Data Collection and Analysis Modules (DCAM)

DCAM User Manual

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DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
04/25/2008	Jon Mika	1.00 (Draft)	Initial draft
04/29/2008	Jon Mika	1.01 (Draft)	Continued updates
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8/19/2008	Jon Mika	1.01	Updates based on OIR feedback
5/10/2011	Ashley Grant	1.02	Added survey component
5/27/2011	Jon Mika	1.02	Updated screen shots

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About This Document

Who Should Use This Document?

This document is intended for all external users in I-File who will be filing data reports and all analysts within the Office of Insurance Regulation that will be reviewing and approving these filings.

How to Use This Document

Topics

Each screen within this document is written in the following format:

Topic Name (i.e. To Create a Filing)

Topic description goes here:

- Step 1
- Step 2
- Step 3

Conventions

- Bold italics are used to reference user confirmation messages. (Example: ***"Are you sure you want to continue?"***)
- All user error messages will be displayed with a red box containing specific error message text (sample below):

  Error message goes here.

- All information messages will be displayed to the user as shown below:

  NOTE: Information message goes here.

- All hyperlinks will be referenced in bold blue text. (example: **Start Over**)
- All buttons will be referenced in bold and with brackets. (example: **[Cancel]**)
- All references to other sections within this document will be underlined and in green text. (example: See Workbench screen)
- Each **Note:** in this document is written in the following format and highlighted within a grey box:

Note: Enter note here…

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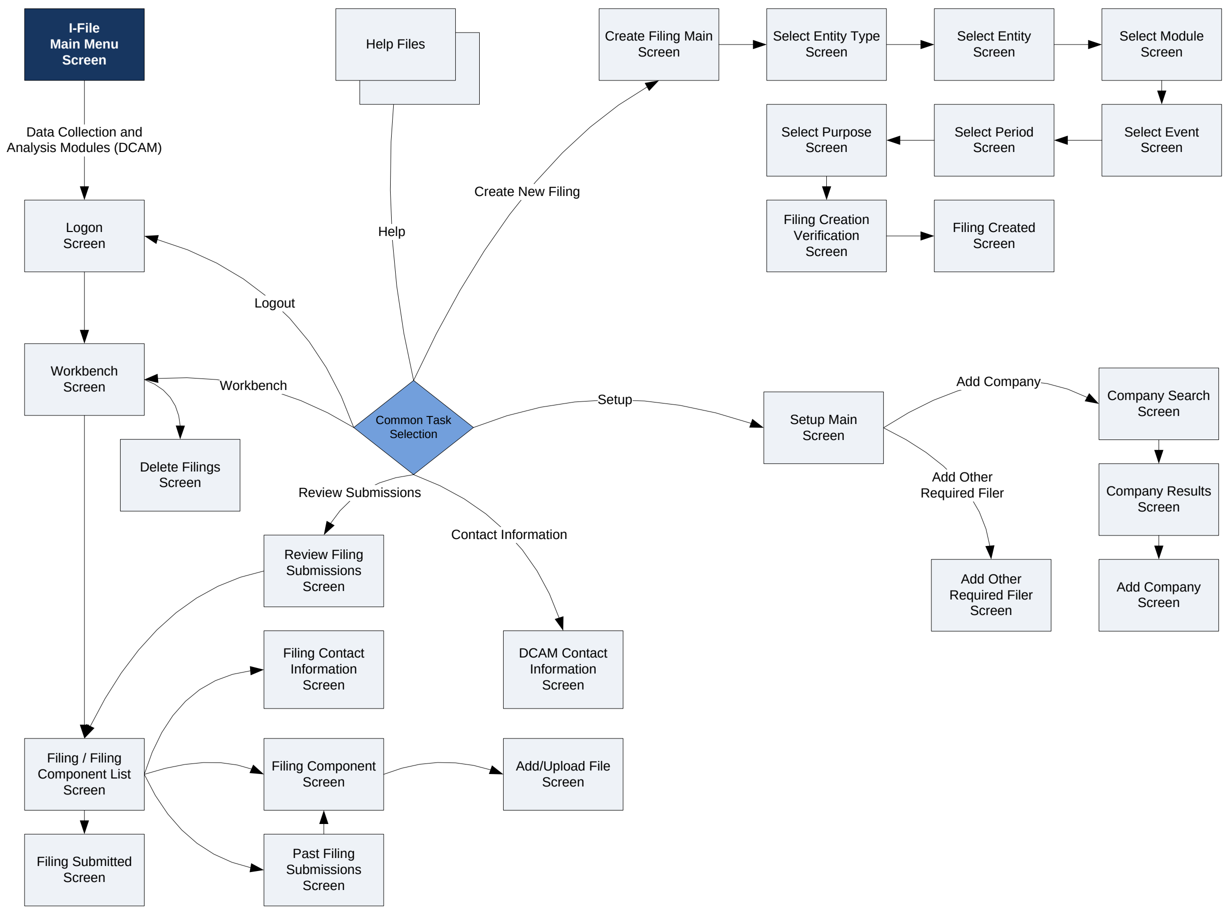
High Level Process Flow

The high level process flow for DCAM is shown below:



Industry Portal Main Menu

The Industry Portal (I-Portal) main menu screen allows for access into the various systems with the Office of Insurance Regulation Industry Portal. One of these systems is the Data Collection and Analysis Modules (DCAM).

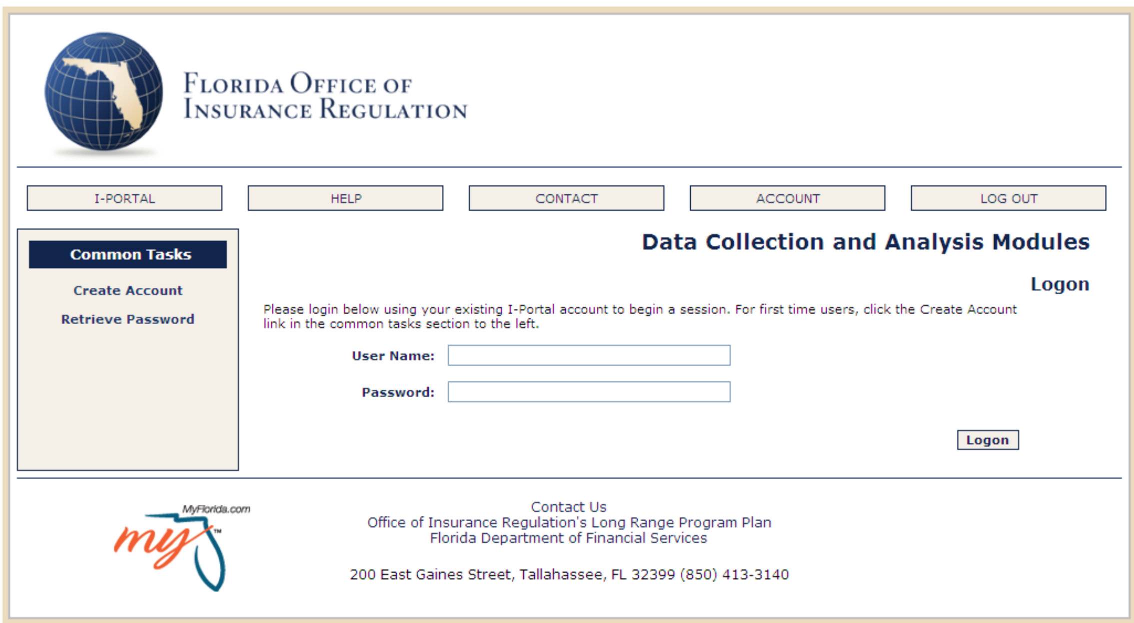
To Select the DCAM System

To select the DCAM application, perform the following steps:

- Select the **Data Collection and Analysis Modules (DCAM)** link.
- The DCAM Logon screen appears

Logon

The Logon screen allows for access into the DCAM system. You will use your Industry Portal account name (i.e. email address) and password to authenticate into DCAM.



Common Tasks	
Help	Click this link to navigate to the Help files.
Create Account	Click this link to navigate to the Industry Portal Account Creation screen.
Retrieve Password	Click this link to navigate to the Industry Portal Retrieve Password screen.
Screen Elements	
User Name	Enter your Industry Portal user name (email address) into this field.
Password	Enter your password into this field.
Logon button	Click this button to authenticate the user and navigate to the Workbench screen.

To Logon into the System

To logon to the application, perform the following steps:

- Enter your Industry Portal user name.
- Enter your password.
- Click the **[Logon]** button.

NOTE:
If you did not enter a user name, you will get the following error message:

> Required fields are missing...A user name must be provided.

If you did not enter a password, you will get the following error message:

> Required fields are missing...A password must be provided.

If either the user name or password is invalid, you will get the following error message:

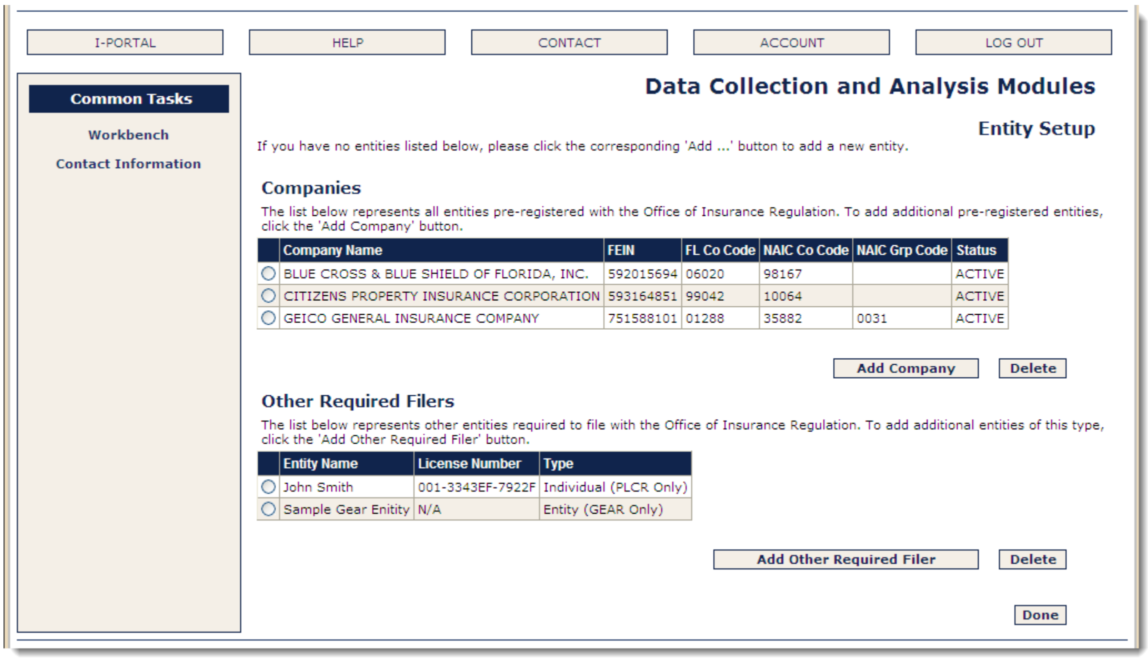
> The user name entered is unknown, please try again. To create a new user account, select the Create Account link in the Common Tasks section.

If you created your I-Portal account but did not activate it, you will get the following error message:

> The user account is not active. To activate your account, select the activate link that was included in the confirmation email sent to you when you first created the account.

Entity Setup

The Entity Setup screen allows the filer the ability to manage entities such as companies and other required filers. This screen will also access the filer's contact information.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Contact Information	Click this link to navigate to the Contact Information screen.
Screen Elements	**Companies**
Company Name	The name of the company.
FEIN	The federal employer identification number of the company.
FL Co Code	The Florida company code of the company.
NAIC Co Code	The NAIC company code of the company.
NAIC Grp Code	The NAIC group code of the company.
Status	The authority status of the company.
Add Company button	Click this button to add a company by displaying the

	screen.
Delete button	Click this button to delete a company. (See to Delete a Company)
Screen Elements	**Other Required Filers**
Entity Name	The name of the other required filer.
License Number	The license number of the other required filer.
Type	The other required filer type (Individual or Entity)
Add Other Required Filer button	Click this button to add a required filer by displaying the screen.
Delete button	Click this button to delete a required filer. (See To Delete an Other Required Filer)
Done button	Click this button to navigate back to the Workbench screen.

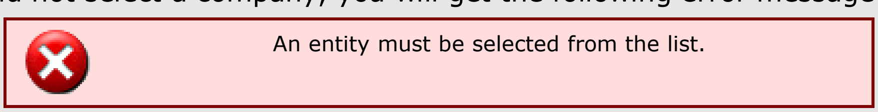
TO DELETE A COMPANY

To delete a company, perform the following steps:

- From the Workbench screen, select the **Setup** link.
- The Entity Setup screen displays and the list of companies appear in the Companies table.
- Select a company to delete. The selected row will be highlighted in yellow.
- Click the **[Delete]** button.
- A confirmation message appears "**Are you sure you want to delete the selected record?**"
- Click the **[OK]** button to delete the record or the **[Cancel]** button to cancel the operation.

NOTE:

If you did not select a company, you will get the following error message:



TO DELETE AN OTHER REQUIRED FILER

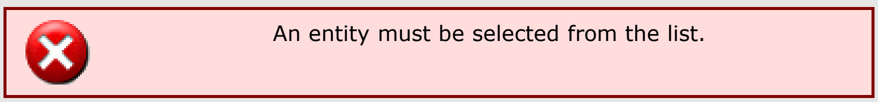
To delete a required filer, perform the following steps:

- From the Workbench screen, select the **Setup** link.

- The Entity Setup screen displays and the list of other required filers appear in the Other Required Filers table.
- Select a required filer to delete. The selected row will be highlighted in yellow.
- Click the **[Delete]** button.
- A confirmation message appears "**Are you sure you want to delete the selected record?**"
- Click the **[OK]** button to delete the record or the **[Cancel]** button to cancel the operation.

NOTE:

If you did not select a company, you will get the following error message:

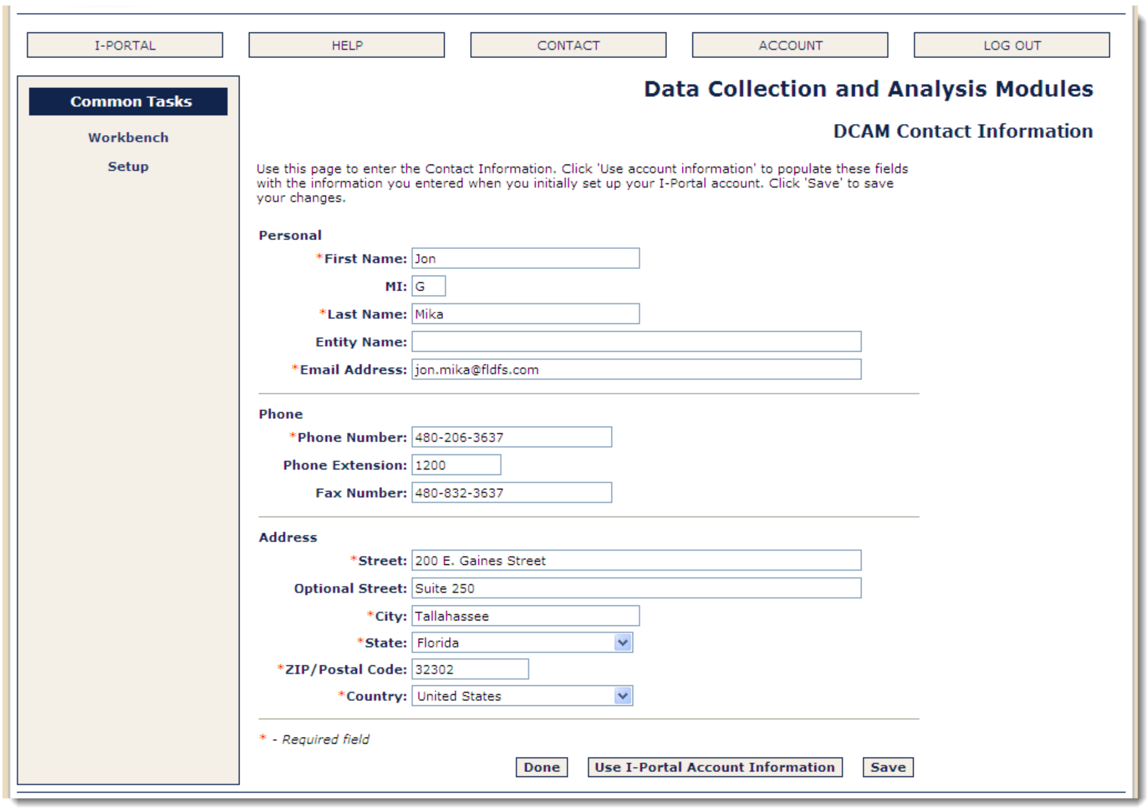


CONTACT INFORMATION

The Contact Information screen allows the filer to manage their contact information. This contact information can be either DCAM or Filing.

The DCAM Contact Information screen contains the main contact information and is accessible within the Entity Setup screen. The DCAM contact information is copied to the filing when a filing is created.

The Filing Contact information is specific to the filing and can be modified after a filing is created by opening up the filing from your workbench, and selecting **View/Edit Filing Contact Information** link.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	**Personal**
First Name	Represents the first name of the contact.
MI	Represents the middle initial of the contact.

Last Name	Represents the last name of the contact.
Entity Name	Represents the entity name of the contact.
Email Address	Represents the email address of the contact.
Screen Elements	**Phone**
Phone Number	Represents the phone number of the contact.
Phone Extension	Represents the phone number extension of the contact.
Fax Number	Represents the fax number of the contact.
Screen Elements	**Address**
Street	Represents the street address of the contact.
Optional Street	Represents the optional street address of the contact.
City	Represents the city of the contact.
State	Represents the state of the contact.
ZIP/Postal Code	Represents the zip/postal code of the contact.
Country	Represents the country of the contact.
Done button	Click this button to navigate to the Entity Setup screen.
Use I-Portal Account Information button	Click this button to use your Industry Portal account information.
Save button	Click this button to save your contact information.

To Add/Update DCAM Contact Information

To add or update DCAM contact information, perform the following steps:

- From the Entity Setup screen, select the **Contact Information** link.
- The DCAM Contact Information screen displays containing personal, phone, and address related contact information.
- Fill out the required fields manually or click the **[Use I-Portal Account Information]** button to use your Industry Portal account information.
- Click the **[Save]** button.
- A confirmation message appears "**Are you sure you want to save changes?**"
- Click the **[OK]** button to save changes or the **[Cancel]** button to cancel the operation.

NOTE:

If the contact information was successfully saved, you will get the following informational message:

The contact information was successfully saved.

If you did not enter your first name, you will get the following error message:

Required fields are missing…The first name must not be empty.

If you did not enter your last name, you will get the following error message:

Required fields are missing…The last name must not be empty.

If you did not enter your email address, you will get the following error message:

Required fields are missing…The email address must not be empty.

If you did not enter your phone number, you will get the following error message:

Required fields are missing…The phone number must not be empty.

If you did not enter your street address, you will get the following error message:

Required fields are missing…The address must not be empty.

If you did not enter your city, you will get the following error message:

Required fields are missing…The city must not be empty.

If you did not enter your state, you will get the following error message:

Required fields are missing…The state must not be empty.

If you did not enter your zip code, you will get the following error message:

Required fields are missing…The zip code must not be empty.

If you did not enter your country, you will get the following error message:

Required fields are missing…The country must not be empty.

TO ADD/UPDATE FILING CONTACT INFORMATION

To add or update the filing contact information, perform the following steps:

- From the Workbench screen, click on a **Work Unit Number** link to open a filing.
- From the Filing Component List screen, select the **View/Edit Filing Contact Information** link.
- The Filing Contact Information screen displays containing personal, phone, and address related contact information.
- Fill out the required fields manually or click the **[Use I-Portal Account Information]** button to use your Industry Portal account information.
- Click the **[Save]** button.
- A confirmation message appears "**Are you sure you want to save changes?**"
- Click the **[OK]** button to save changes or the **[Cancel]** button to cancel the operation.

NOTE:

If the contact information was successfully saved, you will get the following informational message:

The contact information was successfully saved.

If you did not enter your first name, you will get the following error message:

Required fields are missing…The first name must not be empty.

If you did not enter your last name, you will get the following error message:

Required fields are missing…The last name must not be empty.

If you did not enter your email address, you will get the following error message:

Required fields are missing…The email address must not be empty.

If you did not enter your phone number, you will get the following error message:

Required fields are missing…The phone number must not be empty.

If you did not enter your street address, you will get the following error message:

Required fields are missing…The address must not be empty.

If you did not enter your city, you will get the following error message:

Required fields are missing…The city must not be empty.

If you did not enter your state, you will get the following error message:

Required fields are missing…The state must not be empty.

If you did not enter your zip code, you will get the following error message:

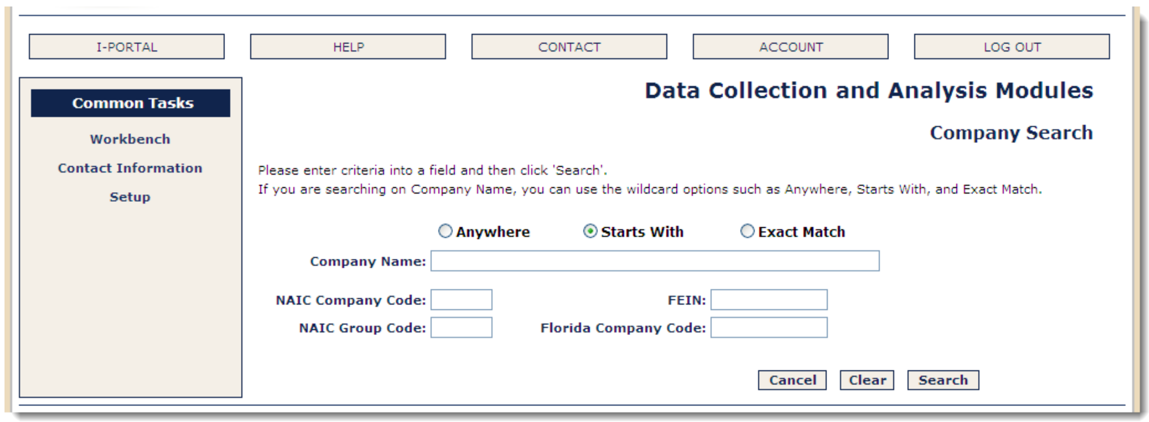
Required fields are missing…The zip code must not be empty.

If you did not enter your country, you will get the following error message:

Required fields are missing…The country must not be empty.

Company Search

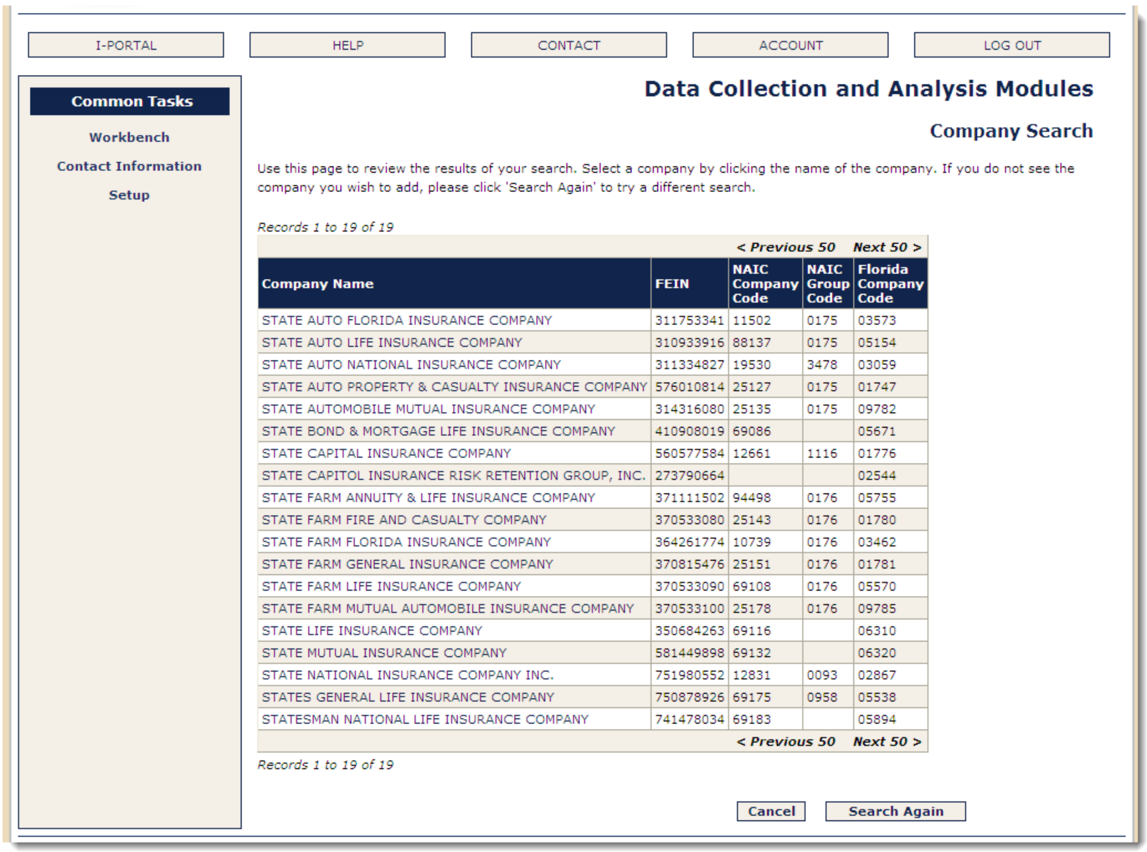
The Company Search screen allows the filer to search for a company using various search criteria.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Contact Information	Click this link to navigate to the Contact Information screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	**Search**
Search Type	Anywhere, Starts With, Exact Match
Company Name	Represents the company name search field.
NAIC Company Code	Represents the NAIC company code search field.
NAIC Group Code	Represents the NAIC group code search field.
FEIN	Represents the FEIN search field.
Florida Company Code	Represents the Florida company code search field.
Cancel button	Click this button cancel the Add Company operation and return to the Entity Setup screen.
Clear button	Click this button to clear all search fields above.
Search button	Click this button to perform a search based on the criteria entered and navigate to the Company Search Results screen.

COMPANY SEARCH RESULTS

The Company Search Results screen displays the results of the criteria selected on the Company Search screen.



I-PORTAL | HELP | CONTACT | ACCOUNT | LOG OUT

Common Tasks

Workbench

Contact Information

Setup

Data Collection and Analysis Modules

Company Search

Use this page to review the results of your search. Select a company by clicking the name of the company. If you do not see the company you wish to add, please click 'Search Again' to try a different search.

Records 1 to 19 of 19

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Company Name	FEIN	NAIC Company Code	NAIC Group Code	Florida Company Code
STATE AUTO FLORIDA INSURANCE COMPANY	311753341	11502	0175	03573
STATE AUTO LIFE INSURANCE COMPANY	310933916	88137	0175	05154
STATE AUTO NATIONAL INSURANCE COMPANY	311334827	19530	3478	03059
STATE AUTO PROPERTY & CASUALTY INSURANCE COMPANY	576010814	25127	0175	01747
STATE AUTOMOBILE MUTUAL INSURANCE COMPANY	314316080	25135	0175	09782
STATE BOND & MORTGAGE LIFE INSURANCE COMPANY	410908019	69086		05671
STATE CAPITAL INSURANCE COMPANY	560577584	12661	1116	01776
STATE CAPITOL INSURANCE RISK RETENTION GROUP, INC.	273790664			02544
STATE FARM ANNUITY & LIFE INSURANCE COMPANY	371111502	94498	0176	05755
STATE FARM FIRE AND CASUALTY COMPANY	370533080	25143	0176	01780
STATE FARM FLORIDA INSURANCE COMPANY	364261774	10739	0176	03462
STATE FARM GENERAL INSURANCE COMPANY	370815476	25151	0176	01781
STATE FARM LIFE INSURANCE COMPANY	370533090	69108	0176	05570
STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY	370533100	25178	0176	09785
STATE LIFE INSURANCE COMPANY	350684263	69116		06310
STATE MUTUAL INSURANCE COMPANY	581449898	69132		06320
STATE NATIONAL INSURANCE COMPANY INC.	751980552	12831	0093	02867
STATES GENERAL LIFE INSURANCE COMPANY	750878926	69175	0958	05538
STATESMAN NATIONAL LIFE INSURANCE COMPANY	741478034	69183		05894

< Previous 50 *Next 50 >*

Records 1 to 19 of 19

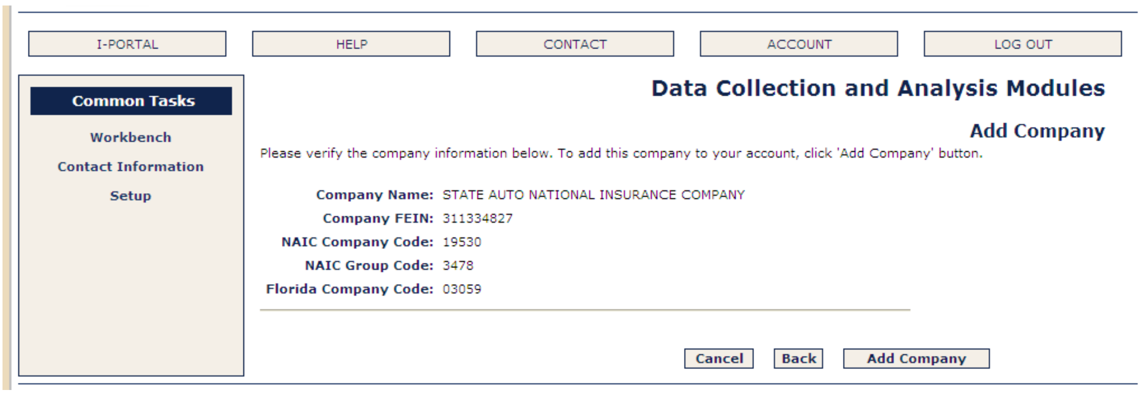
Cancel | Search Again

Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Contact Information	Click this link to navigate to the Contact Information screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
<Previous 50	Click this link to display the previous set of 50 companies.
Next 50>	Click this link to display the next set of 50 companies.

Company Name	Represents the name of the company. Click this link to add the company by navigating to the Add Company screen.
FEIN	Represents the federal employer identification number of the company.
NAIC Company Code	Represents the NAIC company code of the company.
NAIC Group Code	Represents the NAIC group code of the company.
Florida Company Code	Represents the Florida company code of the company.
Cancel button	Click this button cancel the Add Company operation and return to the Entity Setup screen.
Search Again button	Click this button to return to the Company Search screen.

Add Company

The Add Company screen displays the company information for the company that was selected in the Company Search Results screen.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Contact Information	Click this link to navigate to the Contact Information screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Company Name	Represents the name of the company.
Company FEIN	Represents the federal employer identification number of the company.
NAIC Company Code	Represents the NAIC company code of the company.
NAIC Group Code	Represents the NAIC group code of the company.
Florida Company Code	Represents the Florida company code of the company.
Cancel button	Click this button to cancel the add company operation and return to the Entity Setup screen.
Back button	Click this button to navigate back to the Company Search screen.
Add Company button	Click this button to add the company and navigate back to the Entity Setup screen.

To Add a Company

To add a company, perform the following steps:

- From the Entity Setup screen, click the **[Add Company]** button.
- The Company Search screen displays.
- Enter search criteria in the fields provided.
- Click the **[Search]** button and the Company Search Results screen is displayed containing a list of companies matching your search criteria.

NOTE:

If you did not enter at least one search parameter, you will get the following error message:

> Please provide at least one search parameter to do a search.

- Select the company you wish to add by clicking on the **Company Name** link. The Add Company screen will appear displaying the selected company information.
- Click the **[Add Company]** button to add the company. A confirmation window is displayed **"Are you sure you want to add this entity?"**
- Click the **[OK]** button to add the entity or click the **[Cancel]** button to cancel the operation.

NOTE:

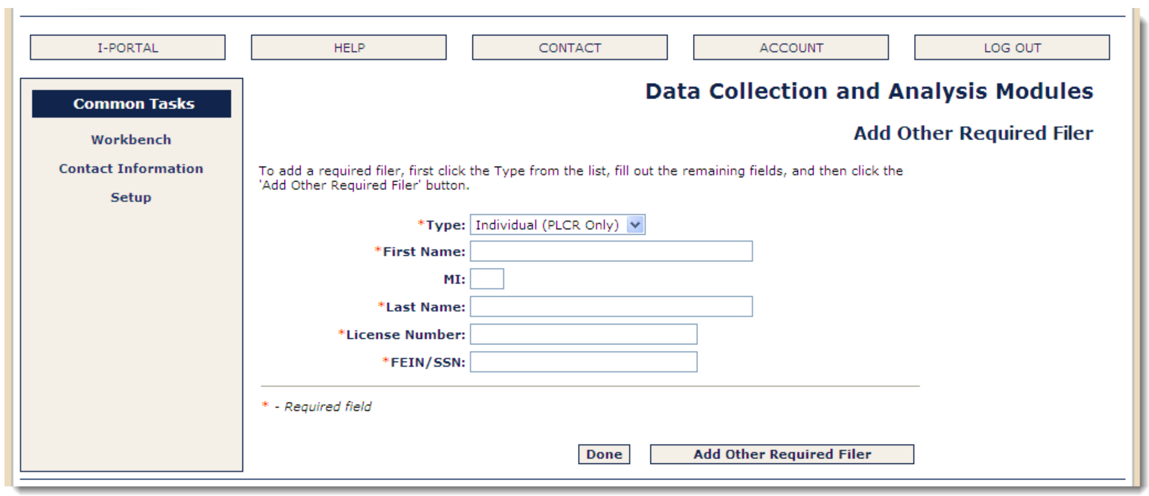
If you have already added this entity to your setup, you will get the following error message:

> The company you are tying to add already exists in your Entity Setup.

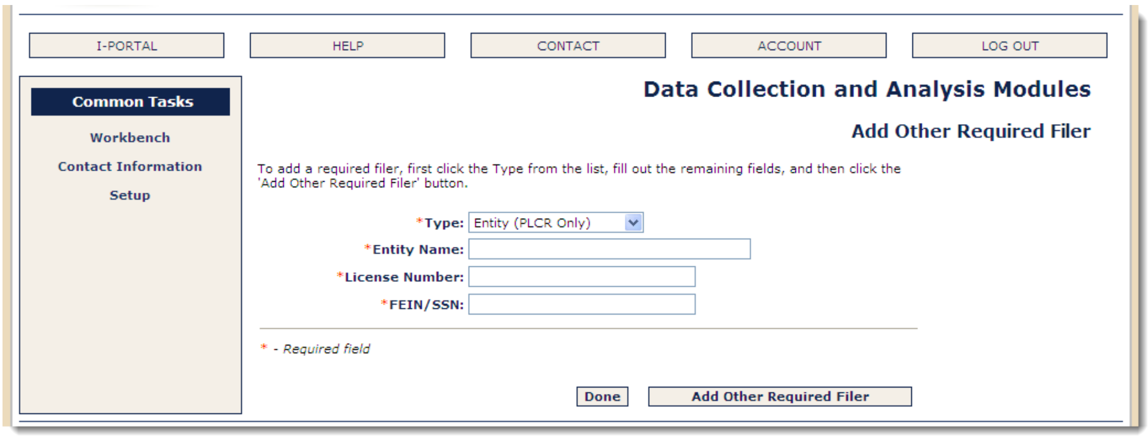
Add Other Required Filer

The Add Other Required Filer screen allows the filer to add an ‘Other Required Filer’ entity to their Setup. There are two main types of required filers, Individual and Entity. If an Individual type is selected the First Name, MI, and Last name fields appear and the Entity Name field is hidden. Reversely, if an Entity type is selected, the Entity Name field appears and the First Name, MI, and Last name fields are hidden.

Type: Individual



Type: Entity



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Contact Information	Click this link to navigate to the Contact Information screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Type	Represents a dropdown list containing the other required filer types: • Individual (PLCR Only) • Entity (PLCR Only) • Individual (GEAR Only) • Entity (GEAR Only)
First Name	The first name of the other required filer. (Individual types only)
MI	The middle initial of the other required filer. (Individual types only)
Last Name	The last name of the other required filer. (Individual types only)
Entity Name	The entity name of the other required filer. (Entity types only)
License Number	The license number of the other required filer. (All types)

FEIN/SSN	The FEIN/SSN of the other required filer. (All types)
Done button	Click this button to navigate back to the Entity Setup screen.
Add Other Required Filer button	Click this button to add the company and navigate back to the Entity Setup screen.

To Add an Other Required Filer

To add a required filer, perform the following steps:

- From the Entity Setup screen, click the **[Add Other Required Filer]** button to display the Other Required Filer screen.
- Select a Type from the dropdown list.
- If you have chosen an Individual type, please enter the First Name and Last Name. (MI is optional)
- If you have chosen an Entity type, please enter the Entity Name.
- Enter the License Number and FEIN/SSN.
- Click the **[Add Other Required Filer]** button and a confirmation message will appear: **"Are you sure you want to save changes?"**
- Click the **[OK]** button to save the required filer or click the **[Cancel]** button to cancel the operation.

NOTE:

If you successfully added the required filer, you will get the following informational message:

> The required filer **[First Name Last Name or Entity Name]** was successfully saved.

If you did not select a Type, you will get the following error message:

> Required fields are missing...The type must not be empty.

If you did not enter a first name, you will get the following error message:

> Required fields are missing...The first name must not be empty.

If you did not enter a last name, you will get the following error message:

Required fields are missing...The last name must not be empty.

If you did not enter an entity name, you will get the following error message:

Required fields are missing...The entity name must not be empty.

If you did not enter a license number, you will get the following error message:

Required fields are missing...The license number must not be empty.

If you did not enter an SSN, you will get the following error message:

Required fields are missing... The SSN must not be empty and must be in the format 999-99-9999 or 999999999.

If you did not enter a FEIN or entered and invalid FEIN, you will get the following error message:

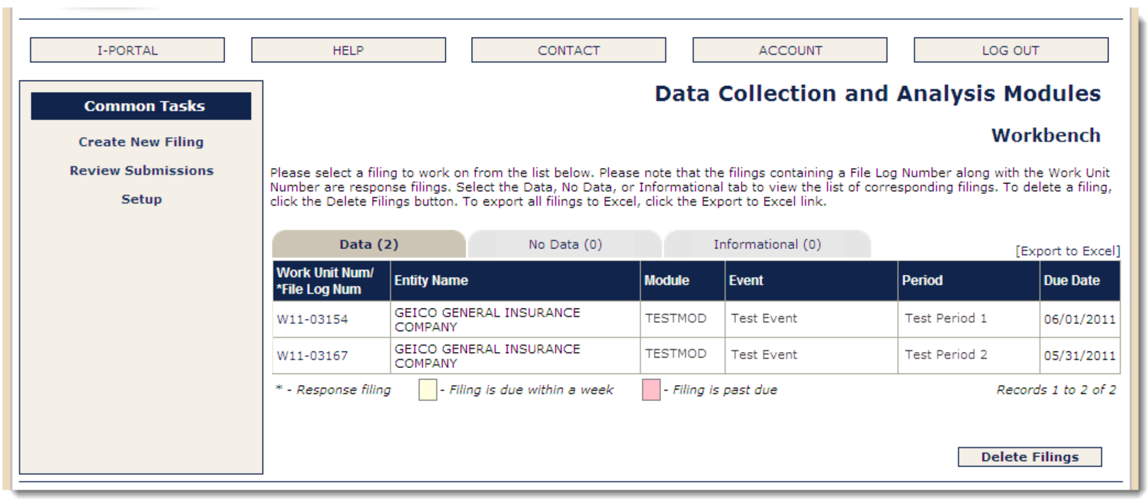
Required fields are missing...The FEIN must not be empty and must be in the format 99-9999999 or 999999999.

WORKBENCH

The Workbench screen displays common task links as well as the list of Data and No Data filings created by the current user. There are three tabs (Data, No Data, and Informational) that when selected will display all related filings.

To export the filing information displayed in the workbench, click the Export to Excel link.

Open a filing by clicking on the Work Unit Number in the filing list.



Common Tasks	
Create New Filing	Click this link to navigate to the Create New Filing screen.
Review Submissions	Click this link to navigate to the Review Submissions screen
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Data tab	Click this link to refresh the contents of the workbench displaying all filings with a purpose of Data.
No Data tab	Click this link to refresh the contents of the workbench displaying all filings with a purpose of No Data.
Informational tab	Click this link to refresh the contents of the workbench displaying all filings with a purpose of Informational.
Export To Excel	Click this button to export all filing data seen in the workbench to Microsoft Excel. (see To Export the Filing

	List)
Delete Filings button	Click this button to navigate to the Delete Filings screen.
Filing List	
Work Unit Num/ File Log Num	The work unit number assigned to the filing. If the filing has been received by the Office, it will also have a File Log Number. Clicking on the Work Unit Number link will display the Filing Component List screen.
Entity Name	Represents the name of the entity associated with the filing.
Module	Represents the name of the module associated with the filing.
Event	Represents the name of the event associated with the filing.
Period	Represents the name of the period associated with the filing.
Due Date	Represents the date the filing is due to the Office.

To Sort the Filing List

You can sort the list of filings on your workbench based on each column. By clicking on the column you will toggle between sorting in ascending and descending order.

To sort the list of filings, perform the following steps:

- From the Workbench screen, click the respective column header link in which to sort (**Work Unit Num**, **Entity Name**, **Module**, **Event**, **Period** or **Create Date**).
- The filing list is refreshed based on the column selected. To sort the same column but in the opposite sort order, simply click the same column header again.

To View the Next Set of Filings

The workbench is configured to display only 20 filings at a time. If there are more than 20 filings at any point, then you will need to page through the set of filings.

To view the next set of filings, perform the following steps:

- From the Workbench screen, there will be a list of page number links at the bottom of the request list (**1** 2 3).
- Click the desired page number to view the corresponding set of filings.

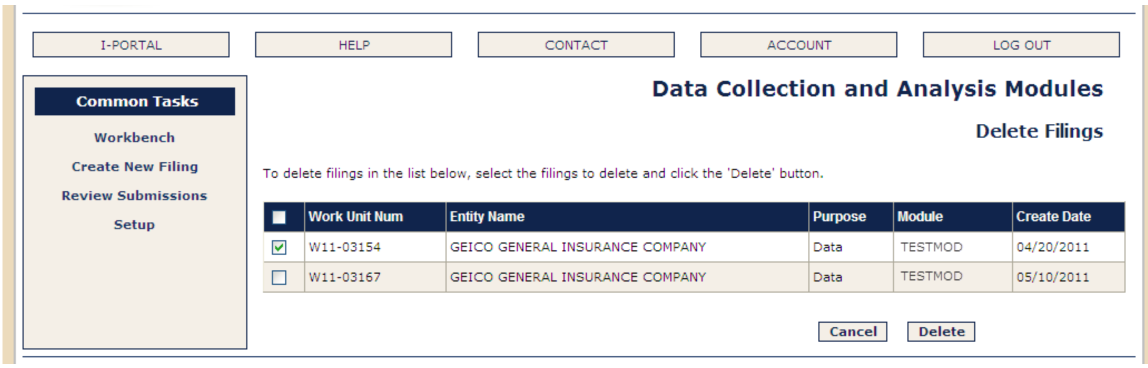
TO EXPORT THE FILING LIST

To export the filing information to Microsoft Excel, please perform the following steps:

- From the Workbench screen, click the Data, No Data, or Informational tab for the list of filings you would like to export.
- Click the **Export To Excel** link and a window displays prompting you to Open or Save the Excel document.

Delete Filings

The Delete Filings screen displays common task links as well as the list of Data and No Data filings that can be deleted. Only original filings that have not been submitted can be deleted from the workbench.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Create New Filing	Click this link to navigate to the Create New Filing screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Delete checkbox	Represents the checkbox that when checked will delete the filing after the **[Delete]** button is clicked.
Work Unit Num	Represents the work unit number associated with the filing.
Entity Name	Represents the name of the entity associated with the filing.
Purpose	Represents the name of the purpose associated with the filing.
Module	Represents the name of the module associated with the filing.
Create Date	Represents the creation date of the filing.

Cancel button	Click this button to cancel the operation and navigate back to the Workbench screen.
Delete button	Click this button to delete the selected filings from the list. (See To Delete a Filing)

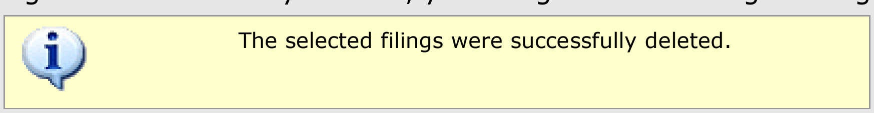
To Delete a Filing

To delete one or more filings from your workbench, please perform the following steps:

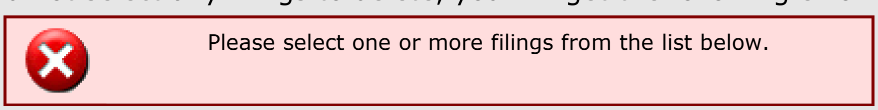
- From the Workbench screen, click the **[Delete Filings]** button.
- The Delete Filings screen will display containing a list of filings you are allowed to delete. Only original filings you created that have not been submitted can be deleted from your workbench.
- Select one or more filings to delete by checking the box in the first column of the list.
- Click the **[Delete]** button. A confirmation message appears to the user: "Are you sure you want to delete the selected filings?"
- Click the **[OK]** button to delete the selected filings or click the **[Cancel]** button to cancel the operation.

NOTE:

If the filings were successfully deleted, you will get the following message:

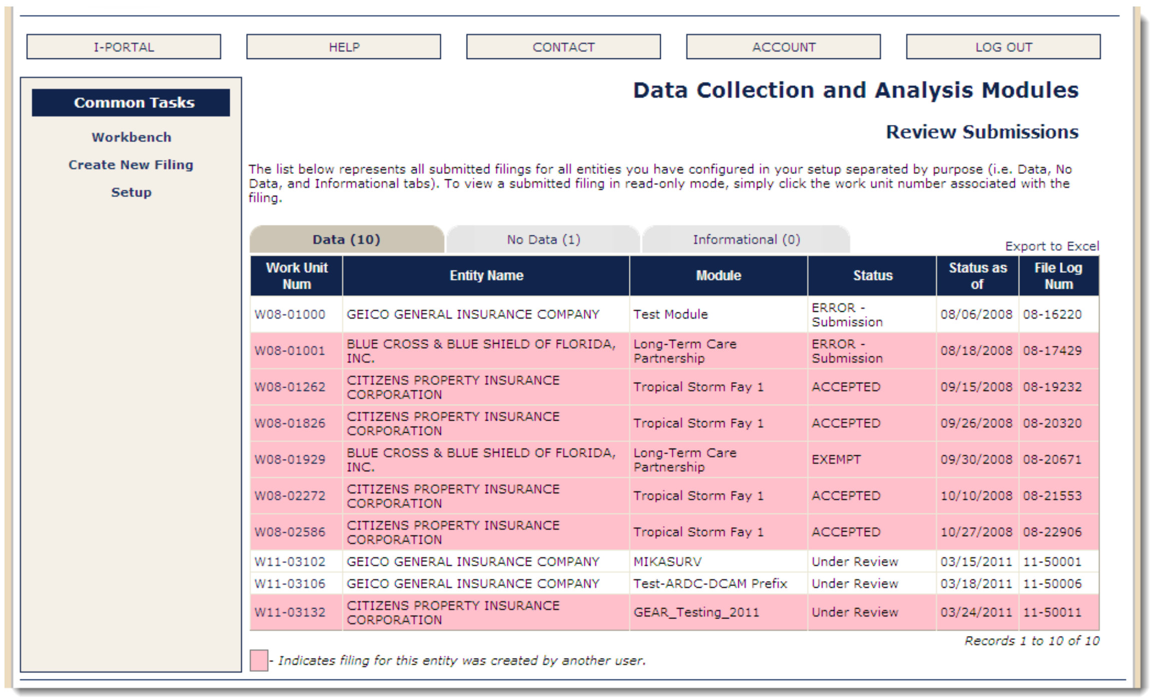


If you did not select any filings to delete, you will get the following error message:



Review Submissions

The Review Submissions screen displays common task links as well as the list of Data and No Data filings that have been created and submitted for all entities defined in the current user's entity setup. This means that if a filing was created and submitted by a different user (other than the current user) having the same entity in their setup, it will appear in the Review Submissions list. However, that filing will be highlighted in pink as shown below.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Create New Filing	Click this link to navigate to the Create New Filing screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Data tab	Click this link to refresh the contents of the review submissions list displaying all filings with a purpose of Data.
No Data tab	Click this link to refresh the contents of the review

	submissions list displaying all filings with a purpose of No Data.
Informational tab	Click this link to refresh the contents of the review submissions list displaying all filings with a purpose of Informational.
Export To Excel	Click this button to export all filing data seen in the workbench to Microsoft Excel. (See To Export the Filing List)
Work Unit Num	Represents the work unit number assigned to the filing. Clicking on the Work Unit Number link will display the Filing Component List screen in read-only mode.
Entity Name	Represents the name of the entity associated with the filing.
Module	Represents the name of the module associated with the filing.
Status	Represents the current status of the submitted filing. Possible valued are: Under Review or final action status displayed in all caps (i.e. ACCEPTED)
Status as of	Represents the date of the Status above.
File Log Num	Represents the File Log Number assigned by the Office used to identify the filing during review.

To Sort the Filing List

You can sort the filings in your review submissions list based on each column. By clicking on the column you will toggle between sorting in ascending and descending order.

To sort the list of filings, perform the following steps:

- From the Review Submissions screen, click the respective column header link in which to sort (**Work Unit Number**, **Entity Name**, **Module**, **Status**, **Status as of** or **File Log Num**).
- The filing list is refreshed based on the column selected. To sort the same column but in the opposite sort order, simply click the same column header again.

To View the Next Set of Filings

The review submissions list is configured to display only 20 filings at a time. If there are more than 20 filings at any point, then you will need to page through the set of filings.

To view the next set of filings, perform the following steps:

- From the Review Submissions screen, there will be a list of page number links at the bottom of the request list (**1** 2 3).
- Click the desired page number to view the corresponding set of filings.

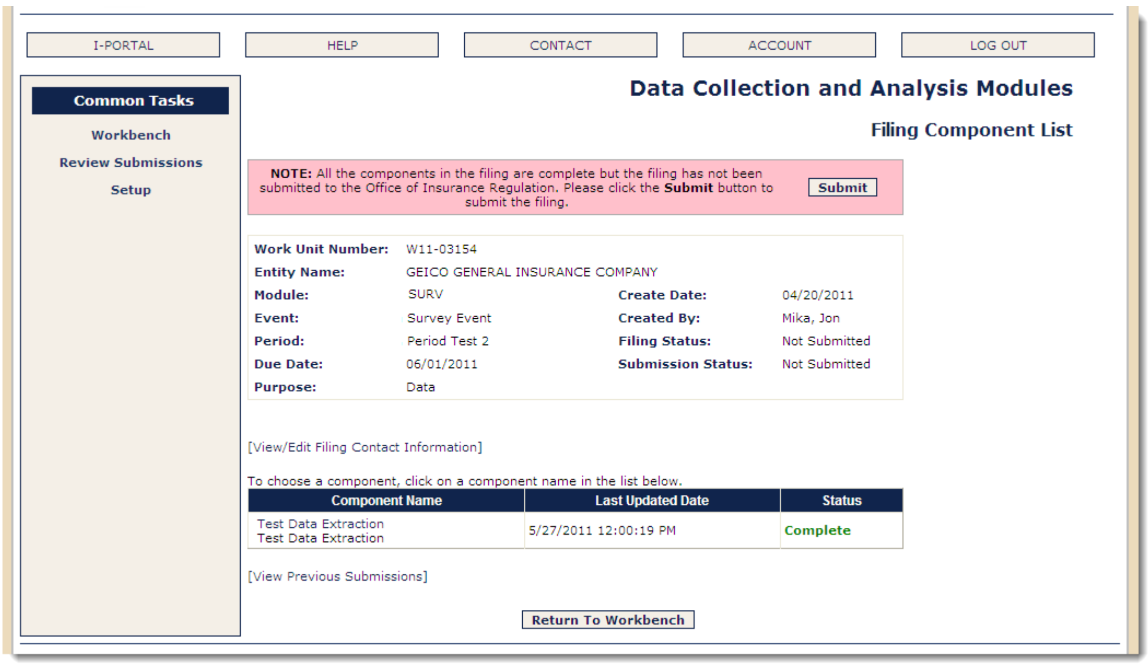
TO EXPORT THE FILING LIST

To export the filing information to Microsoft Excel, please perform the following steps:

- From the Review Submissions screen, click the Data/No Data tab for the list of filings you would like to export.
- Click the **Export To Excel** link and a window displays prompting you to Open or Save the Excel document.

FILING COMPONENT LIST

The Filing Component List screen contains all the information for a filing that was opened from the Workbench or Review Submissions screens. If the filing was opened from the Workbench, then it will be in edit mode. If the filing was opened from the Review Submissions screen, then the filing will be displayed in read-only mode.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	**Filing Information**
Submit Button	Submits the filing to the Office of Insurance Regulation. This button will appear when all components marked as Incomplete are Complete. The filing will not be submitted unless you click this button.
Work Unit Number	Represents the work unit number assigned to the current filing.

Entity Name	Represents the entity name associated with the current filing.
Module	Represents the module name associated with the current filing.
Event	Represents the event name associated with the current filing.
Period	Represents the period name associated with the current filing.
Due Date	Represents the date the filing is due to the Office.
Purpose	Represents the purpose associated with the current filing.
Filing Number	Represents the filing number assigned to the filing indicating it was received by the Office. This will only appear for response filings.
Create Date	Represents the creation date of the current filing.
Created By	Represents the filer who created the current filing.
Filing Status	Represents the current status of the current filing.
Submission Status	Represents the current status of the current filing submission.
Extension Request link	If an extension was requested for the current filing, this field will appear with a **[Show]** link.
Screen Elements	**Extension Request Information**
Extension Request link	If an extension was requested for the current filing, this field will appear with a **[Hide]** link.
Requested Date	Represents the requested extension date.
Granted Date	Represents the granted extension date. This field will appear when the extension request is no longer under review.
Explanation	Represents the explanation made by the filer as to the reason for the extension request.
Status	Represents the current extension request status. Possible values are Under Review, Granted, Granted/Amended, and Denied.
Status Comments	Represents the comments made by the Office. This field will appear when the extension request is no

	longer under review.
View/Edit Filing Contact Information link	Clicking this link will display the Contact Information screen (See To View/Edit DCAM Contact Information. **NOTE:** If the filing was opened from the Review Submissions screen, the link will be labeled **View Filing Contact Information**.
Screen Elements	**Component List**
Component Name	Represents the name of the filing component. Beneath the filing component name link is the component description. Click the **Component Name** link to display the Component screen.
Last Updated Date	Represents the date that the component was last updated.
Status	Represents the current status of the filing component. Possible values are: **Incomplete** – The required filing component is incomplete and a file or files must be uploaded to complete the filing component. **Complete** – A file or files were successfully uploaded for the required filing component. **----------** - The optional required filing component is incomplete and a file or files must be uploaded to change the status to Included. **Included** - A file or files were successfully uploaded for the optional filing component.
View Previous Submissions link	Clicking this link will display the View Past Filing Submissions screen.
Return To Workbench or Return To Submissions button	Click the Return To Workbench button to navigate back to the Workbench screen if the filing is not submitted. If this is a submitted filing, click the Return To Submissions button to navigate back to the Review Submissions screen.

To Show/Hide the Extension Request Information

To show the extension request information, perform the following steps:

- Open a filing from either the Workbench screen or the Review Submissions screen.
- If an extension was requested for the filing, there will be a Extension Request field displaying the current status as well as a **[Show]** link

- Click the **[Show]** link and the extension request information table will appear below.
- To hide the extension request information, simply click the **[Hide]** link within the Extension Request Information table.

Filing Component

The Filing Component screen displays the list of uploaded files associated with the current filing submission.

Common Tasks	
Add/Upload File	Click this link to navigate to the Add/Upload File screen. **NOTE:** If the Add/Upload File link is disabled, you have met the file upload limit and cannot add anymore files. In order to add more files, you must delete some of the files that have already been uploaded.
Download Template	Click this link to download the template file associate with the current filing component. If the Download Template link is disabled, then there is no template configured for this filing component. **NOTE:** Download the template for each filing to ensure that you are using the most current version. Instructions are included on the templates to assist the user. Once the appropriate data has been entered into the template the user will need to save it to their desktop so that it maybe uploaded to the system.
Screen Elements	
File Name	Represents the uploaded file name for the filing component. To view the uploaded file, click on the **File Name** link. NOTE: If the file was taken offline, the **File Name** link

	will be disabled and will read: *[FILE OFFLINE]: filename.pdf*
Size (in KB)	Represents the size of the uploaded file. The size is displayed in kilobytes.
Date Uploaded	Represents the date the file was uploaded.
Action	Represents the Delete action link. Click the **Delete** link to delete an uploaded file. **NOTE:** If the current filing was already submitted, then the **Delete** link will be disabled.
Restore button	Click this button to restore the files that are OFFLINE for the filing component.
Back button	Click this button to navigate back to the Filing Component List screen.

To Delete an Uploaded File

To delete an uploaded file, perform the following steps:

- Open filing from the Workbench screen.
- From the Filing Component List screen, select the filing component containing the uploaded file you wish to delete.
- From the Filing Component screen, click the **Delete** link next to the file to delete.
- A confirmation message appears to the user: **"Are you sure you want to delete this uploaded file?"**
- Click the **[OK]** button to delete the file or click the **[Cancel]** button to cancel the operation.

To Restore Offline Files

Over time, files uploaded to our server will need to be purged to free up disk space. To accomplish this, the files associated with processed filings will be archived after a period of time.

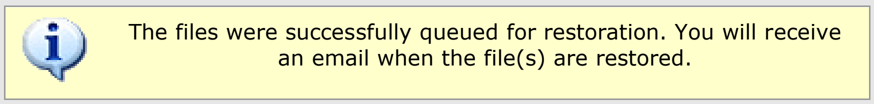
So, if you are reviewing old filings and need to view a specific file, odds are that file is offline and will need to be restored. To restore offline files, perform the following steps:

- Open filing from the Review Submissions screen.
- From the Filing Component List screen, select the filing component containing the uploaded files you wish to restore.
- From the Filing Component screen, click the **[Restore]** button.
- A confirmation message appears to the user: **"Are you sure you want to restore the offline files?"**

- Click the **[OK]** button to queue the files for restoration or click the **[Cancel]** button to cancel the operation.

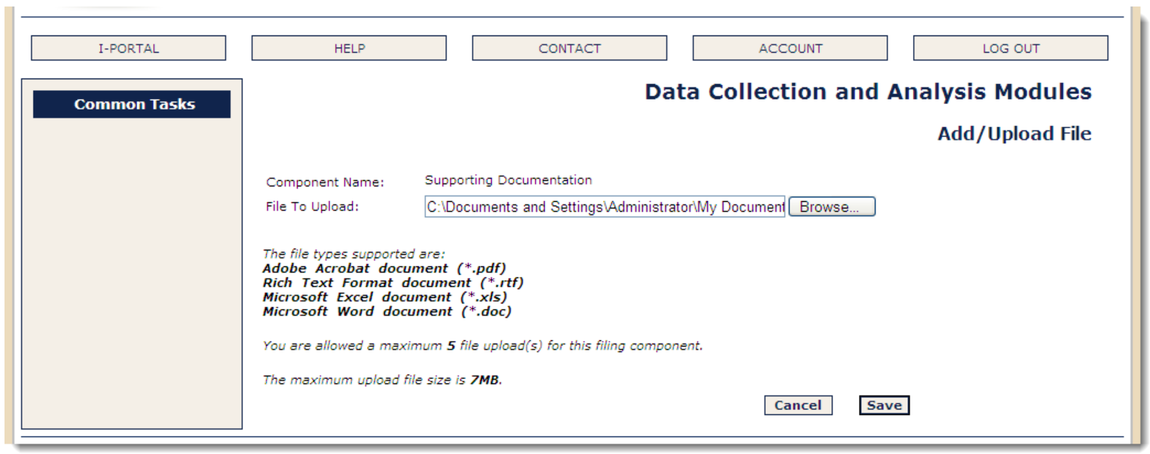
NOTE:

If the files were successfully queued for restoration, you will get the following informational message:



Add/Upload File

The Add/Upload File screen allows the filer to select and upload a file to a filing component. Depending on the filing and the filing component, data may also be extracted from the file at the time it is being uploaded.



Common Tasks	
None	
Screen Elements	
Component Name	Represents the name of the filing component.
File To Upload field Browse button	Represents the file name to upload. Click the **[Browse]** button to display the File Open dialog window. File name will display in field after file is selected.
File Upload Information	Represents information about the file upload: *The file types supported* – lists the different file types you are allowed to upload for this component. *Maximum number of uploads* – Depending on the filing component this number will vary. *Maximum upload file size* – file cannot exceed 5MB.
Cancel button	Click this button to cancel the operation and navigate back to the Filing Component screen.
Save button	Click this button to upload and extract the file.

To Add/Upload a File

To add/upload a file, perform the following steps:

- From the Filing Component List screen, select the filing component to which you wish to add files.
- From the Filing Component screen, click the **Add/Upload File** link.
- From the Add/Upload File screen, click the **[Browse]** button to select the file to upload.
- Once the file is selected, click Open and the file name will be added to the 'File To Upload' field.
- Click the **[Save]** button to upload and extract the file. Click the **[Continue]** button to navigate back to the Add/Upload File screen.

NOTE:

If the file was successfully uploaded and/or extracted, you will get the following informational message:

> File **{File Name}** upload was successful. This component is now complete.

If you attempt to upload a file type that is not supported, you will get the following error message:

> The file type you are attempting to upload is incorrect, the file types supported for this filing component are:
> **Adobe Acrobat document (*.pdf)**
> **Rich Text Format document (*.rtf)**
> **Microsoft Excel document (*.xls)**
> **Microsoft Word document (*.doc)**

If errors occur during data extraction, you will get similar types of extraction errors:

> File **DataExtractionTest_2.xls** upload was unsuccessful.
> The following errors were found during data extraction:

Global Validations

Worksheet	Cell	Error Message
SECTION A	K2	B4 must equal B5
SECTION A	L8	C10 must equal C11
SECTION A	K14	B16 must equal B17
SECTION A	I41	Cell cannot be null.
SECTION A	D41	Cell cannot be null.
SECTION B	F5	Sum of column Number 3 must be greater than 250000

SECTION B	F25	Sum of column Number 4 must be greater than 500000

U_DATA_TEST1 Data Table

Worksheet	Cell	Error Message
SECTION A	H4	Value must be greater than 1000
SECTION A	H5	Value must be greater than 1000
SECTION A	H6	Value must be greater than 1000
SECTION A	H7	Value must be greater than 1000
SECTION A	H8	Value must be greater than 1000
SECTION A	H9	Value must be greater than 1000
SECTION A	H10	Value must be greater than 1000
SECTION A	H11	Value must be greater than 1000
SECTION A	H12	Value must be greater than 1000
SECTION A	H13	Value must be greater than 1000
Too many errors (10) reached for this data table. Please fix current errors and try again.		

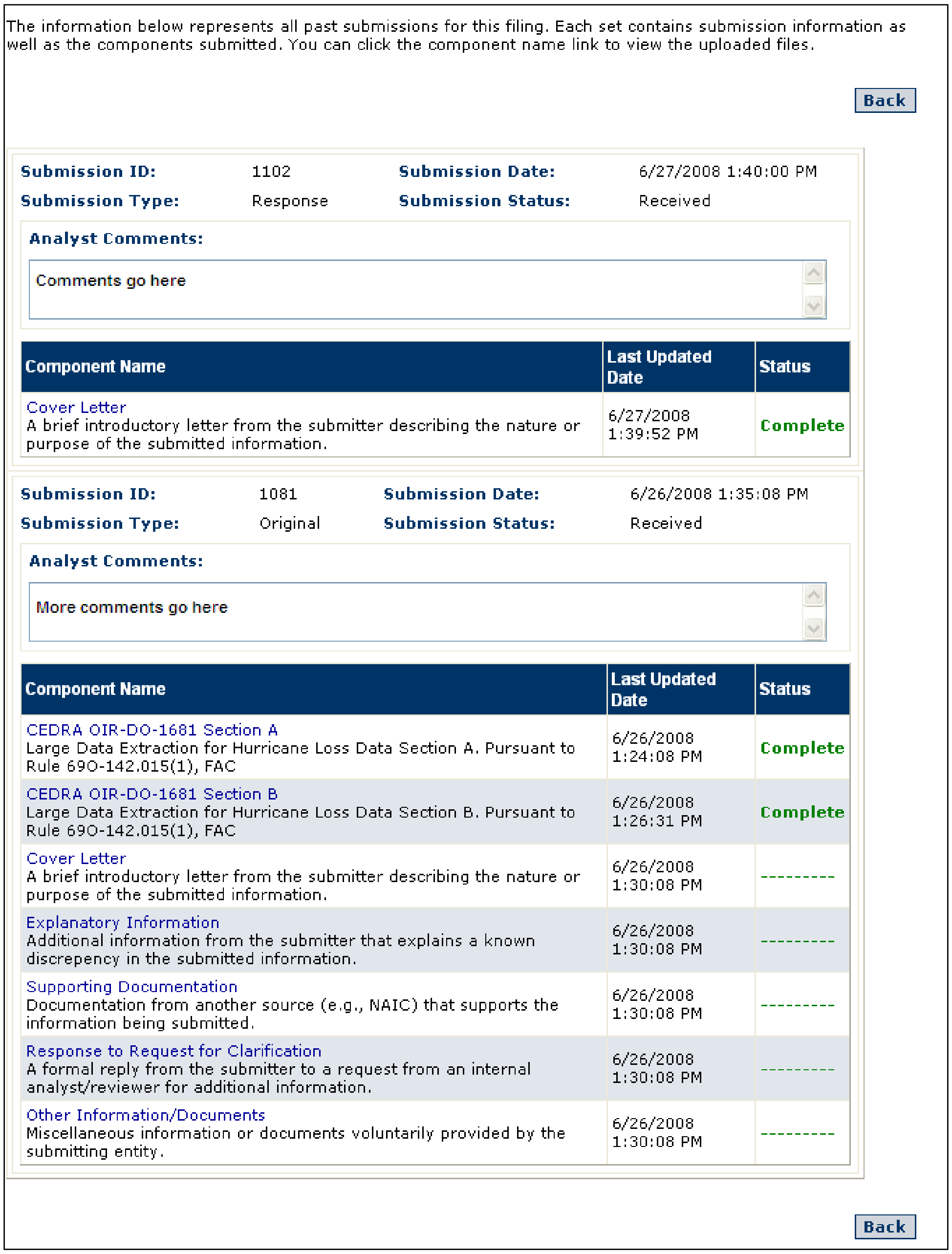
U_DATA_TEST2 Data Table

Worksheet	Cell	Error Message
SECTION A	No match of columns for range (B28:K28)	

VIEW PAST FILING SUBMISSIONS

The View Past Filing Submissions screen allows the filer to review all past submissions for the current filing. This includes submission information and all files that were uploaded to the filing components for the original filing as well as all the response filings.

The submissions will appear with the most recent listed first.



The information below represents all past submissions for this filing. Each set contains submission information as well as the components submitted. You can click the component name link to view the uploaded files.

Back

Submission ID:	1102	**Submission Date:**	6/27/2008 1:40:00 PM
Submission Type:	Response	**Submission Status:**	Received

Analyst Comments:

Comments go here

Component Name	Last Updated Date	Status
Cover Letter A brief introductory letter from the submitter describing the nature or purpose of the submitted information.	6/27/2008 1:39:52 PM	Complete

Submission ID:	1081	**Submission Date:**	6/26/2008 1:35:08 PM
Submission Type:	Original	**Submission Status:**	Received

Analyst Comments:

More comments go here

Component Name	Last Updated Date	Status
CEDRA OIR-DO-1681 Section A Large Data Extraction for Hurricane Loss Data Section A. Pursuant to Rule 69O-142.015(1), FAC	6/26/2008 1:24:08 PM	Complete
CEDRA OIR-DO-1681 Section B Large Data Extraction for Hurricane Loss Data Section B. Pursuant to Rule 69O-142.015(1), FAC	6/26/2008 1:26:31 PM	Complete
Cover Letter A brief introductory letter from the submitter describing the nature or purpose of the submitted information.	6/26/2008 1:30:08 PM	---------
Explanatory Information Additional information from the submitter that explains a known discrepency in the submitted information.	6/26/2008 1:30:08 PM	---------
Supporting Documentation Documentation from another source (e.g., NAIC) that supports the information being submitted.	6/26/2008 1:30:08 PM	---------
Response to Request for Clarification A formal reply from the submitter to a request from an internal analyst/reviewer for additional information.	6/26/2008 1:30:08 PM	---------
Other Information/Documents Miscellaneous information or documents voluntarily provided by the submitting entity.	6/26/2008 1:30:08 PM	---------

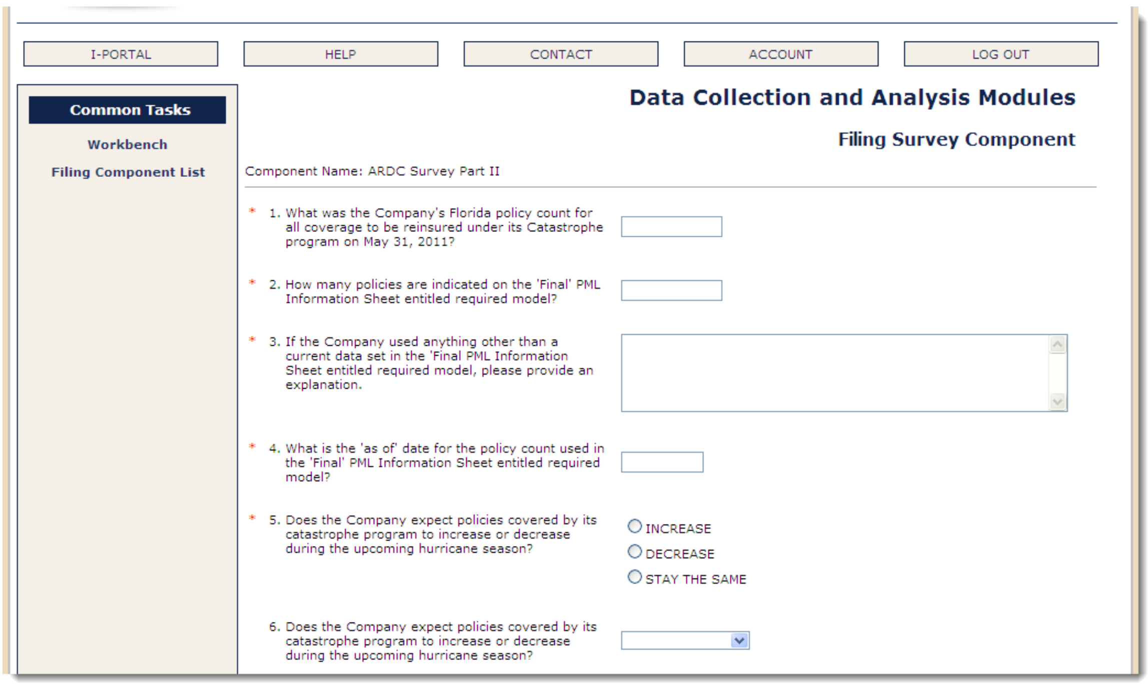
Back

Common Tasks	
None	
Screen Elements	**Submission Information**
Submission ID	Represents the Submission ID.

Submission Date	Represents the Submission Date.
Submission Type	Represents the Submission Type. (Original or Response)
Submission Status	Represents the Submission Status. (Not Submitted, Submitted or Received)
Analyst Comments	Represents the comments supplied by the analyst during a response filing. If the field is empty then no comments were entered for this submission.
Screen Elements	**Submission Information**
Component Name	Represents the name of the filing component. Beneath the filing component name link is the component description. Click the **Component Name** link to display the Filing Component screen.
Last Updated Date	Represents the date that the component was last updated.
Status	Represents the current status of the filing component.
Back button	Click this button to navigate to the Filing Component List screen.

Filing Survey Component

The Filing Survey Component screen displays the list of survey questions associated with the current filing survey component.

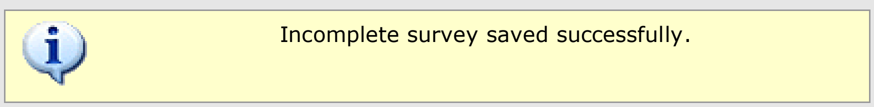


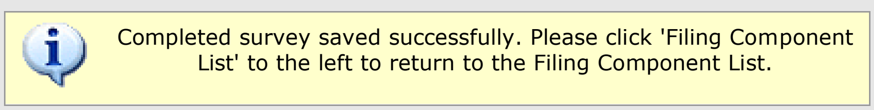
Common Tasks	
Workbench	Click this link to navigate to the Workbench.
Filing Component List	Click this link to navigate to the Filing Component List.
Screen Elements	
Red Asterisk (*)	Displayed if an answer is required for a question.
Question Number (1., 2., etc)	Represents the question to be answered.
Text Box	Displayed for text type, number type, and date type questions. Enter appropriate survey answer here.
Yes/No Radio Buttons	Displayed for yes/no type questions. Enter appropriate survey answer here.
Drop Down List	May be displayed for choice type questions. Select appropriate survey answer here.

Radio Button List	May be displayed for choice type questions. Select appropriate survey answer here.
Rating Matrix	Displayed for rating type questions. Select appropriate survey rating here.
Return Button	Clicking this button will return to the Filing Component List without saving the survey component.
Save and Return Button	Clicking this button will save the survey component. If the save is successful, the user will be returned to the Filing Component List.
Save Button	Clicking this button will save the survey component and return the user to the survey component.

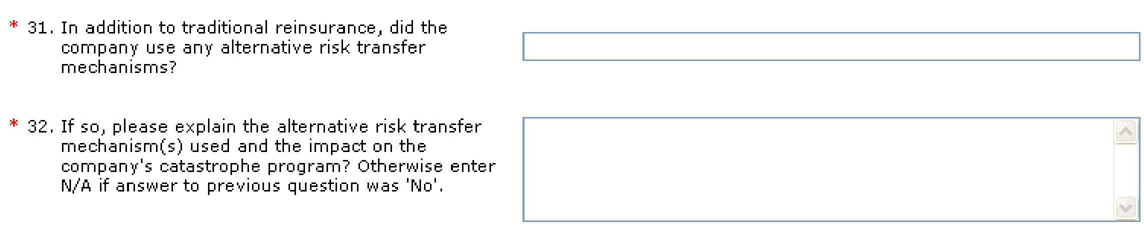
NOTE:

If the survey is saved successfully when clicking the Save Button, you will get one of the two following informational messages, depending on if the survey is complete. A survey is considered completed when all required questions are completed successfully:





TEXT TYPE QUESTION



Text type questions may be single or multiple lines. Each question will have a maximum number of characters that may be entered. If the maximum number of characters is exceeded, an error message like the one below will be displayed.

Response too long. Maximum allowed length is 50. Current response is 50 characters long.

Number Type Question

6. Please provide a percent estimate for the expected increase/decrease in policies during the upcoming hurricane season. %

7. Based on the required options (switches) indicated for the PML Information Sheet entitled required model, to what level did the Company purchase its reinsurance coverage for the first event? 1 in XXX year event.

8. Based on the required options (switches) indicated for the PML Information Sheet entitled required model, what is the Company's net retention assuming a 1 in 100 year event? (This amount should match the Reinsurance Structure Chart submitted as part of this filing.) $

Number type questions may be percentage, currency, or normal number. There may be a maximum and/or minimum amount allowed for the response. If the response is not within the required range, an error message like the one below will be displayed.

Maximum allowable response is 100%.

There may be a maximum number of decimal places allowed for the response. If the response has too many digits after the decimal place, an error message like the one below will be displayed.

Response must have no more than 2 digits after decimal point.

Date Type Question

4. What is the 'as of' date for the policy count used in the 'Final' PML Information Sheet entitled required model?

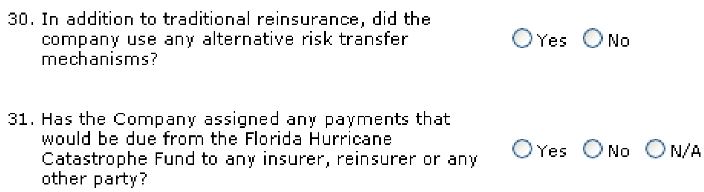
Date type questions must be answered with a response in the format of MM/DD/YYYY. If the response entered is not in this format, an error message like the one below will be displayed.

Friday is not a valid date.

There may be a minimum and/or maximum date allowed for the response. If the response is not within this date range, an error message like the one below will be displayed.

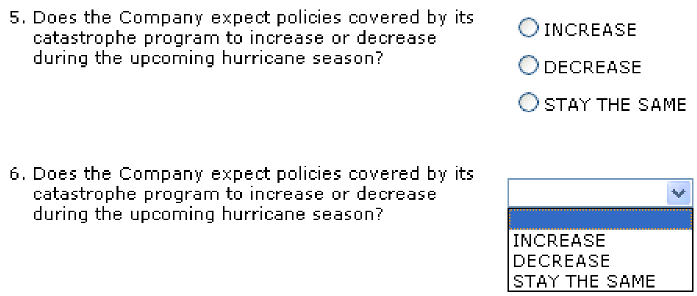
Please enter a date after 04/01/2011.

Yes/No Type Question



Yes/No type questions are answered by selecting the proper radio button. There may or may not be a "N/A" option.

Choice Type Question



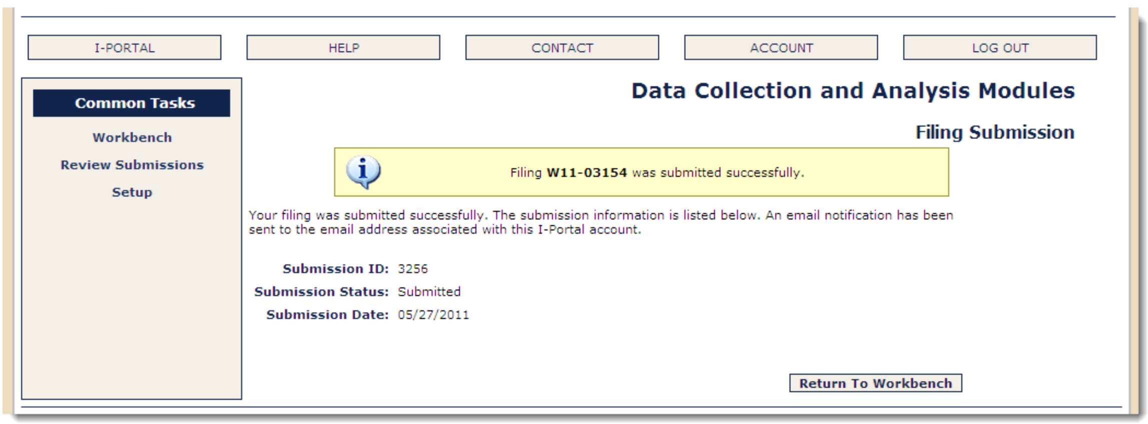
Choice type questions may be displayed as a radio button list or a drop down selection box. They are answered by selecting the proper response.

Rating Type Question

Rating type questions are displayed as a radio button list with descriptions of the various rating options. They are answered by selecting the proper response.

Filing Submission

The Filing Submission screen is displayed after the filing has been successfully submitted. It lists the current filing submission information (ID, status, and date) as well as in the informational message at the top of the screen indicating the Work Unit Number. Click the Return to Workbench button to begin working on your new filing.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Submission ID	Represents the ID of the filing submission.
Submission Status	Represents the status ID of the filing submission.
Submission Date	Represents the date of the filing submission.
Return To Workbench button	Click this button to return back to the Workbench screen.

To Submit a Filing

To submit a filing, perform the following steps:

- Open filing from the Workbench screen.
- From the Filing Component List screen, ensure all filing components with a status of 'Incomplete' are set to 'Complete'. (See To Add/Upload a File)

- Verify the Filing Contact Information is correct (See To Add/Update Filing Contact Information)
- Click the **[Submit Filing]** button.
- A confirmation message appears to the user: **"Are you sure you want to submit this filing?"**
- Click the **[OK]** button to submit the filing or click the **[Cancel]** button to cancel the operation.

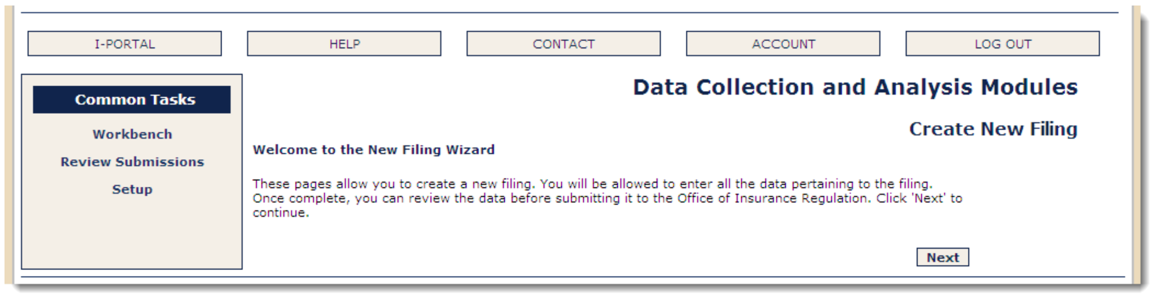
NOTE:

If the filing was successfully submitted, you will get the following informational message:

> Filing [**Work Unit Number]** was submitted successfully.

Create New Filing

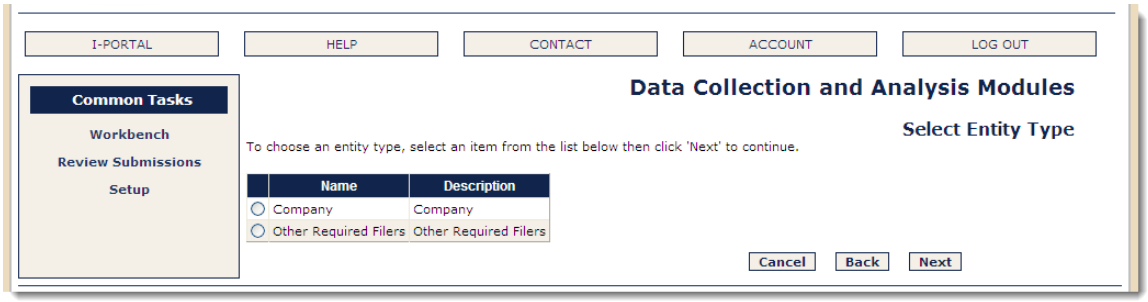
The Create New Filing screen begins the process of creating a new filing.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Next button	Click this button to navigate to the Select Entity Type screen.

Select Entity Type

The Select Entity Type screen provides the user a list of entity types to choose from when creating a new filing.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Select radio button	Represents the button to select the entity type. When an entity type is selected, the entire row will be highlighted in yellow.
Name	Represents the name of the entity type.
Description	Represents the description of the entity type.
Cancel button	Click this button to cancel the current operation and return to the Workbench screen.
Back button	Click this button to go back to the Create New Filing screen.
Next button	Click this button to save the current selection and navigate to the Select Entity screen.

To Select an Entity Type

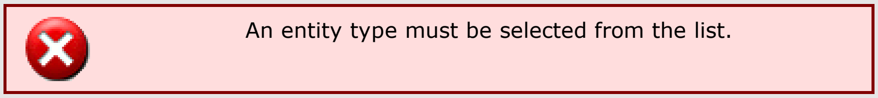
To select an entity type, perform the following steps:

- From the Select Entity Type screen, click the radio button next to the entity type you wish to choose. The selected row will be highlighted in yellow.

- Click the **[Next]** button to save the selection and navigate to the Select Entity screen.

NOTE:

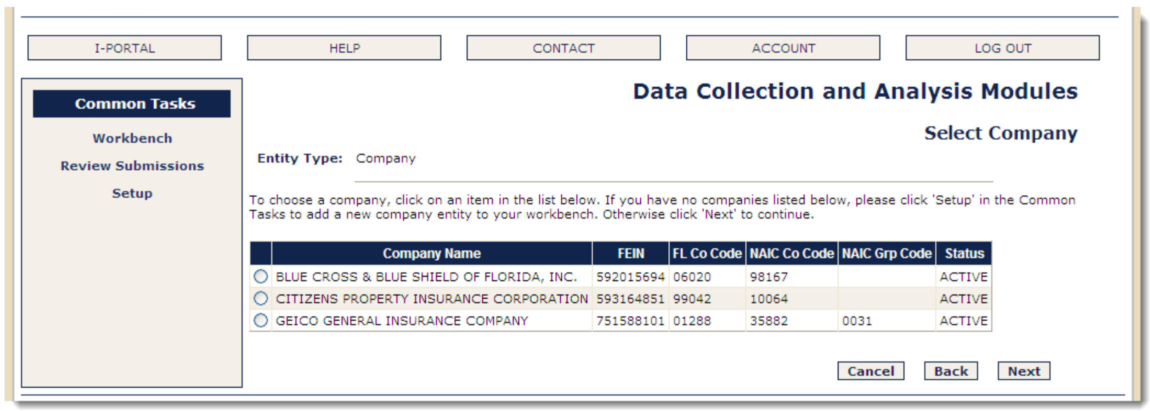
If you did not select an entity type, you will get the following error message:



SELECT ENTITY

The Select Entity screen provides the user a list of entities to choose from when creating a new filing. The entities that appear are the list of entities the user added within their Setup.

The screen below shows a sample of the Select Company screen:



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Entity Type	Represents the name of the entity type chosen from the Select Entity Type screen.
Select radio button	Represents the button to select the entity. When an entity is selected, the entire row will be highlighted in yellow.
Name	This column represents the name of the entity.
Description	This column represents the description of the entity.
Cancel button	Click this button to cancel the current operation and return to the Workbench screen.
Back button	Click this button to go back to the Select Entity Type screen.
Next button	Click this button to save the current selection and navigate to the Select Module screen.

TO SELECT AN ENTITY

To select an entity, perform the following steps:

- From the Select Entity screen, click the radio button next to the entity you wish to choose. The selected row will be highlighted in yellow.
- Click the **[Next]** button to save the current selection and navigate to the Select Module screen.

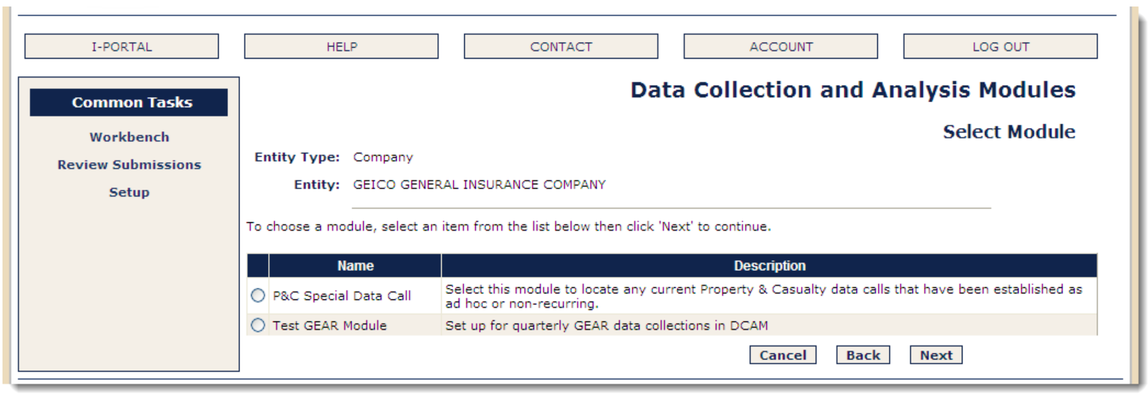
NOTE:

If you did not select an entity, you will get the following error message:

> An entity must be selected from the list.

Select Module

The Select Module screen provides the user a list of modules to choose from when creating a new filing.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Entity Type	Represents the name of the entity type chosen from the Select Entity Type screen.
Entity	Represents the name of the entity chosen from the Select Entity screen.
Select radio button	Represents the button to select the module. When a module is selected, the entire row will be highlighted in yellow.
Name	This column represents the name of the module.
Description	This column represents the description of the module.
Cancel button	Click this button to cancel the current operation and return to the Workbench screen.
Back button	Click this button to go back to the Select Entity Type screen.

Next button	Click this button to save the current selection and navigate to the Select Event screen.

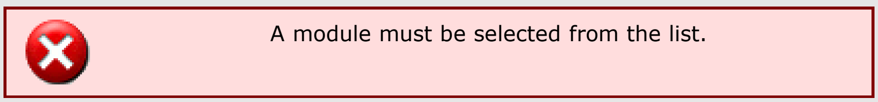
To Select a Module

To select a module, perform the following steps:

- From the Select Module screen, click the radio button next to the module you wish to choose. The selected row will be highlighted in yellow.
- Click the **[Next]** button to save the current selection and navigate to the Select Event screen.

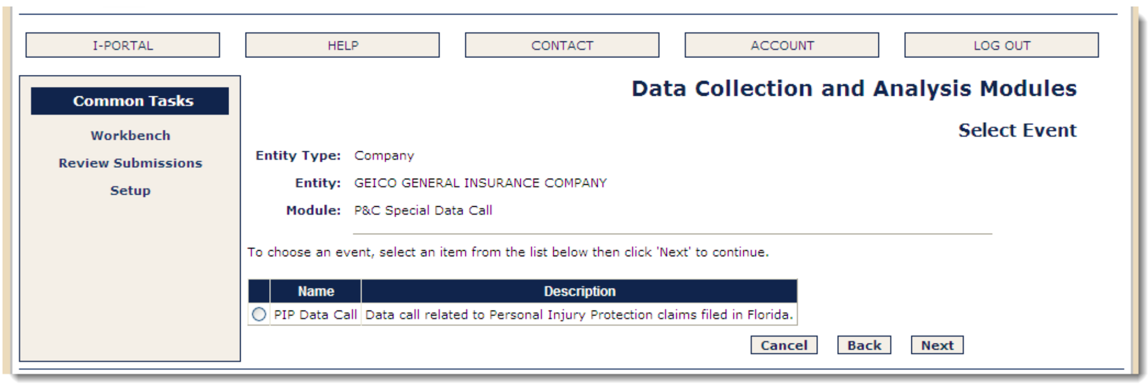
NOTE:

If you did not select a module, you will get the following error message:



Select Event

The Select Event screen provides the user a list of events to choose from when creating a new filing.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Entity Type	Represents the name of the entity type chosen from the Select Entity Type screen.
Entity	Represents the name of the entity chosen from the Select Entity screen.
Module	Represents the name of the module chosen from the Select Module screen.
Select radio button	Represents the button to select the event. When an event is selected, the entire row will be highlighted in yellow.
Name	This column represents the name of the event.
Description	This column represents the description of the event.
Cancel button	Click this button to cancel the current operation and return to the Workbench screen.
Back button	Click this button to go back to the Select Module

	screen.
Next button	Click this button to save the current selection and navigate to the Select Period screen.

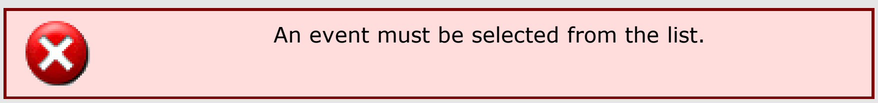
TO SELECT AN EVENT

To select an event, perform the following steps:

- From the Select Event screen, click the radio button next to the event you wish to choose. The selected row will be highlighted in yellow.
- Click the **[Next]** button to save the current selection and navigate to the Select Period screen.

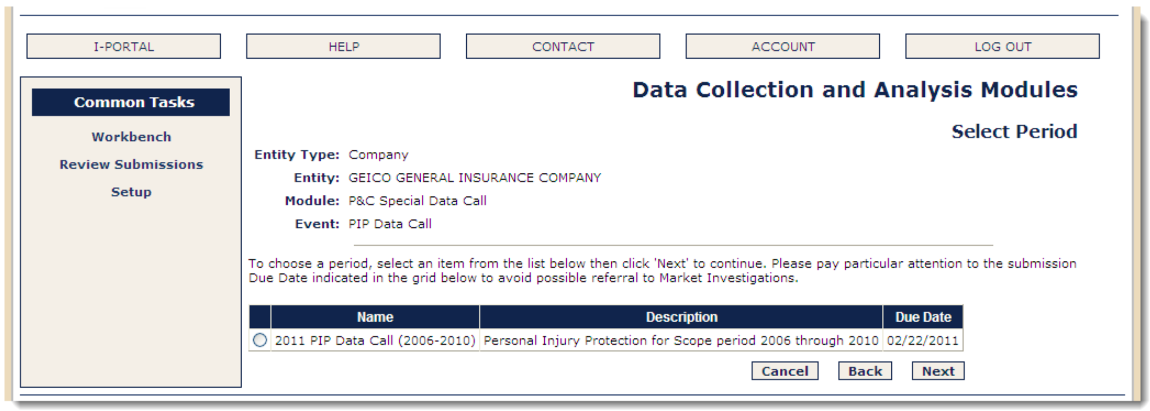
NOTE:

If you did not select an event, you will get the following error message:



Select Period

The Select Period screen provides the user a list of reporting periods to choose from when creating a new filing.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Entity Type	Represents the name of the entity type chosen from the Select Entity Type screen.
Entity	Represents the name of the entity chosen from the Select Entity screen.
Module	Represents the name of the module chosen from the Select Module screen.
Event	Represents the name of the event chosen from the Select Event screen.
Select radio button	Represents the button to select the period. When a period is selected, the entire row will be highlighted in yellow.
Name	This column represents the name of the period.
Description	This column represents the description of the period.

Due Date	This column represents the due date of the filing if created with this reporting period.
Cancel button	Click this button to cancel the current operation and return to the Workbench screen.
Back button	Click this button to go back to the Select Event screen.
Next button	Click this button to save the current selection and navigate to the Select Purpose screen.

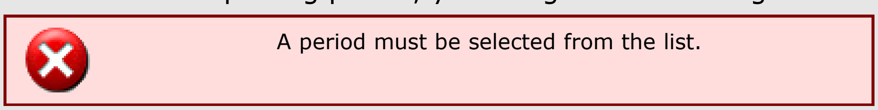
To Select a Reporting Period

To select a reporting period, perform the following steps:

- From the Select Period screen, click the radio button next to the period you wish to choose. The selected row will be highlighted in yellow.
- Click the **[Next]** button navigate to save the current selection and navigate to the Select Purpose screen.

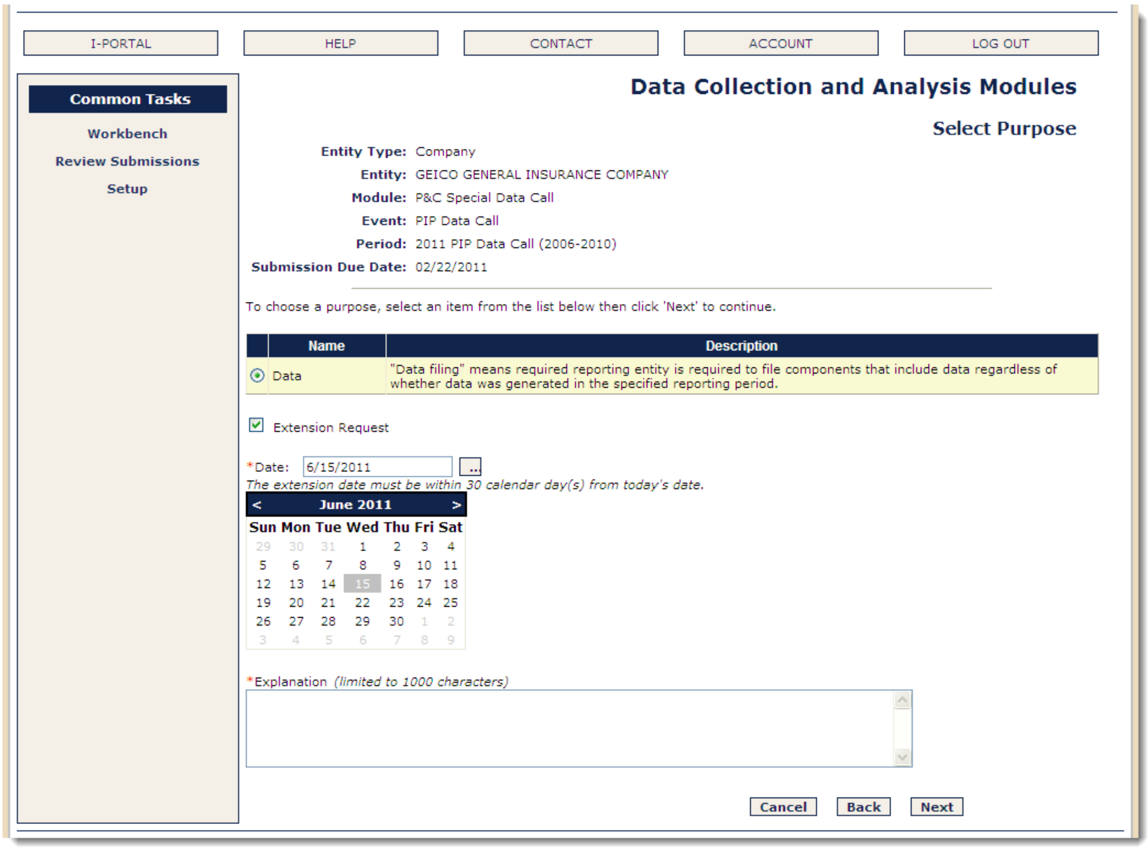
NOTE:

If you did not select a reporting period, you will get the following error message:



Select Purpose

The Select Purpose screen provides the user a list of filing purposes to choose from when creating a new filing.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Entity Type	Represents the name of the entity type chosen from the Select Entity Type screen.
Entity	Represents the name of the entity chosen from the

	Select Entity screen.
Module	Represents the name of the module chosen from the Select Module screen.
Event	Represents the name of the event chosen from the Select Event screen.
Period	Represents the name of the reporting period chosen from the Select Period screen.
Submission Due Date	Represents the due date of the filing.
Select radio button	Represents the button to select the purpose. When a purpose is selected, the entire row will be highlighted in yellow.
Name	This column represents the name of the purpose.
Description	This column represents the description of the purpose.
Extension Request checkbox	If this checkbox is enabled and checked, the extension Date and Explanation fields will become visible.
Date	Represents the extension date being requested. The date must be entered in the format MM/DD/YYYY.
Date Picker Button	Clicking this button will display a calendar screen in which the user can select a date. When the date is selected, it will appear in the Date field.
Explanation	Represents a text box that contains the explanation for the extension request. This field is limited to 1000 characters.
Cancel button	Click this button to cancel the current operation and return to the Workbench screen.
Back button	Click this button to go back to the Select Period screen.
Next button	Click this button to save the current selection and extension request information and navigate to the Filing Creation Verification screen.

To Select a Purpose

To select a purpose, perform the following steps:

- From the Select Purpose screen, click the radio button next to the purpose you wish to choose. The selected row will be highlighted in yellow.
- Click the **[Next]** button to save the current selection and navigate to the Filing Creation Verification screen.

NOTE:
If you did not select a purpose, you will get the following error message:

A purpose must be selected from the list.

To Request an Extension

To request an extension, perform the following steps:

- From the Select Purpose screen, click the radio button next to the purpose you wish to choose. The selected row will be highlighted in yellow.
- If the selected purpose is configured to allow extension requests, the Extension Request checkbox will become enabled.
- Check the Extension Request checkbox and the Date and Explanation fields will appear.
- Enter a valid date (format mm/dd/yyyy) or select the date from the date picker button located next to the Date field.
- Enter an explanation as to why you are requesting the extension.
- Click the **[Next]** button to save the extension request date and explanation and navigate to the Filing Creation Verification screen.

NOTE:
If you did not enter an extension date, you will get the following error message:

Required fields are missing…The Extension Date must not be empty.

If you did not enter an explanation, you will get the following error message:

Required fields are missing…The Extension Explanation must not be empty.

If you did not enter an extension date that was within X calendar days, you will get the following error message:

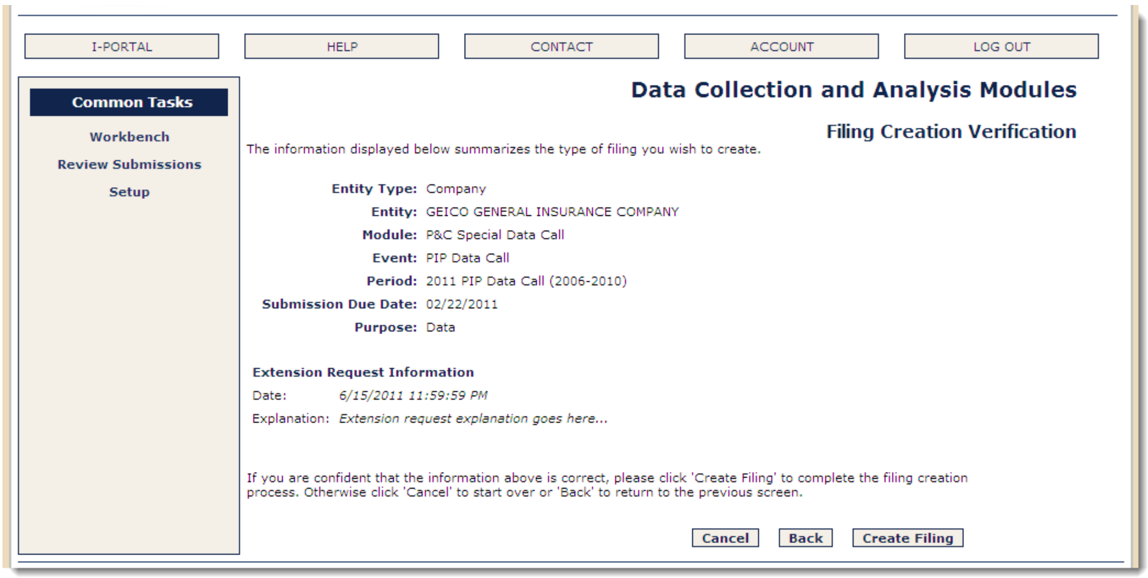
The extension date must be within **X** calendar day(s) from today's date.

If you enter an invalid extension date, you will get the following error message:

> The Extension Date is invalid, please enter a date in the format mm/dd/yyyy.

FILING CREATION VERIFICATION

The Filing Creation Verification screen provides a summary of what was selected during the filing creation process prior to actually creating the filing. It is here that the user will create the actual filing.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Entity Type	Represents the name of the entity type chosen from the Select Entity Type screen.
Entity	Represents the name of the entity chosen from the Select Entity screen.
Module	Represents the name of the module chosen from the Select Module screen.
Event	Represents the name of the event chosen from the Select Event screen.
Period	Represents the name of the reporting period chosen

	from the Select Period screen.
Submission Due Date	Represents the due date of the filing.
Purpose	Represents the name of the filing purpose chosen from the Select Purpose screen.
Extension Request Date	Represents the date that was entered from the Select Purpose screen.
Extension Request Explanation	Represents the explanation that was entered from the Select Purpose screen.
Cancel button	Click this button to cancel the current operation and return to the Workbench screen.
Back button	Click this button to go back to the Select Purpose screen.
Create Filing button	Click this button to create the filing and navigate to the Filing Creation screen.

To Create a Filing

To create a filing, perform the following steps:

- From the Workbench screen, select the **Create New Filing** link.
- From the Create New Filing screen, click the **[Next]** button to navigate to the Select Entity Type screen.
- Select an entity type. (See To Select an Entity Type)
- Select an entity. (See To Select and Entity)
- Select a module. (See To Select a Module)
- Select an event. (See To Select an Event)
- Select a reporting period. (See To Select a Reporting Period)
- Request an extension (This is optional. Only request an extension if necessary) (See To Request an Extension)
- Select a purpose. (See To Select a Purpose)
- From the Filing Verification screen, click the **[Create Filing]** button. A confirmation window appears to the user **"Are you sure you want to create this filing?"**
- Click the **[OK]** button to create the filing and navigate to the Filing Creation screen or click the **[Cancel]** button to cancel the operation.

NOTE:

If a filing has already been created for the entity with the same module, event, and period combination, you will get the following error message:

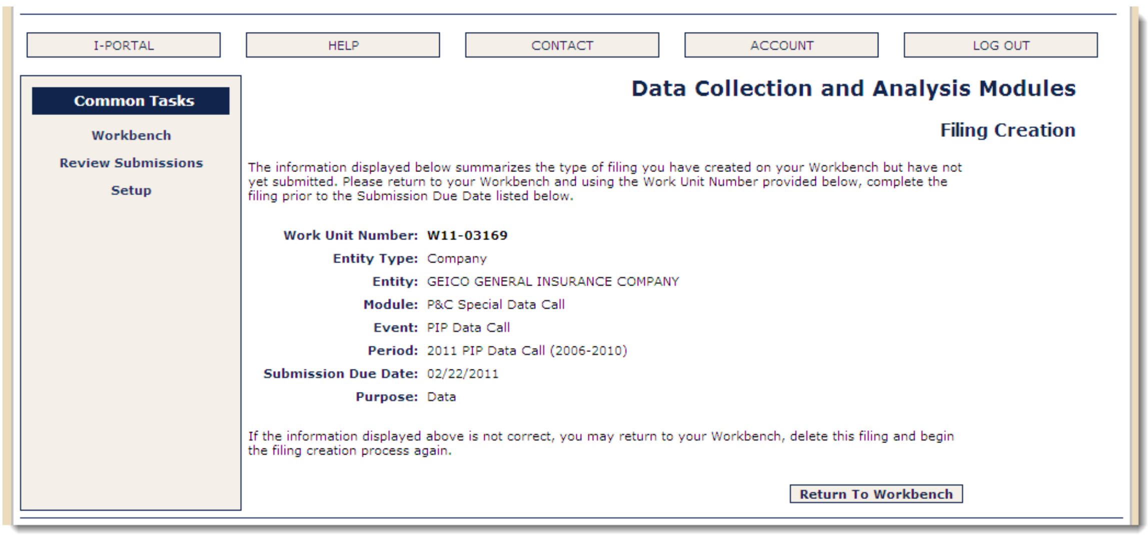
> A filing with the selected criteria already exists for this entity.

If you have not entered your contact information into the DCAM Contact Information screen, you will get the following error message:

> There is no contact information created for this account. Please complete the Contact Information screen in Setup before filing.

FILING CREATION

The Filing Creation screen provides a summary of the filing that was just created including the new Work Unit Number.



Common Tasks	
Workbench	Click this link to navigate to the Workbench screen.
Review Submissions	Click this link to navigate to the Review Submissions screen.
Setup	Click this link to navigate to the Entity Setup screen.
Screen Elements	
Work Unit Number	Represents the newly assigned Work Unit Number for the filing just created.
Entity Type	Represents the name of the entity type for the filing just created.
Entity	Represents the name of the entity for the filing just created.
Module	Represents the name of the module for the filing just created.
Event	Represents the name of the event for the filing just created.

Period	Represents the name of the reporting period for the filing just created.
Submission Due Date	Represents the date the filing is due to the Office.
Purpose	Represents the name of the filing purpose for the filing just created.
Return to Workbench button	Click this button to navigate back to the Workbench screen.

Application Availability

The application availability screen will appear when there is either scheduled or unscheduled maintenance being performed on the application. In either case, the application will be unavailable to all users.

Common Tasks	
None	

NOTE:

If the application is down for scheduled maintenance, the following error message will appear:

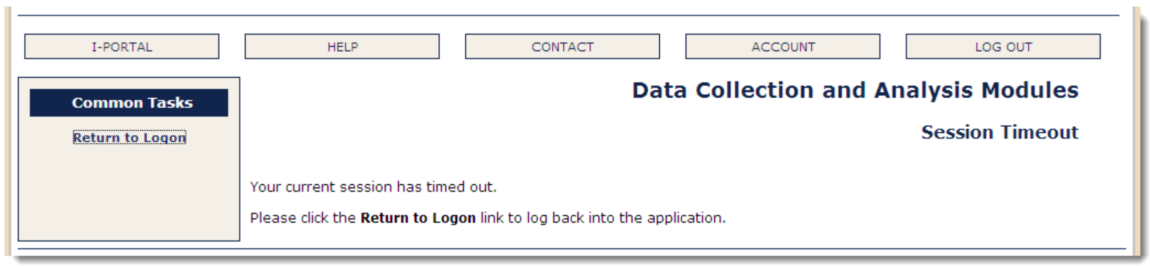
DCAM is currently unavailable due to scheduled maintenance.

If the application is down for unscheduled maintenance, the following error message will appear:

DCAM is currently unavailable due to unscheduled maintenance.

Session Timeout

The session timeout screen will appear there is no activity for a period of time. When the session does timeout, the following screen will appear.



Common Tasks	
Logon	Click this link to navigate you to the Logon screen.