Kansas Insurance Department

Firefighter Relief Act Online Services

User Help Documentation

KID-FRA Online Version 2.6

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Log in

Enter the KID-FRA Online system by typing in your Firefighter Relief Association (FRA) number, username, and password (the password is case-sensitive) and click “Log In.”

Creating a New Account

When logging in for the first time, or if your password was reset, you will be prompted to enter a new username and a new password, as well as entering your e-mail address to establish the FRA Online account.

For security reasons, you will not be allowed to use your FRA number as either the username or the password. Additionally, the password must be at least six (6) characters long, with a mixture of letters and numbers. The password is also case-sensitive.

Click “Submit and Continue” when you are finished.
Recover a Forgotten Username/Password

If you’ve forgotten your username and/or password, you must contact the Kansas Insurance Department FRA Administrator at (785) 296-3071 or email to commissioner@ksinsurance.org.
Navigation and Home Page

Use the main navigation bar across the top of the screen to access different online services.

**Home**: Takes you to the KID-FRA Online home page.

**Financial Statement**: Takes you to a page to view current and prior year financial statements.

**Redetermination**: Takes you to a page to make a redetermination request (if applicable).

**FRA/User Information**: Takes you to the page to view your FRA information, as well as the ability to view and edit your online user information.

**FRA Documents**: Takes you to a page to view scanned historical documents pertaining to the FRA.

**Contact KID**: Provides contact information for the Kansas Insurance Department, a web form, and a form to change treasurer information.

**Log out** (right side of the page, next to the User name): Click to leave the KID-FRA Online system.

The FRA Home page will display incomplete activities such as unsubmitted financial statements or pending redetermination requests, and links to helpful documents.
Financial Statement

The Financial Statement link in the navigation bar will take you to the main page to enter, submit, and view the FRA Financial Statements.

Listed at the top of the section are any financial statements that have not yet been submitted to KID (under “Unsubmitted Financial Statements”). Clicking a link will take you to the Financial Statement Entry screen. After a financial statement has been submitted it will appear listed under “Submitted Financial Statements” and may be viewed, but not changed, by clicking its link. (See Financial Statement Entry Screen)

Below the statement list is a table which allows for easy comparison of financial statement values entered each year.

![Financial Statement Table]
Financial Statement Entry Screen

If no financial statement data has been entered, the screen will provide a link to the Financial Statement Wizard (see section on Financial Statement Wizard) and links to the four worksheets: Receipts, Expenditures, Assets/Investments, and Fire District Information. You may enter financial statement data either through the Wizard or by completing each worksheet separately. Click on a link to start the particular worksheet. All four worksheets must be completed to submit a financial statement.

Notice that the Net Assets from Previous Year field is automatically populated by the system. If the amount shown is incorrect, you must contact the FRA Administrator.

As you begin entering data, the worksheet links will change to display the aggregate information entered so far with the option to view the worksheet data (clicking the magnifying glass icon) or edit the data (clicking the edit page icon).
**Financial Statement Wizard**

The Financial Statement Wizard takes you through the forms in a logical sequence. You may exit the Wizard at any time by clicking the appropriate button at the bottom of each worksheet page. See the worksheet descriptions that follow for information.
**Receipts worksheet**

This form is for entering any receipts for the calendar year. For instructions on the individual line items, click the red help icon 🟡. Use only numbers and decimals; do not use commas or any other symbol to separate the thousands, and do not include the dollar sign. The current page total will be displayed at the bottom, and you may click the “Re-calculate” button to view an updated total after you make changes to the amounts.

When you are finished entering the appropriate values and information, click “Save & Continue Wizard” to save the data and go to the next Wizard worksheet or click “Save & Go Back to FS” to save the data and return to the Financial Statement Entry page. If you wish to cancel any changes you made to the page, click “Cancel & Go Back to FS.” Doing so will reset the amounts to what they were previously.
Expenditures worksheet

This form is for entering any expenditures or disbursements during the calendar year. For instructions on the individual line items, click the red help icon 🌐. Use only numbers and decimals; do not use commas or any other symbol to separate the thousands, and do not include the dollar sign. The current page total will be displayed at the bottom, and you may click the “Re-calculate” button to view an updated total after you make changes to the amounts.

When you are finished entering the appropriate values and information, click “Save & Continue Wizard” to save the data and go to the next Wizard worksheet or click “Save & Go Back to FS” to save the data and return to the Financial Statement Entry page. If you wish to cancel any changes you made to the page, click “Cancel & Go Back to FS.” Doing so will reset the amounts to what they were previously.
**Asset/Investment Report**

This form is for entering the end-of-year balance of assets/investments held by the FRA. For instructions on the individual line items, click the red help icon 🔄. Use only numbers and decimals; do not use commas or any other symbol to separate the thousands, and do not include the dollar sign.
**Fire District worksheet**

This form is for entering the information about the fire district. For instructions on the individual line items, click the red help icon 📌.

When you are finished entering the appropriate values and information, click “Save & Continue Wizard” to save the data and go to the next Wizard worksheet or click “Save & Go Back to FS” to save the data and return to the Financial Statement Entry page. If you wish to cancel any changes you made to the page, click “Cancel & Go Back to FS.” Doing so will reset the amounts to what they were previously.
**Submitting a Financial Statement**

The final worksheet is to submit the financial statement to the Kansas Insurance Department. A Financial Statement Summary is presented at the top of the page and a Submission form is at the bottom.

If you do not wish to submit the statement at this time, click “Submit Later & Go Back to FS” button. You will be allowed to continue editing the worksheets above until you submit the financial statement.

When the financial statement is ready to submit to KID, click the checkboxes shown to certify that the information is true and correct, and provide your name and telephone number. Click “Save & Submit Statement to KID” and your process will be completed and you will be presented with the Viewing a Submitted Financial Statement screen.

NOTE: You are not allowed to submit an unbalanced financial statement. You must contact the Kansas Insurance Department Firefighter Relief Act Administrator if you are unable to balance your statement.
**Viewing a Submitted Financial Statement**

After a financial statement is submitted, viewing its page will allow you to track its progress as the Kansas Insurance Department FRA Administrator reviews it, amends it (if necessary), and finalizes it. You may also add any pertinent comments about your financial statement until it has been finalized by the KID FRA Administrator.

You may view the entered data by clicking the magnifying glass next to the aggregate number, or you may download formatted Portable Document Format (PDF) files to save onto your computer or to print. PDF files will be created after you initially submit a financial statement and after the KID FRA Administrator closes the statement.

If any information in the financial statement needs to be amended after it has been submitted, you must contact the Kansas Insurance Department.
Redetermination Requests

The Redetermination link in the navigation bar will take you to the page to request and provide data for a redetermination of the Firefighter Relief Association. Note that this application is not available if the FRA has been redetermined within the past three years.

Deadlines for Redetermination Requests:

- Application for Redetermination must be made prior to October 1

Application for Redetermination

The first screen in the process displays the FRA’s current redetermination information, a box to the right to estimate a new redetermination, and the application to request a redetermination. Read the information carefully and fill out the form to make a formal request.

Note that this request must be made prior to October 1.


**Request Complete**

The FRA’s role in the redetermination process is complete with the application. A hearing date on the request will be held prior to December 1 in accordance with statute, and the FRA will be notified as to the date of that hearing. Attendance by a representative of the FRA at the hearing is not required.

You will be notified by legal notice as to the final outcome of the request.
FRA/User Information

The top of the screen provides information about the FRA Online user account and the ability to change your password and your e-mail address.

The next section shows the information that the Kansas Insurance Department has on file for your Firefighter Relief Association. If any of this information is incorrect or needs to be updated, follow the link to Update Treasurer Information (see Contact KID, Treasurer Information Change Form) or contact the Kansas Insurance Department.

![User Information and FRA Information Form]

- **FRA Type:**
- **FRA FEIN:**
- **Population:** 0
- **Valuation:** $6
- **Current Year Dist. Amt:** $0.00
- **Previous Yr Dist. Amt:** $6.00
- **Last Redetermination:** Aug 17, 2010
- **Population:** 0
- **Valuation:** $0
Changing User password/e-mail address

To change your password, first enter your current password, then enter and confirm your new password and click “Save Changes.” Remember that passwords are case-sensitive.

To change your e-mail address, enter and confirm your new e-mail address in the form and click “Save Changes.”

Note that this e-mail address is only associated with the KID-FRA Online user account, not the one that the Kansas Insurance Department has on file for the Association.
FRA Documents

Scanned documents pertaining to the Firefighter Relief Association are linked on this page. These include historical documents such as the FRA’s charter, by-laws, and correspondence with the FRA Administrator that the Kansas Insurance Department has on file. This page also displays past financial statements submitted by the FRA.

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Financial Statements

- 2011 Financial Statement for FRA# TEST (in progress)
- 2010 Financial Statement
- 2009 Financial Statement

Scanned Documents

- Correspondence Document (pdf), 2010-11-17
  - Description of Correspondence Document
- Modification Document (pdf), 2009-11-17
  - Description of Modification Document
- Financial Statement Document (pdf), 2007-05-02
  - Description of Financial Statement Document
- Financial Statement Document (pdf), 2007-04-01
  - Description of Financial Statement Document
- Foundation Document (pdf), 2003-07-04
  - Description of Foundation Document
Contact KID

The Contact KID page lists the address, telephone, and fax numbers for the Kansas Insurance Department, a web form if you wish to send an electronic message to the FRA Administrator at KID, and a link to the Treasurer Information Change Form.
Treasurer Information Change Form

To change or update the information that the Kansas Insurance Department has on file regarding the Firefighter Relief Association’s treasurer, complete the online form and click “Submit Change Request.” The FRA Administrator will then review the request and make the appropriate changes.