

2020

Using the Regulatory Data Collection (RDC) to submit
Private Flood Insurance Data Call

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RDC Overview:

The Regulatory Data Collection system (RDC) facilitates community-wide large data collection in a systematic fashion that enables data analysis.

RDC is a technology-based solution for a community-wide data collection and management system whose primary function is to:

- Provide a secure and appropriate method for insurers and other data providers to submit, store and protect data.
- Provide a method and associated technology capable of loading large data sets in any data file format (structured or unstructured), fast.
- Automate manual processes associated with submitting, accepting, validation, aggregating and transforming the data for use by any analytical tool set chosen by the business.
- Improve the quality of the data coming in, minimizing lengthy delays associated with the back and forth communications between the reviewers and submitters of the data.
- Improve data collection and aggregation system's speed to market, performance, scalability and maintainability.

Before Accessing RDC:

Before accessing RDC, you will need to have an NAIC userid and have the FLOOD_USER_PR role assigned to your userid. To obtain a userid and/or to have the FLOOD_USER_PR role assigned, send an e-mail to help@naic.org.

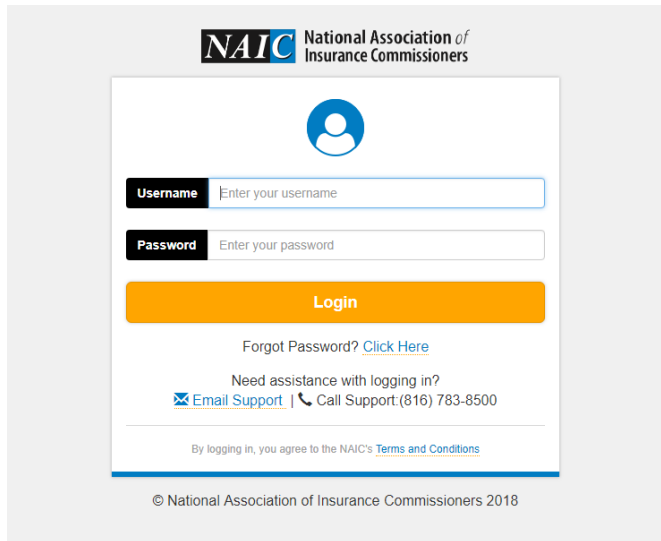
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Accessing RDC:

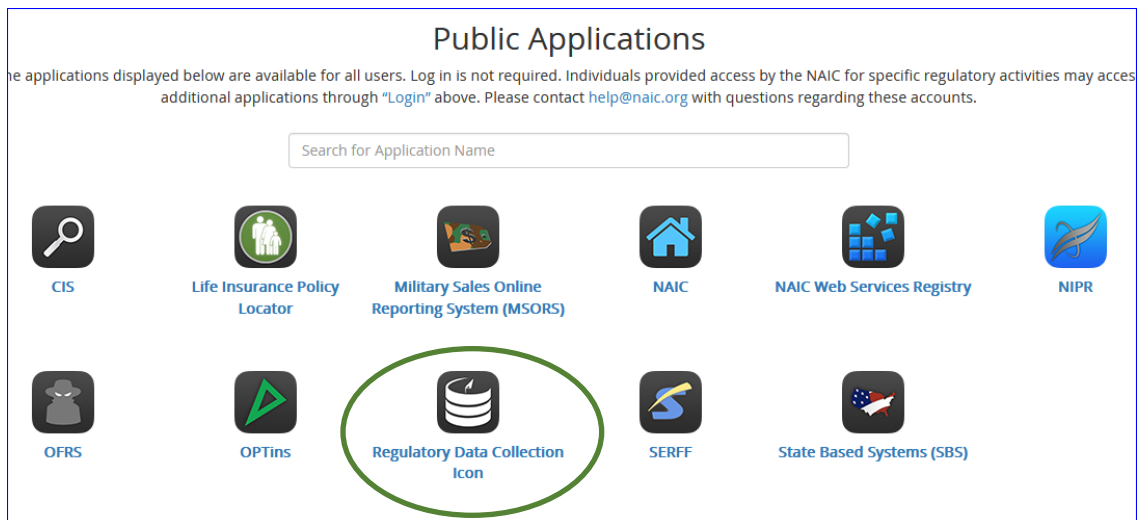
Once you have the proper userid and role assigned, you can access RDC using one of the following methods.

1. Click on the Regulatory Data Collection (RDC) icon on the myNAIC landing page
 - Go to the NAIC homepage (www.naic.org)
 - Click the 'Login' option at the top right corner of the page
 - Once the login screen appears, enter your NAIC userid and password to log in to myNAIC



The image shows the NAIC login page. At the top left is the NAIC logo and the text "National Association of Insurance Commissioners". Below this is a white login form with a blue user icon. The form contains two input fields: "Username" with the placeholder "Enter your username" and "Password" with the placeholder "Enter your password". Below the fields is an orange "Login" button. Underneath the button, there is a link for "Forgot Password? Click Here" and a section for "Need assistance with logging in?" with links for "Email Support" and "Call Support (816) 783-8500". At the bottom of the form, it says "By logging in, you agree to the NAIC's Terms and Conditions". The footer of the page reads "© National Association of Insurance Commissioners 2018".

- After logging in, the Regulatory Data Collection (RDC) icon will appear (if it does not appear, contact the NAIC help desk to have the FLOOD_USER_PR role assigned)



The image shows a "Public Applications" page. At the top, it says "Public Applications" and "The applications displayed below are available for all users. Log in is not required. Individuals provided access by the NAIC for specific regulatory activities may access additional applications through 'Login' above. Please contact help@naic.org with questions regarding these accounts." Below this is a search bar labeled "Search for Application Name". There are two rows of application icons. The first row includes: CIS, Life Insurance Policy Locator, Military Sales Online Reporting System (MSORS), NAIC, NAIC Web Services Registry, and NIPR. The second row includes: OFRS, OPTins, Regulatory Data Collection Icon (which is circled in green), SERFF, and State Based Systems (SBS).

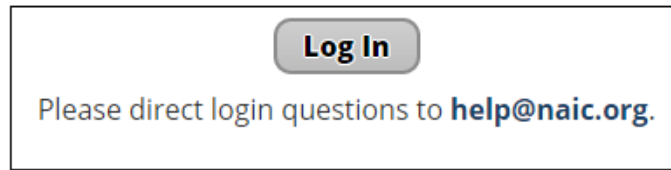
- Click on the Regulatory Data Collection icon

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2. Click on the 'Login' button found on the [Private Flood Insurance Data Call](https://naic.org/-/industry_private_flood_data_call.htm) (https://naic.org/-/industry_private_flood_data_call.htm)

PORTAL FOR FILE SUBMISSION



Once the link to the application has been clicked (either on the myNAIC screen or on the Private Flood Insurance data call web page), the RDC Login screen will appear. Enter your NAIC userid and password to login to the RDC application.

General RDC Application Information:

Refresh application

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.

 National Association of
Insurance Commissioners



Datacall Selection

The Datacall Selection window is where users can select which data call to work with. 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 'Select datacall' 'select 'PRIVATE FLOOD' as the datacall.

How to get there:

1. Login to the RDC.
2. The Data call Selection (RCD Home) page displays.
3. The Data Type options that display in the drop-down menu are based on your User ID Role(s).
Note: If Users only have one role assigned this page may be bypassed.

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Datacall Selection

Select datacall group: --Select--

Select datacall: --Select--

User - Legal Disclaimer

The Legal Disclaimer will display on a scheduled basis (once a year or upon entry). The disclaimer information and display schedule are established by the RDC Administrator.

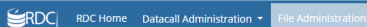
Once the 'Agree' button has been accepted the operator can continue into the application and will not see this page again until the next scheduled display period.

User - RDC Landing/Welcome Page

The Landing/Welcome page displays a Welcome message that helps first time users with steps to use the Upload process.



ABOUT HELP Jennifer



Legal Disclaimer

Private Flood Legal Disclaimer 1. LICENSE: The National Association of Insurance Commissioners ("NAIC") owns the Regulatory Data Collection system ("RDC") used to collect the Private Flood data. 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. 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. PUBLICATION: The information contained in your submission is considered non-confidential. The NAIC reserves the right to publish the data and insights in any format requested by the state departments of insurance. 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 OR USE CONTAIN A PROVISION FOR BINDING ARBITRATION.

Agree

The available RDC User navigation options are:

- RDC Home
- File Dashboard



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File Dashboard/Uploading a file

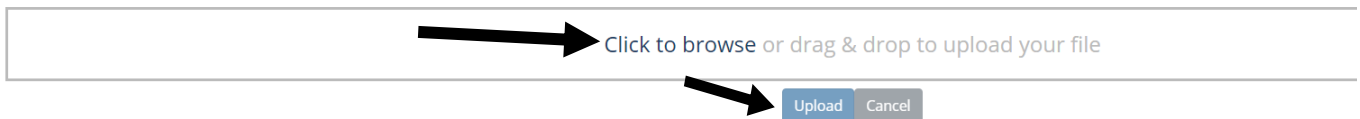
The File Dashboard screen allows the user to upload and validate PRIVATE FLOOD INSURANCE data call Excel files for submission to the NAIC.

After selecting the File Dashboard there is a space to upload files and a list of any previously uploaded files.

The file selection options for uploading are:

- Click to Browse function
- Drag/Drop function

PRIVATEFLOOD File Dashboard



After selecting a file, the Upload option becomes available. After the file has been imported the Filename displays under the 'Your Uploaded Files' section.

How to Upload a file:

Upload via Click to Browse option:

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

Upload via Drag/Drop option:

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

For the PRIVATE FLOOD INSURANCE datacall, the required submission file format is Microsoft Excel. Find more information related to the PRIVATE FLOOD INSURANCE datacall Excel file in the PRIVATE FLOOD INSURANCE Excel Template Instructions document found on the [PRIVATE FLOOD INSURANCE Data Call Web Page](https://content.naic.org/industry_private_flood_data_call.htm) (https://content.naic.org/industry_private_flood_data_call.htm).

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'Your Uploaded Files' section

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

Data Year	Naic Company Code	Date	File	Status	Form Format Exceptions	Cross Field Exceptions	Number Of Records
2018	63415	3/11/20, 3:03 PM	JKM.xlsx	SYSTEM_REJECTED_FILE	58	1	280
2018	12345	3/9/20, 8:18 AM	ABC.xlsx	FILE_PROCESSED	0	0	280
2018	85963	3/9/20, 8:06 AM	OPQ.xlsx	SYSTEM_REJECTED_FILE	280	0	280
2018	68024	3/6/20, 2:53 PM	STU.xlsx	SYSTEM_REJECTED_FILE	5	0	280

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.

The column headers include:

- Data Year
- Naic Company Code
- Date
- File
- Status
- Form Format Exceptions
- Cross Field Exceptions
- Number of Records

The columns can be sorted by clicking the file headers.

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'**.

You will not be able to submit any filings with validation exceptions. 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.

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Data Year	Naic Company Code	Date	File	Status	Form Format Exceptions	Cross Field Exceptions	Number Of Records
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2018	85963	3/9/20, 8:06 AM	OPQ.xlsx	SYSTEM_REJECTED_FILE	280	0	280
2018	68024	3/6/20, 2:53 PM	STU.xlsx	SYSTEM_REJECTED_FILE	1	0	280

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

File Dashboard / 22222 DC.xlsx

Exception Count	Exception Type
1	form_field38
1	Validation_29

The 'Exception Count' column values are links. When these links are selected, more detailed validation exception information is provided. The exception message and corresponding Excel worksheet are displayed.

worksheet_name	general_field1	general_field2	general_field3	general_field4	general_field5	general_field6	general_field7
Form_Sheet 1	22222	2	ABC Ins Co		Data Contact		

Exception Message:
You indicated applications for policy holders were taken by Other. You must provide information on line 39a.

Additional guidance on the meaning of validation codes can be found in the document "RDC Exception Guide" posted on https://content.naic.org/industry_private_flood_data_call.htm.

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.

Please note: If you upload data for the same NAIC company code AND Data Year more than once 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.

Questions related to the use of the RDC application should be directed to help@naic.org.
Questions related to the data call elements or deadlines should be directed to flooddata@naic.org.