

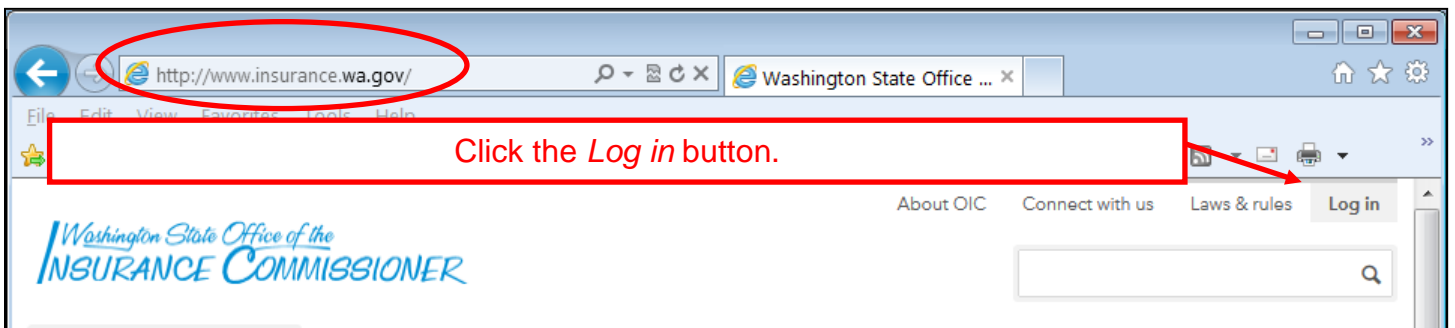
Accessing the Washington OIC Web Portal

Welcome to the OIC online portal. These instructions will walk you through the steps to log in to file your Annual Report or pay fees due.

Important! Your User ID starts with FIN, not TAX, and has a different password than you had for e-Tax.

**We created this training material on a test site.
The actual site may be slightly different.**

To get to the web portal, start at the commissioner's web site (www.insurance.wa.gov).
Click the *Log in* button.



Click the link for the type of organization that you are.



Accessing the Washington OIC Web Portal

This is what the login screen looks like:

Filing and Payment Center

USER LOGIN

User ID

Password

[Forgot Password?](#)

Find your Entity Contact

WAOIC: OR NAIC:

Entity Name:

Contact Person

To find out who your primary Financial Statement contact person is (as listed in the OIC records), you can type in your WAOIC number and then click the *Find* button.

USER LOGIN

User ID

Password

[Forgot Password?](#)

Find your Entity Contact

WAOIC: OR NAIC:

Entity Name:

Financial Statements/Auxiliary Annual Filings: Robert Ellis Orrall 000-555-0000

Logging In

Your User ID starts with FIN. Enter your User ID and password, and then click the *Go* button.

USER LOGIN

User ID

Password

[Forgot Password?](#)

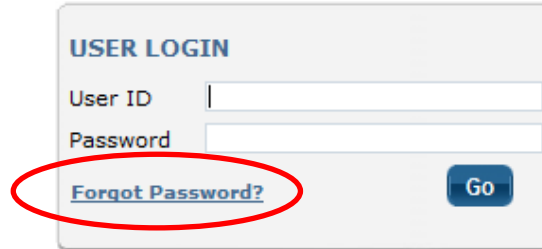
If you don't have the email that the OIC sent with your FIN password, please use the *Forgot Password* process discussed next.

If you are a secondary user and forgot your User ID, please contact the primary contact person at your organization.

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Passwords

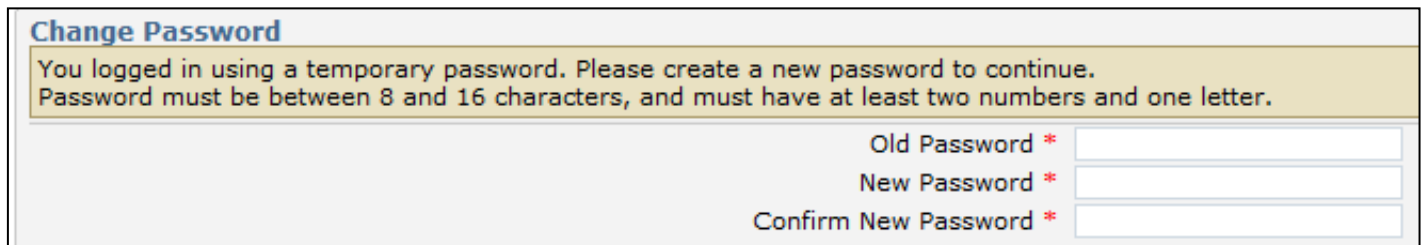
If you forget the password, or if the primary contact person has left, but **you have access** to their email account, you can use the *Forgot Password* link to get a temporary password **sent to the email address in our records.**



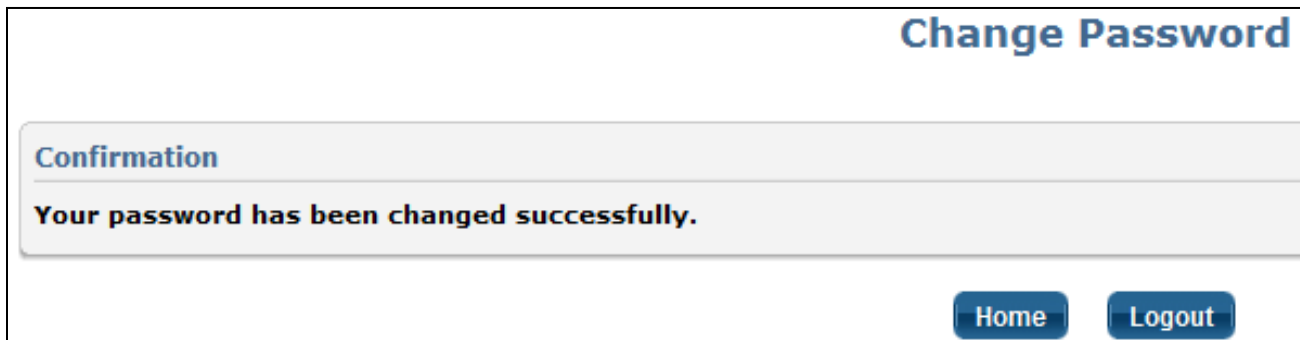
The screenshot shows a 'USER LOGIN' form with two input fields: 'User ID' and 'Password'. Below these fields is a blue button labeled 'Go'. A red circle highlights the text '[Forgot Password?](#)' located below the 'Password' field.

If you don't have access to the primary contact person email account, or you get an error message indicating that the email address doesn't match, you must contact us at CompanySupervisionFilings@oic.wa.gov with the new information. After we update the email address in our records, you can then use the *Forgot Password* link to have a temporary password emailed to the new address.

When you login with a temporary password, you must immediately change the password. Enter a new password that meets the criteria and click the *Submit* button.



The screenshot shows a 'Change Password' form. At the top, there is a message box with the text: 'You logged in using a temporary password. Please create a new password to continue. Password must be between 8 and 16 characters, and must have at least two numbers and one letter.' Below the message box are three input fields: 'Old Password *', 'New Password *', and 'Confirm New Password *'. Each field has a red asterisk indicating it is required.



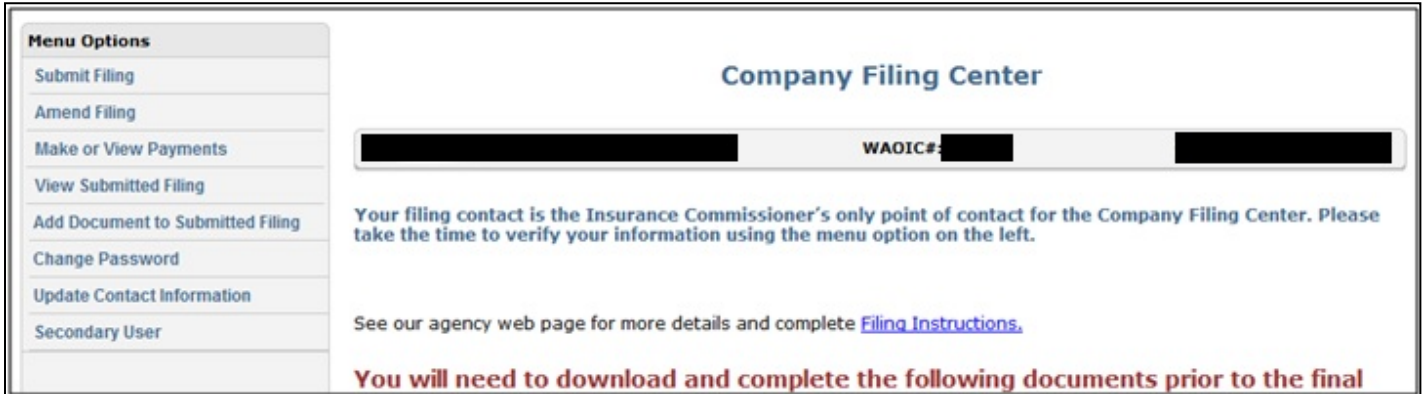
The screenshot shows a 'Change Password' confirmation screen. At the top right, the title 'Change Password' is displayed. Below the title is a 'Confirmation' section with the message: 'Your password has been changed successfully.' At the bottom right, there are two buttons: 'Home' and 'Logout'.

After changing the password, click the *Home* button.

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Home Screen

This is what the main part of the home screen looks like:



The screenshot shows the 'Company Filing Center' home screen. On the left is a 'Menu Options' sidebar with the following items: Submit Filing, Amend Filing, Make or View Payments, View Submitted Filing, Add Document to Submitted Filing, Change Password, Update Contact Information, and Secondary User. The main content area features the title 'Company Filing Center' and a 'WAOIC#' field with redacted values. Below this, a message states: 'Your filing contact is the Insurance Commissioner's only point of contact for the Company Filing Center. Please take the time to verify your information using the menu option on the left.' A link to 'Filing Instructions' is provided. At the bottom, a red text prompt reads: 'You will need to download and complete the following documents prior to the final'.

Please see our separate instructions for the menu options.