

FINANCIAL INTERNET FILING

ONLINE USER'S GUIDE

Frequently Asked Questions

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Sign Up Questions

How do I Sign Up?

Click the **Signup** button in the yellow area on the left from any Internet Filing page.

After I sign up, how long will it be before I receive my user ID and password?

In approximately 5 to 7 business days, the ID and password will be sent to the individual listed as the Financial Statement Contact for the company signed up. Please alert this person that you signed up at the Web site and that you are expecting the user ID and password.

I forgot my user ID or password, how do I get it back?

If your user ID and password were supplied by an administrator at your company (Financial Statement Contact), that person will be able to reset your password. However, if the user ID was supplied directly by the NAIC, you must contact the NAIC Help Desk at 816.783.8500. (An NAIC supplied password typically starts with the letters 'if'.)

Do I have to sign up for each quarterly and annual filing?

No.

How do I sign up for NY Supplemental Filing?

*If you have already signed up for NAIC filings, you may use the same id/password for NY filings. If you have not signed up for any Internet Filing, click the **Signup** in the yellow area on the left of any Internet Filing page.*

Browser Questions

What browsers are supported?

[Click here to go to our system requirements page.](#)

NAIC Statement Filing Questions

What filings and when can I submit through the Internet Filing Web site?

*Generally, all annual NAIC and NY Supplemental statements can be submitted starting February 15 of the current filing year. Quarterly NAIC and NY Supplemental statements can be submitted on April 1, July 1 and October 1, respectively, for 1st, 2nd and 3rd quarters. All filing submissions will be accepted until January 31 of the following year. These dates may fluctuate due to unforeseen issues. Any changes to these dates will appear on the Internet Filing home page. Click the **IF Home** button in the yellow area on the left of any Internet Filing page to go there. Check the Now Accepting section on the home page for filings we are currently accepting.*

Do companies still have to file a diskette?

For those filing NAIC or NY statements (annual or quarterly), a diskette filing is not required. However, some state insurance departments may require you to submit diskettes to them even though you have filed through the Internet to the NAIC. Please check with insurance departments in states in which you are licensed or doing business for exact requirements.

Do companies have to file a hard copy?

As of 2008 (2007 filing year), no. Hard copy statements are no longer required by NAIC.

If I sign up to file through the Internet Web site, do I have to submit data through the Internet, or can I still submit a diskette/CD filing to the NAIC?

The NAIC assumes that if you sign up for Internet Filing, you will submit data through the Internet and not on diskette/CD. If you file a diskette/CD, it will be marked as received. However, we will locate and process Internet Filing submissions first and only process diskettes if no Internet Filing submission is found.