

# Small Insurer Reporting Procedure Manual

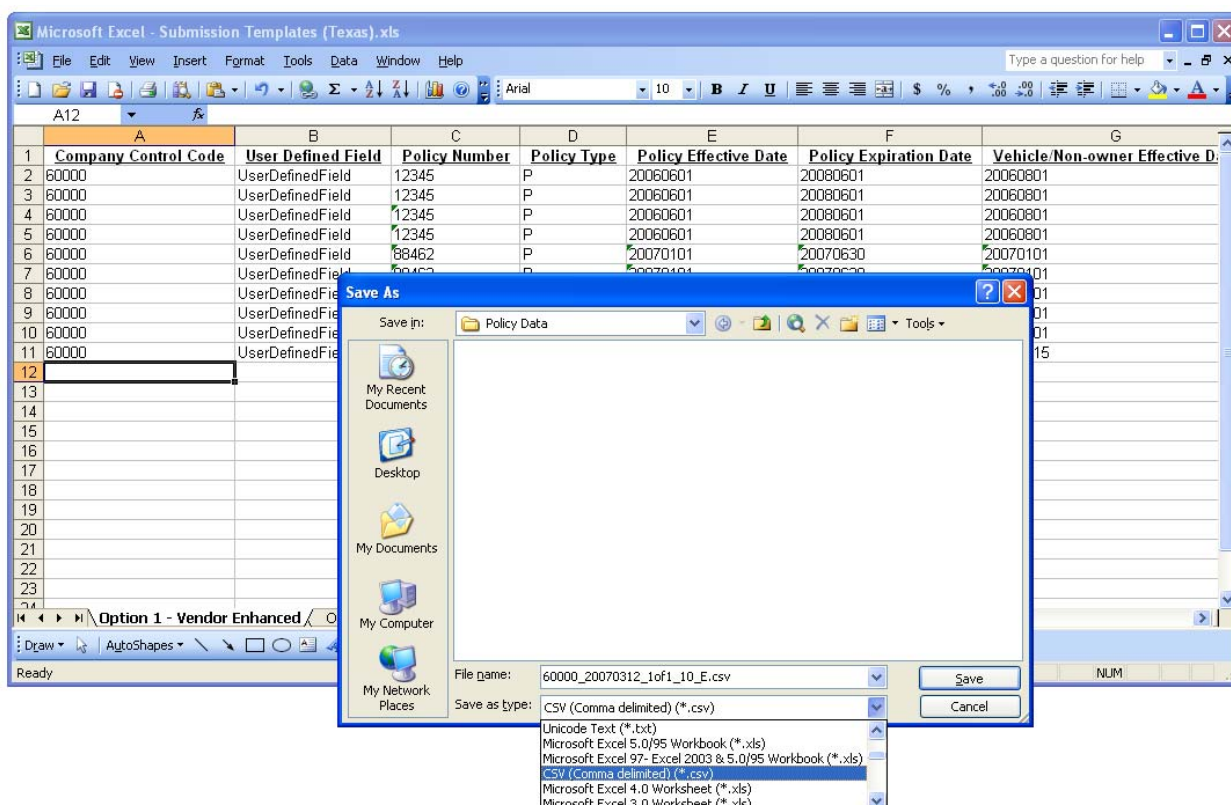
This guide is intended for insurance companies with 1,000 policies or less to report. However, this model can be extended to handle more policies depending on individual circumstances.

The text file, *Appendix 3 Fixed Record Template.txt* is to aid the insurer in creating fixed length records. This file corresponds to the format outlined in Appendix 3 within the *State of Wyoming Financial Responsibility Verification Program (FRVP) Web Services Program Guide for Insurers*. Fixed length records can be compared against the record templates in the appropriate text file to validate that all fields have been correctly ordered and padded with spaces.

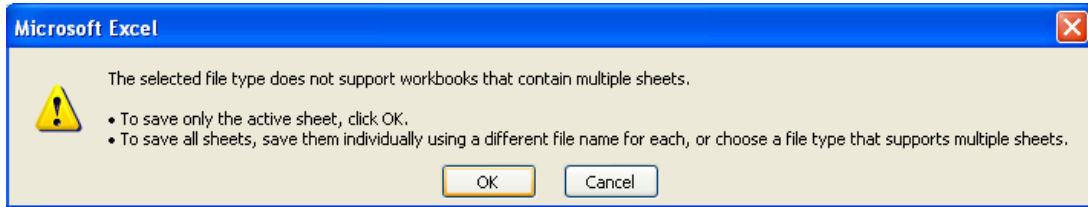
The Excel file, *Submission Templates (Wyoming).xls*, is for use in creating delimited records. The file contains a worksheet that has a header row specifying the fields in the required order. Once the records have been entered into the worksheet, they will need to be exported to a pipe delimited ( | ) file. The following instructions describe the steps to complete this task to create a file compliant to the format specified in Appendix 3.

## Step 1

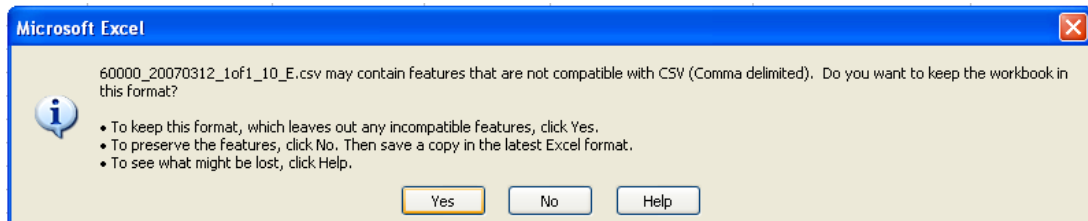
From the *File* menu, select *Save As* and choose *CSV (Comma delimited)(\*.csv)* from the *Save as type*: drop down menu. Create a file name that adheres to the file naming convention outlined in the Wyoming Web Services Program Guide for Insurers Version 2 on page 25. In the example, the company control code is 60000, the submission date is March 12, 2007, and the file contains 10 records.



After selecting *Save*, a dialog will appear with a warning regarding workbooks with multiple sheets. Click *OK* and a file will be created containing only data from the active worksheet.

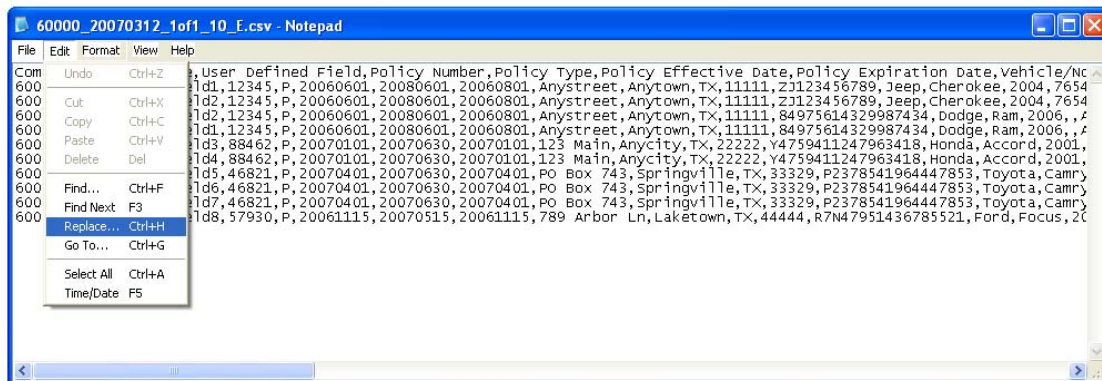


One final informational dialog will appear regarding feature compatibility. Click *Yes* to complete saving the file.

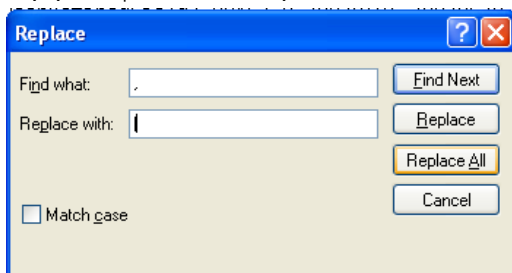


## Step 2

Now that the file has been saved in the CSV (comma separated values) format, open the file using Notepad.exe. From the *Edit* menu, select *Replace...*



When the *Replace* dialog pops up, enter a comma ( , ) in the *Find what:* textbox and a pipe ( | ) in the *Replace with:* textbox and click *Replace All*.



You will now notice that all fields are delimited with the pipe ( | ) character as required. The final step is to remove the first record that was created from the header record in the template file indicated by the highlighted record in the figure below. Please save this file without the csv extension and create the pgp extension by encrypting the file.

