

Frequently Asked Questions for the Electronic Applications

Regulators

- Question 1:** How do I attach the Certificate of Compliance and the Certificate of Deposit in the electronic application to validate the State of Domicile's approval?
- Answer:** In order to validate the Certificate of Compliance and the Certificate of Deposit the forms must be completed electronically.
- Question 2:** Why are there attachment buttons located on the electronic version of form 6 and form 7?
- Answer:** The attachments buttons are for "additional" information only, not for scanned copies of form 6 and form 7. Attachments will *not* validate the forms, which mean the dates the forms were completed will *not* appear on the status screen for the expansion states to view.
- Question 3:** When do I use the "Closed" button on the Application Status screen?
- Answer:** The Closed status is used when a Certificate of Authority will not be issued to the applicant. Closed could be for an application that has been withdrawn by the applicant or if the state has asked the company to reapply at a later time.
- Question 4:** Why can't I enter a date for the "Application Processed" in the Application Process screen?
- Answer:** Application Process means that a Certificate of Authority has been granted to the applicant. Application closed means the no Certificate of Authority has been granted.