



## OCI Financial Filing Portal User Guide

*Date Created: 09/21/2020*

*Last Updated: 06/10/2025*

### Table of Contents

Overview.....	2
Initial User ID Setup .....	2
Accessing the Application .....	3
Filing.....	4
Filing by Group Special Notes.....	5
Making a Filing .....	6
Other Options .....	9
Filing History.....	9
Sign Out.....	9
Contact Us .....	9



## Overview

This user guide is intended for use by staff designated as a Financial Portal Filer within an insurance company or group. The user guide describes how to file documents and forms using the Wisconsin Office of the Commissioner of Insurance (OCI) Financial Filing Portal.

The following must be completed prior to company staff being able to make an electronic filing to the Division of Financial Regulation using the OCI Financial Filing Portal:

1. Obtain a MyWisconsin ID (see Initial User ID Setup below).
2. Contact OCI at [ocifinportalupdate@wisconsin.gov](mailto:ocifinportalupdate@wisconsin.gov) to be assigned rights to file for the company and/or group.
3. Login at [secure.oci.wi.gov/portal](https://secure.oci.wi.gov/portal) with your MyWisconsin ID to make filings.

We recommend using Google Chrome browser when using the OCI Financial Filing Portal.

## Initial User ID Setup

Prior to using the Financial Filing Portal, you will need to have a MyWisconsin ID. MyWisconsin ID will require multi-factor authentication (MFA), either through an authenticator application on a smartphone, SMS to a phone, or the possession of a security token or biometric device.

The MFA requirement will cause difficulties for shared user accounts. Please register as an individual rather than attempting to create a shared user account.

Go to [det.wi.gov/Pages/MyWisconsin\\_ID.aspx](https://det.wi.gov/Pages/MyWisconsin_ID.aspx) for information on creating and managing a MyWisconsin ID user account. When you are ready to create your user account, go to the login screen at [apps.wisconsin.gov](https://apps.wisconsin.gov) and click the "Sign up" link at the bottom to create your account.



WISCONSIN

MyWisconsin ID Sign In

Email address  
example - user@domain.com

Next

[Unlock account?](#)

[Help](#)

Don't have an account? [Sign up](#)

After creating your MyWisconsin ID, you need to be assigned the Financial Portal Filer role for your company or group. To request the Financial Portal Filer role, please contact OCI at [ocifinportalupdate@wisconsin.gov](mailto:ocifinportalupdate@wisconsin.gov) with the following information:

- First Name
- Last Name
- Your MyWisconsin ID Email Address
- Phone Number
- Title
- Name of your Company
- Name of the Company(s) your ID should be associated with
- Group Name (if applicable)
- Group Number (if applicable)

The system will send an email to you confirming when your permission has been granted.

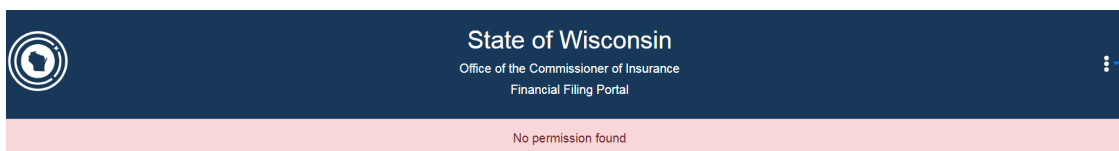
## Accessing the Application

Once you have established a MyWisconsin ID user account and have been assigned the Financial Portal Filer role, you can access the OCI Financial Filing Portal at [secure.oci.wi.gov/portal](https://secure.oci.wi.gov/portal). Notice the login page is part of the MyWisconsin ID authentication system and not part of the OCI Financial Portal. **Please do not bookmark this page!**



Once you log into MyWisconsin ID, you will be taken to the OCI Financial Filing Portal. If you would like to bookmark the OCI Financial Filing Portal, you can do so now.

If no permissions have been assigned for your MyWisconsin ID user account, you will receive the message “No permission found”. If this happens, you should contact [ocifinportalupdate@wisconsin.gov](mailto:ocifinportalupdate@wisconsin.gov) for assistance.



## Filing

To access the available filings, you first need to provide parameters to define the organization you want to file for, the period, and year. Each parameter is dependent on the one before it. You will only see the next parameter after you have made the current selection.

1. Select your financial filing type. .
  - a. **File by Group** – A group is a set of Wisconsin-licensed affiliated companies that have a group number issued by the National Association of Insurance Commissioners (NAIC). When filing by group, the set of affiliated companies is limited to companies that are licensed in Wisconsin.
  - b. **File by Company** – Filing by company is limited to companies that are licensed in Wisconsin.



2. Select the group or company for whom you are filing.

**TIP:** If the group or company is not in the dropdown, then you do not have a Filer role for them.

Email [OCIFinPortalUpdate@wisconsin.gov](mailto:OCIFinPortalUpdate@wisconsin.gov) with your request for the Financial Portal Filer role for your company or group. .

3. Select the period. Valid periods are Annual, Quarter 1, Quarter 2, Quarter 3, or Other.

**TIP:** The period "Other", is used for Ad Hoc Documents where the filing is not tied to a quarter or end of year (annual) period. For example, requests for extraordinary dividends, surplus notes, Form D's etc.

4. Select the year of the filing.

After you select the year, the list of available filings for the period will be displayed. This list of filings that can be made is called a checklist and is specific to the organization, period, and year selected.

The screenshot shows the 'State of Wisconsin Office of the Commissioner of Insurance Financial Filing Portal'. It features four dropdown menus for selection: 'File by Company' (set to 'Security Insurance Company'), 'Security Insurance Company' (set to 'Annual'), 'Annual' (set to '2019'), and '2019'. Below these is a table of available filings:

	Due Date	Last Filed	Actions
Compulsory Surplus Filing	03/01/2020	05/11/2020	
CPA Audit Checklist	06/01/2020		
CPA Audit Exemption Affidavit	06/01/2020		

**TIP:** If you receive the error, "-204: No checklist item found for current selection, try a different option", the company or group does not have a checklist for the period/year selected.

For additional information on Annual/Quarterly filings, use the following link:

[oci.wi.gov/Pages/Companies/AnnualQuarterlyFilingInformation.aspx](http://oci.wi.gov/Pages/Companies/AnnualQuarterlyFilingInformation.aspx)

## Filing by Group Special Notes

When filing for a group, the list of companies displayed are the companies within the group that are licensed in Wisconsin based on the period/year selected. When filing Annual/Quarterly filings for a group, the submitted filings are applied to all companies listed under Linked Companies. You cannot change companies or select a subset.

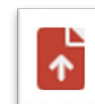


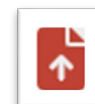
Due Date	Last Filed	Actions
06/01/2020	04/29/2020	

When filing for a group using the period “Other”, you can select all or a subset of companies to file for by using the checkboxes. The checkbox on the header row will select/deselect all companies. If you want to file for only some companies, use the checkbox for the company(s) you wish to submit filings for.

Actions

## Making a Filing



To make a filing, click on the action icon for the filing you want to make. The action icon  indicates a document needs to be uploaded to make a filing. When you click on this action icon you will receive a popup where you can drag or browse to add one or more files.



### Upload Financial Statements

Drop files here or Browse

CLOSE

### Upload Financial Statements

Drop files here or Browse

COMPANY-FinancialStatement2020Q1.pdf  
37.8 MB

CLOSE

To upload more than one file, you can drag-and-drop files or browse to continue selecting additional documents for upload.


### Upload Financial Statements

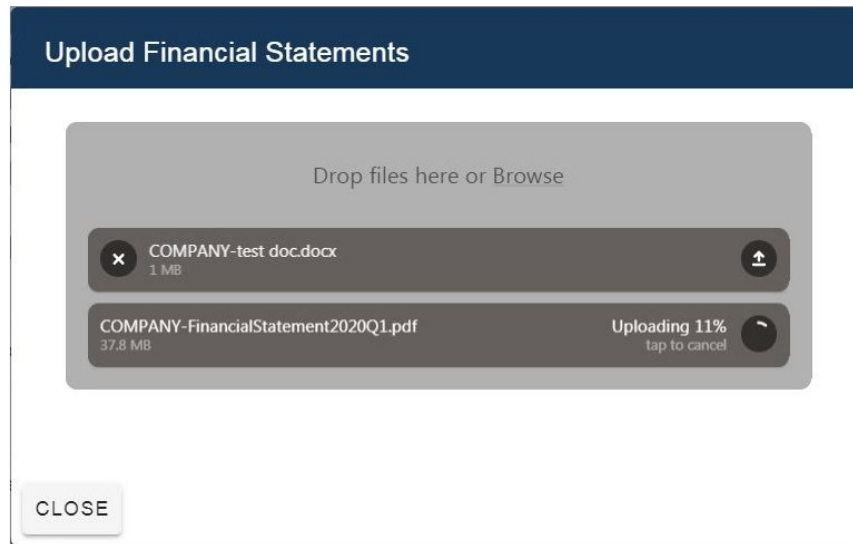
Drop files here or Browse

COMPANY-test doc.docx  
1 MB

COMPANY-FinancialStatement2020Q1.pdf  
37.8 MB

CLOSE


Once you have the file(s) you want to upload, click the upload icon  to submit your file(s). This needs to be done for each file.



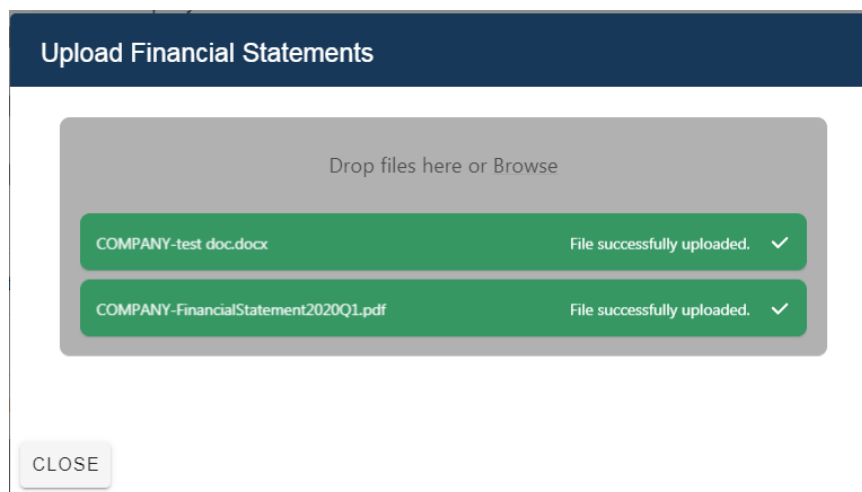
**Please note**, ZIP files are not allowed.



The status



"- 312: Unable to determine file type" means you tried to submit an unsupported file format. You will need to click the  and select another file type.

Once the file(s) are successfully uploaded you can click the CLOSE button or select more files.



**WARNING:** If you click the CLOSE button before all files are successfully loaded, those files will not be uploaded.

After a successful upload, there will now be a check mark next to the item on the checklist. This will assist you in knowing what uploads you have made during a session.

	Due Date	Last Filed	Actions
Financial Statements 	03/01/2020		

**Please note**, the Last Filed date is displayed only for the Annual/Quarterly filings (i.e. is not displayed for the period "Other") and will not be updated to reflect your submission until the





document has been processed by the system and you refresh your screen. This may take five - 10 minutes and during peak volume or off-hours maintenance could possibly take an hour or more.



The action icon indicates that the filing will be made using a web form. Clicking this icon will open a new tab with the form for you to fill out and submit. The Last Filed date for filings made using a web form may take several minutes to update.

You will receive an email summarizing the uploaded filings each day. Some web forms will generate email confirmation to the contact email entered on the specific form.

## Other Options

Additional options within the application can be accessed by clicking on the three vertical dots at the upper right in the header. The other options include displaying Filing History or Sign Out.

## Filing History

The Filing History displays all filings submitted through the OCI Financial Filing Portal application for companies and groups that the person logged in has rights to make filings for.

- Each filing year with a submission made through the portal will have its own tab.
- The filing history can be filtered by partially entering the following:
  - User ID
  - Group Name
  - Company Name used for group filing or company filing

## Sign Out

Use this to sign out of the OCI Financial Filing Portal application when filings have been completed.

## Contact Us

- Please contact us at [ocifinancial@wisconsin.gov](mailto:ocifinancial@wisconsin.gov) or (608) 266-3585; Option #3 for specific filing questions or to get access to the OCI Financial Portal application.