

# How to upload documents for your OIC Service Contract Provider Annual Report

Here is a sample of the Documents screen (Page 2):

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Annual Filing
**Documents**
Final Submission

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

Due	Documents to be filed	Signature Required	Attachments	Last Uploaded Date
At Time of Filing	Officer Signatures (See instructions for the form) *	Yes	<a href="#">0 Uploaded Files</a>	
At Time of Filing	Complete and current list of all service contract sellers as of December 31, 2013 *		<a href="#">0 Uploaded Files</a>	
06/28/2014	Financial Statements - Registrant *	Yes	<a href="#">0 Uploaded Files</a>	

**Supporting Documents from Answers on Annual Report Due at Time of Filing**

Documents to be filed	Attachments	Last Uploaded Date
General Questions(1C) - Consistent with RCW 48.110.030(6) attach a completed Biographical Affidavit for any new executive officer within 30 days if not already provided. (See Annual Filing Instructions for the form)	<a href="#">0 Uploaded Files</a>	
General Questions(2) - Attach a full and complete description. *	<a href="#">0 Uploaded Files</a>	
General Questions(3) - Attach a current listing of all directors, and any person or entity holding a 10% (or greater) interest in the Registrant. *	<a href="#">0 Uploaded Files</a>	
General Questions(3) - If a director or other principal that the executive officers report has changed from the previous year consistent with RCW 48.110.030(6), attach a completed Biographical Affidavit within 30 days if not already provided.	<a href="#">0 Uploaded Files</a>	
Reimbursement Insurance Policy(5) - Attach a copy of the Reimbursement Insurance policy that is not on file with OIC. *	<a href="#">0 Uploaded Files</a>	

There are certain documents that every Registrant must file. We show those in the upper area titled "Washington Filings". The *Due* column shows when the document must be filed.

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

Due	Documents to be filed	Signature Required	Attachments	Last Uploaded Date
At Time of Filing	Officer Signatures (See instructions for the form) *	Yes	<a href="#">0 Uploaded Files</a>	
At Time of Filing	Complete and current list of all service contract sellers as of December 31, 2013 *		<a href="#">0 Uploaded Files</a>	
06/28/2014	Financial Statements - Registrant *	Yes	<a href="#">0 Uploaded Files</a>	

# How to upload documents for your OIC Service Contract Provider Annual Report

Depending on your circumstances, there may be other documents that you must file. Those appear in the lower area under "Supporting Documents". You must file these required documents at the same time as the Annual Report.

Supporting Documents from Answers on Annual Report Due at Time of Filing		
Documents to be filed	Attachments	Last Uploaded Date
General Questions(1C) - Consistent with RCW 48.110.030(6) attach a completed Biographical Affidavit for any new executive officer within 30 days if not already provided. (See Annual Filing Instructions for the form)	<a href="#">0 Uploaded Files</a>	
General Questions(2) - Attach a full and complete description. *	<a href="#">0 Uploaded Files</a>	
General Questions(3) - Attach a current listing of all directors, and any person or entity holding a 10% (or greater) interest in the Registrant. *	<a href="#">0 Uploaded Files</a>	
General Questions(3) - If a director or other principal that the executive officers report has changed from the previous year consistent with RCW 48.110.030(6), attach a completed Biographical Affidavit within 30 days if not already provided.	<a href="#">0 Uploaded Files</a>	
Reimbursement Insurance Policy(5) - Attach a copy of the Reimbursement Insurance policy that is not on file with OIC. *	<a href="#">0 Uploaded Files</a>	

To upload a document, click in the link in the *Attachments* column on the document's row.

Washington Filings				
Filings marked with asterisk (*) are required to be filed unless waived				
Due	Documents to be filed	Signature Required	Attachments	Last Uploaded Date
At Time of Filing	Officer Signatures (See instructions for the form) *	Yes	<a href="#">0 Uploaded Files</a>	
At Time of Filing	Complete and current list of all service contract sellers as of December 31, 2013 *		<a href="#">0 Uploaded Files</a>	
06/28/2014	Financial Statements - Registrant *	Yes	<a href="#">0 Uploaded Files</a>	

The screen changes to the Upload screen. Notice that the name of the document that you selected shows in large text on the screen. That is your reminder of which document you are working on.

If you're on the correct document, click the *Browse* button.  
If you need to cancel, click the *Return to Filing* button.

**Complete and current list of all service contract sellers as of December 31, 2013**

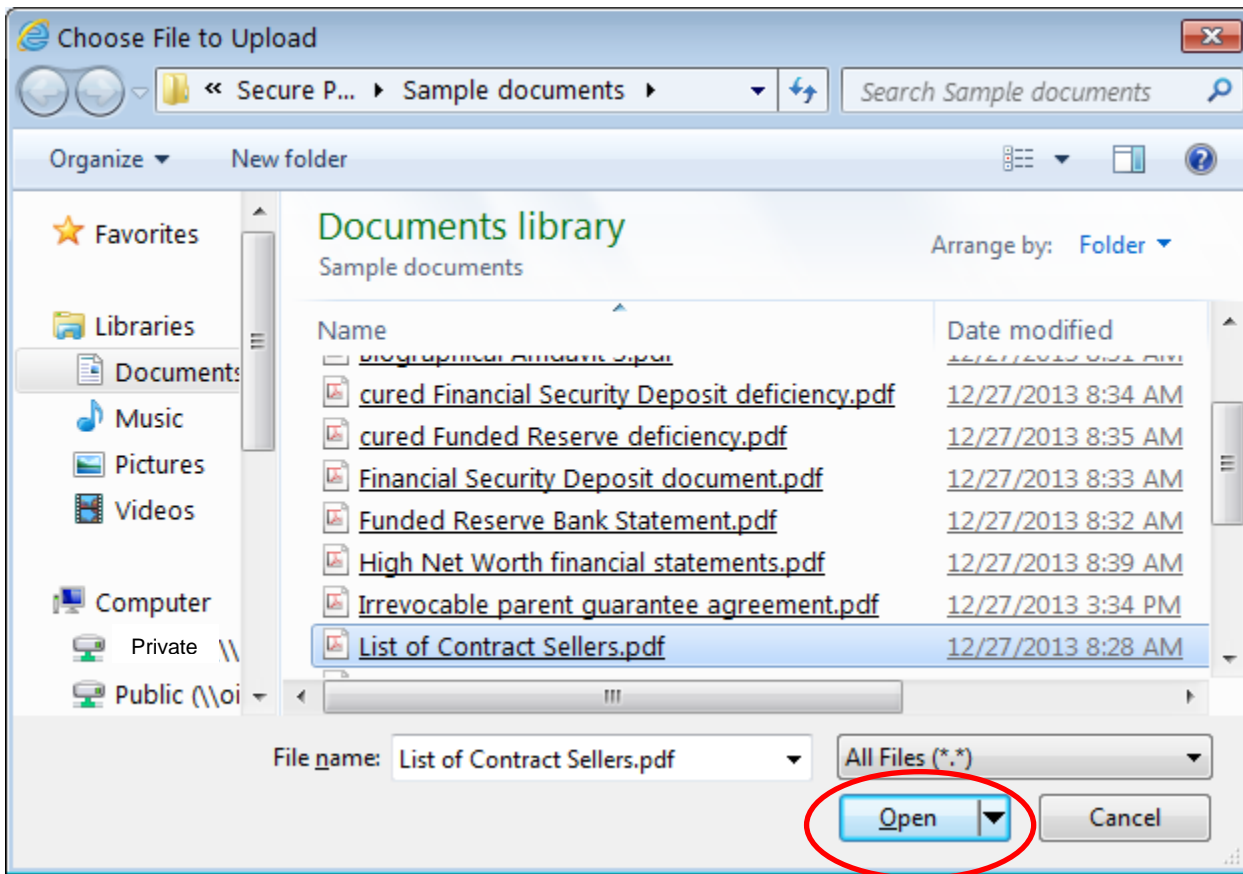
No documents have been filed yet.

Upload PDF File

## How to upload documents for your OIC Service Contract Provider Annual Report

After you click *Browse*, a window will pop up and allow you to choose which file you want to upload. The file must exist somewhere that you have access to on your system. If you need help finding the document, please contact your company's computer support personnel.

After you find the correct file, click on the *Open* button. That tells our system where to find the file.



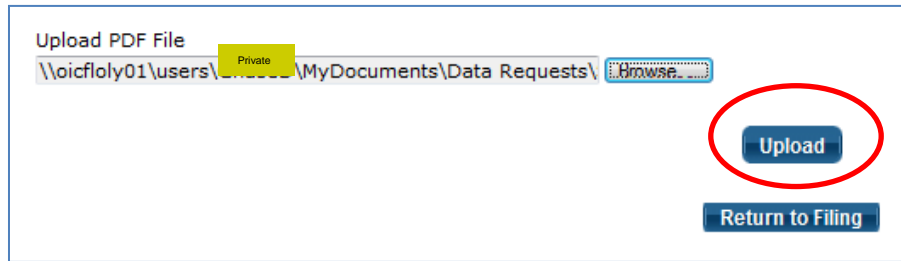
**It's important to ensure that you select the correct document. Once you upload it, it becomes part of the OIC records.**

The screen will now have the path and file name of your file showing in the box next to the *Browse* button.

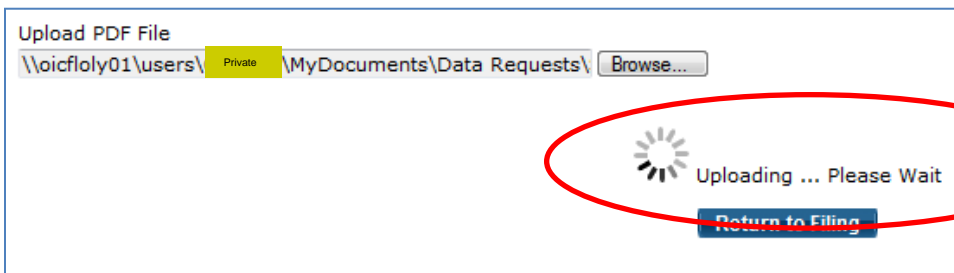
If you're not sure that you have the correct file, either *Browse* again or click the *Return to Filing* button to cancel without uploading.

# How to upload documents for your OIC Service Contract Provider Annual Report

When you're sure you have the correct file. Click the Upload button.



The system will show a message indicating that it is uploading your file. If you get an error message, please consult with your company's computer security or support personnel to help you ensure that you have the rights to access and upload your file.



When the document is uploaded, the area that previously said, "No documents have been filed yet" now shows the date your document was uploaded.

If there is more than one document of this same type to upload, click *Browse* again and upload more documents of the same type.

If you have no more of that type of document to upload, click the *Return to Filing* button.

Uploaded Date	Description of Amendment
<a href="#">01/30/2014</a>	

Upload PDF File

Click *Browse* to start the process to upload more of this same type of document

Or, click Return to Filing button if done

# How to upload documents for your OIC Service Contract Provider Annual Report

When you return to the Documents page, you will see that the screen has changed to show the uploaded file and the date of the upload.

## Washington Filings

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

Due	Documents to be filed	Signature Required	Attachments	Last Uploaded Date
At Time of Filing	Officer Signatures (See instructions for the form) *	Yes	<a href="#">0 Uploaded Files</a>	
At Time of Filing	* Complete and current list of all service contract sellers as of December 31, 2013		<a href="#">1 Uploaded Files</a>	01/30/2014
06/28/2014	Financial Statements - Registrant *	Yes	<a href="#">0 Uploaded Files</a>	

Continue with this process until you have uploaded all required documents, in the proper category.

**!** It's important that you upload only the document that the system indicates.  
**■** This means: DON'T upload different documents into the same category.

**Next up: Final Submission**