

Portal Access Instructions

Portal FAQs:

- The Secure Filing portal is in place for domestic insurance companies to electronically file their confidential regulatory filings with the Nebraska Department of Insurance.
- The portal is only for insurance companies domiciled in the state of Nebraska. Filings of foreign companies are accepted through the NAIC. If your company is domiciled in another state, you do not need access to the portal. Please contact Jillian Boston if you have any questions.
- What needs to be filed? Please refer to the NAIC filing checklist on our website.
 - State Filing Checklist items that are not already filed electronically with the NAIC (notated with 'xxx').
 - Biographical affidavits for change/appointment/election of new Board members and officers.
 - Holding Company filings, which includes Forms B, C, D, & F.
 - Notice of dividend payments.
 - Request of surplus notes payments.
- How does the portal work?
 - Log in and follow the instructions to upload a file.
 - Each company has a separate folder, which functions as a temporary holding place.
 - There is no automatic confirmation that a filing has been submitted. However, the portal is checked daily and once a file is received, it is moved elsewhere. You will not be able to see submissions made previously or that were submitted by others.
- How often should I reset my password?
 - Passwords expire every 90 days.
 - It is recommended that you keep a copy of your email confirmation or login page for your records.
- How do I reset my password?
 - Contact Mark Peterson (mark.peterson@nebraska.gov) for password reset requests.
- How to sign up for access:
 - Email your request to Financial Examination Division Staff Assistant Jillian Boston at jillian.boston@nebraska.gov, including the name of the company or companies you are filing for.
 - A request will be sent to the State of Nebraska Office of the CIO, who will enter your credentials and create an account. The OCIO will then send you a link to the set-up site. Please complete your access within 24 hours of receiving the email.
 - Access the site at <https://secureftp.ne.gov>. Please note that this is a different site than the set-up site.
- How to remove access:
 - When a portal user is no longer with the company, so their credentials can be deleted in a timely manner.
- Troubleshooting
 - Issues with password resets, locked accounts, or other errors, please contact Mark Peterson (mark.peterson@nebraska.gov) or the OCIO at <https://serviceportal.ne.gov> and

402-471-4636 and 800-982-2468. When you call the OCIO, explain that you are an external user.

LINK TO PORTAL:

<https://secureftp.ne.gov/login>

LINK TO OCIO:

<https://serviceportal.ne.gov>