONLINE FORM FROM THE 'FILE APPENDIX 1' OR 'FILE APPENDIX 3' TAB.

PLEASE REMEMBER TO USE THE 'PRINT DATA FOR THIS SESSION' BUTTON TO PRINT DATA BEFORE LOGGING OUT.  
THIS IS THE ONLY OPPORTUNITY FOR THIS INFORMATION TO BE PRINTED AS A CONFIRMATION RECEIPT OF THIS SESSION.  
(FOR BEST RESULTS, CHOOSE LANDSCAPE PAPER ORIENTATION ON PRINT OPTIONS BEFORE PRINTING.)

## TAX PAYMENTS

**THE DEPARTMENT DOES NOT SEND OUT INVOICES, YOU ARE REQUIRED TO SUBMIT THE TAX AMOUNT  
YOUR ACCOUNTING RECORDS STATE YOU OWE. TAX RECONCILIATIONS ARE NOT GUARANTEED TO BE  
COMPLETED BY THE TAX DUE DATE.**

## Contact Information Updates

It is important to keep your contact information up-to-date, login into the account to manage account settings. You can change your password, email account, and contact information online through the account settings option. This is also where you will maintain the Surplus Lines Producers information. Their email addresses need to be kept current. If you are no longer responsible for making their filings, you will need to delete them from your account. If you need to add a producer, you will use the 'Add Producer' button and complete the information. The system automatically approves updates immediately but account changes process nightly.

From the homepage, navigate to Account Settings link at the top right of the page. The webpage redirects to the Account Settings pages.

**SURPLUS LINES ONLINE**  
**FILINGS**  
DEPARTMENT OF COMMERCE AND INSURANCE

MICHAEL L. PARSON, GOVERNOR  
CHLORA LINDLEY-MYERS, DIRECTOR

Welcome Test **Account\_Settings** Sign\_out

Home File Appendix 1 File Appendix 3 Upload Appendix File Print Data for this session Help

### WELCOME

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Complete any necessary changes. Once your changes are complete, click the Save button.

**SURPLUS LINES ONLINE**  
**FILINGS**  
DEPARTMENT OF COMMERCE AND INSURANCE

MICHAEL L. PARSON, GOVERNOR  
CHLORA LINDLEY-MYERS, DIRECTOR

Welcome Test Account\_Settings Sign\_out

Home File Appendix 1 File Appendix 3 Upload Appendix File Print Data for this session Help

### Account Information

Please enter the information you wish to update.

Email: test.account@goa.mo.gov

Surplus Lines Producers:

Add Producer

	Surplus Lines Number	Producer Name	Producer Email Address (Producers direct email - not the account representative email)
Delete	SL 9999999	PRODUCER, TEST	Email test@test.net
Delete	SL		Email

Contact Information:

Contact Name: Test

Contact Phone Number: (123)456-7900

Contact Address: test street

Contact City: surplus lines

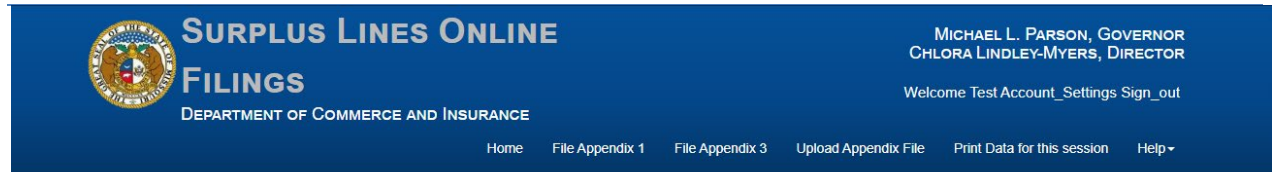
Contact State: CT-Connecticut

Contact Zip Code: 14562

Save

When this symbol appears, an error has occurred in the associated field, hover over symbol for error message.

Your changes will be saved and the page will redirect to a webpage confirming changes to your account. You will also receive an email notification, informing you that your account settings were successfully changed.

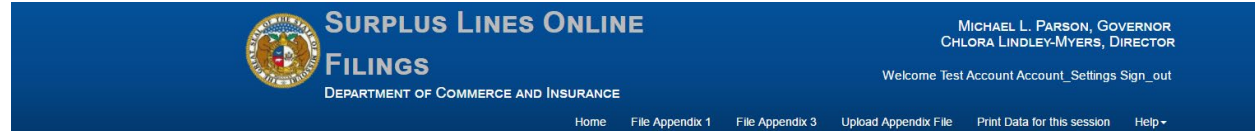


The header features the Missouri Department of Commerce and Insurance logo on the left. In the center, it reads "SURPLUS LINES ONLINE FILINGS" and "DEPARTMENT OF COMMERCE AND INSURANCE". On the right, it lists "MICHAEL L. PARSON, GOVERNOR" and "CHLORA LINDLEY-MYERS, DIRECTOR", along with a welcome message and links for "Test Account", "Settings", and "Sign\_out". A navigation bar at the bottom includes "Home", "File Appendix 1", "File Appendix 3", "Upload Appendix File", "Print Data for this session", and "Help".

### Account Settings Saved

Your account settings have been saved.  
[Back to Account Settings](#)

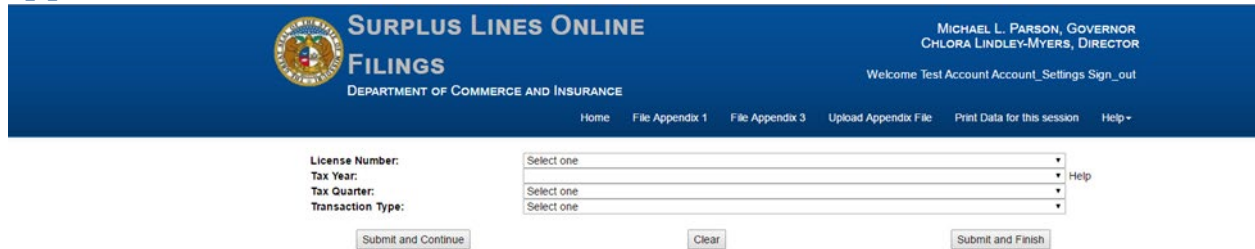
## Appendix Filing



This header is identical to the one above, providing the same branding and navigation for the Appendix Filing section.

You will login to your account and select the appendix type at the top of the page you want to submit.

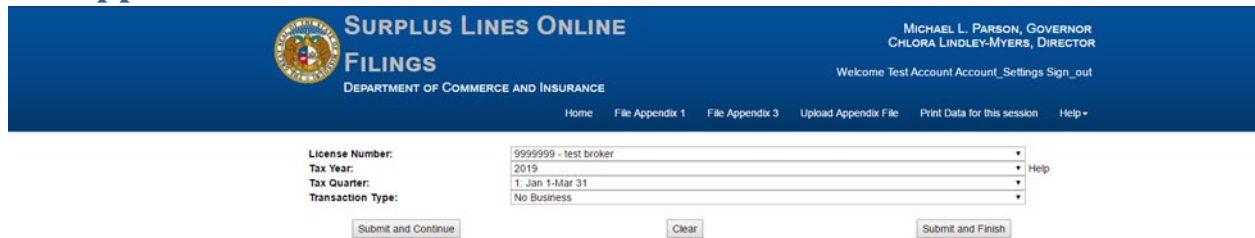
## Appendix 1 Main Screen



The form contains four dropdown menus: "License Number", "Tax Year", "Tax Quarter", and "Transaction Type". Each dropdown currently shows "Select one". To the right of the "Tax Year" dropdown is a "Help" link. Below the dropdowns are three buttons: "Submit and Continue", "Clear", and "Submit and Finish".

Select the Licensee Number from the drop down you are submitting the filing for. The tax year, quarter and transaction type, original, supplement or No Business.

## File Appendix 1 No Business



This form is identical to the one above, but the dropdown menus are populated with specific values: "License Number" is "9999999 - test broker", "Tax Year" is "2019", "Tax Quarter" is "1. Jan 1-Mar 31", and "Transaction Type" is "No Business".

When filing No Business, you will select the Licensee Number from the drop down, the tax year, tax quarter and No Business as the transaction type. Hit Submit and Finish. You will then select Print Data for this Session.

## File Appendix 1 Original

When submitting an Original Filing you will select the Licensee Number from the drop down and complete all information requested. When the carrier is a list of Lloyds Syndicates, you will select carrier code 98, then select each syndicate that makes up the contract. Hit Submit and Finish. You will then select Print Data for this Session. Your risk number will be provided to you on the process complete report that will be emailed to you after the nightly process runs. Remember, if Missouri is not the Home State the filing will be rejected.

## File Appendix 1 Supplemental

When submitting a supplemental filing you will follow the same procedure as filing an original except you will have to enter the risk number you received from the original filing. If you filed the original using carrier code 98, you will only have to enter the carrier code 98 for Lloyds, not each syndicate again. Remember to Hit Submit and Finish. You will then select Print Data for this Session.

## Appendix 3 Main Screen

## File Appendix 3 No Business

When filing No Business, you will select the Licensee Number from the drop down, the tax year, and No Business as the transaction type. Hit Submit and Finish. You will then select Print Data for this Session.

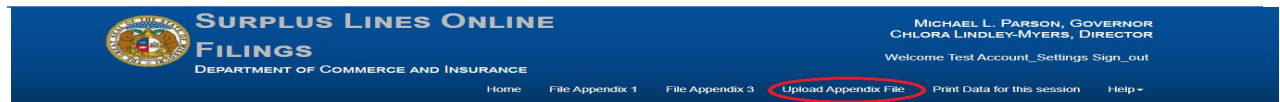
## File Appendix 3 (Submit Filing)

Select the Licensee Number from the drop down, complete all information requested. Hit Submit and Finish. You will then select Print Data for this Session.

## Upload Appendix File

Upload your Appendix 1 or Appendix 3 file. The file must be in the specified order and be a semi-colon delimited text file. Before uploading your data, be sure to verify the file meets both conditions. Files not in the correct format will not be uploaded into the database and not accepted as a submitted filing.

From the Home Page, select the Upload Appendix File button on the navigation bar.



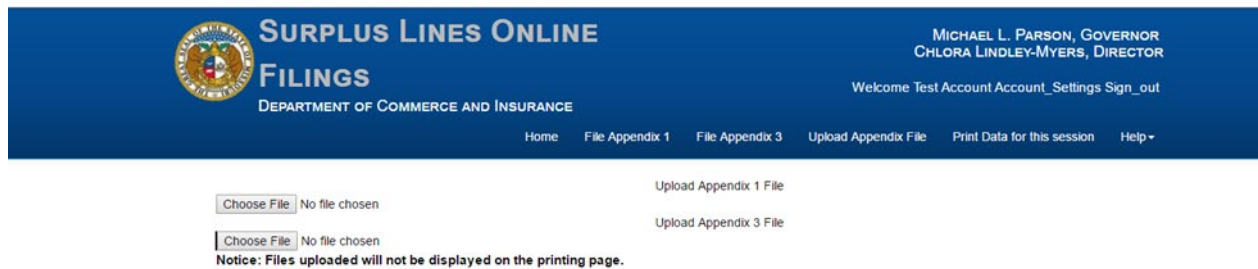
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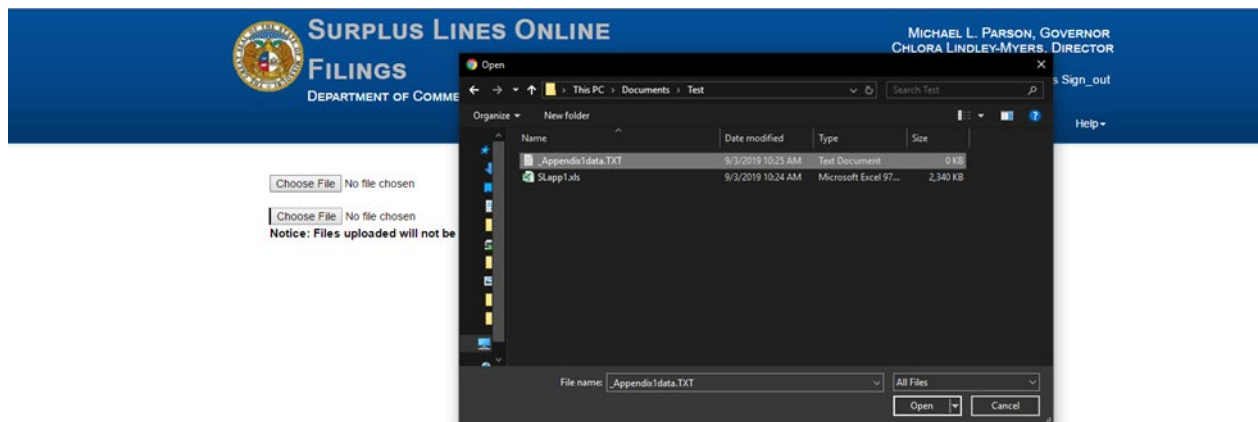
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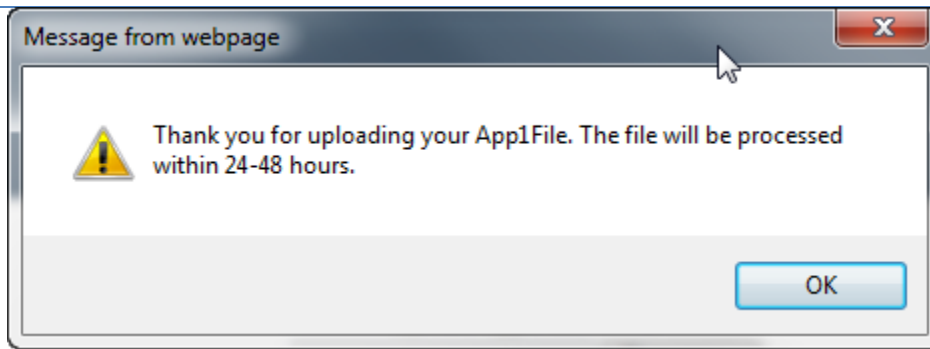
Select the Browse button from the appropriate upload type.



Navigate to the file location and select Save.

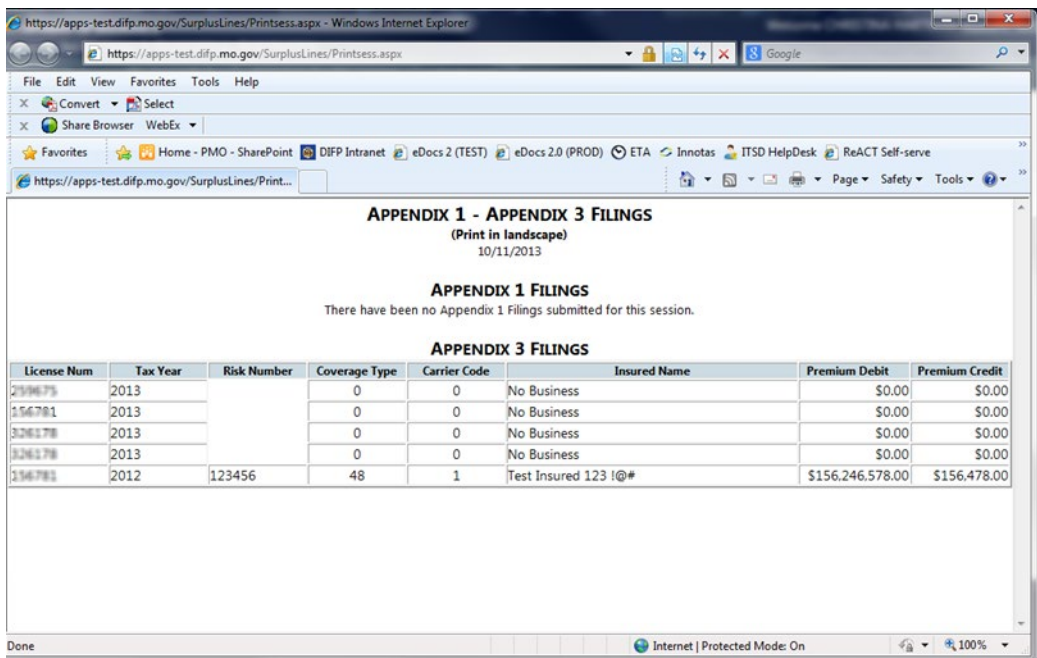


You will receive a confirmation message that your file was submitted for processing.



Click Ok to return to the system.

## Print Data for this Session



## Help



## Logout

Before closing the browser, be sure to logout. To logout, select the Sign Out hyperlink at the top right corner of the page. Upon successful logout, the system redirects you to a confirmation page.



The banner features the Missouri Department of Commerce and Insurance logo on the left. The main text reads "SURPLUS LINES ONLINE FILINGS" and "DEPARTMENT OF COMMERCE AND INSURANCE". On the right, it says "MICHAEL L. PARSON, GOVERNOR" and "CHLORA LINDLEY-MYERS, DIRECTOR". Below this, a user is logged in as "Test Account" with a "Sign\_out" link circled in red. A navigation menu at the bottom includes "Home", "File Appendix 1", "File Appendix 3", "Upload Appendix File", "Print Data for this session", and "Help -".

## User Manual

This User Manual can be obtained from the **User Manual** menu as well as from the DCI web site at <https://insurance.mo.gov/surplus-lines>.

## Contact Us

Frequently Asked Questions are available on the Department's website here:

<https://insurance.mo.gov/industry-faqs/surplus-lines-faqs>.

Contact the Department of Commerce and Insurance, for help with filings by email at

[SurplusLines@insurance.mo.gov](mailto:SurplusLines@insurance.mo.gov).



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### Contact Information

Department of Commerce and Insurance

#### Taxation Section

301 W. High Street  
Jefferson City, MO 65101

Email: [SurplusLines@insurance.mo.gov](mailto:SurplusLines@insurance.mo.gov)

[Back to Login Page](#)