

International Insurers Department

# Regulatory Data Collection System (RDC)

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## User Guide



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## Overview

The Regulatory Data Collection (RDC) system is designed to support large-scale data collection in a structured and standardized manner, enabling efficient analysis, reporting, and regulatory oversight. At its core, RDC serves as a centralized platform that streamlines how data is submitted, validated, stored, and accessed, ensuring consistency and reliability across diverse data providers and administrative bodies.

To achieve this, RDC relies on a robust, technology-driven architecture that supports end-to-end data lifecycle management. One of its primary capabilities is offering a self-service interface for administrators. Through configurable dashboards and workflows, administrators can define data collection templates, set validation rules, monitor submission status, and manage user access without requiring extensive technical intervention. This reduces operational overhead and allows for faster adaptation to changing regulatory requirements.

Equally important is the system's ability to provide a secure and user-friendly method for data providers to submit information. RDC incorporates strong authentication mechanisms, role-based access controls, and data encryption both in transit and at rest. These features ensure that sensitive data is protected while maintaining ease of use for contributors. Additionally, built-in validation checks and automated feedback help data providers correct errors at the point of entry, improving overall data quality.

## Getting Started

Individuals will need to have a NAIC user ID created before they can access RDC. To obtain a user ID, email [IID\\_Support@naic.org](mailto:IID_Support@naic.org). Additionally, all new entities (i.e., Applications to the IID) will need to be set up in RDC by the IID team. In order to get your entity set-up, submit Alien ID and primary user (see [user assignments](#) for additional guidance) to [IID\\_Support@naic.org](mailto:IID_Support@naic.org).

## RDC Process Flow

The following chart reflects the general flow of submitting a filing through RDC. Additional information about each step can be found within the "Using RDC" section of this user guide.



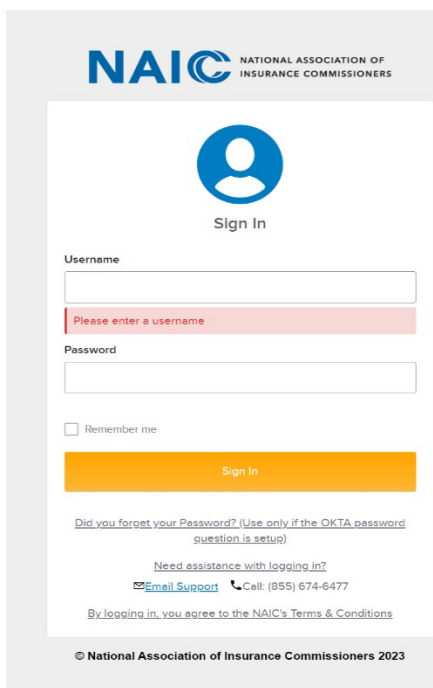
## Using RDC

### Website:

Once an individual has a user ID and the alien ID has been set up in RDC, users can access RDC by:

- Go to the RDC website ([www.rdc.naic.org](http://www.rdc.naic.org)).

- Enter NAIC username and password, and select **Sign In**.



## Legal Disclaimer

The Legal Disclaimer displays on an annual basis. After reading the terms, select **Agree** to accept. Users can then continue into the application.

### IIDFILE\_COMPANY\_RENEWAL Legal Disclaimer

- LICENSE:**  
The National Association of Insurance Commissioners ("NAIC") owns the Regulatory Data Collection ("RDC") Filing System used to collect the International Insurers Department ("IID") Data Call. Provided you comply with these Terms of Use, you have a non-exclusive, non-transferable right and license to access and use RDC to submit the IID Data Call information. 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.
- 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. Your continued use of the Application after such changes indicates your acceptance of the new Terms of Use.
- 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.
- 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.
- CONFIDENTIAL INFORMATION AND NON-DISCLOSURE:**  
The federal *Nonadmitted and Reinsurance Reform Act* provides that for nonadmitted surplus lines insurers domiciled outside the U.S., the insurer must be listed on the *Quarterly Listing of Alien Insurers* maintained by the IID. Participating insurance companies collect the information in the IID Data Call (the "Confidential Information"), all of which shall be deemed to be confidential and exempt from public disclosure in accordance with the *International Insurers Department Plan of Operation*. By submitting information through the RDC regarding the IID Data Call, the Insurer acknowledges that the IID will share such information with state insurance department regulators as well as NAIC staff who participate in the review of applications and renewals with respect to the *Quarterly Listing of Alien Insurers*. All Confidential information shall be protected and maintained in accordance with the IID Plan of Operation 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.
- 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

## User Assignments



There are three user assignments options available in RDC:

### Primary User

- Only one primary user allowed per Alien ID, assigned by NAIC
- Assigns (Add, Change, Delete) secondary users
- User can enter data and submit filing to NAIC

### Secondary User - "Submit Ability"

- No limit on number of users per Alien ID, assigned by primary user
- User can enter data and submit filing to NAIC

### Secondary User

- No limit on number of users per Alien ID, assigned by primary user
- User can enter data, but not submit the filing to NAIC

If a user is responsible for multiple entities, their user assignment must be input for each Alien ID. Additionally, a user's assignment can differ between Alien ID numbers (i.e., a user can be a primary for one Alien ID and a secondary for a different Alien ID).

Primary users can access the User Assignment option in the navigation bar to assign secondary users. To assign a secondary user, enter the Alien ID and select Search. Once the Alien ID appears in the results table, enter the User ID for the secondary user.

By default, RDC grants secondary users submission privileges. To remove this capability, deselect the Secondary Submit Ability option in the user table.

Multiple secondary users may be assigned to a single Alien ID.

**Note:** User IDs are not case-sensitive.

Secondary user assignments can be removed by selecting the red "X" on the user assignment table. To remove or change primary users, contact [IID\\_Support@naic.org](mailto:IID_Support@naic.org).

### IIDFILE\_COMPANY\_2025 User Assignments

Empty value and Search returns all assignments. Entered value returns exact match assignment. Filter option available on sandwich menu of table headers.

"iidtest02" has been added x

Alien Number

Add:

| Alien Number | User ID   | Primary | Secondary | Secondary Submit Ability | Delete                           |
|--------------|-----------|---------|-----------|--------------------------|----------------------------------|
| AA-8888888   | rdcidd_bw | ●       |           |                          | <input type="button" value="x"/> |
| AA-8888888   | iidtest02 |         | ●         | ●                        | <input type="button" value="x"/> |

## Dashboard

The dashboard page displays a welcome message that helps first time users with steps required to complete the data filing. It also displays any filings assigned to the user for the selected datacall. To access the filing form, select the corresponding alien ID.

Each assigned wiling will have a "Filing Status", the status will initially be "Not Started" for all assignments. The status will update to reflect the progress of the filing - options "In Progress," "Processing" and "Submitted." Note: The form and the data entered will be locked and unable to be changed until the file finishes "Processing" and moves to the "Submitted" status. Once the data is submitted, users can edit the data and re-submit. The NAIC will be notified of each submission.

Users can return to the dashboard by selecting "Dashboard" from the top navigation menu.

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RDC RDC Home User Assignments **Dashboard**

## Welcome to the IIDFILE\_COMPANY\_2025 Data Call

Follow these steps to submit a filing:

1. Click the filing link to enter the form.
2. Enter filing data in the form.
3. Click the 'Save & Validate' Button to validate your entered data.
4. Once all error validations are resolved, go to the Summary page and click a final 'Save & Validate' to confirm no errors appear and then click 'Submit.'

Your assigned filing will display below.

| ALIEN_NUMBER               | Filing Status |
|----------------------------|---------------|
| <a href="#">AA-9999999</a> | Not Started   |

## Data Entry Form

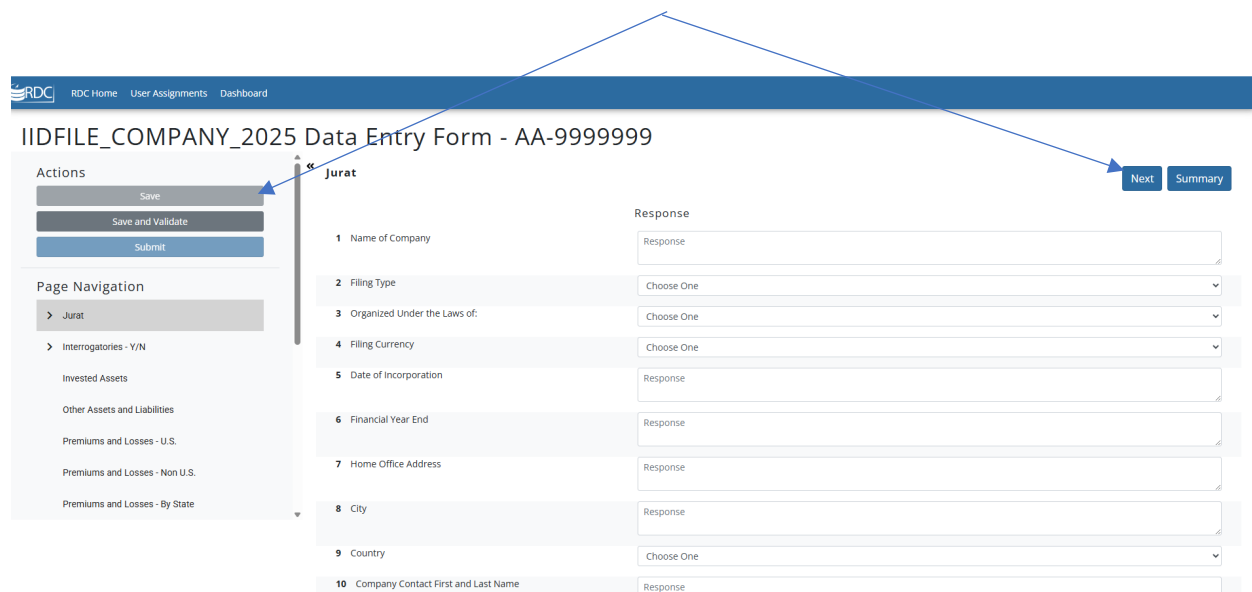
Once the user has selected a filing assignment that data entry form will open.

Users should complete the form by selecting **Next** to proceed through each section. It is recommended that exhibits and questions be completed in sequence, as certain data elements that appear in multiple exhibits are automatically populated from the exhibit listed

first in the “Page Navigation” menu. Additionally, within interrogatories, some sub-questions may be dynamically excluded based on the response selected for the primary question.

Exhibits must be saved before navigating to a different page. To save an exhibit, users can select **Save** from the “Actions” menu in the left-hand panel or select **Next** in the top-right corner of the page.

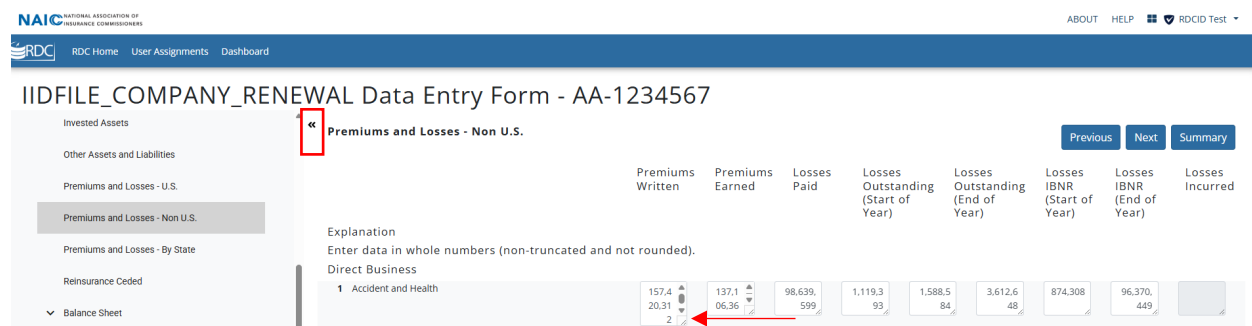
Users can also navigate the filing form through the “Page Navigation” list on the lefthand menu.



### Expanding Data Entry Window

Some exhibits throughout the filing have multiple columns associated with the exhibit, which may limit the visible workspace. To expand the data entry area, users can minimize the page navigation menu by selecting the arrows next to the top of the lefthand menu.

Users can also resize individual data input fields by dragging the lower-right corner of the entry box.



## Prepopulated/Calculated Cells

Users will see some fields with data are gray throughout the filing form. These cells are populated with values that were previously populated in the filing form. These prepopulated/calculated cells cannot be edited.

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RDC Home User Assignments Dashboard ABOUT HELP RDC IIDTest

### IIDFILE\_LLOYDS\_RENEWAL Data Entry Form - AA-11266623

Other Assets and Liabilities  
Premiums and Losses - U.S.  
Premiums and Losses - Non U.S.  
Premiums and Losses - By State  
Reinsurance Ceded  
**Balance Sheet**  
Additional Disclosures  
Income Statement  
Loss Development - Gross  
Loss Development - Net  
U.S. Cyber Security

Balance Sheet

|                                      | Current Year  | Prior Year    |
|--------------------------------------|---------------|---------------|
| <b>Assets</b>                        |               |               |
| 1 Bonds                              | 1,032,195,960 | 1,021,894,133 |
| 2 Stocks and Shares                  | 239,309,123   | 187,738,870   |
| 3 Real Estate and Mortgage Loans     | 0             | Prior Year    |
| 4 Affiliated Bonds and Stocks        | 5,781,633     | 6,891,725     |
| 5 Insurance Receivables              | 452,882,748   | 395,077,639   |
| 6 Reinsurance Paid Loss Recoverables | 27,191,238    | 36,136,022    |

Previous Next Summary

## Download Template

For select exhibits, users can **Download Template** to simplify data entry. Where this option is available, users can:

- Download/open the Microsoft Excel template
- Enter data in the required format
- Copy data (do not include excel header)
- Paste the data into the first cell in the first empty row on the RDC exhibit

RDC Home User Assignments Dashboard

### IIDFILE\_COMPANY\_2025 Data Entry Form - AA-9999999

Actions  
Save  
Save and Validate  
Submit

Page Navigation  
Jurat  
Officers  
Interrogatories - Y/N  
Equity Interest  
**Line of Business**  
Producer  
Insurance Receivable GT 90 days

Line of Business

| Line of Business | Largest Gross Amount Insured on Any One Risk | Largest Net Amount Retained on Any One Risk | Largest Net Aggregate Liability Retained on Any One Single Loss Event or Occurrence |
|------------------|--|---|---|
| Line of Business | Largest Gross Amount Insured on Any One Risk | Largest Net Amount Retained on Any One Risk | Largest Net Aggregate Liability Retained on Any One Single Loss Event or Occurrence |

1 - Complete the following for each line of business written by the Company. Enter data in whole numbers (non-truncated and not rounded).

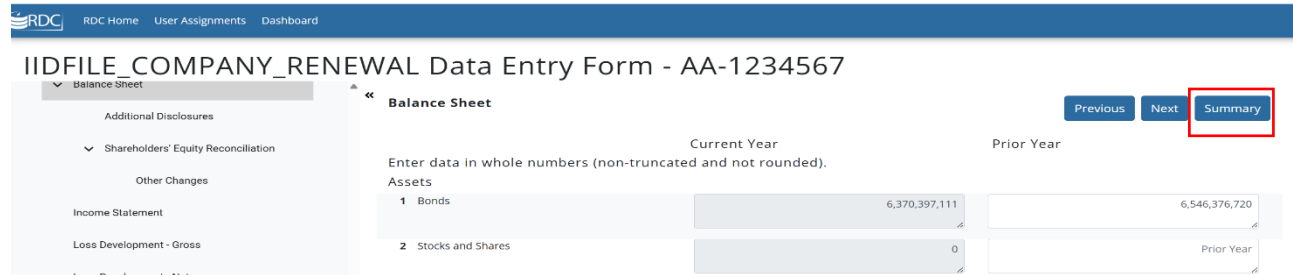
Download Template Remove All Add Row

ROWS: 1 Remove

Previous Next Summary

## Summary Page and Download

A summary of the complete filing form can be found on the summary page. To navigate to the summary page, select the “Summary” option at the top of each exhibit or at the bottom of the page navigation menu. On the summary page there is a “Print/Download” button that allows the user to download, save, or print a copy of the Filing in PDF.



**IIDFILE\_COMPANY\_RENEWAL Data Entry Form - AA-1234567**

Balance Sheet

Additional Disclosures

Shareholders' Equity Reconciliation

Other Changes

Income Statement

Loss Development - Gross

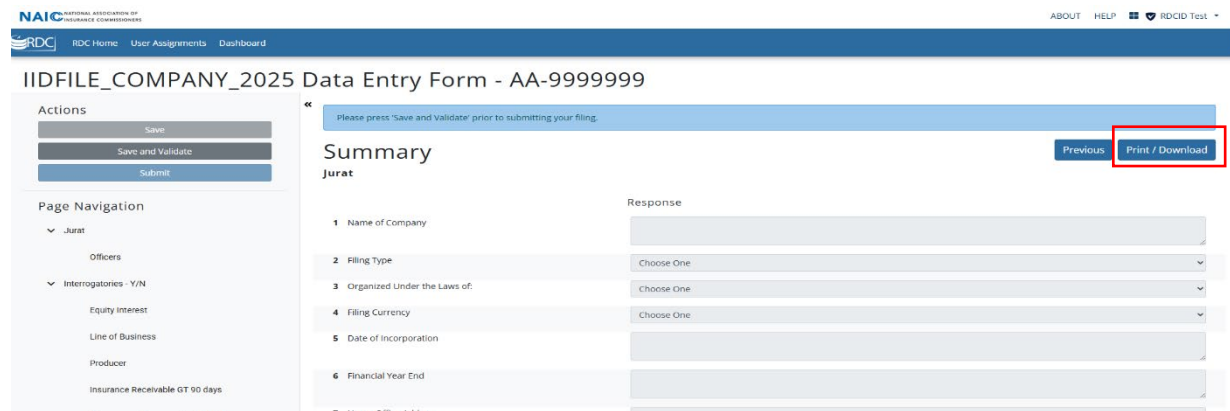
Loss Development - Net

**Balance Sheet**

Enter data in whole numbers (non-truncated and not rounded).

|                     | Current Year  | Prior Year    |
|---------------------|---------------|---------------|
| <b>Assets</b>       |               |               |
| 1 Bonds             | 6,370,397,111 | 6,546,376,720 |
| 2 Stocks and Shares | 0             |               |

Buttons: Previous, Next, **Summary**



**IIDFILE\_COMPANY\_2025 Data Entry Form - AA-9999999**

Actions

Save

Save and Validate

Submit

Page Navigation

Jurat

Officers

Interrogatories - Y/N

Equity Interest

Line of Business

Producer

Insurance Receivable GT 90 days

Please press 'Save and Validate' prior to submitting your filing.

**Summary**

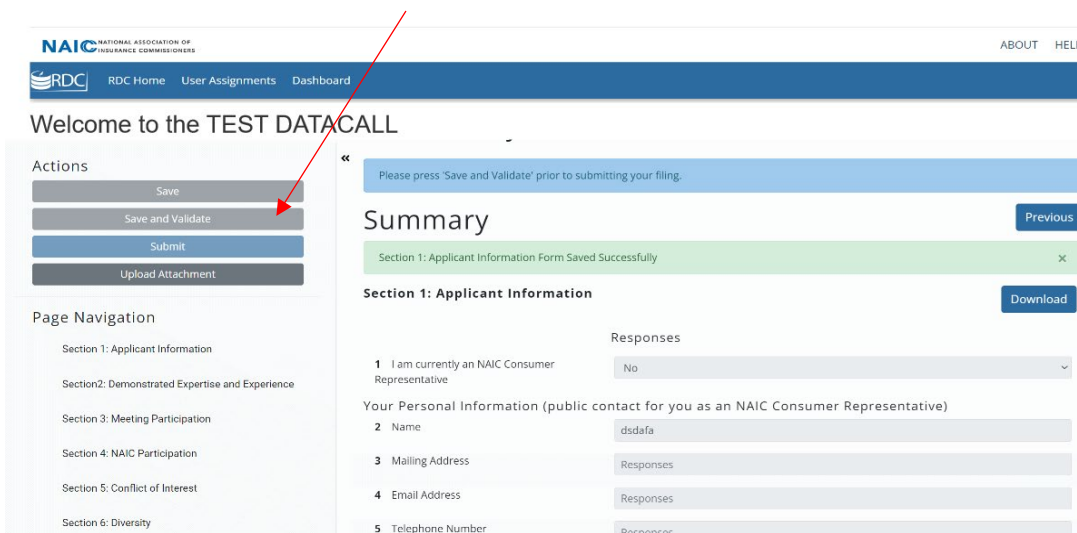
Jurat

| Question                       | Response   |
|--------------------------------|------------|
| 1 Name of Company              |            |
| 2 Filing Type                  | Choose One |
| 3 Organized Under the Laws of: | Choose One |
| 4 Filing Currency              | Choose One |
| 5 Date of Incorporation        |            |
| 6 Financial Year End           |            |

Buttons: Previous, **Print / Download**

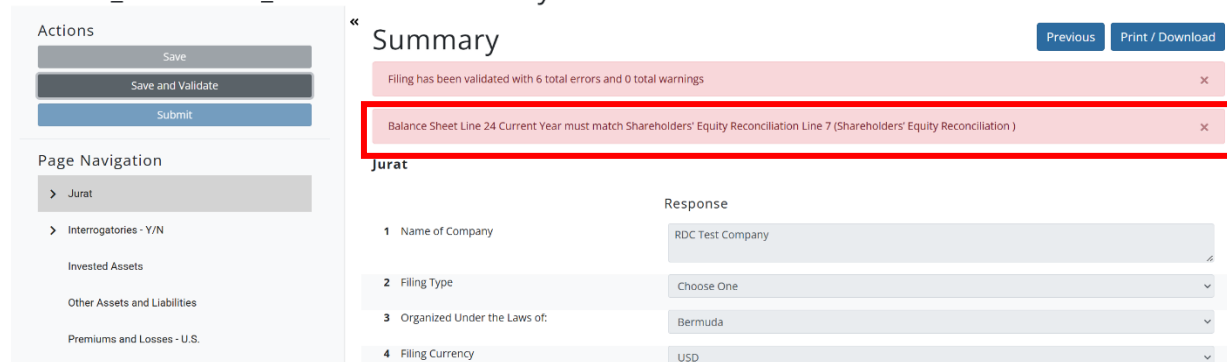
## Data Form Validation

Once the user has entered the data into all the exhibits, the data form will need to be validated before the filing can be submitted. To complete validation, navigate to the summary page of the filing form. Select “Save and Validate” option from “Actions” on the lefthand menu.



If there are validation errors/warnings, a message will display in a list at the top of the summary page and next to each field with an issue. The error/warning count will correlate to how many times the error message is displayed throughout the filing form. To resolve validation errors, the message(s) following the initial validation count will provide information on what exhibits/line numbers contain the validation error/warning. Errors must be corrected before submission is allowed. To correct validation errors/warnings, navigate to the respective exhibit(s) to address error(s).

IIDFILE\_COMPANY\_RENEWAL Data Entry Form - AA-1234567



Once errors/warnings have been corrected, re-run "Save and Validate" option from summary page. Then the "Submit" filing form.

**Note:** Submit button is not available for secondary users without submit ability.

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ABOUT HELP RDCID Test

RDC RDC Home User Assignments Dashboard

### IIDFILE\_COMPANY\_RENEWAL Data Entry Form - AA-1234567

**Actions**

Save

Save and Validate

Submit

**Page Navigation**

- ▼ Jurat
- Officers
- ▼ Interrogatories - Y/N
- Equity Interest
- Line of Business
- Producer

« **Summary** Previous Print / Download

Filing has been validated with 0 total errors and 0 total warnings

**Jurat**

|                                | Response         |
|--------------------------------|------------------|
| 1 Name of Company              | RDC Test Company |
| 2 Filing Type                  | Choose One       |
| 3 Organized Under the Laws of: | Bermuda          |
| 4 Filing Currency              | USD              |
| 5 Date of Incorporation        | 01/01/2011       |

## General RDC Information:

### Timeout Warning

If a user is idle for 25 minutes, a session time-out warning pop-up will display. If no action is taken, the user will be logged out. To continue the session, the user must select "Extend Session."

**Session Timeout**

---

Your session will expire in 04 minutes and 12 seconds.

---

Extend Session

Logout

### Refresh application

Select the RDC logo on the menu bar to refresh the current page. Do not use the browser Back button while in the application; it may lead to unexpected behavior.

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### No Roles Assigned Messaging

When a user signs in to RDC but does not have an alien ID assigned, the following message displays: "There are no filings assigned to this login ID."



## Welcome to the IIDFILE\_COMPANY\_APPLICATION Data Call

There are no filings assigned to this login ID.

Follow these steps to submit a filing:

1. Click the filing link to enter the form.
2. Enter filing data in the form.
3. Click the 'Save & Validate' Button to validate your entered data.
4. Once all error validations are resolved, go to the Summary page and click a final 'Save & Validate' to confirm no errors appear and then click 'Submit.'

Your assigned filing will display below.

### Questions

For further information on the overall filing see the Surplus Lines Working Group website "Documents" tab or email [IID\\_Support@naic.org](mailto:IID_Support@naic.org).