Short Term Limited Duration (STLD) Data Call
Excel Template Instructions

All companies writing STLD health plans within the participating states are required to submit data for each product form and state combination. (See the Data Call and Definitions for the definition of STLD health plans and filing combination examples.)

Submissions for the data call are to be made by completing the STLD Data Call Excel file (found on the STLD webpage) and uploading the Excel file using the NAIC Regulatory Data Capture (RDC) application. Information related to the upload process can be found in the RDC User Guide for STLD.

The Excel file contains two sheets (tabs):
- The first tab contains general information questions to be completed once only.
- The second tab contains information related to a form and state combination. This tab must be completed and submitted for each form and state combination that meets the requirements for the data call. The tab can be copied as many times as needed.

To copy the tab:
- Right click on the tab to be copied
- Select 'Move or Copy'
- A 'Move or Copy' box will appear
- Click the 'Create a copy' check box
- You are given a "Before sheet:" option. Select which sheet you would like the copied version to be before.
- Click 'OK'

After copying the tab, rename the tab (double-click on tab name). Ensure that each tab name is meaningful for the form and state being reported.