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Logging On

Please follow these steps to access the SIU Quarterly Data Upload System.

1. Log-on to www.commauto.com using your Internet browser.
2. The Reports and Applications Page can be accessed by Clicking “Reports” at the top of the commauto.com home page.
3. Enter your user ID and password and then click Log-on.
4. Click [Compliance Audit Reports](#) under the Compliance Audit section of the page.

The screenshot shows the CAR website's 'Reports and Applications' page. At the top, there is a navigation menu with links: Home, About CAR, MAIP, Reports, Bulletins, Manuals, Committees, Calendar, Contact Us, Schedules, and Training. Below the menu is the CAR logo and a 'Reports and Applications' section. This section includes 'Recent Updates' with dates and topics like 'Settlement of Balances' and 'Final 2016 Participation Ratios'. It also has a 'Using Reports & Applications' area with links for Security Administration, Access Information, and Help. A 'Secure Access' box contains input fields for User ID and Password, a Log-on button, and a Forgot Password link. At the bottom, there are four main categories: Compliance Audit, Financial, Market, and Reporting & Data Quality, each with a list of sub-links. A footer contains a secondary navigation menu and a copyright notice for 1999-2017 Commonwealth Automobile Reinsurers.

If you do not have access to this application, please contact your company's designated Security Administrator, who can then request access on your behalf.

Upload SIU Quarterly Log Data

Prior to submitting a data upload, download then save the SIU Quarterly Data Upload Template. The SIU Quarterly Data Upload Template is an Excel spreadsheet located on the Compliance Audit Report Data page. This template should be used to submit data through the SIU Quarterly Data Upload system. As this template is an Excel file conversion to a CSV file must be performed prior to completing the upload of this SIU Quarterly Log data.

Data Upload Template

The following is the required filename format for the Excel spreadsheet:

CoNo_ReviewYear_ReviewQtr.csv.

Where:

- CoNo is the 3 digit company number for the upload as selected on the upload screen.
- Review Year is the YYYY the current year of the upload.
- ReviewQtr is the current quarter of the upload.
- Example: for company 45, ReviewYear 2010, ReviewQtr 4 the file name is 045_2010_4.csv.

Note: A correct filename format is required for data to be uploaded.

The file template (An Excel spreadsheet located on the SIU Quarterly Log page) includes the following fields:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Co No	Referral Date	Policy ID	Type of Referral	Line of Business	Claim ID	Loss Date	Cause of Loss	Amount of Exposure	Amount Paid	Amount Saved	Disposition	SIU Closed Date	Policy Eff Year
2														
3														
4														
5														
6														
7														
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9														
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12														
13														
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Note: Only required fields will be included in the upload process.

Field Format for Upload

Once the file has the required fields populated, the file must be converted from an Excel file to a CSV file. Conversion directions are as follows:

The CSV field data must conform to the following field formats:

Company Number - the three (3) digit numeric code assigned by CAR.

Referral Date – Date the SIU department received for review, MM/DD/YYYY format.

Policy ID

- Statistically reported policy ID only.
- The number must consist only of significant alphanumeric characters.
- This field must be left justified must be consist of at least three (3) alphanumeric characters no spaces.
- The Policy Identification Number on the loss record must match the Policy Identification Number from the policy's corresponding premium record.

Note: The policy ID should be saved as a text field on the spreadsheet before it's converted to the .csv file format.

Type of Referral – Valid option: Claim.

Line of Business – Valid options: Commercial, Private Passenger, Taxi.

Claim ID

- Statistically reported Claim Identification Number only.
- Alphanumeric characters only.
- Left justified and must be at least three alphanumeric characters no spaces.

Note: The claim ID should be saved as a text field on the spreadsheet before it's converted to the .csv file format.

Loss Date - MM/DD/YYYY format.

Cause of Loss – Valid options: Liability, PIP, Physical Damage.

Amount of exposure – Reserve amount at time of referral.

Amount Paid – Numeric dollar value paid on the claim.

Amount Saved – Numeric dollar value difference between the dollar amount on the claim and the dollar amount paid.

Disposition – Valid options:

- **Closed** – File was being handled by SIU, after investigation was completed, returned to Claim rep for further handling. Or SIU closed file and took down reserves.
- **Compromised** – A settlement reached between SIU and 3rd party claimant. Claimant accepted lower settlement than initial offer. Often on Phys Dam cases after appraisal review or PIP cases based on IME/Medical bill reviews.
- **Denied** – Claim referred to SIU and settlement/payment was denied by SIU. Based on fraud or lack of cooperation from either insured or claimant. No payments issued.
- **Not accepted** – File referred to SIU but returned to claim rep for routine handling without any assistant from SIU.
- **Open** – File investigation is ongoing and still being handled by either SIU or in suit.
- **Paid in Full** – No reduction in the settlement issued by company's SIU.
- **Withdrawn** – Insured/claimant/attorney has stopped pursuing for a settlement.

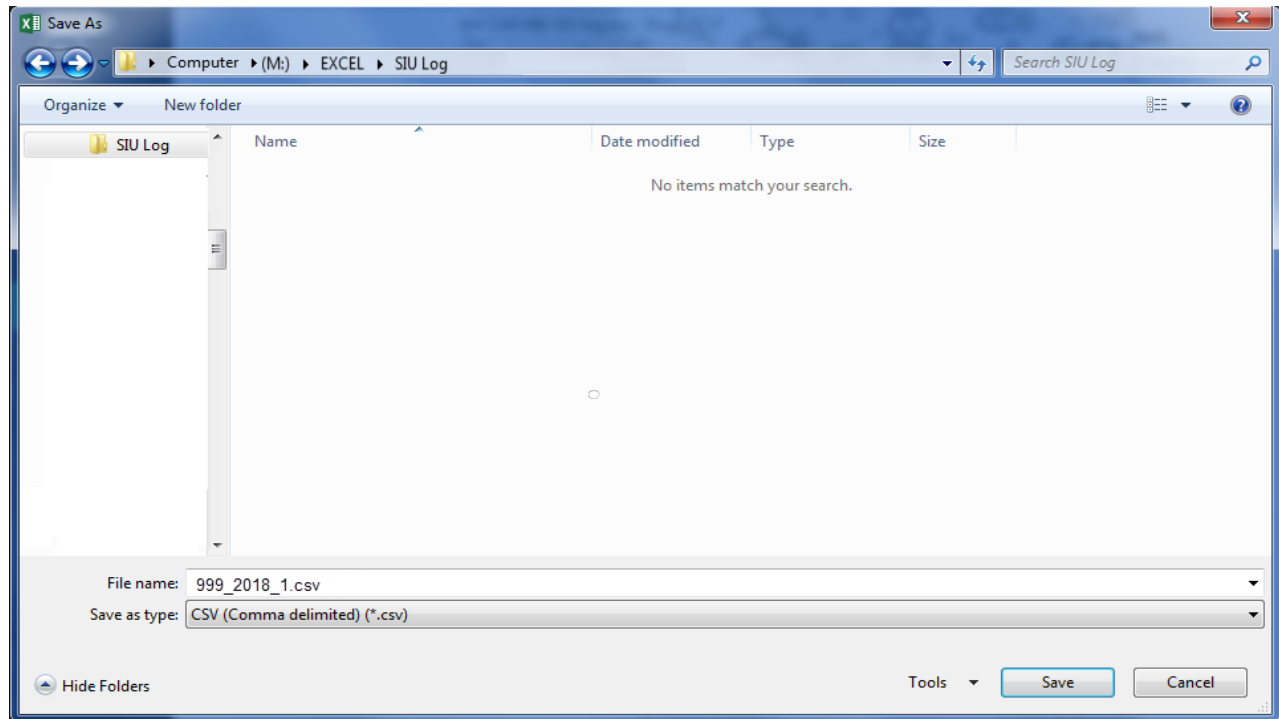
SIU Closed Date – Date the SIU department closed the review, MM/DD/YYYY format.

Policy Effective Year - YYYY format. Effective Year of the policy term.

Once the data file is completed, convert to a .csv (comma separated) file for uploading.

How to convert Excel file to CSV

1. In your Excel workbook, switch to the File tab, and then click Save As.
2. In the Save as type box, save your Excel file as CSV (Comma separated) (*.csv).
3. Choose the destination folder where you want to save your Excel file in the CSV format, and then click Save.



Upload Data

To Upload SIU Quarterly Log:

1. Click Activity Log Upload.
2. Select the company number that you want to load into the result grid.
3. Click Browse to choose file to upload.
4. Click UPLOAD.

The result grid for the company number selected will display.

Upload Date	User ID	Co No	Accepted Records	Duplicate Records	Rejected Records	Total Records	File Name
1/25/2019 10:17:48 AM	car999	999	64	4	50	118	999_2018_4.csv
1/25/2019 10:17:48 AM	car999	999	149	14	154	317	999_2018_4.csv
1/25/2019 10:17:48 AM	car999	888	10	0	4	14	999_2018_4.csv

Upload Data (continued)

The accepted records can be viewed for all companies in a group or by individual company.

To view all records for a group select 'All Companies' in the company dropdown box. The grid will display all the companies with successfully loaded data for the selected upload year.

Activity Log Upload - Summary

Companies may upload SIU log CSV files in the provided Excel spreadsheet layout. Records that cannot be processed are system rejected while CAR can also reject policies that are deemed invalid. The SIU Quarterly Log data upload file must be a Comma Separated Value file with the csv extension. Please ensure that the data fields do not contain commas.

The file name must be in the following format: **CoNo_ReviewYear_ReviewQtr.csv**

- **CoNo** is the 3 digit company number for the upload as selected on the upload screen.
- **ReviewYear** is the YYYY representing the current year.
- **ReviewQtr** is the quarter that the log is being submitted for. Use 1, 2, 3, or 4.

Company: 999 Any Insurance Company Upload Year: 2019

Upload Date	User ID	Co No	Accepted Records	Duplicate Records	Rejected Records	Total Records	File Name
1/25/2019 10:17:48 AM	car999	999	64	4	50	118	999_2018_4.csv
1/25/2019 10:17:48 AM	car999	999	149	14	154	317	999_2018_4.csv
1/25/2019 10:17:48 AM	car999	888	10	0	4	14	999_2018_4.csv
1/18/2019 2:21:08 PM	car999	777	0	0	1	1	999_2018_4.csv
1/18/2019 2:21:08 PM	car999	666	1	0	0	1	999_2018_4.csv
1/18/2019 2:21:08 PM	car999	555	0	0	1	1	999_2018_4.csv
1/18/2019 2:21:08 PM	car999	444	1	0	2	3	999_2018_4.csv
1/18/2019 2:21:08 PM	car999	333	0	0	1	1	999_2018_4.csv

Accepted Entire Year Not Accepted

File to Upload:

To review the details of a specific upload highlight a row in the grid and click details for the successfully loaded data.

To display all records successfully loaded year to date for the company selected click entire year.

To review rejected/not accepted records, click on Not Accepted.

Note: If the records are rejected during the upload process due to not matching the required field format, please Contact siulog@commauto.com for more information regarding the rejected record details.

If multiple companies are loaded in the same log, the record load count message refers to the entire log. To review the results for each company select the company in the company number dropdown to load the result grid.

Upload Errors

Files that contain inaccurate data will be flagged with a file error and will not be processed. Any inaccuracy found among the following components will prevent a successful upload:

Invalid File name

- Valid file name format is CoNo_ReviewYear_ReviewQtr.csv (CCC_YYYY_Q.csv).

Invalid Co-No (2).

- Company number is not the company number assigned to the user.
- Company number reported not in group associated with the user.

Invalid Policy Effective Year (16).

- Policy Effective year is not a valid year or is missing (null).

Invalid Policy Id (32).

- Policy Id has not been statistically reported or is missing (null).

Invalid Claim Id (64).

- Claim Id has not been statistically reported or is missing (null).

Invalid Saved Amount (128)

- Saved Amount is not numeric or is missing (null).

Invalid Disposition (256)

- Disposition must be Closed, Compromised, Denied, Not Accepted, Open, Paid in Full, or Withdrawn.

Invalid Loss Date (512)

- Loss Date must be a valid date (MM/DD/YYYY).

Missing Columns from import data (1024).

No matching CAR Statistical record (2048).

Record already uploaded (4096).

- The record was already uploaded in a log with the same Review year and Review qtr.

Duplicate record within this upload (8192).

- The record is in the current upload multiple times. The system only needs to match once for all the data to be added to the SIU System.
- Accepted data was not removed from a corrected file (resubmit only the rejected data).