

# EDGE FTP Frequently Asked Questions

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## 1. How do I set up an FTP Account?

A Member Company should contact FTP Support ([ftpsupport@ncrb.org](mailto:ftpsupport@ncrb.org)). You will then be asked to fill out an FTP account request form.

Once your account has been set up and enabled, follow the steps in the NCRF FTP Instruction Guide:

[http://www.ncrb.org/Portals/5/ncrf/forms/FTP Instruction Guide.doc](http://www.ncrb.org/Portals/5/ncrf/forms/FTP%20Instruction%20Guide.doc)

Test files will be submitted to our Test FTP server ([ftptest.ncrb.org](http://ftptest.ncrb.org)).

Once your test files have been verified, you will be approved for production FTP transmissions.

## 2. Is there a specific form that needs to be filled out to request an FTP Account?

Yes. Please completely fill out the account request form at:

<http://www.ncrb.org/ncrf/Forms.ManualsExhibits/MiscellaneousForms.aspx>

## 3. What is involved in the testing phase?

Please refer to the NCRF FTP Instruction Guide for details on this phase:

[http://www.ncrb.org/Portals/5/ncrf/forms/FTP Instruction Guide.doc](http://www.ncrb.org/Portals/5/ncrf/forms/FTP%20Instruction%20Guide.doc)

## 4. Where are the FTP File layouts?

The file layouts can be found in the NCRF Standard Practice Manual:

[http://www.ncrb.org/Portals/5/ncrf/Standard Practice Manual/Standard Practice Manual.pdf](http://www.ncrb.org/Portals/5/ncrf/Standard%20Practice%20Manual/Standard%20Practice%20Manual.pdf)

The file layout can also be found in the NCRF FTP Instruction Guide:

[http://www.ncrb.org/Portals/5/ncrf/forms/FTP Instruction Guide.doc](http://www.ncrb.org/Portals/5/ncrf/forms/FTP%20Instruction%20Guide.doc)

## 5. Will there be any return files from NCRF that we need to receive?

No, you will not be receiving any files from NCRF.

## 6. What are the file naming conventions?

The Cession, Monthly Accounting, and Recoupment Detail files will need to follow the file naming conventions shown below. The file naming conventions are intended to mitigate risks of files being overwritten by providing unique names with time and date. We have also standardized the file naming standards with AIPSO to minimize confusion and provide a consistent file name if a carrier is reporting to AIPSO for other states.

File Type	NCRF File Naming Convention for FTP
Cessions	32C<Company Code><MM><DD><YY><HHMMSS> Example: 32C01238102106154020
Monthly Accounting Report & Detail: (Premium/Loss Detail & Summary, and Recoupment Summary	32A<Company Code><Acct Month><AcctYear>_<MM><DD><YY><HHMMSS> Example: 32A012380906_102106154020
Supplemental Accounting File	32S<CompanyCode><AcctMonth><AcctYear>_<MM><DD><YY><HHMMSS> Example: 32S012380906_102106154020
Recoupment Detail	32R<Company Code><Acct Month><Acct Year>_<MM><DD><YY><HHMMSS> Example: 32R012380906_102106154020

MM: MonthMonth  
DD: DayDay  
YY: YearYear  
HHMMSS: HourHourMinuteMinuteSecondSecond

**7. What file extensions should be used?**

All encrypted files (using the NCRF public key) will have a “.pgp” extension. For un-encrypted files, the preferred extension is “.txt.”

**8. Where is the NCRF public pgp key?**

The NCRF public key can be found in the NCRF FTP Instruction Guide.

**9. What connections are approved with the NCRF FTP server?**

We allow SFTP (SSH over FTP), FTPS Implicit (SSL over FTP), FTP, HTTPS and HTTP connections. NCRF recommends and prefers that data be transmitted by first encrypting the file with the NCRF public key and then transmitting via any one of the secured channels: SFTP, FTPS, HTTPS. Other methods allowed but not as secure are:

- Encrypted data with NCRF public key over unencrypted (straight) FTP
- Unencrypted data over any one of the secured channels: SFTP, FTPS, HTTPS

NOTE: Unencrypted data over FTP (which is also unencrypted) is **not allowed**. If you do attempt to transmit this way, you will be contacted by FTP Support to move to one of the other supported methods above.

**10. Should there be any time delay between multiple transmissions from the company?**

No, there is not any required time delay between multiple transmissions.

**11. Will the company need to send an email message to the NCRF to inform that a transmission has taken place?**

When you start testing you will be required to send an email message to [FTPSupport@ncrb.org](mailto:FTPSupport@ncrb.org). FTP Support will inform you whether you are ready for production.

**12. Will the member companies be notified after submitting test files via FTP if anything is wrong?**

During the testing phase, the NCRF will report the following conditions:

- The file transfer is incomplete
- The file extension is incorrect
- The file naming convention is incorrect
- The data is not formatted properly
- The amount field is not in signed numeric format (Monthly Accounting Report **only**)

FTP Support will work with every company until the files are correct and provide confirmation when the company is approved to move from testing into production for the submission of NCRF files.

**13. Is there a function in EDGE for indicating “NIL” reports?**

Yes, a member company will be able to log into EDGE and select a “Nil” option monthly as it applies.

**14. If one FTP account will support multiple companies with different NCRF company codes, do I need to send a test file for each of the companies or will one be sufficient?**

If there is one FTP account, then one of each file type for one NCRF company code is sufficient.

**15. Where should we direct questions about FTP?**

Member companies can email [ftpsupport@ncrb.org](mailto:ftpsupport@ncrb.org) or call the **FTP Hotline at 919-582-1056**.