

Submitting a Voluntary Premium Report

	following steps:					
Procedure	Log in to the Voluntary Premium Reporting System, then complete the					
Before You Begin	If necessary, contact Citizens' Voluntary department at voluntarysubmissions@citizensfla.com to obtain login credentials for the system.					
Audience	Assessable insurers wanting to report their eligible premium					
	This document explains how to submit a premium report in the Voluntary Premium Reporting System.					
Overview	In compliance with 627.351(6)(b)3.b., Florida Statutes, the Voluntary Premium Reporting System allows Florida insurance companies to submit their total written policy premiums for the wind-only eligibility area in exchange for credit against potential future Citizens assessments.					

			Welcome Arr	iy Log O
	Search	Initiate Submission	Company	Admin
Upload Document				
After uploading the bulk policy documen	t(s), click Back to Submission and click R	eady for audit to move to next step.		
Only attachments ending in .pdf can	be uploaded. Selected files cannot exc	eed 20 MB. Upload speed may vary based o	n network connection.	
NAIC/Company:				
Reporting year:				
Reporting period:	Second Quarter			
Data type:	Personal			
Processing type:	New			
Related to:	Policy			
Document type:	Policy Document			
Description:				
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Procedure,	Step	Action							
continued	2	Select the Reporting Year , Reporting Period and Data Type , then click Initiate . <i>Note</i> : If you represent more than one company, enter the appropriate company's NAIC number in the Company NAIC/Name field and select your company name as it pops up.							
		Welcome Amy Log Out Victories Search Initiate Submission Company Admin							
		Initiate Submission							
		Company NAIC/name: Type NAIC or Company Name Reporting year: Select Reporting period: Select Data type: Select							
		Privacy Policy Site Map Image: Composition of Florida © XXI Citizens Property Insurance Corporation of Florida Image: Composition of Florida Result: The Edit Submission page displays							
	3	On the <i>Edit Submission</i> page, enter data in the applicable <i>Premium Total Dollars</i> section, then click Save Submission : Welcome Amy Log Cut Search Initiate Submission Company Admin							
		Edit Submission							
		Enter premiums to move to the next step. Company and Submission Info Company. Processing type: New Submission status: irititated Reporting pare: 2021 Date received: Reporting type: Third Quarter Status as of date: 06/02/2021 Data type: Personal							
		Premium total dollars 0 Alled lines: 0 Farm owners: 0 Residential wind only: 0 Home owners: 0 Commercial wind only: 0 Total: 0							
		Cancel Save Submission Prinzey Poley Site Map © 2021 Citizens Property Insurance Corporation of Florids							
		<i>Note</i> : The premium values in the transmittal document and the data file must match the premium values you enter on this screen.							
		Result: The Upload Files section displays.							



Procedure,	Step			Action					
continued	4	4 A transmittal form and a data file are required to complete submission							
		Upload Submis	the completed sion.	transmittal form,	then click Save				
		Note: T	he transmittal f	orm must be PDI	⁼ format.				
		Edit Subn	nission						
		Uplical trans	mittal document to move to the next step.						
		Company and Company.	50	Processing Type:	New				
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		section.			•				



Procedure,	Step			Actio	on				
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		Result:	The Validation	<i>Results</i> lin	k appears. Open the link to				
		If the v	alidation resu	lts file	Then				
		Has ad	dresses listed	as being	The addresses should be				
		invalid o	or not in the wi	nd-only	checked and corrected.				
		area			Upload a new data file and transmittal form.				
		Has err	ors listed due	to data or	Correct and upload a new				
		premiur	n issues		data file and transmittal form.				
		Does n	ot have invalid		Click Submit Files to				
		address	ses or errors		continue.				



Procedure,	Step	Action						
continued	6	After sub Submiss section, o randomly	mitting the ion screen o click either to selected for	files wit displays the pdf or auditi	th no valida s. In the Ge or txt link to ing:	ation errors, enerated Do o view the p	the View ocuments policies	
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		View Submiss	ion					
		Upload policy docume	nts and once completed dick on R	eady for audit to proce	ed to next step.			
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		Premium total dollars Allied lines: Farm owners: Home owners: Commercial: Total:	4313520 0 46352323 0 50663843		Mobile homes: Readential wind only: Commercial wind only:	0 0 0	4	
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		Back to Search Read	Solernsalen Statza Undesel Bolk Itelice File	nit				



Procedure,	Step			Α	ction				
continued	 Gather the policy documents for the selected policies an Upload Bulk Policy File. Documents must be in PDF for upload. <i>Note:</i> If the Upload Bulk Policy File button is missing, cleache and close all browsers. Then try again. 								
		CITIZ	ENS	Search	Initiate Submis	ssion	Company	Admin	
		View Submis	sion						
		Upload policy docum	rents and once completed click on R	early for audit to proceed	to most alap.				
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		Upload files							
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		Generated documents							
		Policy request docume	arb.						
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		Rock to Search Rose	t Submission Status Roady for A	utt.					
		Upload Correspondence	Upload Bulk Policy File						



Procedure,	Step	Action								
continued	8	On the <i>Upload</i> Choose File to	Docume find and	e <i>nt</i> scre attach	een, enter a o the file, and	descriptio then clicl	n, click ∢ Upload .			
		Note: The file r	must be l	PDF fo	rmat.					
						Wok	come Amy Log Out			
				Search	Initiate Submission	Company	Admin			
		Upload Document								
		After uploading the bulk policy docume	ent(s), click Back to Submiss	ion and click Ready f	for audit to move to next step.					
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	Step	Step Action							
continued	9	Once the upload is complete, click Back to Policies :							
		Upload Document							
		Success! Data has been updated into the database.							
		Company/Policy Document! You may select files ending with pdf extension only.							
		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.							
		NAIC/Company 00112 Florida Fire Insurance Group Reporting year 2018							
		Reporting period Fourth Quarter							
		Data Type Both Personal and Commercial							
		Processing type New							
		Policy number CIC 123456/00 Related to Policy							
		Document type Policy Document							
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Procedure,	Step	Action						
continued	11	On the View Submission screen, click Ready for Audit:						
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		View Submission						
		Upload policy documents and once of	completed click on Ready for	audit to proce	eed to next step.			
		Company and Submission Info						
		Company: Submission status: Policy requ Date received: Status as of date: 07/23/202 Milestone Dates: Click Here	uest completed		Processing type: Reporting year: Reporting period: Data type:	New 2021 Second Quarter Personal		
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End of procedure