Submitting a Voluntary Premium Report

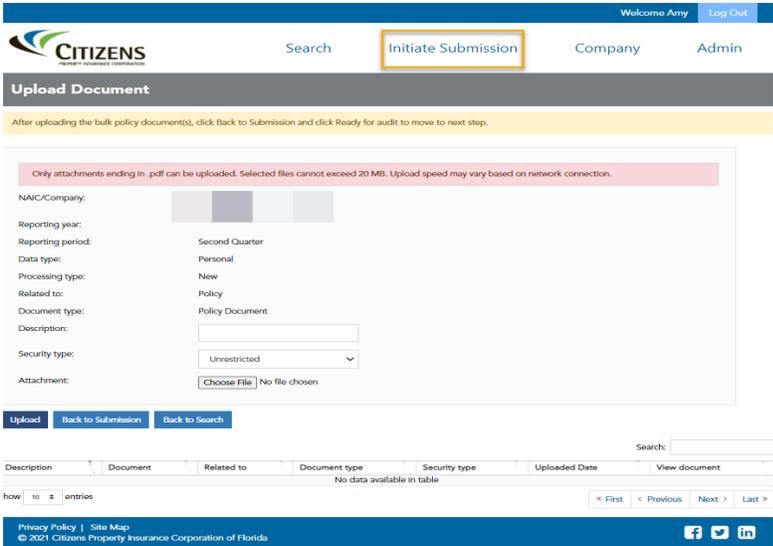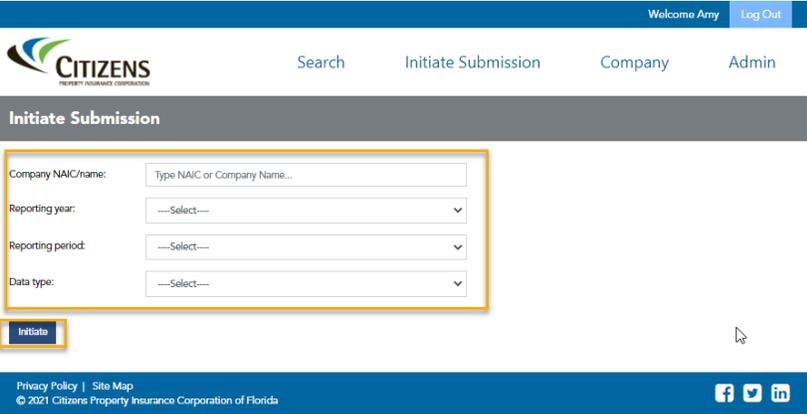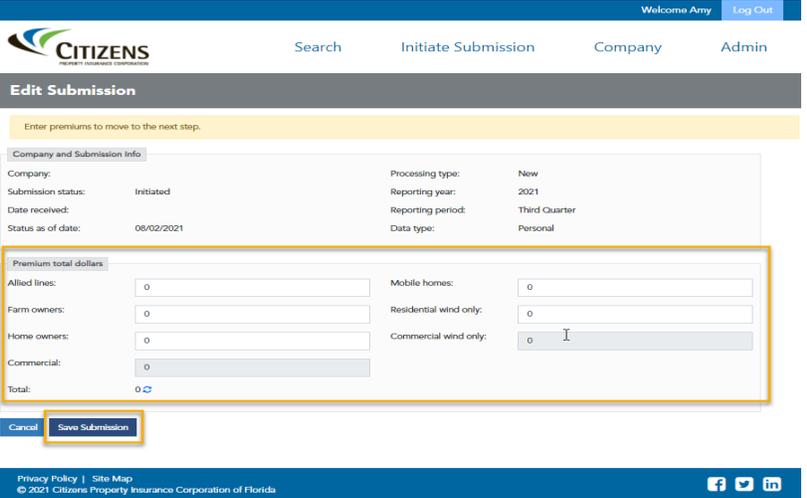|	
Overview	In compliance with 627.351(6)(b)3.b., Florida Statutes, the Voluntary Premium Reporting System allows Florida insurance companies to submit their total written policy premiums for the wind-only eligibility area in exchange for credit against potential future Citizens assessments. This document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

Step	Action
1	Click **Initiate Submission**: **Result:** The *Initiate Submission* page displays.

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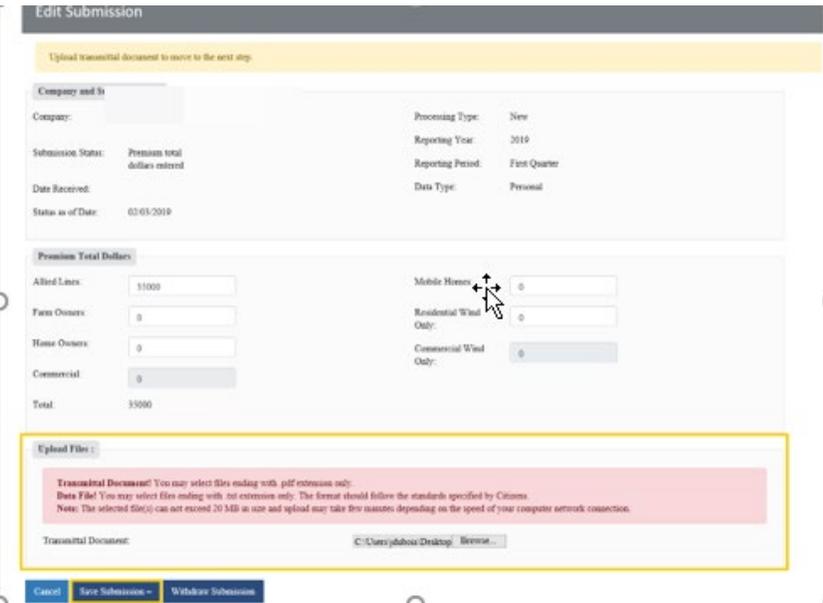
Submitting a Voluntary Premium Report, Continued

Procedure, continued	Step	Action
	2	Select the **Reporting Year**, **Reporting Period** and **Data Type**, then click **Initiate**. *Note*: 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. **Result:** The *Edit Submission* page displays.
	3	On the *Edit Submission* page, enter data in the applicable *Premium Total Dollars* section, then click **Save Submission**: *Note*: 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.

Step	Action
	Procedure, continued
4	A transmittal form and a data file are required to complete the submission..
	Upload the completed transmittal form, then click **Save Submission**.
	Note: The transmittal form must be PDF format.
	Result: The *Data File* option appears in the *Upload Files* section.

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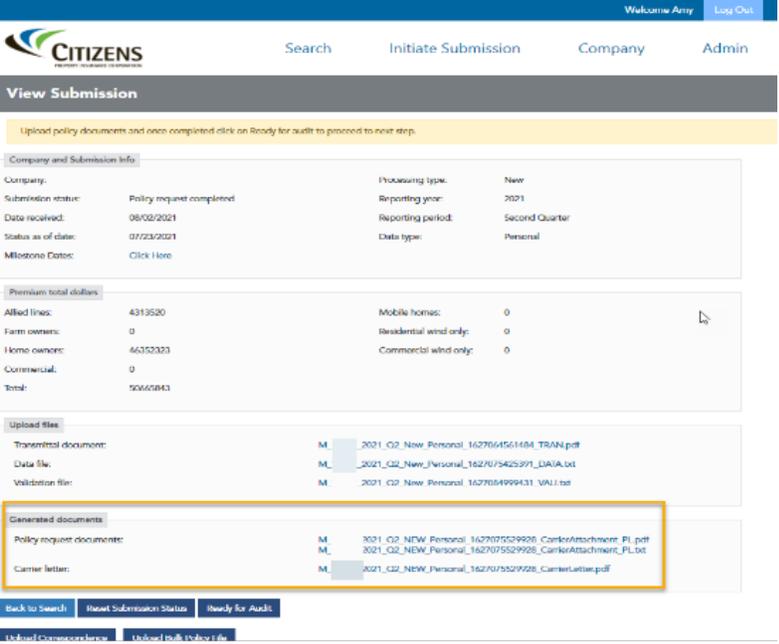
Submitting a Voluntary Premium Report, Continued

Procedure, continued	Step	Action
	5	Upload the data file and click **Save Submission**. *Note*: The text file must have a lower-case *txt* extension (e.g., NAIC99999_2018_A01.txt). **Result:** The *Validation Results* link appears. Open the link to review the results and complete one of the following:
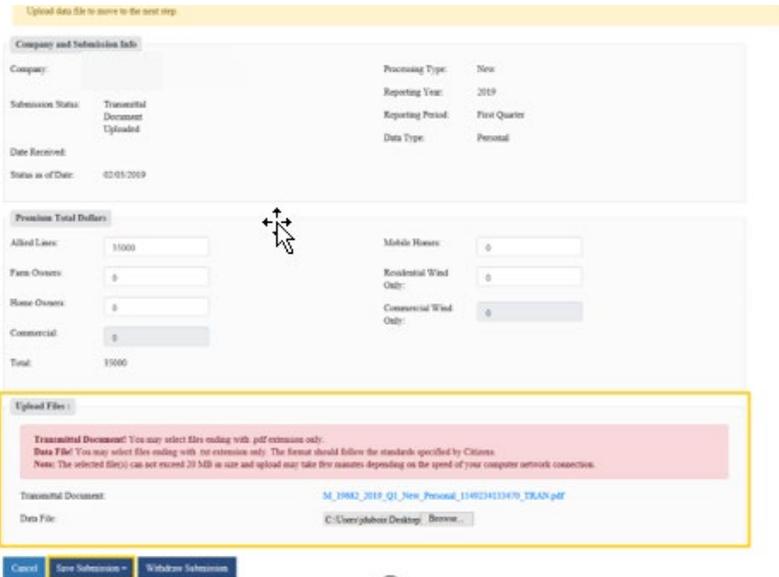
If the validation results file ...	Then ...
Has addresses listed as being invalid or not in the wind-only area	The addresses should be checked and corrected. Upload a new data file and transmittal form.
Has errors listed due to data or premium issues	Correct and upload a new data file and transmittal form.
Does not have invalid addresses or errors	Click **Submit Files** to continue.

Submitting a Voluntary Premium Report, Continued

	Step	Action
Procedure, continued	6	After submitting the files with no validation errors, the *View Submission* screen displays. In the *Generated Documents* section, click either the pdf or txt link to view the policies randomly selected for auditing:

Submitting a Voluntary Premium Report, Continued

	Step	Action
Procedure, continued	7	Gather the policy documents for the selected policies and click **Upload Bulk Policy File**. Documents must be in PDF format to upload. *Note:* If the *Upload Bulk Policy File* button is missing, clear your cache and close all browsers. Then try again.

Procedure, continued	Step	Action
	8	On the *Upload Document* screen, enter a description, click **Choose File** to find and attach the file, and then click **Upload**. *Note:* The file must be PDF format.
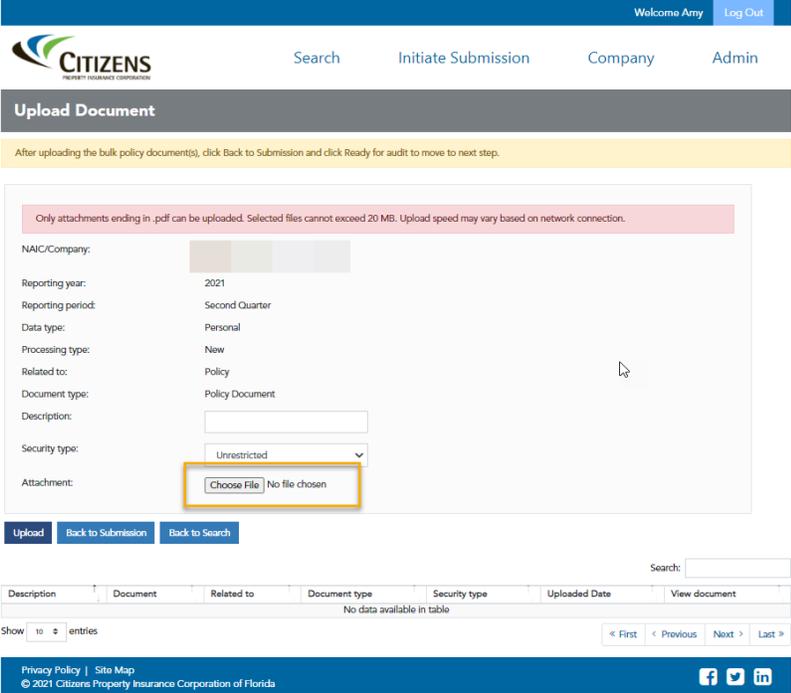
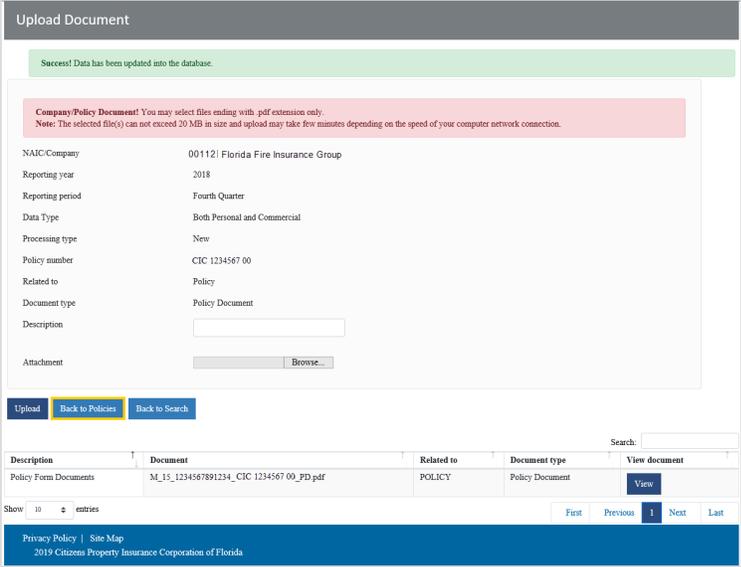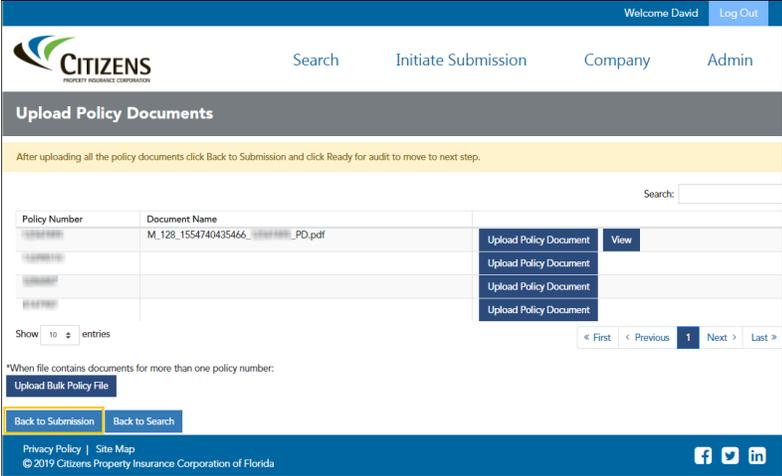|	Step	Action
Procedure, continued	9	Once the upload is complete, click **Back to Policies**: **Upload Document** Success! Data has been updated into the database. **Company/Policy Document!** You may select files ending with .pdf extension only. **Note:** The selected file(s) can not exceed 20 MB in 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 1234567 00 Related to Policy Document type Policy Document Description Attachment Browse... [Upload] [Back to Policies] [Back to Search]
	10	On the *Upload Policy Documents* screen, click **Back to Submission**: **Result:** The *View Submission* screen appears.

Procedure, continued	Step	Action
	11	On the *View Submission* screen, click **Ready for Audit**: Once Citizens staff reviews and verifies the documents, we will send an email with a *Credit Summary* attached. The summary also is stored in the Voluntary Premium Reporting System.
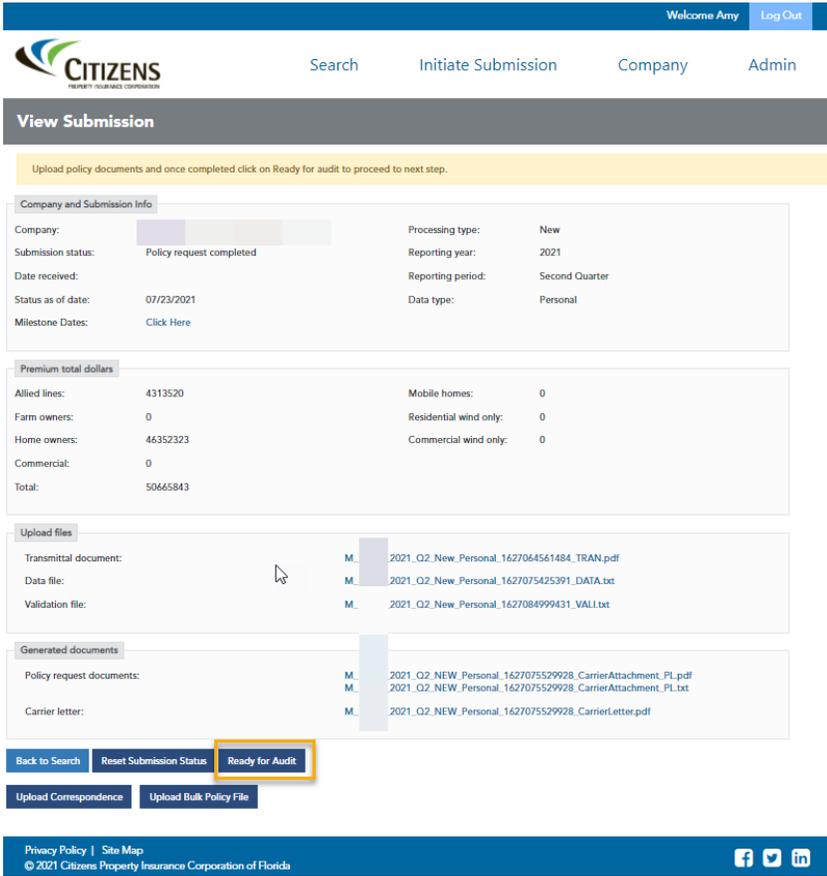
End of procedure