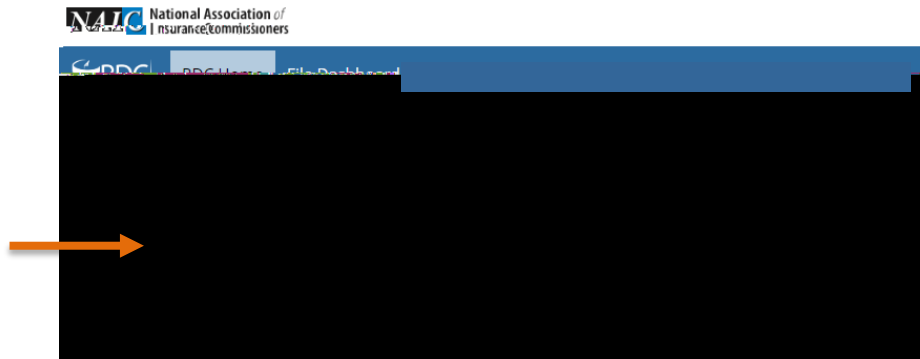


Regulatory Data Collection (RDC) – User and File Requirements

1. **Have a NAIC Log On (Username) with the PBR_USER_PR role assigned**
 - a. For new users, contact the **NAIC Service Desk** via email help@naic.org or phone **(816)783-8500** to request an NAIC Log On (Username) be created and assigned the PBR_USER_PR role.
 - b. If you have not logged in to any NAIC application for more than 90 days, you will need to have your password reset. Click on the “Forgot your password?” link in the log in window to initiate the process of having your password reset.
 - c. If you are unsure if you have the PBR_USER_PR role assigned to your account, please contact the NAIC Service Desk.
2. **Prepare your Mortality Experience Data File**
 - a. Ensure a single legal entity insurer’s data is in a single data file. This must be a Comma-Separated Values format (.CSV) text file.
 - b. Save the file with the filename ‘#####_NAIC2018_Mortality_Data_Experience.csv’, where ##### is your 5-digit NAIC Company Code.

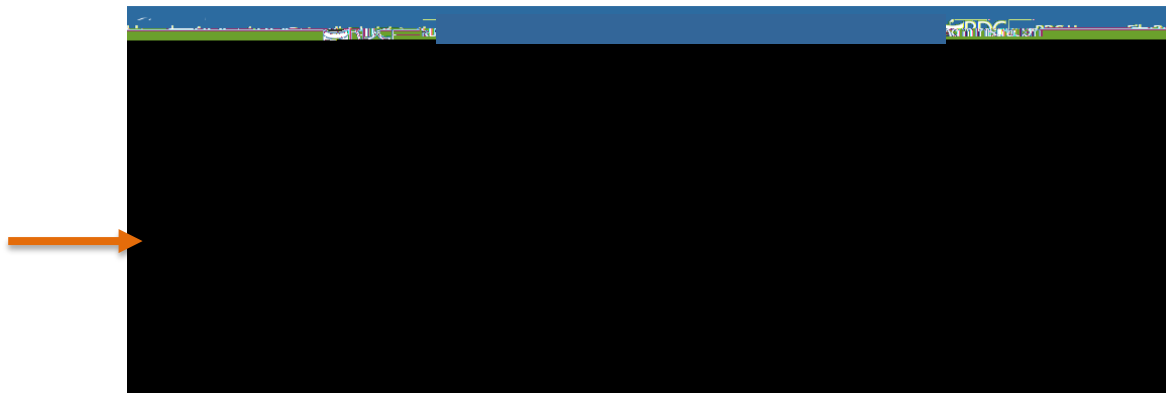
Log In to RDC – Access the Mortality Experience Data Collection

Frr16|RDP

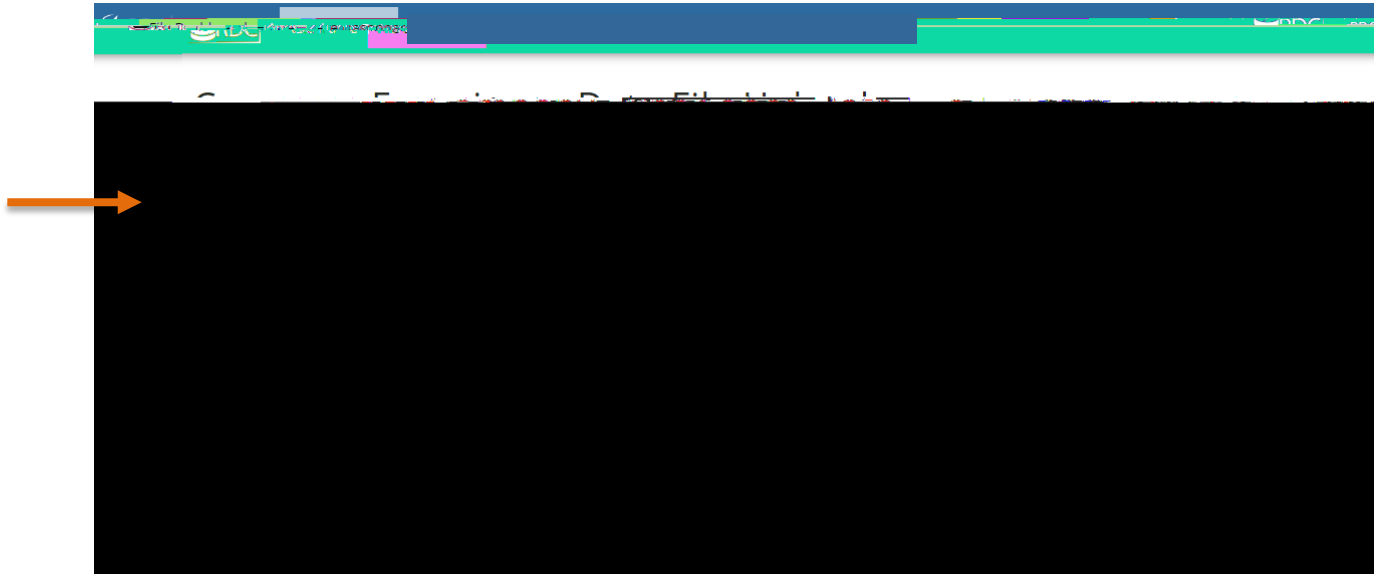


RDC File Dashboard and Uploading a File

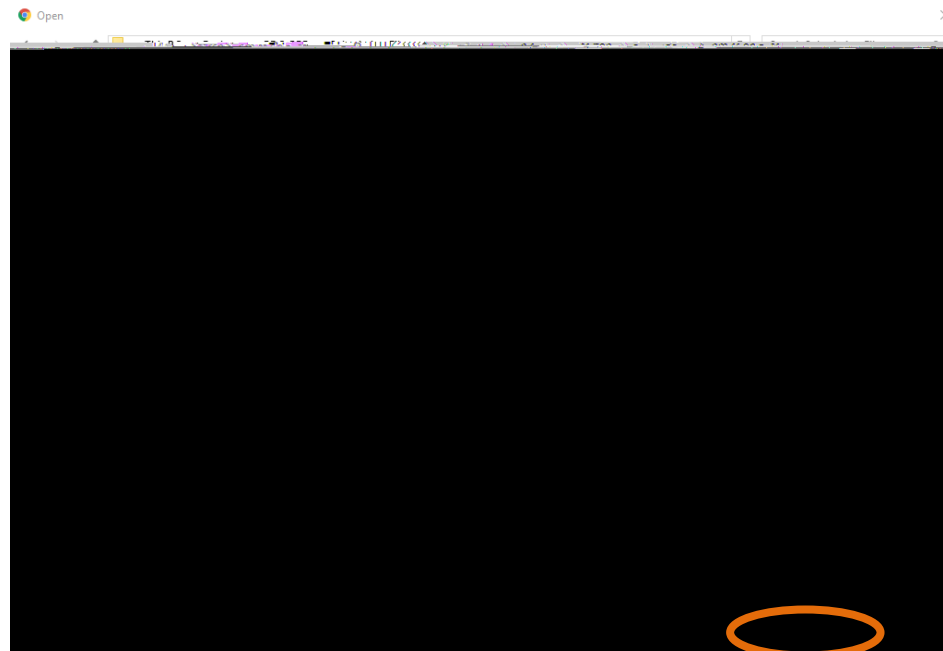
1. Select the **File Dashboard**



2. The Experience Data File Upload window displays.
3. To upload a file, select the **'Click to browse'**, or drag/drop a file to the upload box.

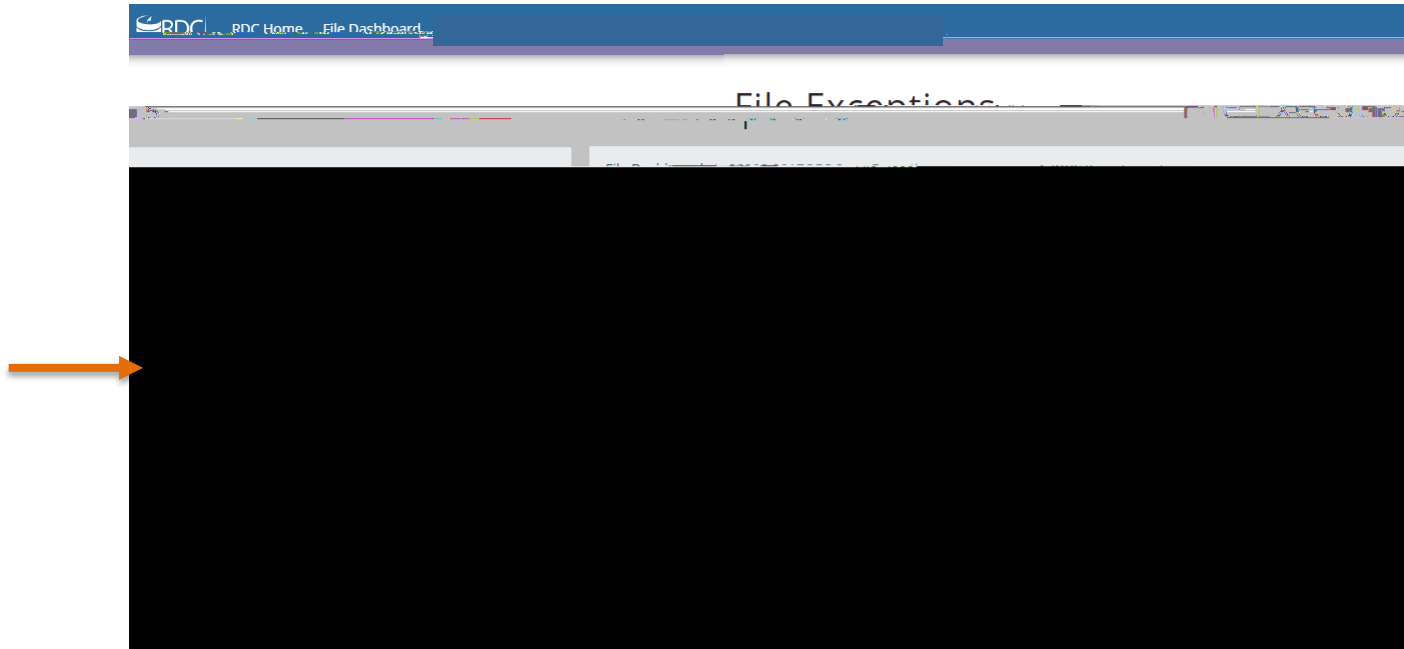


4. The File Upload window displays. Select the name of the file then select the **Open** button.



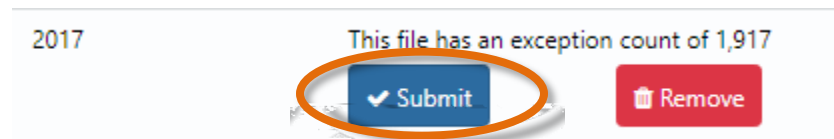
5. The

2. While validations are processing, under Year the word "Processing..." will display and under Exceptions "Checking for exceptions..." will display.
3. Data (text) 1 (0) 0015 (0) (0) 34 (0) 3 (0) 2 (0) 1 (0) -Tw 14.11 Tw 0 -1.22 Td6.754 (ta)14m(i)10 (i)10y)-1 (P)b5t-2-2tandPft-1 Jj-1 J(t)2E3u i5s



Submitting or Removing an Uploaded File

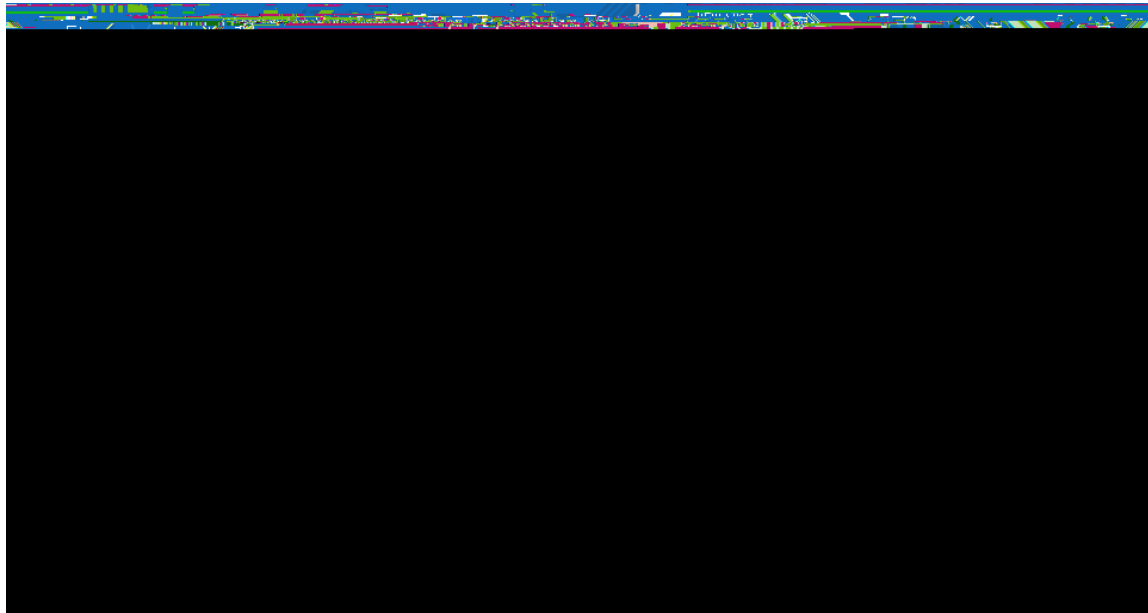
1. For uploaded files with exceptions, the sender has the option to either **Submit**, or **Remove** the file.
 - a. Submit File with Exceptions



If the **Submit** button is selected the status of the file will change to File Pending NAIC Review. The file displays in the NAIC file administrator queue for further review. The NAIC administrator will review the file and decide to either process the file with exceptions or reject the file back to the sender.

b. Remove File with Exceptions

If the **Remove** button is selected the status of the file will change to Sender Rejected File. An email, reminding the user to submit the removed file, if necessary, is also delivered.



At this point the user will address data exceptions and restart the submission process.

2. Until the sender responds to the Submit/Remove option, the file will display in File Administration with a status of Pending User Submission.