

2015 Title Insurance Agencies Data Call Early DCAM Registration Request

The data call relates specifically to Annual Reporting by Agencies of Title Insurance

The Florida Office of Insurance Regulation is preparing to conduct its first annual Title Insurance Agencies' Data Call which is due June 1, 2015, pursuant to Sections 624.307 and 627.782, F.S. and Sec. 690-186.013, F.A.C.

This communication is being sent to the Title Agency Contact listed by the Division of Agent & Agency Services, Florida Department of Financial Services.

By receipt of this notice, we have determined your agency to be a required filer based on its being licensed as an active Title Insurance Agency at some time during Calendar Year 2014.

As a required filer, you will need to create an account for submitting your 2015 filing in the Data Collection and Analysis Modules (DCAM) system.

This notice is not the notice to file your agency's information - This is a courtesy notice describing how to create an account in DCAM, how to subscribe to your agency in DCAM, and how to locate the Title Agency Template that will be used for next year's data collection.

The web address to enter DCAM is: <https://apps.fldfs.com/DCAM/Logon.aspx>

The user's guide for DCAM is located at: <https://apps.fldfs.com/DCAM/Help/DCAMUserGuide.pdf>

OVERVIEW PROCESS:

The steps for setting up an account in DCAM, electronically subscribing to your agency, and locating the Title Agency Data Call detail template are described below.

- If you have never used the iPortal for filing Agent & Agency information, you must first enter the iPortal and set up an account. The address for that is <https://iportal.fldfs.com/ifile/account/setup.asp>. Complete the required information (those fields with a red asterisk), include a password of your choosing, then click "Create Account" at the bottom. Note a new account will not be created if the email address you enter as your user name was used before. If your email address was used before, choose "View your account" on the left, then "Retrieve lost password". The password will be sent to you.
- Once you have an iPortal account, enter DCAM using the link <https://apps.fldfs.com/DCAM/Logon.aspx>. Use the same user name and password to enter DCAM that you set up to enter the iPortal. If this does not work it means that the iPortal account has not been set up properly. You may have to click on "Create Account" on the left and repeat the steps in the previous paragraph.
- If you have not used DCAM before, you must first create an account for DCAM too. Click on "Setup" on the left and then "Contact Information". Scroll to the bottom and click on "Use iPortal Account Information". This will prevent you from having to enter everything a second time.
- Next click on "Setup" again, and locate the section titled "Other Filing Entities". Click on "Add Filing Entity".
- Under Filing Entity Search, type in the agency license number in the search bar then click on "Search". If the correct agency is displayed click on "Add Filing Entity" a second time and okay this (that you want to save changes), then click "Back". By subscribing to your agency, your account (email address) is linked to your agency, so you do not need to select your agency again each time you file.

Before you finish, you can find the Title Agency Data Call template at this address:

<http://www.floir.com/siteDocuments/FloridaTitleAgencyTemplate.pdf>. This is a PDF file that may be printed and reviewed. The actual Excel template will be part of the data call.

Again, this notice is not the notice to file your agency's information. The required reporting template will be available within DCAM on January 1, 2015. You will have until June 1, 2015 to file your agency's information.

If you have any questions regarding this filing process, please contact the Market Data Collections Unit at 850-413-3147 or via email: TitleAgencyReporting@floir.com

Your prompt cooperation in this effort will be greatly appreciated.