re

To enter an automated application to be considered for Consumer Representative selection, email the NAIC Help Desk (M-F 6:00 am   8:00 pm Central Time) at help@naic.org to request creation of an account and role in NETIQ. Sample
help@naic.org

General:

Timeout Warning

After inactivity, the system will log the user off after thirty minutes so be sure to Save often as you enter your responses.

> To continue the session prior to log off, move the mouse or enter a keystroke.
> If timed out, you must log back on to the application.

If you are idle for 25 minutes a session time out pop-up will display. If you do not move the mouse or enter a keystroke, you will be logged out.

Filing Form

Once the user has selected the link, the Filing form displays.

The user will fill out the form and click the Next button to step through the form. As the

When the Upload Attachments button is selected a pop up will display.

, then select

When the attachment is uploaded a success message displays at the top of the pop-up window.

After the attachments are successful, the list of attachments is shown at the bottom of the Summary page.

The attachments are sorted by time loaded with the first loaded at the top of the list. There is a delete option available if needed.

Submit   Once you click the Submit button, you can no longer edit the application. The clicked Save and Validate and have no errors. The "Submit" button is only accessible after hitting "Save and Validate". The submission is not acknowledged when the Submit button is used but goes back to the first page of the saved application. If you log out of RDC and log back in, the In Progress note will change to Submitted. Future iterations of the application may be changed to indicate successful submission without the user having to log out and log back in to confirm submission.
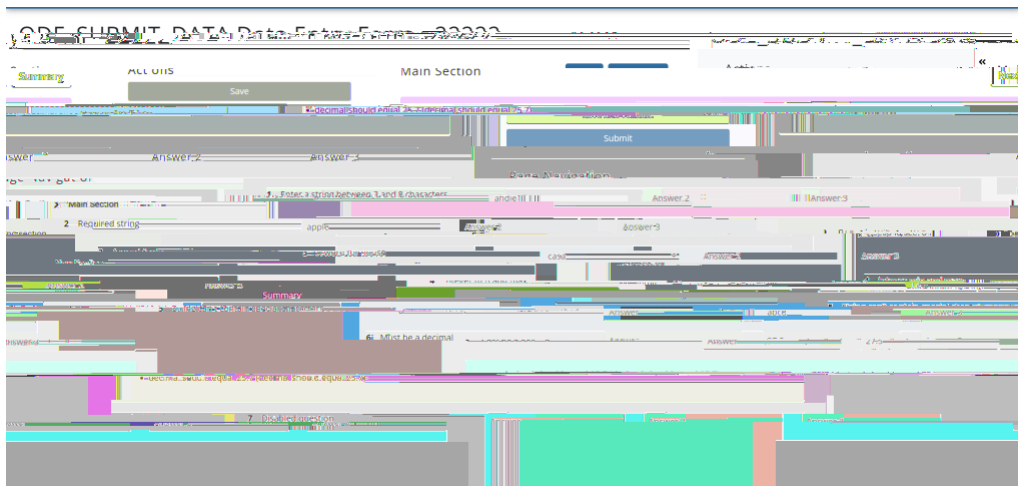
Download Summary of Filing

On the Summary page there is also a Download button so the user can download, save, and print a copy of the Filing for their records.

Currently, the downloaded summary PDF of a submitted application only shows the first line of text in the drop-down text boxes.

Everything entered into the text boxes can be seen in RDC. We are aware that the text boxes do not expand when downloaded as PDFs. A fix is being worked on this so the downloaded document will include expanded text boxes