2015 Title Insurance Agencies Data Call

Pursuant to Sections 624.307 and 627.782, Florida Statutes and Sec. 69O-186.013, F.A.C.

Notice from the Florida Office of Insurance Regulation (OIR)

Data call related specifically to Annual Reporting by Agencies of Title Insurance

Please Read All Instructions Below Carefully

The Florida Office of Insurance Regulation is conducting its first annual Title Agencies Data Call pursuant to Sections 624.307 and 627.782, F.S. and Sec. 69O-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. This is a follow-up to a message you received from "MRTU" (Market Research and Technology Unit) on Tuesday, December 30, 2014.

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. There are no exceptions – even if your agency closed during 2014.

The agency's submission is to be submitted on an individual agency basis.

Your submission is due to the Office no later than 11:59PM ET on Monday, June1, 2015.

The Data Collection and Analysis Modules (DCAM) application is required to be used to submit your data. Locate DCAM at the following web address:
https://apps.fldfs.com/DCAM/Logon.aspx

The required reporting template will be available within DCAM on January 1, 2015. These are the items that will be required in your company's submission:

☐ The data template, which must be downloaded from within DCAM, completed in your office, and then uploaded in Excel format. Either Excel 2003 (.xls) or Excel 2007 (.xlsx) will be accepted.

The full template contains seven tabs:
(1) Version - includes OIR contact information and reporting date reminder
(2) Instructions - data template must be downloaded from DCAM for the purpose of reporting information
(3) Report_Lines – Two columns extend down a series of questions and required responses (enter either text or numeric in the two columns, as shown)
(4) Schedule A – Additional agency information
(5) Schedule B – Agent activities
(6) Schedule C (Residential) - Title agent statistical information submission for 1-4 residential units
(7) Schedule C (Commercial) - Title agent statistical information submission for commercial units.

- Your agency's submission must contain a Filing Certification, signed by an agency officer (electronic signature accepted), stating the information provided is accurate, to the best of their knowledge and belief. A sample copy is available on the OIR website at:
http://www.floir.com/siteDocuments/CertificationOfTitleDataSubmissionExample.pdf

☐ Include a cover letter if you choose. This is an optional component for the filing.

☐ Include any additional and optional information that is deemed important to the overall submission. These optional items may be uploaded as PDF documents under the "Other Information/Documents" component.

☐ The "Response to Request for Clarification" component should be used only as a response area after submission; upload documents to this component should the Office request additional information to complete your filing.

Please note: Additional underlying documentation shall be made available upon request of the Office.

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 creating a filing are described below. Note that an earlier notice was distributed on December 30 from "MRTU" that provided detail on creating your account and subscribing to your agency. If you completed those steps before, you should enter DCAM (first step below) then skip to the fifth arrow.

> Enter DCAM using the link https://apps.fldfs.com/DCAM/Logon.aspx

> If you have not used DCAM before, you must first create an account and electronically subscribe to your agency using the instructions provided in the notice delivered on Tuesday, December 30 from "MRTU". Alternatively, you can request another copy from the email address at the bottom of this notice.

> Choose "Other Filing Entity" and enter the license number of the agency for which you are creating the filing. NOTE: If you choose "Company" you will be presented with a list of subscribed insurance companies. Within OIR, agencies are not companies. They are "other entities".

> Select the option "Create a Filing"

> Select the menu option for the Module and Event questions (Select "Title Agency Data Call" options)

> Select the Period associated with this exam (The title is "2015 Title Agency Data Call"). If this does not appear please notify the Office at the email address above or by calling 850-413-3147.

> Select the DATA option. There is not a NO DATA option because all required filers were chosen for this data call.

> Complete the filing then go back to the workbench. View the components by clicking on the work file number, which shows in blue type.

> Select components by clicking directly on the component name.

> The data template is a required component of this filing. Click on the data template name then download to a local drive (separate screen).

> Complete the template according to instructions below for CY2014, then save under your CY2014 template. Note that validation columns appear on tabs requiring data entry. These columns are titled "Required Data Fields Complete?". These columns must all show TRUE (as validated) before the template can be submitted. Values showing as FALSE indicate a problem with the responses. If you cannot determine a cause for a FALSE value, contact the Market Data Collections Unit (information below).

> When completed with all TRUE validation values, upload that template from this same component screen.

> Create templates for CY2010 through CY2013 as well, saving each by unique name carefully. Upload those templates to the template component.

> Make corrections to your data template if you receive validation errors after uploading your template.

> Complete a certification, signed by an agency officer and formatted as a PDF document, and upload it to the Filing Certification Component. Here is a sample:

http://www.floir.com/siteDocuments/CertificationOfTitleDataSubmissionExample.pdf

> If you were unable to complete needed responses in the data template, then upload those documents under the "Other Information/Documents" component. Any supplemental or optional documents may also be uploaded there.

> Do not upload documents to the "Response for Request for Clarification" component; this is for later use should questions arise about your submission.

> When you have loaded the filing components submit your filing by clicking on the SUBMIT button in the pink box (scroll up if you don't see it).

> Your submission is considered filed *only after* you receive an email receipt showing your file log number. This file log number IS NOT the same as the work file number on your workbench. If, after an hour or two, your filing is still on your workbench, then the filing was not accepted. Determine your error and re-submit the filing; if assistance is needed use the contact information above to reach the Market Data Collections Unit.

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.