

Using RDC to Submit PPA AI/ML Surveillance Data
August 2021

RDC Overview:

The Regulatory Data Collection system (RDC) facilitates community

Using RDC to Submit PPA AI/ML Surveys
August 2021

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

Using RDC to Submit PPA AI/ML Survey Data

August 2021

2. Click on the 'Login' button found on the [PPA AI/ML Survey Web Page](https://content.naic.org/PPA_AI/ML_Survey_2021) (https://content.naic.org/PPA_AI/ML_Survey_2021)

Once the link to the application has been clicked either on the myNAIC screen or on the PPA AI/ML call web page) the RDC Loginscreen 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) without Please do not use the back arrow while in the application. Using the back arrow will result in unknown and unstable results.

Datacall Selection

The Datacall Selection window is where users can select which data call to work with. This may be bypassed if the user is a system administrator.

Using RDC to Submit PPA AI/ML Surveillance Data
August 2021

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 operation can continue into the application and will not see this page again until the next scheduled display period.

User - RDC Landing/Welcome Page

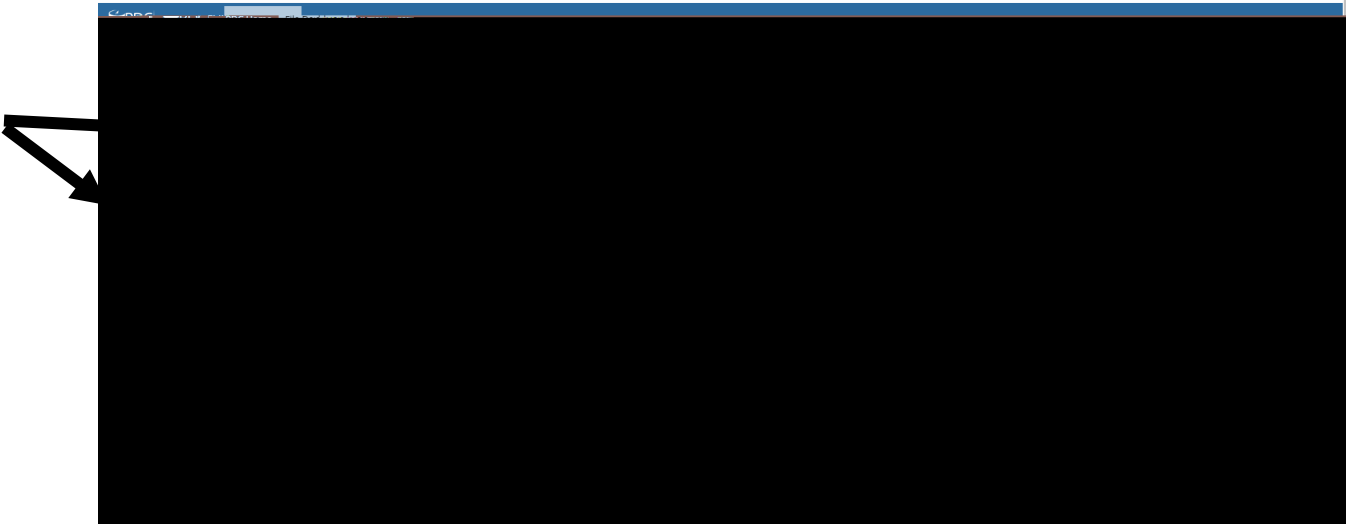
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Using RDC to Submit PPA AI/ML Survey Data
August 2021



The file selection options for uploading are

- Click to Browse function
- Drag/Drop function

After selecting a file, the Upload option becomes available. After a 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 or 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 \(https://content.naic.org/PPA_AIML_Survey_2021\)](https://content.naic.org/PPA_AIML_Survey_2021)

Using RDC to Submit PPA AI/ML Surveys
August 2021

[Your Uploaded Files' section](#)

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

