2024

**Using the Regulatory Data Collection (RDC) system**

<8/2021>

## 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 user ID and have the correct role assigned to your user ID. To obtain a user ID and/or role assigned, go to the State Disaster Webpage and click the email address in the Log In box.
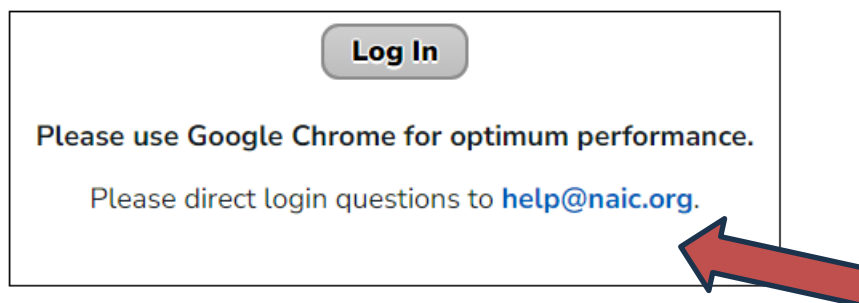
## Accessing RDC:

Once you have the proper user ID 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 user ID and password to log in to myNAIC
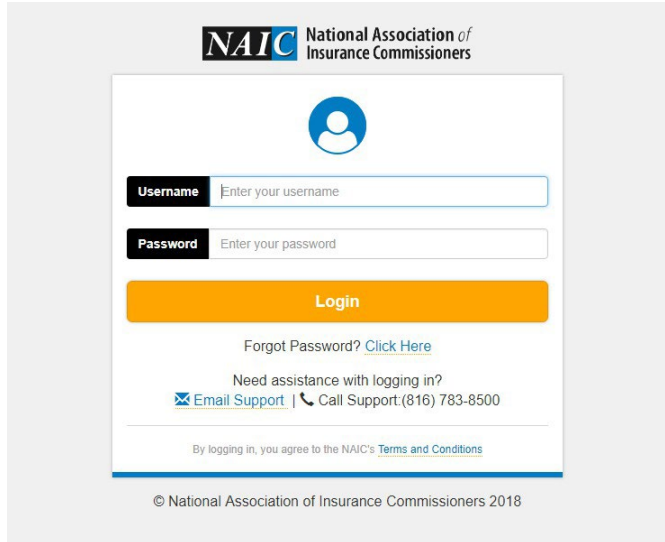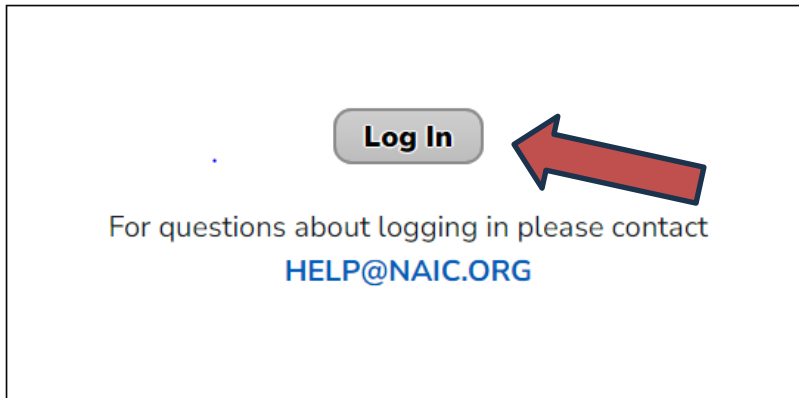


   - After logging in, the Regulatory Data Collection (RDC) icon will appear (if it does not appear, contact the NAIC help desk to have the correct role assigned)
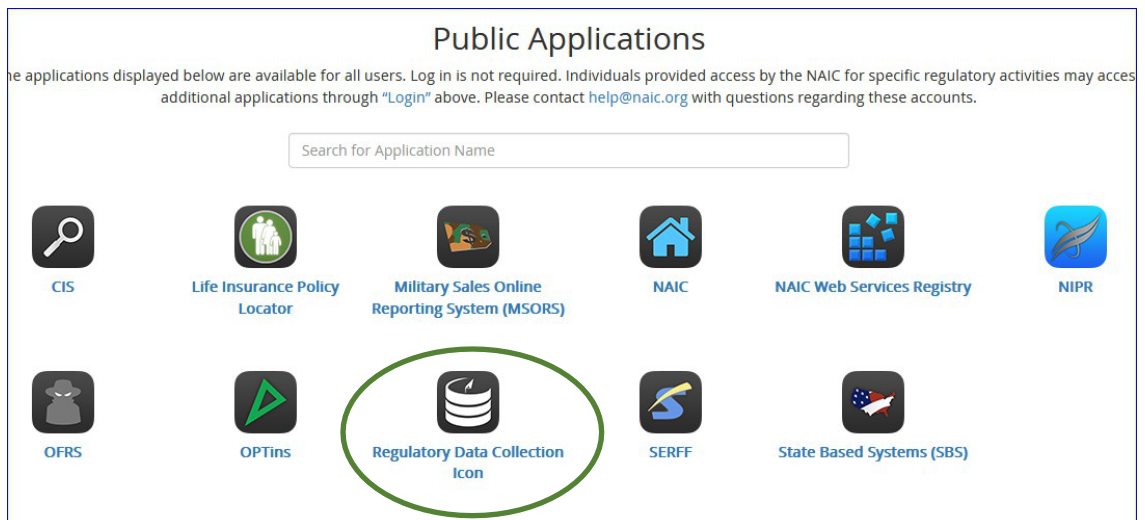


   - Click on the Regulatory Data Collection icon

2.  Click on the 'Login' button found on the State Disaster Reporting page



Once the link to the application has been clicked, the RDC Login screen will appear. Enter your NAIC user ID 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 survey role assigned.

The Datacall Selection window has two drop down options. The first is the 'Select data call group' (select 'PAC' as the survey group). The second drop down is for the 'Select datacall' select the name of the data call.

**How to get there:**
1.  Login to the RDC.
2.  The Datacall 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.

## 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.



The available RDC User navigation options are:
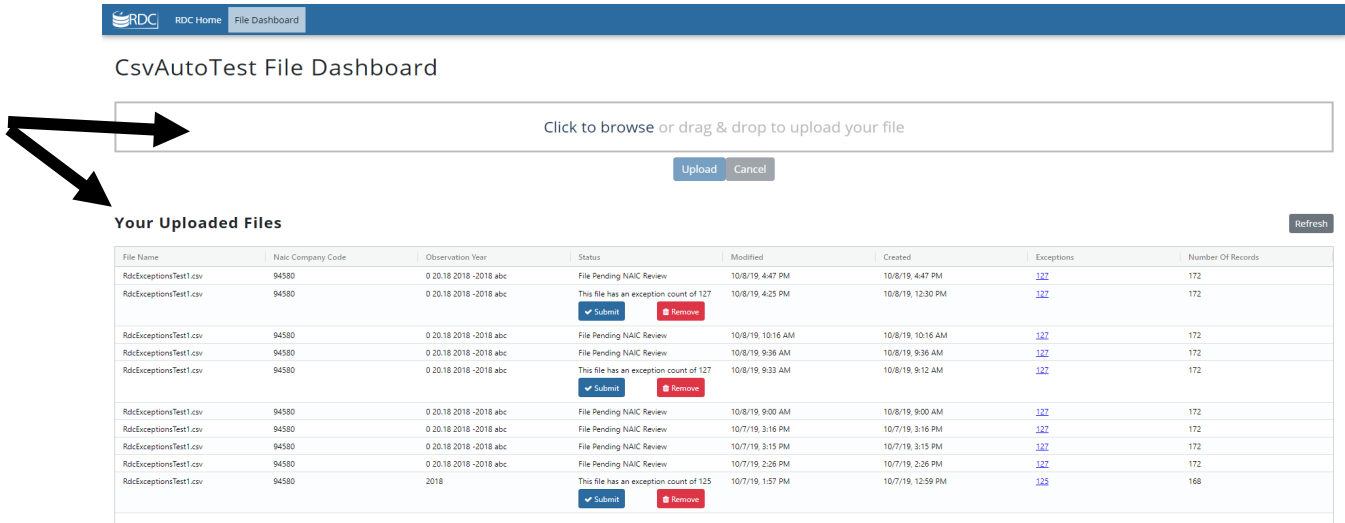- RDC Home
- File Dashboard

## File Dashboard/Uploading a file

The File Dashboard screen allows the user to upload and validate 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

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.

## 'Your Uploaded Files' section

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



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:
- o  File Name
- o  Fields coded as 'submission key' fields
- o  Status
- o  Modified
- o  Created
- o  Exceptions
- o  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.

**Your Uploaded Files**

| File Name | Form Field1 | Form Field3 | General Field1 | Status | Modified | Created | Exceptions |
|---|---|---|---|---|---|---|---|
| 22222 DC.xlsx | DC | 22456 | 22222 | System Rejected File | 10/21/19, 7:19 AM | 10/21/19, 7:19 AM | 2 |
| 22222 DC.xlsx | DC | 22456 | 22222 | System Rejected File | 10/17/19, 3:24 PM | 10/17/19, 3:24 PM | 1 |
| 22222 DC.xlsx | DC | 22456 | 22222 | System Rejected File | 10/17/19, 1:55 PM | 10/17/19, 1:55 PM | 1 |
| 22222 DC.xlsx | DC | 22456 | 22222 | System Rejected File | 10/17/19, 1:51 PM | 10/17/19, 1:51 PM | 1 |
| 22222 DC.xlsx | DC | 22456 | 22222 | System Rejected File | 10/17/19, 1:50 PM | 10/17/19, 1:50 PM | 1 |
| 22222 DC.xlsx | DC | 22456 | 22222 | System Rejected File | 10/17/19, 1:44 PM | 10/17/19, 1:44 PM | 2 |
| 22222 WY.xlsx | WY | 22456 | 22222 | System Rejected File | 10/17/19, 1:16 PM | 10/17/19, 1:16 PM | 1 |
| 64321 WA.xlsx | WA | 22456 | 64321 | System Rejected File | 10/17/19, 1:13 PM | 10/17/19, 1:13 PM | 1 |
| 64321 WA.xlsx | WA | 22456 | 64321 | File Processed | 10/17/19, 1:12 PM | 10/17/19, 1:12 PM | 0 |
| 64321 MO.xlsx | MO | 22456 | 64321 | System Rejected File | 10/17/19, 1:09 PM | 10/17/19, 1:09 PM | 1 |

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

File Dashboard / 22222 DC.xlsx

| Exception Count | Exception Type |
|---|---|
| 1 | form_field38 |
| 1 | Validation_29 |

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.

| worksheet_name | general_field1 | general_field2 | general_field3 | general_field4 | general_field5 | general_field6 | general_field7 |
|---|---|---|---|---|---|---|---|
| Form_Sheet 1 | 22222 | 2 | ABC Ins Co | | Data Contact | | |

Exception Message:

You indicated applications for policy holders were taken by Other. You must provide information on line 39a.

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.