



Market Regulatory Reports – Filing a Core Report

Online User Manual

Table of Contents

Overview	2
1. Creating Your MyWisconsin ID (If You Do Not Have One)	3
2. Assignment of Roles.....	4
3. Accessing the Market Regulation Filing Portal	4
Filing a Market Regulation Report	5
Contact Us.....	6

Overview

Market regulation Core Reports are created and updated online through the Wisconsin **Market Regulation Reports** and Forms application. This user guide is intended for use by staff designated as a 'Market Regulation Portal Filer' within an insurance company. The user guide describes how to file documents and forms using the Wisconsin Office of the Commissioner of Insurance (OCI) Market Regulation Filing Portal. This guide does not provide information about requirements or regulations.

This user guide applies to submission of the following Market Regulation Core Reports:

Report Title	Cite	OCI Form No.	Due Date
LTC Stand Alone Experience Report	s. Ins 5.55 (5) Wis. Adm Code and s. 625.34, Wis. Stat.	OCI 26-301	April 1
LTC Hybrid Experience Report	s. Ins 3.55 (5) Wis. Adm. Code and s. 625.34, Wis. Stat.	OCI 26-301H	April 1
LTC Stand Alone Rescissions/Reformation	s. Ins 3.46 (10) (j), Wis. Adm. Code	OCI 26-307	March 1
LTC Hybrid Rescissions/Reformation	s. Ins 3.46 (10) (j), Wis. Adm. Code	OCI 26-307H	March 1
LTC Stand Alone Benefit Appeal Summary	s. Ins 3.55 (5), Wis. Adm. Code	OCI 26-304	March 31
LTC Hybrid Benefit Appeal Summary	s. Ins 3.55 (5), Wis. Adm. Code	OCI 26-304H	March 31
LTC Claim Denial Reporting Form	s. Ins 3.46 (21), Wis. Adm. Code	OCI 26-305	June 30
LTC Suitability Report	s. Ins 3.46 (16) (h), Wis. Adm. Code	OCI 26-308	June 30
LTC Replacement & Lapse Reporting Form	s. Ins 3.46 (21), Wis. Adm. Code	OCI 26-306	June 30
Med Sup Experience Report	s. 625.34, Wis. Stat.	OCI 26-300	April 1
Med Sup Reporting of Multiple Policies	s. Ins 3.39 (26), Wis. Adm. Code	OCI 26-303	March 1
Med Sup Refund Calculation Form	s. Ins 3.39 (14m) (g) and (31) Wis. Adm. Code Appendix 8	OCI 26-309	May 31
Grievance Summary Report	s. 632.83 (2) (c) Wis. Stat.; s. Ins 18.06 (2), Wis. Adm. Code	OCI 26-007	March 1
Certification of Managed Care Plan Type	s. Ins 9.40 (8), Wis. Adm. Code	OCI 26-109	April 1

Report Title	Cite	OCI Form No.	Due Date
Quality Assurance Plans - HMO & LSHO			
Quality Improvement	s. Ins 9.40 (2), Wis. Adm. Code	OCI 26-904	April 1
Certification of Preferred Provider Plan Same Service Provisions	s. Ins 9.25 (6), Wis. Adm. Code	OCI 26-112	April 1

To allow company staff to make an electronic filing to the Division of Market Regulation and Enforcement using the OCI Market Regulation Filing Portal, the following must be completed in the order listed:

1. Creating Your MyWisconsin ID (If You Do Not Have One)

Important: If you do not already have a MyWisconsin ID, when you initially set up the ID, you will be prompted to set up security methods (see Figure 1 below). Be sure to select “Set up” for Email first, and then select “Set up” for Password. You will need to set up both items - not one or the other. If you set one of those items up incorrectly, you can return the next day to correct the issue. Every 24 hours the system will clear out any ids that were not set up correctly.

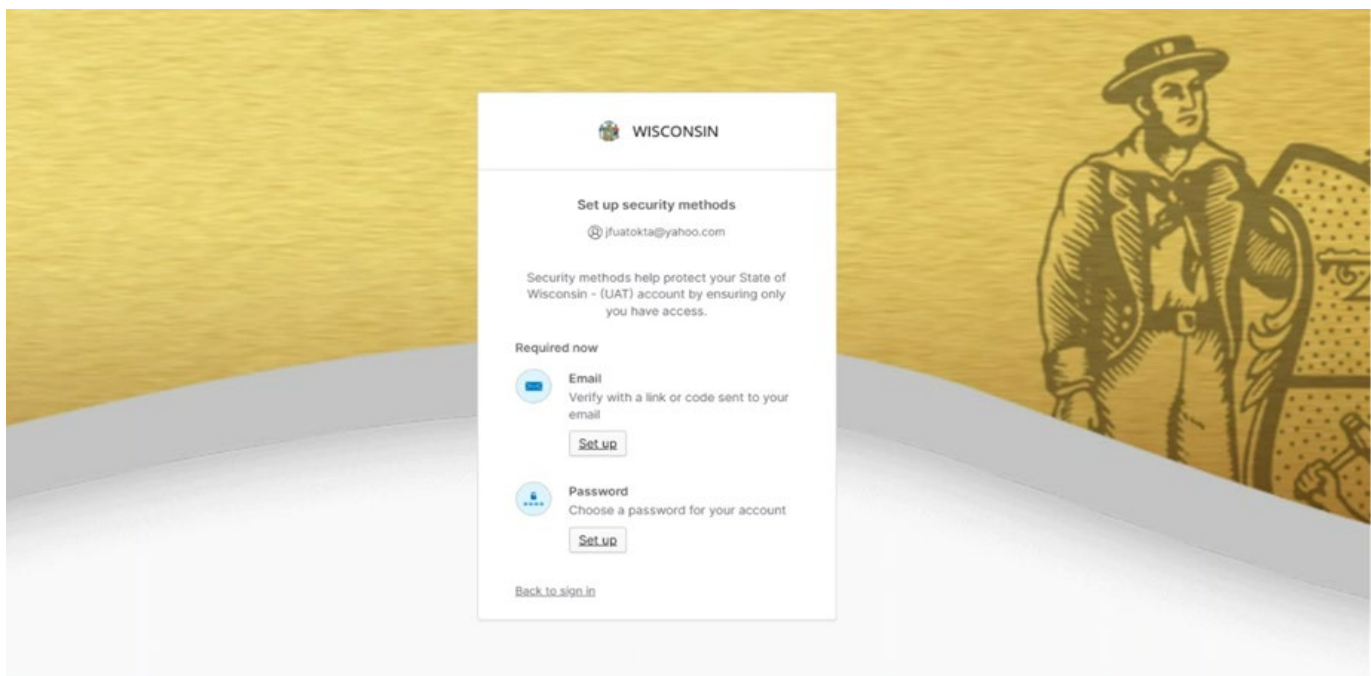


FIGURE 1: MYWISCONSIN ID ACCOUNT CREATION, SET UP SECURITY METHODS SCREEN

Read the step-by-step guide for a new MyWisconsin ID account at <https://det.wi.gov/Pages/MyWisconsin ID Self Registration.aspx>

Set up your MyWisconsin ID at <https://det.wi.gov/Pages/MyWisconsin ID.aspx>

Once you have created your MyWisconsin ID, you can disregard the screen shown in Figure 2 and proceed to Assignment of Roles.

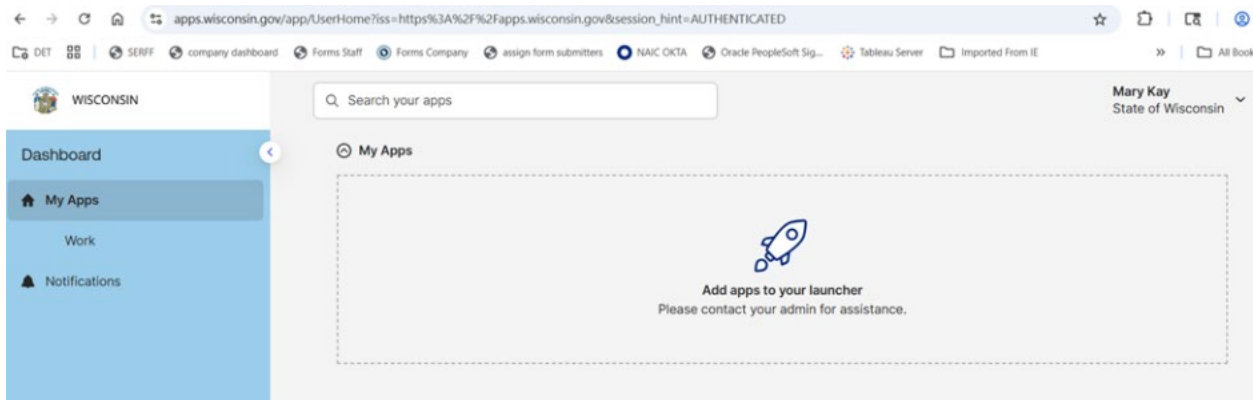


FIGURE 2: MyWISCONSIN ID DASHBOARD

2. Assignment of Roles

After creating your MyWisconsin ID, you will need to be assigned the Market Regulation Portal Filer Security Role for your company(s). You may request Form Administrator *and/or* Form Submitter as your security role:

- Form Administrator – Allows a person to assign a Form Submitter to forms for their company(s).
- Form Submitter – Allows a person to enter data to an assigned form, save, or submit for their company(s).

To request the Market Regulation Portal role, please contact OCI at OCIMRMyWisconsinID@wisconsin.gov with the following information:

- First Name
- Last Name
- Your MyWisconsin ID Email Address
- Contact Phone Number
- Title
- Name of the Company(s) your ID should be associated with
- Company's NAIC CoCode(s)
- Role Requested (Form Administrator, Form Submitter or both)

The system will send an email to you confirming when your role(s) have been granted.

It is the company's responsibility to notify OCI if an assigned security role should be discontinued. Notice can be provided by sending an email to OCIMRMyWisconsinID@wisconsin.gov

3. Accessing the Market Regulation Filing Portal

Once you have established a MyWisconsin ID user account and have been assigned the Market Regulation Portal Role(s), you can access the OCI Market Regulation Filing Portal at <https://secure.oci.wi.gov/forms/company>.

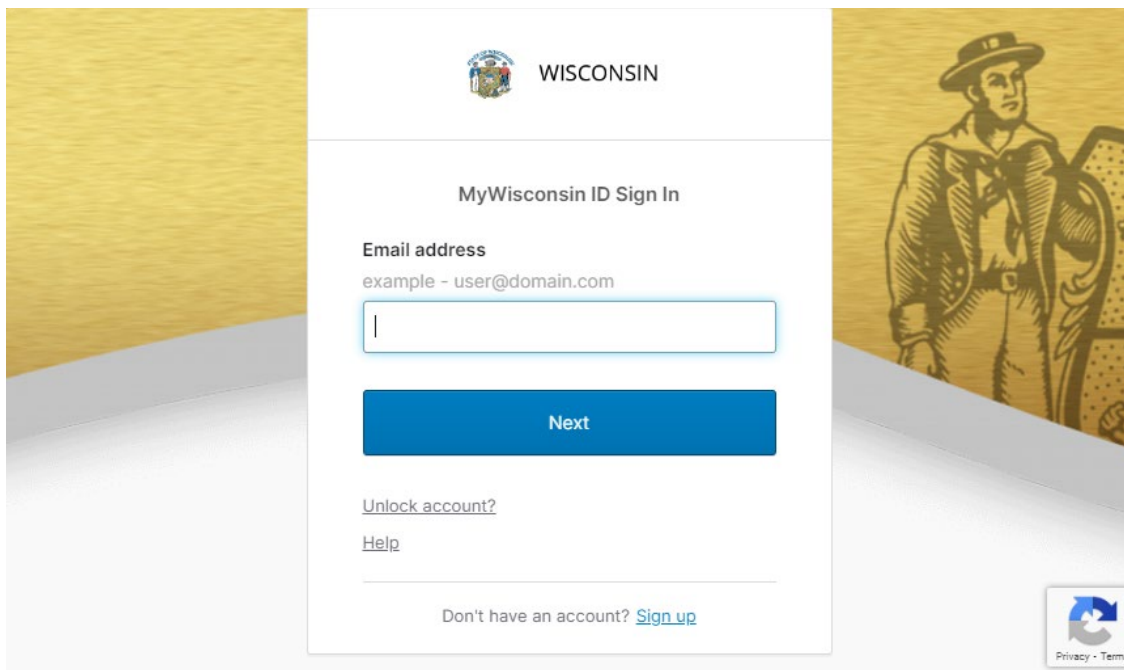


FIGURE 3: OCI MARKET REGULATION FILING PORTAL SIGN IN SCREEN

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

If no roles have been assigned for your MyWisconsin ID user account, you will receive the message “No permission found”. If this happens, you should send an email to OCIMRMyWisconsinID@wisconsin.gov for assistance. Provide your name, MyWisconsin ID email, company(s) name and NAIC CoCodes(s).

If you can access the Company Dashboard, and are assigned the role of Form Submitter, but no forms are assigned in the My Forms section, contact your company’s Form Administrator.

Filing a Market Regulation Report

Log into <https://secure.oci.wi.gov/forms/company> and provide your MyWisconsin ID and password.

For Form Administrators

- If you are a Form Administrator for more than one company, you will need to select a company either by company name or NAIC Co Code (ID).
- The data reporting forms assigned to your company(s) will appear in the Assign Forms section of the Forms for Companies dashboard.
- You must designate the Form Submitter for each form assigned to your company(s).
- If the Form Submitter assigned to the form for the previous reporting year is no longer responsible for completing that form, you can assign a new Form Submitter via the dropdown. **It is the company’s responsibility to notify OCI if an assigned security role should be discontinued. Notice can be provided by sending an email to OCIMRMyWisconsinID@wisconsin.gov.**
- You must save all form assignments (bottom left of the page).

Form Administrator tip: If the company is not in the dropdown, then you do not have a Form Administrator role for the company. Email OCIMRMyWisconsinID@wisconsin.gov with your request for the Market Regulation Portal File Administrator role for your company(s).

For Form Submitters

- If you are a Form Submitter for more than one company, you will need to select a company either by company name or NAIC CoCode.
- The data reporting forms assigned to the Form Submitter by the Form Administrator will appear in the My Forms section of the Forms for Company dashboard.

Form Submitter tips:

- To access the application, the required browser is Chrome.
- If a form is not assigned to you under My Forms, the company Form Administrator must assign your MyWisconsin ID to the appropriate form(s).
- Review the Instructions for each form assigned to you before entering the data.
- To print the form, the pop-up blocker must be turned off.
- The 'Save and Finish Later' feature returns you to the Dashboard with the message that the form has been saved.
- To submit the form after Review/Print, close the window or tab to return to the form.

Contact Us

Please send any questions or issues regarding:

- Your MyWisconsin ID to OCIMRMyWisconsinID@wisconsin.gov
- Your Market Regulation Report submissions to OCIMRReports@wisconsin.gov