

Ohio

**Department
of Insurance**

Mike DeWine, *Governor* | Jon Husted, *Lt. Governor* | Jillian Froment, *Director*

Updates Made To The Annual Title Review Filing System

The Annual Title Review Filing System

In 2014, the department implemented a secure web-based program, called the Annual Title Review Filing System, so title agents, agencies and their representatives could file their annual reviews electronically.



Annual Title Review Filing System Updated

In 2019, it was necessary for the Department to move the Annual Title Review Filing System to a new computer platform.

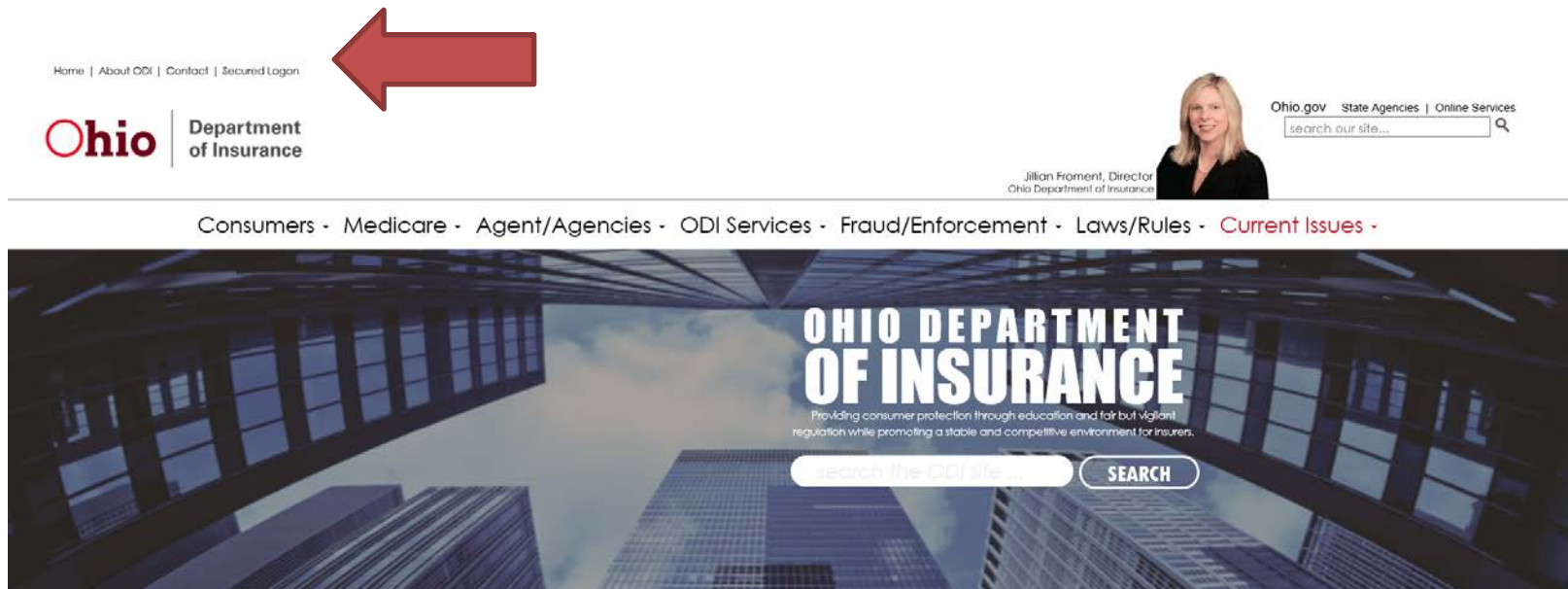
While the Department will continue to request all information previously reported on the Annual Title Agent/Agency Review form (INS3283.19), the updated system has a slightly different look and feel.



UPGRADE

Access The Secured Logon

To access the secured logon, visit the Department's website at www.insurance.ohio.gov.



The screenshot shows the top portion of the Ohio Department of Insurance website. At the top left, there is a navigation menu with links for Home, About ODI, Contact, and Secured Logon. A large red arrow points to the 'Secured Logon' link. Below the navigation menu is the Ohio Department of Insurance logo, which consists of the word 'Ohio' in a red circle followed by 'Department of Insurance' in black text. To the right of the logo is a search bar with the text 'search our site...' and a magnifying glass icon. Further right is a portrait of Jillian Froment, Director of the Ohio Department of Insurance, with her name and title listed below. Below the search bar and portrait is a horizontal navigation menu with links for Consumers, Medicare, Agent/Agencies, ODI Services, Fraud/Enforcement, Laws/Rules, and Current Issues. The 'Current Issues' link is highlighted in red. Below the navigation menu is a large banner image featuring a low-angle view of skyscrapers. Overlaid on the banner is the text 'OHIO DEPARTMENT OF INSURANCE' in large white letters, followed by a smaller line of text: 'Providing consumer protection through education and fair but vigilant regulation while promoting a stable and competitive environment for insurers.' Below this text is a search bar with the text 'search the ODI site...' and a 'SEARCH' button.

Select The Title Review Application

[Home](#) | [About ODI](#) | [Contact](#) | [Secured Logon](#)



[Ohio.gov](#) | [State Agencies](#) | [Online Services](#)



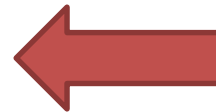
[Consumers](#) ▾ [Medicare](#) ▾ [Agent/Agencies](#) ▾ [ODI Services](#) ▾ [Fraud/Enforcement](#) ▾ [Laws/Rules](#) ▾ [Current Issues](#) ▾

Select Application

Click the name of the application you need to access or have a question about. The next page will give you more information about the application and actions you can take in regard to the application.

Applications are listed alphabetically.

- [Annual Report Of Ohio Health Insurance Business](#)
[Login](#) | [Password Reset](#)
- [Annual Title Agent/Agency Review - Electronic Filing Form](#)
[Login](#) | [Password Reset](#)
- [Captive Insurance - File Upload](#)
[Login](#) | [Password Reset](#)



Sign In Using Your User Name & Password

Application Gateway

Welcome to the Ohio Department of Insurance Application Gateway!

[Can't remember your user name?](#)

[Can't remember, or need to reset, your password?](#)

[Sign In](#)

[Create an account](#)

[Still having issues? Additional help is available here.](#)



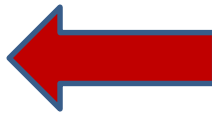
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Select The Title Agent / Agency Review Form

Ohio Department of Insurance Gateway

Applications

- ⦿ Agent Health Insurance Exchange Registration
- ⦿ Fraud Case Management System (FCMS)
- ⦿ Licensing Education Provider Portal
- ⦿ ODIIIS - CSD
- ⦿ ODIIIS - Enforcement
- ⦿ ODIIIS - Executive Tracker
- ⦿ ODIIIS - Licensing
- ⦿ ODIIIS - Risk Assessment
- ⦿ ODIIIS - Title Review
- ⦿ Title Agent/Agency Review Form
- ⦿ Secure File Transfer Application



Helpful Links and Files

- ⦿ How to Reset Your Password
- ⦿ How to Recover Your Username
- ⦿ How to Sign Up for an Account
- ⦿ How to Request Additional Access

New Technology

While the original system required users to manually enter a National Producer Number (NPN) and all demographic information, the new system is designed to pull an agent or agency's demographic information directly from the Department's Licensing System.

[Home](#) | [About ODI](#) | [Contact](#) | [Secured Sign In](#)



[Ohio.gov](#) State Agencies | Online Services

[Consumer Affairs](#) | [Medicare Services](#) | [Agent/Agency Services](#) | [ODI Services](#) | [Newsroom](#) | [Policy & Legislation](#)

[Agent/Agency Services](#) / [Annual Title Review](#)

ANNUAL TITLE REVIEW

Filing Year

2019 (Twelve - month period of 09/01/2018 - 08/31/2019)(Due by 01/15/2020) ▾

Individual or Business Entity NPN

Submit

Reset



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Select Filing Year / Enter National Producer Number

To begin the filing process, select the applicable filing year from the drop down menu and enter the National Producer Number (NPN) for the individual or business entity.

The screenshot shows a web interface for "Annual Title Review". At the top, there is a breadcrumb trail: "Agent/Agency Services / Annual Title Review". Below this, the main form area is titled "ANNUAL TITLE REVIEW". It contains two input fields: "Filing Year" with a dropdown menu showing "2019 (Twelve - month period of 09/01/2018 - 08/31/2019)(Due by 01/15/2020)" and "Individual or Business Entity NPN" with a text input field containing "1234567". To the right of these fields are "Submit" and "Reset" buttons. Below the form, there is a "Loading" indicator with a blue bar and the text "Loading Form..."

The Pre-Population Of NPN Data

Information maintained within the Department's Licensing System will be used to populate the name, address and contact information in Section 1 of the form.

While outdated demographic information can be updated within the title system, the license holder will still need to submit an address change with NIPR as new information provided cannot be transferred to a licensing record.

TITLE REVIEW FORM

— 2019 Annual Title Agent Review Form - Business Entity

The pre-populated information has been pulled from the licensing record maintained with regard to the NPN entered. If any information is inaccurate, please provide the correct data with your filing. Please note that any new information provided will not automatically update a licensing record. Formal address change requests are to be reported through the National Insurance Producer Registry (www.nipr.com).



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Section 1 – Individual / Business Entity Information

If new information is provided on a filing, the information entered must be saved before the filing is submitted.

Section #1 - BUSINESS ENTITY INFORMATION

Business Entity Name *

YOUR TITLE AGENCY, INC.

National Producer Number (NPN) *

1234567

Save

Reset

List your BUSINESS contact information below

Business Address *

1234 MAIN STREET

City *

COLUMBUS

State *

OH

Zip *

43215

Business Phone *

614-555-5555

Business E-mail Address *

YOURTITLE AGENCY@HOTMAIL.COM

Save

Reset

Provide a contact person for the Agency

Agency Contact Name *

JOHN DOE

Agency Contact E-mail Address *

JOHNDOE@YOURTITLEAGENCY.COM

Agency Contact Phone *

614-555-4444



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Other Required Sections

With the exception of Section 1 being updated to include the pre-population of data, no other sections within the system were changed.

- Section 2 – Supplementary Insurance Information
- Section 3 – Depository Account Information
- Section 4 – Determination Of Filing Status
- Section 5 – Agent Explanations



System Usage Encouraged

As the Annual Title Review Filing System streamlines the submission process, all agents, agencies and their representatives are highly encouraged to utilize the system to submit their filings.



Email Confirmation

When a filing is submitted through the Annual Title Review Filing System, the Department will send a confirmation e-mail to the email address on file with the Department's Licensing Division.

Agents and agencies are encouraged to review their Licensing record on an annual basis for accuracy, and make any necessary updates through the National Insurance Producer Registry ([NIPR](#)).



Additional Information

If a review is submitted through the Annual Title Review Filing System, there is no need to mail or fax a copy to the department.



Filing Assistance

The Department's Enforcement Unit can assist license holders with questions regarding the Annual Title Review Filing System, as well as the title review filing process.



Contact Information

Ohio Department Of Insurance
Fraud & Enforcement Division
50 W. Town Street, Suite 300
Columbus, Ohio 43215

Fraud Hotline: 1-800-686-1527

www.insurance.ohio.gov

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