

## Lesson 8

This lesson will cover

***Public Access***

**This lesson covers the following topics:**

- Public Access



## Public Access

Each state has a statutory guideline regarding Freedom of Information (FOIA), and Public Access. SERFF is able to facilitate and support the state's FOIA standards.

The State Configuration Manager will indicate your state's Public Access position and whether you will accept confidentiality requests, citing any statutes; in the settings (see Lesson 2). Below is an overview of the Public Access settings. Steps to change Public Access and override confidentiality requests manually will follow:

| Settings              | State Instance Profile                     |                                                                                                                  |
|-----------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Status Options        | Prefix: UNSET                              | Instance Name: Utah State: Utah                                                                                  |
| Objection Letter Text | Edit Public Access Settings                |                                                                                                                  |
| EFT Options           | Support Confidentiality:                   | <input checked="" type="radio"/> Yes <input type="radio"/> No                                                    |
| State Specific Fields | Confidentiality Policy Explanation:        | <div></div>                                                                                                      |
| Public Access         | Default Public Access:                     | <input checked="" type="radio"/> None <input type="radio"/> Upon Submission <input type="radio"/> At Disposition |
|                       | Reviewer Notes Public Access?              | <input checked="" type="radio"/> Yes <input type="radio"/> No                                                    |
|                       | Schedule Item Prior Version Public Access? | <input checked="" type="radio"/> Yes <input type="radio"/> No                                                    |
|                       | <div>Save Cancel</div>                     |                                                                                                                  |

- If your 'Default Public Access' settings are marked as 'None', State Reviewers will have to manually select whether pieces of, or the entire filing, is Public Access.
- If your 'Default Public Access' settings are marked as 'Upon Submission', the entire filing will be Public Access. Depending on whether your state supports confidentiality requests, the industry can mark pieces of or the entire filing as confidential. The State Reviewer can decide (depending on the statutory guidelines) whether to accept the confidentiality request or manually mark the filing as Public Access.
- If your 'Default Public Access' settings are marked 'At Disposition', the state-specified Disposition Statuses (see Lesson 2 – Status Options) will populate. The State Configuration Manager will select which Disposition Statuses will automatically default the filing to Public Access. For example, some states do not want Rejected filings to be Public Access by default, but they do want Approved filings to be Public Access by default. Whichever Disposition Statuses

are selected and moved to the right box will automatically default the filing to Public Access.

### ***Update Public Access Manually***

If your 'Support Confidentiality' settings are 'yes', the industry will be able to request pieces of/the entire filing to be marked confidential. If an industry user requests parts of/the entire filing be marked confidential, yet the Reviewer feels that their confidentiality request should be overridden, the subsequent steps can be followed while reviewing the filing:

1. Click the  button.



2. Click the ' allows' radio button. The field of available schedule items generates.
3. Place a check mark next to the individual items available for Public Access or choose the 'Select All' button at the top of the window.  
 Selecting the main schedule items will select all sub-schedule items, but the sub-schedule items can be subsequently deselected.
4. Select the date the filing should be made Public Access.

### Update Public Access for ST06-000021402

Filing ☒ allows ☐ does NOT allow public access.

Make Public Access as of:  

☐ Form Schedule Items

|                          |                                                     |  |
|--------------------------|-----------------------------------------------------|--|
| <input type="checkbox"/> | 12255, Data/Declaration Pages, Dec Initial          |  |
| <input type="checkbox"/> | 5454, Policy/Contract/Fraternal Certificate, Policy |  |

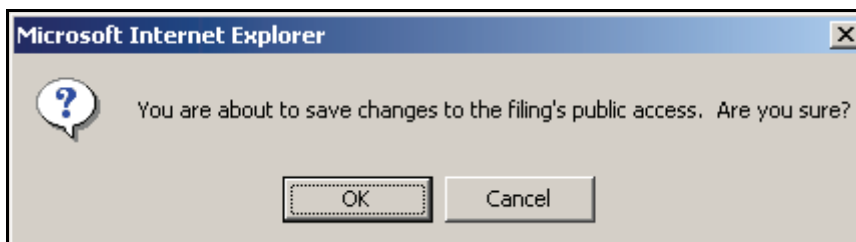
☐ Supporting Documents

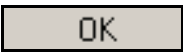
|                          |                            |                  |
|--------------------------|----------------------------|------------------|
| <input type="checkbox"/> | L&H Filing Fees            | Satisfied        |
| <input type="checkbox"/> | <i>L&amp;H Filing Fees</i> | <i>Satisfied</i> |

☐ Correspondence

|                          |                  |            |
|--------------------------|------------------|------------|
| <input type="checkbox"/> | Objection Letter | 02/06/2008 |
| <input type="checkbox"/> | Response Letter  | 02/07/2008 |

5. Click the  button.
6. A confirmation message appears:



7. Click the  button.

👉 Once the filing has been marked for Public Access, an 'eyeglasses' icon appears on the filing. If parts of the filing were requested as confidential, and the Reviewer overrode that request, the schedule items requested to be confidential will appear with a grey 'eyeglasses' icon.

 This filing has been marked public access.

**Mississippi**  
[View Filing Log](#)

**Filing Company** SERFF LAH Insurance  
**TOI:** L04G Group Life - Term  
**Sub-TOI:** L04G.003 Single Life - Single Premium  
**Filing Type:** Form  
**Assigned To:** Kelly McCumber (primary)  
**Date Submitted:** 10/18/2007  
**State Filing Description:**

**SERFF Tr Num:** ST06-000021402  
**SERFF Status:** Pending State Action  
**State Tr Num:**  
**State Status:** (14) Hold  
**Co Tr Num:** OBJECTION LETTER  
**Disposition Date:**

General Information   Form Schedule   Rate/Rule Schedule   Supporting Documentation   Companies and Contact   Filing Fees   Filing Correspondence

**Form Count:** 2

**Lead Form Number:**

| Schedule Item Status                                                              | Form Number | Form Type * | Form Name   | Action * | Action Specific Data | Readability Score | Attachments                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------|-------------|-------------|-------------|----------|----------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 12255       | DDP         | Dec Initial | Initial  |                      | 40                |  <a href="#">Declarations Page.pdf</a><br> <a href="#">Friendly Certificate of Compliance.pdf</a> |
|  | 5454        | POL         | Policy      | Initial  |                      | 42                |  <a href="#">Policy Form Data Sheet.pdf</a>                                                                                                                                          |

**Form Type Legend:**

👉 If the entire filing was marked confidential, the 'eyeglasses' icon will appear with a red mark through it. If the Reviewer overrode that request, the schedule items requested to be confidential will appear with a grey 'eyeglasses' icon and the Public Access message on the filing changes.

Filings   Settings   Filing Rules   Reports

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 This filing has been marked confidential but some items may have been marked public access. 

**Mississippi**  
[View Filing Log](#)

**Filing Company** Maxum Casualty Insurance Company  
**TOI:** 02.3 Flood  
**Sub-TOI:** 02.3002 Personal Flood  
**Filing Type:** Form  
**Assigned To:** Kelly McCumber (primary)  
**Date Submitted:** 09/29/2008  
**State Filing Description:**

**SERFF Tr Num:** MXCC-225629639  
**SERFF Status:** Assigned  
**State Tr Num:**  
**State Status:**  
**Co Tr Num:**  
**Disposition Date:**

General Information   Form Schedule   Rate/Rule Schedule   Supporting Documentation   State Specific   Companies and Contact   Filing Fees   Filing Correspondence

**Form Count:** 2

| Schedule Item Status                                                                | Form Name * | Form Number | Edition Date | Form Type * | Action * | Action Specific Data | Readability Score | Attachments                                                                                                                 |
|-------------------------------------------------------------------------------------|-------------|-------------|--------------|-------------|----------|----------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------|
|  | Form 1      | 34352       | 45-44        | ADV         | New      |                      | 40                |  <a href="#">Cancellation Form.pdf</a> |
|  | Form 2      | 45582       | 6691         | BND         | New      |                      | 45                |  <a href="#">Binder Form.pdf</a>       |

**Form Type Legend:**

## Update Public Access at Disposition

If the Public Access settings aren't marked to 'Default Public Access', 'At Disposition' (see Lesson 2), the filing can be manually updated to Public Access at the time of disposition.

**Disposition for MXCC-225629639**

SubmitEditDeleteSet Public AccessClose

SERFF Tracking Number:MXCC-225629639State:Mississippi

Filing Company:Maxum Casualty Insurance CompanyState Tracking Number:

Company Tracking Number:

TOI:02.3 FloodSub-TOI:02.3002 Personal Flood

Product Name:Test filing

Project Name:

Disposition Date:10/02/2008

Effective Date (New):11/20/2008

Effective Date (Renewal):

Status:Approved

Comment:

Thank you for submitting your filing.

Add Rate Data?No

Schedule Items

| Item Type           | Item Name                                | Item Status | Public Access |
|---------------------|------------------------------------------|-------------|---------------|
| Supporting Document | P&C Filing Fee                           | Approved    | No            |
| Supporting Document | Description Field/Explanatory Memorandum | Approved    | No            |
| Form                | Form 1, 34352, 45-44, Advertising        | Approved    | No            |
| Form                | Form 2, 45582, 6691, Bond                | Approved    | No            |

SubmitEditDeleteSet Public AccessClose

1. Once the Disposition has been created, click 'Save'.
2. Select the 

Set Public Access

 button.
3. Select the '  allows' radio button.

### Update Public Access for MXCC-225629639

Filing ☒ allows ☐ does NOT allow public access.

|                                                          |                                                                                   |                                          |                    |
|----------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------|--------------------|
| <input checked="" type="checkbox"/> Form Schedule Items  |                                                                                   |                                          |                    |
| <input checked="" type="checkbox"/>                      |  | Form 1, 34352, 45-44, Advertising        | Approved           |
| <input checked="" type="checkbox"/>                      |  | Form 2, 45582, 6691, Bond                | Approved           |
| <input checked="" type="checkbox"/> Supporting Documents |                                                                                   |                                          |                    |
| <input checked="" type="checkbox"/>                      |  | P&C Filing Fee                           | Satisfied Approved |
| <input checked="" type="checkbox"/>                      |  | Description Field/Explanatory Memorandum | Satisfied Approved |
| <input checked="" type="checkbox"/> Correspondence       |                                                                                   |                                          |                    |
| <input checked="" type="checkbox"/>                      |                                                                                   | Disposition                              |                    |

4. Choose 'Select All' or select the individual schedule items to be marked Public Access.
5. Click the  button.
6. A confirmation message appears:

Microsoft Internet Explorer

 You are about to save changes to the filing's public access. Are you sure?

7. Click the  button.