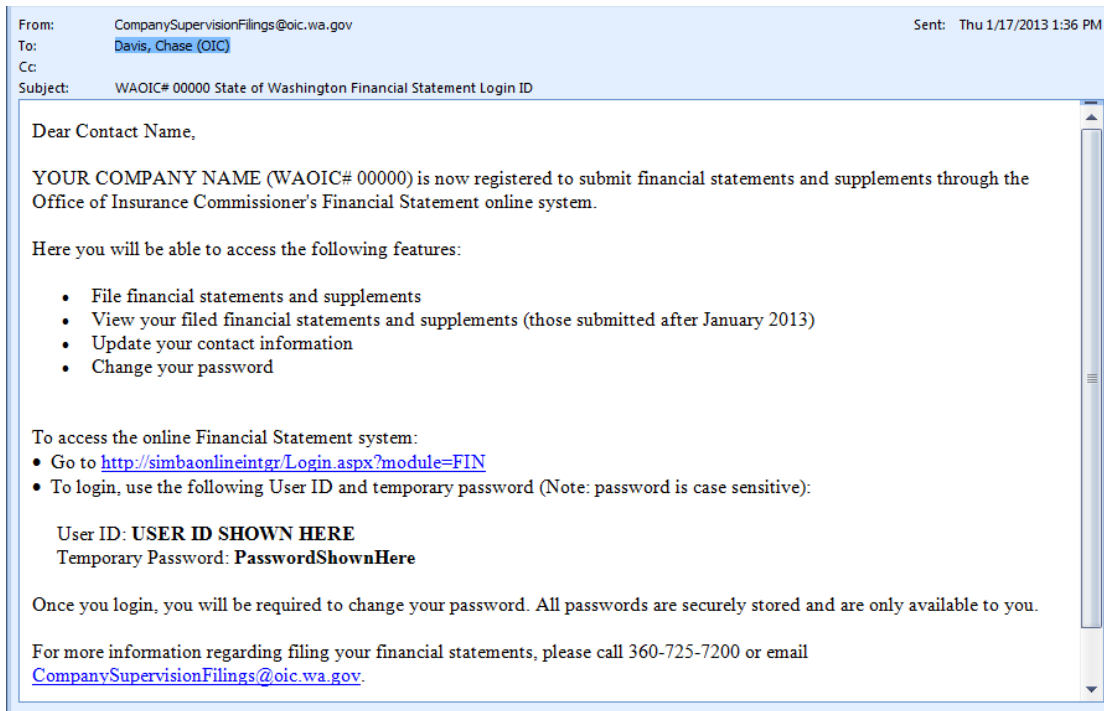
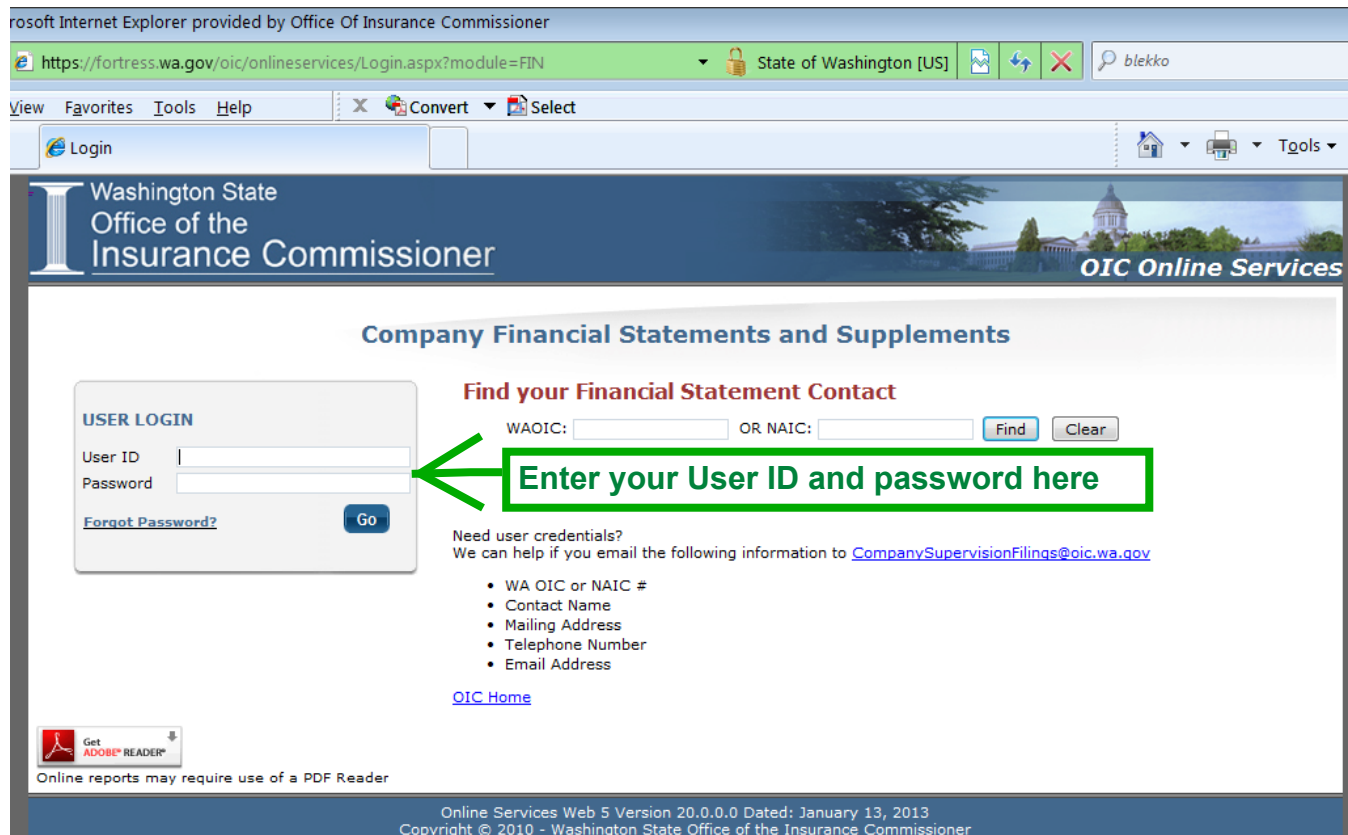


Welcome to the OIC online portal. These instructions will guide you through the steps to make your filing with the OIC.

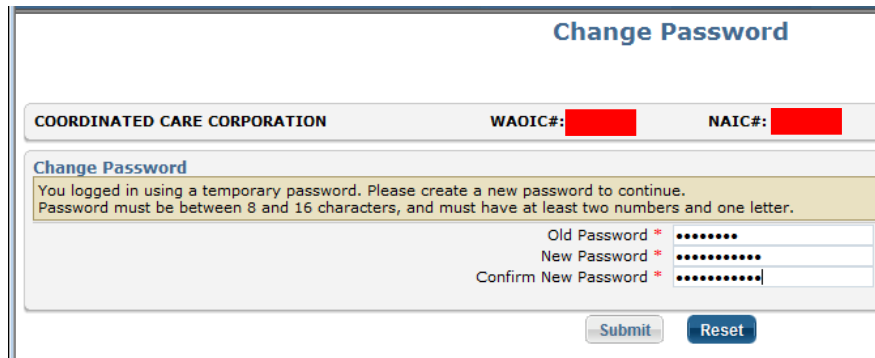
When your company is first set up to file financial statements with the OIC, the contact person will receive an email with the User ID and password. The email will look similar to this:



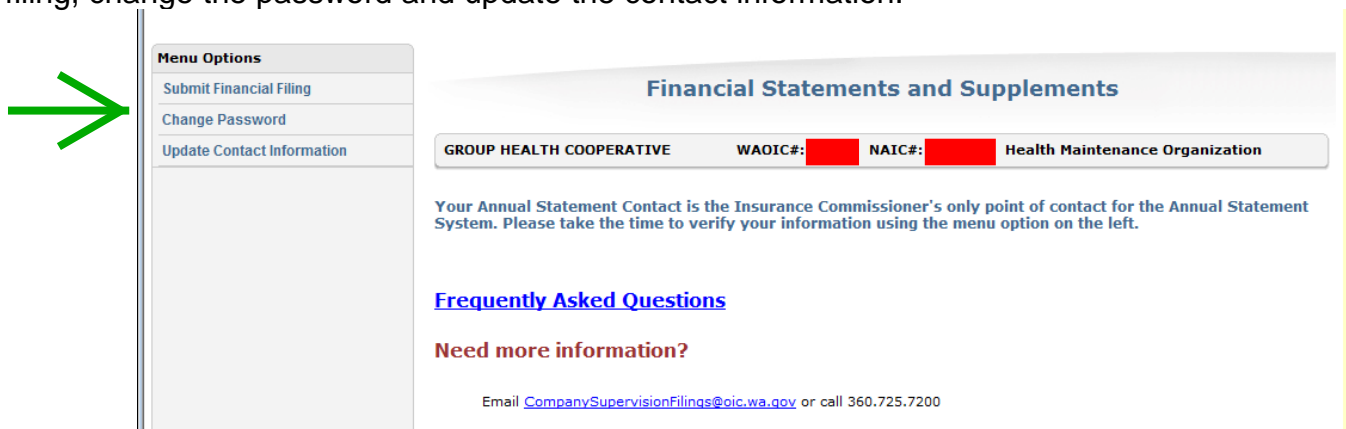
The email includes the web address to the portal website. This is what the portal looks like.



The first time you enter the site, you must change the temporary password to one that you choose.



The portal options are shown on the menu on the left side of the screen: submit a financial filing, change the password and update the contact information.



Submit Financial Filings

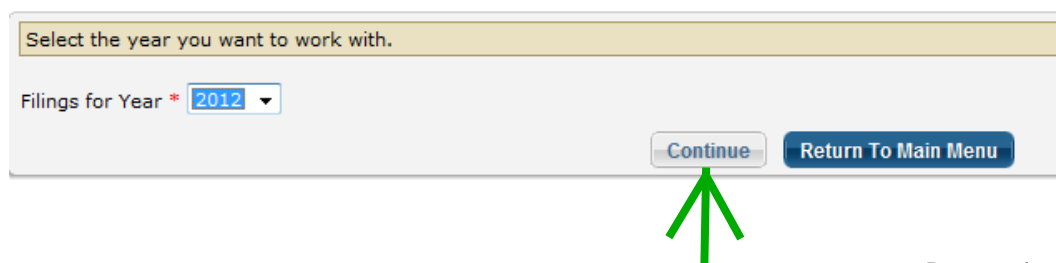
When you select *Submit Financial Filing*, you must choose the year that the filing is for. **Select the year of the data**, which might not be the year that you are making the filing.

Financial Statements and Supplements



After you select the year, click the Continue button.

Financial Statements and Supple



You will see a list of documents that the OIC expects your company to file. If there is a difference from what you are expecting, please contact us.

Filings for Year 2012

Financial Statements and Supplements

Due Date	Documents to be filed	Signature Required	Attachments	Last Uploaded Date
03/01/2013	Additional Data Statement Form (Form IC-13A-HC / IC-14-HMO) *		0 uploaded files	
03/01/2013	Supplemental Compensation Exhibit *		0 uploaded files	

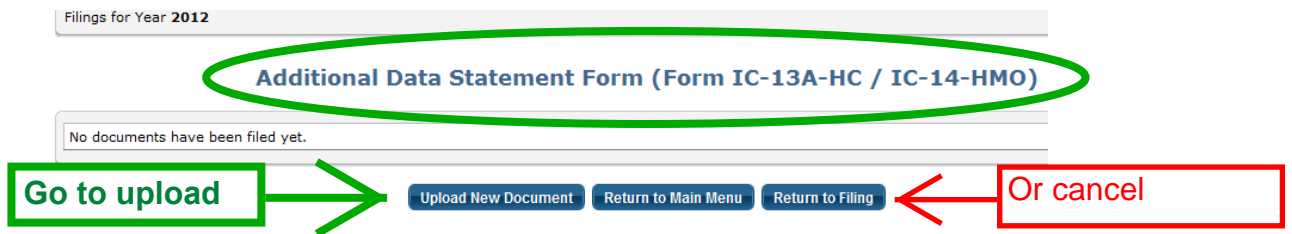
[Return To Main Menu](#)

Each row lists a document and shows whether the document requires a signature in it.

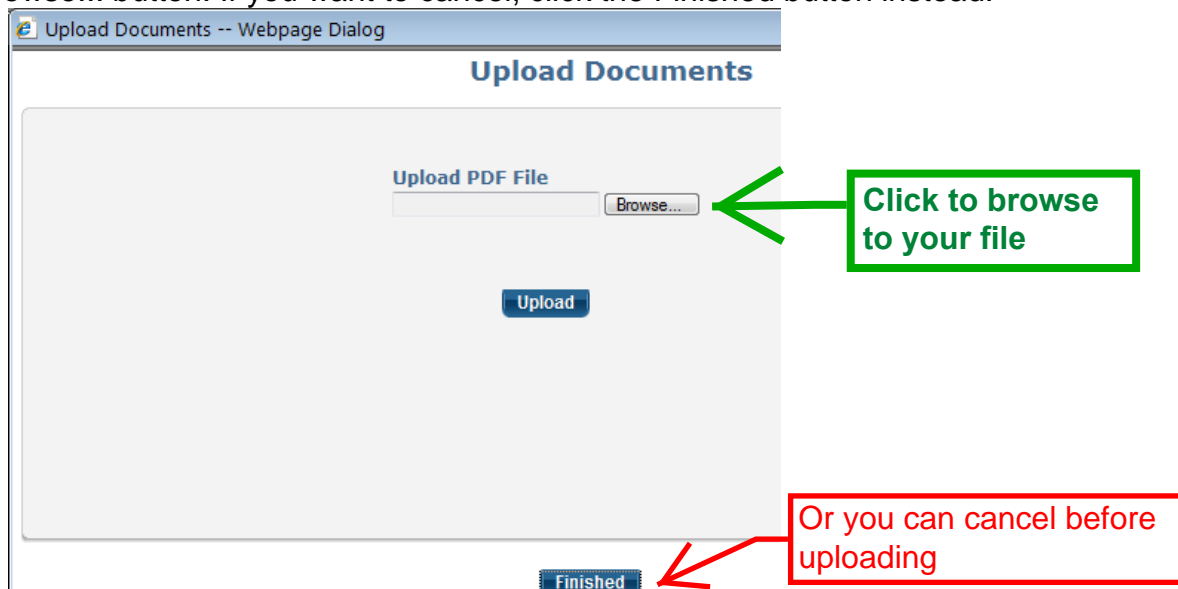
To file a document, click the link in the Attachments column in the row for the document that you are going to file.

The following example will upload Form IC-14-HMO for a foreign Health Maintenance Organization. The example clicks the [0 uploaded files](#) link on the first row.

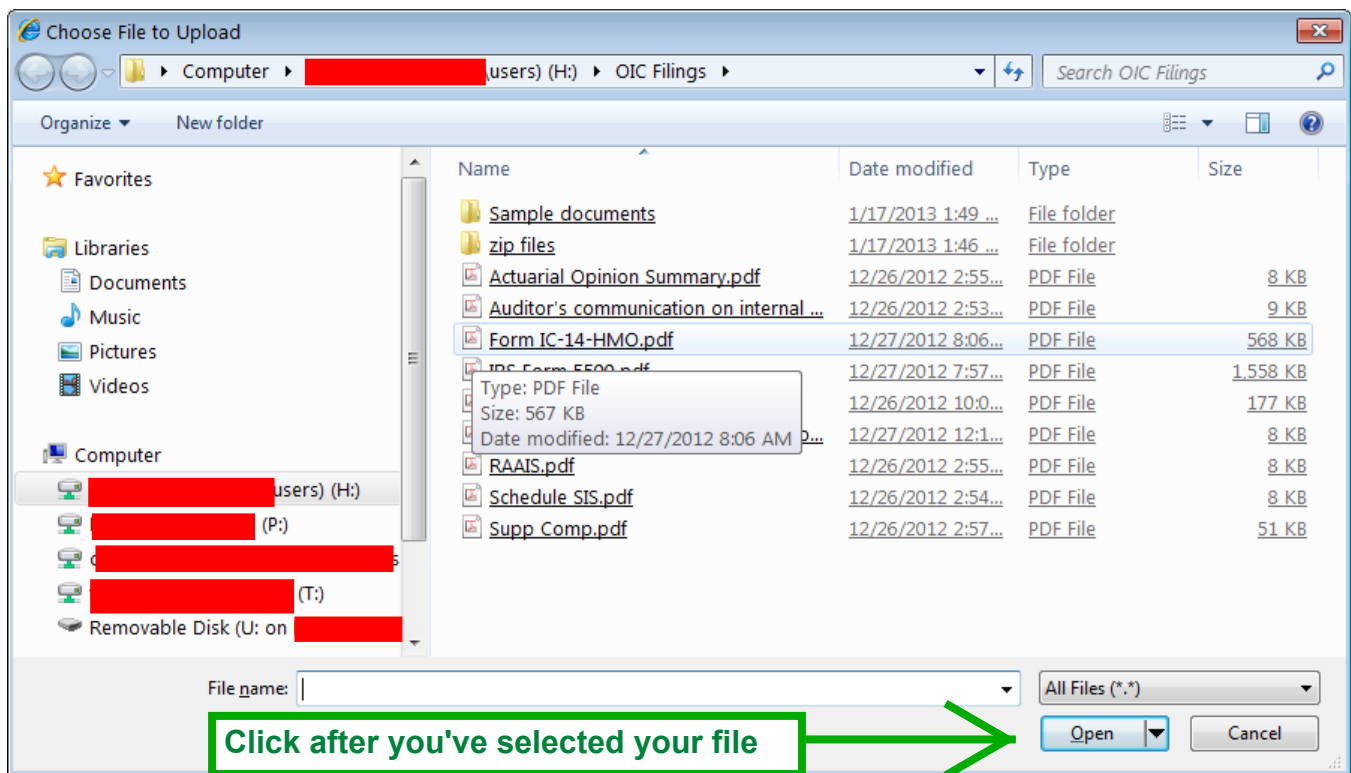
Now the system moves to the upload page, which shows the name of the document that was chosen. If this is not the document that you plan to file, you can click the Return to Filing button. To upload the document, click the Upload New Document button.



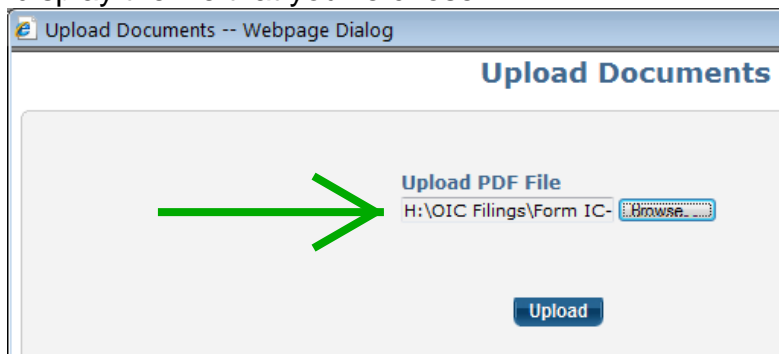
A window will pop up and allow you to browse to where you have stored the document on your system. Click the Browse... button. If you want to cancel, click the Finished button instead.



Browse to your PDF document. Click on the document and then click the Open button.



The screen will now display the file that you've chosen.



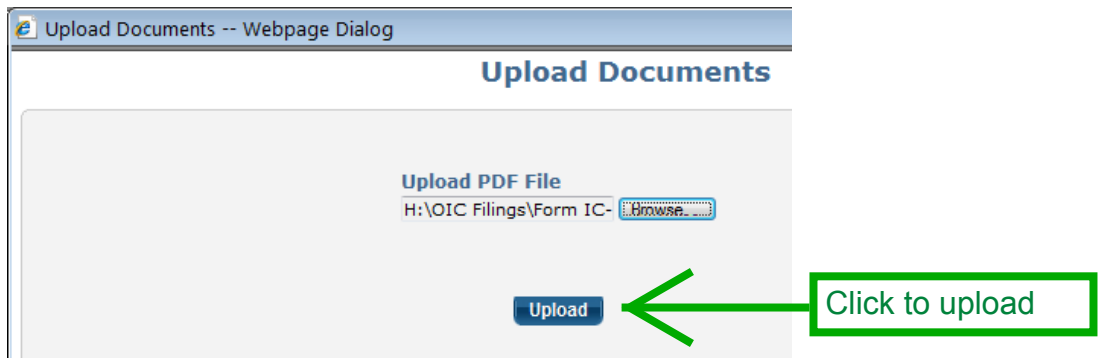
The box may not be wide enough to show the full document name. If you're unsure if you selected the correct document, you can Browse again and re-select a document.

Please be sure that you upload the correct document.

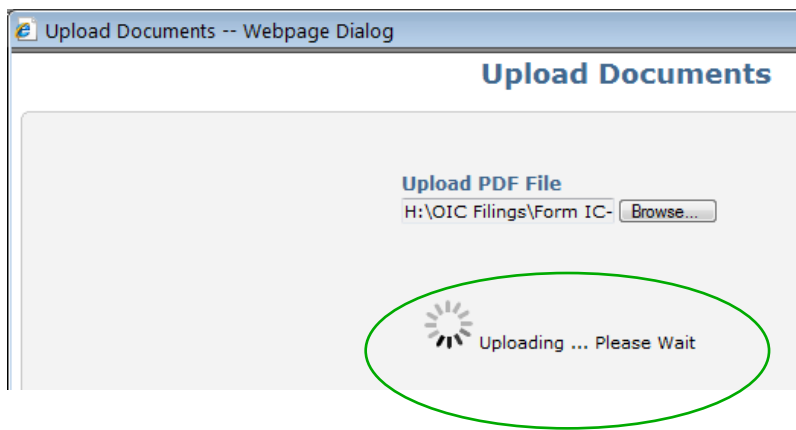
Filings are made available on the OIC website almost immediately after upload. Certain documents are confidential and not subject to public disclosure. If you upload incorrectly, that may lead to the public having access to documents that would otherwise not be available to them.

Also, the OIC does not consider incorrect documents as filed, which could lead to fines or other regulatory actions.

When you have the correct document, click the Upload button.

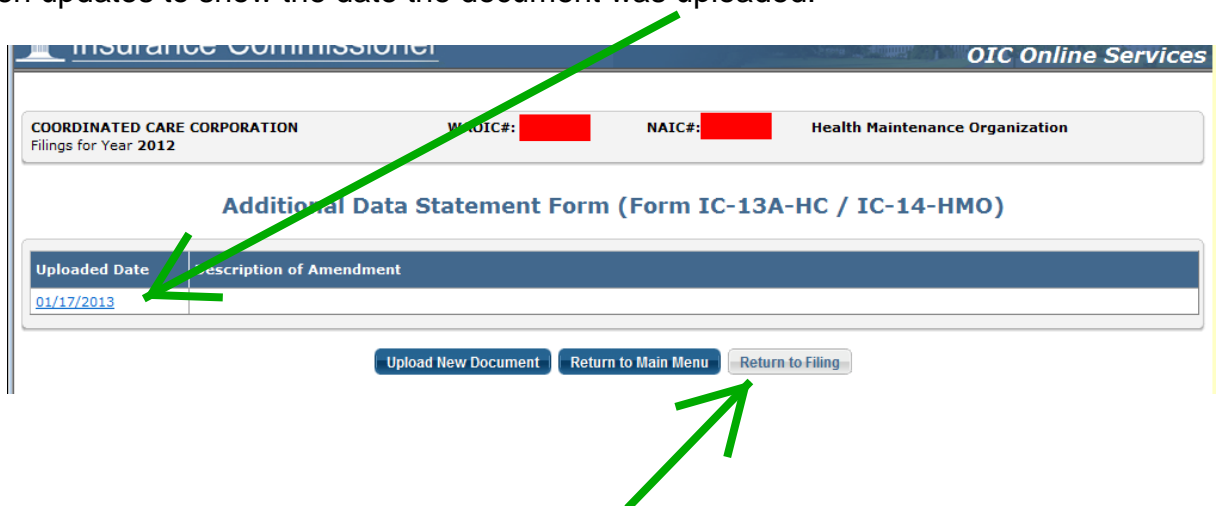


The system will show that it is uploading the file.



After the upload is finished, your filing has been processed by the OIC.

The screen updates to show the date the document was uploaded.



To upload other documents, click the Return to Filing button.

The screen now shows the uploaded file in the Attachments column and the date filed.

Insurance Commissioner OIC Online Services

COORDINATED CARE CORPORATION WAOIC#: [REDACTED] NAIC#: [REDACTED] Health Maintenance Organization
Filings for Year 2012

Financial Statements and Supplements

Washington Filings Filings marked with asterisk (*) are required to be filed unless waived

Due Date	Documents to be filed	Signature Required	Attachments	Last Uploaded Date
03/01/2013	Additional Data Statement Form (Form IC-13A-HC / IC-14-HMO) *		1 uploaded files	01/17/2013
03/01/2013	Supplemental Compensation Exhibit *		0 UPLOADED FILES	

Return To Main Menu

When you upload a document that was already uploaded, the system considers that an amendment. The system will offer you a text box to type an explanation of why you are amending.

Please only file an amendment after receiving OIC approval to do so (Statement of Statutory Accounting Principles No. 3).

An example of an amendment:

Upload Documents -- Webpage Dialog

Upload Documents

Upload PDF File
H:\OIC Filings\Form IC- Browse...

Briefly describe the reason for Amendment
We forgot to complete page 4

Upload

After uploading the amendment, the screen updates to show all the filings of that document.

Insurance Commissioner OIC Online Services

COORDINATED CARE CORPORATION WAOIC#: [REDACTED] NAIC#: [REDACTED] Health Maintenance Organization
Filings for Year 2012

Additional Data Statement Form (Form IC-13A-HC / IC-14-HMO)

Uploaded Date	Description of Amendment
01/17/2013	
01/17/2013	WE FORGOT TO COMPLETE PAGE 4.

Upload New Document Return to Main Menu Return to Filing

Back at the filings screen, you will now see that two filings have been uploaded and the date of the most recent upload.

Insurance Commissioner OIC Online Services

COORDINATED CARE CORPORATION WAOIC#: [REDACTED] NAIC#: [REDACTED] Health Maintenance Organization
Filings for Year 2012

Financial Statements and Supplements

Washington Filings Filings marked with asterisk (*) are required to be filed unless waived

Due Date	Documents to be filed	Attachments	Last Uploaded Date
03/01/2013	Additional Data Statement Form (Form IC-13A-HC / IC-14-HMO) *	2 uploaded files	01/17/2013
03/01/2013	Supplemental Information Exhibit *	0 uploaded files	

Return To Main Menu

Change Password

This is what the change password screen looks like:

Insurance Commissioner OIC Online Services

Change Password

Fields marked with asterisk(*) are mandatory.

GROUP HEALTH COOPERATIVE WAOIC#: [REDACTED] NAIC#: [REDACTED] Health Maintenance Organization

Change Password
Password must be between 8 and 16 characters, and must have at least two numbers and one letter.

Old Password *
New Password *
Confirm New Password *

Submit Reset

Update Contact

This is the page that allows you to update the financial statement contact and address.

The OIC uses this address to contact your company about its financial statements. Your company may have other contacts and addresses for other areas (such as taxes or complaints). Those addresses are updated separately.

Insurance Commissioner OIC Online Services

Financial Statement Contact Address Change

Fields marked with asterisk(*) are mandatory.

COORDINATED CARE CORPORATION WAOIC#: [REDACTED] NAIC#: [REDACTED] Health Maintenance Organization

Company Financial Statement Contact Address

Contact Person * Roy Otis
Street 1 * 1122 Boogie Woogie Avenue Street 2
City * Seattle Country * United States
State/Province * Washington Zip * 98101
Email * [REDACTED]
Phone # - Ext * 206-555-1212 - Fax Other Phone #

Submit Cancel