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](https://content.naic.org/industry)). Scroll to the Regulatory Reporting sections and click on Mortality Experience Data Collection.
• Next you will see the login screen. Here you will enter your NAIC Username and Password.
• After logging in, you will be taken to this screen where you will select a data call.
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.
• 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.
• You should get a screen that shows you as the Primary user.
• Only NAIC staff can assign or remove a Primary user.
• To add a Secondary user, enter their NAIC username and click Add.
• The new users will show up in the list as Secondary users.
• To remove a user, click the red 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.
• 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.
• 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.