

Company Administrator User's Guide

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.

RDC Processing:

- 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.

- Go to the NAIC website and click on the industry page (<https://content.naic.org/industry>). Scroll to the Regulatory Reporting sections and click on Mortality Experience Data Collection.

The screenshot shows the NAIC website's 'Regulatory Reporting' page. The NAIC logo is in the top left. In the top right, there are navigation links: 'Regulator', 'Industry' (circled in red), 'Consumer', and 'Comm'. The main heading is 'Regulatory Reporting'. Below it is a list of links: 'Financial Statement Filing', 'Securities Valuation Office', 'Structured Securities Group', 'Principle-Based Reserving', 'Market Conduct Annual Statement', 'Mortality Experience Data Collection' (highlighted with a blue bar and a red arrow pointing to it from the left), and 'Subsidiary Controlled Affiliation'. To the right of the list, the text 'Mortality Experience Data Collection' is repeated in blue, with a red arrow pointing to it from the right and the text 'Click this link'.

NAIC

Regulator **Industry** Consumer Comm

Regulatory Reporting

Financial Statement Filing

Securities Valuation Office

Structured Securities Group

Principle-Based Reserving


Market Conduct Annual Statement


Mortality Experience Data Collection

Subsidiary Controlled Affiliation

Mortality Experience Data Collection ← Click this link

- Next you will see the login screen. Here you will enter your NAIC Username and Password.





Username

Password

Login

Forgot Password? [Click Here](#)


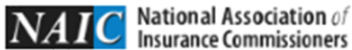
Need assistance with logging in?

[✉ Email Support](#) | [📞 Call Support: \(816\) 783-8500](#)

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

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- After logging in, you will be taken to this screen where you will select a data call.



Datacall Selection

Select datacall group:

PBR ▼

Select datacall:


--Select-- ▼


--Select--


PBR_2018

PBR_2019

- After selecting a data call, you will be taken to the Legal Disclaimer page (otherwise known as the click-through agreement). This screen will appear each time any user logs into RDC. Click the Agree button at the bottom to continue.


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RDCUSERAM Test Acct

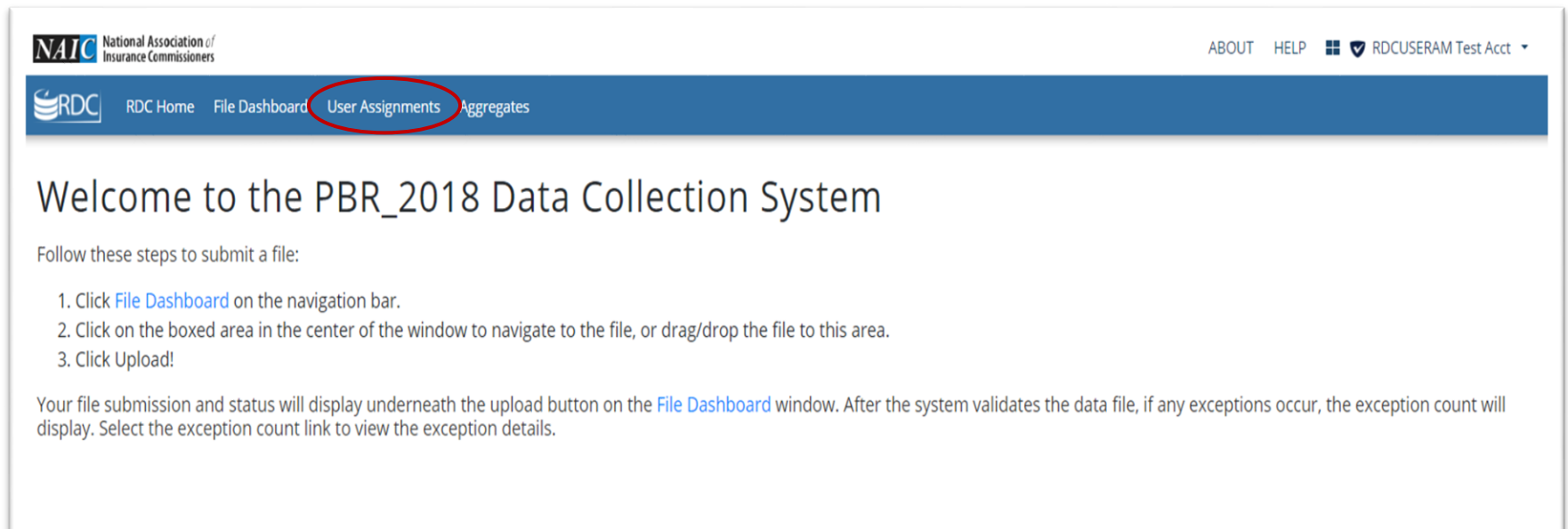

RDC Home

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

- Next you will be taken to the RDC Welcome screen. If you are submitting a file, you can click on File Dashboard in the menu. To add additional users, click on User Assignments.



- Enter your NAIC Company Code and click Search.

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 RDC Home File Dashboard User Assignments Aggregates



PBR_2018 User Assignments


NAIC Company Code

Add:

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


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ABOUTHELPRC


RDC HomeFile DashboardUser AssignmentsAggregates


PBR_2018 User Assignments

NAIC Company Code


 Search



Add:


 Add

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

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


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PBR_2018 User Assignments

NAIC Company Code


 Search



Add:

 Add

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

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


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[Aggregates](#)

PBR_2018 User Assignments

xxxxx

has been added

NAIC Company Code

Add:

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

- 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.

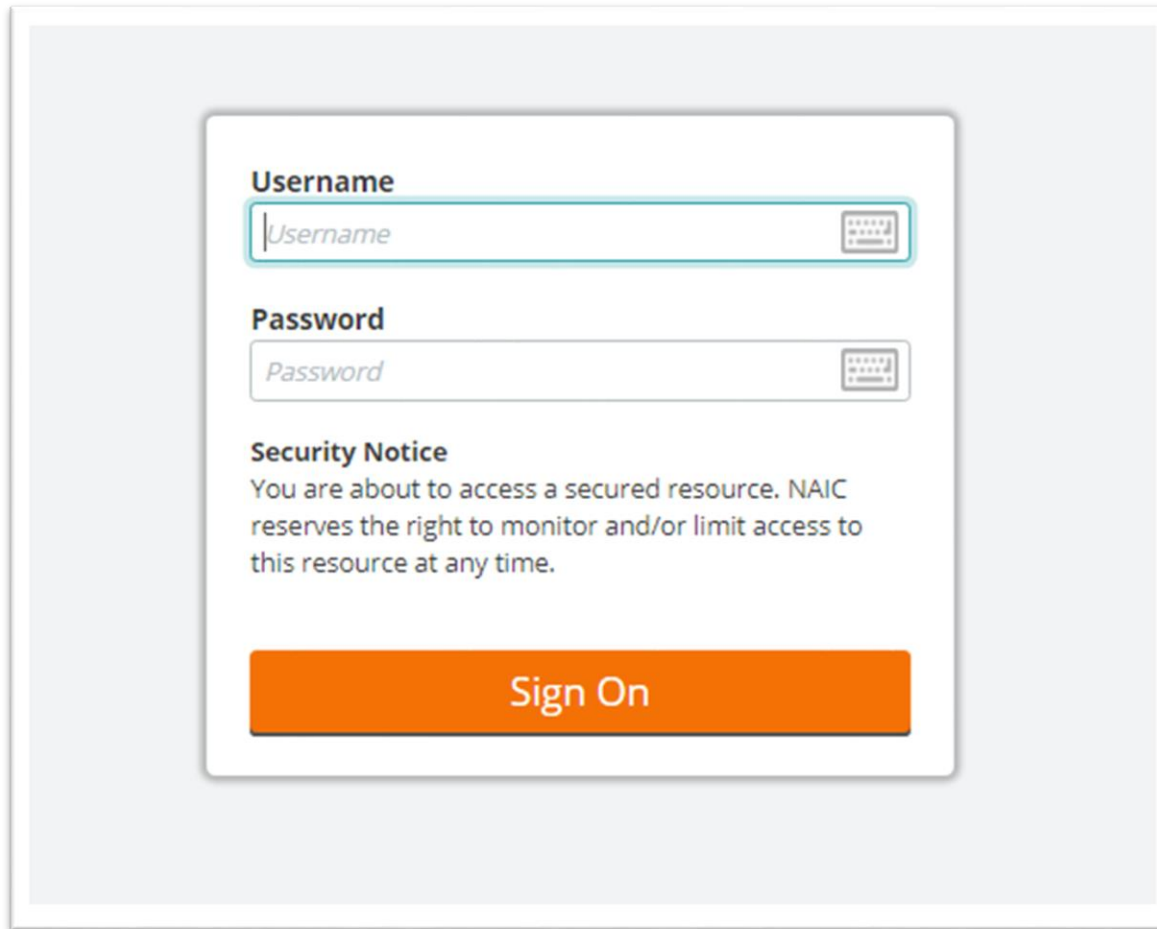
https://content.naic.org/pbr_data.htm

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

FTP Processing:

- A secure FTP site has been set up for each company with the company administrator assigned as the user.
- You will receive an email with a link to the folder for each company. All the links will take you to the FTP login screen (<https://sft.naic.org>). Once logged in, you will be able to access the folders for all your companies so it is not necessary to maintain separate links for each.

- At 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 central white box with rounded corners on a light gray background. Inside the box, there are two input fields: one for 'Username' and one for 'Password'. Both fields have a light blue border and a small icon of a keyboard 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.

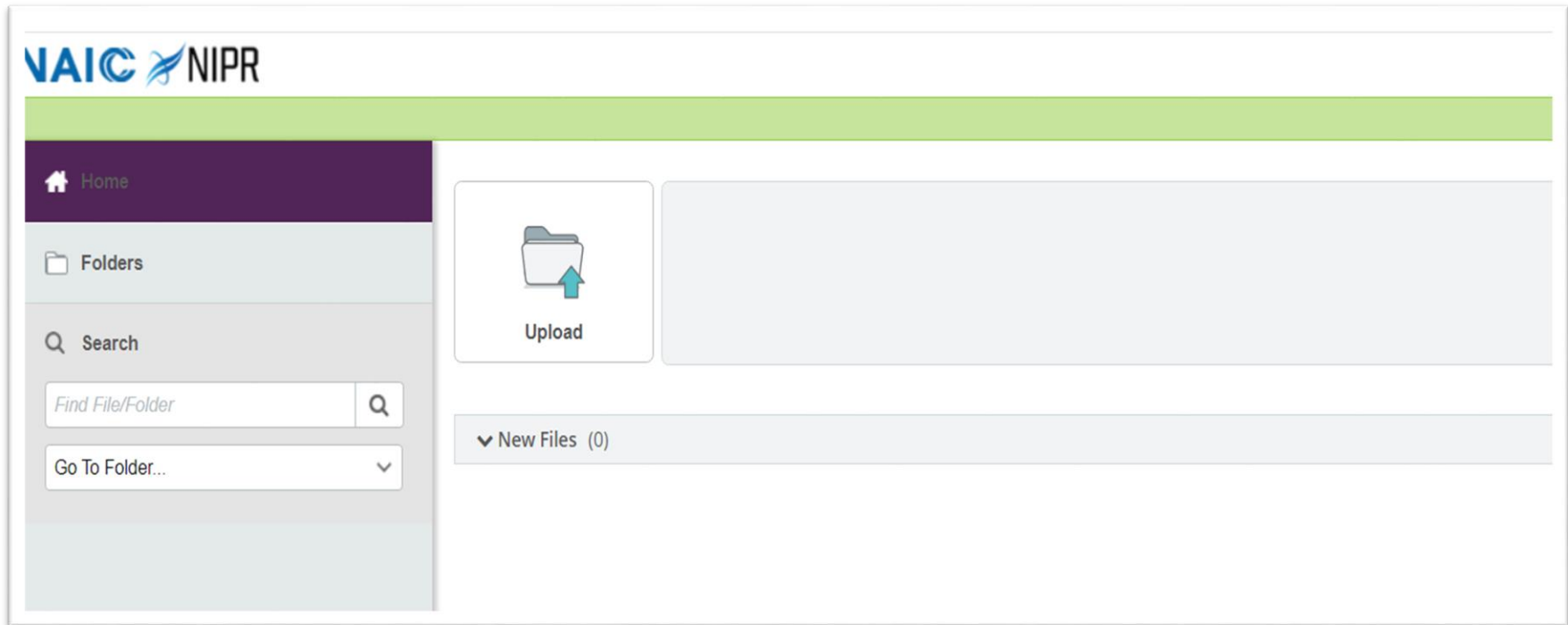
Username

Password

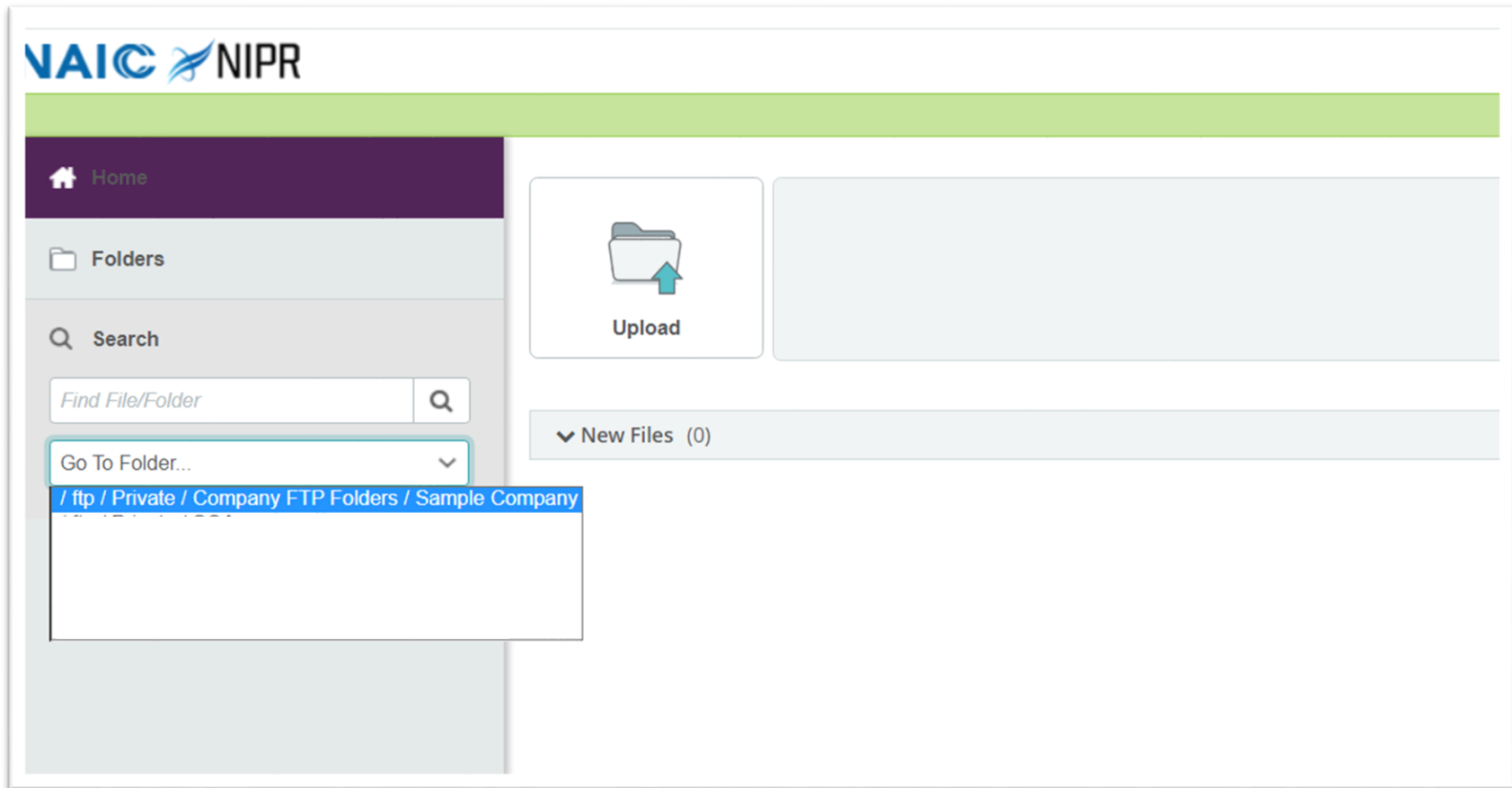
Security Notice
You are about to access a secured resource. NAIC reserves the right to monitor and/or limit access to this resource at any time.

Sign On

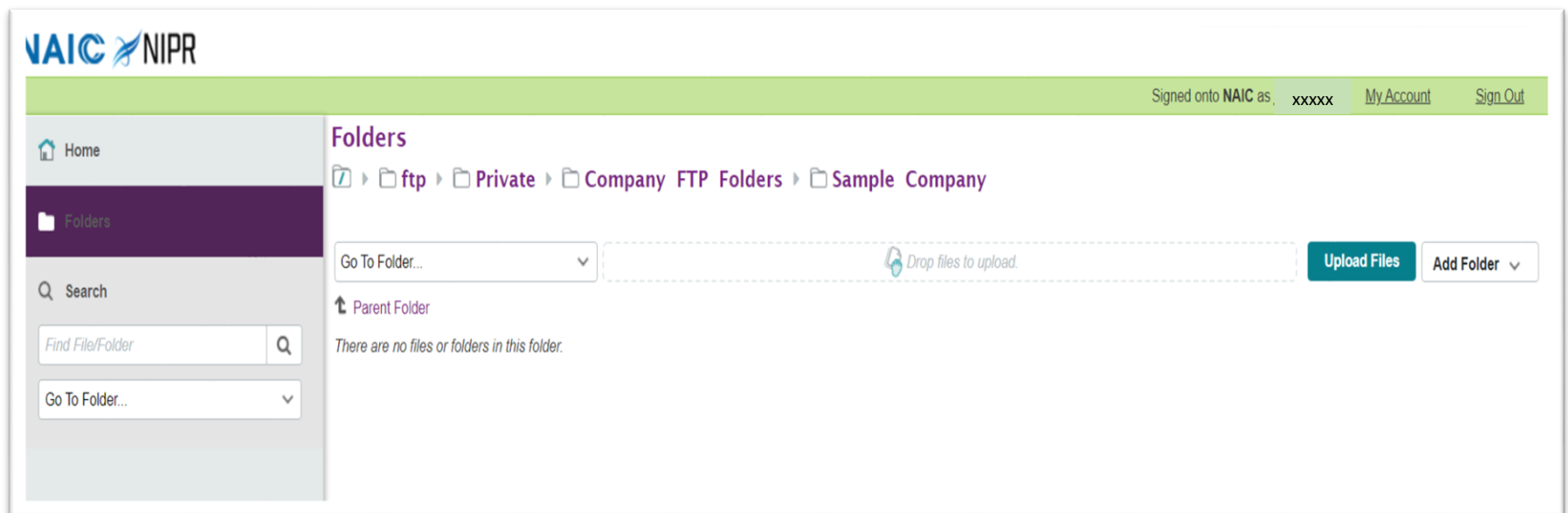
- After logging in, you will see this dashboard.



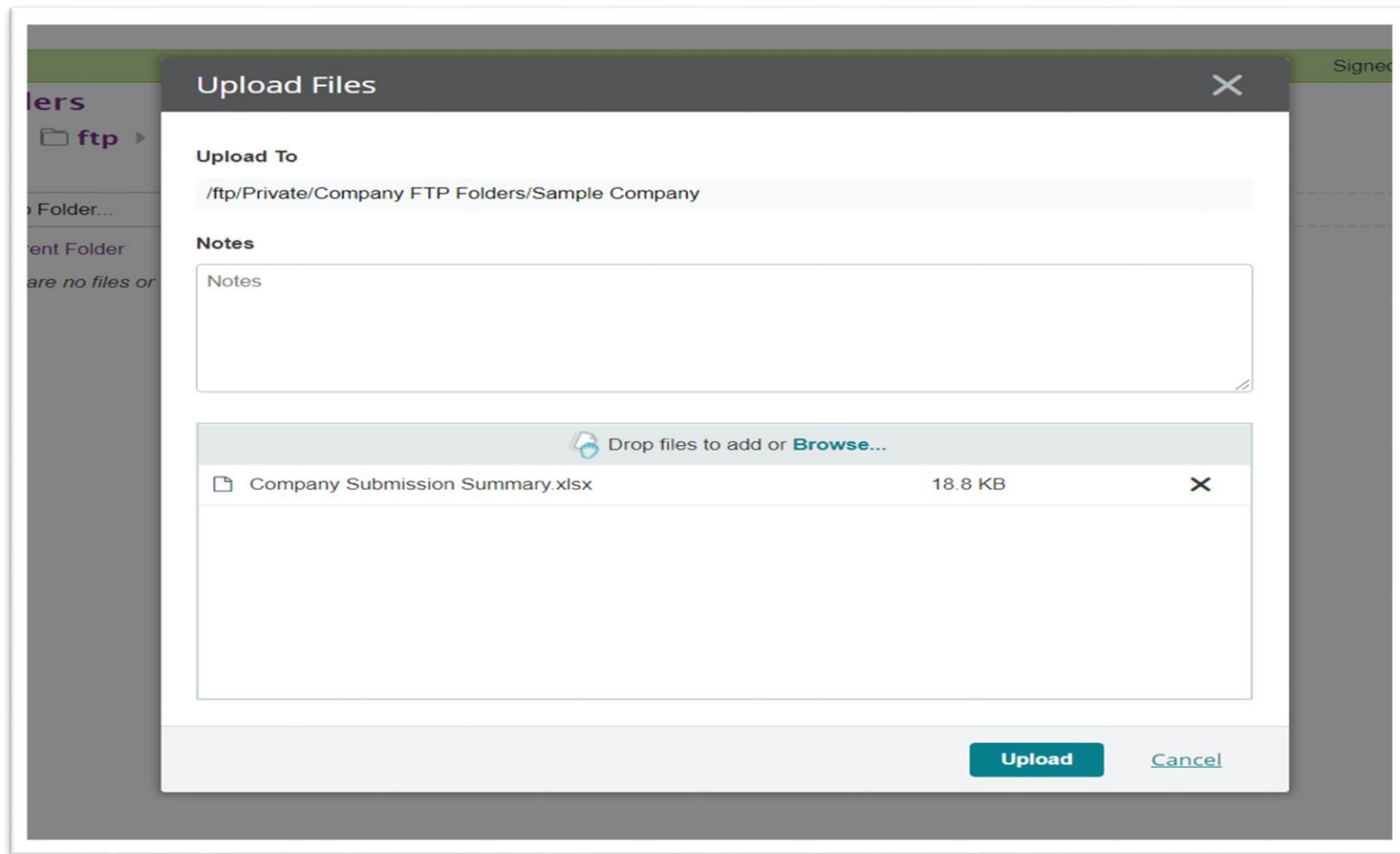
- You will need to click on the “Go To Folder” drop down and select the folder.
- If you are responsible for multiple companies, you should see a folder for each company.



- Once you are in a specific company folder, you can add sub-folders, upload documents, or download documents.
- We highly recommend using sub-folders to keep track of different observation years and different data submissions.



- 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.



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

VAIC NIPR

Signed onto NAIC as: **xxxxx** [My Account](#) [Sign Out](#)

[Home](#) [Folders](#) [Search](#)

Find File/Folder

Go To Folder...

Folders

[ftp](#) > [Private](#) > [Company FTP Folders](#) > [Sample Company](#)

Go To 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	xxxxx	5/14/2021 9:33:07 AM	<input type="button" value="X"/> <input type="button" value="Download"/>

Selected File/Folder Actions:

Select destination folder

- 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.).
- However, we highly recommend that you download files as soon as you are notified.
- 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.