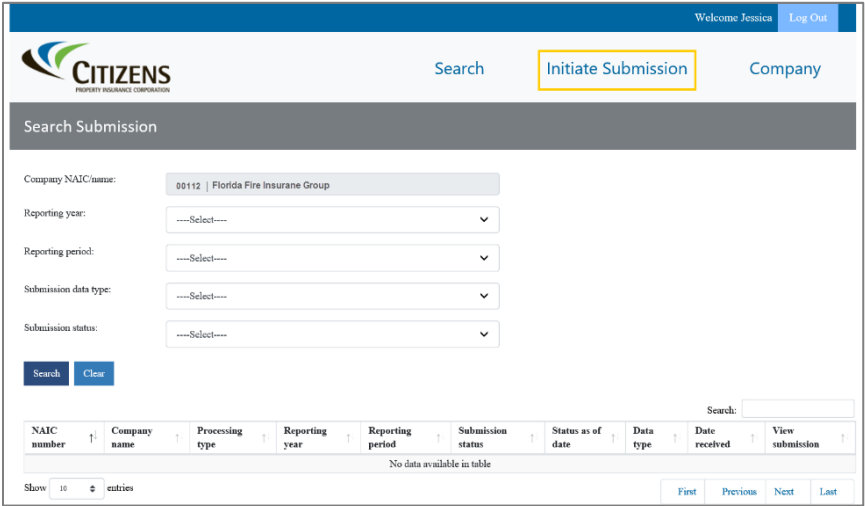
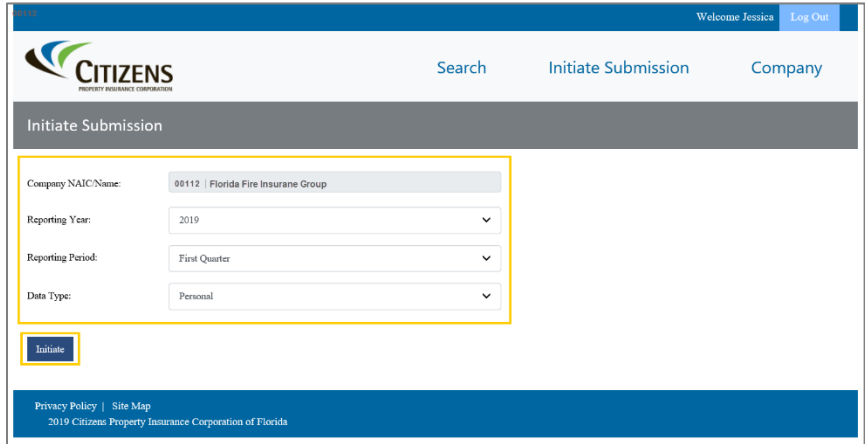


Initiating a Voluntary Premium Reporting Submission

Initiating a submission

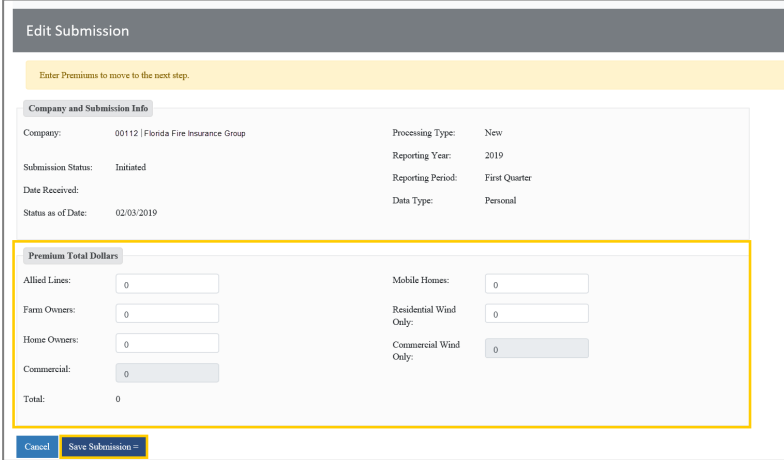
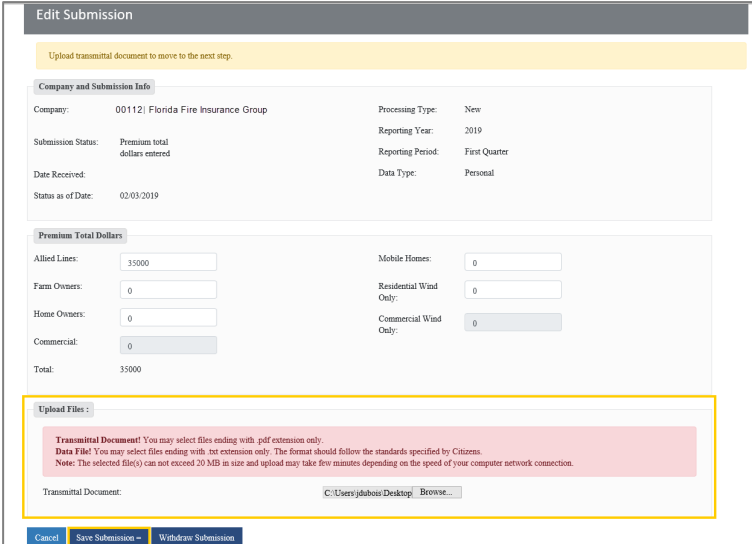
To initiate a submission, complete the following steps:

Step	Action
1	<p>After logging in, click Initiate Submission:</p>  <p>Result: The <i>Initiate Submission</i> page displays.</p>
2	<p>Select the Reporting Year, Reporting Period and Data Type, then click Initiate.</p> <p><i>Note:</i> If you represent more than one company, enter the appropriate company's NAIC number in the <i>Company NAIC/Name</i> field and select your Company Name as it pops up.</p>  <p>Result: The <i>Edit Submission</i> page displays.</p>

Continued on next page

Initiating a Voluntary Premium Reporting Submission, Continued

Initiating a submission, continued

Step	Action
3	<p>On the <i>Edit Submission</i> page, enter data in the applicable <i>Premium Total Dollars</i> section, then click Save Submission:</p> <p><i>Note:</i> The premium values in the transmittal document and the data file must match the premium values you enter on this screen.</p>  <p>Result: The <i>Upload Files</i> section displays.</p>
4	<p>Upload the transmittal document and click Save Submission.</p> <p><i>Note:</i> The transmittal document must be PDF format.</p>  <p>Result: The <i>Data File</i> option appears in the <i>Upload Files</i> section.</p>

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Initiating a Voluntary Premium Reporting Submission, Continued

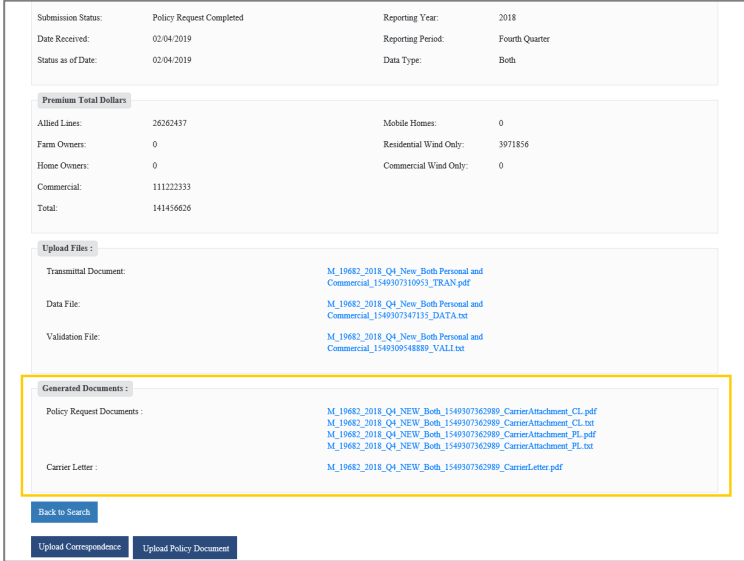
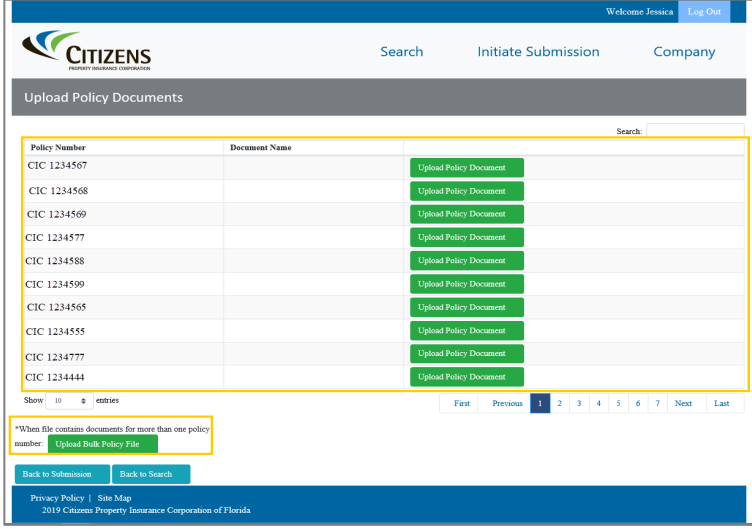
Initiating a submission, continued

Step	Action																		
5	<p>Upload the data file and click Save Submission.</p> <p><i>Note:</i> The text file must have a lower case <i>txt</i> extension (e.g., NAIC99999_2018_A01.txt).</p> <div data-bbox="581 554 1406 1125" style="border: 1px solid black; padding: 10px;"> <p style="background-color: #fff9c4; padding: 2px;">Upload data file to move to the next step.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Company and Submission Info</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Company: 00112 Florida Fire Insurance Group</td> <td style="width: 50%;">Processing Type: New</td> </tr> <tr> <td>Submission Status: Transmittal Document Uploaded</td> <td>Reporting Year: 2019</td> </tr> <tr> <td>Date Received:</td> <td>Reporting Period: First Quarter</td> </tr> <tr> <td>Status as of Date: 02/03/2019</td> <td>Data Type: Personal</td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Premium Total Dollars</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Allied Lines: <input type="text" value="35000"/></td> <td style="width: 50%;">Mobile Homes: <input type="text" value="0"/></td> </tr> <tr> <td>Farm Owners: <input type="text" value="0"/></td> <td>Residential Wind Only: <input type="text" value="0"/></td> </tr> <tr> <td>Home Owners: <input type="text" value="0"/></td> <td>Commercial Wind Only: <input type="text" value="0"/></td> </tr> <tr> <td>Commercial: <input type="text" value="0"/></td> <td></td> </tr> <tr> <td colspan="2">Total: 35000</td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Upload Files :</p> <p style="background-color: #ffe0e0; padding: 2px;">Transmittal Document! You may select files ending with .pdf extension only. Data File! You may select files ending with .txt extension only. The format should follow the standards specified by Citizens. Note: The selected file(s) can not exceed 20 MB in size and upload may take few minutes depending on the speed of your computer network connection.</p> <p>Transmittal Document: M_19682_2019_Q1_New_Personal_1549234133470_TRAN.pdf</p> <p>Data File: <input type="text" value="C:\Users\jdubois\Desktop\ Browse..."/></p> <p style="text-align: center;"> <input type="button" value="Cancel"/> <input style="background-color: #4f81bd; color: white;" type="button" value="Save Submission"/> <input type="button" value="Withdraw Submission"/> </p> </div> </div> <p>Result: The <i>Validation Results</i> link appears.</p>	Company: 00112 Florida Fire Insurance Group	Processing Type: New	Submission Status: Transmittal Document Uploaded	Reporting Year: 2019	Date Received:	Reporting Period: First Quarter	Status as of Date: 02/03/2019	Data Type: Personal	Allied Lines: <input type="text" value="35000"/>	Mobile Homes: <input type="text" value="0"/>	Farm Owners: <input type="text" value="0"/>	Residential Wind Only: <input type="text" value="0"/>	Home Owners: <input type="text" value="0"/>	Commercial Wind Only: <input type="text" value="0"/>	Commercial: <input type="text" value="0"/>		Total: 35000	
Company: 00112 Florida Fire Insurance Group	Processing Type: New																		
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Home Owners: <input type="text" value="0"/>	Commercial Wind Only: <input type="text" value="0"/>																		
Commercial: <input type="text" value="0"/>																			
Total: 35000																			
6	<p>Once you review the validation results file, complete one of the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">If the validation results file ...</th> <th style="width: 50%;">Then ...</th> </tr> </thead> <tbody> <tr> <td>Has addresses listed as being invalid or not in the wind-only area</td> <td>The addresses should be checked and corrected. Upload a new data file and transmittal.</td> </tr> <tr> <td>Has errors listed due to data or premium issues</td> <td>Correct and upload a new data file and transmittal.</td> </tr> <tr> <td>Does not have listings</td> <td>Click Submit Files and continue to Step 7.</td> </tr> </tbody> </table>	If the validation results file ...	Then ...	Has addresses listed as being invalid or not in the wind-only area	The addresses should be checked and corrected. Upload a new data file and transmittal.	Has errors listed due to data or premium issues	Correct and upload a new data file and transmittal.	Does not have listings	Click Submit Files and continue to Step 7 .										
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Initiating a Voluntary Premium Reporting Submission, Continued

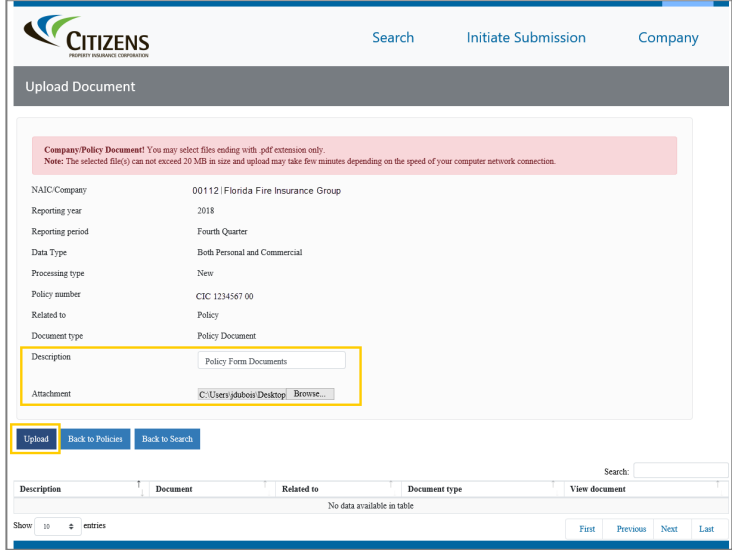
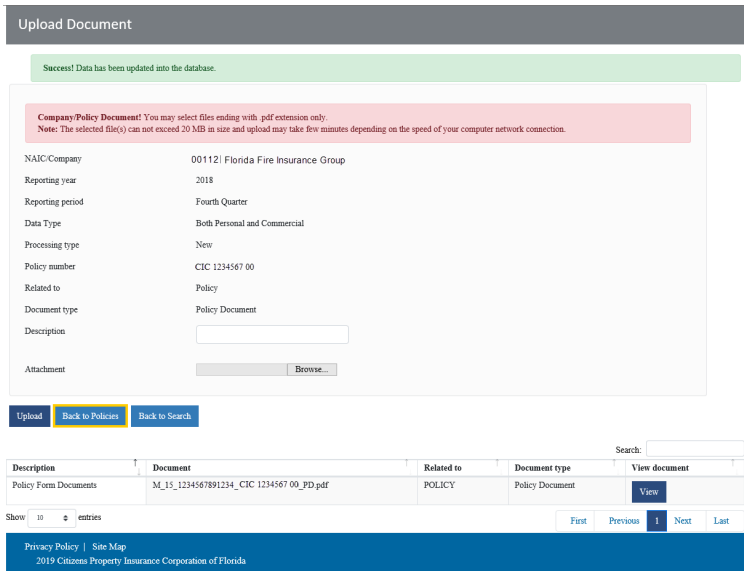
Initiating a submission, continued

Step	Action
7	<p>In the <i>Generated Documents</i> section, click the links to view policies selected for auditing:</p>  <p>Important: Gather the policy documents for the selected files and click Upload Policy Documents to proceed to Step 8.</p>
8	<p>On the <i>Upload Policy Documents</i> page, click Upload Policy Document (Individually) or click Upload Bulk Policy File (Multiple):</p>  <p>Result: The <i>Upload Document</i> screen displays.</p>

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Initiating a Voluntary Premium Reporting Submission, Continued

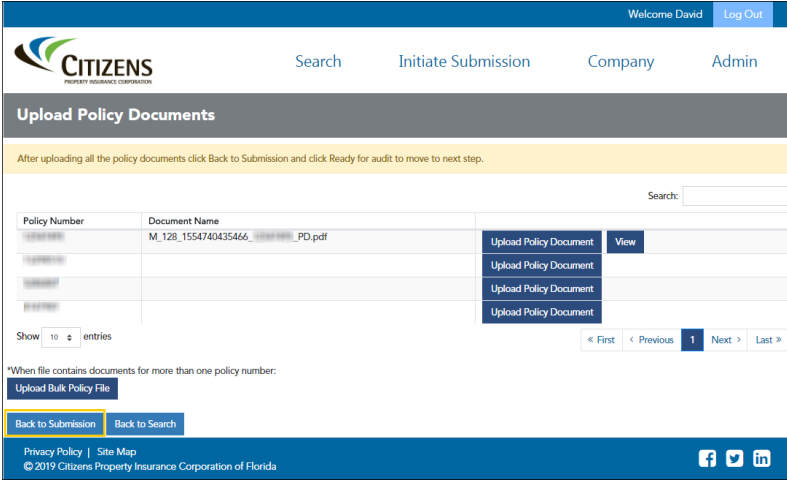
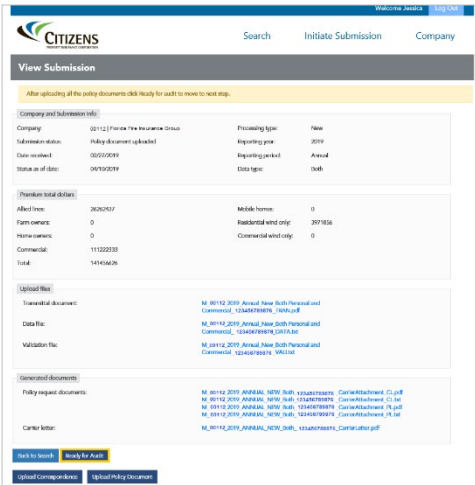
Initiating a submission, continued

Step	Action
9	<p>On the <i>Upload Document</i> screen, enter a description, click Browse to find and attach the file, and then click Upload.</p> <p><i>Note:</i> The file must be PDF format.</p> 
10	<p>On the <i>Upload Document</i> screen, click Back to Policies:</p> 

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Initiating a Voluntary Premium Reporting Submission, Continued

Initiating a submission, continued

Step	Action
11	<p>On the <i>Upload Policy Documents</i> screen, click Back to Submission:</p> 
12	<p>On the <i>View Submission</i> screen, click Ready for Audit.</p>  <p>Once Citizens staff reviews and verifies the documents, we will send a credit summary via email.</p>