2021

<8/2021>

Using the Regulatory Data Collection (RDC) to submit Private Passenger Auto AI/ML Survey data

Accessing RDC:

Once you have the proper user ID 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 user ID and password to log in to myNAIC
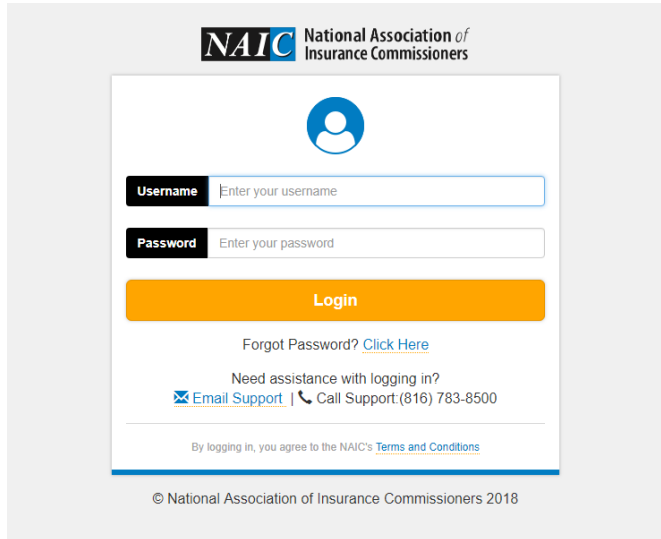
- After logging in, the Regulatory Data Collection (RDC) icon will appear (if it does not appear, contact the NAIC help desk to have the RDC_PPA_AI_ML_USER_PR role assigned)
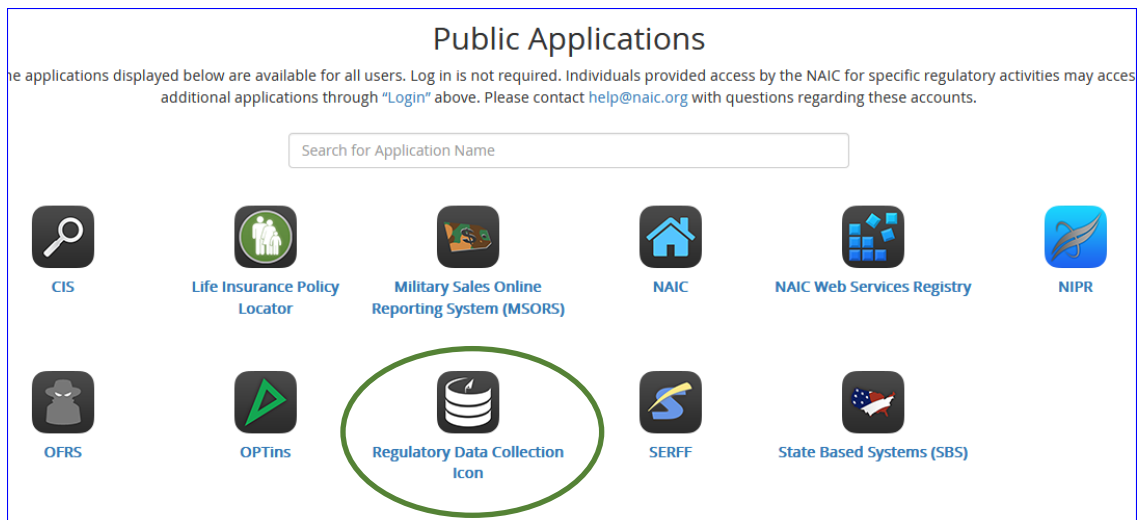
- Click on the Regulatory Data Collection icon

2. Click on the 'Login' button found on the PPA AI/ML Survey Web Page (https://content.naic.org/PPA_AIML_Survey_2021).

NAIC Data Calls

Private Passenger Auto AI/ML Survey | Contacts

Log In

Don't have an RDC login?
Click Here to get it.

Once the link to the application has been clicked (either on the myNAIC screen or on the PPA AI/ML data call web page), the RDC Login screen will appear. Enter your NAIC user ID 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.

NAIC National Association *of* Insurance Commissioners

RDC

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 survey role assigned.

The Datacall Selection window has two drop down options. The first is the 'Select data call group' (select 'MKTREG' as the survey group). The second drop down is for the 'Select datacall' 'select 'PRIVAT_PASSENGER_AUTO_AI_ML_SURVEY' as the survey.

How to get there:
1. Login to the RDC.
2. The Datacall 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.
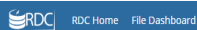
User - Legal Disclaimer

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.

The available RDC User navigation options are:
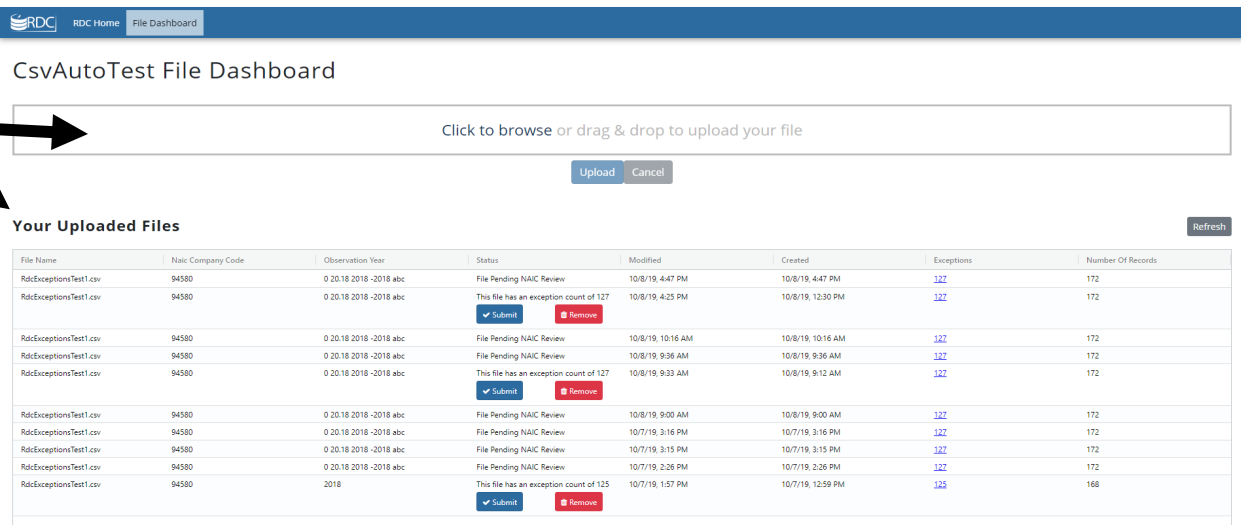- o RDC Home
- o File Dashboard

File Dashboard/Uploading a file

The File Dashboard screen allows the user to upload and validate PPA AI/ML survey 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:
- o Click to Browse function
- o Drag/Drop function

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 PPA AI/ML Survey, the required submission file format is Microsoft Excel. Find more information related to the PPA AI/ML Survey Excel file in the PPA AI/ML Survey Excel Template Instructions document found on the PPA AI/ML Survey Data Call Web Page (https://content.naic.org/PPA_AIML_Survey_2021).

'Your Uploaded Files' section

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

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:
- o File Name
- o Fields coded as 'submission key' fields
- o Status
- o Modified
- o Created
- o Exceptions
- o 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.

Your Uploaded Files

File Name	Form Field1	Form Field3	General Field1	Status	Modified	Created	Exceptions
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/21/19, 7:19 AM	10/21/19, 7:19 AM	2
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/17/19, 3:24 PM	10/17/19, 3:24 PM	1
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/17/19, 1:55 PM	10/17/19, 1:55 PM	1
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/17/19, 1:51 PM	10/17/19, 1:51 PM	1
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/17/19, 1:50 PM	10/17/19, 1:50 PM	1
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/17/19, 1:44 PM	10/17/19, 1:44 PM	2
22222 WY.xlsx	WY	22456	22222	System Rejected File	10/17/19, 1:16 PM	10/17/19, 1:16 PM	1
64321 WA.xlsx	WA	22456	64321	System Rejected File	10/17/19, 1:13 PM	10/17/19, 1:13 PM	1
64321 WA.xlsx	WA	22456	64321	File Processed	10/17/19, 1:12 PM	10/17/19, 1:12 PM	0
64321 MO.xlsx	MO	22456	64321	System Rejected File	10/17/19, 1:09 PM	10/17/19, 1:09 PM	1

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		g

Exception Message:

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

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 regected by the system due to validation exceptions.

Please note: If you upload data for the same NAIC company code/State/Form number 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 naicaimlsurvey@naic.org.