NCRB-NCRF-NCIGA

north carolina
RATE BUREAU
REINSURANCE FACILITY
INSURANCE GUARANTY ASSOCIATION

North Carolina Reinsurance Facility

August 6, 2015

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: NCRF FTP Instruction Guide - Version 3.10

Revisions have been made to the NCRF FTP Instruction Guide and the FTP Account Request Form.

For ease in identifying these revisions, we have attached the tracked changes version in the Monthly Accounting Files section and in the embedded document entitled NCRF FTP Account Request Form.

Please bring these changes to the attention of those responsible for the submission of FTP files to the NCRF. The NCRF FTP Instruction Guide can be accessed on our website at www.ncrb.org/ncrf.

Questions regarding this circular should be directed to our FTP Support at (919) 582-1056 or ftpsupport@ncrb.org.

Sincerely,

Edith T. Davis

Chief Operating Officer

North Carolina Reinsurance Facility

ETD/lad

RF-15-7

Attachments

2. If the file is named and formatted properly, the file will be checked for critical errors by NCRF. If the file passes the critical error check, an e-mail will be sent to the NCRF FTP Customer saying that the file has been accepted. If the file is rejected, the NCRF FTP Customer will receive an e-mail stating the reasons why. The NCRF FTP Customer will then fix the file and retransmit until such time that an accepted file is received.

3. The NCRF FTP Customer should test all relevant transaction types of PLR Detail and Summary transactions in each FTP submission.

Recoupment Detail Files

Note: For NCRF FTP Customers writing Commercial Insurance only, you do not need to test the Recoupment Detail File.

1. The NCRF FTP Customer will use the file naming convention and file format found in this document to submit a recoupment detail file to the NCRF via FTP.

2. If the file is named and formatted properly, the file will be checked for critical errors by NCRF. If the file passes the critical error check, an e-mail will be sent to the NCRF FTP Customer saying that the file has been accepted. If the file is rejected, the NCRF FTP Customer will receive an e-mail stating the reasons why. The NCRF FTP Customer will then fix the file and retransmit until such time that an accepted file is received.

File Testing Tips

1. Email ftpsupport@ncrb.org when you are ready to start testing and each time you submit a test file for review.

2. Make sure that you are allowed to do external ftp from your location and that you can log into the test ftp site prior to trying to send a file.

3. Make sure that your firewall is not blocking ftp traffic.

4. The only 2 file types accepted are .txt and .pgp. (.xls and .pdf files cannot be processed).

5. Include both positive and negative amounts in your Accounting and Recoupment Detail test files.

6. Verify that all dollar amounts are correctly formatted for the file type you are sending.

7. Do not include Recoupment Detail records in your monthly Accounting Detail File. There is a separate Recoupment Detail File and layout for testing the detail. (See File Layouts).

8. Carefully check for any extra spacing or characters not expected per the defined file layout, using a file editor or tool. This may not always be visible if viewing the file in a standard Notepad view.

9. Make sure the accounting month and year in the file are the same as in the file name.

10. Remember to rename the files uniquely each time you send a new test file.

11. Date/time stamps are formatted MMDDYYHHMMSS – Month, Day, Year, Hours, Minutes, Seconds – all 2 digits. (See file name conventions above).

12. Test files will be processed only during standard business hours of 8:30 a.m. – 5:00 p.m. Eastern Standard Time.

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IT Contact For FTP Setup			
First Name	Last Name	Email address	Phone Number

Required Number of FTP Accounts			
Do you need additional FTP accounts? ☐ Yes ☐ No			
If yes, please provide additional names and contact information:			
First Name	Last Name	Email address	Phone Number

Note: You can still submit files for multiple companies with one ftp account, provided that each company is a subsidiary of a parent company.