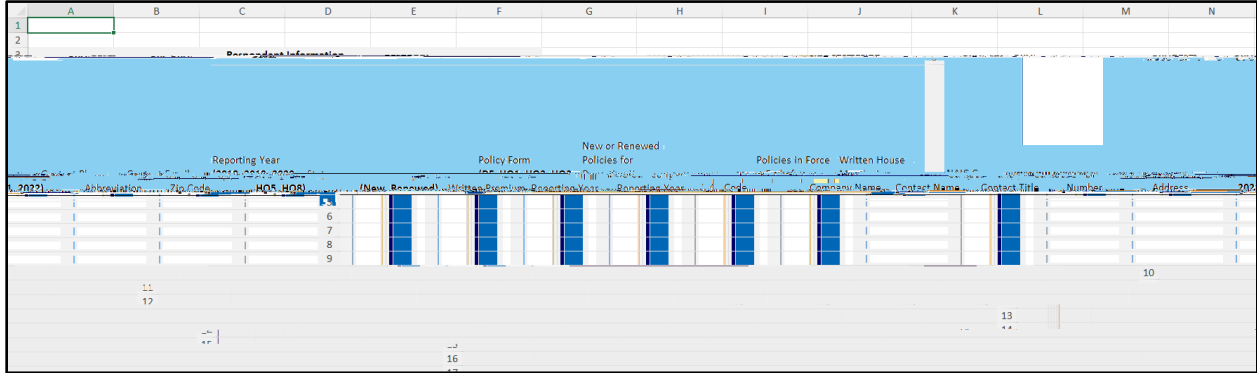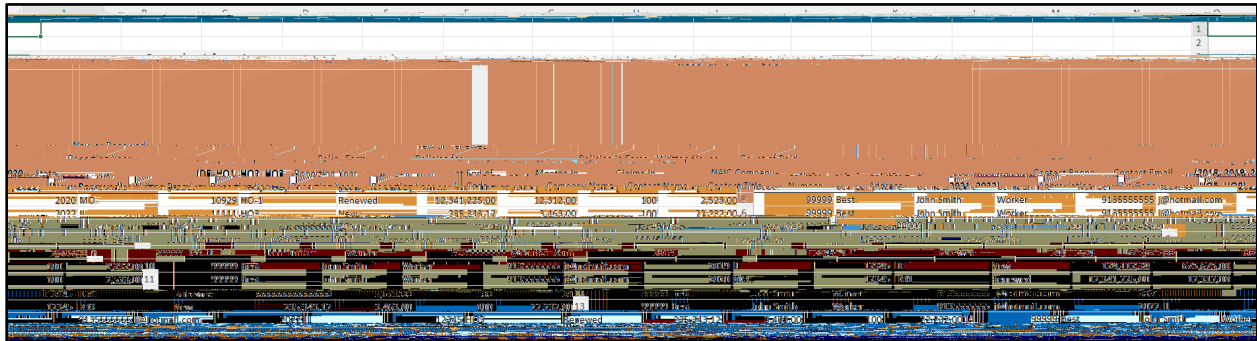# How to upload the Homeowners Data Call to the RDC

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.

2. Fill out the HO Template with data as specified by the key and data field definions.

Please see the **Data Field definions** for informaon 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 matter

- "Reporting 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 Reporting year" can only be input as New or Renewed (uppercase matters)
- Comments are allowed up to 280 characters and should only address any issues with a specific year, state, zip, and policy type

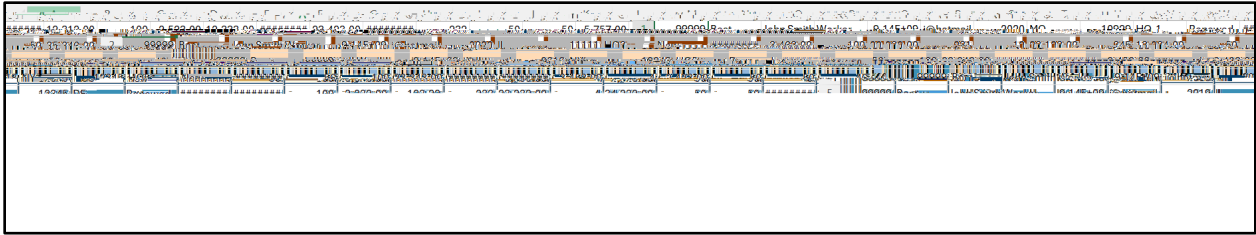Please format the data fields as specified by **Homeowners Data Call Template Key.**

3. After the report is completed save the file as "CVS UTF-8 (Comma delimited) (*.csv)" file.
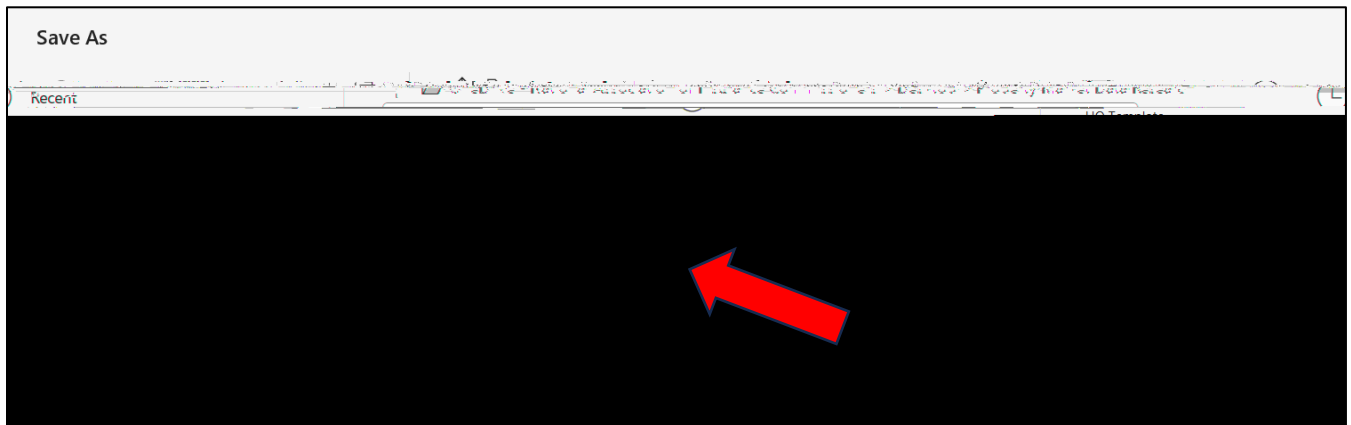
4. Delete rows 1-4 to remove all headers and formatting instructions. (Delete the entire rows, and not just the data in the cells.)
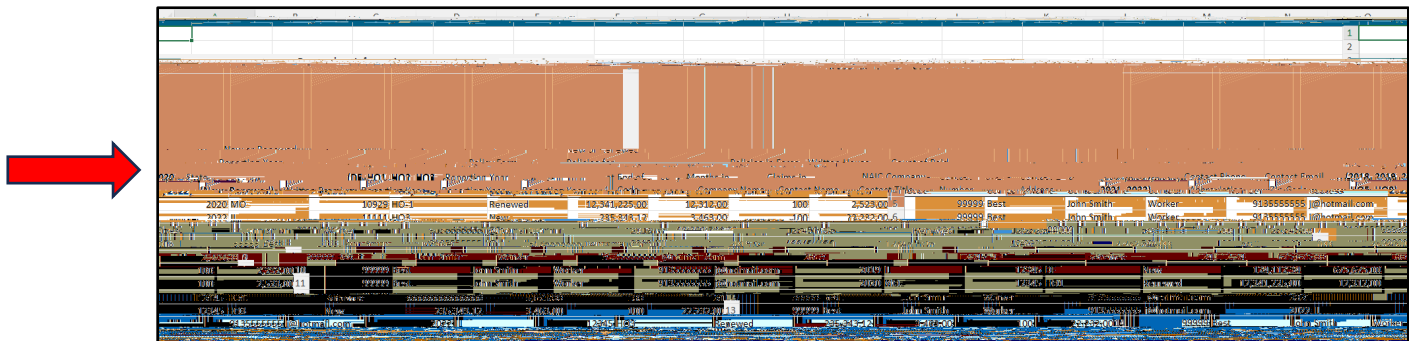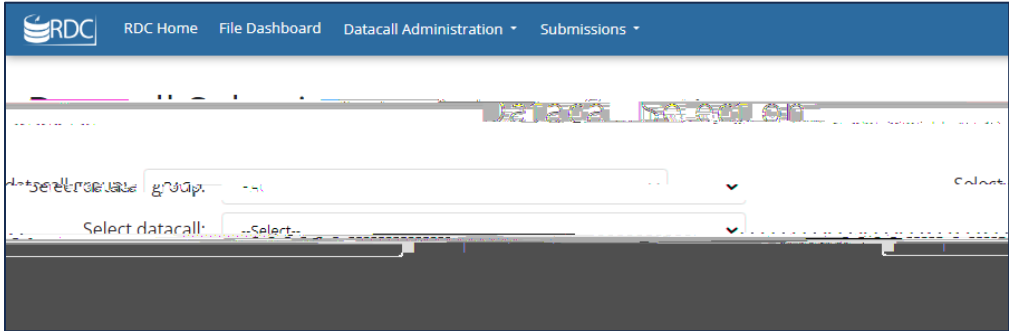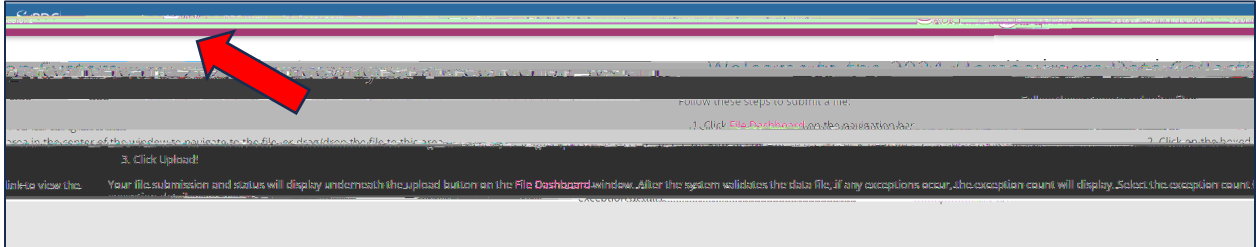

After:

5. Close the csv file.

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

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

7. Select the "File Dashboard" menu option.

8. Either drag and drop the csv file or click 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.
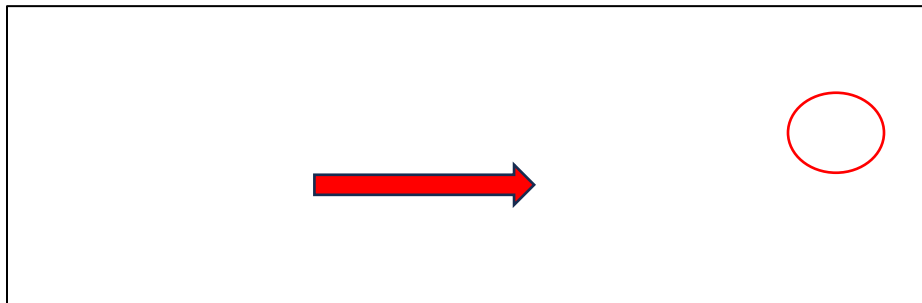
10. If "System Rejected File", then click on the link under If t"   r   A tu   i th

comp_code	comp_name	contact_name	title	phone_num	email	Comments	report_year
				5565			

Exception Message:

The value, 23%, is not a number.

13. Scroll to the very end of the exception to see which row contains the issue.

14. Correct all exceptions in the csv file and resubmit the report until the status is "File Processed".