Eservices User Guide

KY Mine Subsidence Insurance Fund Quarterly Report

Kentucky Department of Insurance
March 2013
User Documentation
To submit KY Mine Subsidence Insurance Fund Quarterly Report using eservices portal, you should have an eservices username and password.

You should have the username and password sent to you through electronic mail from DOI.

If you do not have a username and password, please contact DOI IS Helpdesk at DOI.ISHelpDesk@ky.gov with the name of the company and NAIC#.

**FILING VIA ESERVICES**

1. To begin the E-Services application, double click on the **Explorer icon** on your desktop. The icon is shown below.

   ![Internet Explorer icon](image)

Proceed to the Kentucky DOI webpage at:

2. Above URL takes you to the below page.

3. Click the E-Services icon in the top right corner of the webpage.
4. This will direct you to the DOI e-services portal, as shown below.
LOGGING INTO E-SERVICES

Enter your Username and Password.

Then click “Submit”
When you login for the first time, you will be asked to update your security question and contact information.

Reenter the password here.
Please update your contact information, First name, Last name, Phone and Email address are mandatory.

After you enter all the information, Click Update Account
You will be taken to Eservices Menu page.

Click on the link above

Insurance Fund Quarterly Report

Displays the list of companies associated with your account.

Click on the company name, you wish to submit the report.

The following screen appears.

KY Mine Subsidence Insurance Fund Quarterly Report
Top part of the page shows details about the user.

Select the Year and quarter for which you need to submit the report, if you have no business for the year and quarter, you must check the “No Business” checkbox.

Select the contact name from the drop down list box

If your name is not displayed in the list, please click on “Add New Contact”

Enter the information and click “Submit”.
The following page appears.

Please enter the premium amounts.

Once you enter the gross premium and cancel premium, the other amounts should automatically populate.
Enter the Policy counts for each county listed below, if there are no policies for a county, you can either enter a zero “0” or leave it blank.

<table>
<thead>
<tr>
<th>County</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell</td>
<td>7</td>
</tr>
<tr>
<td>Boyd</td>
<td>8</td>
</tr>
<tr>
<td>Breathitt</td>
<td>6</td>
</tr>
<tr>
<td>Butler</td>
<td>0</td>
</tr>
<tr>
<td>Carter</td>
<td>5</td>
</tr>
<tr>
<td>Christian</td>
<td>4</td>
</tr>
<tr>
<td>Clay</td>
<td>3</td>
</tr>
<tr>
<td>Daviess</td>
<td>0</td>
</tr>
<tr>
<td>Edmonson</td>
<td>0</td>
</tr>
<tr>
<td>Elliot</td>
<td>5</td>
</tr>
<tr>
<td>Floyd</td>
<td>4</td>
</tr>
<tr>
<td>Greenup</td>
<td>5</td>
</tr>
<tr>
<td>Hancock</td>
<td>7</td>
</tr>
<tr>
<td>Harlan</td>
<td>8</td>
</tr>
<tr>
<td>Henderson</td>
<td>8</td>
</tr>
<tr>
<td>Hopkins</td>
<td>7</td>
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<tr>
<td>Jackson</td>
<td>6</td>
</tr>
<tr>
<td>Johnson</td>
<td>42</td>
</tr>
<tr>
<td>Knott</td>
<td>3</td>
</tr>
<tr>
<td>Knox</td>
<td>67</td>
</tr>
<tr>
<td>Laurel</td>
<td>5</td>
</tr>
<tr>
<td>Lawrence</td>
<td>4</td>
</tr>
<tr>
<td>Lee</td>
<td>3</td>
</tr>
<tr>
<td>Leslie</td>
<td>3</td>
</tr>
</tbody>
</table>

Enter any comments if you have any and click “Submit”

If you have no business for the quarter/year and had missed to check the “No Business” checkbox, you can go back to the contacts page by clicking on “Back to Contacts”
After you click “Submit” you will be taken to the following screen, this screen shows all the information that has been entered.

You should be able to view the total amount.

If you had any previous balances in the previous quarter/year, that should reflect here.

If everything looks ok, Click “Complete”
You will be taken to the Transaction Invoice screen

Click “Checkout to submit Transaction / Complete Order” to complete your transaction.

You will be taken to payment screen.

Select credit or echeck
If you select credit, following screen appears

![Credit Card Information Form]

Enter the credit card details and click “Submit Order”.
If you select echeck, following screen appears.

Enter the check details and click “Submit Order”.
After you hit “Submit”, the final transaction details are displayed.

Transaction Details:

You can print a copy of the report by clicking on the print link.

If you have any questions regarding your transaction, please remember to attach your transaction Number displayed on the top to DOI IS Helpdesk at DOI.ISHelpDesk@ky.gov.

If you have questions specific to report data, reporting requirements, or general questions about the Kentucky Mine Subsidence Insurance Fund, please contact:

Mike Staley, Fund Administrator

Email: Mike.Staley@ky.gov

Phone: 800-595-3630 x5243