

FRA ONLINE SERVICES USER HELP GUIDE



Vicki Schmidt, Commissioner

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LOGIN INFO

Create Account

The user will be prompted to enter a new username and a new password, as well as entering the e-mail address to create the FRA Online account.

For security reasons, the Firefighters Relief Association (FRA) number is not allowed to be used as either the username or the password. Additionally, the password must be at least twelve (12) characters long, and should include at least one uppercase letter, one number, and one special character. Click "Submit and Continue" when finished.

Login

To log in to the KDOI-FRA Online system, enter your FRA number, username, password, and click "Log In."

The screenshot shows the FRA Online login interface. At the top, there is a dark blue header with the text "FRA ONLINE" in white, and below it, "KANSAS DEPARTMENT OF INSURANCE FIREFIGHTERS RELIEF ACT - ONLINE SERVICES" in a smaller white font. The main content area is white and contains the following elements: a section header "FRA Online Log In" in bold; a prompt "Please log in using your FRA number, username, and password."; three input fields: "FRA#" (a small box), "Username:" (a larger box), and "Password:" (a box with "(case-sensitive)" to its right); a "Log In" button; and a blue link "Forgot your password?". At the bottom of the page, there is a dark blue footer with the text "USER HELP DOCUMENTATION | © KANSAS DEPARTMENT OF INSURANCE" in white.

RESET LOGIN INFO

Reset Username

If a user has forgotten their username, they must contact the Kansas Department of Insurance FRA Program Specialist at (785) 291-3390 or email kdoi.fra@ks.gov.

For a forgotten password, click on Reset Username/Password link. Enter username and click Submit. A reset link will be sent to the email listed for the account.

Reset Password

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

The screenshot displays the 'FRA ONLINE' web application interface. At the top, the header reads 'FRA ONLINE' and 'KANSAS DEPARTMENT OF INSURANCE FIREFIGHTERS RELIEF ACT - ONLINE SERVICES'. A navigation bar contains links for Home, Financial Statement, Redetermination, FRA/User Information, FRA Documents, and Contact. The user is logged in as 'testuser' with 'FRA#: TEST'. The main content area is titled 'Change Password' and includes two input fields: 'New Password:' and 'Retype New Password:'. A note specifies that the password must be at least 8 characters long and contain at least one uppercase letter, one lowercase letter, and one number. Below the input fields are two buttons: 'Save Changes' and 'Cancel and Go Back'. The footer contains the text 'USER HELP DOCUMENTATION | © KANSAS DEPARTMENT OF INSURANCE'.

RESET EMAIL

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

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

The screenshot displays the FRA ONLINE web application interface. At the top, a dark blue header contains the text "FRA ONLINE" and "KANSAS DEPARTMENT OF INSURANCE FIREFIGHTERS RELIEF ACT - ONLINE SERVICES". Below the header is a navigation menu with buttons for "Home", "Financial Statement", "Redetermination", "FRA/User Information", "FRA Documents", and "Contact". On the right side of the page, the user's identity is shown as "FRA#: TEST" and "User: testuser (Log out)". The main content area is titled "Change E-mail Address" and contains the following elements: "Current E-mail: test@test.com", a "New E-mail:" input field, a "Retype New E-mail:" input field, a "Save Changes" button, and a "Cancel and Go Back" button. At the bottom of the page, a dark blue footer contains the text "USER HELP DOCUMENTATION | © KANSAS DEPARTMENT OF INSURANCE".

NAVIGATION

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

Home: Displays incomplete activities such as unsubmitted financial statements or pending redetermination requests.

Financial Statement: View current and prior year financial statements.

Redetermination: Make a redetermination request (if applicable).

FRA/User Information: View your FRA information, and/or edit your online user information.

FRA Documents: View scanned historical documents pertaining to the FRA.

Contact: Utilize the web form to contact the Department and change treasurer information.

Log out: Leave the KDOI-FRA Online User system.



FRA#: TEST
User: testuser... (Log out)

Welcome to the Kansas Department of Insurance Firefighters Relief Association Online Services.

FRA# TEST Incomplete Activities

- [2019 Financial Statement](#)
- [2021 Financial Statement](#)
- [2022 Financial Statement](#)
- [2023 Financial Statement](#)

For assistance see the [help document](#) or contact Kansas Department of Insurance using the navigation link above.

Quick Guide to FRA Online

Where do I go to work on an annual financial statement?

- Click the "Financial Statement" navigation link and you will be presented with links to current and past financial statements. If you have a financial statement that has not yet been submitted to the Kansas Department of Insurance, it will be displayed on this home page under "Incomplete Activities."

Where do I go to request a redetermination?

- Click the "Redetermination" navigation link and follow the on-screen instructions. If you have a request pending, it will be displayed on this page under "Incomplete Activities."

Where do I find information that the Kansas Department of Insurance has regarding my FRA?

- Click the "FRA/User Information" navigation link and you will see the information that the Kansas Department of Insurance has on file for your FRA.

STATEMENT STATUS & REPORTS

Statement Status

Listed at the top of the section are any financial statements that have not yet been submitted to the KDOI (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 the link.

Statement Reports

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

Financial Statement

Unsubmitted Financial Statements

- No unsubmitted statements found

Submitted Financial Statements

- No submitted statements found

Annual Financial Statement Reports

Description
Statement Submitted

STATEMENT ENTRY

If no financial statement data has been entered, the screen will provide a link to the Financial Statement Wizard and links to the four worksheets: Receipts, Expenditures, Assets/Investments, and Fire District Information.

The user may enter financial statement data either through the Wizard or by completing each worksheet separately. Click on a link to start the worksheet. All four worksheets must be completed to submit a financial statement. The Net Assets from Previous Year field is automatically populated by the system. If the amount shown is incorrect, you must contact the KDOI's FRA Program Specialist.

As data is entered, the worksheet links will change to display the aggregate information entered so far with the option to view the worksheet data (click magnifying glass) or edit the data (click edit page icon).

To complete the Financial Statement, click on the Financial Statement Wizard link below to be taken through the forms in a logical sequence, or select forms individually below.

You may log out at any time and continue your financial statement the next time you log in.

Kansas Department of Insurance Firefighters Relief Association Financial Statement CY2023

FRA# TEST

Firefighter Relief Association: TEST F R A

 Financial Statement Wizard

Net Assets from previous year (2022): \$ 23,821.93 - [Is this value incorrect?](#)

 [Enter 2023 Receipts](#)

 [Enter 2023 Expenditures](#)

 [Enter Assets/Investments](#)

 [Enter Fire District Information](#)

COMPARE FINANCIAL STATEMENTS

Click the button below to open/save a spreadsheet to compare values entered this year against values entered the previous year. **Note: This worksheet is not to be used for financial statement submission. It is only a tool to help balance out the statement.**

[Financial Statement Worksheet](#)

RECEIPT WORKSHEET

This form is for entering 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.

If you enter commas or any other symbol it will show incorrect values and will not balance your statement correctly. The current page total will be displayed at the bottom. Click the "Re-calculate" button to view an updated total after making changes. When 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. To cancel any changes made to the page, click "Cancel & Go Back to FS."

Receipts Worksheet 

Please enter numbers and decimals only; no commas or other thousands-separator

Type of receipt	Amount
Amount received from Kansas Department of Insurance this year (automatically entered)	\$ 35867.49
Interest received from government, municipal (township) bonds or warrants	<input type="text" value="0"/>
Interest received from other investments  Do not report any annuity proceeds Specify other investments	<input type="text" value="0"/>
<input style="width: 100%;" type="text"/>	
Interest on bank account	<input type="text" value="0"/>
Refund of insurance premium overpayment	<input type="text" value="0"/>
Proceeds received from insurance policy(s)	<input type="text" value="0"/>
Annuity/Pension Gain or Loss 	<input type="text" value="0"/>
Investment contribution into Annuity/Pension	<input type="text" value="0"/>
Firefighters portion of insurance premium 	<input type="text" value="0"/>
Other income Specify other income	<input type="text" value="0"/>
<input style="width: 100%;" type="text"/>	
Total current receipts: <input type="button" value="Re-calculate"/>	\$ 0.00

Statement Wizard

The Financial Statement Wizard takes the user through the forms. The user may exit the Wizard at any time by clicking the appropriate button at the bottom of each worksheet page.

EXPENDITURE WORKSHEET

This form is for entering any expenditures or disbursements during the calendar year for the preceding 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. If you enter commas or any other symbol it will show incorrect values and will not balance your statement correctly. The current page total will be displayed at the bottom. Click the "Re-calculate" button to view an updated total after making changes.

When 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. To cancel any changes made to the page, click "Cancel & Go Back to FS."

Expenditure Worksheet 

Please enter numbers and decimals only; no commas or other thousands-separator

Type of Expense/Disbursement	Amount
Relief to Firefighters (injured/disabled)	\$ <input type="text" value="0"/>
Benefits to Spouse or Dependents	<input type="text" value="0"/>
Funeral Expenses	<input type="text" value="0"/>
Insurance Premiums Paid	<input type="text" value="47093"/>
Premium for Annuity Contract	<input type="text" value="0"/>
Pensions to Retired FFs (Full-Time)	<input type="text" value="0"/>
Annuities to Retired Volunteer FFs	<input type="text" value="0"/>
Treasurer's Bond Paid by: <input type="text" value="FRA fund"/> Expiration <input type="text" value="1/1/2011"/>	<input type="text" value="150"/>
Other Expenses  Specify other expenses <input type="text" value="Administrative expense - postage"/>	<input type="text" value="20"/>
Current Year Total: <input type="button" value="Re-calculate"/>	\$ 47263.00

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 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. To cancel any changes made to the page, click “Cancel & Go Back to FS.”

Fire District Worksheet 

Governing Body: <input checked="" type="radio"/> Chairman, <input type="radio"/> Trustee, <input type="radio"/> Mayor	Name: TEST TEST
Government Type: <input type="radio"/> County, <input checked="" type="radio"/> City, <input type="radio"/> Township, <input type="radio"/> Fire District	FD Name: TEST FD
FD Type: <input type="radio"/> All Volunteer, <input type="radio"/> Full Paid, <input checked="" type="radio"/> Part Vol/Paid, <input type="radio"/> Private	#Vol FFs: 5 #Paid FFs: 2
Fire Apparatus and Serviceable Equipment Value: \$ 800000.00 <small>Please enter numbers and decimals only; no commas or other thousands-separator</small>	

ASSET AND INVESTMENT REPORT

This form is for entering the end-or-year balance of assets and 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. If you enter commas or any other symbol it will show incorrect values and will not balance your statement correctly.

When 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. To cancel any changes made to the page, click "Cancel & Go Back to FS."

Asset/Investment Report 

Please enter numbers and decimals only; no commas or other thousands-separator

Type of Asset/Investment	Amount
City Bond	<input type="text" value="0"/>
County Bond	<input type="text" value="0"/>
Township Bond	<input type="text" value="0"/>
Fire District Bond	<input type="text" value="0"/>
United States Bond	<input type="text" value="0"/>
Kansas Municipal Bond	<input type="text" value="0"/>
Checking Account	<input type="text" value="16092.98"/>
Certificate of Deposit	<input type="text" value="0"/>
Repurchase Agreement	<input type="text" value="0"/>
Time Certificate of Deposit	<input type="text" value="0"/>

SUBMITTING A STATEMENT

The final worksheet is the financial statement. A Financial Statement Summary is presented at the top of the page and a Submission form is at the bottom. To submit the statement later, click "Submit Later & Go Back to FS" button.

When the financial statement is ready to review and click the check boxes and upload your supporting documentation (bank statements, year-end annuity statement, CD statement, etc.) Supporting documentation must be submitted electronically at the same time the financial statement is submitted. In addition, the Declaration Form must be submitted. Click "Save & Submit Statement to KDOI." Unbalanced financial statements will not be accepted. If you are unable to balance your statement, please contact the FRA Program Specialist. Once the financial statement has been submitted, the user will receive an email at the email address used for login indicating that the Department received their submission.

Financial Statement Summary

- Net Assets from Previous Year: \$ 23,821.93
- Total Receipts: \$ 35,867.49
- Total Current Expenditures: \$ 59,689.42
- **Net Assets 2023 (general condition): \$ 0.00**
- Year End Assets/Investments (should equal Net Assets above): \$ 0.00

If you are satisfied that the above summary is correct and you are ready to submit the final and complete Financial Statement to the Kansas Department of Insurance, check the boxes below to certify to the statements and provide your name and telephone number. When finished, click the "Save and Submit Statement to Kansas Department of Insurance" button and you will be returned to the main FS page.
If you are not ready to submit the final Financial Statement at this time, or if the information in the summary above is not correct, click the "Submit Later and Go Back to FS" button. You will be returned to the main Financial Statement page where you can edit the worksheets.

Upload Supporting Documentation

Upload any supporting documentation (bank statements, etc) before submitting statement. PDF only.

Select File to Upload:
 No file chosen

Upload Declaration Form. This is required.

Select File to Upload:
 No file chosen

Financial Statement Submission

I verify under penalty of perjury that the foregoing is true and correct and I further certify that the governing body has declared that the FRA remains entitled to participate in the Firefighters Relief Act.

Treasurer's Bond available per K.S.A. 40-1706(g).

Expenditures over \$1,500 have been certified by an attorney designated by the governing body.

Your name:

Phone: Area Code: Number:

VIEWING A STATEMENT

To track the review of a financial statement submitted, click on the financial statement. To view the entered data, click the magnifying glass next to the aggregate number, or download formatted Portable Document Format (PDF) files to save or print.

PDF files will be created after you initially submit a financial statement and after the KDOI FRA Program Specialist closes the statement.

If any information in the financial statement needs to be amended after it has been submitted, contact the Kansas Department of Insurance through the web form that can be found under the 'contact' tab.

Kansas Department of Insurance Firefighters Relief Association Financial Statement CY2020

FRA# TEST
Firefighter Relief Association: TEST F R A

Submitted: by KID Administrator Manual Submit, February 9, 2021
Kansas Department of Insurance Amended: No
Kansas Department of Insurance Closed: No

Net Assets from previous year (2019): \$ 0.00
Total current receipts: \$ 0.00 [view](#)
Total current expenditures: \$ 0.00 [view](#)
Net assets 2020 (previous year + receipts - expenditures): \$ 0.00
Year end assets/investments (should equal Net assets above): \$ 0.00 [view](#)
Fire District Information - Entered [view](#)

COMPARE FINANCIAL STATEMENTS

Click the button below to open/save a spreadsheet to compare values entered this year against values entered the previous year. **Note: This worksheet is not to be used for financial statement submission. It is only a tool to help balance out the statement.**

[Financial Statement Worksheet](#)

Comments/Notes

Add comments/notes you wish to make regarding this financial statement and click "Submit Comments."
You may continue to add more comments until the financial statement is completed by the Kansas Department of Insurance FRA Administrator.
The system will automatically date and timestamp the comments.

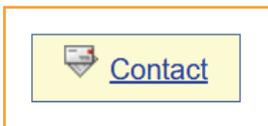
[Submit Comments](#)

Upload Supporting Documentation

Upload any supporting documentation (bank statements, etc) requested. PDF only.

Select File to Upload:
[Choose File](#) No file chosen
[Upload](#)

PDFs to download for saving and/or printing:



PROCEDURE & APPLICATION

Procedure

Request a redetermination and submit data for a redetermination by clicking the Redetermination link in the navigation bar.

Application

An application will be available if the FRA has not been redetermined within the past three years. Application for Redetermination must be made prior to October 1 by completing the application for redetermination.

Procedure for Requesting a Redetermination

Instructions

- You must have a "change in circumstances" in order to apply.
- Submit the Application for Redetermination found at the bottom of this page prior to October 1.

FRA #TEST Last Redetermination

- Last Redetermination Date: November 19, 2016
- Redetermined Population: 4,401
- Redetermined Valuation: \$ 42,750,413
- Current Year Distribution: \$ 23,820.32

Application for Redetermination

I, the undersigned, make application alleging changed circumstances to the Commissioner of Insurance for redetermination of the proportionate amounts payable to all Firefighter Relief Associations under K.S.A. 40-1706(c)(4) pursuant to the procedures set forth in K.S.A. 40-1706(c)(6), and I further authorize the Kansas Department of Insurance FRA Administrator to testify on behalf of the FRA at a redetermination hearing.

FRA number:

Signed (Your name):

Phone: Area Code: Number:

Mailing Address:

City: State: Zip:

HEARING PROCESS

A hearing date on the request will be held prior to December 1 in accordance with K.S.A 40-1706(c)(6). The FRA will be notified electronically of the date by Notice of Hearing, sent at least three weeks prior to the hearing.

Attendance by a representative of the FRA at the hearing is not required. The final outcome of the request will be sent via legal notice to the FRA Treasurer.

Redetermination Request in Process

✔ Application for Redetermination submitted

You **do not** need to send or mail any additional materials; you will be contacted by the Kansas Department of Insurance FRA Administrator if additional information is needed.

Redetermination Hearing

A redetermination hearing will be conducted prior to December 1, in accordance with statute.

- Once the hearing date has been scheduled, you will be notified.

UPDATE USER AND FRA INFO

User Information

The top of the screen provides information about the FRA Online User Account. This is where users have the ability to change their password and e-mail address.

FRA Information

The bottom section shows the information that the Kansas Department of Insurance has on file for the Firefighter Relief Association. If any of this information is incorrect or needs to be updated, follow the link to Update Treasurer Information

User Information

Username: testuser

E-mail: test@test.com

FRA Information

The information below is what the Kansas Department of Insurance has on file regarding your Firefighter Relief Association. If you need to change or update the treasurer information, [use the online form](#); if any of the other information in this table is incorrect or needs to be updated, [contact Kansas Department of Insurance](#).

Name:	_____	
Treasurer:	_____	
Address:	_____ _____	
City:	St: _____	Zip: - _____
Home Phone: -- _____	Fax: -- _____	County: _____
E-mail:	_____	
FRA Type: _____	FRA Status: _____	
FRA FEIN: _____	_____	
Population: 0 _____	Valuation: \$ 0 _____	
Current Year Dist. Amt: \$ 0.00 _____	Previous Yr Dist. Amt: \$ 0.00 _____	
Last Redetermination: Dec 31, 1969 _____	Population: 0 _____	Valuation: \$ 0 _____

TREASURER INFO CHANGE FORM

The top of the screen provides information about the FRA Online User Account. This is where users have the ability to change their password and e-mail address.

Treasurer Information Change Form

Please complete the form below and click "Submit Change Request."

FRA Number:	<input type="text"/>	FRA Name:	<input type="text"/>
Treasurer Information			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Address:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="KS"/>
		Zip:	<input type="text"/>
Phone: Area Code:	<input type="text"/>	Number:	<input type="text"/>
Email:	<input type="text"/>		

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, etc.

This page also displays past financial statements submitted by the FRA.

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 Foundation Document
- [Financial Statement Document \(.pdf\), 2007-06-02](#)
- 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

 [View document type definitions](#)

CONTACT

Contact the **Kansas Department of Insurance** through the web form.

Contact the Kansas Department of Insurance

FRA Program Specialist
Phone: (785) 291-3390
Email: kdoi.fra@ks.gov

Online Contact Form

Name:	<input type="text"/>
E-mail:	<input type="text"/>
Subject:	<input type="text"/>
Message:	<input type="text"/>

If you need to change or update the information for your FRA treasurer, [click here for the Treasurer Information Change Form](#).

