FTP

Is it too late to respond to the survey? 8/6/07

No, please proceed with doing so as soon as possible.

How should the member companies respond to the schedule preference in the survey? 8/6/07

Specify the 1st preference as the last option available and if it is feasible for them to setup FTP on the earlier date options, list those as 2nd and 3rd choice and we will do our best to accommodate the 1st choice. If for some reason it is not feasible for one of the earlier dates, select other and explain why in the comments section in the survey & NCRF will review for consideration.

Copy this link in your browser to begin:
http://www.zoomerang.com/survey.zgi?p=WEB226A6K2USZJ

Will NCRF contact us after we send in the survey to begin the next steps?
8/6/07

Yes, once we know who the point person is for FTP setup coordination.

What is the FTP setup process? 8/6/07

Once NCRF is ready to schedule a member company, we will contact you to initiate your FTP account setup and provide you with the account request form at that time. We will do our best to accommodate your preferred scheduling time but it is likely that we may not be able to meet your preferred date.

Once we initiate the FTP setup process and confirm that you plan to use PGP encryption or FTP over SSL, NCRF will setup your account and provide you with the Public PGP encryption key or necessary certification information and distribute to you via email from email address ftpsupport@ncrb.org.

Is there a specific form that needs to be filled out to request an FTP Account? 8/6/07

The form is part of the FTP setup process and will be distributed to each company at that time. We just need you to sign up for a time and give the person to coordinate the setup with.

What is involved in the testing phase? 8/6/07

For FTP testing, you will need to send your current Cession and Monthly Accounting files to NCRF and continue sending to AIPSO for comparison. Surcharge Detail Reports will also be tested. Testing will run for a minimum of one week.

How should the telecommunications file layout look like? 8/6/07

The layout for the Cession and Monthly Accounting Report files have not changed (see NCRF Standard Practice Manual for details) - Cessions should be reported in the current telecommunications format (80 characters) and Monthly Accounting Reports in the current format (120 characters).

Does the new FTP setup process require the Cession files being converted for FTP submission? 8/6/07

If a Company's current method for Cession reporting is via Cartridge, the company will need to advise its IT staff that the file layout will need to be converted from 120 to the 80 character format (i.e. telecommunications format) as specified in the existing NCRF Standard Practice Manual. This is in addition to converting the method by which it is reported.

New cessions will be submitted in the same FTP format (80) characters as renewal cessions. There will also be an option to manually enter the cessions online since the NCRF will no longer accept paper cessions once EDGE goes live.

In the past, the Monthly Accounting Report was submitted via magnetic tape by our company in ASCII format. Will this continue to be the format when data is submitted via FTP? 8/6/07

Data submitted for the Monthly Accounting Report must be submitted in **signed numeric** format, not ASCII in the amount fields.

Will there be return files from NCRF that we need to receive? 8/6/07

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

What are the new the file naming conventions? 8/6/07

The Cession and Monthly Accounting files will need to follow the new file naming conventions shown below. The new 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 new ones with AIPSO to minimize confusion and provide a consistent file name if a carrier is reporting to AIPSO for other states.

File Type	New 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

What file extensions should be used? 8/6/07

All encrypted files, with NCRF public key, will have **.PGP** extension. Otherwise, the preferred extension is **.txt**.

Is there a specific FTP client that the NCRF would recommend? 8/6/07

You may use your FTP client of choice. We are familiar with WS_FTP and have used it here in our testing process. It is helpful for us to be aware of what FTP client you plan to use just from a support perspective, but there is no requirement that a certain one be used providing you comply with at least one of the NCRF recommended data security policies.

What connections are approved with the NCRF FTP server? 8/6/07

- We allow SFTP (SSH over FTP), FTPS Implicit (SSL over FTP), FTP, HTTPS and HTTP connections. Types of connections:

- Encrypted data with NCRF public key over any one of the secured channels: SFTP, FTPS, HTTPS (**Highly recommended and allowed**)

- Encrypted data with NCRF public key over FTP (**Not recommended but allowed**)

- Plain data over any one of the secured channels: SFTP, FTPS, HTTPS (**Not recommended but Allowed**)

Note: Plain data over FTP is **not allowed.**

Should there be any time delay between two transmissions from the company? 8/6/07

No, is no required delay between multiple transmissions.

Will the company need to send an email message to NCRF and AIPSO to inform that a transmission has taken place? 8/6/07

When you start testing you will be required to send an email message only to the NCRF and **not** to AIPSO. NCRF will in turn coordinate with AIPSO and inform you whether you are ready for production.

Will the member companies be notified after submitting test files via FTP if anything is wrong? 8/6/07

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 filed in not in signed numeric format (Monthly Accounting Report **only**)

The FTP team will work with each company until the files are correct and provide confirmation when the company is approved to move from testing into production submission of files.

Will there be a function in EDGE for indicating "NIL" reports? 8/6/07

Yes, a member company will be able to log into EDGE and select a "Nil" option monthly as it applies. This is only when EDGE goes live. However until EDGE goes live companies will need to continue sending "Nil" reports to AIPSO the way they are doing it currently.

How will cessions currently reported on paper forms be reported after EDGE goes live? 8/6/07

NCRF will no longer accept paper cessions once EDGE goes live. Companies will either telecommunicate the cessions via FTP or use the option to manually enter the information online.

How will Form NCRF-7's be reported after EDGE goes live?

The Form NCRF-7's will no longer be submitted on paper, but will be done through edit screens online in EDGE.

Will the Form NCRF-30 be reported to the NCRF?

No, the Form NCRF-30 forms should be retained in the company files (see the Manual section 3 page 3-18) and unless an NCRF compliance auditor requests a copy, there is no need to submit them to the Facility.

When should a company submit a Surcharge Detail Report? 8/6/07

- The **Surcharge Detail Report** will continue to be submitted only upon request by NCRF and will not change to a monthly reporting requirement at this time.

- The **Recoupment (Surcharge) Summary** will continue to be submitted monthly with your regular Monthly Accounting Report (Summary & Detail). With the new NCRF FTP reporting process, we request that companies submit the Monthly Accounting Report with both Premium and Loss Detail and Summary and the Recoupment Summary in a single combined file.

We have not needed to submit a Supplemental file in some time and would have to "mock up" some records which AIPSO would then have nothing to compare against. Is this file a separate one? 8/6/07

Yes, it is a separate file. Companies are not required to submit this for testing as this comes only on an as-needed basis. So you are not required to send any file with "mock up" records during testing.

If you still wish to send one for sign off purpose, please go ahead and submit one during testing. However, initially we will not have current records to validate against, but we can check the layout and format of the file to make sure it follows the convention.

Where should we direct questions to the NCRF about FTP? 8/6/07

Member companies can write to ftpsupport@ncrb.org or call 919-582-1056.