

**TO: HAWAII INSURERS, RISK PURCHASING GROUPS, AND FOREIGN RISK RETENTION GROUPS**

**SUBJECT: OPTins – New Online Processing System for Annual Extension of Company License and Registration**

**FROM: Hawaii Insurance Division**

**DATE: JUNE 28, 2016**

The Hawaii Insurance Division has implemented OPTins (Online Premium Tax for Insurance) for insurers filing and paying Hawaii's Premium Taxes. Now, OPTins is also being utilized for insurers filing and paying Annual Service/License Extension Fees. OPTins is a product of the National Association of Insurance Commissioners (NAIC) and has been developed to facilitate the submission of forms and payments. Hawaii is highly encouraging the use of OPTins to file and pay for your annual service/extension.

**What this means for you.**

OPTins will make filing faster and easier. It eliminates the need to send in paper forms and paper checks. It allows you to ensure that both the form(s) and payment are received together and on time to avoid any unnecessary late penalty which might be caused by the process of sending paper forms and checks

**What are the next steps?**

The steps to submit your annual extension filing are simple. If you are new user, contact the OPTins Marketing Team at [optinsmktg@naic.org](mailto:optinsmktg@naic.org) or call (816) 783-8787 to set up an account. Then visit [www.optins.org](http://www.optins.org). There you will find easy-to-follow instructions. Once registered and set up, you will be able to log in, upload and complete your filing forms(s), and submit your payment online. It is important to register early because to set up a new account takes 7-10 business days.

OPTins will have your Hawaii Annual Extension Form available to download around July 15th. As in years past, extensions are paid annually and are due on August 16th. ***We recommend that you do not mail in to the Hawaii Insurance Division any paper filings or check payments.***

**New users, remember to contact the OPTins Marketing Team at [optinsmktg@naic.org](mailto:optinsmktg@naic.org) or call (816) 783-8787 in order to get your account set up early.** If you already use OPTins for Hawaii Premium Taxes, you do not have to contact OPTins Marketing; please ensure your NAIC CoCode (or Registration Number) has been entered for your Hawaii filing entity.

For company updates, contact name, email addresses, or any questions, please contact:

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