

OUR MEETING WILL BEGIN SHORTLY

Welcome to the
2021 Mortality Data Collection
Training Webinar:
Company Administrators
May 27, 2021

- ✓ All attendees will be muted throughout the presentation.
- ✓ Please use the “Q&A” for questions and send to all panelists. Questions will be addressed at the end of the presentation.
- ✓ This webinar is being recorded and will be made available on the NAIC website.
- ✓ Slide decks for all Training Webinars will be available on the NAIC website.
- ✓ For technical help, please contact the NAIC Technical Support Team at MeetingTechHelp@naic.org or 866-874-4905



NATIONAL ASSOCIATION OF
INSURANCE COMMISSIONERS

2021 Mortality Data Collection Training Webinar: Company Administrators

Angela McNabb, ASA, MAAA

May 27, 2021



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INSURANCE COMMISSIONERS

Agenda – Company Administrator Training

- Overview of Responsibilities
- RDC Processes
- FTP processes

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Company Administrator Responsibilities

The Company Administrator will be responsible for assigning and removing company users in the Regulatory Data Collection (RDC) system.

The Company Administrator will also be the user assigned to the company's secure FTP site that will be used to transmit confidential information between the company and the NAIC.

A current NAIC login (LDAP account) can be used to access both applications. NAIC staff has requested the appropriate permissions for those individuals who already had a login. For those who did not previously have a login, we have requested one for you. If you have not already received your login information, you should be receiving an email shortly.

Agenda – Company Administrator Training

- Overview of Responsibilities
- **RDC Processes**
- FTP processes



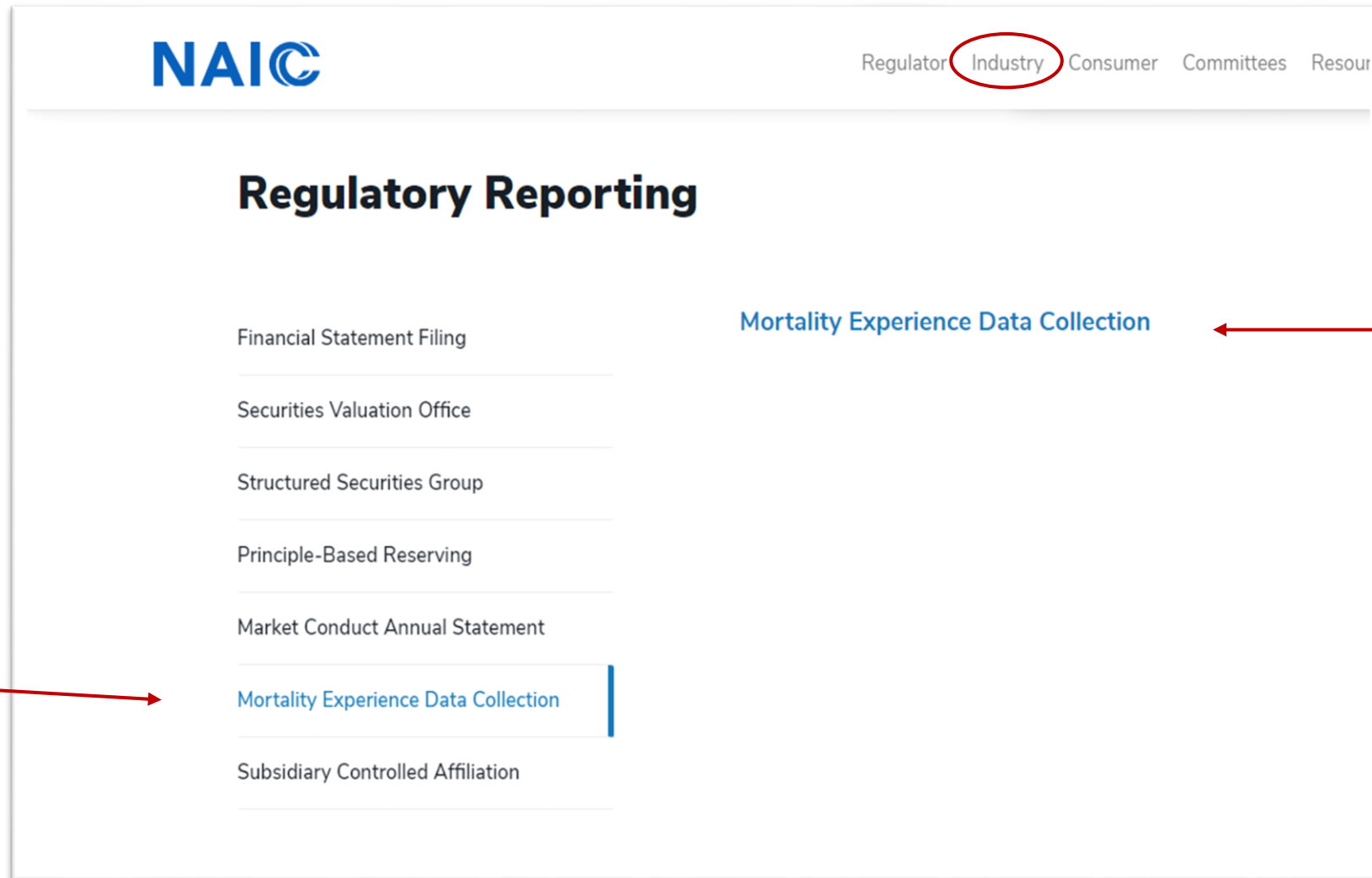
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Company Administrator - RDC

NAIC staff will set up the Company Administrators in the RDC system.



The Company Administrator will be able to assign additional users as necessary. It will also be the Company Administrator's responsibility to remove users who no longer should have access to the company's data submissions.

Accessing RDC (https://content.naic.org/industry)



Logging In to RDC

Clicking the link will open the login screen. Here you will enter your NAIC Username and Password.



Username

Password

Login

Forgot Password? [Click Here](#)

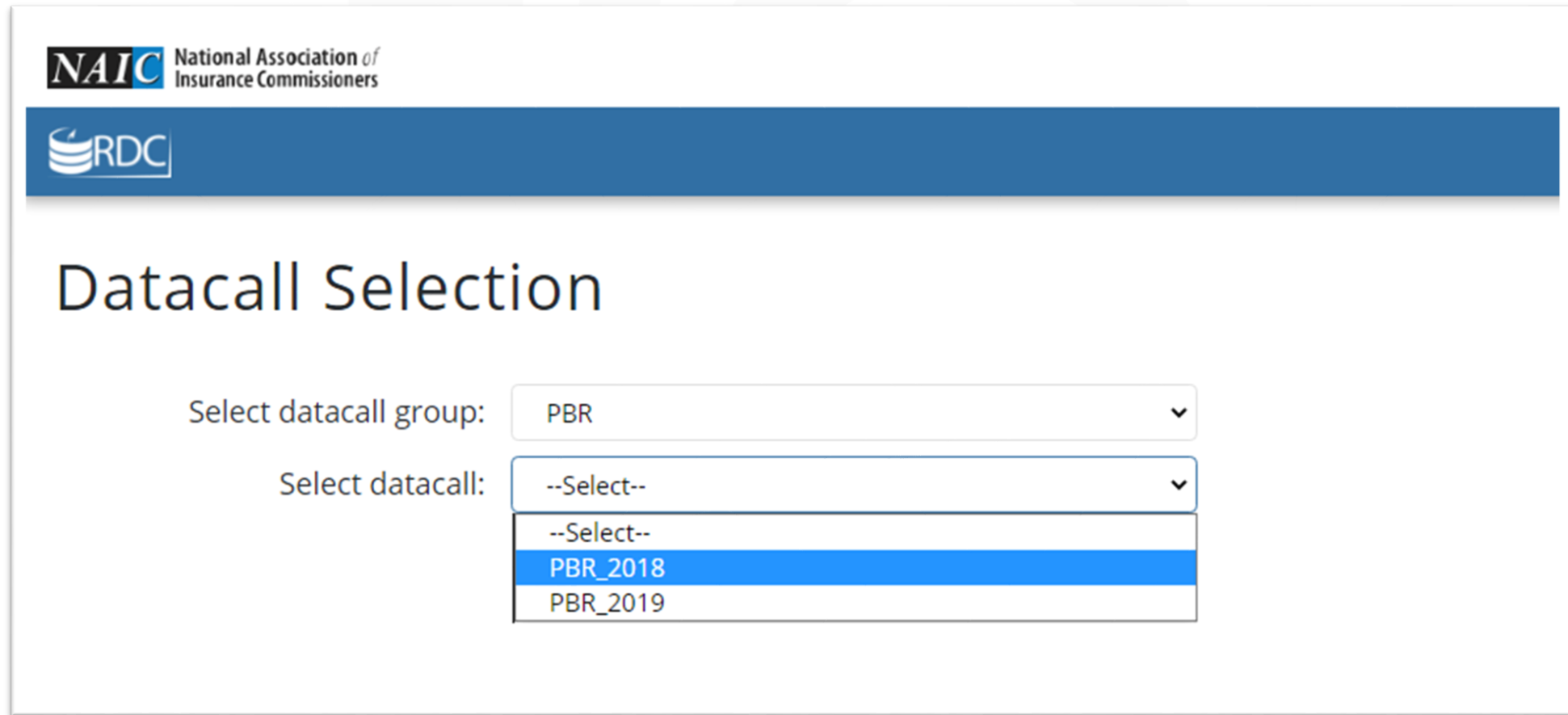
Need assistance with logging in?
[Email Support](#) | [Call Support: \(816\) 783-8500](#)

By logging in, you agree to the NAIC's [Terms and Conditions](#)

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RDC Datacall Selection

After logging in, you will be taken to this screen where you will select a datacall.



NAIC National Association of Insurance Commissioners

RDC

Datacall Selection


Select datacall group: PBR ▼


Select datacall: --Select-- ▼


- Select--
- PBR_2018
- PBR_2019

Legal Disclaimer (Click-through Agreement)

This will appear each time a user logs into a PBR datacall.

 National Association of Insurance Commissioners

ABOUTHELP RDCUSERAM Test Acct ▾

 RDC Home

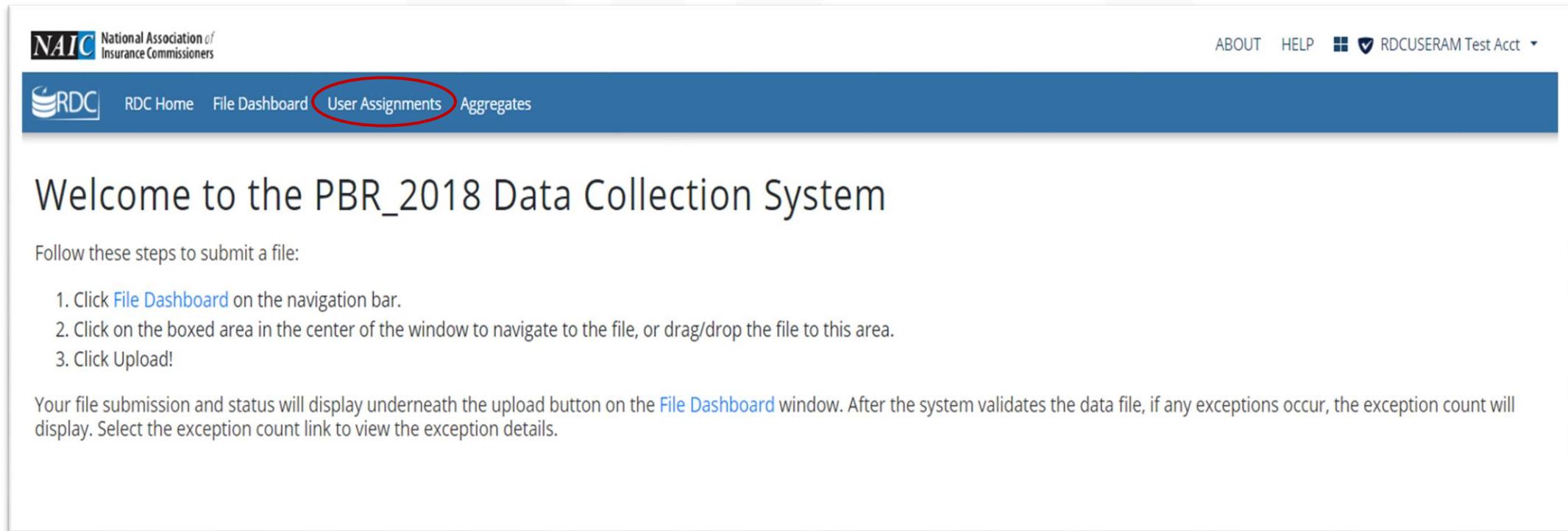
Legal Disclaimer

1. The NAIC has been designated in the Valuation Manual (VM-50) as the Experience Reporting Agent for the Statistical Plan for Mortality data (Experience Data) beginning Jan. 1, 2020.
2. Submission of Experience Data through this application and the activities of the NAIC as the Experience Reporting Agent are governed by the requirements of the standard valuation law as enacted in each state (each, a Standard Valuation Law) and the Valuation Manual.
3. By clicking Submit you are agreeing that you are authorized by the company to submit Experience Data. Access to the application will be limited to your affiliates and you and your affiliates' directors, officers, employees, independent sales professionals, agents, auditors, consultants, suppliers, service providers or contractors who have a need to know within their scope of responsibility.
4. You acknowledge that coding a policy, loss, transaction or other body of data as anything other than what it is known as is prohibited.
5. You acknowledge that you will correct identified errors in a timely fashion and follow other requirements in the Valuation Manual concerning reporting and correction of errors.
6. The application is propriety, and you agree to not reverse engineer, reverse assemble or reverse compile the filing application or provide any part of the application to a third party.
7. The NAIC will collect Experience Data based on statistical plans as defined in the Valuation Manual. The Life Actuarial (A) Task Force will be responsible for the content and maintenance of the experience reporting requirements.
8. The NAIC will design its data collection based on the regulatory requirements set out in VM 51. The NAIC will provide sufficient notice to reporting companies of instructions, changes, and procedures to enable the companies to adequately prepare for data submission. Annual updates are anticipated.
9. The NAIC will set error tolerances and monitor them annually.
10. Once the Experience Data is submitted, the NAIC will conduct validity checks as described in the Valuation Manual and identify errors as required. The NAIC will also conduct reasonability checks as described by the Valuation Manual and identify errors as required.
11. Experience Data submitted by companies is considered the property of the companies submitting the data, but the recognition of such ownership will not affect the ability of states or the NAIC to use such information as authorized by the applicable Standard Valuation Law or the Valuation manual.
12. As set out in the applicable Standard Valuation Law, Experience Data is considered Confidential Information.
13. Confidential Information may be shared only with those individuals or entities specified in state law. Any agreement between a state insurance department and the NAIC will address the extent to which the NAIC is authorized to share information consistent with state law.
14. If the NAIC receives a third-party request for Confidential Information not covered by a state agreement, the submitting company will be promptly notified in writing and provided an opportunity to intervene. The NAIC shall provide such cooperation as the submitting company reasonably requests in resisting the release of Confidential Information.
15. Aggregate reports of experience data that do not permit identification of individual company experience or personally identifiable information are not considered Confidential Information.
16. The NAIC agrees to maintain commercially reasonable security protocols consistent with industry standards and applicable state laws to protect the Confidential Information submitted and will provide a copy of security protocol documentation upon request.
17. The NAIC will undergo at least annual external audits as required in the Valuation Manual and provide a copy of any report prepared in connection with such and audit upon request.
18. The NAIC will follow the requirements of the Valuation Manual in the event of an identified security breach.
19. The NAIC does not guarantee uninterrupted access to the filing application.
20. The NAIC will comply with all laws, rules and regulations applicable to its activities as the Experience Reporting Agent.

Agree

RDC Datacall Welcome Screen

From this screen, select User Assignments in the menu.



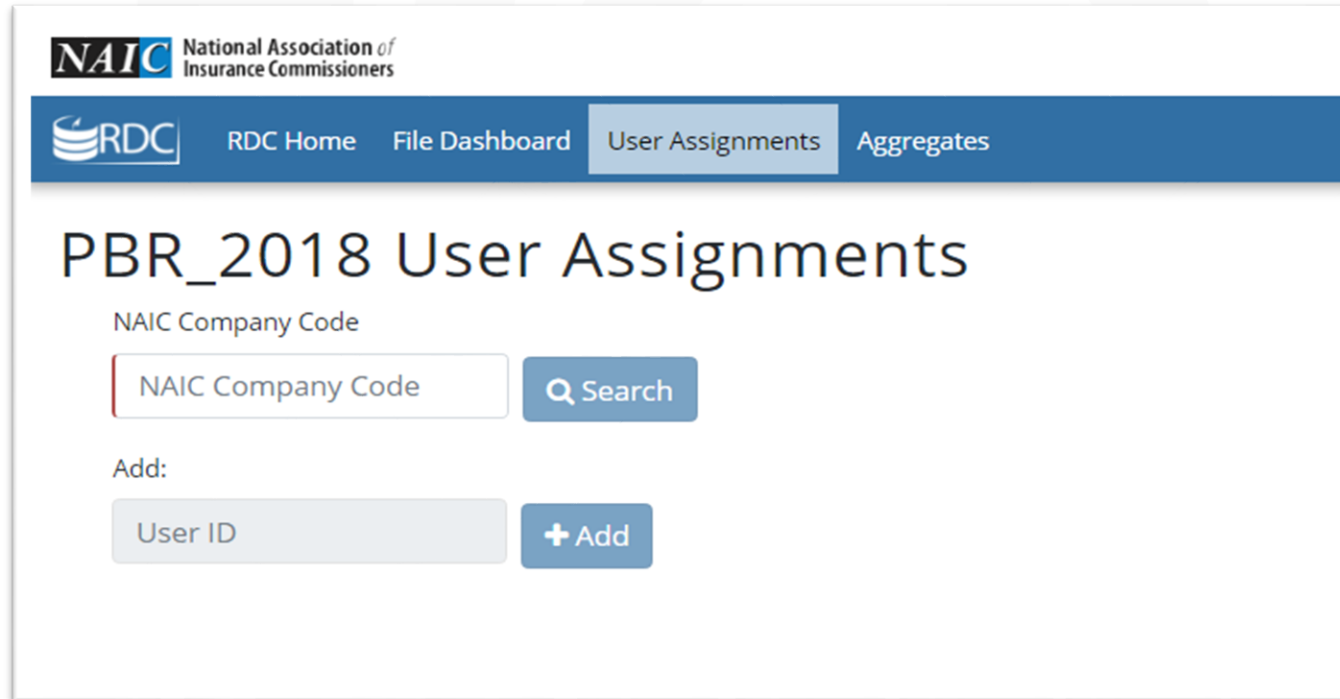
The screenshot shows the RDC Datacall Welcome Screen. At the top left is the NAIC logo (National Association of Insurance Commissioners). To the right of the logo is a navigation bar with links: RDC Home, File Dashboard, User Assignments (highlighted with a red circle), and Aggregates. Further right are links for ABOUT, HELP, and a user account dropdown labeled RDCUSERAM Test Acct. Below the navigation bar, the main heading reads "Welcome to the PBR_2018 Data Collection System". Underneath this heading, a paragraph instructs users to follow steps to submit a file:

1. Click [File Dashboard](#) on the navigation bar.
2. Click on the boxed area in the center of the window to navigate to the file, or drag/drop the file to this area.
3. Click Upload!

Below the list, a paragraph states: "Your file submission and status will display underneath the upload button on the [File Dashboard](#) window. After the system validates the data file, if any exceptions occur, the exception count will display. Select the exception count link to view the exception details."

RDC Assigning Additional Users

Enter your NAIC Company Code and click Search



The screenshot shows the RDC (Regulatory Data Center) interface for assigning users. At the top, the NAIC logo and "National Association of Insurance Commissioners" are displayed. Below this is a navigation bar with "RDC Home", "File Dashboard", "User Assignments" (highlighted), and "Aggregates". The main heading is "PBR_2018 User Assignments". Underneath, there is a section for "NAIC Company Code" with a text input field containing "NAIC Company Code" and a "Search" button. Below that, there is an "Add:" section with a text input field containing "User ID" and an "Add" button.

NAIC National Association of Insurance Commissioners

RDC RDC Home File Dashboard User Assignments Aggregates

PBR_2018 User Assignments

NAIC Company Code

NAIC Company Code Search

Add:

User ID + Add

RDC Assigning Additional Users

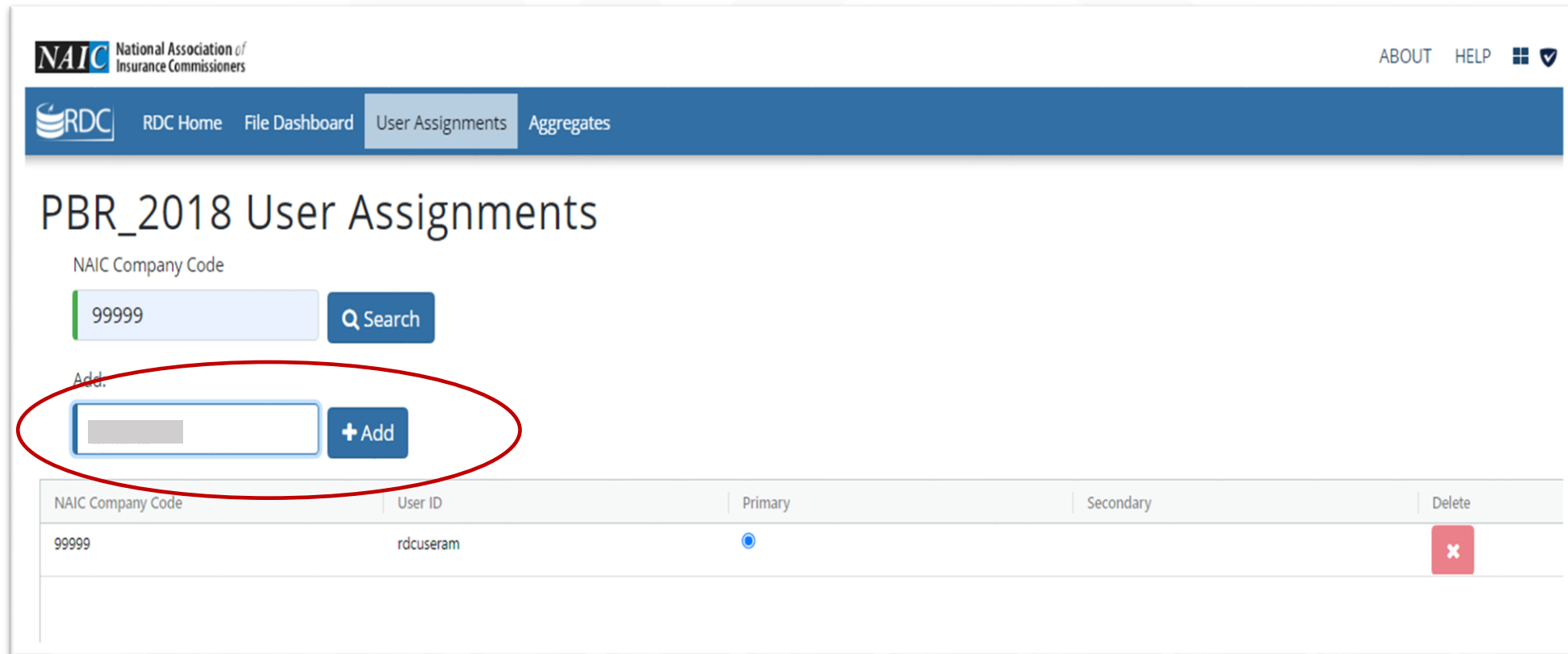
You should get a screen that shows you as the Primary user.
Only NAIC staff can assign or remove a Primary user.

The screenshot shows the 'PBR_2018 User Assignments' page. At the top, there's a header with the NAIC logo and navigation links: 'RDC Home', 'File Dashboard', 'User Assignments' (which is highlighted), and 'Aggregates'. Below the header, the title 'PBR_2018 User Assignments' is displayed. There are two input sections: one for 'NAIC Company Code' with a text box containing '99999' and a 'Search' button, and another for 'Add:' with a 'User ID' text box and an '+ Add' button. Below these is a table with columns: 'NAIC Company Code', 'User ID', 'Primary', 'Secondary', and 'Delete'. The table contains one row with '99999' in the first column, 'rdcuseram' in the second, a radio button in the 'Primary' column, and a red 'X' icon in the 'Delete' column.

NAIC Company Code	User ID	Primary	Secondary	Delete
99999	rdcuseram	<input checked="" type="radio"/>		

RDC Assigning Additional Users

To add a Secondary user, enter their NAIC username and click Add.



The screenshot shows the RDC (Regulatory Data Center) interface for assigning users. The top navigation bar includes the NAIC logo, 'National Association of Insurance Commissioners', and links for 'ABOUT', 'HELP', and a settings icon. Below this, a secondary navigation bar contains 'RDC Home', 'File Dashboard', 'User Assignments' (which is highlighted), and 'Aggregates'.


The main heading is 'PBR_2018 User Assignments'. Below this, there is a search section with a text input field containing '99999' and a 'Search' button. Below the search section, there is an 'Add.' label, a text input field, and an 'Add' button. This entire 'Add.' section is circled in red.


Below the 'Add.' section is a table with the following columns: 'NAIC Company Code', 'User ID', 'Primary', 'Secondary', and 'Delete'.


NAIC Company Code	User ID	Primary	Secondary	Delete
99999	rdcuseram	<input checked="" type="radio"/>	<input type="radio"/>	<input type="button" value="X"/>

RDC Assigning Additional Users

The new users will show up in the list as Secondary users.
To remove a user, click the red X.

 National Association of Insurance Commissioners


ABOUTHELP RDC

 RDC HomeFile DashboardUser AssignmentsAggregates


PBR_2018 User Assignments



' has been added

NAIC Company Code

 Search

Add:

 Add

NAIC Company Code	User ID	Primary	Secondary	Delete
99999	rdcuseram	<input checked="" type="radio"/>	<input type="radio"/>	
99999		<input type="radio"/>	<input checked="" type="radio"/>	

RDC Data Submission

The Company Administrators and Secondary Users are defined at the company level. If you are administrator for multiple companies, you will need to assign users separately for each company.

Company Administrators and Secondary Users are authorized to submit data files and to review the RDC exceptions.

Please see the RDC submission instructions or the RDC Submission training video on our website for more information on submitting a data file.

https://content.naic.org/pbr_data.htm

(Scroll to the VM-50/VM-51 Experience Reporting section)

Agenda – Company Administrator Training

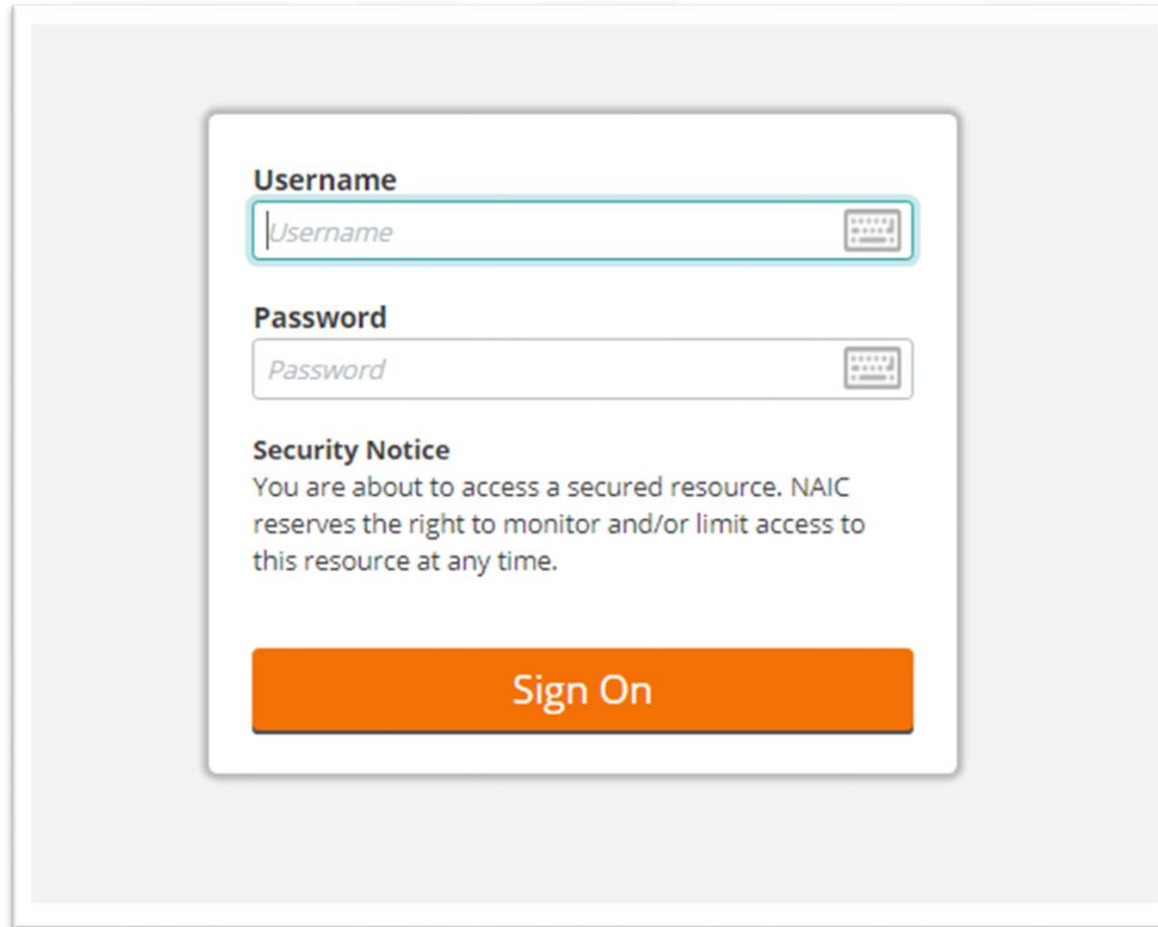
- Overview of Responsibilities
- RDC Processes
- **FTP processes**



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FTP process

You will receive an email with a link to the folder for each company.
This link will take you to the FTP login screen. Use your NAIC Username and Password to log in.

The image shows a login interface for an FTP service. It features a light gray background with a white rectangular box in the center. Inside this box, there are two input fields: one for 'Username' and one for 'Password'. Both fields have a light blue border and a small icon on the right side. Below the password field is a 'Security Notice' section with a bold title and a paragraph of text. At the bottom of the white box is a large orange button with the text 'Sign On' in white.

Username

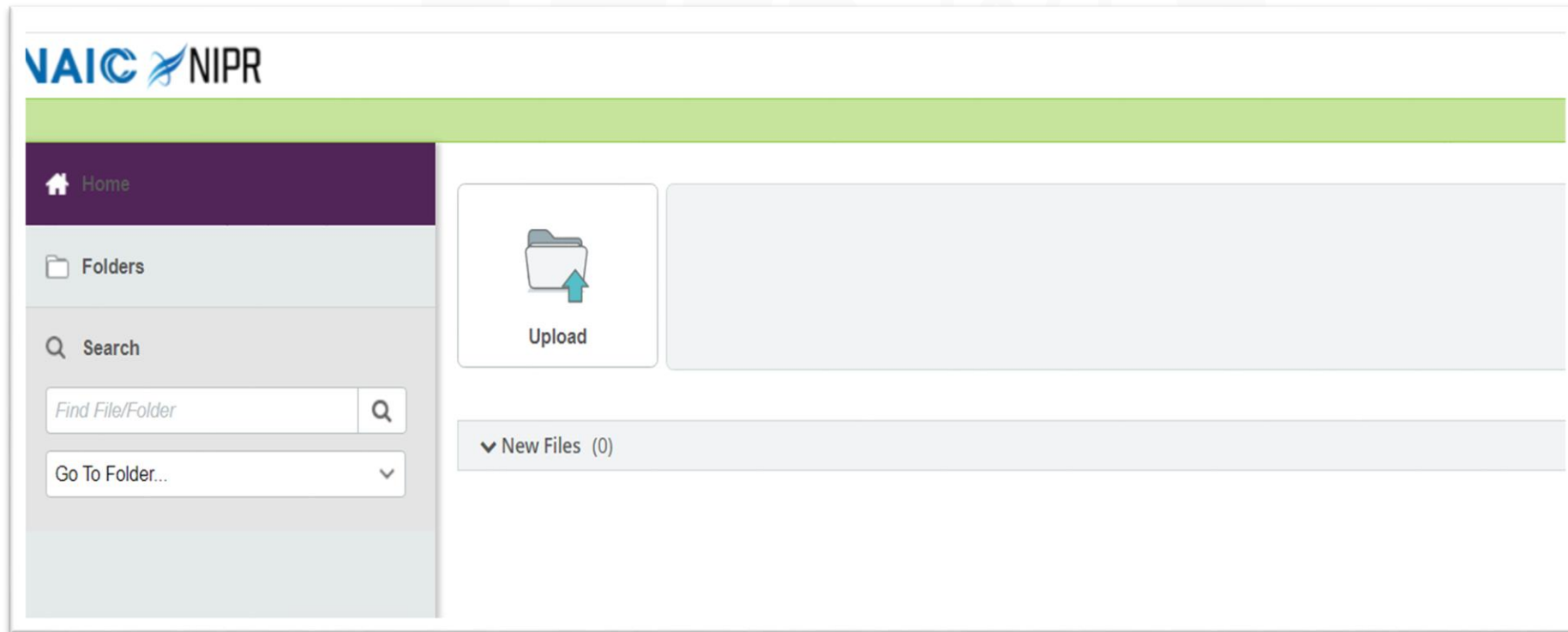
Password

Security Notice
You are about to access a secured resource. NAIC reserves the right to monitor and/or limit access to this resource at any time.

Sign On

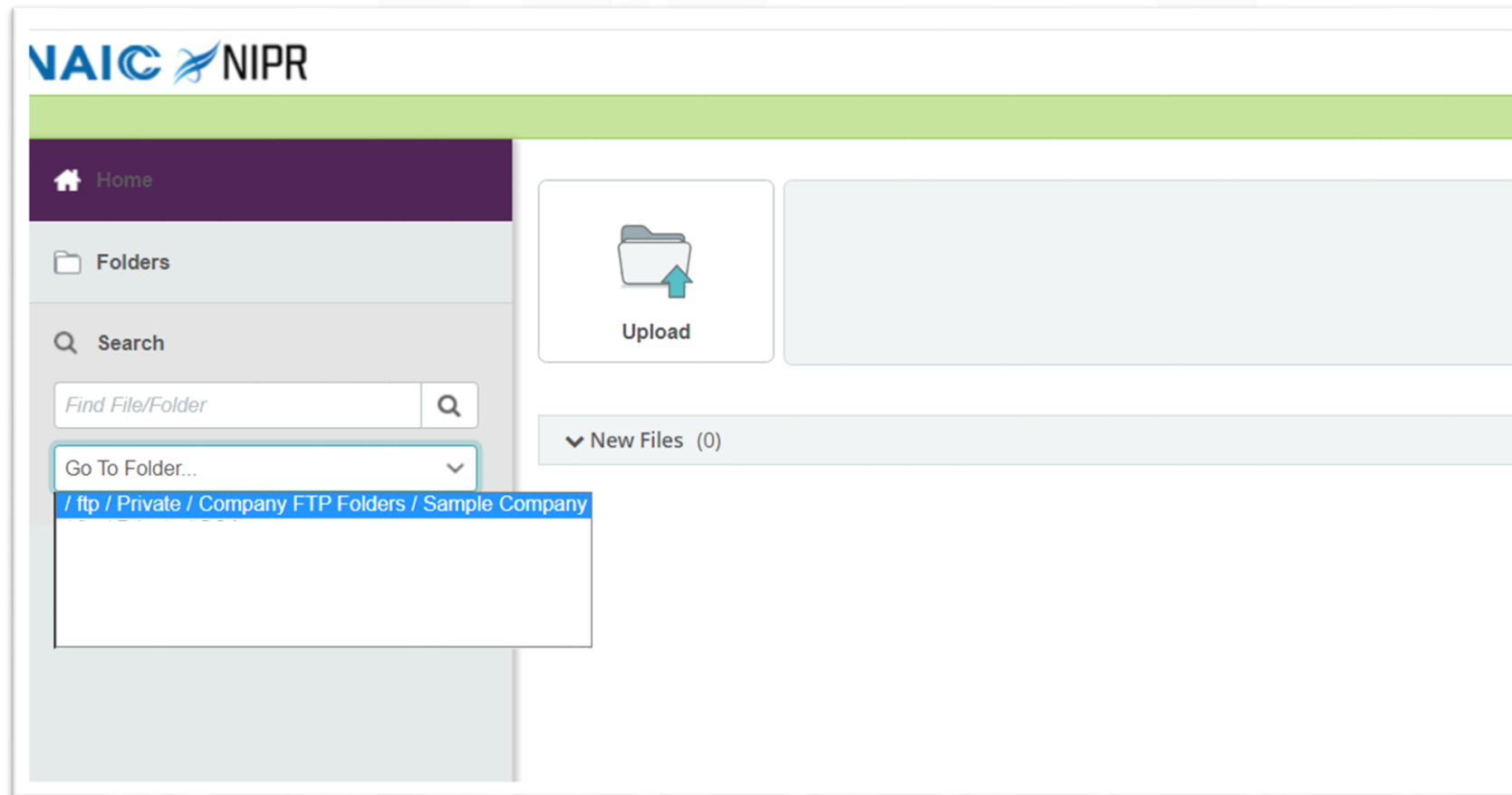
FTP process

After logging in, you will see this dashboard.



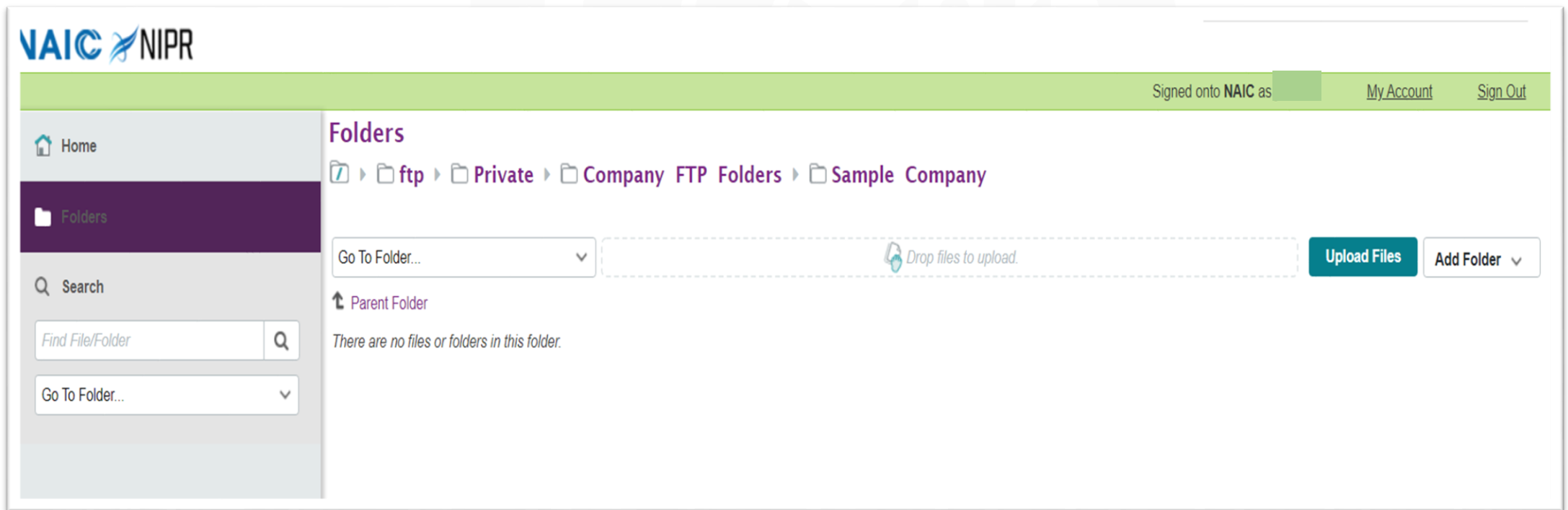
FTP process

You will need to click on the “Go To Folder” drop down and select the folder. If you are responsible for multiple companies, you should see a folder for each company.



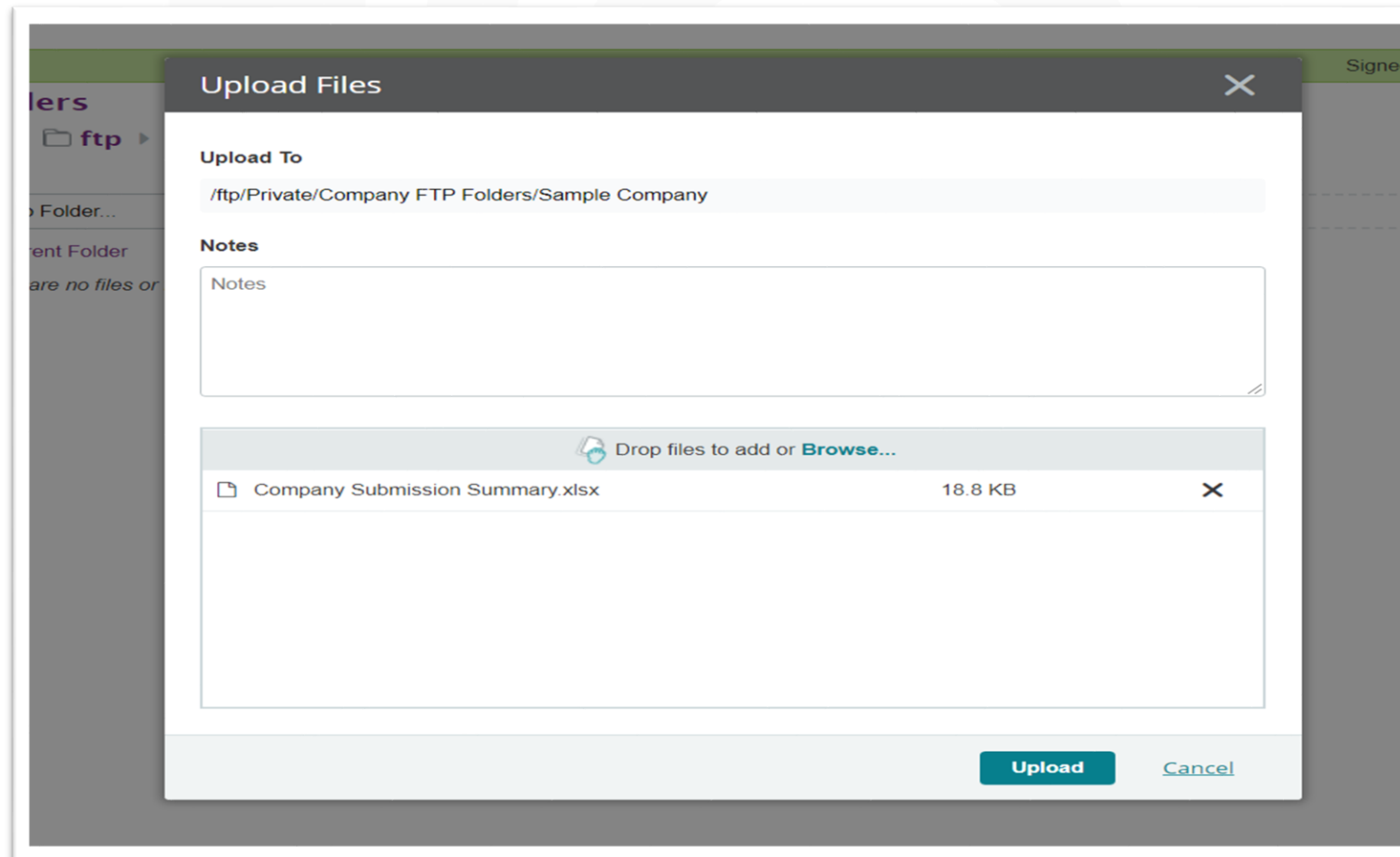
FTP process

Once you are in a specific company folder, you can add sub-folders, upload documents, or download documents.



FTP process

If you choose to upload a file, you will get a separate window where you can identify the files and add additional notes about the files.



FTP process

When there are files in your folder, you will have additional options to download, copy, move and delete.

The screenshot displays the NAIC NIPR FTP interface. The top navigation bar shows the user is signed onto NAIC. The left sidebar contains links for Home, Folders, and Search. The main content area shows the breadcrumb path: ftp > Private > Company FTP Folders > Sample Company. Below the breadcrumb is a 'Go To Folder...' dropdown and a dashed box for file uploads. A table lists the contents of the 'Sample Company' folder, showing a file named 'Company Submission Summary.xlsx' with a size of 18.8 KB, created by 'jfrasier' on 5/14/2021 at 9:33:07 AM. Below the table, the 'Selected File/Folder Actions' section includes buttons for Delete, Download, Copy, Move, and Advanced Copy/Move Options.

NAIC NIPR

Signed onto NAIC as [redacted] [My Account](#) [Sign Out](#)

Home Folders Search

Find File/Folder

Go To Folder...

Folders

ftp > Private > Company FTP Folders > Sample Company

Go To Folder... Drop files to upload. Upload Files Add Folder

<input type="checkbox"/>	Name	Size/Contents	Creator	Created	Actions
<input type="checkbox"/>	Parent Folder				
<input type="checkbox"/>	Company Submission Summary.xlsx	18.8 KB	jfrasier	5/14/2021 9:33:07 AM	<input type="checkbox"/> <input type="checkbox"/>

Selected File/Folder Actions:

Delete Download

Select destination folder Copy Move Advanced Copy/Move Options

FTP Retention

Any time the NAIC uploads files to one of your folders, you will receive an email notification.

We are setting up the folders so that nothing gets deleted automatically (time limit, etc.).

Once this data call has ended, NAIC staff will delete all documents in preparation for the next data call. An email will be sent prior to this maintenance to give you a chance to download anything remaining on the site.



Questions?

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