Welcome to the OIC online portal. These instructions will guide you through the steps to make your filing with the OIC.

When your company is first set up to file financial statements with the OIC, the contact person will receive an email with the User ID and password. The email will look similar to this:



The email includes the web address to the portal website. This is what the portal looks like.

rosoft Internet Explorer provided by Office Of Insur	ance Commissioner			
https://fortress.wa.gov/oic/onlineservices/Login	.aspx?module=FIN	🔹 🔒 State of Washington [U	JS] 🗟 🍫 🗙 ዖ blekk	0
View F <u>a</u> vorites <u>T</u> ools <u>H</u> elp 🛛 🗙 🍕	Convert 🔻 🛃 Select			
🤗 Login				▼ 💼 ▼ T <u>o</u> ols ▼
Washington State Office of the Insurance Commiss	sioner		OIC O	nline Services
Cor	npany Financial Stat	ements and Supple	ments	
USER LOGIN User ID Password Forgot Password? Go	WAOIC: Enter you Need user credentials?	I Statement Contact OR NAIC: T User ID and pas following information to CompanyS		
Online reports may require use of a PDF Reader				
	Online Services Web 5 Versior Copyright © 2010 - Washington Sta	20.0.0.0 Dated: January 13, 2013 te Office of the Insurance Commiss		

The first time you enter the site, you must change the temporary password to one that you choose.

	Change	Password
COORDINATED CARE CORPORATION	WAOIC#:	NAIC#:
Change Password		
You logged in using a temporary password. Pleas Password must be between 8 and 16 characters,		
	Old Password	* ••••••
	New Password	*
	Confirm New Password	* •••••
	Submit	Reset

The portal options are shown on the menu on the left side of the screen: submit a financial filing, change the password and update the contact information.



Submit Financial Filings

When you select Submit Financial Filing, you must choose the year that the filing is for. Select the year of the data, which might not be the year that you are making the filing.

Financial Statements and Supplements

Select the year you want t	p work with.
Filings for Year *	Continue Return To Main Menu

After you select the year, click the Continue button.

Financial Statements and Supple



You will see a list of documents that the OIC expects your company to file. If there is a difference from what you are expecting, please contact us.

Financial Statements and Supplements							
Washington Fi	ilings	Filings marked with a	asterisk (*) are requ	ired to be filed unless waived			
Due Date	Documents to be filed	Signature Required	Attachments	Last Unloaded Date			
03/01/2013	Additional Data Statement Form (Form IC-13A-HC / IC-14-HMO) *		0 uploaded files				
03/01/2013	Supplemental Compensation Exhibit *		0 uploaded files				

Each row lists a document and shows whether the document requires a signature in it.

To file a document, click the link in the Attachments column in the row for the document that you are going to file.

The following example will upload Form IC-14-HMO for a foreign Health Maintenance Organization. The example clicks the <u>0 uploaded files</u> link on the first row.

Now the system moves to the upload page, which shows the name of the document that was chosen. If this is not the document that you plan to file, you can click the Return to Filing button. To upload the document, click the Upload New Document button.

Filings for Year 2012							
	Additional	Data Stateme	ent Form (F	orm IC-13A-	HC / IC-14-	нмо)	
No documents have been	filed yet.						
o to upload		Upload New Docun	nent Return to N	lain Menu Return t	to Filing	Or cancel	

A window will pop up and allow you to browse to where you have stored the document on your system. Click the Browse... button. If you want to cancel, click the Finished button instead.

🙋 Upload Documents Webpage Dialog		
L	Jpload Documents	
Upload P	DF File Browse	Click to browse to your file
	Upload	
		Or you can cancel before
	Finished	uploading

Browse to your PDF document. Click on the document and then click the Open button.

🔾 🗸 🕨 🕨 Computer 🕨		users) (H:) 🔸 OIC Filings 🕨	→ 4	Search OIC	Filings
Organize 🔻 New folder					···· •
🗲 Favorites	^	Name	Date modified	Туре	Size
		Sample documents	<u>1/17/2013 1:49</u>	File folder	
词 Libraries		퉬 <u>zip files</u>	<u>1/17/2013 1:46</u>	File folder	
Documents		Actuarial Opinion Summary.pdf	<u>12/26/2012 2:55</u>	PDF File	<u>8 KB</u>
J Music		Auditor's communication on internal	<u>12/26/2012 2:53</u>	PDF File	<u>9 KB</u>
Pictures		Form IC-14-HMO.pdf	<u>12/27/2012 8:06</u>	PDF File	<u>568 KB</u>
Videos	=	IDC Form EEOO odf	12/27/2012 7:57	PDF File	<u>1,558 KB</u>
Videos		Type: PDF File Size: 567 KB	12/26/2012 10:0	PDF File	<u>177 KB</u>
_		Date modified: 12/27/2012 8:06 AM 2	<u>12/27/2012 12:1</u>	PDF File	<u>8 KB</u>
🖳 Computer		RAAIS.pdf	12/26/2012 2:55	PDF File	<u>8 KB</u>
🖵 users) (H:)		Schedule SIS.pdf	<u>12/26/2012 2:54</u>	PDF File	<u>8 KB</u>
🖵 (P:)		Supp Comp.pdf	<u>12/26/2012 2:57</u>	PDF File	<u>51 KB</u>
🖵 (5				
(T:)					
Removable Disk (U: on					
	Ψ.				
File <u>n</u> ame:			-	All Files (*.*)	•
		ve selected your file		Open	Cancel

The screen will now display the file that you've chosen.



The box may not be wide enough to show the full document name. If you're unsure if you selected the correct document, you can Browse again and re-select a document.

Please be sure that you upload the correct document.

Filings are made available on the OIC website almost immediately after upload. Certain documents are confidential and not subject to public disclosure. If you upload incorrectly, that may lead to the public having access to documents that would otherwise not be available to them.

Also, the OIC does not consider incorrect documents as filed, which could lead to fines or other regulatory actions.

When you have the correct document, click the Upload button.

🙋 Upload Documents Webpage	Dialog	
	Upload Documents	
	Upload PDF File H:\OIC Filings\Form IC-	
	Upload	Click to upload

The system will show that it is uploading the file.

🗐 Upload Documents Webpage Dialog
Upload Documents
Upload PDF File
H:\OIC Filings\Form IC- Browse
Uploading Please Wait

After the upload is finished, your filing has been processed by the OIC.

The screen updates to show the date the document was uploaded.

			OIC Online Services
COORDINATED CARE CORPORATION Filings for Year 2012	W.OIC#:	NAIC#:	Health Maintenance Organization
Additional Da	ta Statement For	m (Form IC-13	A-HC / IC-14-HMO)
Uploaded Date	nt		
	Upload New Document	eturn to Main Menu	urn to Filing
I		1	

To upload other documents, click the Return to Filing button.

The screen now shows the uploaded file in the Attachments column and the date filed.

ilings for Yea	D CARE CORPORATION r 2012	WAOIC#:	NAIC#:	Health	Maintenance Orga	anization
		Financial Statements		••		
Washington Fi	lings		F	ilings marked with a	sterisk (*) are requi	red to be filed unless waiv
Due Date	Documents to be filed		Sign	ature Required	Attachments	Last Uploaded Date
	Additional Data Statement Form (Form IC-13A-HC / IC-14-HMO) *				1 uploaded files	01/17/2013
03/01/2013	Additional Data Statement Form (Fo	orm IC-13A-HC / IC-14-HMO) *			1 uploaded files	01/1//2013

When you upload a document that was already uploaded, the system considers that an amendment. The system will offer you a text box to type an explanation of why you are amending.

Please only file an amendment after receiving OIC approval to do so (Statement of Statutory Accounting Principles No. 3).

An example of an amendment:

🙋 Upload Documents Webpage Dialog	
	Upload Documents
	Upload PDF File H:\OIC Filings\Form IC- Browse
	Briefly describe the reason for Amendment
\rightarrow	We forgot to complete page 4,
	Upload

After uploading the amendment, the screen updates to show all the filings of that document.

COORDINATED CAR Filings for Year 2012		WAOIC#:	NAIC#:	Health Maintenance Organ
			(Form IC 12	
	Additional Da	ata Statement Form	(FOIIII 1C-13)	А-НС / ІС-І4-НМО)
uploaded Date	Additional Da		(FOIM IC-13)	А-НС / ІС-І4-НМО)
Uploaded Date 01/17/2013			(Form 1C-13)	А-нс / 1с-14-нмо)

Back at the filings screen, you will now see that two filings have been uploaded and the date of the most recent upload.

COORDINATI Filings for Yea	ED CARE CORPORATION	WAOIC#:	NAIC#:	C#: Health Maintenance Organization			
		Financial Stateme	nts and Supple	ements			
Washington F	ilings		Filings r	marked with as	sterisk (*) are requi	ired to be filed unless wa	
Due Date	Documents to be filed			n., • • •	tttochments	Last Uploaded Date	
03/01/ 113	Additional Data Statement Form (Form IC-13A-HC / IC-14-HMO) *			2 uploaded files	01/17/2013	
03/01/2013	Suppremental Exponention Exhi	bit *			0 uploaded files		
		Return 1	To Main Menu		\uparrow		

Change Password

This is what the change password screen looks like:

	SIONEI		OIC Online Services
	Cha	ange Password	
			Fields marked with asterisk(*) are mandatory.
GROUP HEALTH COOPERATIVE	WAOIC#:	NAIC#:	Health Maintenance Organization
Change Password			
Password must be between 8 and 16 character	rs, and must have at least tv	vo numbers and one letter	r
	Old Pa	assword *	
	New Pa	assword *	
	Confirm New Pa	assword *	
		Submit Reset	

Update Contact

This is the page that allows you to update the financial statement contact and address.

The OIC uses this address to contact your company about its financial statements. Your company may have other contacts and addresses for other areas (such as taxes or complaints). Those addresses are updated separately.

		IISSIUHEI			OIC Online Services	
Financial Statement Contact Address Change						
COORDINATE					Fields marked with asterisk(*) are mandatory	
COORDINATE	O CARE CORPORATION	WAOI	C#:	IAIC#:	Health Maintenance Organization	
Company Fin Contact Person Street 1 * City * State/Province Email * Phone # - Ext *	ancial Statement Conta	t Address				
Contact Person	* Roy Otis					
Street 1 *	1122 Boogie Woogie Ave	nue	Street 2			
City *	Seattle		Country	* United States	▼	
State/Province	* Washington	-	Zip *	98101		
Email *						
Phone # - Ext *	206-555-1212 -	Fax	Other Phone #			
			Submit	ncel		
			Jabrint	licer		