Insurance Product Requirements Locator
State Insurance Department Maintenance Module
Instructions

INTRODUCTION

The Insurance Product Requirements Locator enables insurance companies to create rates, rules & forms that comply with the requirements of all jurisdictions before submitting filings. It is a web-based search engine that provides insurers immediate access to summarized product content requirements.

Insurance regulators document and update the specific product content requirements on a real-time basis in the "Insurance Department Maintenance Module" screens. This document provides instructions to insurance departments on how to do this. The (NAIC) only updates the "Product Names" and "Requirement Categories" menus.

INSTRUCTIONS

1. **Who records & maintains the information in the Insurance Department Maintenance Module?** Only those persons authorized by their respective insurance commissioner will receive an ID and password unique to their jurisdiction. Authorized users can add, change, or delete product content requirements at any time. Because this system provides information directly to those insurance company staff that make rates, draft forms, and write rating manuals, it is imperative that this information be timely, accurate, clear, and concise.

2. **What information is recorded & maintained?** Only those requirements that impact the content of rates, rules or forms. The sole purpose of this database is to enable insurance company product development staff to produce rates, rules, and forms that meet the state requirements. Filing procedures and other requirements that do not affect product content are not included in this database.

3. **Sign On**. Enter your ID and password on the "Sign In" screen (screen 1). Press the "Sign In" button or press the Enter key. This will bring you to the "Maintenance Selection" screen (screen 2).

4. **Add a New Requirement Steps**

    a. **Determine if you need to ADD a New requirement or CHANGE an Existing one.** Although many requirements are referred to as "new" they often change Requirement Items that have already been summarized in the system. It may be more accurate and efficient to CHANGE existing Requirement Items instead of ADDING them. On "Maintenance Selection" screen 2 choose "CHANGE or DELETE" and press the "Select" button. This permits a query that will help you decide whether to ADD or CHANGE. (See Section 4. on how to Change or

Delete an Existing Requirement). If your query determines that you must ADD a new requirement, go to the next paragraph.

b. **Choose the Add New Requirement Option**. Click on the white button next to the "ADD New Product Requirement to PRODUCT REQUIREMENTS LOCATOR" option on "Maintenance Selection" screen 2. Then press the "Select" button. This will bring you to screen 3.1.

c. **(i) Choose Group or Individual Product Names (in the Life & Health Module). OR (ii) Choose Commercial or Personal Product Names (in the Property & Casualty Module)**. On the Life & Health screen 3.1, select "Group" or "Individual" Product Names. On Property & Casualty screen 3.1, select "Commercial" or "Personal" Product Names. When you do this, the "Product Names" menu will display only the product names based on your choice.

d. **Choose the Product Name**. Go to the "Product Name" menu on screen 3.1 and select the Product Name that the Requirement Item applies to. Note that if multiple products share the same Requirement Item, that Requirement Item must be documented for each Product Name. Product Names are for reference only and do not alter any statutory product names. On extremely rare occasions, the product you are working with may not be listed. For any Product not listed, choose "Product Name Not Listed." If you choose this Product Name, document the specific product name in the "Requirement Item" field.

e. **Choose the <u>Requirement Category</u> that applies to your <u>Requirement Item</u>**. The Requirement Category menu is a national list of general regulatory subjects. Some will apply in your jurisdiction and some will not. You make this determination by comparing your specific Requirement Item to the Categories.

   Scroll down the alphabetical "Requirement Category" list on screen 3.1 and select the one category that <u>most specifically</u> describes your Requirement Item. <u>Requirement Categories are specific enough to distinguish one subject from another but general enough to encompass all requirement items pertaining to that subject</u>. For example, "Cancellation & Nonrenewal" is specific enough to distinguish it from the other categories in the menu but general enough to encompass requirements such as: number of days notice, content of notice forms, return of unearned premium, etc.

   On rare occasions, you may have a Requirement Item that legitimately fits into more than one Requirement Category. If this is truly the case, you can enter the same Requirement Item under more than one Requirement Category.

   On extremely rare occasions, you may have a requirement item that truly will not fit into any of the categories. If this is the case, select "Requirements Not Part of a Listed Category."

f. **Document your Requirement Item**. First, press the white button that corresponds to "Rates, Rules & Forms," "Rates & Rules Only," or Forms Only." You make this decision based on the content of your specific "Requirement Item."

Then, go to the "Requirement Item" field on screen 3.1 and type a summary of your Requirement Item. This field will accept text copied from a Word or Excel document. Many jurisdictions have Review Standards Checklists that were created in Word or Excel. Just go to your Word or Excel document, select on the text you want to copy, and paste it into the "Requirement Item" field. Do not copy the text of your statute, regulation, bulletin, or other document into the "Requirement Item" field. Brief quotations are acceptable.

If you chose the "Requirements Not Part of a Listed Category " category, enter the title of your requirement item as a heading in capital letters followed by a colon, period or dash. After this capitalized heading, type your summarized requirement. For example:

ELECTROMAGNETIC HAZARD RISKS: Policies covering such risks must provide at least a $ 7 million per occurrence limit.

The "Requirement Item" field can also accommodate any other type of clarifying heading that you may need. <u>Do not type headings in this field that duplicate terms used in the "Product Names" or "Requirement Categories" menus</u>.

g. **Document the Requirement Item's Legal Citation & Internet Link**. Go to the "Reference Citation" on screen 3.1 and type in your Reference Citation (statute, regulation, bulletin, etc.) that is specific to your Requirement Item. Do not type general Reference Citations. Each Requirement Item is allowed up to 8 Reference Citations. If you have more than 8, enter these in the "More Reference Citations" field. This field will accept text copied from a Word or Excel document.

If your Reference Citation appears on the Internet, provide the Internet link citation in the corresponding "Link" field on screen 3.1. Look up the "Reference Citation" on your web site and copy the link (URL) that corresponds to the specific Reference Citation into the Link field on screen 3.1. Do not copy general reference citations. Each Requirement Item is allowed up to 8 Links.

PRODUCTIVITY TIP: If you have Internet links that are used repeatedly, copy them into a Word document. When you need them, just copy them into the "Link" field from the Word document. This avoids the need to repeatedly look up the Reference Citation link on your web site. **<u>Caution:</u>** In the Word document, be sure to identify the Requirement Item and Reference Citation that correspond to each link.

h. **When your data entry is done, press the "Add New" button**. This will take you to screen 3.2 which asks you if your work is correct. If it is not, correct it by pressing the "Cancel" button and try again. If it is correct, press the "Confirm Add

New" button. This will take you to screen 3.3. On Screen 3.3, press the "Continue to Add New Items" button or the "Change or Delete Items" button, depending on what you want to do. If you have no items to Add, Change, or Delete, just close out of the System.

i. **PRODUCTIVITY TIP: Avoid totally re-entering all the data for each Requirement Item by "cloning" the last Requirement Item you successfully added.** . When you have added a new Requirement Item, screen 3.3 will appear with the message "YOU SUCCESSFULLY ADDED THIS NEW REQUIREMENT ITEM." While on screen 3.3, click the <u>Back Arrow button on your Tool Bar</u> until you reach screen 3.1 (but do not click screen 3.3's "Continue to Add more items" or "Change or Delete items" buttons). Screen 3.1 will be populated with the data you entered for the last Requirement Item you added. **On this pre-filled screen 3.1 you can change data in any field except "Commercial or Personal Product Names?" and add this as a new Requirement Item.** This technique is useful when adding the same Requirement Item for different Product Names or when adding different Requirement Items for the same Product Name. **<u>Caution:</u>** In the event that your Internet connection times out or is otherwise interrupted, pressing the Back Button will not take you to screen 3.1 pre-filled with your last added Requirement Item.

5. **Change or Delete Existing Requirement Steps**

   a. **Choose the Change or Delete Option**. On "Maintenance Selection" screen 2., click on the white button next to the "CHANGE or DELETE Existing Product Requirement in PRODUCT REQUIREMENTS LOCATOR" option. Then press the "Select" button. This will bring you to Screen 4.1 where you will query the system to locate the Requirement Item you want to change or delete. Press the "Submit" button after you have specified your search criteria. This will provide you with a list of the Requirement Items that meet your search criteria. Select the Requirement Item you want by first pressing the white button next to it and then pressing the "Change" or "Delete" button, depending on what you want to do.

   b. Pressing the "Change" button will take you to screen 4.3 where you go through the same process as for "**Add a New Requirement**" discussed above.

   c. Pressing the "Delete" button will take you to screen 5.3. If you decide not to delete the item, press the "Cancel" button. If you want to delete it, Press the "Confirm Delete" button. This will take you to screen 5.4 which confirms that the item has been deleted.