

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.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Respondent Information													
3														
4	NAIC Company Code	Company Name	Contact Name	Contact Title	Contact Phone Number	Contact Email Address	Reporting Year (2018, 2019, 2020, 2021, 2022)	State Abbreviation	Zip Code	Policy Form (DF, HO1, HO2, HO3, HO5, HO8)	New or Renewed Policies for Reporting Year (New, Renewed)	Written Premium	Policies in Force at End of Reporting Year	Written House Months in Reporting Year
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

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.

1	A	B	C	D
1	RESPONDANT INFORMATION		REQUIRED	NOTES
2	1	NAIC Company Code	Yes	Submission Key, Required, Unique Record Identifier; Integer field
3	2	Company Name	Yes	Required; String
4	3	Contact Name	Yes	Required; String
5	4	Contact Title	No	String
6	5	Contact Phone Number	No	String
7	6	Contact Email Address	Yes	Required
8	7	Comments	No	Max 280 Characters
9	GENERAL		REQUIRED	NOTES
10	8	Reporting Year	Yes	Unique Record Identifier; 2018, 2019, 2020, 2021, 2022
11	9	State Abbreviation	Yes	Unique Record Identifier; Abbreviation only; 2 characters max
12	10	Zip Code	Yes	Unique Record Identifier; Integer
13	11	Policy Form	Yes	Unique Record Identifier; DF, HO1, HO2, HO3, HO5, HO8
14	12	New or Renewed Policy for Reporting Year	Yes	Unique Record Identifier; New, Renewed
15	13	Written Premium	No	Integer
16	14	Policies in Force at End of Reporting Year	No	Integer
17	15	Written House Months in Reporting Year	No	Integer
18	16	Count of Paid Claims in Reporting Year	No	Integer
19	17	Losses Paid in Reporting Year	No	Integer
20	18	Coverage A Aggregate Limits	No	Integer

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

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	Respondent Information														
3															
4	NAIC Company Code	Company Name	Contact Name	Contact Title	Contact Phone Number	Contact Email Address	Reporting Year (2018, 2019, 2020, 2021, 2022)	State Abbreviation	Zip Code	Policy Form (DF, HO1, HO2, HO3, HO5, HO8)	New or Renewed Policies for Reporting Year (New, Renewed)	Written Premium	Policies in Force at End of Reporting Year	Written House Months in Reporting Year	Count of Paid Claims in Reporting Year
5	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2020	MO	10929	HO-1	Renewed	12,341,225.00	12,312.00	100	2,523.00
6	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2022	IL	11111	HO3	New	235,343.12	3,463.00	100	22,232.00
7	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2018	NY	12345	HO5	Renewed	12,232,544.00	56	100	23,343.00
8	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2018	NY	12345	HO5	New	12,232,544.00	56	100	23,343.00
9	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2019	IL	12345	DF	Renewed	124,112.34	675,675.00	100	2,232.00
10	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2019	IL	12345	DF	New	124,112.34	675,675.00	100	2,232.00
11	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2020	MO	12345	HO1	Renewed	12,341,225.00	12,312.00	100	2,523.00
12	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2021	HI	12345	HO3	Renewed	#####	5,675.00	100	23
13	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2022	IL	12345	HO3	New	235,343.12	3,463.00	100	22,232.00
14	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2022	IL	12345	HO3	Renewed	235,343.12	3,463.00	100	22,232.00
15	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2021	IL	22222	HO8	Renewed	121.1	543	100	23
16	99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2021	IL	23234	HO8	Renewed	121.1	543	100	23

Please see the **Data Field definitions** for information about specific data elements.

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

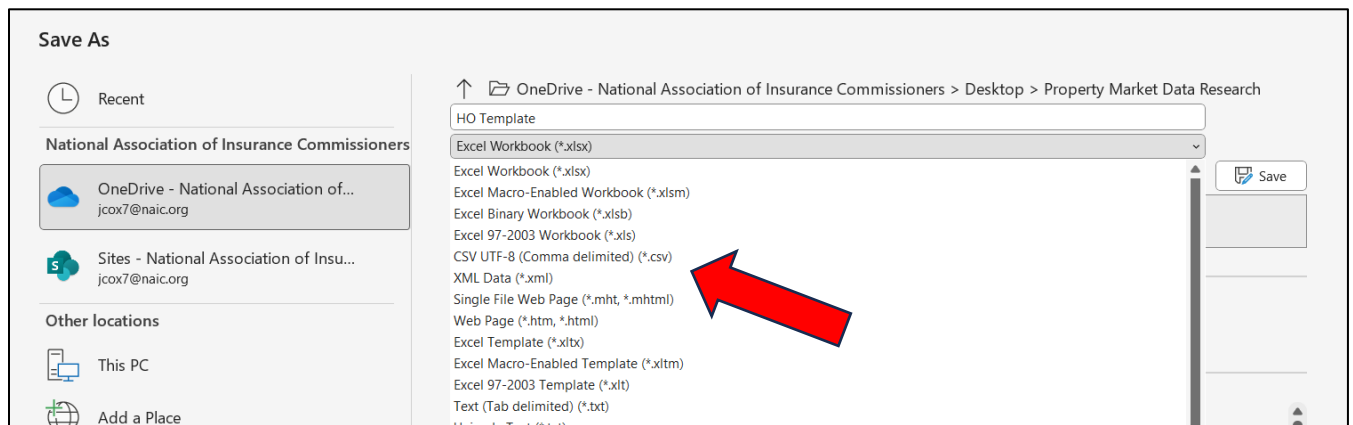
*Columns A through F data should be the same for each row.

*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.)

NAIC Company Code	Company Name	Contact Name	Contact Title	Contact Phone Number	Contact Email Address	Reporting Year (2018, 2019, 2020, 2021, 2022)	State Abbreviation	Zip Code	Policy Form (DF, HO1, HO2, HO3, HO5, HO8)	New or Renewed Policies for Reporting Year (New, Renewed)	Written Premium at End of Reporting Year	Written House Months in Reporting Year	Count of Paid Claims in Reporting Year	
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2020	MO	10929	HO-1	Renewed	12,341,225.00	12,312.00	100	2,523.00
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2022	IL	11111	HO3	New	235,343.12	3,463.00	100	22,232.00
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2018	NY	12345	HO5	Renewed	12,232,544.00	56	100	23,343.00
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2018	NY	12345	HO5	New	12,232,544.00	56	100	23,343.00
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2019	IL	12345	DF	Renewed	124,112.34	675,675.00	100	2,232.00
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2019	IL	12345	DF	New	124,112.34	675,675.00	100	2,232.00
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2020	MO	12345	HO1	Renewed	12,341,225.00	12,312.00	100	2,523.00
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2021	HI	12345	HO3	Renewed	#####	5,675.00	100	23
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2022	IL	12345	HO3	New	235,343.12	3,463.00	100	22,232.00
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2022	IL	12345	HO3	Renewed	235,343.12	3,463.00	100	22,232.00
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2021	IL	22222	HO8	Renewed	121.1	543	100	23
99999	Best	John Smith	Worker	9135555555	j@hotmail.com	2021	IL	23234	HO8	Renewed	121.1	543	100	23

After:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
1	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2020	MO		10929	HO-1	Renewed	#####	12,312.00	100	2,523.00	12,333.00	#####	23,423.00	#####	232	50	50	5,757.00
2	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2022	IL		11111	HO3	New	#####	3,463.00	100	22,232.00	231	12	23,123.00	345	13,234.00	50	50	35,346.00
3	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2018	NY		12345	HO5	Renewed	#####	56	100	23,343.00	#####	3,453.00	4	2,423.00	50	50	46	
4	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2018	NY		12345	HO5	New	#####	56	100	23,343.00	#####	3,453.00	4	2,423.00	50	50	46	
5	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2019	IL		12345	DF	Renewed	#####	#####	100	2,232.00	123.22	233	23,232.00	4	34,232.00	50	50	#####
6	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2019	IL		12345	DF	New	#####	#####	100	2,232.00	123.22	233	23,232.00	4	34,232.00	50	50	#####
7	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2020	MO		12345	HO1	Renewed	#####	12,312.00	100	2,523.00	12,333.00	#####	23,423.00	#####	232	50	50	5,757.00
8	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2021	HI		12345	HO3	Renewed	#####	5,675.00	100	23	#####	24	24	45,345.00	232	50	50	3,646.00
9	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2022	IL		12345	HO3	New	#####	3,463.00	100	22,232.00	231	12	23,123.00	345	13,234.00	50	50	35,346.00
10	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2022	IL		12345	HO3	Renewed	#####	3,463.00	100	22,232.00	231	12	23,123.00	345	13,234.00	50	50	35,346.00
11	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2021	IL		22222	HO8	Renewed	121.1	543	100	23	21	#####	123	345	#####	50	50	64
12	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2021	IL		23234	HO8	Renewed	121.1	543	100	23	21	#####	123	345	#####	50	50	64
13	99999	Best	John Smith Worker	9.14E+09	@hotmail.	2021	IL		24232	HO2	Renewed	#####	2,523.00	100	14,235.00	#####	232	342	5,353.00	2	50	50	46

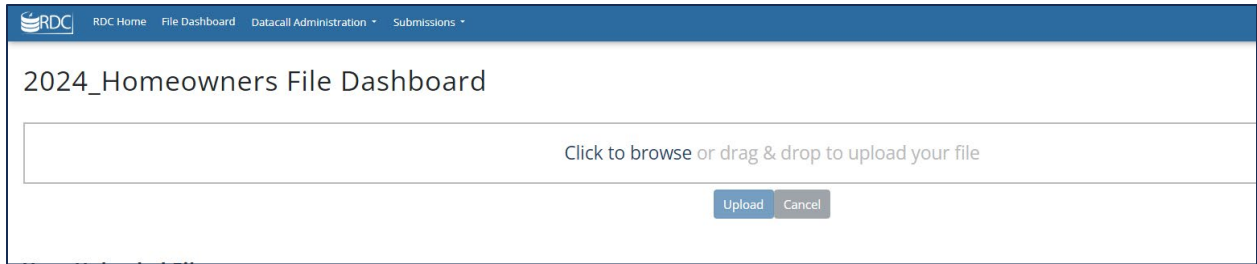
5. Close the csv file.

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. After 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).

Your Uploaded Files

File Name	Form Field1	Form Field3	General Field1	Status	Modified	Created	Exceptions
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/21/19, 7:19 AM	10/21/19, 7:19 AM	2
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/17/19, 3:24 PM	10/17/19, 3:24 PM	1
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/17/19, 1:55 PM	10/17/19, 1:55 PM	1
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/17/19, 1:51 PM	10/17/19, 1:51 PM	1
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/17/19, 1:50 PM	10/17/19, 1:50 PM	1
22222 DC.xlsx	DC	22456	22222	System Rejected File	10/17/19, 1:44 PM	10/17/19, 1:44 PM	2
22222 WY.xlsx	WY	22456	22222	System Rejected File	10/17/19, 1:16 PM	10/17/19, 1:16 PM	1
64321 WA.xlsx	WA	22456	64321	System Rejected File	10/17/19, 1:13 PM	10/17/19, 1:13 PM	1
64321 WA.xlsx	WA	22456	64321	File Processed	10/17/19, 1:12 PM	10/17/19, 1:12 PM	0
64321 MO.xlsx	MO	22456	64321	System Rejected File	10/17/19, 1:09 PM	10/17/19, 1:09 PM	1

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 the Exceptions column.

11. Select the link under the Exceptions Count column.

Record Level Validations

Exception Type	Exception Count
max percent RC_written	3
new renewed	9
Comments	32

12. Check the Exception Error.


comp_code	comp_name	contact_name	title	phone_num	email	Comments	report_year
34666	Best	JC	Respondant	913-555-5565	gmail@em.org		2021

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.

pol_non_programmatic_mitigation_discounts	agg_amt_non_programmatic_mitigation_discounts	lineNo
5	2,322,342	14



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