



Market Conduct Annual Statement
CSV Creator Instruction Guide

2022 Data Year Filings

National Association of Insurance Commissioners
2022

Basic Instructions

The NAIC has created an Excel workbook that will allow you one quick place for the data entry of all your data to create a correctly formatted CSV file to use for uploading your data. This workbook is required to be used, it is being provided as a convenience feature for your benefit. The following is a broad overview of how to use the files. While each file has different data entry required to submit the data for a particular line of business, they all work the same. We will be using the Homeowners example file in this documentation.

The first sheet in the workbook, titled "Instructions-- READ FIRST" (in red) includes relevant information to filling out the spreadsheets to create a CSV file for your company. You will need to fill in your company code on this sheet which is highlighted in yellow. Once you have entered the NAIC company code, it will link through to other tabs within the Excel workbook.

Data Entry

CSV Creator Instruction Guide

states on this spreadsheet. However, in this spreadsheet, each question has 5 different coverage types under it. For instance, cell B5 is the “Number of claims open at the beginning of the period” for the coverage type dwelling in Alaska. Fill out the remainder of this spreadsheet in the same manner. If you are filling out the cells and, after pressing return/enter, you find the cell now displays #####, you may adjust the column width. (Place your cursor on the line at the top between the columns after the column you wish to adjust. When it turns to a black vertical line with arrows pointing left and right, you can click and hold on the line. Use mouse left or right arrow keys to adjust the width.)

CSV Creator Instruction Guide

The .csv file you created in Notepad and named with a .csv extension is what you are going to use to upload