

**TO: WISCONSIN ASSESSMENT INSURANCE COMPANIES**

**SUBJECT: OPTins Reminder**

**FROM: Wisconsin Office of the Commissioner of Insurance**

**DATE: JANUARY 31, 2023**

This is a reminder that the Wisconsin Office of the Commissioner of Insurance has implemented OPTins, a product of the NAIC, for insurers filing and paying Wisconsin assessments. Wisconsin will be requiring the use of OPTins to file and pay your invoiced assessment.

**What this means for you?**

If you have already completed the implementation process, OPTins will have your Wisconsin assessment available to download around the end of January. As in years past, assessments are paid annually and are due on March 1. ***We ask that you DO NOT mail into the Wisconsin Office of the Commissioner of Insurance any paper filings or check payments.*** Please ensure your NAIC CoCode has been entered in OPTins for your Wisconsin filing entity.

*You will log into OPTins and go through the three-step filing wizard. Step two will allow you to download and save your form. From there you will enter your NAIC CoCode and your prior year assessment amount to access the current year amount.*

*On step 3, you will include the \$15 NAIC Transaction fee with your Assessment fee to Wisconsin.*

**What are the next steps if you don't have an OPTins account?**

If you have not created an OPTins account, the steps to implement an account and submit your assessment filing are very simple. Go to [www.optins.org](http://www.optins.org) and click on New Users → Get Started on the right-hand side. There you will find the implementation paperwork and easy-to-follow instructions.

It is important to register early because to set up a new account takes 7-10 business days. Contact the OPTins Marketing Team at [optinsmktg@naic.org](mailto:optinsmktg@naic.org) or call (816) 783-8787 if you have any questions regarding the implementation process.

Please provide the appropriate contact name and email address for future correspondence to:

Lilian Kahite  
Wisconsin Office of the Commissioner of Insurance  
[Lilian.Kahite@wisconsin.gov](mailto:Lilian.Kahite@wisconsin.gov)

Any questions or comments applicable to this e-mail should be directed to Lilian Kahite at the above contact details.