



FLORIDA OFFICE OF
INSURANCE REGULATION

IRFS Administrator Visual Guide:

*How to Update
Company
Contacts Using
the Florida Office
of Insurance
Regulation Filing
System (IRFS)*

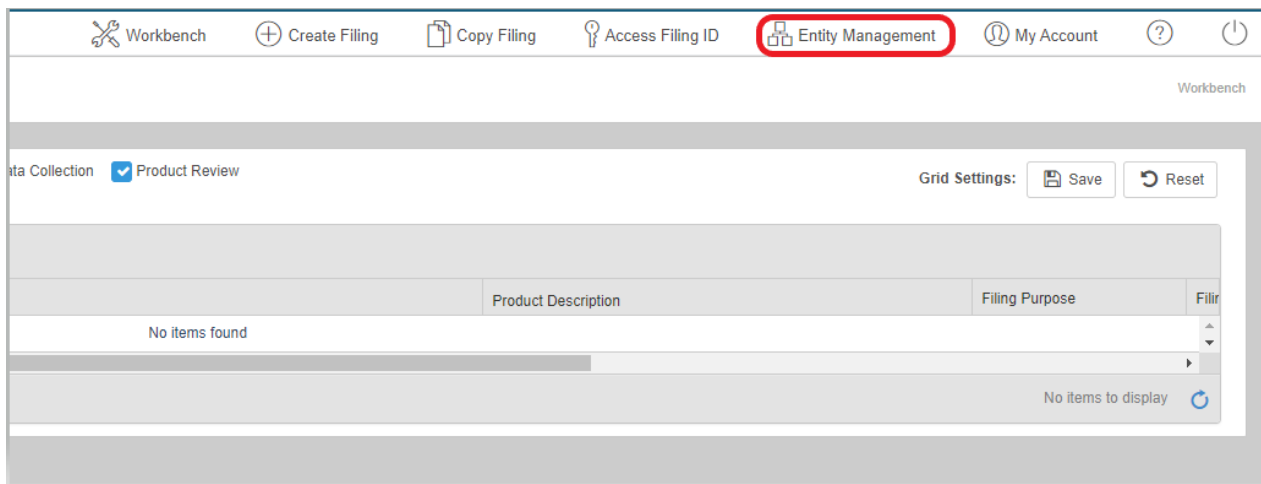
IRFS Administrator Visual Guide: Updating Company Contacts

Each company's Financial Statement Contact is the administrator for the company. The company administrator has the following rights within IRFS:

- Ability to approve or deny each new IRFS subscriber who requests access to the company in order to file on their behalf;
- Access to a screen where all user accounts subscribed to the company display;
- Ability to revoke or disassociate a user account from the company;
- Ability to designate other administrators;
- Ability to view all filings for the company;
- Ability to transfer filings from one filer's workbench to another; and
- Ability to update the company's disaster contact information.

To update the company's contacts, follow these steps (this feature is only available to the administrator):

1. Log into IRFS account at <https://irfs.fldfs.com/> and choose **Entity Management**:



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2. From the company tile, choose **Update Contacts**:

ACTIVE 2

[REDACTED], LLC
Pre-Paid Limited Health Service Organization - DENIED

<u>FEIN</u> [REDACTED]	<u>NAIC Code</u>	<u>NAIC Group</u>	<u>FL Code</u> 0000
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Unsubscribe **Update Contacts**

3. Open the **Claims Information for Policyholders** tab and enter the company's Claims Website, Phone Number and Email Address. Click save.

Claims Information for Policyholders | Office Contacts | Company Contacts

NOTE: Any fields left blank will overwrite previous data sent to the Office.

* **Claims Website:** **Claims Phone Number:**

Save

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4. Open the **Office Contacts** component.

Contact Type	Description
+ Accounting Contact	Staff member responsible for paying invoices.
+ Catastrophe Lead	Staff member responsible for communications to OIR regarding any disruption to continuity of operations
+ Claims Contact	Staff member responsible for non-catastrophe claims data and the reporting of it, if requested by OIR.
+ Disaster Response Coordinator	Staff member responsible for reporting catastrophe claims data and responds to OIR questions
+ Personal Injury Protection	Personal Injury Protection, also known as PIP insurance, can help defray such costs and even help protect

5. Click the “+” sign to open the components, then enter the current contact information.

Contact Type	Description
- Accounting Contact	Staff member responsible for paying invoices.

* First Name: * Last Name: * Phone:

* Check required fields

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Step 6. When all required fields are complete, click save:

* Postal/Zip Code:

Toll Free Number:

Fax Number:

* Email:

Cancel 

Note: The Company Contacts tab is a list of additional contacts used for forms and rates filings

7. Repeat steps 1-6 for each company administered in IRFS.

Please direct any questions to: CatastropheSurvey@floir.com or call (850) 413-3147.