Using the Regulatory Data Collection (RDC) to submit Private Flood Insurance Data Call
RDC Overview:
The Regulatory Data Collection system (RDC) facilitates community-wide large data collection in a systematic fashion that enables data analysis. RDC is a technology-based solution for a community-wide data collection and management system whose primary function is to:

- Provide a secure and appropriate method for insurers and other data providers to submit, store and protect data.
- Provide a method and associated technology capable of loading large data sets in any data file format (structured or unstructured), fast.
- Automate manual processes associated with submitting, accepting, validation, aggregating and transforming the data for use by any analytical tool set chosen by the business.
- Improve the quality of the data coming in, minimizing lengthy delays associated with the back and forth communications between the reviewers and submitters of the data.
- Improve data collection and aggregation system’s speed to market, performance, scalability and maintainability.

Before Accessing RDC:
Before accessing RDC, you will need to have an NAIC userid and have the FLOOD_USER_PR role assigned to your userid. To obtain a userid and/or to have the FLOOD_USER_PR role assigned, send an e-mail to help@naic.org.
Accessing RDC:
Once you have the proper userid and role assigned, you can access RDC using one of the following methods.

1. Click on the Regulatory Data Collection (RDC) icon on the myNAIC landing page
   - Go to the NAIC homepage (www.naic.org)
   - Click the ‘Login’ option at the top right corner of the page
   - Once the login screen appears, enter your NAIC userid and password to log in to myNAIC

   ![Login Screen]

   After logging in, the Regulatory Data Collection (RDC) icon will appear (if it does not appear, contact the NAIC help desk to have the FLOOD_USER_PR role assigned)

   ![Public Applications]

   - Click on the Regulatory Data Collection icon
2. Click on the ‘Login’ button found on the Private Flood Insurance Data Call (https://naic.org/industry_private_flood_data_call.htm)

**PORTAL FOR FILE SUBMISSION**

Log In

Please direct login questions to help@naic.org.

Once the link to the application has been clicked (either on the myNAIC screen or on the Private Flood Insurance data call web page), the RDC Login screen will appear. Enter your NAIC userid and password to login to the RDC application.

**General RDC Application Information:**

**Refresh application**

The RDC logo on the menu bar will refresh the application (page) when clicked. Please do not use the back arrow while in the application. Using the back arrow will result in unknown and unstable results.

---

**Datacall Selection**

The Datacall Selection window is where users can select which data call to work with. This may be bypassed if there is only one RDC datacall role assigned.

The Datacall Selection window has two drop down options. The first is the ‘Select data call group’ (select ‘PAC’ as the datacall group). The second drop down is for the ‘Select datacall’ ‘select ‘PRIVATE FLOOD’ as the datacall.

**How to get there:**

1. Login to the RDC.
2. The Data call Selection (RCD Home) page displays.
3. The Data Type options that display in the drop-down menu are based on your User ID Role(s).
   
   Note: If Users only have one role assigned this page may be bypassed.
Using RDC to Submit Private Flood Insurance Data

April 2020

Datacall Selection

Select datacall group: --Select--
Select datacall: --Select--

User - Legal Disclaimer

The Legal Disclaimer will display on a scheduled basis (once a year or upon entry). The disclaimer information and display schedule are established by the RDC Administrator.

Once the ‘Agree’ button has been accepted the operator can continue into the application and will not see this page again until the next scheduled display period.

User - RDC Landing/Welcome Page

The Landing/Welcome page displays a Welcome message that helps first time users with steps to use the Upload process.

Legal Disclaimer

Private Flood Legal Disclaimer. LICENSE: The National Association of Insurance Commissioners (“NAIC”) owns the Regulatory Data Collection system (“RDC”) used to collect the Private Flood data. Provided you comply with these Terms of Use, you have a non-exclusive, non-transferable right and license to access and use RDC. You may not reverse engineer; reverse assemble or reverse compile RDC. You may not make available all or any portion of RDC to any third party. For purposes of these Terms of Use, a third party does not include an officer, director, agent, consultant, contractor, or employee of yours. The NAIC may terminate your access to RDC without notice if, in the sole judgement of the NAIC, you have violated these Terms of Use. The provisions of Sections 2, 4, 5, and 6 shall survive the termination of these Terms of Use. 2. MODIFICATION: The NAIC reserves the right to change these Terms of Use at any time without further notice. Your continued use of the Application after such changes indicates your acceptance of the new Terms of Use. 3. WARRANTIES/LIMITATION OF LIABILITY: The NAIC does not guarantee uninterrupted access to RDC. You bear the entire risk as to the quality and performance of the Application. Except as provided elsewhere in these Terms of Use, the NAIC has made no warranty or promise, express or implied, including but not limited to the implied warranty of merchantability and fitness for a particular purpose. The NAIC shall not be liable for and you expressly waive any claim for any indirect, loss, cost, or injury (including but not limited to lost sales, lost profit, business interruption, or third party claims) suffered by you as a result of reliance on or use of RDC. 4. TITLE/INDEMNIFICATION: You obtain no title to RDC and no rights in the Application except as expressly provided in this Agreement. The NAIC represents and warrants that RDC does not and will not violate or infringe any enforceable patent, trademark, trade secret, copyright or similar intellectual property rights. 5. PUBLICATION: The information contained in your submission is considered non-confidential. The NAIC reserves the right to publish the data and insights in any format requested by the state departments of insurance. 6. ARBITRATION AND FORUM: Any claims relating to intellectual property issues shall be instituted in federal court in the Western District of Missouri, Kansas City, Missouri. All other claims arising under these Terms of Use shall be settled by arbitration in Kansas City, Missouri. In accordance with the Commercial Arbitration Rules of the American Arbitration Association, judgment upon the award rendered by the arbitrator(s) may be entered in any Court having jurisdiction thereof. These TERMS OF USE CONTAIN A PROVISION FOR BINDING ARBITRATION.

The available RDC User navigation options are:

- RDC Home
- File Dashboard
Using RDC to Submit Private Flood Insurance Data
April 2020

File Dashboard/Uploading a file
The File Dashboard screen allows the user to upload and validate PRIVATE FLOOD INSURANCE data call Excel files for submission to the NAIC.

After selecting the File Dashboard there is a space to upload files and a list of any previously uploaded files.

The file selection options for uploading are:

- Click to Browse function
- Drag/Drop function

**How to Upload a file:**

**Upload via Click to Browse option:**
1. When you click the ‘Click to Browse’ option, the computer directory displays with a ‘Choose a file to upload’ pop up window.
2. Select the file from the list of available files and click Open to select the file or Cancel to discard.
3. Click the Upload button.
4. While the file is uploading, a progress bar displays the progress.

**Upload via Drag/Drop option:**
1. Drag your file into the Upload box, release the file.
2. Click the Upload button.
3. While the file is uploading, a progress bar displays the progress.

For the PRIVATE FLOOD INSURANCE datacall, the required submission file format is Microsoft Excel. Find more information related to the PRIVATE FLOOD INSURANCE datacall Excel file in the PRIVATE FLOOD INSURANCE Excel Template Instructions document found on the PRIVATE FLOOD INSURANCE Data Call Web Page (https://content.naic.org/industry_private_flood_data_call.htm).
‘Your Uploaded Files’ section
The ‘Your Uploaded Files’ section displays any submitted files with file details and current file status.

<table>
<thead>
<tr>
<th>Data Year</th>
<th>Naic Company Code</th>
<th>Date</th>
<th>File</th>
<th>Status</th>
<th>Form Format Exceptions</th>
<th>Cross Field Exceptions</th>
<th>Number Of Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>62415</td>
<td>3/10/20, 3:00 PM</td>
<td>AMfile</td>
<td>SYSTEM_REJECTED_FILE</td>
<td>15</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>2018</td>
<td>12345</td>
<td>3/9/20, 9:10 AM</td>
<td>AMfile</td>
<td>FILE_PROCESSED</td>
<td>0</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td>2018</td>
<td>50503</td>
<td>3/9/20, 8:08 AM</td>
<td>OPfile</td>
<td>SYSTEM_REJECTED_FILE</td>
<td>200</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td>2018</td>
<td>00024</td>
<td>3/9/20, 5:53 PM</td>
<td>STfile</td>
<td>SYSTEM_REJECTED_FILE</td>
<td>1</td>
<td>0</td>
<td>200</td>
</tr>
</tbody>
</table>

Newly submitted files may not appear in the ‘Your Uploaded Files’ section until you have clicked on the refresh button that will refresh the page and update the file status.

The column headers include:
- Data Year
- Naic Company Code
- Date
- File
- Status
- Form Format Exceptions
- Cross Field Exceptions
- Number of Records

The columns can be sorted by clicking the file headers.

File Exceptions
When a file completes processing and the screen has been refreshed, the file will display in the top row of the ‘Your Uploaded Files’ section.

If no validation exceptions are encountered, the file ‘Status’ will be ‘File Processed’. If one or more validation exceptions are identified, the file ‘Status’ will be ‘System Rejected File’.

You will not be able to submit any filings with validation exceptions. Exceptions indicate that you have failed to complete a required field, used inappropriate values, etc. The ‘Exceptions’ column of the ‘Your Uploaded Files’ section will display a count of encountered validation exceptions. The displayed count will be a link that can be clicked to find more information regarding the validation exceptions.
Using RDC to Submit Private Flood Insurance Data

April 2020

When the Exceptions link is selected the File Exceptions page displays and provides high level information related to the validation exceptions encountered.

The ‘Exception Count’ column values are links. When these links are selected, more detailed validation exception information is provided. The exception message and corresponding Excel worksheet are displayed.

Additional guidance on the meaning of validation codes can be found in the document "RDC Exception Guide" posted on https://content.naic.org/industry_private_flood_data_call.htm.

When the RDC application uploads a filing, an email is sent to the user. The email message indicates if the file was successfully processed, or if it was rejected by the system due to validation exceptions.

Please note: If you upload data for the same NAIC company code AND Data Year more than once you will receive an exception indicating that you are trying to submit a duplicate record. If the duplicate submission was done to update/correct a previous submission, NAIC staff will need to update the original filing status to allow for the updated filing to be submitted.

Questions related to the use of the RDC application should be directed to help@naic.org. Questions related to the data call elements or deadlines should be directed to flooddata@naic.org.