

Exhibit C – Filing Directions

PPACA Certification Directions

- A. All documents must be submitted as indicated below.
1. The PPACA Endorsement Template and associated documents must be submitted in accordance with Illinois filing requirements. These forms must be attached under the SERFF Form Schedule Section when filed through SERFF.
 2. The PPACA Endorsement Template must comply with the format and content of Exhibit A (the content of the endorsement must be verbatim to the template applying applicable bracketed information and omitting drafting notes);
 3. The only documents that may be included in the filing are Exhibit A - PPACA Endorsement Template and associated documents (*i.e.*, applications, benefit booklets, *etc.*, **only** if changes are required by application of Exhibit A).

Other documents required to bring the policy into compliance with other laws and regulations (*i.e.*, endorsements to apply external review requirements or other state mandates) may not be included in the filing. Inclusion of such non-related documents will result in the rejection of the filing.

4. A properly completed and executed Exhibit B - PPACA Certification of Compliance must be submitted under the SERFF Supporting Documentation Section when filed through SERFF.
- B. For multiple company filings it is permissible to submit a single certification for all of the filings, but **only** if the company officer signing such certification has authority to sign on behalf of all of the companies, **and** if each company submits its own separate Form Number listing indicated on the Certification.
- C. Any filings submitted by CD-ROM must be mailed to the Department's Springfield address for processing:

Illinois Department of Insurance
LAH Compliance Section
320 W. Washington
Springfield, IL 62767

- D. Once a filing has been received by the Department it is added to our system. This system produces a postcard that is sent to the company verifying that the filing has been received.

In addition, SERFF filings will be designated as “Certification Received” in the State Status box in the SERFF filing.

- E. Companies currently change filings frequently after they are submitted to the Department. This practice will not be allowed under this certification process. No changes may be made to a filing. If a problem has been discovered within a filing after a submission, the certification is not valid and the filing must be withdrawn and resubmitted in order to confirm compliance with the Department’s certification requirements. Policies issued under the withdrawn filing number will need to be reissued.
- F. Certified filings will be given priority and will only be reviewed to confirm compliance with the Department’s certification requirements. Companies may not issue endorsements until the filing is approved.