

# **Structured Securities (STS)**

2015 User's Manual

Page 1 2015 STS User's Guide Last Updated: October 26, 2015

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## **Terms of Use**

## NAIC 2015 RMBS/CMBS STRUCTURED SECURITIES REPORT

The National Association of Insurance Commissioners (NAIC) is providing a proprietary report with information regarding non-agency Residential Mortgage-Backed Securities ("RMBS") and Commercial Mortgage-Backed Securities ("CMBS"), hereafter known as the 2015 "RMBS/CMBS Structured Securities Report" or "Report." The NAIC owns and retains all rights to the data within the Report.

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By clicking on the 'Agree' button, as an insurer, I agree that I have paid the required Structured Securities modeling assessment to the NAIC and I agree to use the data within the 2015 Report only for non-commercial, informational use. I shall not market, sell, share, transfer or otherwise distribute this data in any manner or form, including on a local area network, to any other person that is not my insurance company affiliate, it being understood that "affiliate" is any entity wholly controlling, controlled by, or under common control of Licensee. Notwithstanding the foregoing, I shall have the right to reproduce the information and data (in whole or in part, in any medium or format) for my company's internal use and to store the information and data in one or more databases for interrogation, analysis, manipulation, compilation, report preparation or later retrieval. Violation of these terms will result in termination of this license and may result in legal action.

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The NAIC reserves the right to revise these Terms of Use at any time by updating this posting.

## (By clicking "AGREE" I am bound to these terms.)

## **Introduction to Structured Securities**

In 2009 members of the National Association of Insurance Commissioners (NAIC) approved the recommendation of the Valuation of Securities (E) Task Force and Financial Condition (E) Committee to create a new modeling and assessment process for non-agency residential mortgage-backed securities (RMBS). This assessment process will assist state regulators in ultimately determining the Risk Based Capital (RBC) requirements for the non-agency RMBS/CMBS owned by U.S. insurers at the end of each year. For each of the RMBS/CMBS CUSIPs, the new model will produce prices based upon expected losses for each NAIC designation. Insurers will map the carrying value of each RMBS to these amounts to determine the appropriate NAIC designation and accompanying RBC requirements.

Members of the NAIC have also authorized an assessment of the costs associated with this project to those U.S. insurers that own non-agency RMBS/CMBS subject to the modeling process. An assessment of the costs associated with this project are billed to the insurance companies owning non-agency RMBS/CMBS CUSIPs subject to the new modeling and assessment process, based on Schedule D information from December 31st, statutory annual statement filings.

The NAIC will include all securities that have been identified as non-agency RMBS/CMBS held by insurers as of the Annual and 2<sup>nd</sup> Quarter in the first file delivery in late December annually. Securities that were identified after the 2<sup>nd</sup> Quarter cut-off will be analyzed and released in a similar format on late January

## System Hours and Support

The Structured Securities service is available at https://avsplus.naic.org/avsplus/pages/public/home.jsf. Due to the nature of the Internet, the system is available nearly 24 hours a day, seven days a week. However, the official system hours are 8 a.m. to 5 p.m. CST. The system is not available during periods of scheduled maintenance and updating, which is generally the first Saturday of each month. Maintenance and update periods are posted on the STS Bulletin Board to let you know when the database will be unavailable.

System support is provided by the NAIC Help Desk, the AVS Administrator, and other NAIC staff as necessary. Support hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. CST, excluding holidays and/or other periods of time when the NAIC offices may be closed.

The NAIC has established a help line to receive and respond to questions regarding the RMBS/CMBS modeling process, instructions and invoices. By calling the NAIC at (816) 783-8300 and selecting the Structured Securities prompt, callers can access NAIC staff representatives for assistance with: (1) questions related to user id and password for access to the file; (2) questions related to invoices, or to remit payment by credit card or by wire transfer; or (3) Technical questions related to the application. For questions related to statutory accounting and/or the impact of the RMBS/CMBS modeling and assessment process on RBC, please contact the QA Help Line at (816) 783-8400 and select the RMBS option. Additional information and answers to frequently asked questions are posted at the NAIC's website at <a href="http://www.naic.org/index\_structured\_securities.htm">http://www.naic.org/index\_structured\_securities.htm</a>.

## **Contact Information**

Questions about becoming an STS subscriber, or questions regarding your company's portfolio and billing should be directed to:

National Association of Insurance Commissioners AVS Administrator 1100 Walnut Street, Suite 1500 Kansas City, MO 64106 Phone: (816) 783-8300 E-mail: securitiessupport@naic.org

For assistance with your ID or password, please have the following information available: AVS+ User ID and password, NAIC company code, system contact name, and type of browser used. Then contact:

Help Desk (816) 783-8500 E-mail: help@naic.org

## **System Requirements**

AVS+ performs optimally under Microsoft Internet Explorer version 7 and version 8, and under the two most current major versions of Firefox (i.e., 8.x and 9.x). Customers will not be required to load any additional software onto their PCs.

Users must have a valid ID and password to use the system. To obtain an AVS+ User ID and password, please contact the AVS Administrator at (816) 783-8300.

## **Third Party Administrator Service**

A Third-Party Administrator (TPA) is defined as an individual or group of individuals that are in the business of advising, managing, or procuring Structured Securities data for insurance companies' investment portfolios. A TPA is allowed to create and maintain portfolios, in the name of one or more insurance companies. All clients of TPAs must specify the TPA to which they are granting access.

## **AVS+ Home Page & Logging In**

To access the AVS+ home page, open a browser and enter <a href="https://avsplus.naic.org/avsplus/pages/public/home.jsf">https://avsplus.naic.org/avsplus/pages/public/home.jsf</a>.



**NAIC Log In Window** 



Enter your AVS+ ID User Name and Password. The password is case sensitive and will appear as asterisks (\*) when entered. After the User Name and Password are successfully entered, read and agree to all terms and conditions by selecting the check box beside the By Checking the box to the left your agree to all terms and conditions label.

Select the Login Button.

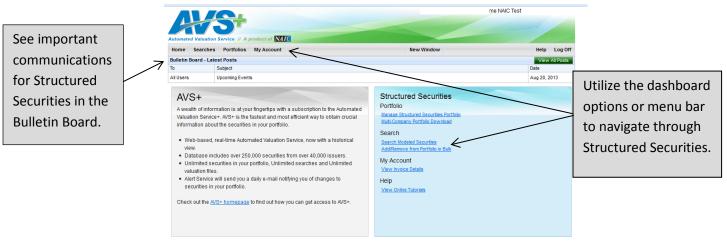
**First Time Logging In** 

The first time you log in, the system will prompt you to select challenge questions and provide answers. After established, if you forget your password and select the <u>Forget Your Password</u> hyperlink, the system will prompt you to enter the case sensitive answers to the challenge questions you previously selected.

If you provide the correct case sensitive answers, the system will display the change password prompts. If you are not able to provide the case sensitive answers, contact the NAIC Help Desk by email, <u>help@naic.org</u> or phone 816.783.8500 for additional assistance.

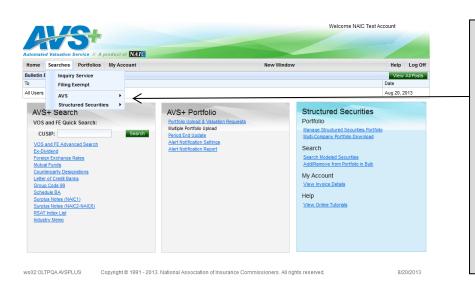
## **Using Structured Securities**

After successfully logging in, you will see the below screen.



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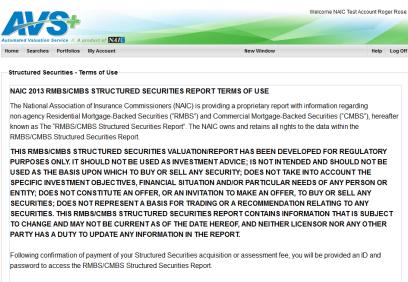
8/20/2013



If you are also an AVS subscriber then you'll see additional navigations in the menu bar to distinguish between AVS and Structured Securities processes.

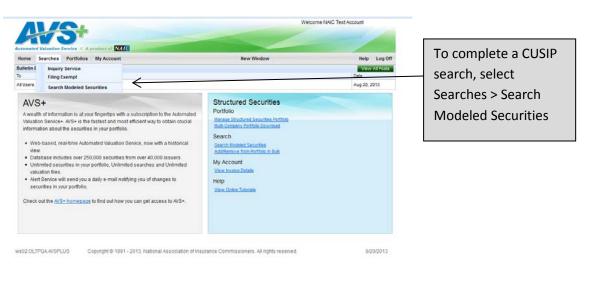
**Note:** For the purpose of this guide the remaining screens will be shown as if the user only has access to Structured Securities.

Terms of Use



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## **CUSIP Search - Add to Portfolio and Submit for Consideration**





Enter the security number in the CUSIP field and select Search.

						Welcome NAIC Test A	cct		
Automated Valuation S	ervice // A product o	NATC	-						Select the security.
Home Searches	Portfolios My Acc	ount			New Window		Help Log Off		
Structured Security Security	earch Criteria	Structured Secu	rity Search I	Results - 1 result					
CUSIP: TESTCUSIP	°5 🕜	CUSIP	•	Issuer Name	•	Issue Descriptio	n 🔺		
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Automated Valuation Service // A product of Home Searches Portfolios My Acco	1	New Window	Welcome NAIC Test Account	This message will display if the security you are searching for has not been
Structured Security Search Criteria	Structured Security Search	Results - No results found.	Add TESTTEST1 to portfolio	selected to be modeled.
CUSP: [TESTTEST1 ] This security is not modeled and has not been automated for consideration in tays are if you want to request this security for consideration, please use the Add to Portolio bution to the right. The act of adding this security to a portfolio will also submit for consideration. <u>Search Clear Clear</u> Download Full RMSS/CIMSS Lating Ws02.OLTPQA.AVSPLUS Copyright©	<	itation of Insurance Commissioners. All right	is reserved. 8/20/2013	To request it to be modeled, simply add the security to your portfolio.

8/29/2013

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## **Portfolio Management**



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Olear Fitters

Select Portfolio

Account Name

ALFA MUT INS CO

BCBSM INC

Account Code

Searches Portfolios My Account

Structured Securities Portfolio Management

2014

Year

Toggle Filter View

New Window

8/20/2013

Help Log Off

WEICOME LAI UN YA BUCHAN/

If you are associated to multiple STS accounts or a TPA, you can narrow your search by populating the filter with the Account Code or Account Name

Select Portfolios to view

your company portfolio or

download Multi-Company

associated to more than

Portfolios if you are

one company.

Automated Valuation Servi			Hew Window	Welcome NAIC Test Ac	Help Log Off	Next, select the Year to view your portfolio.
Structured Securities Por Year: 2013 Summary All Items Filter Currently: none This view contains all of the	rtfolio Mangeement - Z-totat result(s) Portfolio Hame: (00001 My Insur- Purchase Download History tems in your portfolio.	ance.com	×			Additional information related to your portfolio is available on these tabs.
CUSIP \$	Portfolio Status	Invoice # 🕶	Type ¢	Security Status +	Action	
TESTCUSIP1 TESTCUSIP2	Ready for Download Ready for Download	SS0000001 SS0000001	RMBS	Modeled		
TESTCUSIP2	Ready for Download	SS0000001	RMBS	Modeled		
TESTCUSIP4	Ready for Download	SS0000001	RMBS	Modeled		You can upload a TXT file to
TESTCUSIP5	Ready for Download	SS0000001	RMBS	Modeled		
TESTCUSIP6	Ready for Download	SS0000001	RMBS	Modeled		Add or Remove securities
TESTCUSIP7	Ready for Download	SS0000001	RMBS	Modeled		to your portfolio in a batch
Export Portfolio				nght <del>s reserved</del>	ve Securities in Bulk 8/26/2013	file or Export your Portfolio to a csv file.
	Add/Remov Add/Remove codes:	<b>ve Securities in</b> Delete = 1 Ad		ormat		
	File format: "Compa	any Code" "Ad	d/Remove	Code" "Cusip"		
	Example: 12345 2 00	011AKC0				
	NOTE: There is a 10	0 Cusip limit p	er file.			

## **Portfolio Summary**

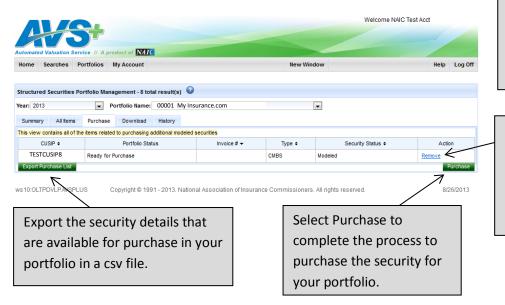


On the Portfolio Summary tab you can see the total number of securities in your portfolio by Type (RMBS or CMBS), Status, total number of securities in your portfolio and applicable invoice(s).

SECURITY STATUS - for a given year, a security always has a status of one of the following:

- N/A The security was not modeled or submitted for consideration for that particular year
- Requested for Consideration The security is under review and whether or not it will be modeled has yet to be determined.
- *To Be Modeled* That the security has undergone an initial review and will be modeled.
- *Modeled* The security has been modeled.
- Not Modeled The security will not be modeled. When a security is identified as 'Not Modeled', it is always accompanied by an explanation of why it was not modeled. The following are reasons a security will not be modeled
  - Asset Class
  - o Obligation Type
  - o Invalid
  - o Insufficient Information Model
  - o Insufficient Information Data
  - o Under NAIC Threshold
  - o Other

## **Purchase Securities**



The Purchase tab shows the securities that have been added to your portfolio that will be modeled and are available to purchase.

Securities that you no longer wish to purchase can be removed by selecting the Remove link prior to purchasing.

#### **Download Modeled Data**

						Welcome NAIC Tes	t Acct
utomated Valuation	57	product of NU	2				
Home Searches		My Account	2		New Window		Help Log Off
Structured Securitie	es Portfolio Ma	inagement - 8 tot	tal result(s) 🕡				
fear: 2013		Portfolio Name:	00001 My Insura	ance.com	•		
Summary All Ite	ms Purchas	e Download	History				
This view contains on	ly modeled items	that have been inv	voiced.				
CUSIP +		Portfolio	Status	Invoice # 👻	Type ¢	Security Status +	Action
TESTCUSIP1	Ready	for Download		SS0000001	RMBS	Modeled	
TESTCUSIP2	Ready	r for Download		SS0000001	RMBS	Modeled	
TESTCUSIP3	Ready	for Download		SS0000001	RMBS	Modeled	
TESTCUSIP4	Ready	/ for Download		SS0000001	RMBS	Modeled	
TESTCUSIP5	Ready	for Download		SS0000001	RMBS	Modeled	
TESTCUSIP6	Ready	/ for Download	_	SS0000001	RMBS	Modeled	
TESTCUSIP7	Ready	for Download		SS0000001	RMBS	Modeled	K

Once you have purchased the securities and the Modeled Data is available, you can download the data on this tab, or Export the details to a csv file.

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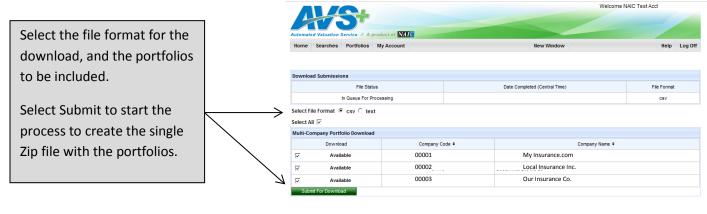
8/26/2013

## History of Actions in your Portfolio

Automated Valuation Ser	Nice // A prod	uct of NATC	Welcome N4	JC Test Account	View and download the action
Home Searches I	Portfolios M	Account	New Window	Help Log Off	that have occurred in your
Structured Securities P Year: 2013 Summary All tems		ement - 223 total result(s) tfolio Name: 00001 My Insurance.com Downbad History			portfolio, the date it occurred and the individual who made
CUSIP .	Type 🔹	Date 🛊	Action Taken By ¢		the change.
TESTTEST1	ADD	Tue Aug 20 15:20:27 CDT 2013	NAIC Test Account	K	U U
				Export Search Results as CSV	
ws02:OLTPQA.AVSPLU	S Сору	ight © 1991 - 2013. National Association of Insura	nce Commissioners. All rights reserved.	8/20/2013	

## **Download Multiple Portfolios**

Navigate to Portfolios > Multi-Company Portfolio Download



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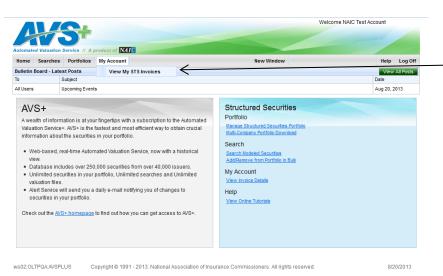
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8/27/2013

Latomated Valuation Service // A produ	uct of MIC	Welcome NA	IC Test Acct
Home Searches Portfolios My	Account	New Window	Help Log Off
Download Submissions			
File Statu	s	Date Completed (Central Time)	File Format
Ready To Downloa		08/27/2013 2:22 PM	CSV
Select File Format 🔹 csv 🔿 text Select All 🗔 Multi-Company Portfolio Download			
Download	Company Code +	Company Name +	
Available	00001	My Insurance.com	
Available	00002	Local Insurance Inc.	
Submit For Download		1	

The process to create the Zip file may take up to 15 minutes to complete. You may need to refresh your browser to see the link to the Zip file containing all portfolio files requested.

#### **View Invoice Detail**



View the details related to all of your invoices by navigating to My Account > View My STS Invoices

								Welcome NAIC Test Acct	
Automated	Valuation Service //	A product of NAI							
Home	Searches Portfolio	s My Account				New V	/indow		Help Log Of
Invoice C	riteria								
Period:	2013 Search	$\leftarrow$							
STS Invoi	ce Details - 2 results								
Company Code ¢	Company Name ¢	Invoice Number ¢	Order Date 🜩	Invoice Paid ¢	Invoice Type ¢	Billing Contact ¢	Invoiced Cocode ¢	Invoiced Company Name ¢	Invoice Total 🖨
00001	My Insurance.com	SS000001	08/23/2013	Yes	TPA	TESTUSER	00001	My Insurance.com	Pending
00003	Our Insurance Co.	<u>\$\$000002</u>	08/23/2013	No	Initial	TESTUSER	00003	Our Insurance Co	Pending V
ws10:OLT	PDVLP.AVSPLUS	Copyright © 19	1 - 2013. Natio	onal Asso	ciation of Insura	nce Commission	ers. All rights reserve		h Results as CSV 8/26/2013
		Select t	he invo	oice					
		downlo	ad the	det	ailed li	st of			
		securiti	es on t	hat	invoice	2.			

Select the year for the period to view all invoices, or Export the details in a csv file.

#### **Bulletin Board Notices**

			Welcom	e NAIC Test Accl
tomated Valuation	on Service // A pr	oduct of MIC		
lome Searche	s Portfolios	My Account	New Window	Help Log O
ulletin Board - L	atest Posts			View All Posts
io	Subject			Date 🔥
VS+ Users	1 3rd Quarter	End Schedule		Sep 19, 2013
STS Users	2013 Project Dea	dines		Nov 22, 2013
AVS Users	3rd Qtr 2013 Fore			zt 01, 2013
nterested Parties	New changes in	2013 Project Deadlines		p 05, 2013
VOS and FE C CUSIP: VOS and FE A Ex-Dividend Foreion Exchar Mutual Funds Counterparty D Letter of Credit Group Code 99 Schedule BA Surplus Notes Surplus Notes RSAT Index Lis Industry Memo	ivanced Search ince Rates esignations Banks Banks (NAIC1) (NAIC1) (NAIC2-NAIC6)	Date: Nov 22, 2013 Subject: 2013 Project Deadines Timeline for 2013 project: Late December – RMBS/CMBS modeled January 2, 2014 – 5 p.m. CT deadine for	data will be posted to AVS+. submitting securities to be considered for modeling to be included in the	e addendum file.

The four most recent Bulletin Board notices display on the dash board. To see the details for any notice, simply move your curser over the subject and a box will display with the message.

You can also select View All Posts to see other messages posted to the Bulletin Board.

## **Cusip Credit**

Summary	All Items (967)	Purchase (4)	Download (948)	History (29)				
	ntly: none							
		s in your portfolio.						
CUSIP +		Portfolio S	tatus	Invoice # 🛪	• Type •		Security Status +	Action
TESTCUS	IP1 Ready f	for Purchase			RMBS	Modeled		Remove
TESTCUS	IP2 Ready f	for Purchase		1-	RMBS	Modeled		Remove
TESTCUS	IP3 Availab	le Empty Slot		SS000001	RMBS	Modeled		
TESTCUS	IP4 Ready f	for Download		: \$\$000001	RMBS	Modeled		
Export Portfoli	0	2	«« « <b>1</b> 2	3 4 5	6 7 8 9 10	3 33	Add/Re	move Securities in Bul

If you have received a credit for a paid off security, you will now have an 'Available Empty Slot' in your portfolio to compensate you for that security. You can now use this empty slot to add the same type of security to your portfolio without being invoiced.

Summary	All Items (967)	Purchase (0)	Download (952)	History (29)							
Filter Curren	Fiter Currently: none										
This view contains all of the items in your portfolio.											
CUSIP ¢		Port	tfolio Status	Invoice # 👻	Type ¢	Security Status \$					
TESTCUSIP	5 Submitted	for Consideration				Undetermined	Submitted for Consideration				
TESTCUSIP	6 Ready for	Download replac	es: TESTCUSIP3		* \$\$000001 🗲	RMBS	Modeled				
TESTCUSIP	7 Submitted	for Consideration				Undetermined	Submitted for Consideration				
TESTCUSIP	8 Submitted	for Consideration				Undetermined	Submitted for Consideration				
TESTCUSIP	9 Submitted	for Consideration				Undetermined	Submitted for Consideration				
TESTCUSIP	10 Ready for	Download			SS000001	RMBS	Modeled				
TESTCUSIP	11 Ready for	Download			SS000001	CMBS	Modeled				
TESTCUSIP	12 Ready for	Ready for Download				RMBS	Modeled				
TESTCUSIP	3 Used Em	pty Slot replaced I			SS000001	RMBS	Modeled				
TESTCUSIP	14 Ready for	Download			SS000001	RMBS	Modeled				

**Note:** If there are unused empty slots in your portfolio by the end of the first quarter 2015, the NAIC will issue you a refund.

Once you have purchased the replacement security, it will show in your portfolio with the same invoice number as the replacement security. Also, the Portfolio Status for the 'Available Empty Slot' will change to 'Used Empty Slot replaced by: Cusip #'.