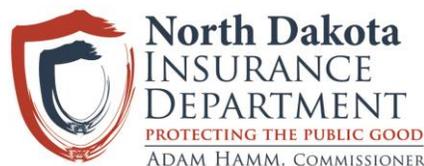


New Surplus Lines Web Application Surplus Lines System (SLS)



The North Dakota Insurance Department is pleased to announce a new web application for surplus lines reporting. Submission of placement forms and scanned affidavits can now be done at <https://apps.nd.gov/NDINS/surpluslines/Login>.

Create an Account

To complete the required filings, producers must first create a ND Login ID and password. Next, producers must connect the ND Login ID to the new surplus lines account by verifying their name, national producer number (NPN), social security number and date of birth. ND Login ID's connected to an agency account need to verify the agency name, license number of the agency, and federal employer identification number (FEIN).

Producers will have their own individual account.

Agencies can have their own account and enter placement forms on behalf of a producer as long as the producer has associated themselves to the agency first using their own individual account.

New Policies

The system does not allow for duplicate new or renewal policy numbers.

When entering a new policy and the risk is not found in the list of categories, complete the text description box for the type of risk. Detailed information about the type of insurance coverage and the nature of the insured's business are required for the form to be considered complete. Incomplete forms will be considered not filed and penalties for late filings will be assessed.

If more than ten North Dakota locations need to be listed on the placement form, enter just one line of address on the ND Only Location of Risk screen with the words "see attachment" in the street address field, along with a valid city name and zip code, and attach the entire listing of locations to the affidavit.

Endorsements, Audits and Cancellations

Endorsements, audits and cancellation records can be entered for 2014 policies.

To enter an endorsement, audit or cancellation, search for the policy first. Once it is found, select the View/Update Policy link and select Update to choose an endorsement or audit. Select Create Cancellation to enter a cancellation.

Not all 2014 forms have been entered into the system. If the 2014 policy number cannot be found, enter the new policy information first then proceed with the endorsement, audit or cancellation record.

Tax Summary

All individual producers, whether affiliated with an agency or not, must log into their own account in order to generate and print the SFN 4824 that must be submitted with the Annual Tax Statement ([SFN 17419](#)) due by March 2nd each year.

Individual producers can use the Print Summary link to create an Excel file of policies that were entered under the agency account while affiliated to the agency.

Agencies must log into their account in order to generate and print the SFN 4824 that must be submitted with the Annual Tax Statement ([SFN 17419](#)) due by March 2nd each year for policies written under the agency name.

Please email questions to surpluslines@nd.gov.