2026

WASHINGTON FILING PORTAL CHECKLIST

The Washington Filing Portal allows surplus lines brokerages to electronically submit their policy information to the Surplus Line Association of Washington. In addition to electronic filing, the Washington Filing Portal provides a variety of other useful tools that allow brokerages to manage their policy submission information.

After issuance of Washington Filing Portal credentials the following steps must be taken before you can begin filings surplus line policies in the State of Washington.

STEP 1: PAY YOUR MEMBERSHIP FEE

→ EPAYMENTS TAB

- Add banking information
- Process Membership Fee Payment

STEP 2: ASSIGN ELIGIBLE INSURERS

→ SETTINGS TAB

- Assign Eligible Insurers
- Assign Retail Producer(s)

STEP 3: ASSIGN WASHINGTON FILING PORTAL USERS

→ USERS TAB

- Create new user profiles for other members of your team

STEP 4: ESTABLISH A TAX CONTACT

→ OIC FILING AND PAYMENT CENTER

- Confirm your tax contact or request user credentials

User credentials and an agency tax contact must be established to file the agency's premium tax statement with the State of Washington

RESOURCES

Filing Requirements

WA Filing Portal Reference Guide

Schedule Training

NEED HELP?
Send us an Email

SURPLUS LINE ASSOCIATION OF WASHINGTON