

2020

**Using the Regulatory Data Collection (RDC) to submit
COVID-19 Property/Casualty Data Call**

4/30/2020



Using RDC to Submit to the COVID-19 P/C Data Call

April 2020

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.
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Before Accessing RDC: Before accessing RDC, you will need to have an NAIC userid and have the COVID_User_PR role assigned to your userid. To obtain a userid and/or to have the COVID_User_PR role assigned, send an e-mail to help@naic.org.

Click on the Login button found on the COVID-19 Property/Casualty Data Call web page:
https://content.naic.org/industry_property_casualty_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 COVID-19 Property/Casualty 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' COVID_BI_Premiums for Part 1 of the data call, COVID_BI_Claims for part 2 etc.

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).



Datacall Selection

Select datacall group:

Select datacall:

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

1. LICENSE: The National Association of Insurance Commissioners ("NAIC") owns the Regulatory Data Collection system ("RDC") used to collect data related to COVID-19. 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. The changes will be posted on the Terms of Use page and the last revision date will be updated. 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, EITHER 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 right. 5. CONFIDENTIAL INFORMATION AND NON DISCLOSURE: Participating states collect the information in the COVID-19 data call (the "Confidential information"), all of which shall be deemed to be confidential and exempt from public disclosure in accordance with state law. Participating states collect the Confidential information under contract with the NAIC, which contract requires the NAIC to protect and maintain the Confidential information as confidential. All Confidential information shall be protected and maintained in accordance with such contract and using reasonable security measures similar to those measures used by the NAIC for the protection of its own Confidential information of a similar kind. 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. Judgement 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.

Agree

The available RDC User navigation options are:

- RDC Home
- File Dashboard



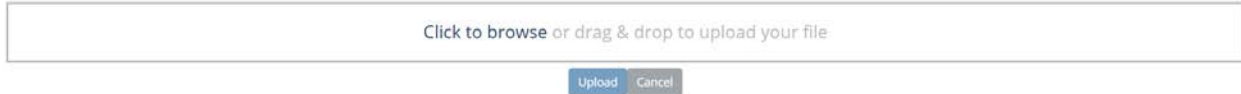
File Dashboard/Uploading a file The File Dashboard screen allows the user to upload and validate PRIVATE FLOOD INSURANCE data call Excel files for submission to the NAIC.

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

COVID_BI_PREMIUMS File Dashboard



After selecting a file, the Upload option becomes available. After the file has been imported the Filename displays under the 'Your Uploaded Files' section.

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 COVID-19 Property/Casualty data call, the required submission file format is Microsoft Excel. Find more information related to the COVID-19 Property/Casualty data call Excel file in the COVID-19 Property/Casualty Excel Template Instructions document found on the COVID-19 Property/Casualty Web page at https://content.naic.org/industry_property_casualty_data_call.htm

'Your Uploaded Files' section

The 'Your Uploaded Files' section displays any submitted files with file details and current file status.

Your Uploaded Files

File Name	Cocode	Group Code	Status	Modified	Created	Exceptions	Number Of Records
COVID_BI_PREMIUMS23.xlsx	27354	88725	System Rejected File	4/30/20, 8:16 AM	4/30/20, 8:16 AM	2	112
COVID_BI_PREMIUMS24.xlsx	44444	18	File Processed	4/30/20, 8:16 AM	4/30/20, 8:16 AM	0	112
COVID_BI_PREMIUMS23.xlsx	99999	18	File Processed	4/30/20, 8:15 AM	4/30/20, 8:15 AM	0	112
COVID_BI_PREMIUMS27.xlsx	88888	17	File Processed	4/30/20, 8:09 AM	4/30/20, 8:09 AM	0	112

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:

The columns can be sorted by clicking the file headers.

- *File Name*
- *Cocode*
- *Group Code*
- *Status*
- *Modified*
- *Created*
- *Exceptions*
- *Number of Records*

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.

Status	Modified ↓	Created	Exceptions
System Rejected File	4/30/20, 8:16 AM	4/30/20, 8:16 AM	2
File Processed	4/30/20, 8:16 AM	4/30/20, 8:16 AM	0
File Processed	4/30/20, 8:15 AM	4/30/20, 8:15 AM	0
File Processed	4/30/20, 8:09 AM	4/30/20, 8:09 AM	0
System Rejected File	4/30/20, 8:09 AM	4/30/20, 8:09 AM	112
File Processed	4/30/20, 8:06 AM	4/30/20, 8:06 AM	0
File Processed	4/30/20, 8:05 AM	4/30/20, 8:05 AM	0
File Processed	4/30/20, 8:04 AM	4/30/20, 8:04 AM	0
System Rejected File	4/30/20, 8:00 AM	4/30/20, 8:00 AM	112
File Processed	4/30/20, 7:59 AM	4/30/20, 7:59 AM	0

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

File Dashboard / COVID_BI_PREMIUMS25.xlsx

Exception Count	Exception Type
1	V19. PLR (small biz) cannot be more than 1 (100%)
1	V21. Exclusion (small biz) cannot be more than 1 (100%)

The 'Exception Count' column values are links. When these links are selected, more detailed validation exception information is provided. The exception message and corresponding record in the file are displayed.

COVID_BI_PREMIUMS1.xlsx

File Dashboard / COVID_BI_PREMIUMS1.xlsx / V10. 2019 prems written greater than 0 then 2019 policies in force greater than 0 (sm,med,lg) Exceptions

group_code	group_name	cocode	contact_name	contact_email_address	contact_phone_number	state_abbrev	lob	premium_written	nur
12345	Test 1	12345	Jennifer Gardner	jgardner@naic.org	816-783-8758	AL	Commercial Multiple Peril	1	

Exception Message:

If written premium is greater than zero, then it's assumed you had policies in force for at least one of small business, medium business or large business.

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 group code AND NAIC company code more than once (for Premium files) or the same NAIC group code AND NAIC company code AND Report As of Date (for Claims files) 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 coviddata@naic.org.