To: (All Insurers licensed to write business in the STLD participating jurisdictions)

From: National Association of Insurance Commissioners (NAIC) on Behalf of all Short-Term Limited Duration Insurance Data Call Participating Jurisdictions

Under the auspices of the National Association of Insurance Commissioners’ (NAIC) Market Analysis Procedures (D) Working Group, the Short-Term Limited Duration Insurance (STLDI) data call was developed by state insurance regulators to collect STLDI product specific data to assist state insurance regulators understand what products are available in their states, what coverage they provide and how they are marketed and administered.

Attached to this call letter is the data call and definitions. The data is requested for the period Jan. 1, 2019 through June 30, 2019. Submissions are due by [TBD – 45 days from date of call letter]

Each participating jurisdiction, using their applicable legal authority, requires submission of STLDI data.

It is the responsibility of the company to verify that the company’s filings meet the requirements of the data request.

To the extent permitted by applicable state law, your company’s data will be kept confidential.

Sincerely,

**John Haworth (WA)**

**Chair of the Market Analysis Procedures (D) Working Group on behalf of each of the following participating Jurisdictions**

Attachments

[List of states and primary name]

[Applicable legal authorities]

[Instructions for submitting data]

**TO SUBMIT YOUR DATA**

You will need to have a NAIC User Name (userID) with the STLDI\_USER\_PR role assigned

**For users with a previously established userID**, you will need to contact the NAIC help desk at [help@naic.ort](mailto:help@naic.ort) to request that the STLD\_USER\_PR role be added to your profile. Once you have been assigned the appropriate role, go the [https://rdc.naic.org](https://urldefense.proofpoint.com/v2/url?u=https-3A__rdc.naic.org&d=DwMFAg&c=3OfU9rcgQiAohND-1k-GbQ&r=Wwtgocw2kTIqfTDWI2Dyqa1r7-ar1Av3FnD_hAXuqZg&m=1br4cWN5lrtLDevyO488sI7YuHUjz2_DCqsYOqcV3jo&s=nnFZbfbD3trE2ks7W8cRVZ3LkSnT06YWRWuBnuOobRQ&e=) page and click on the “Forgot your password?” link to initiate the process of having your password reset. – If you have not logged in to any NAIC application for more than 90 days, you will need to have your password reset.

**For new users**, contact the NAIC Service Desk via email [help@naic.org](mailto:help@naic.org) or phone (816)783-8500 to request an NAIC User Name (userID) be created and assigned the STLD\_USER\_PR role.

Prepare your STLDI data file in an Excel format

Ensure a single legal entity insurer’s data is in a single data file i.e. one NAIC company code per file. Save the file with the filename ‘#####\_STLDI.xls’, where ##### is your 5-digit NAIC Company Code.

Upload the file at the NAIC’s Regulatory Data Collection (RDC) website

Go to the [https://rdc.naic.org](https://urldefense.proofpoint.com/v2/url?u=https-3A__rdc.naic.org&d=DwMFAg&c=3OfU9rcgQiAohND-1k-GbQ&r=Wwtgocw2kTIqfTDWI2Dyqa1r7-ar1Av3FnD_hAXuqZg&m=1br4cWN5lrtLDevyO488sI7YuHUjz2_DCqsYOqcV3jo&s=nnFZbfbD3trE2ks7W8cRVZ3LkSnT06YWRWuBnuOobRQ&e=) page.

Once logged in, if multiple RDC data calls/filings are associated with the userID, the schema selection page will provide a dropdown. Select the “STLDI” schema type.

A User Agreement/Disclaimer will display after the initial login, requiring the user to click “Agree.”

Click “File Dashboard” on the navigation bar.

Click on the boxed area in the center of the window to navigate to the Excel file you wish to submit, or drag/drop the file to this boxed area and click “Upload.”