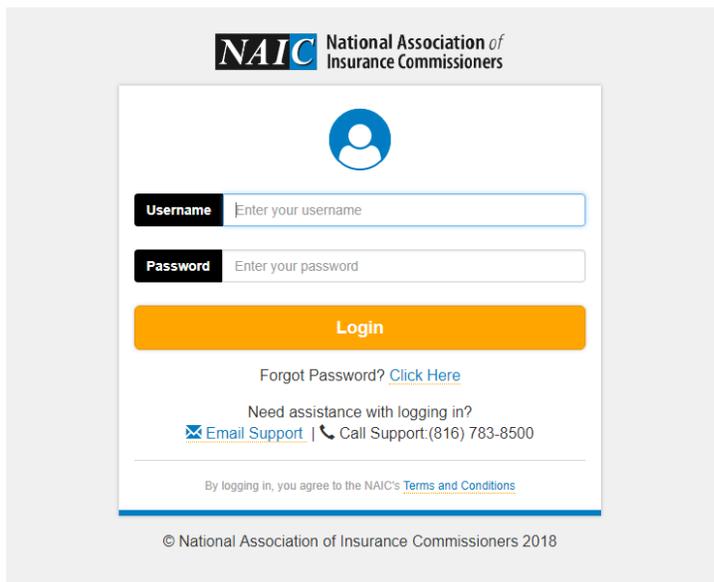


REGULATORY DATA COLLECTION
FILE SUBMISSION GUIDE
2020

1. Please see https://content.naic.org/industry_state_disaster_reporting_data_calls.htm to find the necessary role for the state disaster data call for which you are required to report.
2. Send a request to help@naic.org for a myNAIC userid and password (if you don't already have one) as well as the necessary role described in #1. help@naic.org can also provide assistance for forgotten userids and/or passwords.
3. After you have the login userid/password and roles assigned, go to rdc.naic.org or click the "Log In" button from https://content.naic.org/industry_state_disaster_reporting_data_calls.htm and you'll be taken to a login page.

PLEASE MAKE SURE TO USE GOOGLE CHROME FOR OPTIMAL PERFORMANCE.



4. Enter your NAIC userid and password to login to the RDC application.

General RDC Application Information

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 first screen you'll be directed to is the Datacall Selection window. This is where users can select which data call for while to submit their report. 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 specific data call for which you are required to submit. If you are only required to submit to one state disaster then you'll only see one data call. This is based on the role you requested to be assigned.



Datacall Selection

Select datacall group:

Select datacall:

User - Legal Disclaimer

Next you'll see the legal disclaimer regarding the confidentiality of data received through the RDC portal.

Legal Disclaimer

1. LICENSE: The National Association of Insurance Commissioners ("NAIC") owns the Regulatory Data Collection system ("RDC") used to collect data related to Hurricane Laura. 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: The State of Louisiana authorizes the collection of information in the LA Hurricane Laura data call (the "Confidential Information"), all of which shall be deemed to be confidential and exempt from public disclosure in accordance with state law. The State's contract with the NAIC requires the NAIC to protect and maintain the Confidential information. 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

5. Click Agree to enter the data call portal.

There are two tabs which take you to difference screens. *RDC Home* will take you back to the main page to select a data call (typically only necessary if you're submitting on behalf of multiple data calls and need to go back and forth between portals) and the *File Dashboard*. Click on *File Dashboard* to upload your file.



The heading on this screen should include the state disaster data call for which you are responsible for reporting.

LA_HURRICANE_LAURA File Dashboard

Click to browse or drag & drop to upload your file

Upload Cancel

6. There are two options to upload your file. You may use either the click to browse function or you may drag and drop your file on the page.

PLEASE REFRAIN FROM NAMING FILES WITH SPECIAL CHARACTERS (INCLUDING PARENTHESIS), INCLUDING MORE THAN TWO PERIODS, OR MAKING THE FILE NAME LONGER THAN 12 CHARACTERS.

Upload via Click to Browse option

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

Upload via Drag/Drop option

- a) 1. Drag your file into the Upload box, release the file.
- b) 2. Click the Upload button.
- c) 3. While the file is uploading, a progress bar displays the progress.

After selecting a file, the Upload option becomes available. After the file has been imported the Filename will be displayed under the ‘Your Uploaded Files’ section. 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.

7. Finally, click refresh in the upper right of the uploaded files section. This will update your filing with a status to ensure your file is successfully processed.

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

Your Uploaded Files

Refresh

File Name	Cocode	Group Code	Status	Modified	Created	Exceptions	Number Of Records
COVID_BI_PREMIUMS23.xlsx	27354	86723	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

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**’. **IMPORTANT NOTE:** If the file structure was modified and therefore not recognized the ‘Status’ will be ‘**File Received.**’ This DOES NOT mean that your file was accepted and processed. You will need to remove any additional tabs added to the file and resubmit. For questions, contact researchshared@naic.org.

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.

Please note: If you upload data for 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. In this case please contact researchshared@naic.org.

Your Uploaded Files

File Name	Claims Date	Cocode	Group Code	Status	Modified	Created	Exceptions
Test 1.xlsx	10/16/20	123456	1234	System Rejected File	10/1/20, 1:47 PM	10/1/20, 1:47 PM	1
Test 12.xlsx	12/31/20	34567	12	System Rejected File	10/1/20, 1:46 PM	10/1/20, 1:46 PM	2
Test 13.xlsx	12/31/20	34567	10	System Rejected File	10/1/20, 1:44 PM	10/1/20, 1:44 PM	2

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

Test 1 File Exceptions Summary

[File Dashboard](#) / Test 1.xlsx

Exception Count	Exception Type
1	cocode

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.

Test 1.xlsx

Test 1.xlsx is ready for upload

File Dashboard / Test 1.xlsx / cocode Exceptions

claims_date	group_code	group_name	cocode	company_name	contact_name
10/16/20	1234	Test 1	123456	Test 1	

Exception Message:

The value, 123456, is longer than 5.

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.

Questions related to the use of the RDC application should be directed to help@naic.org.