Securely Submit Your Survey Data to the Utah Insurance Department

To enhance the security of electronic transmissions, the Utah Insurance Department (UID) requires all survey data to be submitted through its encrypted file upload site. **Data sent in any other format will not be accepted.**

How to Access the UID Secure File Upload Website

You'll need a **UtahID user account** to use the UID secure file upload website.

1. Go to **https://forms.uid.utah.gov/fileUploads/**.
2. The first time you visit this site, you'll be redirected to a login screen.
3. On this screen, select the **"Create Account"** option (as shown in Figure 1).
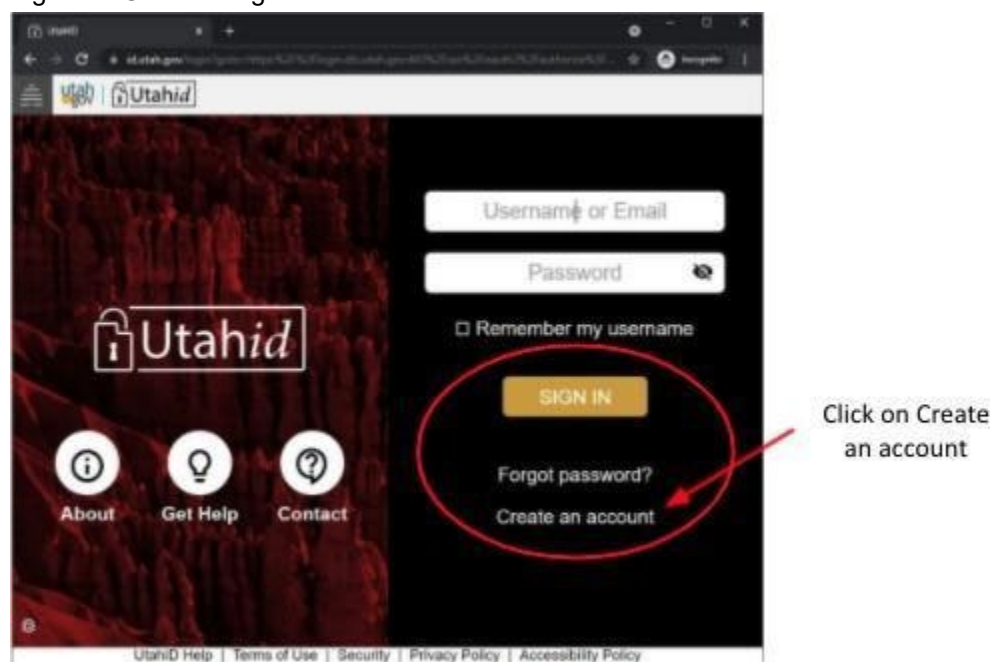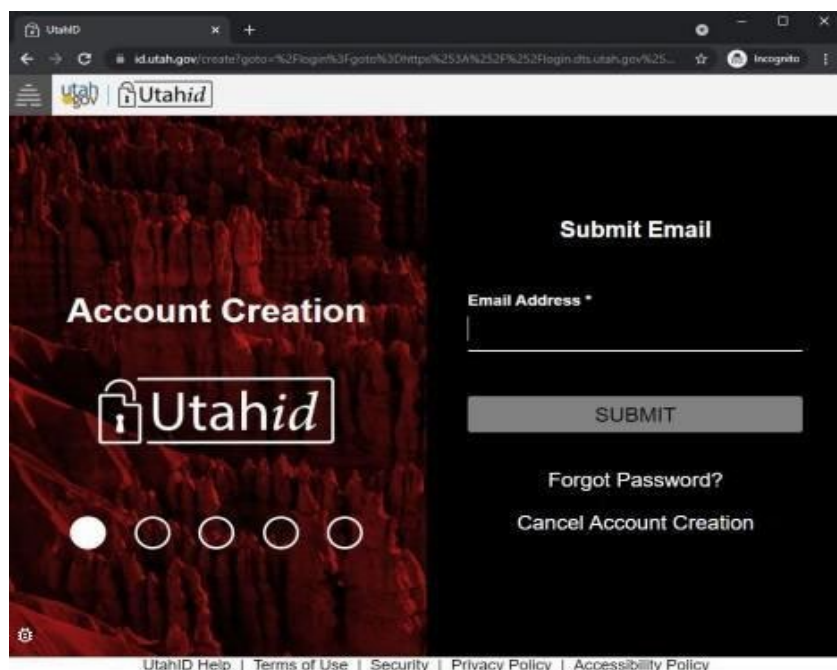
Figure 1: Utah-ID Log In Screen

Figure 2: Enter email address

Creating Your UtahID Account

Follow the on-screen prompts to set up your new UtahID user account.

1. **Enter your email address** for the new account (as shown in Figure 2).
2. You'll receive an email containing a **validation code**. Copy this code.
3. **Paste the validation code** into the designated field on the validation screen (as shown in Figure 3).
4. Once your email is validated, you'll be prompted to provide your **first name, last name, and desired username** (as shown in Figure 4).
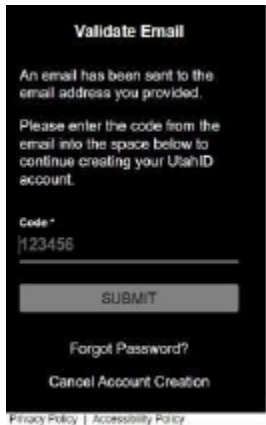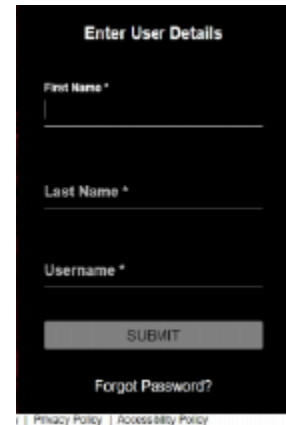
Figure 3: Validation Email   **Figure 4: Enter User Details**

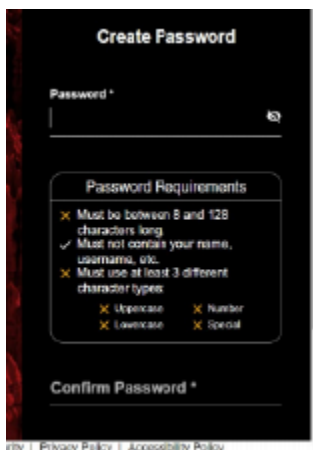# Finalizing Your UtahID Account and Accessing the Upload Site

Next, you'll be prompted to **create a password**. Make sure your password meets all the listed criteria, then **confirm it** (as shown in Figure 5).

Once your UtahID account is successfully created, return to the UID secure upload website at **http://forms.uid.utah.gov/fileUploads/**. Enter your newly created login information. Please note, it might take up to 15 minutes after activating your UtahID before you see the upload web page shown in Figure 6.

Need Help?

The State of Utah recommends using **Google Chrome** when accessing this site. If you experience any difficulties creating your UtahID, support is available by calling the Department of Technology Services at **(801) 538-3440**.

Figure 5: Create Password

Uploading Your Survey Files

Once you have successfully logged in, you will see the secure file upload site (as shown in Figure 6). Follow these steps to submit your survey files:

1. From the "Choose Division" drop-down menu, select "**Health Research**."
2. Click on "**Add File**" to select both your signature form and survey form.
   - **Important:** Ensure your NAIC company code is included in each file name.
3. Click "**Upload Files**."

Please note: Files submitted to any other division will not be accepted.

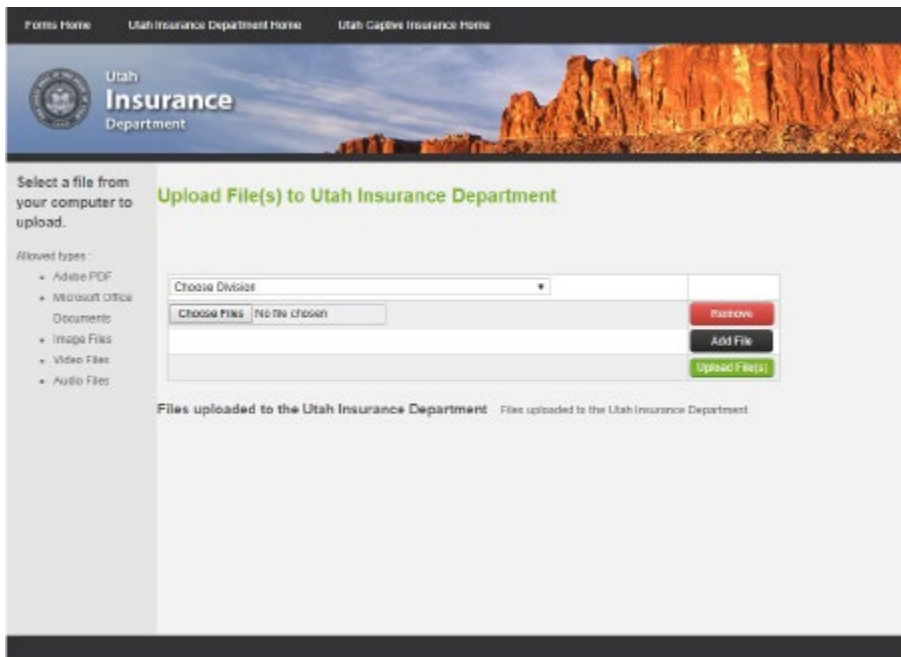
File Naming Convention

Your file names must follow this convention: `<Your NAIC Cocode>-Utah-<form file name>`.
For example, if your NAIC Company Code is "99999", your file names should look like these examples:

- `99999-Utah-AHSurvey.xlsx`
- `99999-Utah-SLSurvey.xlsx`
- `99999-Utah-ASOSurvey.xlsx`
- `99999-Utah-AHSignature.pdf`

Figure 6: Utah ID File Upload webpage

If you have any issues or questions while uploading your files, please don't hesitate to contact us.

Just a reminder, we can't accept emailed documents.

Understanding Encrypted Emails from the Utah Insurance Department

The State of Utah uses the Virtru platform for email encryption. If we need to send you secure information, you may receive an encrypted email from the Utah Insurance Department via this system. You can identify these encrypted emails by the following (See Figure 7 for a visual example.):

- The "From" address will typically be uid.healthresearch@utah.gov or another utah.gov email address.
- Look for the Utah-ID logo.
- You'll see an "Unlock Message" button.
- The email will include text stating: "Virtru encrypts emails to keep private information safe. Learn more at Virtru.com"

Figure 7: UtahID Secure Email

To view the email content, simply click **Unlock Message**.

If you run into any problems, please don't hesitate to reach out for assistance. For technical issues, contact the Department of Technology Services at **(801) 538-3440**. If you're having trouble viewing the message itself, please email the Research Analyst at uid.healthresearch@utah.gov.