

**INSTRUCTIONS FOR FILING THE CREDIT INSURANCE EXPERIENCE  
EXHIBIT (CIEE) AND QUESTIONNAIRE THROUGH THE COMPANY  
FILING PORTAL**

After clicking on the link to the portal, you will be directed to a logon page titled:

**Virginia State Corporation Commission  
Bureau of Insurance**

**Annual License Renewal and Financial Filing Submission Logon**

To gain access to the portal, please enter the company's NAIC ID or License number and eight-digit numerical PIN that the Bureau of Insurance assigned your company. If you do not have the PIN, click on the "Need PIN" link and it will direct you to the person within your company that has the PIN. If no PIN Contact has been established, instructions for establishing the company's PIN Contact are provided.

Please note that the CIEE is available from the NAIC. The CIEE Questionnaire is available on our website at <http://www.scc.virginia.gov/boi/co/miscforms.aspx> . Once you have completed the required documents and have accessed the portal, scroll down to the table at the end of the page. The exhibit and the questionnaire will be shown under "Document Description" with the Status of "Pending". Click the "Submit" button on the table to be prompted to upload the document stored on your computer or network.

**THE CIEE and CIEE QUESTIONNAIRE MUST BE SUBMITTED TO THE  
BUREAU OF INSURANCE BY APRIL 1ST.**

Should you have any questions or requests for clarification regarding the use of the portal, please contact:

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