



# Subsequent Payments (SubPay) – Implementation Guide

FireLight Implementation Training

firelight.

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# Overview

FireLight has the framework to support data collection through the DTCC APP/SUB file (Record type 35) for Subsequent Premium Payments (Subpay – SUB) transactions. Additionally, the platform can leverage standard wizard template modules and rulesets, which are tagged to align with the DTCC Sub file.

**Tip:** For more information on the DTCC Sub file, please reference the [Mapping a DTCC AppSub\\_Ref\\_V1.pdf](#) and [Hexure\\_FL\\_{Carrier Name}\\_DTCC APP\\_B33 Record Layouts \(DTCC May 2022\)\\_vSharedCode2.0.xls](#) documents.

Some Carriers have Subpay forms, while others don't have any required forms to process Subpay transactions. Some Carriers also support Money Settlement for Subpays. In this case, ensure there is no additional Provider work or mapping needed to support Money Settlement for a Subpay implementation.

Carriers need to establish some rules at the product and state level, indicating when Subpays are allowed. Some products and product types don't support Subpay transactions. For example, *Single Premium* products don't allow subsequent premium payments. Consequently, it's important to consider how a Carrier wants to integrate with their Policy Admin System to leverage policy data that drives Subpay rules and availability.

**Note:** If a Carrier does their own forms development, they can request the template wizard modules and rulesets and configure the Subpay activity, packages, and sales agreements themselves. However, Provider work may be required to fully support and integrate Subpays into their existing DTCC processing.

If Hexure does forms development for the Carrier, this would be part of a work order that's required to do the necessary Provider code updates to support SubPay.

## Implementation Instructions (for Carriers)

1. Subpay has an ACORD Type of 508 and is most commonly associated with Annuity products. You will need to configure the Subpay activity in FireLight; you can use existing products that are already defined/configured.
  - a. You will need to set up the subpay activity and your packages to ensure that any transactions that are submitted in FireLight are being set to use FLI\_ACORDTYPE = 508 to indicate a Subpay transaction.
2. Implement the following Subpay Wizard Modules and Rulesets:
  - a. **Subpay Premium Module**
  - b. **Subpay Premium Ruleset**
  - c. **FBW Fund Allocations Module**
  - d. **FBW Fund Allocations Ruleset**
  - e. **Subpay Agent Module**
  - f. **Subpay Agent Info Ruleset**

3. Input Subpay's required data items below:
  - a. **Contract/Policy Number**
  - b. **Contract Type**
  - c. **Owner Type**
  - d. **Owner Name**
  - e. **Qualified Account Indicator**
    - i. Tax year if qualified money.
  - f. **Premium Amount**
    - i. Carriers can code minimum and maximum rules in this field.
  - g. **Premium Method** (TOA, Check, Brokerage Account)
    - i. These options must be driven by the organization level (consider what options the Carrier supports for Subpay).
    - ii. The *Premium Method* must be able to support multiple funding sources.
    - iii. If the Carrier supports 1035 Exchanges for Subpay, they may need to leverage existing 1035 Yellow Pages integration implementation (Wizards, rulesets, ACORD e951 form from eApp) for Subpay transactions.
4. Review and implement the email templates for Subpay transactions in FireLight's Admin Tool. This enables clients to have different emails for Subpay transactions.
5. Implement the Carrier's Subpay forms.
  - a. Request forms from the Carrier. In some cases, there may not be any forms for Subpay, but existing forms that were built for eApp submission may be leveraged for Subpay.
  - b. A package must have at least one form, even if it's just a hidden mapping form.
6. If Money Settlement is being supported for Subpay, add textboxes for the two Money Settlement fields below to the **Subpay Premium Module** wizard template. Add their respective tags as well. If Money Settlement has already been implemented or is not being supported for Subpay, then skip to the next step. You may also need to modify the payment options to include the Brokerage Account. This triggers these fields as Required.
  - a. If Money Settlement is being used, pull the Carrier code for the settling firm.
    - i. Since the Subpay product may not exist on FL, a new organization level carrier code is required. This can be the default code for Money Settlement.

#### **Money Settlement Data Items**

Brokerage Account Number: \_\_\_\_\_

Use Name/Tag: **Annuity\_Settlement\_Account\_Number**

Brokerage Account Amount: \$ \_\_\_\_\_

Use Name/Tag: **Annuity\_Settlement** Amount

7. Create a new package named "**Subpay**".
8. Add all wizard modules, rulesets, and at least one form to the package. Even if the Carrier didn't provide any forms, you must have at least one form (this can be a hidden mapping form) in the package.

9. Set the form to **"Input Only: Conditional"**.
10. Update the Sales Agreement to include the *"Subpay"* package in appropriate Distributor products.
11. Go to **Organization Settings**→**Organization** tab and select the **Full Settling DTCC Member** checkbox if: 1) Money Settlement will be supported for Subpay; 2) this is not already set. Then input the **DTCC Member ID**.
12. Deploy the *"Subpay"* packages through Sales Agreements to Distributor partners' FireLight environments (via Subfirm BDs if applicable).
13. Implement the *DTCC SUB file* with the required records with Record Type = 35 as it relates to Subpay transactions file as an outbound feed. This is the same file layout as the App file but has different required/optional/conditional field elements. For example, a Subpay is adding money to an existing contract, so the contract details are required to process the transaction. Please refer to the most current DTCC App/Sub file layouts to determine appropriate Provider mappings.
  - a. The App and Sub records can be sent in the same file transmission to the DTCC. APP or SUB will be designated in the *Contra Header* using the appropriate Business Event Code (APP or SUB).