PRODUCER REQUIREMENTS FOR eDAS
Format/Edits

No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
1	<DATA_ IDENTIFIER>		NA	Y/Y	REQ	20	X(20)	Data Identifier = 'PRODUCER'. Producer information for the policy number.
2	<INSURANCE_ PROVIDER>	Y	3	Y/Y	REQ	2	X(02)	Edit with Insurance Provider/Company table.
3	<LOCATION_ STATE>	Y	3	Y/Y	REQ	2	9(02)	Edit with FIPS State table.
4	<COMPANY>	Y	3	Y/Y	REQ	3	9(03)	Policy Issuing company, edit with company table.
5	<POLICY_ NUMBER>	Y	3	Y/Y	REQ	7	9(07)	Must be > zeros.
6	<CROP_YEAR>		NA	N/Y	REQ	4	9(04)	Must = Reinsurance Year.
7	<INSURANCE_ PLAN_CD>	Y	NA	Y/Y	REQ	2	9(02)	Insurance Plan Code, edit with ADM 2. Only valid plans are '81' and '82'.
8	<ID_TYPE>		2	Y/Y	REQ	1	9(01)	Must be one of the following: 1 = SSN, 2 = EIN, 5 = BIA Number. (See Exhibit 120-1 for valid combinations)
9	<ID_NUMBER>		2	Y/Y	REQ	9	X(09)	If ID Type equals: '1' then Social Security Number, '2' then EIN Number (Numeric, > zero), '5' then Bureau of Indian Affairs No. (first 5 digits are FIPS State and County code). (See Exhibit 120-1 for valid combinations). Edit to SSA file and ITS database. Edit for duplicate coverage. Must be 9 digits.

No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
10	<ENTITY_TYPE>		2	Y/Y	REQ	1	X(01)	Must be one of the following: B = Bureau of Indian Affairs C = Corporation D = Estates E = Religious, Charitable, Educational, Associations, Clubs, or Other Tax-Exempt Organizations G = Public Entities, State or Local Government I = Individual J = Co-Owner/Joint Operators N=Enterprise O = Other (Non-US Citizens) P = Partnership S = Spousal Husband/Wife T = Trusts (See Exhibit 120-1 for valid combinations)
11	<LAST_NAME>		1	Y/Y	CON	20	X(20)	Producer Last Name, see Exhibit 120-1 for Reporting Requirements. If Name Required column is 'F/L', Producer Last Name is required. If 'FLB', Producer Last Name is required if Business name is blank. If 'BUS' leave Producer Last Name blank. Any entry requires a minimum of 2 characters, alpha only (except – space, period, dash).
12	<FIRST_NAME>		1	Y/Y	CON	10	X(10)	Producer First Name, see Exhibit 120-1 for Reporting Requirements. If Name Required column is 'F/L', Producer First Name is required. If 'FLB', Producer First Name is required if Business name is blank. If 'BUS' leave Producer First Name blank. Alpha only (except – space, period, dash).
13	<MIDDLE_NAME>		1	Y/Y	OPT	10	X(10)	Producer Middle Name. Alpha only (except – space, period, dash).
14	<SUFFIX>		1	Y/Y	OPT	5	X(05)	Producer Name Suffix (e.g. SR, JR, II, etc.). Alpha only (except – space, period, dash).

No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
15	<TITLE>		1	Y/Y	OPT	4	X(04)	Producer Title (e.g. DR, etc.). Alpha only (except – space, period, dash).
16	<BUSINESS_ NAME>		1	Y/Y	CON	35	X(35)	Business Name. See Exhibit 120-1for Reporting Requirements.
17	<ADDRESS_ LINE_1>		1	Y/Y	REQ	35	X(35)	Address Line 1.
18	<ADDRESS_ LINE_2>		1	Y/Y	OPT	35	X(35)	Address Line 2.
19	<CITY>		1	Y/Y	REQ	35	X(35)	If State code = 'ZZ' enter foreign city and country.
20	<ADDRESS_ STATE>		1	Y/Y	REQ	2	X(02)	Enter Alpha state abbreviation. Edit with FIPS State Table. If a foreign country, enter 'ZZ'.
21	<ADDRESS_ COUNTY>		1	Y/Y	REQ	3	9(03)	Edit with county table. Must be valid for zip code submitted.
22	<ZIP_CODE>		1	Y/Y	REQ	5	X(05)	If State NE 'ZZ' must be a valid US zip code. Edit with lookup table for current address state and county.
23	<ZIP_EXTENSION>		1	Y/Y	OPT	4	X(04)	Optional, if submitted must be numeric and greater than zero.
24	<PHONE_ NUMBER>		1	Y/Y	OPT	10	X(10)	Optional, if submitted must be numeric and greater than zero.
25	<EMPLOYEE>		2	Y/Y	REQ	1	X(01)	Must be one of the following: A = Agent or Adjuster C = Company Employee E = RMA Employee N = None of the Above R = Relative of Company Employee
26	<SIGN_DT>		2	Y/Y	REQ	10	X(10)	Signature Date of Application for the insurance plan. Cannot be greater than current date. Format MM/DD/YYYY. Numeric with slashes.
27	<AGENT_SSN>		1	Y/Y	REQ	9	X(09)	Enter the SSN of the agent responsible for this policy number. Must have an accepted active agent on database. Must be 9 digits.
28	<DETAIL_NUM>		1	Y/Y	REQ	3	9(03)	Agent Detail Number from the AGENT data identifier for the agent that is responsible for this producer.

No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
29	<CHANGE_FLAG>		1	Y/Y	CON	1	X(01)	If Process Flag = 2 or 5 certain data will be allowed to change after initial acceptance. Tags have been identified by flags below. Flag of '1' will only be allowed to change data identified by '1'. Flag of '2' will be allowed to change data identified by '1 or 2'. Flag of '3' will be allowed to change any data. Valid flags: 1 = general 2 = company approval 3 = RMA approval
30	<PROCESS_FLAG>		1	Y/Y	REQ	1	X(01)	Valid flags: 1 = original 2 = modify 3 = delete 4 = validate (original) 5 = validate (modify) 6 = quote (not applicable for producer) 7 = retrieve 8 = cancel 9 = delete of producer (& SBI, if applicable) if no premium
31	<AUTHORIZATION_ NUM>		3	Y/Y	CON	5	9(05)	Authorization Number provided by Reinsurances Services Division (RSD) approving the change or deletion of premium. Change Flag (field 29) must = 3 and Process Flag (field 30) must = 2,3,5 or 9.
32	<FCIC_DT_TM>		NA	N/Y	REQ	19	X(19)	FCIC Control Date and Time of process, format YYYY-MM-DD HH-MM:SS. There is a space between the DD and HH.
33	<REINSURANCE_ YEAR>	Y	NA	Y/Y	REQ	4	9(04)	The Reinsurance Year. Format YYYY.
34	<TRANS_ SEQUENCE_NUM>		NA	N/Y	REQ	8	9(08)	Transaction Sequential Number assigned to each transaction number processed by eDAS.
35	<TRANS_RECORD_ NUM>		NA	N/Y	REQ	3	9(03)	Transaction Record Number

No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
36	<TRANSACTION_ FLAG>	NA	N/Y	REQ	1	X(01)	If transaction accepted, flag = Y. If rejected, flag = N. If deleted, flag = D. If cancel, flag = C. When data is moved to history (RMA), flag =H.

Notes: Key fields are: Insurance Provider (field 2), Reinsurance Year (field 33), Location State (field 3), Company (field 4), Policy Number (field 5), Insurance Plan Code (field 7)

No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit

Key fields with Level of Change = 3 will be allowed with RMA approval. When company submits this information, eDAS will change all other associated data identifiers to the new information.

Information regarding column headers:

1) 'Tag' identifies the naming convention used in creation of XML.
2) 'Key' identifies the tags that are key to the validation/storage of data.
3) 'Level of Change' identifies the data that's allowed to change and at what level according to Change Flag.
4) 'IN/OUT' identifies the direction of data, IN for input and OUT for output with flags 'N' (NO) and 'Y' (YES).
5) 'REQ/OPT/CON' identifies if the data is required (REQ), optional (OPT), or conditional (CON), if optional or conditional and there's no data to report the tag is not used.
6) 'Max Size' is the maximum size of data allowed for that tag.
7) 'Picture' identifies the type of data expected.
8) 'Description/Edit' gives additional information.