Responsibilities:

The Company Administrator will be responsible for assigning and removing company users in the Regulatory Data Collection (RDC) system.

A current NAIC login (LDAP account) is used to access RDC.

RDC Processing:

- NAIC staff will set up the Company Administrators in the RDC system.

- The Company Administrator will be able to assign additional users as necessary. It will also be the Company Administrator’s responsibility to remove users who no longer should have access to the company’s data submissions.
Go to the NAIC website and click on the industry page (https://content.naic.org/industry). Scroll to the Regulatory Reporting sections and click on Mortality Experience Data Collection.
• Next you will see the login screen. Here you will enter your NAIC Username and Password.
• After logging in, you will be taken to this screen where you will select a data call.
• After selecting a data call, you will be taken to the Legal Disclaimer page (otherwise known as the click-through agreement). This screen will appear each time any user logs into RDC. Click the Agree button at the bottom to continue.
Next you will be taken to the RDC Welcome screen. If you are submitting a file, you can click on File Dashboard in the menu. To add additional users, click on User Assignments.
• Enter your NAIC Company Code and click Search.
• You should get a screen that shows you as the Primary user.
• Only NAIC staff can assign or remove a Primary user.
• To add a Secondary user, enter their NAIC username and click Add.
• The new users will show up in the list as Secondary users.
• To remove a user, click the red X.
• The Company Administrators and Secondary Users are defined at the company level. If you are administrator for multiple companies, you will need to assign users separately for each company.

• Company Administrators and Secondary Users are authorized to submit data files and to review the RDC exceptions.

• Please see the RDC submission instructions or the RDC Submission training video on our website for more information on submitting a data file.

https://content.naic.org/pbr_data.htm
(Scroll to the VM-50/VM-51 Experience Reporting section)