AGENT REQUIREMENTS FOR eDAS

Format/Edits

Section/Attribute	Description/Edit
AGENT	"AGENT" is the title of this section. It identifies the opening and closing of the xml transaction for an agent. This document provides additional reporting requirements of data under this section. **Agent precedes Crop Policy and Conflict of Interest.**
CHANGE_FLAG (ATTRIBUTE)	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 Change flag will default to 2 unless otherwise indicated.
PROCESS_FLAG (ATTRIBUTE)	Valid flags: 1 = original 2 = modify 3 = delete 4 = validate (original) 5 = validate (modify) 6 = quote (only applicable for premium) 7 = retrieve 8 = cancel (only applicable for Livestock crop policy) 9 = re-instate (only applicable for Livestock crop policy) Process flag will default to 1 unless otherwise indicated.

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No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
1	<INSURANCE_ PROVIDER>	Y	3	Y/Y	REQ	2	X(02)	Edit with Approved Insurance Provider/Company table.
2	<REINSURANCE _ YEAR>	Y	NA	Y/Y	REQ	4	9(04)	Must = Reinsurance Year.
3	<AGENT_SSN>	Y	2	Y/Y	REQ	9	X(09)	A valid SSN for the certified agent. Validate to SSA file and ITS file. Must be 9 digits.
4	<AGENT_USER _ID>		1	Y/Y	CON	10	X(10)	Need only if using RMA WEB applications. Must be unique for each SSN within an approved insurance provider. Minimum of 3 characters.
5	<AGENT_ PASSWORD>		1	Y/Y	CON	32	X(32)	Need only if using RMA WEB applications. Must be unique for each SSN within an approved insurance provider. Format: MD5 Hash, 0 – 9, A – F.
6	<LAST_NAME>		1	Y/Y	REQ	20	X(20)	Last name of agent. Requires a minimum of 2 characters, Alpha including (-), (.), ( ), (‘), (,).
7	<FIRST_NAME>		1	Y/Y	REQ	12	X(12)	First name of agent. Must not be blank, Alpha including (-), (.), ( ), (‘), (,).
8	<MIDDLE_NAME>		1	Y/Y	OPT	10	X(10)	Middle name of agent. Alpha including (-), (.), ( ), (‘), (,).
9	<SUFFIX>		1	Y/Y	OPT	5	X(05)	Suffix (e.g. SR, JR, II, etc.) of agent. Alpha including (-), (.), ( ), (‘), (,).
10	<TITLE>		1	Y/Y	OPT	4	X(04)	Title (e.g. DR, etc.) of agent. Alpha including (-), (.), ( ), (‘), (,).
11	<NON_ DISCLOSURE_DT>		1	Y/Y	REQ	10	X(10)	Non-Disclosure Statement Signature Date. Cannot be greater than submission date. Format MM/DD/YYYY.
12	<COI_COMP_DT>		1	Y/Y	OPT	10	X(10)	Conflict of Interest Questionnaire Completion Date. Cannot be greater than submission date. Format MM/DD/YYYY.
13	<COI_AMENDED_ DT>		1	Y/Y	CON	10	X(10)	Conflict of Interest Amended Date. Latest date COI was amended. Cannot be greater than submission date. Format MM/DD/YYYY.

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14	<COI_CARRY_ OVER>		1	Y/Y	OPT	1	X(01)	Conflict of Interest responses carried over from previous year. Must be 'Y or N'.
15	<COI_Q1_ RESPONSE>		1	Y/Y	OPT	1	X(01)	Response to Conflict of Interest Question 1. Must be 'Y or N'.
16	<COI_Q2_ RESPONSE>		1	Y/Y	OPT	1	X(01)	Response to Conflict of Interest Question 2. Must be 'Y or N'.
17	<COI_Q3_ RESPONSE>		1	Y/Y	OPT	1	X(01)	Response to Conflict of Interest Question 3. Must be 'Y or N'.
18	<COI_Q4_ RESPONSE>		1	Y/Y	OPT	1	X(01)	Response to Conflict of Interest Question 4. Must be 'Y or N'.
19	<COI_Q5_ RESPONSE>		1	Y/Y	OPT	1	X(01)	Response to Conflict of Interest Question 5. Must be 'Y or N'.
20	<COI_Q6_ RESPONSE>		1	Y/Y	OPT	1	X(01)	Response to Conflict of Interest Question 6. Must be 'Y or N'.
21	<COI_Q7_ RESPONSE>		1	Y/Y	OPT	1	X(01)	Response to Conflict of Interest Question 7. Must be 'Y or N'.
22	<COI_Q8_ RESPONSE>		1	Y/Y	OPT	1	X(01)	Response to Conflict of Interest Question 8. Must be 'Y or N'.
23	<COI_Q9_ RESPONSE>		1	Y/Y	OPT	1	X(01)	Response to Conflict of Interest Question 9. Must be 'Y or N'.
24	<COI_Q10_ RESPONSE>		1	Y/Y	OPT	1	X(01)	Response to Conflict of Interest Question 10. Must be 'Y or N'.
25	<COI_Q11_ RESPONSE>		1	Y/Y	OPT	1	X(01)	Response to Conflict of Interest Question 11. Must be 'Y or N'.
26	<AUTHORIZATION_ NUM>		2	Y/Y	CON	5	9(05)	Authorization Number provided by Reinsurance Services Division (RSD) approving the original, change or deletion. Change Flag must = 3 and Process Flag must = 1, 2, 3, 4 or 5. If changing a "Key" field with Level of Change = 2, Authorization Number assigned by administrative screen and Change Flag must = 2.
27	<FCIC_DT_TM>		NA	N/Y	REQ	19	X(19)	FCIC Control Date and Time of process, format MM/DD/YYYY HH:MM:SS. There is a space between the YY and HH.
28	<TRANS_ SEQUENCE_NUM>		NA	N/Y	REQ	8	9(08)	Transaction Sequential Number assigned to each transaction number processed by eDAS.
29	<TRANS_RECORD_ NUM>		NA	N/Y	REQ	6	9(06)	Transaction Record Number
30	<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.

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No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
******	**<AGENT_ DETAIL>**	******						**The beginning of agent information at a detail level.**
31	<DETAIL_NUM>	Y	NA	Y/Y	REQ	3	9(03)	Agent Detail Number. Multiple sets may be reported with a unique number. Must be ≥ 1 or ≤ 999. Detail number represents a separate agency (ie Agent ID code).
32	<DIRECTORY_ STATE>		1	Y/Y	REQ	2	9(02)	Agent Directory State. Edit with FIPS State table. Must submit one record for each state serviced.
33	<DIRECTORY_ COUNTY>		1	Y/Y	REQ	1000	X(1000)	Agent Directory County. Must be a valid FIPS county code and used to facilitate Agent Directory. Multiple counties may be submitted for an agent with "comma delimited", leading zeros not necessary. Submit one record per state with 998 when an agent is to be listed for all counties in a state. Example: <DIRECTORY_COUNTY> 1,2,215</DIRECTORY_ COUNTY>
34	<ACTIVE_FLAG>		1	Y/Y	REQ	1	X(01)	Must be: Y = Yes, active N = No, inactive
35	<INACTIVE _DT>		1	Y/Y	CON	10	X(10)	Inactive Date required if field 34 (Active Flag) = N. Format MM/DD/YYYY. Numeric with slashes. Must be between (and including) 7/1 and 6/30 for the reinsurance year submitted.
36	<INS_PLAN_LIST>		1	Y/Y	REQ	50	X(50)	Insurance Plan Code List. Multiple insurance plans may be submitted for an agent with "comma delimited". Example: <INS_PLAN_LIST> 81,82</INS_PLAN_ LIST>

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37	<INS_PLAN_LIST_ WEB>		2	Y/Y	OPT	50	X(50)	Insurance Plan List Web. To provide companies the ability to limit access to the RMA web application for an agent. If limiting, submit only the insurance plan(s) for which agent should have access. An agent will still have access if this tag **IS NOT** submitted. Multiple insurance plans may be submitted for an agent with "comma delimited". Example: <INS_PLAN_LIST_WEB> 81,82</INS_PLAN_LIST_ WEB>
38	<TYPE_ID_CODE>		1	Y/Y	REQ	1	X(01)	Type of ID Code. Must be: A = Agent U= Unlisted Agent (not listed on RMA web site)
39	<AGENT_ID_ CODE>		1	Y/Y	REQ	9	X(09)	An Agent Identification Code can only reference one SSN for an approved insurance provider. Alpha/numeric. Agent ID Code cannot equal Agent SSN.
40	<AGENCY_NAME>		1	Y/Y	REQ	35	X(35)	Business name of agent's location. Alphanumeric including (-), (,), (.), ( ), ('), (&), (%), (*), (+), (#).
41	<AGENT_ ADDRESS>		1	Y/Y	REQ	35	X(35)	Enter location or street address of agent office. Do not enter post office box. Alphanumeric including (-), (,), (.), ( ), (&), (%), (#), (/).
42	<CITY>		1	Y/Y	REQ	35	X(35)	If State code = 'ZZ' enter foreign city and country.
43	<ADDRESS_ COUNTY>		1	Y/Y	REQ	3	9(03)	Edit with county table unless State code = 'ZZ'. Must be valid for zip code submitted.
44	<ADDRESS_ STATE>		1	Y/Y	REQ	2	X(02)	Enter alpha state abbreviation for zip code submitted. If a foreign country, enter 'ZZ'.
45	<ZIP_CODE>		1	Y/Y	REQ	5	X(05)	If State NE 'ZZ' must be a valid US zip code.
46	<ZIP_ EXTENSION>		1	Y/Y	OPT	4	X(04)	Must be numeric.
47	<PHONE_ NUMBER>		1	Y/Y	REQ	10	X(10)	Must be numeric.
48	<PHONE_ EXTENSION>		1	Y/Y	OPT	6	X(06)	Must be numeric.

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49	<FILE_ RETENTION_FLG>		1	Y/Y	REQ	1	X(01)	File Retention Flag. Enter 'Y' if agent retains the official file folder for the policy services, enter 'N' if not.
50	<ALTERNATIVE_ LANG>		1	Y/Y	OPT	43	X(43)	Agent volunteers language skills. Three position alpha code from FCIC approved language list. Multiple languages may be submitted for an agent with "comma delimited".
51	<AUTHORIZATION_ NUM>		2	Y/Y	CON	5	9(05)	Authorization Number provided by Reinsurance Services Division (RSD) approving the original, change or deletion. Change Flag must = 3 and Process Flag must = 1, 2, 3, 4 or 5. If changing a "Key" field with Level of Change = 2, Authorization Number assigned by administrative screen and Change Flag must = 2.
52	<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.
**	**</AGENT_ DETAIL>**	**						**End of agent information at detail level.**

Notes: Key fields are: Approved Insurance Provider (field 1), Reinsurance Year (field 2), and Agent SSN (field 3)

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

Key fields with Level of Change = 2 requiring a change to that field, company will use an administrative screen to identify this change. eDAS will use this information to verify the data when submitted.

Conflict of Interest information (fields 12 – 25) is optional until reporting of premium. Conflict of Interest information must be completed for the agent before premium will be accepted. When field 14 (COI Carry Over) is 'Y' then fields 15 - 25 must match last year's response for this agent.

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 is 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 is 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.

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8) ‘Description/Edit’ gives additional information.

On an update, only the key fields that define the sections are required plus any changed fields or new section(s).