

Surplus Lines

Broker eServices Account Access



Kentucky Department of Insurance
August 25, 2021

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OVERVIEW

This user documentation is designed to assist a Surplus Lines Broker in navigating the Kentucky eServices portal. Below is a by-topic document to assist in the navigation of your account.

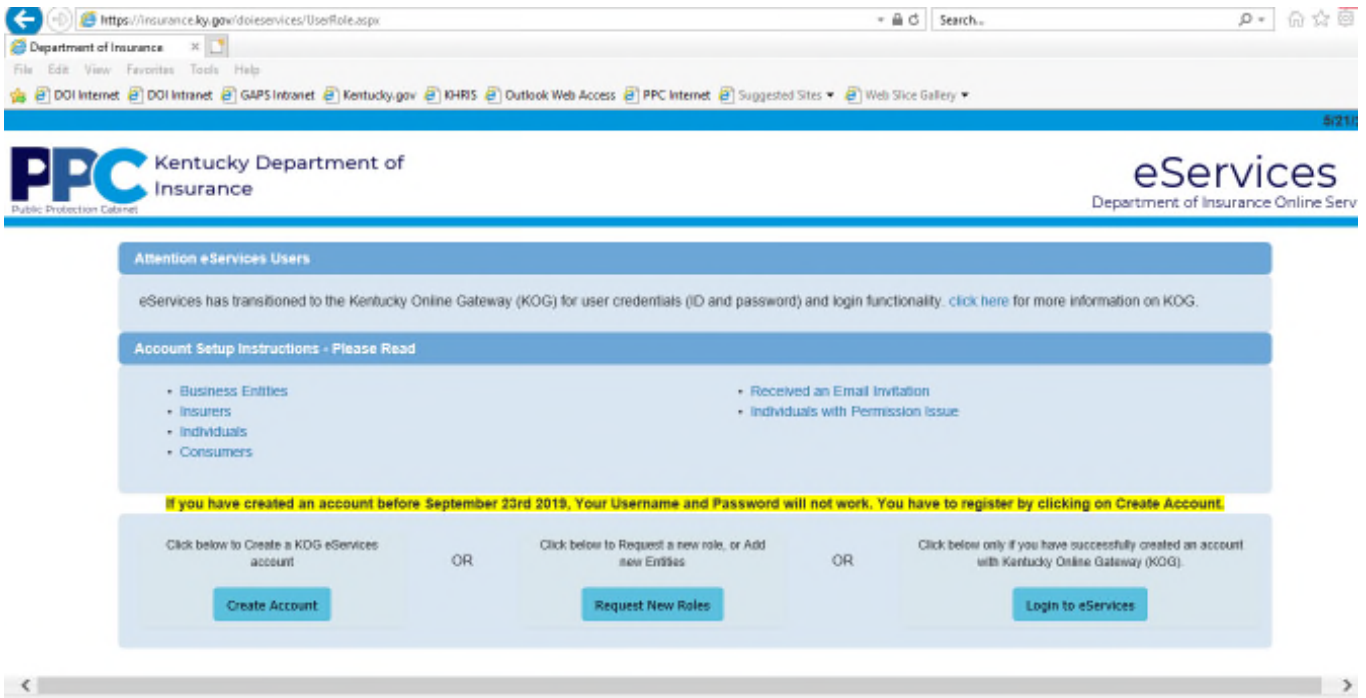
LOGGING IN

To access the system, proceed to the Kentucky Department of Insurance (KDOI) website at:

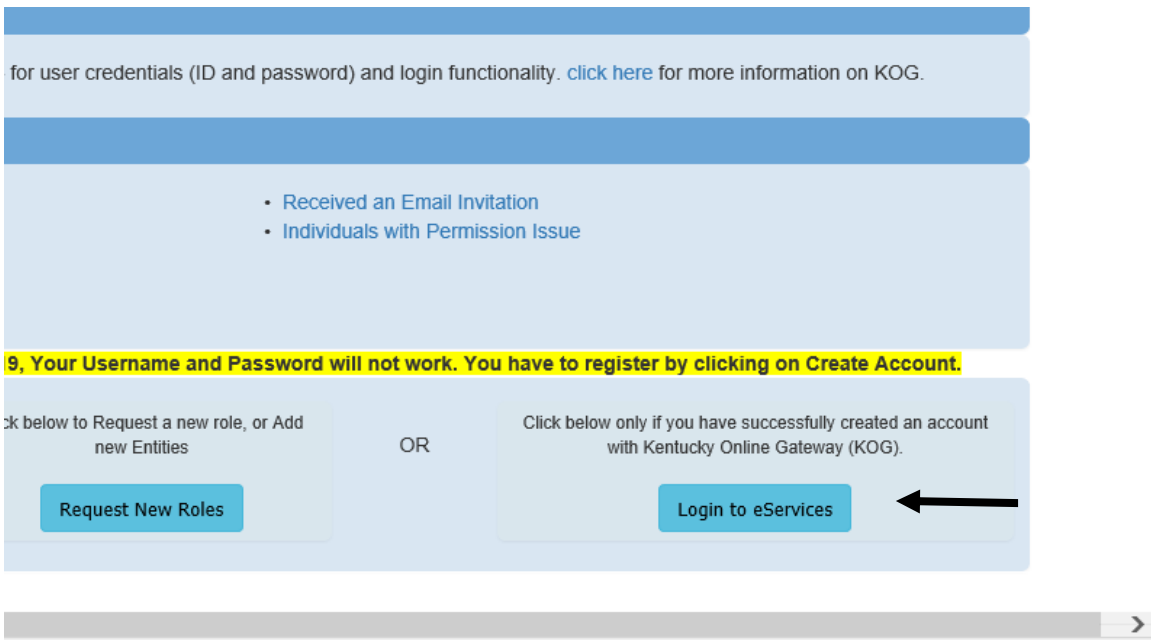
http://insurance.ky.gov/ppc/new_default.aspx

The screenshot shows the homepage of the Kentucky Department of Insurance. On the left is the state seal. The main header reads 'DEPARTMENT OF INSURANCE'. Below this is a red warning message about unemployment insurance. A paragraph describes the department's role. A navigation menu includes 'Consumers', 'Licensees', 'Insurers', and 'eServices'. A callout box points to 'eServices' with the text 'Click eServices here.' At the bottom are sections for 'HOW DO I?', 'LATEST NEWS', and 'QUICK LINKS'.

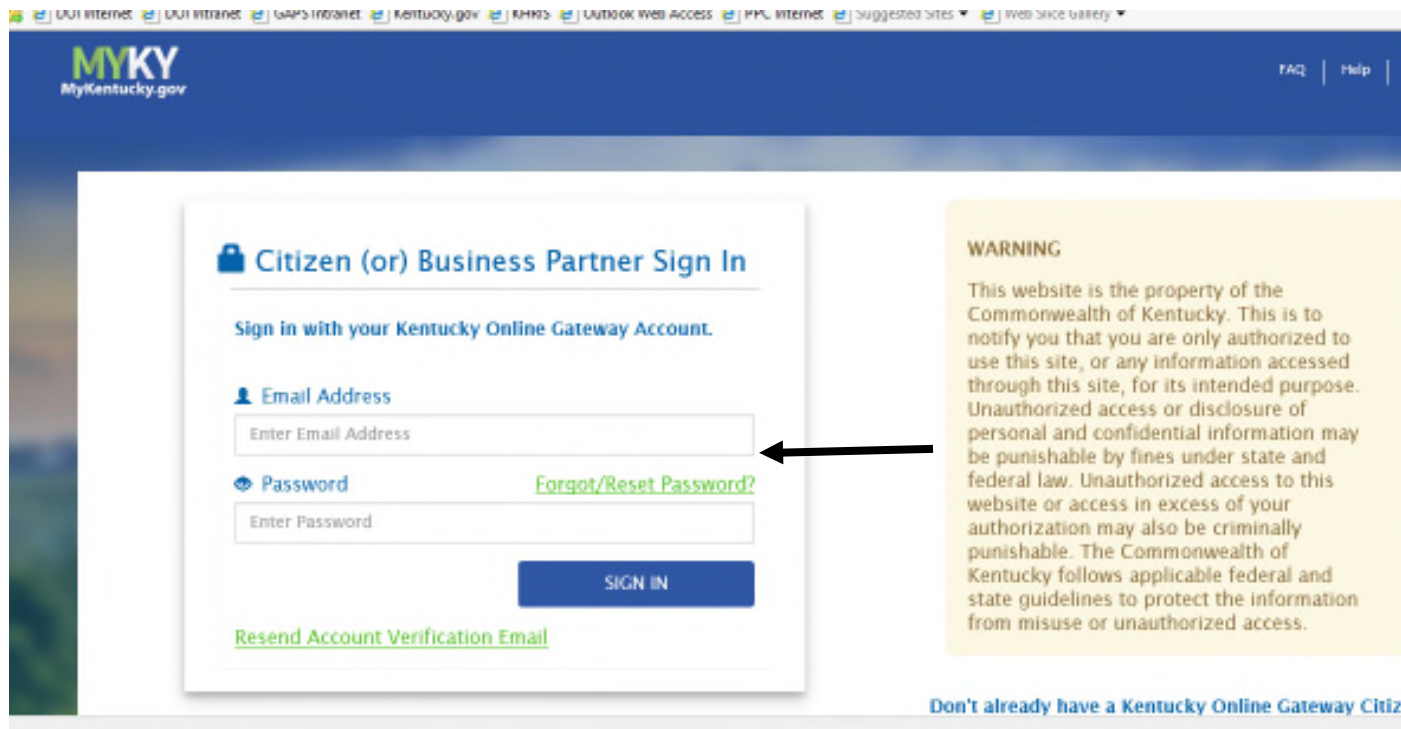
The following screen will display:



To access eServices, click here:



Enter your broker-specific Username and Password here:



Which will grant access to eServices.

IMPORTANT!!:

The Username and Password must be broker-specific. The Agency (Business Entity) Username and Password will not work!!

IMPORTANT!!:

If you do not remember your Username and Password contact the Kentucky Online Gateway (KOG) by clicking here:

Attention eServices Users

eServices has transitioned to the Kentucky Online Gateway (KOG) for user credentials (ID and password) and login functionality. [click here](#) for more information on KOG.

Account Setup Instructions - Please Read

- Business Entities
- Insurers
- Individuals
- Consumers
- Received an Email Invitation
- Individuals with Permission Issue

If you have created an account before September 23rd 2019, Your Username and Password will not work. You have to register by clicking on Create Account

Click below to Create a KOG eServices account OR Click below to Request a new role, or Add new Entities OR Click below only if you have successfully created an acc with Kentucky Online Gateway (KOG).

[Create Account](#) [Request New Roles](#) [Login to eServices](#)

If you haven't set up an account, click here to do so:

Attention eServices Users

eServices has transitioned to the Kentucky Online Gateway (KOG) for user credentials (ID and password) and login functionality. [click here](#) for more information on KOG.

Account Setup Instructions - Please Read

- Business Entities
- Insurers
- Individuals
- Consumers
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Click below to Create a KOG eServices account OR Click below to Request a new role, or Add new Entities OR Click below only if you have successfully created an acc with Kentucky Online Gateway (KOG).

[Create Account](#) [Request New Roles](#) [Login to eServices](#)

FILING AN AFFIDAVIT IN eSERVICES

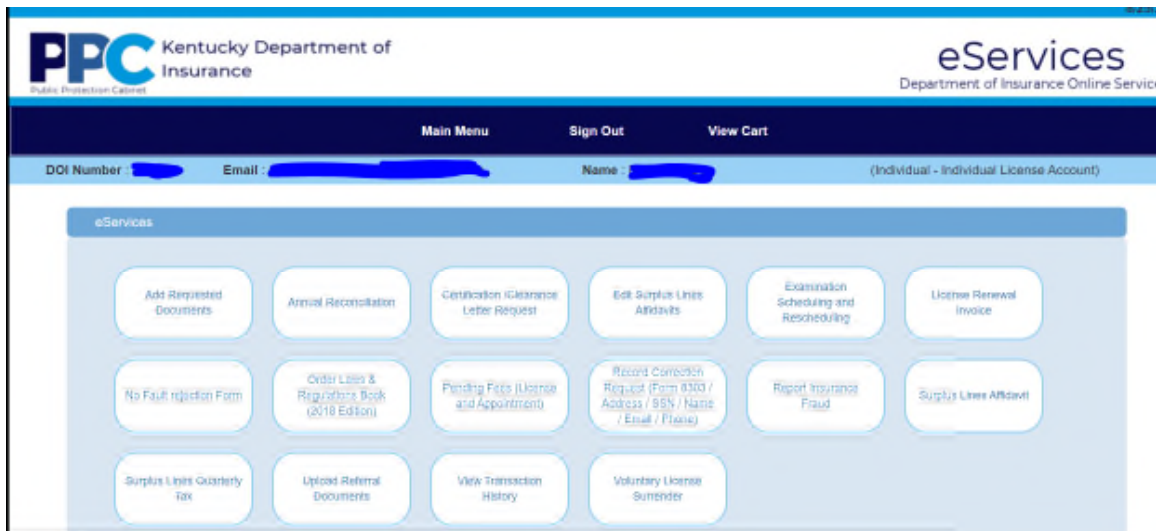
The system provides two ways to pass Surplus Lines Affidavits to the KDOI:

- Single entry
- Batch Entry

FILING A SINGLE ENTRY AFFIDAVIT RECORD INTO eSERVICES

To file a single affidavit, first access eServices as shown previously.

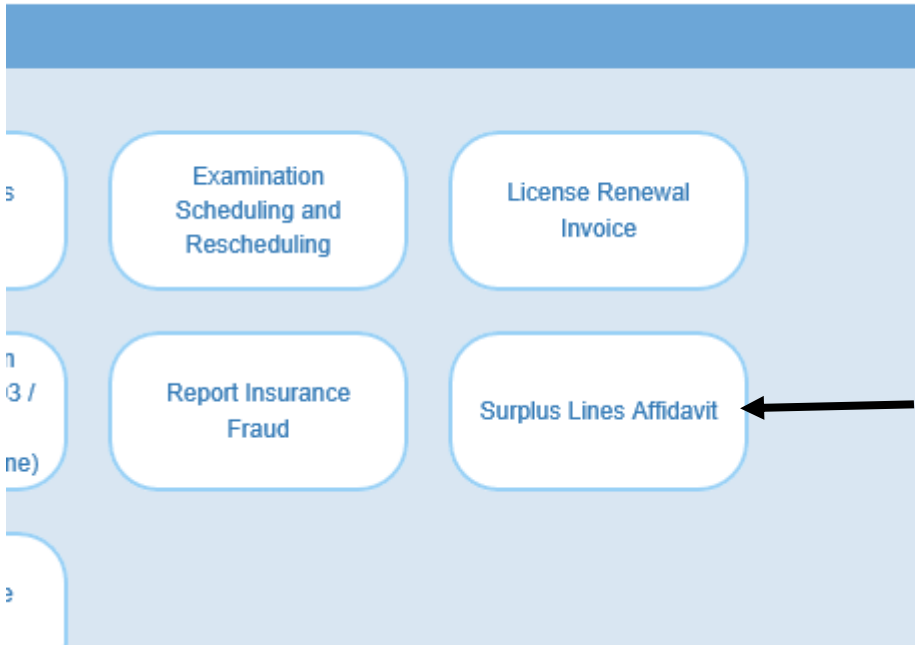
Once in, the following screen will display:



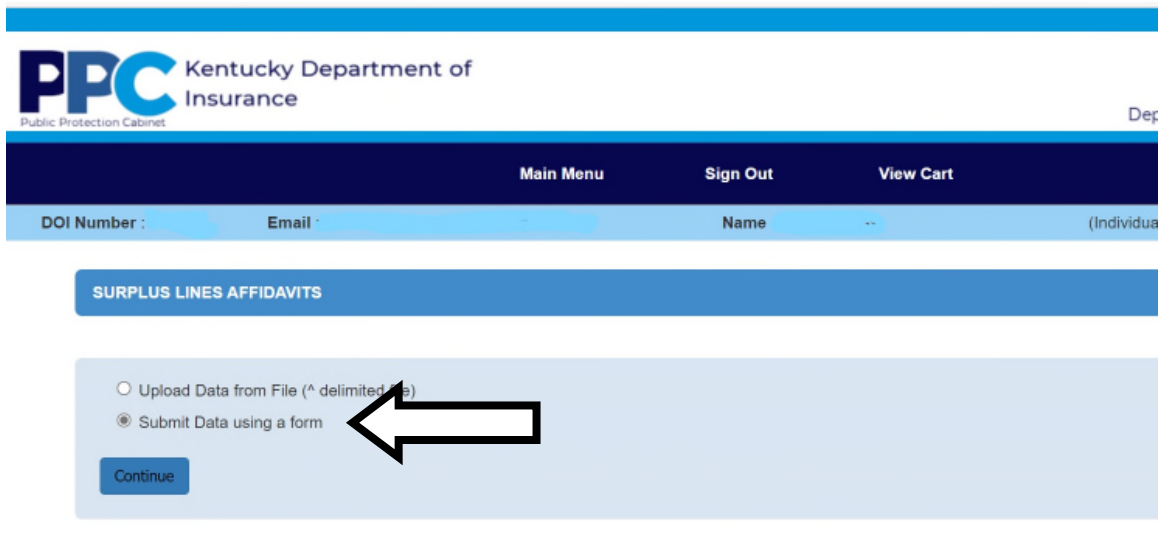
NOTE:

As this screenshot is taken from a training environment, not all roles above will display for a broker.

To load one affidavit, click here:



Declare you are filing a single affidavit by clicking here:



Next, enter the data as shown in the following:

SURPLUS LINES AFFIDAVITS

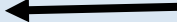
Are you affiliated with a Business Entity Yes No

Enter the Business Entity Name

Contact Information

First Name	Last Name	Middle Name	
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text"/>	
Address Line1	Address Line2		
<input type="text" value="215 East Main"/>	<input type="text"/>		
Zip Code	City	State	
<input type="text" value="40601"/>	<input type="text" value="FRANKFORT"/>	<input type="text" value="KY"/>	
Phone	Phone Extension	Fax	Fax Extension
<input type="text" value="5027825295"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>		

Answer the question regarding affiliation (agency) here.



Ensure your contact information is accurate here:

SURPLUS LINES AFFIDAVITS

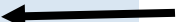

Are you affiliated with a Business Entity Yes No

Enter the Business Entity Name

Contact Information

First Name	Last Name	Middle Name	
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text"/>	
Address Line1	Address Line2		
<input type="text" value="215 East Main"/>	<input type="text"/>		
Zip Code	City	State	
<input type="text" value="40601"/>	<input type="text" value="FRANKFORT"/>	<input type="text" value="KY"/>	
Phone	Phone Extension	Fax	Fax Extension
<input type="text" value="5027825295"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>		

Then click "submit"..



The following screen is designed to enter actual affidavit information, including:

SURPLUS LINES AFFIDAVITS

Section 1 - Insured Information

Name(s) of Insured
Testing Inc.

Address
500 Mero St

Zip Code
40601

City
Frankfort

State
KY

Section 2 - KY Locations

Address Line1
500 Mero St

Address Line2

Zip Code
40601

City
Frankfort

State
KY

Premium
100

Section 3 - General Information

Named of Insured information here.

Location data here:

Section 2 - KY Locations

Address Line1
600 Mero St

Address Line2

Zip Code
40222

City
Louisville

State
KY

Premium
100

Select	Address
<input type="checkbox"/>	500 Mero St FRANKFORT, KY 40601

Section 3 - General Information

Policy Number Inception Date Expiration Date Issue Date

Enter the data here. If the affidavit contains more than one location, add it by entering data, then click "Add Location". Continue this process until all locations are added.

A delete function is offered in the event of entry error. Click the checkbox of the improper record then "Delete" to remove.

IMPORTANT!!:

If the affidavit contains more than one premium-bearing Kentucky location, then the user will need to enter each location individually. If the affidavit contains only one risk location, or if the affidavit does not divide premium between multiple locations, enter the primary location in which the premium is assigned, and move on to the next section.

The next section concerns demographic policy data, such as policy number, policy period, and type of policy.

The screenshot displays a web form titled "Section 3 - General Information". At the top, there are four input fields: "Policy Number" (containing "123456789ABC"), "Inception/Effective Date" (containing "05/01/2020"), "Expiration Date" (containing "04/30/2021"), and "Invoice Date" (containing "04/03/2020"). Below these fields is a text block with legal disclaimers regarding surplus lines coverage. Underneath, there are three dropdown menus: "Transaction Type" (with a list including "Select Transaction type", "Audit", "Cancellation", "Endorsement", "New Business", "Reinstatement", and "Renewal"), "Policy Type" (with "Select a Policy"), and "Sub Policy Type". At the bottom, there are several input fields labeled "Carrier", "Premium", "Miscellaneous Fees", "Total", and "SL/Tax Rptd".

Add the carrier information next. If the policy contains more than one carrier, add the carrier information, click “Add Carrier”, and proceed to add additional carriers until complete.

The delete function works as above; click the checkbox of the improper record then "Delete" to remove.

Section 4 - Carrier Information

Carrier	NAIC#	Premium	Miscellaneous Fees	Total
<input type="checkbox"/> Acceptance Indemnity Insurance Company	20010	200	25	225

Delete

Carrier: Select a Carrier (dropdown) | Premium: [input] | Miscellaneous Fees: [input] | Total: [input] | SL/Tax Rptd: [input]

Add Carrier (You must click "Add Carrier")

Section 5 - Surplus Lines Tax

IMPORTANT:

Surplus lines tax is calculated at 3% of all premium, plus fees.

Lastly, the broker will need to certify that a diligent attempt was made to place the business in the admitted market in Kentucky; however, was unable to do so. Therefore, qualifying it as surplus lines according to KRS 304.10-040.

SECTION 6 - BROKER VERIFICATION SECTION

In compliance with KRS 304.10-050 I, a Surplus Lines Broker licensed in accordance with KRS 304.10.120, duly swear that either:

- in my capacity as a Kentucky licensed Property and Casualty Agent, I was unable to secure sufficient insurance coverage for the captioned insured per KRS 304.10.040; or
- a Kentucky licensed Property and Casualty agent has certified to me that they were unable to secure sufficient insurance coverage for the captioned insured per KRS 304.10.040.

and I have caused to be bound the insurance coverage as described herein.

The insurer(s) with whom this coverage has been placed meet(s) or exceed(s) the minimum requirements for Surplus Lines insurers as prescribed by KRS304.10-070. I, or a Kentucky licensed Property and Casualty agent, endeavored to secure this insurance from insurers licensed in Kentucky and, having been rejected, have advised the assured that their coverage is being insured by a Surplus Lines carrier which is not licensed to do business in Kentucky.

I further state that the insurance placed with said unauthorized insurer(s) was not sought or required to secure advantage, either as to premium or terms of the insurance contract.

I Agree

Submit Affidavit

Check the box and click here.

Once complete, the next screen presents.

The user will have the options of:

- Review and submit the affidavit to exit the system,
- Review and delete the affidavit, or;
- Review and add another affidavit.

SURPLUS LINES AFFIDAVITS

Remove Record	RecordNo	Select	Name	Address	Policy Number	Inception/Effective Date	Expiration Date	Invoice Date	View Locations
<input type="checkbox"/>	1	Edit	Testing	123 Main St Frankfort KY 40601	123456789ABC	5/1/2020	4/30/2021	4/3/2020	View Locations

Remove Select the record to be removed and click Remove

Only for New Business and Renewal transactions
In compliance with KRS 304.10-050 I, a Surplus Lines Broker licensed in accordance with KRS 304.10.120, duly swear that either:
- in my capacity as a Kentucky licensed Property and Casualty Agent, I was unable to secure sufficient insurance coverage for the captioned insured per KRS 304.10.040; or
- a Kentucky licensed Property and Casualty agent has certified to me that they were unable to secure sufficient insurance coverage for the captioned insured per KRS 304.10.040,
and I have caused to be bound the insurance coverage as described herein.
The insuree(s) with whom this coverage has been placed meet(s) or exceed(s) the minimum requirements for Surplus Lines insurers as prescribed by KRS304.10-070. I, or a Kentucky licensed Property and Casualty agent, endeavored to secure this insurance from insurers licensed in Kentucky and, having been rejected, have advised the assured that their coverage is being insured by a Surplus Lines carrier which is not licensed to do business in Kentucky.
I further state that the insurance placed with said unauthorized insurer(s) was not sought or required to secure advantage, either as to premium or terms of the insurance contract.
I Agree

Submit **Add Additional Affidavits** **Print**

After clicking “Submit”, the user will have one last opportunity with this screen to:

- Delete the affidavit,
- Cancel the order, or;
- Complete the transmission.

TRANSACTION / ORDER INFORMATION

To remove any item from your order, click on the checkbox and press "Remove".

Forms Completed by User: [REDACTED]

Remove	Description	Fee(s)
<input type="checkbox"/>	Surplus Lines Affidavit	\$0.00

Remove

Checkout / Complete Order **Continue Shopping** **Cancel Order**

Once clicking the “Checkout” icon, the transaction is complete.

You will be assigned a DOI eServices transaction ID and transaction date, to track your work.

TRANSACTION DETAILS

Your transaction has been processed and does not require any additional Payment information. Below are the details of your transaction. You may print a copy of this for your records by clicking on the **'Print copy of invoice'** listed below.

Order Information		Qty	Description	Fee(s)
DOI Transaction ID: 1021508 Transaction Date: 5/29/2020		1	Surplus Lines Affidavit	\$0.00
			Total Charged:	\$0.00

Items Ordered

[Print Surplus Affidavits](#)

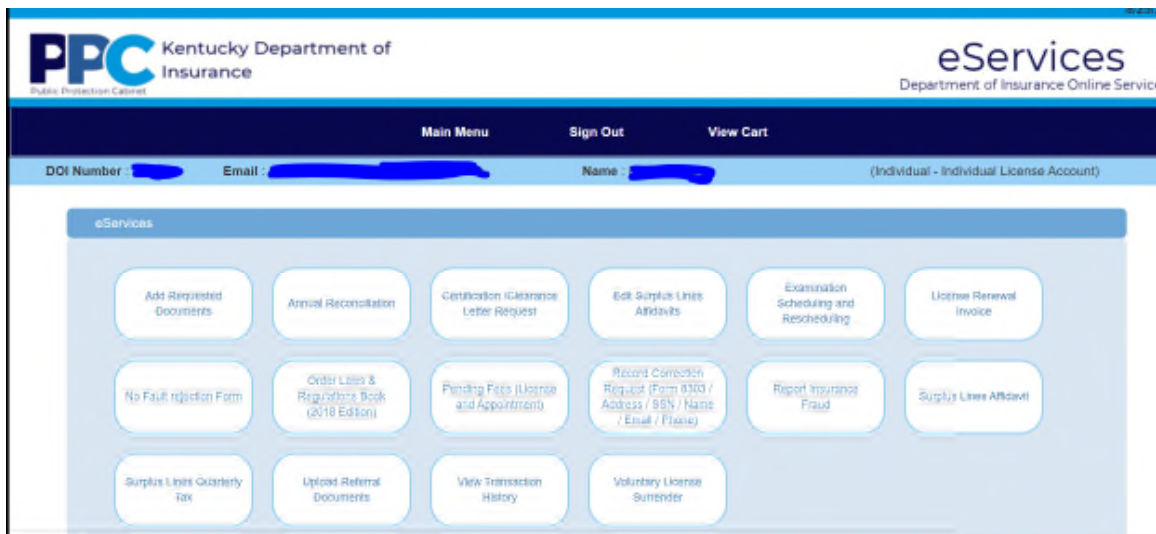
[Print copy of invoice](#) | [Click here to return to the main menu](#)

ENTERING A BATCH FILE OF MULTIPLE AFFIDAVITS

The eServices application also allows a user to data load batch affidavit data. The following is the process to accomplish this task.

First, access eServices as shown previously.

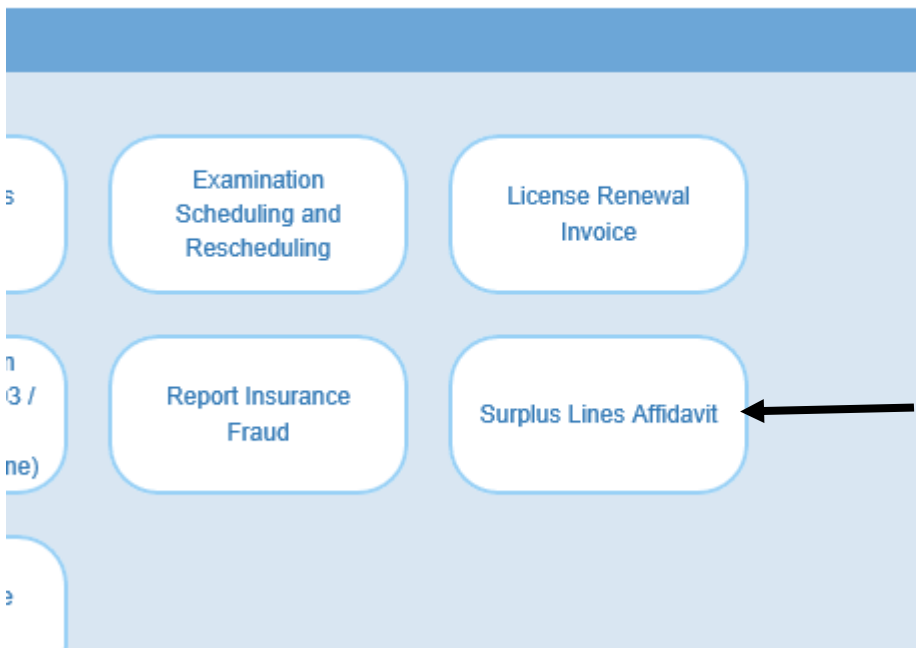
Once in, the following screen will display:



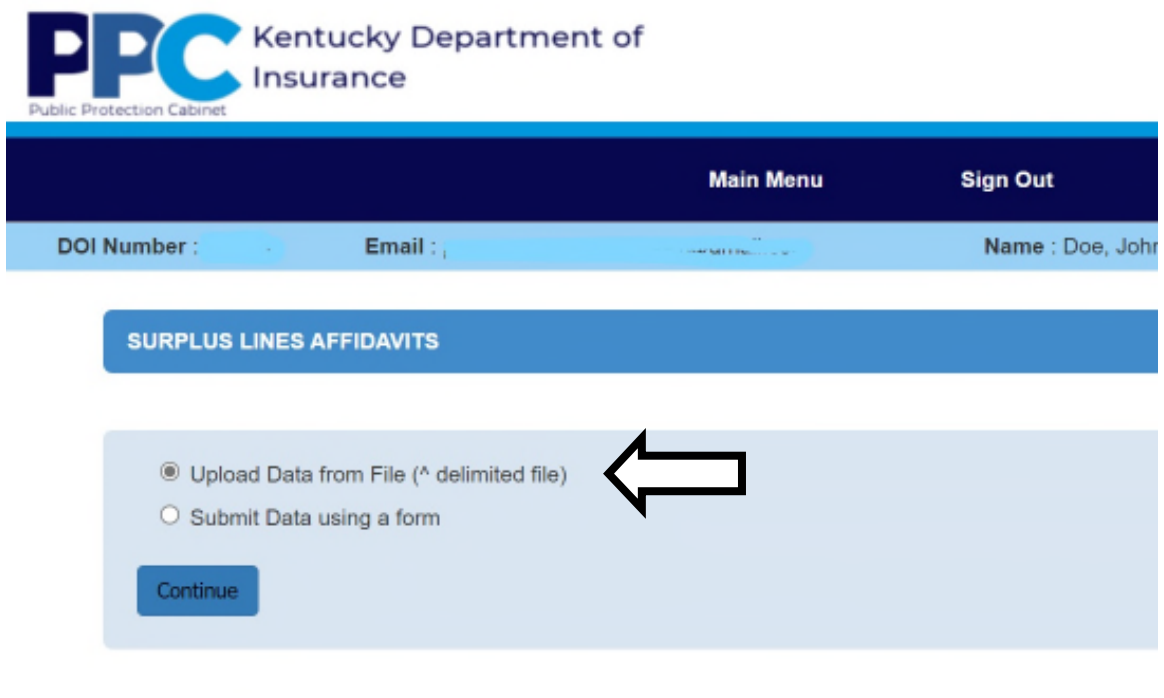
NOTE:

As this screenshot is taken from a training environment, not all roles above will display for a broker.

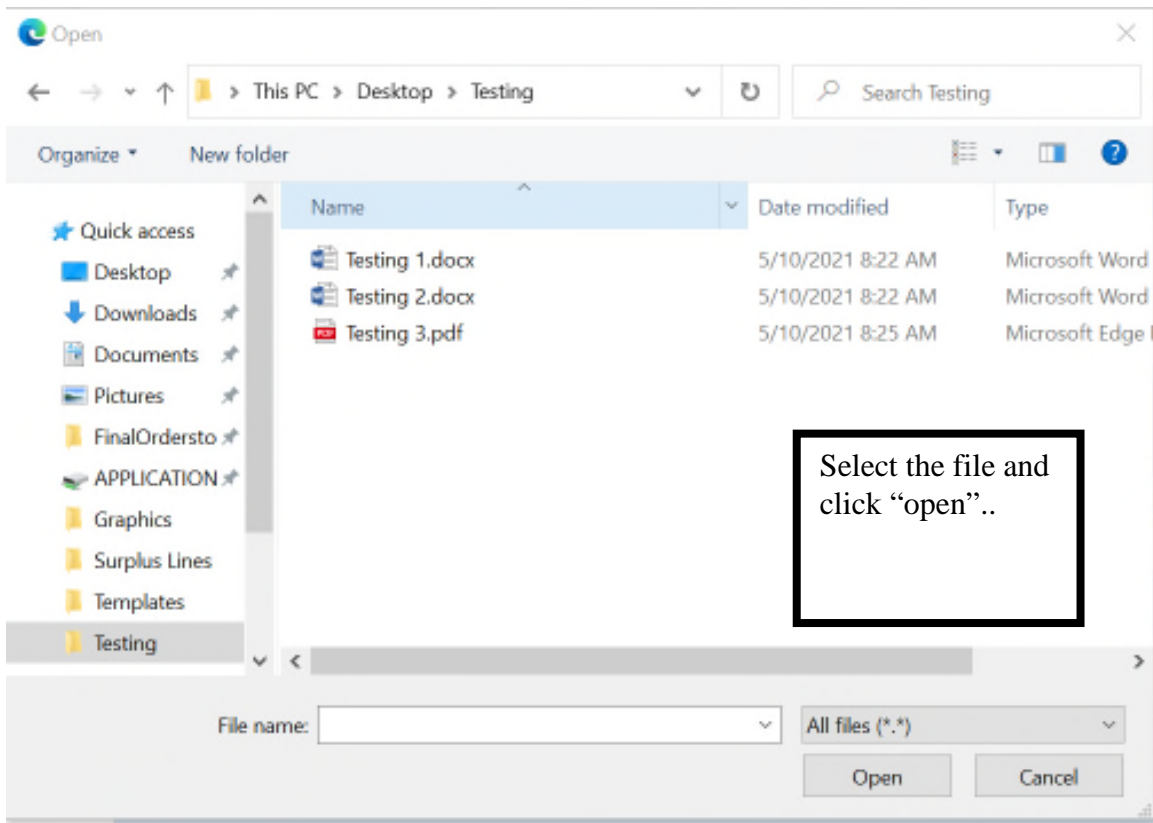
To load a batch file of affidavits, click [here](#):

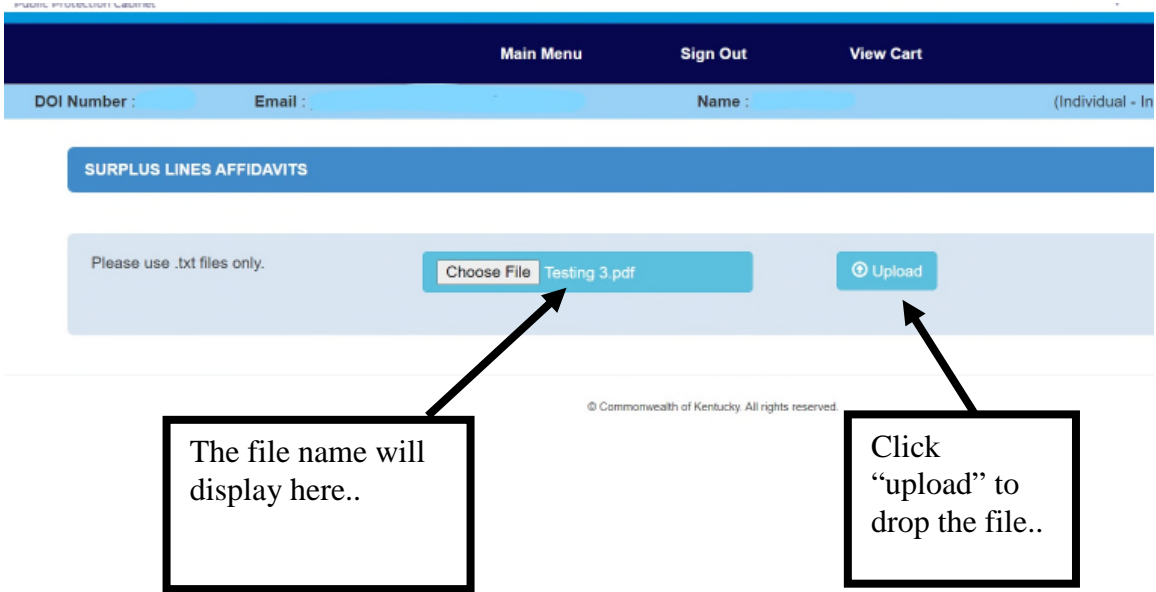


Declare you are filing a batch file, by clicking here:



Search for the text file you wish to upload:



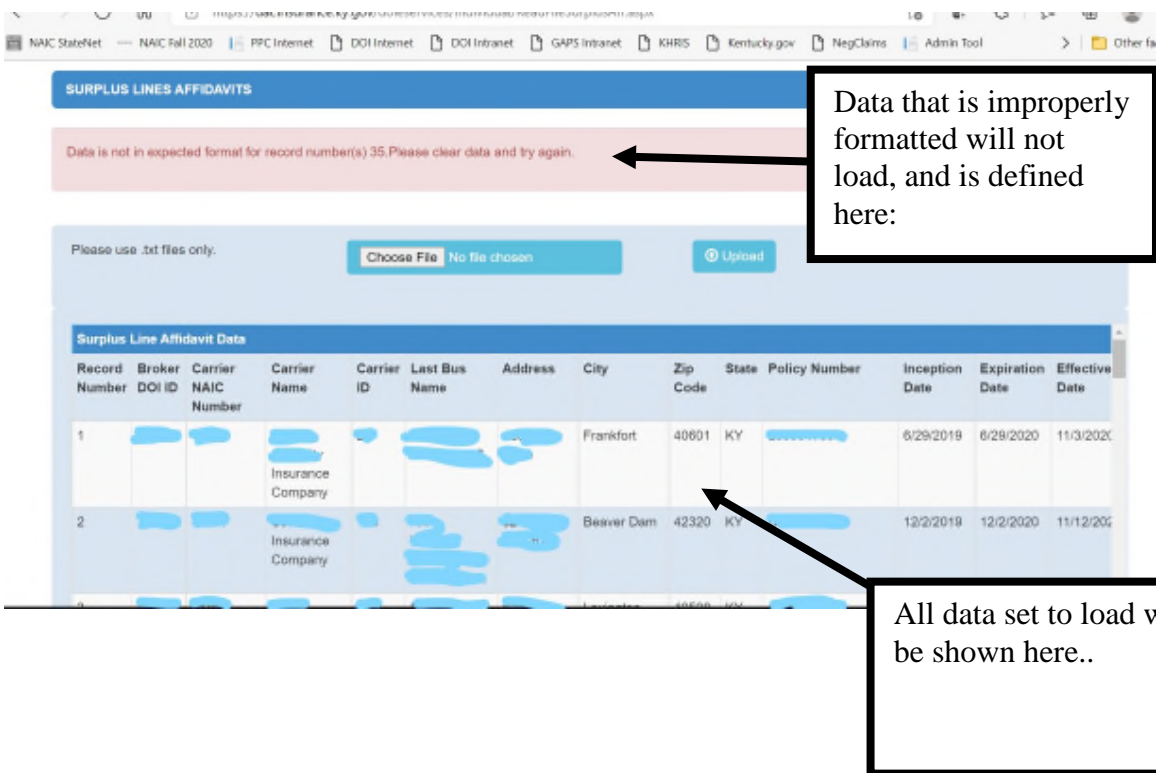


IMPORTANT!!!:

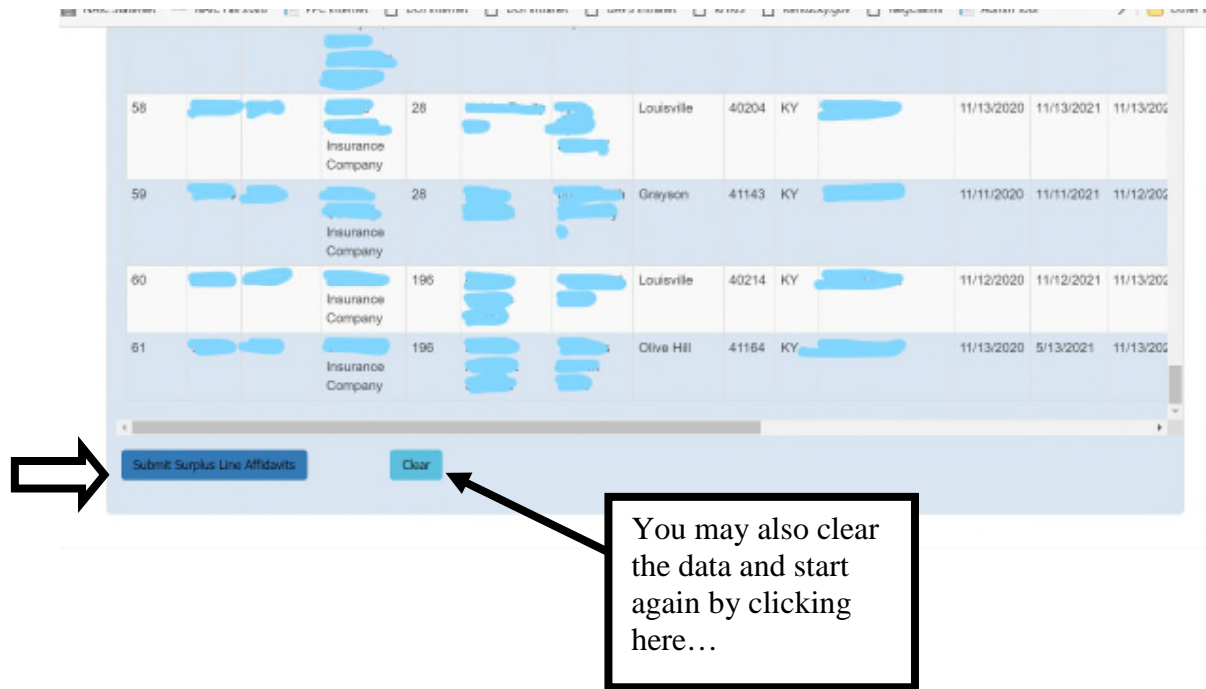
The file must format to the template defined here:

If not, the file will not load.

After clicking upload, the following screen displays:



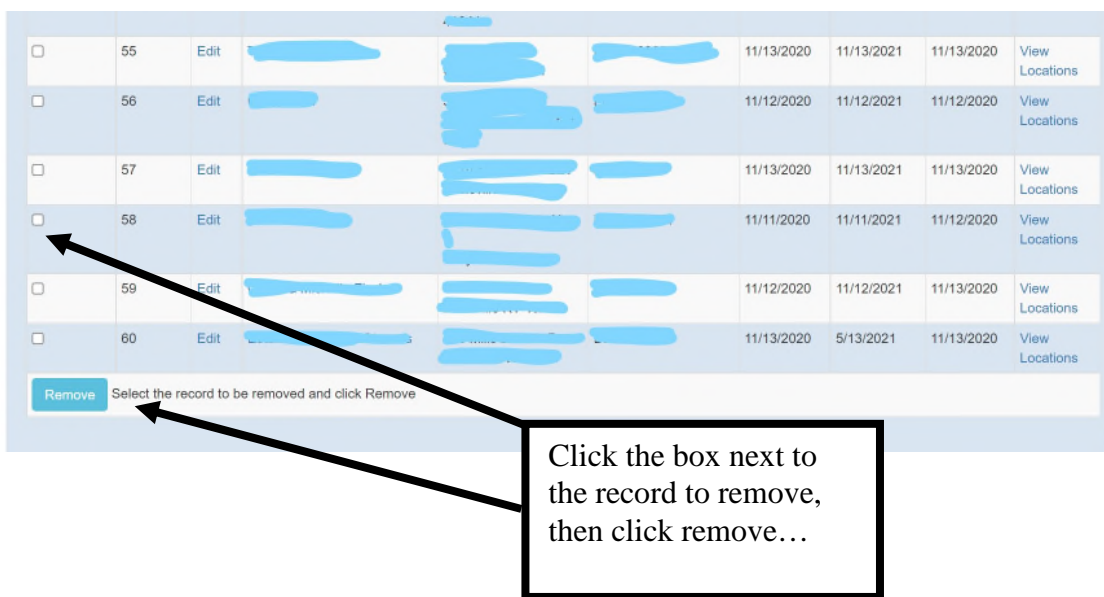
Scroll thru the data set to load to check for accuracy, once finished, click “submit surplus lines affidavits” at the bottom of the screen...



The screenshot shows a data table with columns for ID, Name, Address, State, and Dates. Below the table are two buttons: "Submit Surplus Line Affidavits" and "Clear". A callout box points to the "Clear" button with the text: "You may also clear the data and start again by clicking here..."

ID	Name	Address	State	Date 1	Date 2	Date 3
58	Insurance Company	Louisville	KY	11/13/2020	11/13/2021	11/13/2020
59	Insurance Company	Grayson	KY	11/11/2020	11/11/2021	11/12/2020
60	Insurance Company	Louisville	KY	11/12/2020	11/12/2021	11/13/2020
61	Insurance Company	Olive Hill	KY	11/13/2020	5/13/2021	11/13/2020

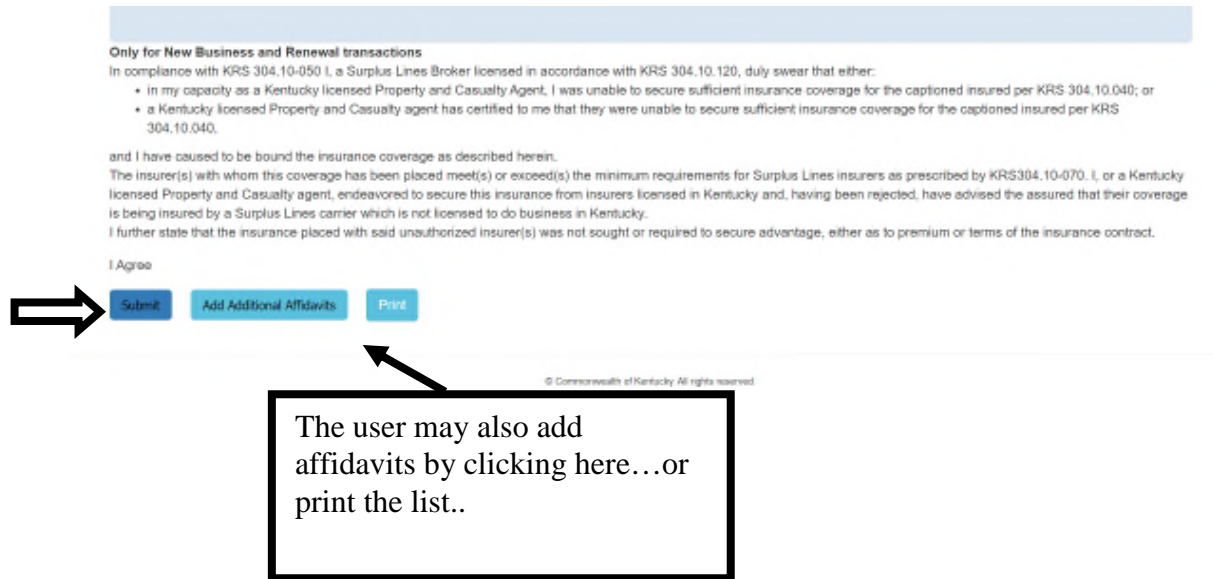
Next, all loaded data will display, and the user will have the ability to delete a record before submitting...



The screenshot shows a data table with columns for ID, Action, Name, Address, State, and Dates. Below the table is a "Remove" button and a text prompt: "Select the record to be removed and click Remove". A callout box points to a checkbox next to record 58 with the text: "Click the box next to the record to remove, then click remove..."

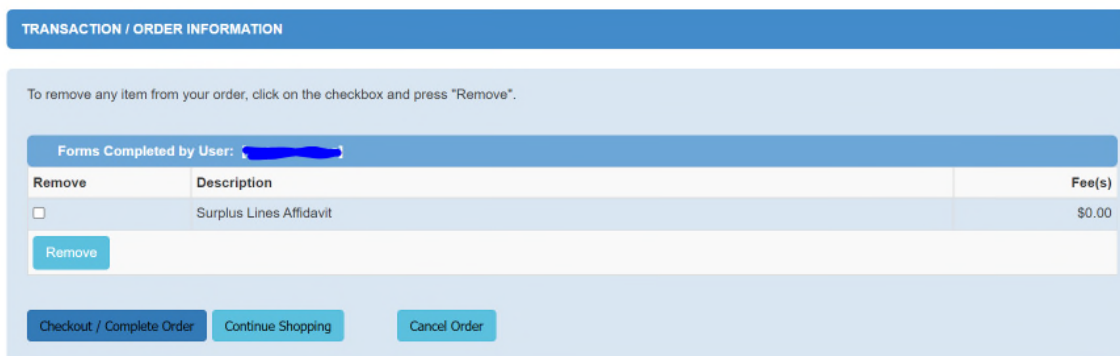
ID	Action	Name	Address	State	Date 1	Date 2	Date 3	View Locations
<input type="checkbox"/>	55	Edit			11/13/2020	11/13/2021	11/13/2020	View Locations
<input type="checkbox"/>	56	Edit			11/12/2020	11/12/2021	11/12/2020	View Locations
<input type="checkbox"/>	57	Edit			11/13/2020	11/13/2021	11/13/2020	View Locations
<input type="checkbox"/>	58	Edit			11/11/2020	11/11/2021	11/12/2020	View Locations
<input type="checkbox"/>	59	Edit			11/12/2020	11/12/2021	11/13/2020	View Locations
<input type="checkbox"/>	60	Edit			11/13/2020	5/13/2021	11/13/2020	View Locations

If all set, the user will scroll to the bottom of the screen, and click “submit”, which will certify that a diligent attempt was made to place the business in the admitted market in Kentucky; however, was unable to do so. Therefore, qualifying it as surplus lines according to KRS 304.10-040.



After “submit”, the user will have one last opportunity with this screen to:

- Delete the batch
- Cancel the order, or;
- Complete the transmission.



Once clicking the “Checkout” icon, the transaction is complete.

You will be assigned a DOI eServices transaction ID and transaction date, to track your work.

TRANSACTION DETAILS

Your transaction has been processed and does not require any additional Payment information. Below are the details of your transaction. You may print a copy of this for your records by clicking on the **'Print copy of invoice'** listed below.

Order Information		Qty	Description	Fee(s)
DOI Transaction ID: 1021968 Transaction Date: 5/29/2020		1	Surplus Lines Affidavit	\$0.00
			Total Charged:	\$0.00

Items Ordered

[Print Surplus Affidavits](#)

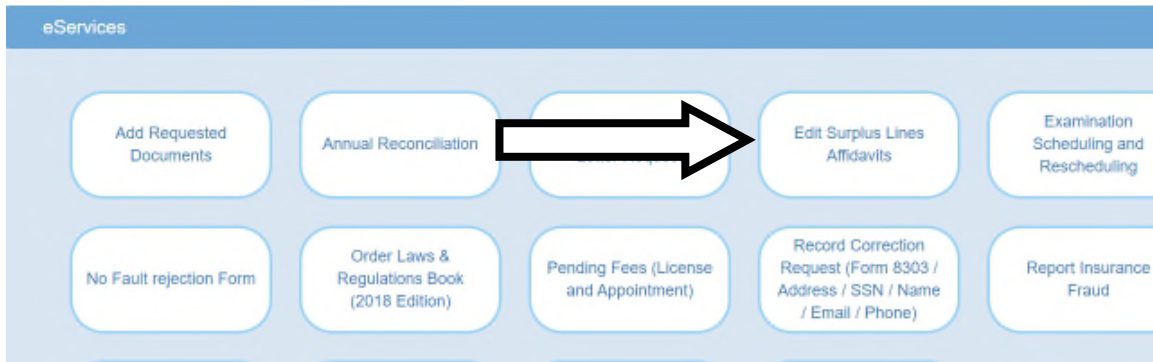
[Print copy of invoice](#) | [Click here to return to the main menu](#)

ALTERING A FILED AFFIDAVIT

The eServices application allows a user to alter a filed affidavit prior to the quarterly payment. In other words, a broker can change what was filed via eServices, only before the quarterly billing for the surplus lines tax is posted to be paid.

The following is the process to accomplish this.

Access this tool in your eServices account:



Click on the affidavit...

Name	Policy Type	Transition Type	Received Date	Effective Date
Test Test	Aircraft	Audit	8/4/2021	8/11/2021
Test Test		Renewal	8/3/2021	8/11/2021

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Which presents the data to be altered.

Surplus Lines Affidavit

Section 1 - Insured Information

Name(s) of Insured

Test Test

Address

swere3r

City

Frankfort

State

KY

Zip

40601

Section 2 - KY Locations

Address Line1

Address Line2

City

State

Zip

Once the data is proper, click here to re-submit.

Section 5 - Surplus Lines Tax			
Premium	2234	Misc Fees	0
Policy Total	2234	Surplus Lines Tax Due	87.02

SECTION 6 – BROKER VERIFICATION SECTION

In compliance with KRS 304.10-050 I, a Surplus Lines Broker licensed in accordance with KRS 304.10.120, duly swear that either:

- in my capacity as a Kentucky licensed Property and Casualty Agent, I was unable to secure sufficient insurance coverage for the captioned insured per KRS 304.10.040; or
- a Kentucky licensed Property and Casualty agent has certified to me that they were unable to secure sufficient insurance coverage for the captioned insured per KRS 304.10.040,

and I have caused to be bound the insurance coverage as described herein.

The insurer(s) with whom this coverage has been placed meet(s) or exceed(s) the minimum requirements for Surplus Lines insurers as prescribed by KRS304.10-070. I, or a Kentucky licensed Property and Casualty agent, endeavored to secure this insurance from insurers licensed in Kentucky and, having been rejected, have advised the assured that their coverage is being insured by a Surplus Lines carrier which is not licensed to do business in Kentucky.

I further state that the insurance placed with said unauthorized insurer(s) was not sought or required to secure advantage, either as to premium or terms of the insurance contract.

I Agree

The user will need to re-certify the due diligence requirements.... Click “submit affidavit” when done.

And the process will cycle the user back thru the typical checkout process.

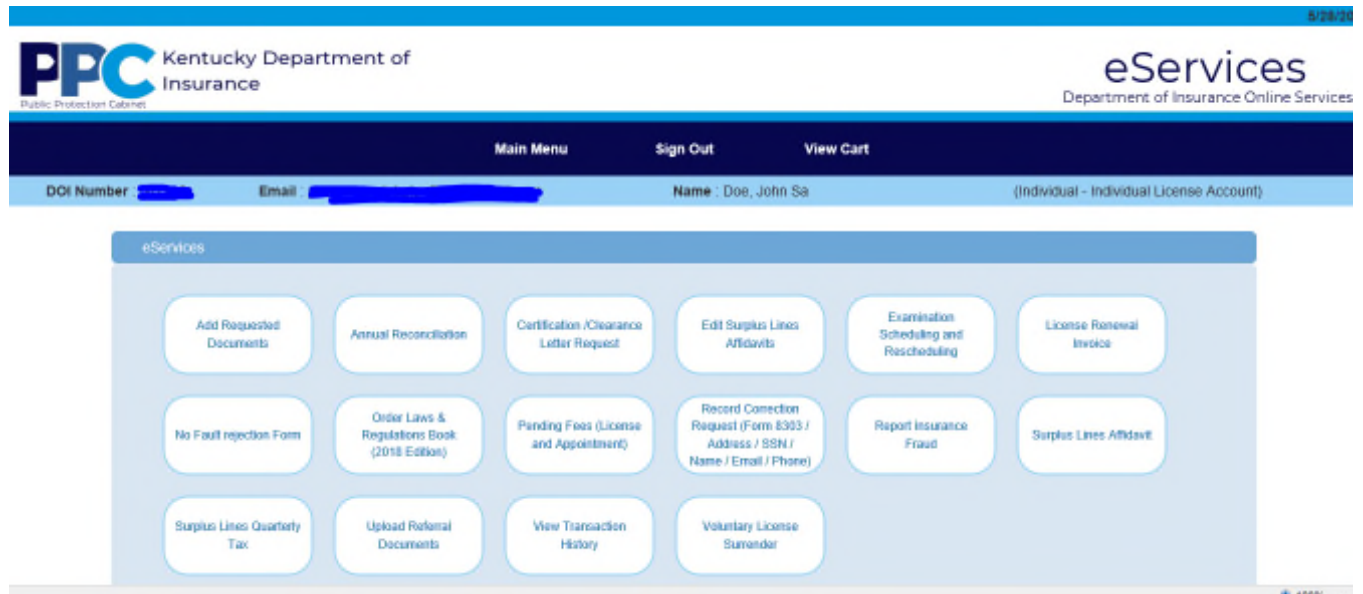
IMPORTANT!!!

Only affidavits that are within the calendar quarter/prior to the quarterly billing will be available for alteration. Any other affidavit will not display here, and will need to be altered by cancellation or endorsement.

SURPLUS LINES QUARTERLY TAX

To pay quarterly surplus lines taxes, or submit a no business filing, first access eServices as shown previously.

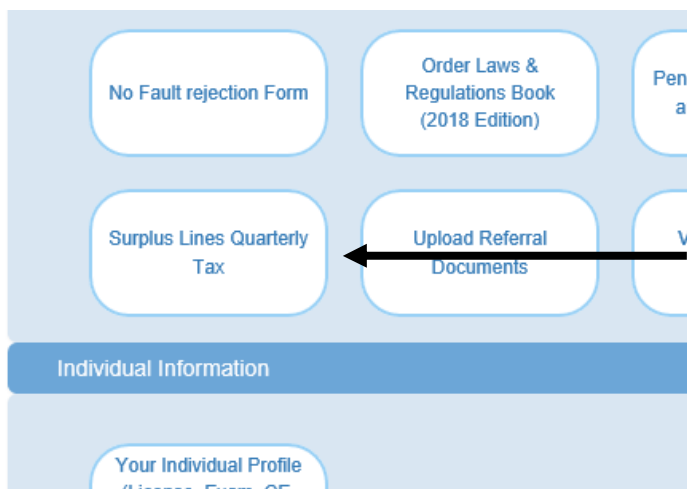
Once in, the following screen will display:



NOTE:

As this screenshot is taken from a training environment, not all roles above will display for a broker; only filing an affidavit, quarterly tax payments, and View Transaction History will display.

Once in, click “Surplus Lines Quarterly Tax” here:



The following screen presents:

Surplus Lines Broker Quarterly Taxes

Pay Quarterly Taxes

Year	Quarter	Invoice Date	Due Date	Total Premium	Surplus Tax Due	Amount Paid	Amount Due
2019	4	1/28/2020	3/2/2020	\$30,712.00	\$921.36	(\$42.00)	\$963.36
Total Amount Due:							\$963.36

You have already filed no business for the below year and quarters.

Year	Quarter	No Business
2019	2	True
2020	1	True

Report No Business

If you do not have business, Please add the year and the quarter for which you do not have business and submit.

Year: Quarter:

IF TAXES ARE OWED

The first section will define the tax obligation. This amount is determined by affidavit data submitted by the broker within the defined quarter. Pursuant to KRS 304.10-180, Surplus Lines Tax is calculated at 3% of premium and associated fees. Any overpayment or credits from previous quarters are carried forward, and the total tax obligation is presented here:

Surplus Lines Broker Quarterly Taxes

Pay Quarterly Taxes

Year	Quarter	Invoice Date	Due Date	Total Premium	Surplus Tax Due	Amount Paid	Amount Due
2019	4	1/28/2020	3/2/2020	\$30,712.00	\$921.36	(\$42.00)	\$963.36
Total Amount Due:							\$963.36

You have already filed no business for the below year and quarters.

IMPORTANT!!!

According to KRS 304.10-180(1), all taxes are due within 30 days of the end of the prior quarter. Failure to do so is subject to penalty according to KRS 304.99-085.

To proceed to payment, click the “Submit” icon at the bottom of the screen:

You have already filed no business for the below year and quarters.

Year	Quarter	No Business
2019	2	True
2020	1	True

Report No Business

If you do not have business, Please add the year and the quarter for which you do not have business and submit.

Year : Quarter :

←

The next screen allows for review (to proceed or remove):

TRANSACTION / ORDER INFORMATION

To remove any item from your order, click on the checkbox and press "Remove".

Forms Completed by User: [Adabala, Praveena]

Remove	Description	Fee(s)
<input type="checkbox"/>	Surplus Lines Quarterly Tax	\$963.36
		Total Amount Due
		\$963.36

Click here to continue to payment.

Then select the payment method (E-Check or Credit Card):

KY Department of Insurance

Select Payment Type

ACH / ELECTRONIC CHECK

CREDIT CARD

Cancel and return to Department of Insurance

Summary

Surplus Lines Quarterly Tax	\$963.36
Item Price: \$963.36	
Quantity: 1	

Policies Security Disclaimer Accessibility

Kentucky

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If payment by E-Check, then first a user will declare if the payment is an international transaction.

Select Payment Type

ACH / ELECTRONIC CHECK

Indicate IAT ACH Information

Is this an international ACH transaction (IAT)?

[What does this mean?](#)

Yes

No

CANCEL

[Cancel and return to Department of Insurance](#)

Policies

Then entry of the payment follows:

KY Department of Insurance

Select Payment Type

ACH / ELECTRONIC CHECK CREDIT CARD

Account Details

Account Type (required)
Checking

Customer Type (required)
Select

Routing Number (required) Verify Routing Number (required)

Account Number (required) Verify Account Number (required)

Account Holder Details

Summary

Surplus Lines Quarterly Tax	\$963.36
Item Price: \$963.36	Quantity: 1
Sub Total	\$963.36
Service Fee	\$1.00
Total	\$964.36

If by credit card, click the icon, and enter the card information in the next screen:

Select Payment Type

ACH / ELECTRONIC CHECK CREDIT CARD

Card Details

Card Number (required) Expiration Date (required) Security Code (required)

No spaces or dashes, please.

Cardholder Details

Name (required) Country (required)
United States

Address Line 1 (required) Address Line 2

City (required) State (required) Zip Code (required)
KY

Summary

Surplus Lines Quarterly Tax	\$963.36
Item Price: \$963.36	Quantity: 1
Sub Total	\$963.36
Service Fee	\$28.42
Total	\$991.78

IMPORTANT!!:

A service fee applies to credit card transactions.

IF A NO BUSINESS FILING

If a broker had no business in the quarter, the KDOI requires the broker to declare that. If filing a no business filing, after clicking into the Quarterly Tax Payment tool, click the following:

You have already filed no business for the below year and quarters.

Year	Quarter	No Business
2019	2	True
2020	1	True

Report No Business

If you do not have business, Please add the year and the quarter for which you do not have business and submit.

Year : Quarter :

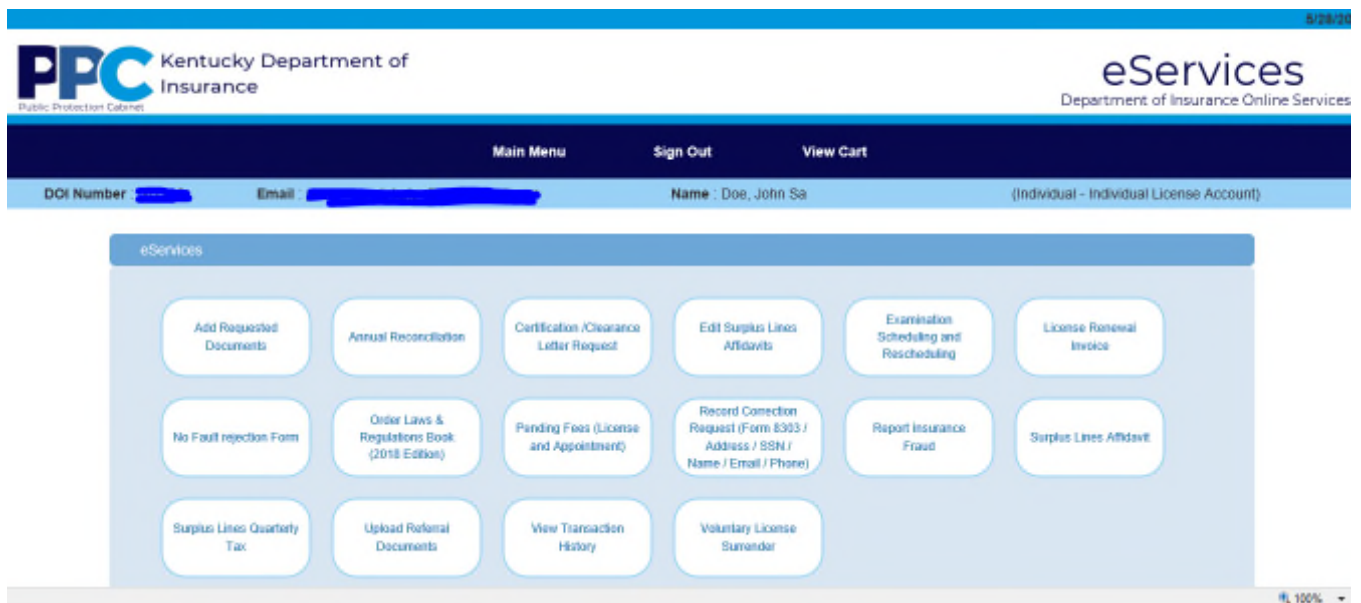
Enter the Year and Quarter here, and click "Submit".

Then follow the instructions to check per above. No payment is required.

VIEW TRANSACTION HISTORY

To view a broker's transaction history, first access eServices as shown previously.

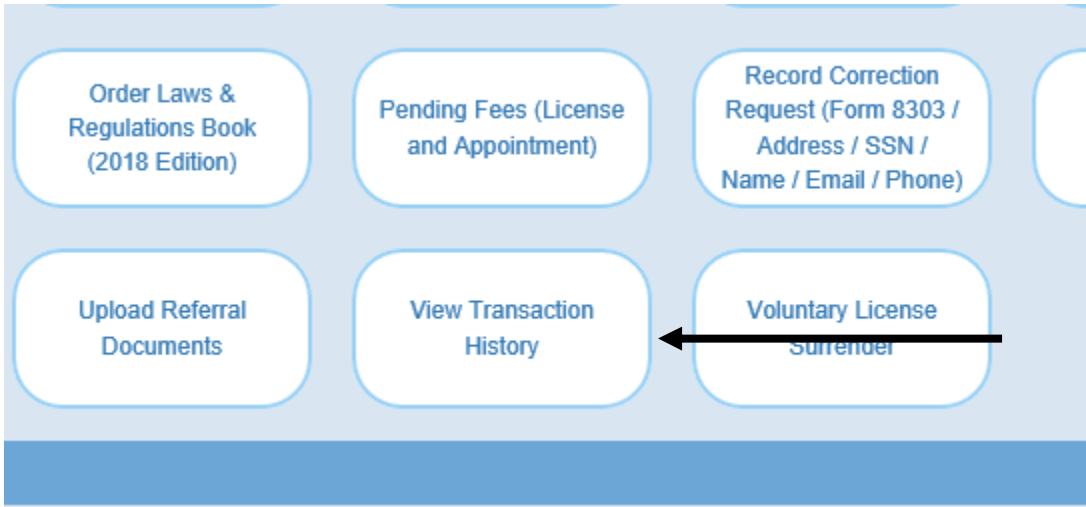
Once in, the following screen will display.



NOTE:

As this screenshot is taken from a training environment, not all roles above will display for a broker; only filing an affidavit, quarterly tax payments, and View Transaction History will display.

Once in, click “View Transaction History” here:



The following screen presents:

TRANSACTION HISTORY

To view 30 days of transactions during a certain period, Enter the start date.

Enter the Start Date

Click on the Transaction ID to view the details of the Transaction. Click 'Complete' to Complete an Incomplete Transaction

Below is a list of all your transactions within the last 30 days. You must re-submit any transactions that are listed as Incomplete.

Transaction ID	ePay Trans ID	Transaction Date	Transaction Total	Transaction Status
1021958		5/29/2020		Complete
1021665		5/28/2020		Incomplete
1021620		5/28/2020		Incomplete
1017948		5/6/2020		Incomplete [Complete]
1017915		5/5/2020		Incomplete

The initial list will display transactions only within the last 30 days. Search capability is available to expand that listing here:

TRANSACTION HISTORY

To view 30 days of transactions during a certain period, Enter the start date.

Enter the Start Date

MM/DD/YYYY



Display Transactions

Click on the Transaction ID to view the details of the Transaction. Click 'Complete' to Complete an Incomplete

Below is a list of all your transactions within the last 30 days. You must re-submit any transactions that are listed as in

Enter a begin date, and all transactions from the begin date to current will display.

Functionality is offered for the transaction list as follows:

Click the ID to get more detail on the transaction.

Click on the Transaction ID to view the details of the Transaction. Click 'Complete' to Complete an Incomplete Transaction

Below is a list of all your transactions within the last 30 days. You must re-submit any transactions that are listed as incomplete.

Transaction ID	ePay Trans ID	Transaction Date	Transaction Total	Transaction Status
1021958		5/29/2020		Complete
1021665		5/28/2020		Incomplete
1021620		5/28/2020		Incomplete
1017948				
1017915				

TRANSACTION DETAILS

Transaction Details		Payment Summary	
Transaction Status : Complete			
DOI Transaction ID: 1021958	Transaction Date: 5/29/2020	Description	\$
View Transaction Details		Surplus Lines Affidavit	\$
Print Surplus Affidavits		Quantity : 1	\$
		Total Charged:	\$

[Print copy of invoice](#) | [Click here to return to the main menu](#)

Allows the user to:

- Recover the DOI transaction ID
- View transaction date
- Print the transaction
- Print an invoice

Additionally, a user may complete an incomplete transaction by clicking “Complete” here:

Click on the Transaction ID to view the details of the Transaction. Click 'Complete' to Complete an Incomplete Transaction

Below is a list of all your transactions within the last 30 days. You must re-submit any transactions that are listed as incomplete.

Transaction ID	ePay Trans ID	Transaction Date	Transaction Total	Transaction Status
1021958		5/29/2020		Complete
1021665		5/28/2020		Incomplete
1021620		5/28/2020		Incomplete
1017948		5/6/2020		Incomplete [Complete]
1017915		5/5/2020		Incomplete

SURPLUS LINES AFFIDAVITS

Remove Record	RecordNo	Select	Name	Address	Policy Number	Inception/Effective Date	Expiration Date	Invoice Date	
<input type="checkbox"/>	1	Edit	John Doe	123 Main st Frankfort ky 40601	CPG1168695	4/4/2020	4/4/2021	5/5/2020	View Locations

[Remove](#) Select the record to be removed and click Remove

Only for New Business and Renewal transactions
 In compliance with KRS 304.10-090 I, a Surplus Lines Broker licensed in accordance with KRS 304.10.120, duly swear that either:
 • In my capacity as a Kentucky licensed Property and Casualty Agent, I was unable to secure sufficient insurance coverage for the captioned insured per KRS 304.10.040; or

A user can:

- Remove an incomplete record - Check the box next to the record and click “Remove”
- Edit the record - Click “Edit” to be returned to the entry process explained prior
- Complete the record - Either complete the record in the edit function (to complete or correct inaccurate data), or hit the “Submit” tool to transmit as is

