



Overview

Please use this portal to do two things:

1. Upload (see “[Uploading Instructions](#),” below) all the following files that pertain to your annual filing (except that a domestic risk retention group must file with the NAIC):

- Captive Insurer Annual Report Jurat Page (pdf)
- Captive Insurer Annual Report (xls or xlsx)
- Actuarial Opinion (including Exhibits A and B) (pdf)
- Actuarial Opinion Exemption or Waiver (pdf)
- Actuarial Opinion Summary (pdf)
- Actuarial Opinion Summary Exemption or Waiver (pdf)
- Management Discussion and Analysis (pdf)
- Certificate of Disclosure (pdf)
- Audited Financial Report – Financials (pdf)
- Audited Financial Report – Letter of Qualification (pdf)
- Audited Financial Report – Internal Control Letter (pdf)
- Financial Statement – Parent/Affiliate (pdf)
- Other (pdf, doc, docx, xls, xlsx, png, jpg, gif)

2. Pay your annual renewal fee online.

NOTE: The State of Arizona payment portal is experiencing issues with Internet Explorer (“IE”). You may wish to use Chrome, Safari, or Firefox instead of IE.

Uploading Instructions

1. Enter the fiscal year end date and NAIC/license number, and click the **[Search]** button. The system will display the captive insurer’s name, business type, and entity type. Contact us at (602) 364-4490 if displayed information is incorrect.
2. Complete the “Contact information for this filing” section.
3. Click the **[+ Select Files]** button. On the “File Upload” screen, you can drag and drop files from a directory on your computer/network or you can click the **[Navigate to files]** button, which will open a file explorer window that you can use to locate and select files to be uploaded. You can upload more than one file at a time. Files you selected to upload will be listed under the **[+ Select Files]** button.

The screenshot shows the portal interface with three numbered callouts:

- 1:** Points to the search section containing fields for "Fiscal Year End* (MM/DD/YYYY)", "NAIC/License Number*", "Entity Name", "Current Business Type", and "Current Entity Type", along with a "Search" button.
- 2:** Points to the "Contact information for this filing" section, which includes fields for "First Name*", "Last Name*", "Title", "Telephone* (###) ###-####", and "Email Address*".
- 3:** Points to the "Documents" section, which features a "+ Select Files" button and a "File Upload" area with a "Drag files here" instruction, an "Or" separator, and a "Navigate to files" button.

4. For each file, select the “Document Type” from the dropdown list.
5. If you assign “Other” as a Document Type, enter text into the “If document type is other, please describe” area to briefly describe the document you are submitting.
6. After entering information for all documents, click the [\[Submit\]](#) button.

Documents [+ Select Files](#)

5 **File name:** SampleExcelSpreadsheetFile.xlsx
File size: 818.25 KB

4 **Document Type***

- Captive Insurer Annual Report Jurat Page
- Captive Insurer Annual Report
- Actuarial Opinion (including Exhibits A and B)
- Actuarial Opinion Exemption or Waiver
- Actuarial Opinion Summary
- Actuarial Opinion Summary Exemption or Waiver
- Management Discussion and Analysis
- Certificate of Disclosure
- Audited Financial Report – Financials
- Audited Financial Report – Letter of Qualification
- Audited Financial Report – Internal Control Letter
- Financial Statement – Parent/Affiliate
- Other

5 **If document type is other - please describe.**

6 **File name:** SampleWordDocumentFile.docx
File size: 37.45 KB

If document type is other - please describe.

6 **Submit**

7. The system will present you a “Success! report, which you should print and retain as documentation of your filing submission.

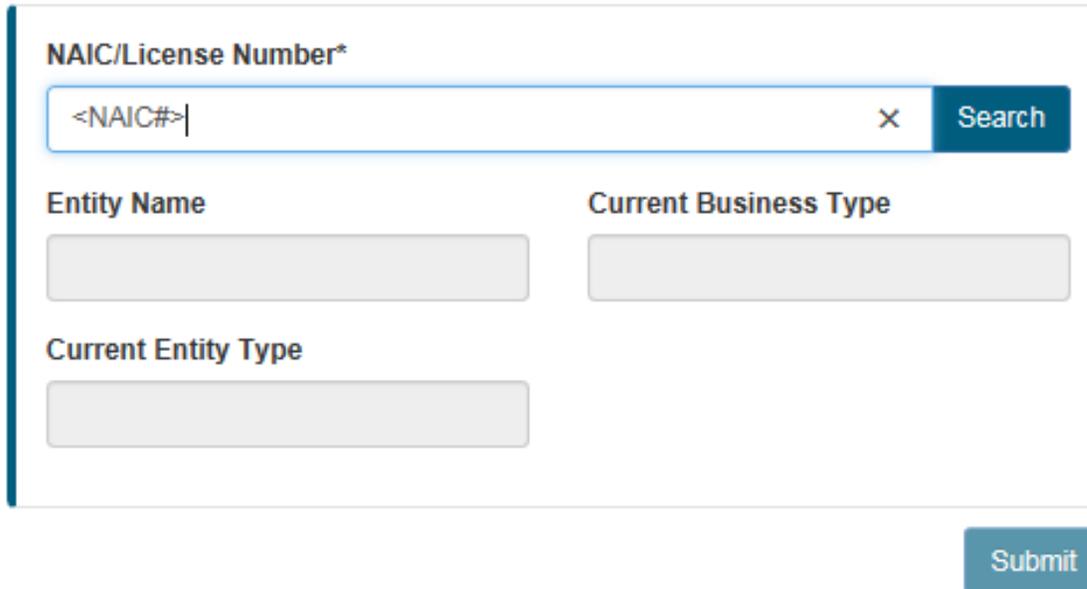
Paying the Renewal Fee

Access the Captive Insurer Payment Portal in one of the following two ways:

- Click the link on the **Captive Insurer Annual Filing Portal** page that says, “[Click here to make a payment](#),” or
- Click the link on a filing “Success!” report that says, “[Pay your \\$5,500 annual renewal fee online](#).”

Complete the following steps to pay the captive renewal fee:

1. The system will show a “**Captive Insurer Payment Portal**” page. If you came from a “Success!” report link, the system will enter the captive insurer’s NAIC number in the “NAIC/License Number” field. If the field is blank, enter the captive insurer’s NAIC/License number.



The screenshot shows a search form with the following fields and buttons:

- NAIC/License Number***: A text input field containing the placeholder text "<NAIC#>". To the right of the input is a small 'x' icon and a blue button labeled "Search".
- Entity Name**: A text input field.
- Current Business Type**: A text input field.
- Current Entity Type**: A text input field.
- Submit**: A blue button located below the form.

2. Click the **[Search]** button. The system will display the captive insurer’s name, business type, and entity type. Contact us at (602) 364-4490 if displayed information is incorrect.

- The system will take you to the “State of Arizona Checkout Utility.” Here, you can make your annual renewal payment using a major credit card or an electronic check (ACH).

PAYMENT INFORMATION » ORDER REVIEW » PAYMENT PROCESSING » RECEIPT

Payment Information

★Indicates Required Field

Please enter the customer's billing and credit card information. Click the continue button to go to the Order Review page to authorize payment.

CHECKOUT - PAYMENT INFORMATION

★First Name:

★Last Name:

★Billing Address:

★City:

★State:

★Zip: only 5 digits

Email: (receipt will be emailed to you)

★Phone Number:

Credit Card Electronic Check - ACH

The following credit cards are accepted

★Credit Card Number:

★Expiration Date: CVV/CSV:

 CVV number
CVV number is a 3 digit code on the back of your Visa or MasterCard.

PAYMENT INFORMATION » ORDER REVIEW » PAYMENT PROCESSING » RECEIPT

Order Review

Please review your order and ensure the information below is correct before proceeding.
If you agree with the information as displayed, please click the "Authorize" button to process the credit card payment.

BILLING INFORMATION

Name: Your Name
Address: 123 Billing Address Way, Phoenix, AZ 85018
Phone: 602-999-9999
Email: emailrecipient@email.com

ACCOUNT INFORMATION

VISA
4*****0087 EXP 01/2019

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
15699	ID2371P	Captive Ins., Renew	\$5,500.00	1	\$5,500.00
15699	TOTAL				\$5,500.00

NOTES
This is a payment for a captive insurer license renewal

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
IDA - Captive Insurers	\$5,500.00

The total amount to be billed to your credit card is \$5,500.00

- Once complete, you will have the option to print or download a receipt. A receipt will also be emailed to your inbox. Please retain your receipt for your records.