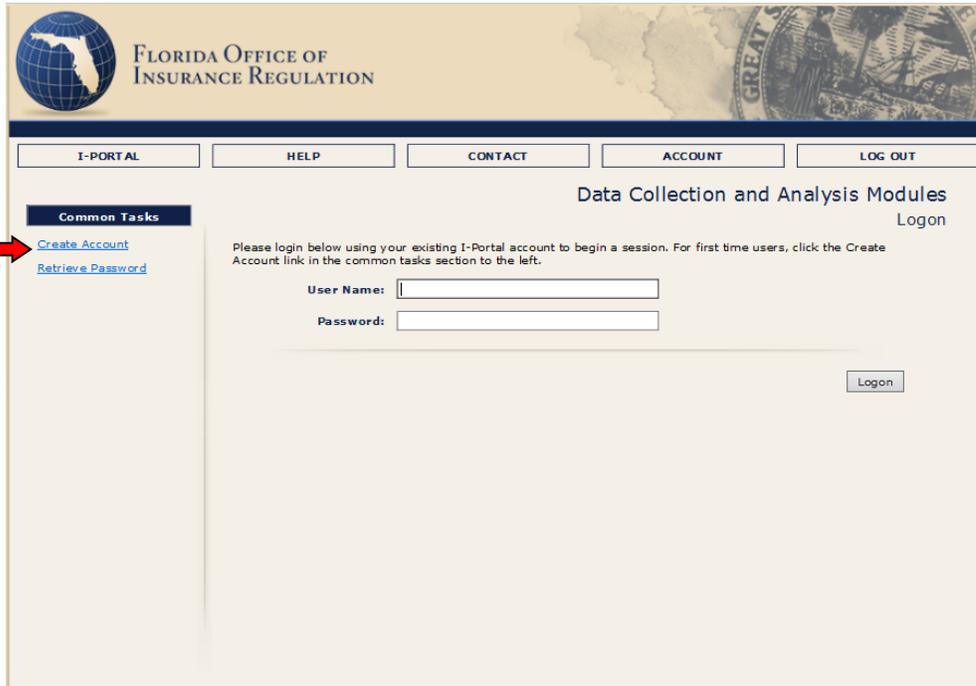


Using the Data Collections and Analysis Module (DCAM):

- Once you have an iPortal account, enter DCAM using the link <https://apps.fldfs.com/DCAM/Logon.aspx>. Use the same user name and password to enter DCAM that you set up to enter the iPortal. If this does not work it means that the iPortal account has not been set up properly. Note: You may have to click on “Create Account” on the left (pictured below) and repeat the steps in the previous paragraph.



- If you have not used DCAM before, you must first create an account for DCAM as well. The first step is to click on “Setup” on the left hand side of the screen.



- Next, click on “Contact Information” on the left hand side of the screen.

The screenshot shows the 'Data Collection and Analysis Modules' page with the sub-header 'Entity Setup'. The left-hand navigation menu includes 'Workbench' and 'Contact Information', with a red arrow pointing to the latter. The main content area contains instructions for adding entities and a table of pre-registered companies.

Companies

The list below represents all entities pre-registered with the Office of Insurance Regulation. To add additional pre-registered entities, click the "Add Company" button.

	Company Name	FEIN	FL Co Code	NAIC Co Code	NAIC Grp Code	Status
<input type="radio"/>	AMERICAN PROGRESSIVE LIFE AND HEALTH INS CO OF NY	131851754	05064	80624	0953	REVOKED
<input type="radio"/>	AMERICAN PROTECTORS LIFE INSURANCE COMPANY	751240534	05065	98744		REVOKED
<input type="radio"/>	UNIVERSAL HEALTH CARE INSURANCE COMPANY, INC.	204939821	06394	12577	4091	REVOKED

Buttons: Delete, Add Company

Other Filing Entities

The list below represents entities that can file. To add additional entities of this type, click the 'Add Filing Entity' button.

There are no filers associated with your account at this time.

Buttons: Delete, Add Filing Entity

Done

- Finally, scroll to the bottom and click on “Use iPortal Account Information”. This will populate DCAM with your iPortal account information and prevent you from having to enter each field a second time.

The screenshot shows the 'Data Collection and Analysis Modules' page with the sub-header 'DCAM Contact Information'. The page contains a form for entering contact information, with a red arrow pointing to the 'Use I-Portal Account Information' button at the bottom.

Use this page to enter the Contact Information. Click 'Use account information' to populate these fields with the information you entered when you initially set up your I-Portal account. Click 'Save' to save your changes.

Personal

*First Name:
 MI:
 *Last Name:
 Entity Name:
 *Email Address:

Phone

*Phone Number:
 Phone Extension:
 Fax Number:

Address

*Street:
 Optional Street:
 *City:
 *State:
 *ZIP/Postal Code:
 *Country:

* - Required field

Buttons: Done, Use I-Portal Account Information, Save

- Next, after saving your contact information, click “Setup” again and locate the section titled “Companies.” Click on “Add Company.”

FLORIDA OFFICE OF INSURANCE REGULATION

I-PORTAL HELP CONTACT ACCOUNT LOG OUT

Common Tasks

[Workbench](#)
[Contact Information](#)

Data Collection and Analysis Modules
Entity Setup

If you have no entities listed below, please click the corresponding 'Add ...' button to add a new entity.

Companies

The list below represents all entities pre-registered with the Office of Insurance Regulation. To add additional pre-registered entities, click the "Add Company" button.

	Company Name	FEIN	FL Co Code	NAIC Co Code	NAIC Grp Code	Status
<input type="radio"/>	AMERICAN PROGRESSIVE LIFE AND HEALTH INS CO OF NY	131851754	05064	80624	0953	REVOKED
<input type="radio"/>	AMERICAN PROTECTORS LIFE INSURANCE COMPANY	751240534	05065	98744		REVOKED
<input type="radio"/>	UNIVERSAL HEALTH CARE INSURANCE COMPANY, INC.	204939821	06394	12577	4091	REVOKED

Delete **→** Add Company

Other Filing Entities

The list below represents entities that can file. To add additional entities of this type, click the 'Add Filing Entity' button.

There are no filers associated with your account at this time.

Delete Add Filing Entity

Done

- Under the Company Search, enter the appropriate company information and click “Search.”

FLORIDA OFFICE OF INSURANCE REGULATION

I-PORTAL HELP CONTACT ACCOUNT LOG OUT

Common Tasks

[Workbench](#)
[Contact Information](#)
[Setup](#)

Data Collection and Analysis Modules
Company Search

Please enter criteria into a field and then click 'Search'.
If you are searching on Company Name, you can use the wildcard options such as Anywhere, Starts With, and Exact Match.

Anywhere Starts With Exact Match

Company Name:

NAIC Company Code: FEIN:

NAIC Group Code: Florida Company Code:

Cancel Clear **←** Search

- If the correct company information is displayed, click on the company name (in blue).

FLORIDA OFFICE OF INSURANCE REGULATION

I-PORTAL HELP CONTACT ACCOUNT LOG OUT

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 1 of 1

Company Name	FEIN	NAIC Company Code	NAIC Group Code	Florida Company Code
AMERICAN MOTORISTS INSURANCE COMPANY	360727430	22918	0108	09070

Records 1 to 1 of 1

Cancel Search Again

- Then click on “Add Company.”

FLORIDA OFFICE OF INSURANCE REGULATION

I-PORTAL HELP CONTACT ACCOUNT LOG OUT

Data Collection and Analysis Modules
Add Company

Please verify the company information below. To add this company to your account, click 'Add Company' button.

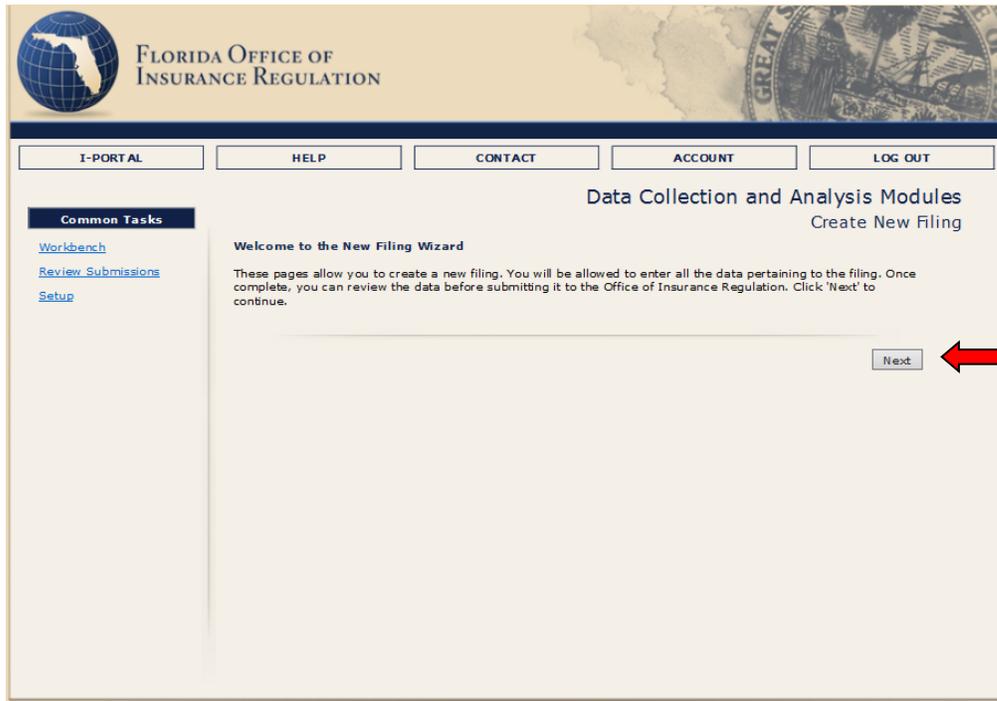
Company Name: AMERICAN MOTORISTS INSURANCE COMPANY
Company FEIN: 360727430
NAIC Company Code: 22918
NAIC Group Code: 0108
Florida Company Code: 09070

Cancel Back Add Company

- Once you have successfully added your company, you may then click on “Workbench” and continue to create a filing by clicking on “Create New Filing.”



- This will deliver you into the New Filing Wizard which will then walk you, step-by-step, through the filing creation process.

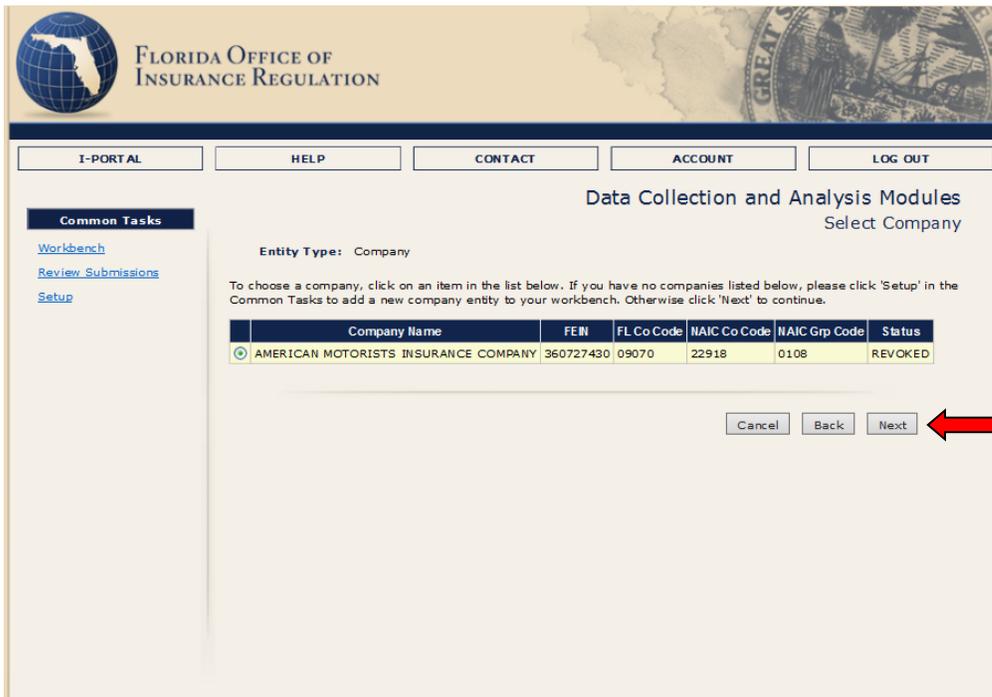


Creating a filing:

- Once you click “Next” to enter the New Filing Wizard you will be directed to select the appropriate Entity Type. Select the bullet for “Company” and click “Next.”



- On the next screen you will be asked to select the specific Company for which you are creating a filing. Select the bullet adjacent to the correct company and click “Next.”



- Then you will be asked to select the appropriate Module from a list. Please select the bullet adjacent to “Market Conduct Report of Rescinded Policies Module” and then click “Next.”

FLORIDA OFFICE OF INSURANCE REGULATION

I-PORTAL HELP CONTACT ACCOUNT LOG OUT

Data Collection and Analysis Modules
Select Module

Entity: AMERICAN MOTORISTS INSURANCE COMPANY

To choose a module, select an item from the list below then click 'Next' to continue. If the module allows for multi-company filings, you may check that option before clicking 'Next.'

Name	Description
<input type="radio"/> Quarterly Comprehensive Health	Module for Quarterly Comprehensive Health Reporting.
<input type="radio"/> Private Passenger Automobile Excessive Profits Report	Private Passenger Automobile Excessive Profits Report
<input checked="" type="radio"/> Market Conduct Report of Rescinded Policies Module	Report of policies rescinded in the last 90 days and claims related to those policies.
<input type="radio"/> Annual Reinsurance Data Call	Examination of catastrophe reinsurance programs of certain insurers
<input type="radio"/> A&H Gross Annual Premium and Enrollment	Module for Accident & Health Gross Annual Premium and Enrollment Reporting (known as "GAP")
<input type="radio"/> QCH Test 2	Second testing of QCH data call

Cancel Back Next 

- Next you will be asked to select the event. Select the bullet adjacent to “Market Conduct Report of Rescinded Policies Events” and click “Next.”

FLORIDA OFFICE OF INSURANCE REGULATION

I-PORTAL HELP CONTACT ACCOUNT LOG OUT

Data Collection and Analysis Modules
Select Event

Entity: AMERICAN MOTORISTS INSURANCE COMPANY

Module: Market Conduct Report of Rescinded Policies Module

To choose an event, select an item from the list below then click 'Next' to continue.

Name	Description
<input checked="" type="radio"/> Market Conduct Report of Rescinded Policies Events	All events submitted for rescission of policies.

Cancel Back Next 

- The next step in the wizard will ask you to select the appropriate period. Select the appropriate bullet and click “Next.”

FLORIDA OFFICE OF INSURANCE REGULATION

I-PORTAL HELP CONTACT ACCOUNT LOG OUT

Data Collection and Analysis Modules
Select Period

Entity: AMERICAN MOTORISTS INSURANCE COMPANY
Module: Market Conduct Report of Rescinded Policies Module
Event: Market Conduct Report of Rescinded Policies Events

To choose a period, select an item from the list below then click 'Next' to continue. Please pay particular attention to the submission Due Date indicated in the grid below to avoid possible referral to Market Investigations.

Name	Description	Due Date
<input checked="" type="radio"/> Policies Rescinded in 2016	Create filing and retrieve template to report policies rescinded in 2016. All policies rescinded must be reported to the Office within 90 days of rescission. The due date shown is the last deadline for reporting all rescinded policies for Calendar Year 2016.	03/31/2017

Cancel Back Next

- Finally, you will be asked to select the appropriate purpose. Make your selection and click “Next.”

FLORIDA OFFICE OF INSURANCE REGULATION

I-PORTAL HELP CONTACT ACCOUNT LOG OUT

Data Collection and Analysis Modules
Select Purpose

Entity: AMERICAN MOTORISTS INSURANCE COMPANY
Module: Market Conduct Report of Rescinded Policies Module
Event: Market Conduct Report of Rescinded Policies Events
Period: Policies Rescinded in 2016
Submission Due Date: 03/31/2017

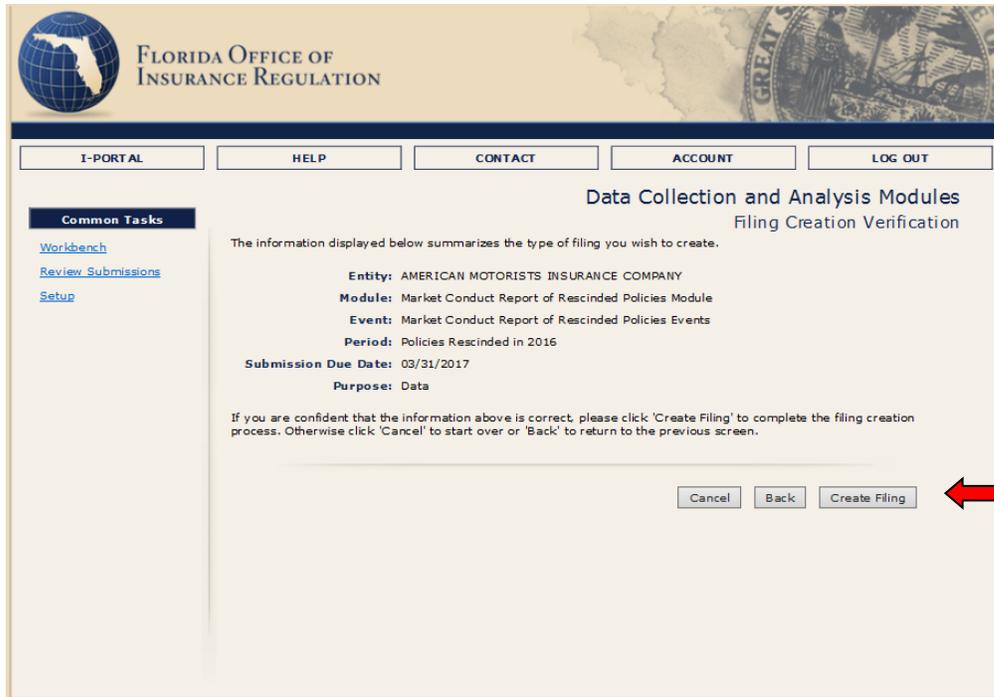
To choose a purpose, select an item from the list below then click 'Next' to continue.

Name	Description
<input checked="" type="radio"/> Data	"Data filing" means required reporting entity is required to file components that include data regardless of whether data was generated in the specified reporting period.

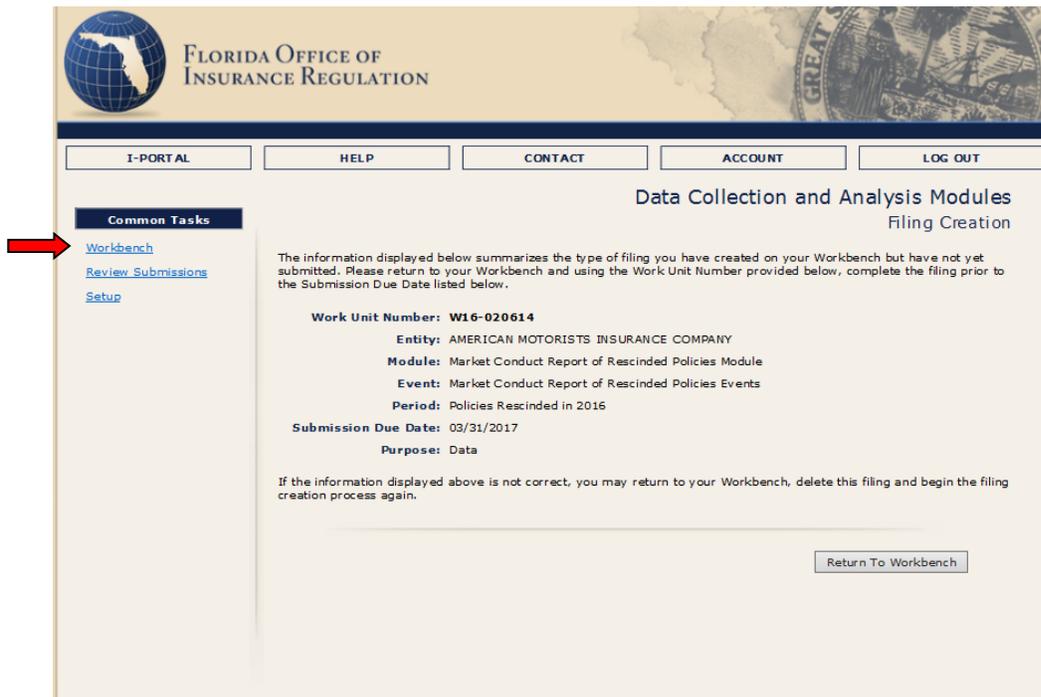
Cancel Back Next

The “Submission Due Date” is not an actual submission deadline but a date 90 days after the end of a calendar year at which time all rescinded policies for the prior year must have been submitted.

- The final screen in the filing creation wizard will ask you to verify your filing creation. Please review the information on your screen and, if correct, click “Create Filing”; there is a pop-up asking you to confirm that you want to create this filing. If the information is not correct, click “Back” to get to the section of the filing creation process for which there is an error.



- Once you have created the filing you will need to click “Workbench” to view current open filings.



Downloading the Template:

- Once you return to your workbench you must select the filing under the Data tab by clicking on the Work Unit Number in blue.

FLORIDA OFFICE OF INSURANCE REGULATION

I-PORTAL HELP CONTACT ACCOUNT LOG OUT

Data Collection and Analysis Modules Workbench

Please select a filing to work on from the list below. Please note that the filings containing a File Log Number along with the Work Unit Number are response filings. Select the Data, No Data, or Informational tab to view the list of corresponding filings. To delete a filing, click the Delete Filings button. To export all filings to Excel, click the Export to Excel link.

Data (1)		No Data (0)	Informational (0)		Export to Excel	
Work Unit Num/ * File Log Num	Entity Name	Module	Event	Period	Due Date	
W16-020614	AMERICAN MOTORISTS INSURANCE COMPANY	MCRP	Market Conduct Report of Rescinded Policies Events	Policies Rescinded in 2016	03/31/2017	

* - Response filing 🕒 - Filing is due within a week ⚠️ - Filing is past due Records 1 to 1 of 1

Delete Filings

- At this point you will see the filing component list. To retrieve the template, please click on the component named “Florida MCRP Template” in blue.

FLORIDA OFFICE OF INSURANCE REGULATION

I-PORTAL HELP CONTACT ACCOUNT LOG OUT

Data Collection and Analysis Modules Filing Component List

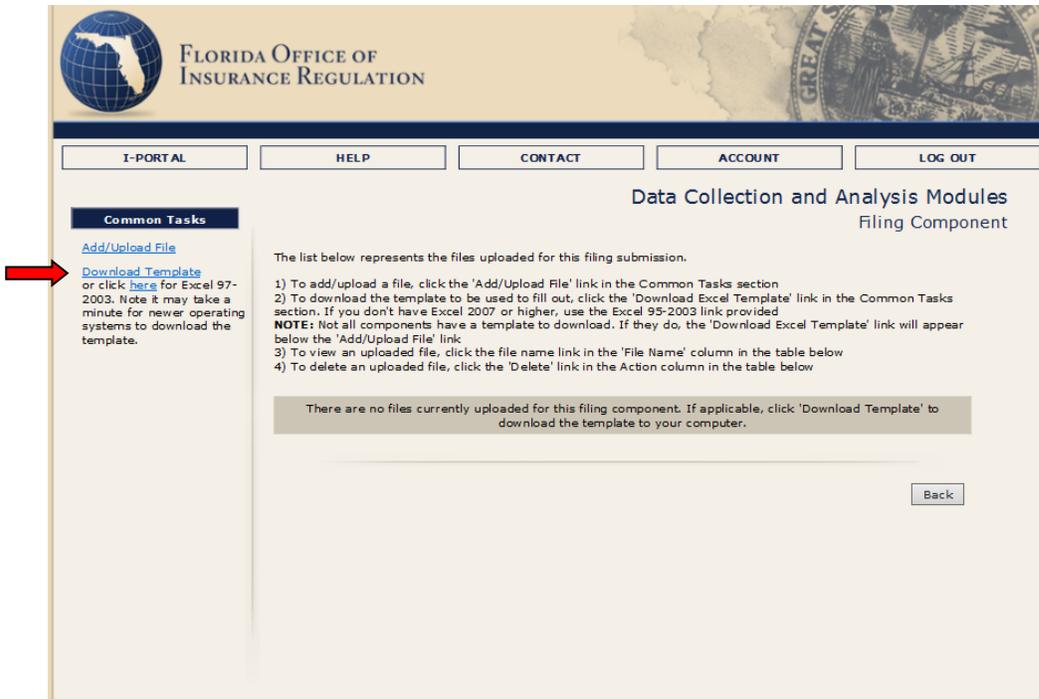
Work Unit Number: W16-020614
Entity Name: AMERICAN MOTORISTS INSURANCE COMPANY
Module: MCRP **Create Date:** 03/28/2016
Event: Market Conduct Report of Rescinded Policies Events **Created By:** Mills, Warren
Period: Policies Rescinded in 2016 **Filing Status:** Not Submitted
Due Date: 03/31/2017 **Submission Status:** Not Submitted
Purpose: Data

To choose a component, click on a component name in the list below.

Component Name	Last Updated Date	Status
Florida MCRP Template Data collection template for reporting rescinded policies and claims against rescinded policies.	3/28/2016 10:20:12 AM	Incomplete
Other Information/Documents Miscellaneous information or documents voluntarily provided by the submitting entity.	3/28/2016 10:20:12 AM	-----
Notarized Affidavit An imaged, notarized certification of a required statement or condition associated with the submitted information.	3/28/2016 10:20:12 AM	Incomplete
Response to Request for Clarification A formal reply from the submitter to a request from an internal analyst/reviewer for additional information.	3/28/2016 10:20:12 AM	-----

Filing Contact Information Previous Submissions Return To Workbench

- You will then be directed to the Filing Component page where templates are downloaded and uploaded. To retrieve the template, click on “Download Template” along the left hand side to retrieve the appropriate template.



- Once downloaded, the template will pre-populate some data in the “Contacts” tab. Detailed instructions in the “Instructions” tab will assist you in completing your template and entire filing.

- END -