



6. **When you have entered your filing** and you have entered or uploaded your information, but haven't gotten to the payment page, and want to check on something or are waiting to get check, or for any reason you leave the filing: When you go *back* into the filing, click on **MODIFY** and make corrections or additions (if you don't, you will continue to start a new filing). If you want to have a supplement to add something after I have already marked paid, then click on **SUPPLEMENTAL**.

7. **If you want to add a new company**, please call me at 225-400-2793. This is the fastest way to contact me. You could also just email me with the following information:

NAIC #  
Name of Company  
Address  
Contact person  
Contact person direct number and email address  
FEIN Number  
Type of insurance  
Username: I have a suggestion for it, if interested.

8. **Please advise if you are getting Tax Credit.** It must be verified.

9. **If you pay by ACH and forgot to get a receipt, email me and I will send it to you.**

Well, that's about it! I appreciate your using LaMATS and I look forward to serving you in 2024.

Best regards,

MARY JOSEPH  
IPT Program Manager  
225-400-2793 Cell