

**Product Filing Matrix User Manual** 



Louisiana Department of Insurance

# **Table of Contents**

PFM User Help Manual	2
Home	2
Search	3
Product Search	3
Product Tree	6
Product Screen	7
Statement of Compliance	9
Transmittal Document	10
Certification of Compliance	11
Reference Search	12
Reference Tree	14
Reference Screen	15
Fee Wizard	17
FAQ	21
Help Center	23
What's New	25

# PFM User Help Manual

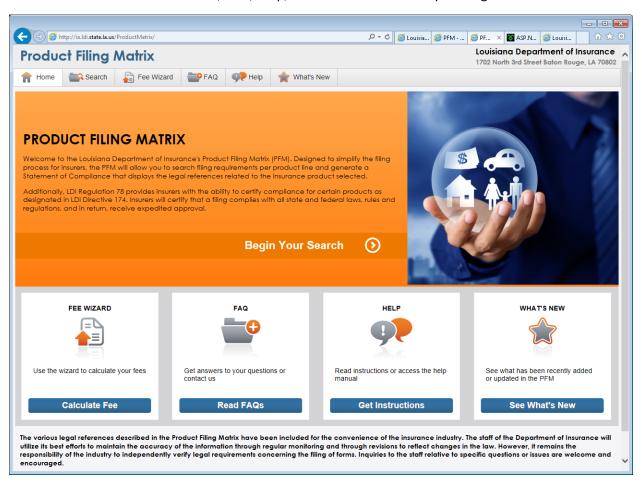
The Product Filing Matrix (PFM) allows industry users to search filing requirements per product line and generate a Statement of Compliance that displays the legal references related to the insurance product selected. Another important new feature of the Product Filing Matrix is the interactive fee wizard, which allows users to calculate product filing fees based on insurance line and filing type.

## Home

The Home screen serves as an entry point for the Product Filing Matrix. This screen contains links to the following options in the top navigation menu:

- Search
- Fee Wizard
- FAQ
- Help
- What's New

You can also access the Fee Wizard, FAQ, Help, or What's New screen by clicking the buckets below.



# Search

#### **Product Search**

Click the *Search* menu item or the *Begin Your Search* bar on the Home screen to access the Product Search.

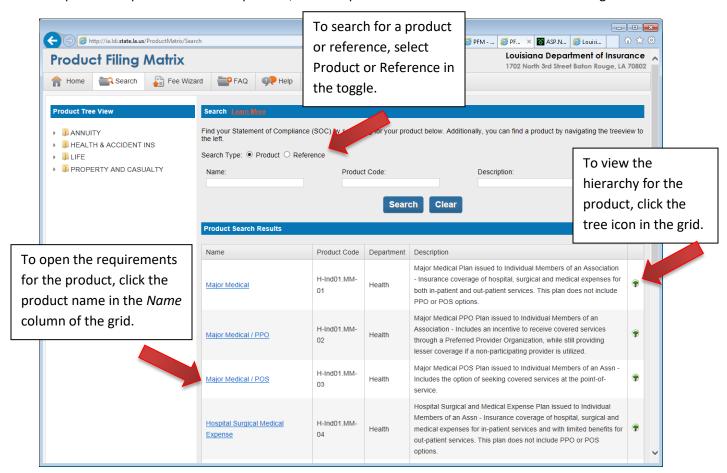


On the Search screen, you can search for a product or reference by selecting Product or Reference in the *Search Type* toggle in the *Search* section. The search defaults to products; searching for references will be explained in the next section.

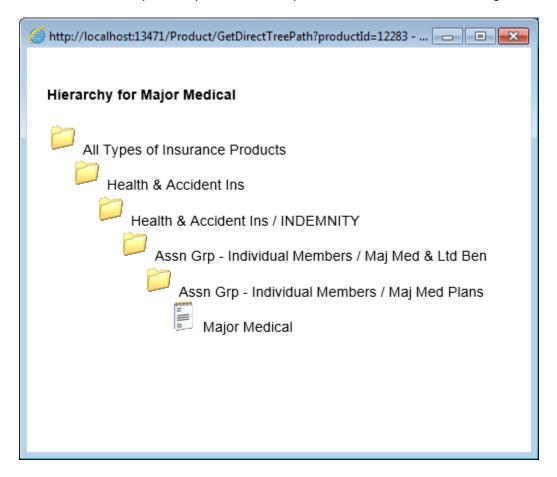
Search for a product by entering the Name of the product, the Product Code, and/or the Description, and then clicking the *Search* button. Click the *Clear* button to remove all search criteria and return the Search screen to default settings.

The results grid will show all products by default, until filtered according to your search criteria. Items in the grid can also be sorted by Name, Product Code, Department, or Description by clicking the headers.

To open the requirements for the product, click the product name in the Name column of the grid.



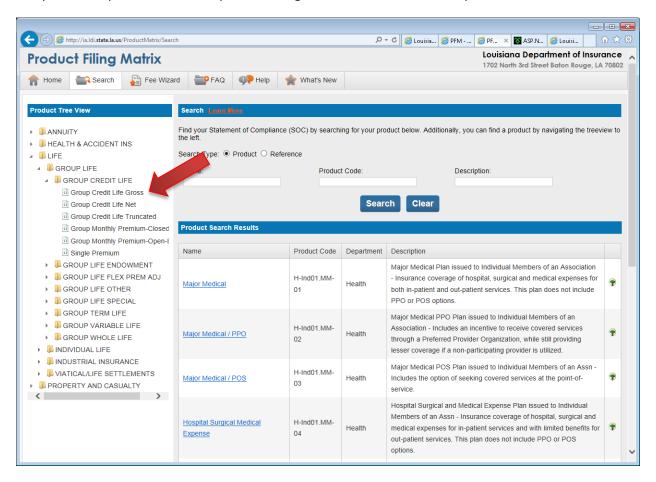
To view the hierarchy for the product, for the product, click the tree icon in the grid.



#### **Product Tree**

The Home screen defaults to display the Product Tree in the left-side navigation menu. In this view, you have the option to locate and view all requirements for a particular insurance product by clicking to expand the folder of the appropriate division, section, and product type, and then clicking the product. All folder levels are displayed in a hierarchy and you can open the folder for any different division, section, or product type at any time.

To open the requirements for the product using the Product Tree, click the product name.



#### **Product Screen**

This screen displays all legal references associated with the selected product. On this screen, you can generate a Statement of Compliance, a Transmittal Document, and/or a Certification of Compliance by clicking the document icons. You can view all legal references associated with the selected product.

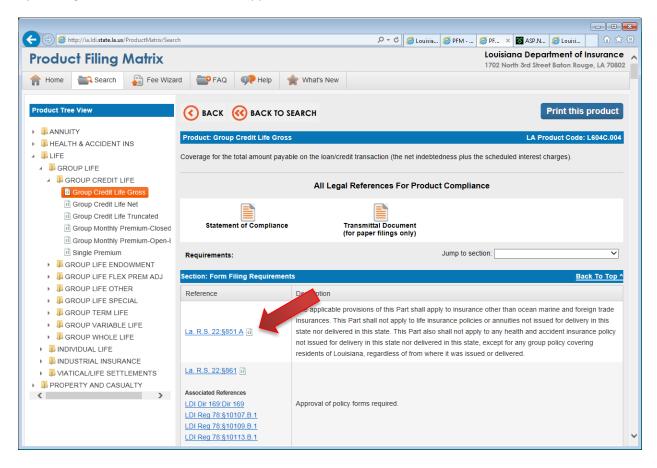
Select a component/section in the *Jump to Section* dropdown, to scroll automatically to that component/section on the Product screen. You can then return to the top of this screen by clicking any of the "Back to Top" links that appear at the top of each component/section.

On this screen, you can also click the name of the legal reference to open the Reference to screen.



**NOTE:** To view a printer-friendly version of this screen, click the *Print this Product* button.

Each reference contains a short description in the Description column. View the full text of a reference by clicking the document icon, where applicable.

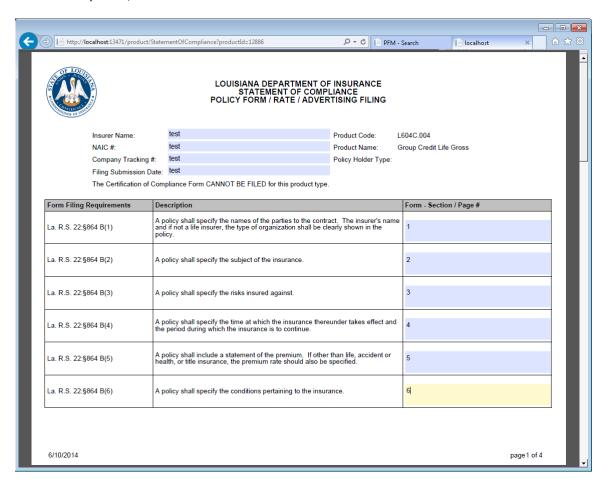


## **Statement of Compliance**

The Statement of Compliance (SOC) is a PDF generated by the PFM with activated fields for the user to fill out and submit to SERFF. This form must accompany every filing (with some exceptions). The PFM automatically links all defined Insurance Product Codes to each provision of state and federal law applicable to the content and administration of an Insurance Product.

Enter the section and page number of the forms where compliance is demonstrated in the fields provided. To fill out and print the document:

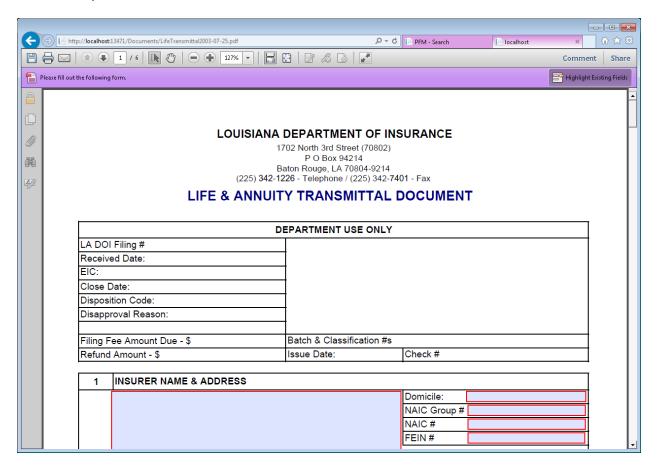
- 1. Download and save the document to your computer.
- 2. Type in the fields.
- 3. Once completed, save the file.



## **Transmittal Document**

The transmittal document is a PDF with activated fields for the user to fill out and submit to the LDI for paper filings only. A Transmittal Document must accompany every filing, describing the items included in the filing, the Insurance Product for which the filing is being made, and the Method of Marketing to be used for the product. To fill out and print the Transmittal Document:

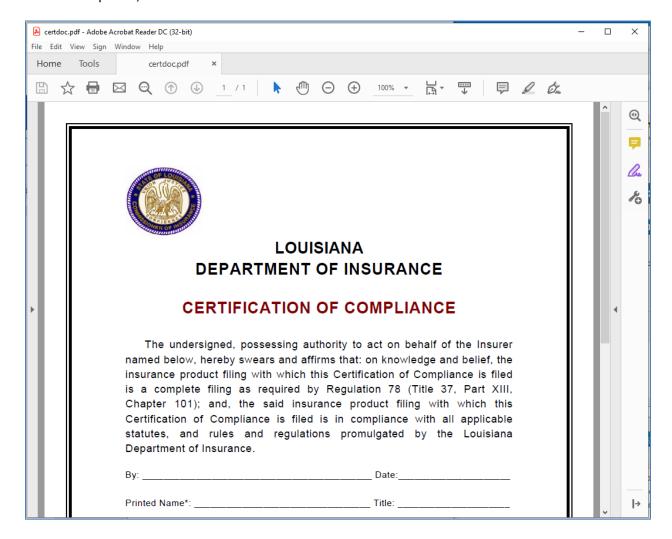
- 1. Download and save the document to your computer.
- 2. Type in the fields.
- 3. Once completed, save the file.



## **Certification of Compliance**

The Certification of Compliance is a PDF generated by the PFM with activated fields for the user to fill out and submit to SERFF. It is required when submitting a filing as a certified product. To fill out and print the document:

- 1. Download and save the document to your computer.
- 2. Type in the fields.
- 3. Once completed, save the file.

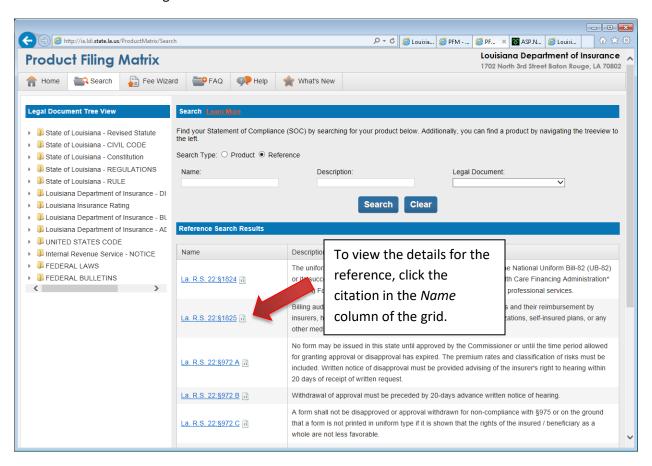


#### **Reference Search**

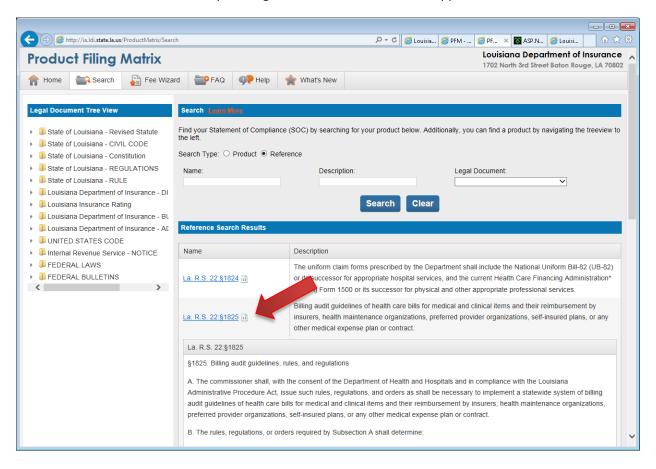
The Search screen defaults to display the Product Search. To view the Reference Search, select Reference in the *Search Type* toggle in the *Search* section. You can search for a reference by entering the Name of the reference, the Description, and/or selecting the Legal Document, and then clicking the *Search* button. Click the *Clear* button to remove all search criteria and return the Search screen to default settings.

The results grid will show all references by default, until filtered according to your search criteria. Items in the grid can also be sorted by Name and Description by clicking the headers.

To view the full legal reference, and all insurance products that it applies to, you can click the citation in the *Name* column of the grid.



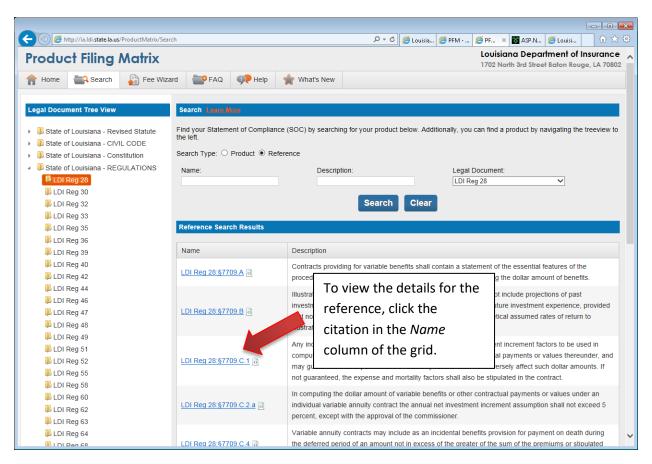
View the full text of a reference by clicking the document icon, where applicable.



#### **Reference Tree**

In the Reference Tree, you have the option to locate and view all legal references by clicking the folder of the appropriate document type, and then the legal document. Once you click the legal document, all associated references will be displayed in the Reference Search Results section.

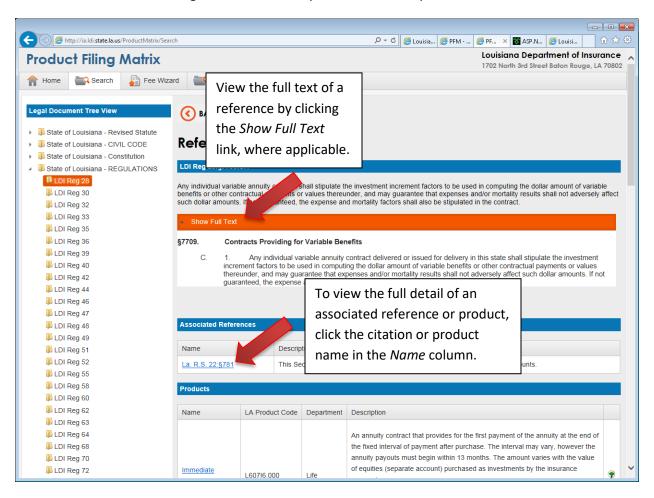
To view the full legal reference, and all insurance products that it applies to, you can click the citation in the *Name* column of the grid.



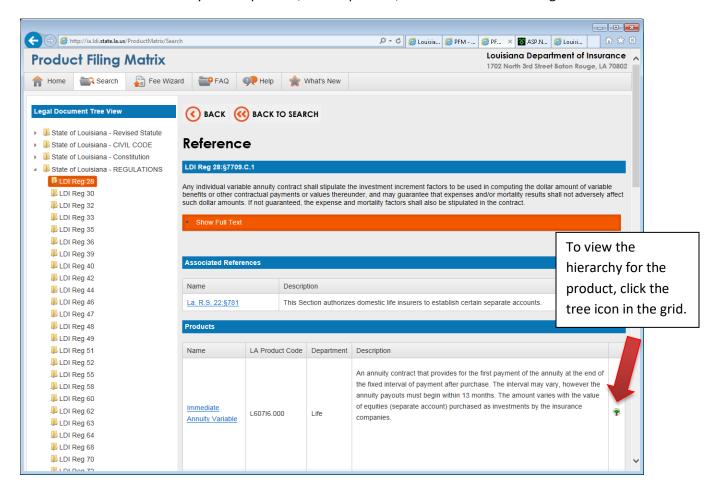
#### **Reference Screen**

This screen displays all products and references associated with the selected legal reference. To view the full detail of an associated reference or product, click the citation or product name in the *Name* column of the appropriate grid. Each reference contains a short description in the Description column. View the full text of a reference by clicking the *Show Full Text* link, where applicable.

Associated References in the grid can be sorted by Name and Description.

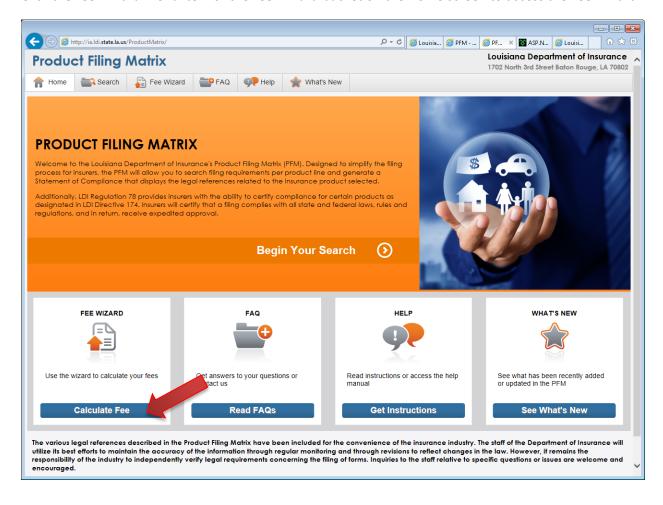


Products in the grid can be sorted by Name, LA Product Code, Department, or Description by clicking the headers. To view the hierarchy for the product, for the product, click the tree icon in the grid.

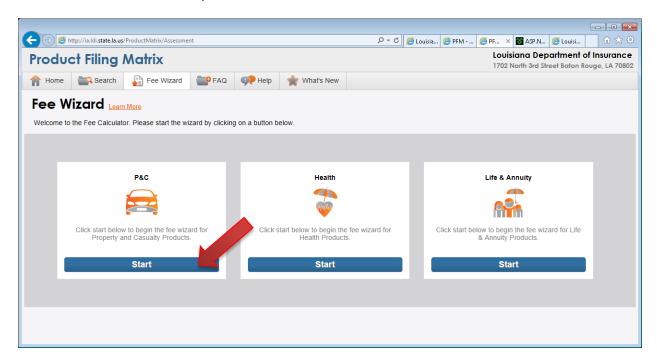


# **Fee Wizard**

Click the Fee Wizard menu item or the Fee Wizard bucket on the Home screen to access the Fee Wizard.



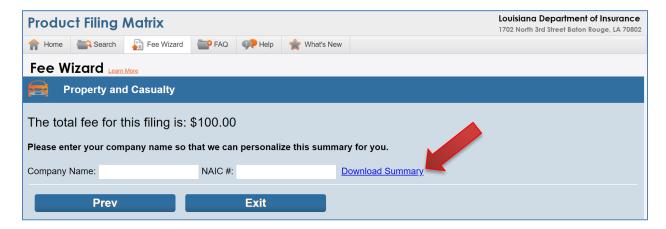
The Fee Wizard is a tool to assist users to accurately calculate fees associated with new product filings in the state of Louisiana. To begin the wizard, first click the *Start* button for one of the three filing types: P&C, Health, and Life & Annuity.



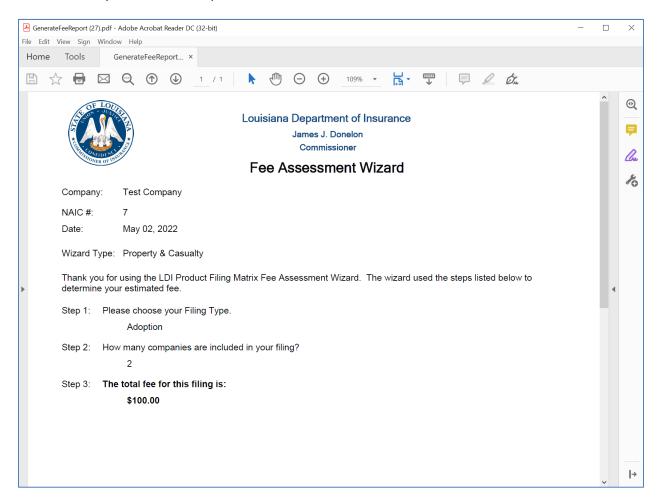
The Fee Wizard will guide you through a set of questions used to calculate the fee of your product filing. Once you have answered each question, click the *Next* button to move to the next step. You may, at any time, return to a previous question by clicking the *Previous* button.



Once you have completed all questions, the Fee Wizard will display the fee total. If you would like to view a summary of all questions and answers, first enter the name of your company in the *Company Name* field, and the NAIC # in the *NAIC* # field. Then click the *Download Summary* link.



## A PDF summary document will open.

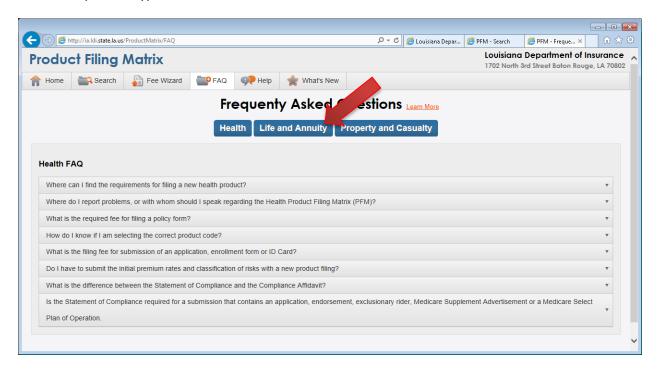


# **FAQ**

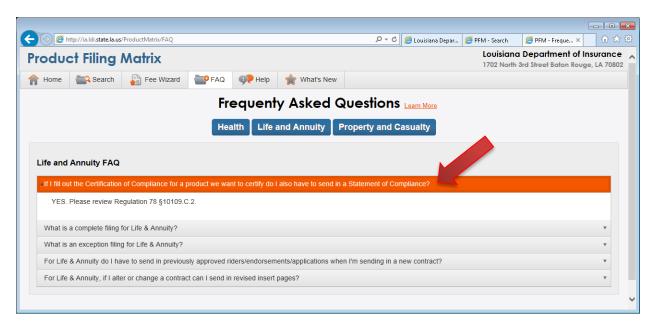
Click the FAQ menu item or the FAQ bucket on the Home screen to access the FAQ screen.



The FAQ screen contains additional information specific to filing products for Health, Property and Casualty, and Life and Annuity. This information is organized in Q&A format. To view this information, first click a product type button.

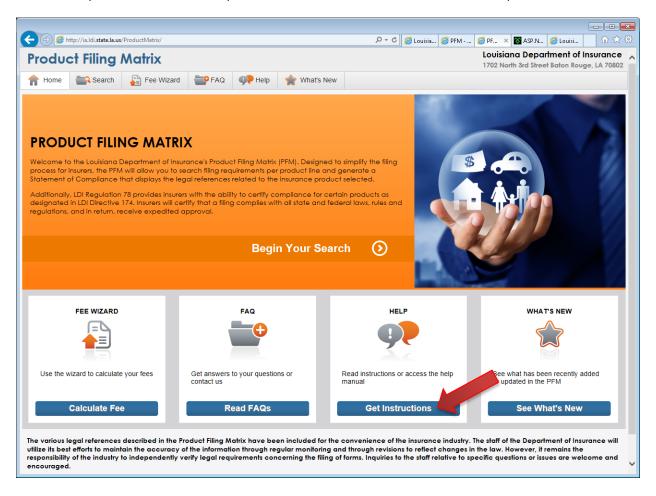


Click the question and the answer will expand below. Clicking a different question will minimize the previous question and open the new question.

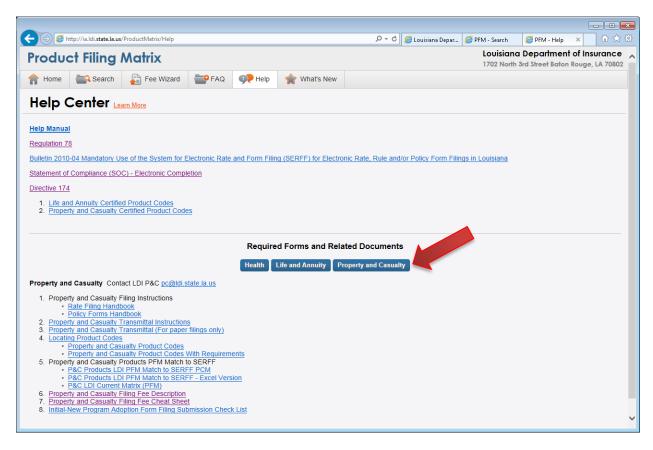


# **Help Center**

Click the *Help* menu item or the *Help* bucket on the Home screen to access the Help Center.

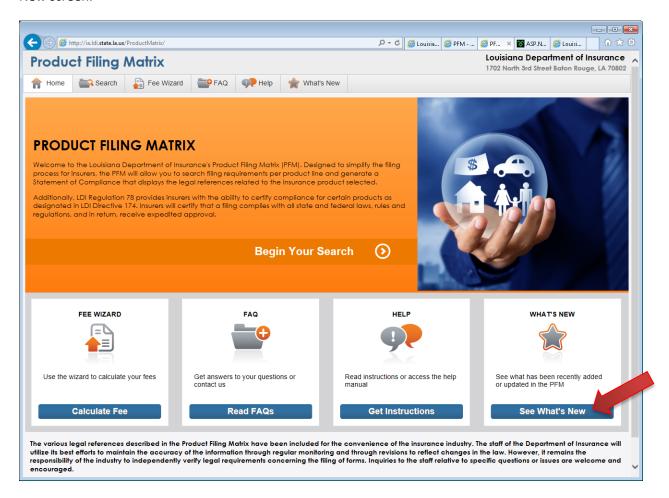


The Help Center contains links to the user help manual as well as required forms and related documents. To view the forms and documents related to each product type, click a filing type button and the section for that product type will open. The filing types are: Health, and Life and Annuity, and Property and Casualty.



## What's New

Click the *What's New* menu item or the *What's New* bucket on the Home screen to access the What's New screen.



The What's New screen displays comments that describe new additions to the Product Filing Matrix. The most recent comments will always appear first, and all comments entered within a year will be marked with the *New* icon.

