How to upload the Homeowners Data Call to the RDC

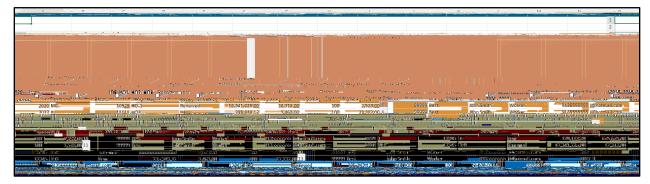
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- 1. Companies will receive the HO Data Call Template as an xlsx file to complete.

Please see the **Homeowners Data Call Template Key** for how data should be input in the data fields. Any required fields are marked and specific requirements for fields are noted.

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|---|---|---------------------------------------|-----------------------------|-------------|--|-------------|-----------------|--|----------------|-------------------|
| | 1 | RESPONDANT INFORMATION | | | | | REQUIRED | | NOTES | |
| ue Record Identifier; Integer field | 2 | 1 | NAIC Company Code | | | | Yes | | Submission Ke | y, Required, Unio |
| | 3 | 2 | Company Name | | | | Yes | | Required; Stri | ng |
| | 4 | 3 | Contact Name | | | | Yes | | Required; Stri | ng |
| | 5 | 4 | Contact Title | | | | No | | String | |
| | 6 | 5 | Contact Phone Num | ber | | | No | | String | |
| | 7 | 6 | Contact Email Addre | 55 | | | Yes | | Required | |
| | 8 | 7 | Comments | | | | No | | Max 280 Char | acters |
| | 9 | GENERAL | | | | | REQUIRED | | NOTES | |
| | | · · · · · · · · · · · · · · · · · · · | A Description of the second | | | | A CLEINER | den i ennis 2089nis 2089nis | 357-5525T A25 | 8 |
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| | 140.40 | | 185 | | jumque Xecorial centriery integer | 10 | 2 - × | ho | | - Ligi Jour |
| | | | Yes | | Unique Record Identifier; DF, HO1, HO2, HO | 3, HO5, HO8 | 13 11 | | | Policy Form |
| newed Policy for Reporting Year | | | Yes | | Unique Record Identifier; New, Renewed | | 14 12 | | | New or Rer |
| emium | | | No | | Integer | | 15 13 | | | Written Pre |
| orce at End of Reporting Year | | | No | | Integer | | 16 14 | | | Policies in F |
| use Months in Reporting Year | | | No | | Unteger | | 17 15 | | | Written Ho |
| | nt of Paid C | laims in Reporting Year | | | No | Integer | | | | 18 16 |
| Loss | es Paid in I | Reporting Year | | | No | Integer | | | | 19 17 |
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2. Fill out the HO Template with data as specified by the key and data field defini ons



Please see the Data Field defini ons for informa on about specific data elements.

*No \$ or % symbols are allowed in the spreadsheet.

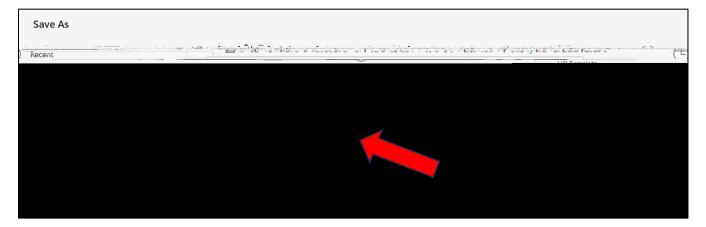
*Columns A through F data should be the same for each row.

*Format of specific data elements mat er

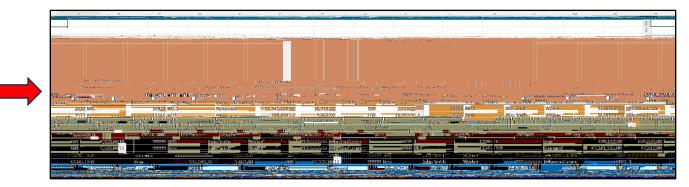
- "Repor ng year" can only be 2018, 2019, 2020, 2021, 2022
- "Policy Form" can only be DF, HO1, HO2, HO3, HO5, HO8 (no hyphens allowed).
- "New and Renewed Policy for Reporing year" can only be input as New or Renewed (uppercase matiers)
- Comments are allowed up to 280 characters and should only address any issues with a specific year, state, zip, and policy type

Please format the data fields as specified by Homeowners Data Call Template Key.

3. A er the report is completed save the file as "CVS UTF-8 (Comma delimited) (*.csv)" file.



4. Delete rows 1-4 to remove all headers and forma ng instructions. (Delete the entire rows, and not just the data in the cells.)



A er:



5. Close the csv file.

6. Log into the RDC and open the 2024_HOMEOWNERS data call. Please see the RDC User Guider for instruc ons on how to log in and upload files.

7. Select "PAC" for the data call group op on and "2024_HOMEOWNERS" for the data call.

| | OC Home | File Dashboard | Datacall Administr | ation • | Submissions | - | | | |
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7. Select the "File Dashboard" menu op on.

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| | | Follow these steps to submit a ne: | |
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| 3. Click Uphad! | | | |
| link-to view the Your file submission and sta | atus will display underneath the upload button on the File Dashboard # | | cur, the exception count will display. Select the exception count |
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8. Either drag and drop the csv file or dick to browse and upload the csv file.

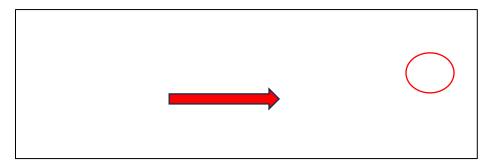
9. A er uploading the file, check to make sure the file has either "System Processed" or "System Rejected File". ("File Received" means that the file did not successfully process all the way).

If the file processed, then the report is successfully uploaded and there are no further steps.

10. If "System Rejected File", then dick on the link under If t" r A tu i th

| comp_co | de comp_na | ame contact | name title | phone_nu | ım email | Comments | report_year |
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13 Scroll to the very end of the excep on to see which row contains the issue.



14. Correct all excep ons in the csv file and resubmit the report un I the status is "File Processed".