

NAIC VM-51 Data Collection SharePoint File Transfer Training

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Agenda



Requesting access



Accessing Mortality Experience Data Collection SharePoint



Transferring Files



Tips, Tricks, and Best Practices



Demonstration

Requesting Access

Transition from FTP to SharePoint

Impact of Switching to SharePoint

- Enhancement starting for the 2022-2023 observation year
- All contacts with FTP access will receive a user specific email invitation to access SharePoint site for the initial set-up.
- Users can be automatically notified by SharePoint when NAIC uploads files.
- Sort and organize files easier than FTP
- View documents in the browser or app directly from folders.

No impact by the switch to SharePoint

- Secure folders for each company
- Users have access only to folders for companies you are authorized for.
- When new files are uploaded by NAIC, continue to receive email notifications from experience_reporting@naic.org.
- Download multiple files as a compressed folder.

Request Access

- Company administrators will need to continue to send new user requests or changes to user access to experience_reporting@naic.org.
- Company administrators should notify NAIC of users that should no longer have access.
- NAIC will use the same company contacts that are granted access to the Company FTP for the SharePoint site, unless notified otherwise by company administrators.

Accessing Mortality Experience Data Collection SharePoint

Invitations and Access to NAIC Mortality Experience SharePoint Site

- Once you have been granted access you will receive an email invitation*:
 - a. NAIC with the blue link and subject like: “Last Name, First has invited you to collaborate on NAIC Mortality Experience Data collection”, or
 - b. SharePoint Online with the orange link and subject like: “Last Name, First wants to share NAIC Mortality Experience Data collection”
- Use your email address to login.
- You will be taken to
 - a. your company’s single sign on, or
 - b. be told a code was sent to your email
- Once you are at the Terms page you will need to click on the terms box, scroll down and then accept. This will take you to a blank apps page. Then you can click on the link to go to the SharePoint site.

You must sign into SharePoint Online using the e-mail address provided to NAIC by the company administrator.

*The type of invitation may look different depending on whether a company uses M365, the enterprise security settings, and the email address has permission to other NAIC SharePoint sites.

Example Email Invitation From NAIC

Last, First is inviting you to collaborate on NAIC Mortality Experience Data Collection



Last, First

To companycontact@samplecompany.com

Cc Last, First <last@naic.org>

Here's the site that Last, First shared with you.

Go to [NAIC Mortality Experience Data Collection](#)

[Follow](#) this site to get updates in your newsfeed.

Financial Regulatory Affairs



O: 816-783-8500

W: www.naic.org

Follow the NAIC on



Example Invitation from SharePoint Online

Last, First wants to share NAIC Mortality Experience Data Collection SharePoint Site




SharePoint Online <no-reply@sharepointonline.com>

To companycontact@samplecompany.com

Cc Last, First <last@naic.org>






Hello,

Go To **NAIC Mortality Experience Data Collection SharePoint Site**

This message was sent from an unmonitored e-mail address. Please do not reply to this message.
[Privacy](#)

Microsoft Office
One Microsoft Way
Redmond, WA
98052-6399 USA



Accessing NAIC SharePoint: Single sign-on method

Click the link in the invitation.

If your email is associated with an M365 account, it should take you to your employer's Single Sign On (SSO). If not, you'll be sent a verification code.

Log in. You will be directed to a Terms and Conditions page.


Open, read, and agree to these terms.

Now you should have access to the NAIC SharePoint site.

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow Contoso to use your basic profile (name and email address) in accordance with their privacy statement. Contoso has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.

 Microsoft account
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

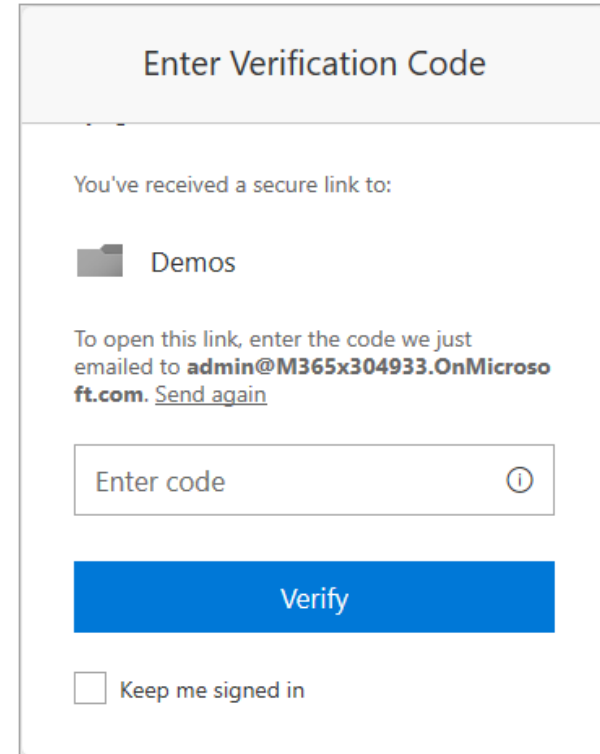
 Organizational account
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? Create a Microsoft account, it's quick and easy!

[Legal](#) | [Privacy](#)


Accessing NAIC SharePoint: Verification code method

1. Click the link in the invitation.
2. You should be sent a code and will be prompted to enter the verification code.
3. Enter the code.
4. You will be directed to a Terms and Conditions page.
5. Open, read, and agree to these terms.
6. Now you should have access to the NAIC SharePoint site.




Enter Verification Code

You've received a secure link to:

 Demos

To open this link, enter the code we just emailed to **admin@M365x304933.OnMicrosoft.com**. [Send again](#)

Enter code 

Verify

Keep me signed in



NOTE:
If you don't receive the email, check your junk folder.

Home Page

NM NAIC Mortality Experience Data Collection

1

Home

Documents

Pages

Company Folders

Site contents

Recycle bin

News

We didn't find anything to show here.

Documents

Export to Excel

Name ▾

2

1. News: Mass communication of updates from NAIC staff

2. Company Folders: document library where files transferred to and from NAIC.



NOTE:
You will only see company content for which you have been granted access to see.

Transferring Files

Upload files

Drag and drop file to the folder

The screenshot shows a SharePoint library named "NAIC Mortality Experience Data Collection" with a sub-folder "Sample Company". A file named "99999_SampleCompany_Response.docx" is listed. A local file explorer window is open, showing the file "99999_SampleCompany_Response.docx" being dragged from the local drive to the "Sample Company" folder in the SharePoint library. An orange arrow indicates the drag path.

NOTE: If using drag and drop, be sure you are in the appropriate company folder first.

Use the upload button to upload files

1. Navigate to the appropriate company folder on SharePoint
2. Click the Upload button.
3. In the pop-up window, navigate to the file(s) to upload.
4. Select file(s) and click "Open" to upload.

The screenshot shows the SharePoint interface with the "Upload" button highlighted. A dropdown menu is open, showing "Files" and "Folder" options. Below this, a file explorer window is open, showing the "SampleCompany" folder. The file "99999_SampleCompany_Response.d..." is selected, and the "Open" button is highlighted.

Opening and viewing files

A. Use the radio button to select file(s) and click “Download” to save locally and open in a MS Application.

OR

B. Click on the file name to open using default open.

OR

C. Check the radio button next to the file you wish to view.

1. Open Menu by
 - i. Click the ellipses > Open
 - ii. Open from top menu
2. Select “Open in app” or “Open in browser”

Company Folders > Sample Company

Share Copy link **Download** Ex

A

Document.docx

Company Folders > Sample Company

<input checked="" type="checkbox"/>	Name	Modified	Modified By	+ Add column
<input checked="" type="checkbox"/>	Document.docx			

B **C**

Open
Preview
Share

Open in browser ✓
Open in app ✓
Open in Immersive Reader



NOTE:

Opening the file in the browser will allow immediate editing.

Moving files to submission date folders

Company Folders > Sample Company

1 selected

Automate

Move to

Name Modified Modified By + Add column

Document.docx Open Preview Share

1. Select the file(s) you wish to move.
2. Click the ellipses
3. Select “Move to”
4. Navigate to the SharePoint Site you’re moving the document to.
5. Select the Company Folders document library.
6. Select the appropriate subfolder.
7. Click the “Move” button

Move 1 item

Document.docx

Places

Choose a destination

Current Library

Your OneDrive

National Association of Insurance Commissioners

SharePoint Site Moving To

Move 1 item

Document.docx

NAIC Mortality Experience Data Collection

Choose a destination

Company Folders

Move 1 item

Document.docx

SharePoint site > **Company Folders**

Choose a destination

Submission date 20240701

Submission date 20240930

Submission date 20241231

New folder

Move here



NOTE:

Moving a file will retain Created By and other metadata. “Copy to” will not.

Deleting files

The screenshot shows a file management interface with a top toolbar and a file list below. In the toolbar, the 'Delete' button is highlighted with a red box and labeled 'A'. In the file list, the first file 'Document.docx' is selected and labeled '1'. A context menu is open over the file, with the 'Delete' option highlighted by a red box and labeled 'B'. The interface includes columns for 'Name', 'Modified', and 'Modified By', and a '+ Add column' button.

1. Select the file you wish to delete.

Either:

- A. Select “Delete” from the menu at the top
- B. Click the ellipses then “Delete”



CAUTION:

Once a file is deleted it can only be recovered from the Recycle bin for a short period of time (30-90 days) before being deleted to a secondary recycle bin where IT only have access.

Look at version history of a file

Edit in grid view Open Share Copy link Delete Pin to top Favorite Add shortcut Download Rename Adobe Document Cloud

Company Folders > Sample Company

Name Modified Modified By + Add column

1 Document.docx ...

- Open
- Preview
- Share
- Copy link
- Manage access
- Delete
- Automate >
- Favorite
- Add shortcut >
- Download
- Rename
- Pin to top
- Move to
- Copy to
- Version history

Version history

Delete All Versions | Delete Draft Versions

No. ↓	Modified	Modified By	Size	Comments
This is the current approved version				
2.0	7/1/2021 5:59 PM	<input type="checkbox"/> Fitzpatrick, Amy	0 KB	Renamed file, updated prior name column, added comments to describe contents of file when name was not clear enough.
Prior Name Document Comments Summary of responses compiled by XX				
1.0	6/22/2021 9:13 AM	<input type="checkbox"/> McNabb, Angela	0 KB	
Approval Status Approved				

1. Select the file you wish view history.
2. Select ellipses
3. Click "Version history"
4. Click "X" to exit

Set up New File alerts

The screenshot illustrates the process of setting up a new file alert in OneDrive. The interface shows the 'Company Folders' library selected in the left sidebar (1). The 'Sample Company' folder is highlighted in the main content area, and its context menu is open, showing the 'Alert me' option (2 and 3). The 'Alert me' dialog box is open, allowing the user to configure the alert (4). The dialog includes fields for the alert title, users to receive alerts, delivery method (E-mail, Text Message, or Send URL), and options for when to send alerts and how frequently.

1. Select the Company Folders library (or specific company folder) you want to set alerts on.

2. Select ellipses in the menu.

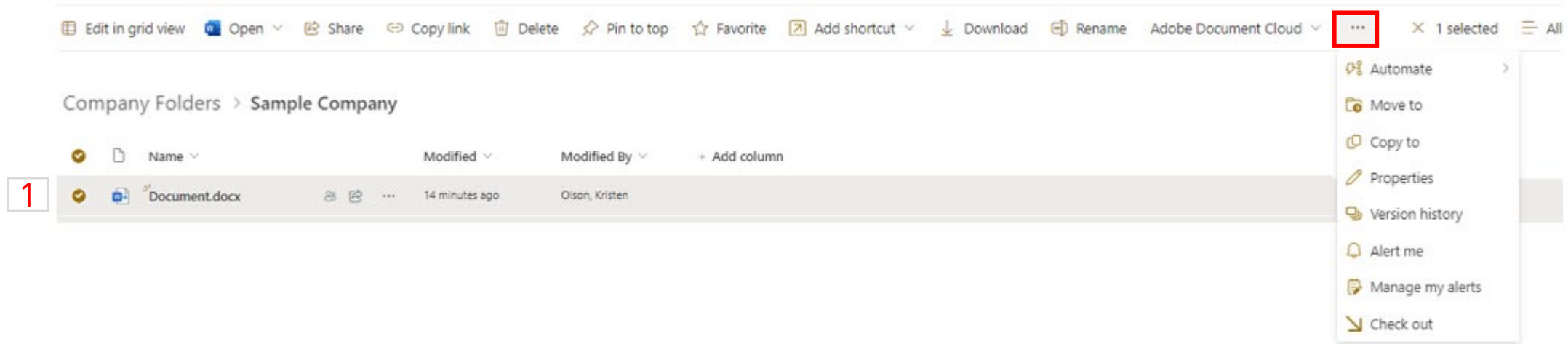
3. Click Alert Me.

4. In pop-up, enter the title for the alert

- Add / Verify email address(es)
- Select alert options:
 - delivery method (email/text)
 - type of changes (new files, edits to files, deleted files, all)
 - frequency of alerts (immediate, daily, weekly)
- For daily/weekly alerts: Select day/time to send alerts

Tips, Tricks, and Best Practices

Alternative menus to save clicks



1. Select the file you perform an action on
2. Select ellipses in the menu.
3. Click Action you wish to perform.

Best Practices

- Bookmark the site, save the URL, or store your invitation to easily reference.
- When transferring files to NAIC, include the following in the file names
 - Company Code
 - Observation Year
 - Submission Date the file applies to (you can use the same date you submit your dataset to RDC) - especially if the files were not uploaded into a specific submission date folder
- When responding to feedback, indicate in the file name that the file contains your responses. Examples:
 - SubmissionSummary_2023_xxxxx_Response
 - SixYearTrend_2023_xxxxx_Response
 - Actual_to_Expected_2023_xxxxx_Response

SharePoint Demonstration

Demonstration Agenda

The following actions are demonstrated in the video:

- Navigate the site
- Upload files
- View/Open files
- Download/Open files
- Rename files
- Save file to open view-only by default
- Create submission date folders
- Delete files
- Set up alerts

Questions

Send us an email of your questions or access change to experience_reporting@naic.org