

Example Submission Reporting Period Schedule

The date included in the file name indicates the first day of the reporting period for the submission.

The reporting period currently runs from the first day of the month to the last day of the month. Regardless of what day within that reporting period a company submits the file, the date on the file should always be the first day of the reporting period that the file is intended for. This allows Insure-Rite to ensure that a file is submitted from each company for each reporting period.

For example:

Current Reporting Period: April 1 2008 to, April 30, 2008

1.

First-of-month reporting - Insurer compiles data on March 31 2008, to be submitted for the forthcoming reporting period. The company submits this file to Insure-Rite on April 1, 2008. The company ABCDE sends 1 file of 500,000 records, using the following filename:

ABCDE_20080401_lof1_500000_E.pgp

2.

Mid-period reporting - Insurer compiles data on April 6, 2008, to be submitted for the current reporting period. The company submits the file to Insure-Rite on April 7, 2008. The company ABCDE sends 1 file of 500,000 records, using the following filename:

ABCDE_20080401_lof1_500000_E.pgp

3.

Early reporting - Insurer compiles data on March 23, 2008, to be submitted for the forthcoming reporting period. The company submits this file to Insure-Rite on March 24, 2008. The company ABCDE sends 1 file of 500,000 records, using the following filename:

ABCDE_20080401_lof1_500000_E.pgp

4.

Critical submission file error - Insurer compiles data and submits as detailed in any of the cases above. But, the insurer gets a rejection file on the day of submission (or shortly after) because the submitted file could not be processed by Insure-Rite. The insurer corrects the data file as necessary and resends this file to Insure-Rite on the next possible day. The company ABCDE sends 1 file of 500,000 records, using the following filename:

ABCDE_20080401_lof1_500000_E.pgp

Specific to case #3 above (early reporting), the insurer should be compiling and sending a file for the next reporting period, May 1 - 31, 2008. In the case of a file submission error, the insurer would need to send two files to Insure-Rite in the period, one a corrected file for the reporting period April 1 to April 30 2008, and one a current file for the forthcoming reporting period May1 to May 31, 2008.

5.

Holiday reporting - If the first day of the reporting period is a State or Federal holiday, it does not change the date required to be used on the submission. The date should always be the first day of the reporting period.

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6.

Submission reporting window - For all cases, it is recommended that insurers report a file by the 15th of the month. Submission files received after the 15th day of the month can't be guaranteed to be processed for that period.

Insurers may begin reporting for the forthcoming period as early as 7 days prior to end of the current period.

Example:

An insurer may submit a file that is intended to be processed for the forthcoming period beginning on April 1 as early as March 25; but not later than April 15. (Exceptions to accept files after the 15th will be made where it is necessary for an insurer to re-submit a file that was subject to a critical submission error with an original submission file- case #4 above)