User Guide

California Department of Insurance (CDI)

Prior Approval Rate Application (PARA)

01/31/2025

Table of Contents

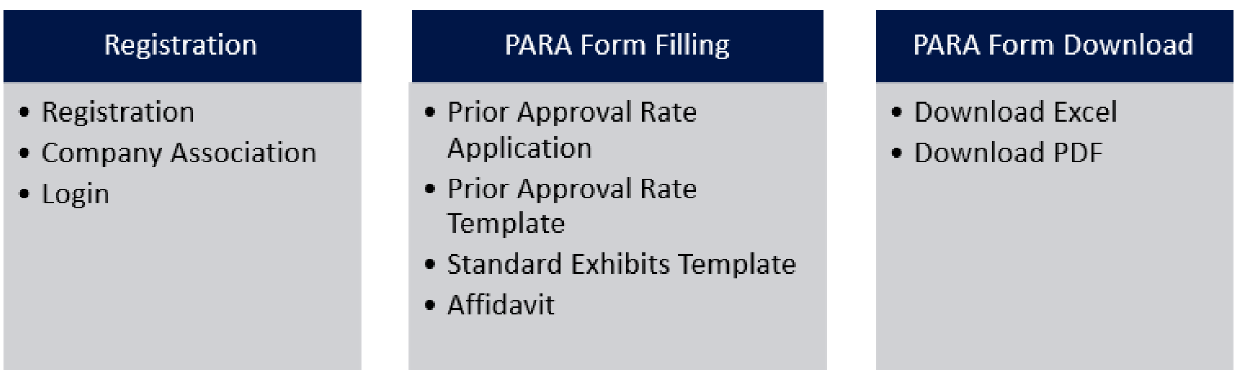
1. Introduction

As per the Prior Approval Rate Filing Instructions on the California Department of Insurance (CDI) Public Website, insurers seeking to introduce new rules, change existing ones, or launch new programs must follow a specific process. This involves completing a Prior Approval Rate Application (‘Application’), an Affidavit, and, if applicable, a Prior Approval Rate Template (‘Rate Template’) and a Standard Exhibits Template. These filings comply with Title 10, Chapter 5, Subchapter 4.8 of the California Code of Regulations (CCR) and must be submitted to the Commissioner. The collection of rate application files is known as a Prior Approval Rate Application (PARA). All submissions occur via the National Association of Insurance Commissioners (NAIC) System for Electronic Rate and Form Filing (SERFF), with automatic acknowledgment of filings provided through SERFF.

The PARA Portal is the new web-based application insurer portal designed to transform the existing rate filing process for PARAs, where the insurer uses Excel templates with macros, into a streamlined web portal. This portal aims to enhance the rate filing experience for insurers by web and automation technologies for data entry and data validation when filing and reducing filing errors before submitting PARA files to NAIC/SERFF. The Excel files included as part of the PARA Portal are:

1. Prior Approval Rate Application
2. Prior Approval Rate Template
3. Standard Exhibits Template
4. Affidavit

The PARA Portal includes the following three main processes as shown below



2. Roles

This user guide is specifically designed for users with the ***Insurer User*** and ***Insurer Admin*** roles.

Role	Access	Description
Insurer User	PARA Portal	This role is responsible for completing and submitting applications, as well as generating Excel or PDF files for further processing. The user role associated with a company is selected during the profile setup process, where the user links their profile to a company (see Section 3.3 for details).
Insurer Admin	PARA Portal	This role serves as the Admin for the designated Insurance Company, as approved by the RRB team. In addition to performing all actions available to Insurer Users, the Admin can also approve or reject requests for company association from Insurer Users within the portal Admin Dashboard.
RRB Team Admin	PARA Admin App	This role oversees the PARA Admin App (CRM) and is responsible for approving or denying external user access requests, company association requests, and company addition/removal requests submitted by Insurer Users and Insurer Admins.They are also responsible for updating the application dynamic tables. The role includes read-only access to PARA forms and the ability to download Excel/PDF files from the Admin App. However, it does not have access to the PARA Portal.
System Admin	PARA Admin App, PARA Portal	This role holds the highest level of privileges and oversees the PARA Admin App (CRM) and PARA Portal. In addition to performing all actions available to the RRB Team Admin, this role also has the authority to delete any users, companies and user association to companies.

3. PARA Portal Navigation

1. Home Page

Description:

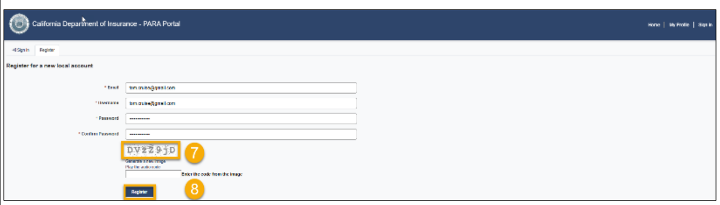
The Home Page is the landing page for the PARA Portal, displayed when you click on the portal link. It provides an overview of the portal and includes contact information for user support. The top bar navigation menu provides a link to My Profile (must be signed in) and Sign In.

Portal - https://cdiparaportal.powerappsportals.us/

2. Portal Registration

Description:

First-time users must complete the registration process before logging into the portal. This step only needs to be performed once.



Registration Video Tutorial: Registration.mp4

1. Click on the Sign in on top ribbon of the home page to open Sign in/Register page
2. Click on the ‘Register’ tab next to the ‘Sign in’ to complete the registration form.
3. **Email** Type in email address. [Note: For UAT Testing, please use non-CDI email ID and not your insurance.ca.gov work email]
4. **Username** will default to email address entered in the previous field.
5. **Password** Type in the password which meets all the criteria below –
   - Includes an uppercase letter
   - Includes a lowercase letter
   - Includes numbers
   - Includes special characters
   - Is 15 characters long
6. **Confirm Password** Retype the password to confirm.
7. **Complete CAPTCHA.**
8. **Register** Once form is complete, click on register button to complete the process.
9. Once the user is registered. The user will receive a confirmation email.
10. **Profile and Company Addition:** Once registered, the next step will be to update ‘My Profile’ where user personal information and new

3. My Profile and Company Association

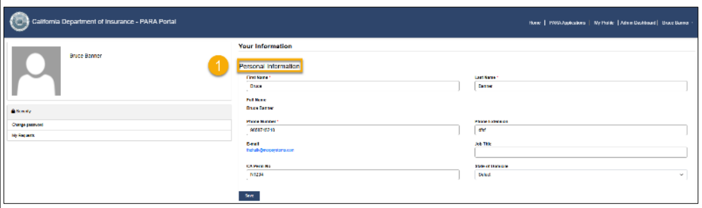
Description:

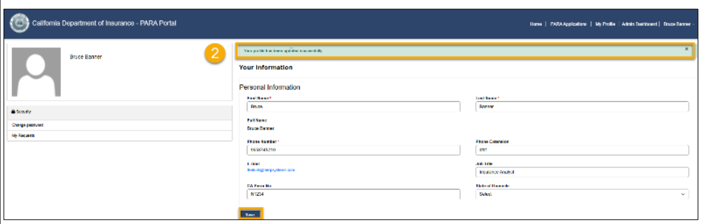
In this section, users provide all the necessary information to create an insurer profile and associate the relevant company(s) to your user profile. Before starting your first PARA, make sure your user profile is associated with your company. This is a one-time setup that enables you to:

- Quickly select from your authorized companies when starting an application.
- Ensure accurate company information is in your filings

When you begin a new application, you'll be prompted to select from your list of associated companies. If you don't see your company listed, associate the company with your profile and then try again.

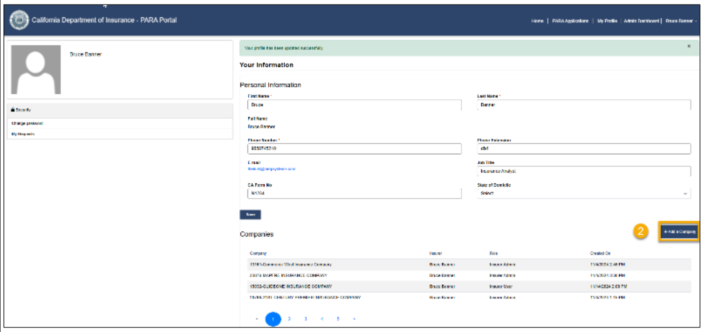
Note: During the application filling, user is allowed to manually enter a company name and details, but the system only auto-populates these fields if the user has pre-authorized company associations.

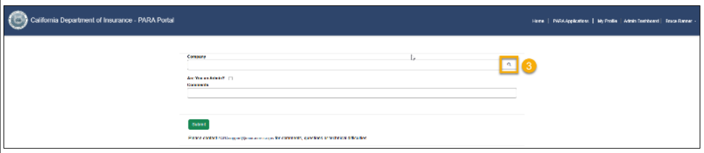


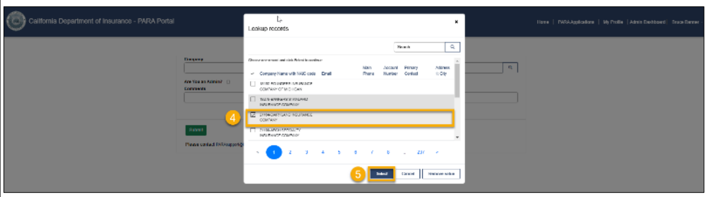


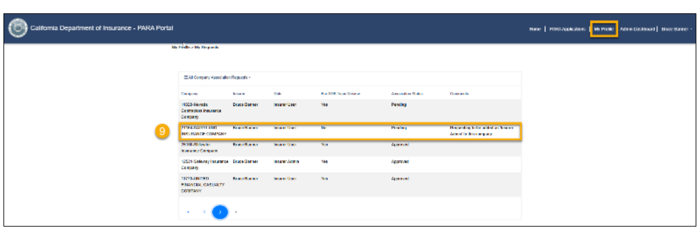
1. **Personal Information:** Update the personal information in this section.
2. Once users have successfully updated their profile, a green notification will appear at the top of the screen confirming the update.

My Profile and Company Association Video Tutorial: [Registration.mp4]









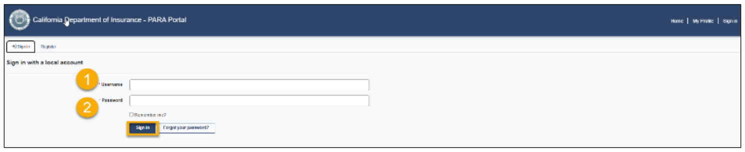
1. **Add Company** Use the ‘Add Company’ button, and a pop-up will appear.
2. **Search** for the company name in the provided lookup list using either the search icon or by typing the company name in the search bar. If you are unable to find your company, please contact PARAsupport@insurance.ca.gov for comments, questions or technical difficulties
3. Once the company is found, select the company by checking the checkbox to the left of the company name.
4. Once the company checkbox is selected, click on ‘Select’ button to complete the selection.
5. The selected company and Comment section appears along with a question whether you are the Admin.
6. If you are an Admin for the company, then request to be associated as the ‘Insurer Admin’ by selecting the check box. If you are not the company Admin, do not check the box and your association request will be sent for ‘Insurer User’ role to the Insurer Admin of the Company.
7. Click on ‘Submit’ to complete the company association request which will be sent either to the company Admin or RRB officials for approval.
8. The approval request may take some time depending on the admin’s response time. To check the status of the request, you may go to ‘My Profile’ and look for Association status. Once the request is approved, the respective company will be associated to your profile with the role

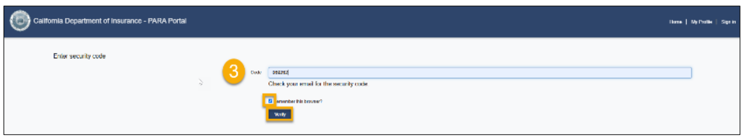
4. PARA Portal Login

Description:

This page allows you to sign in to the PARA Portal using your registered username and password. First-time users must complete the registration process before signing in, as outlined in Section 2.

Portal Login - [Sign in]





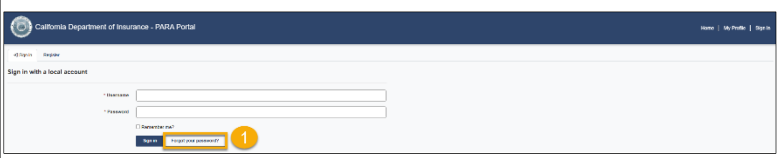
1. **Username** Type in username.
2. **Password** Type in the password used during registration.
3. **Verify Code** -For initial login or after system restart, the user will be asked to provide a two-factor authentication code which will be sent your

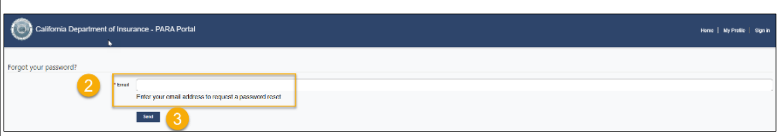
Sign In Video Tutorial: [SignIn.mp4]

5. Forgot Password

Description:

If you do not remember your login password, click the 'Forgot Password' button next to the 'Sign In' button. A screen will appear requesting the email address associated with your profile. Enter your email address and click the 'Send' button. You will receive an email with instructions to reset your password. Follow the instructions to update your password and regain access to the portal.



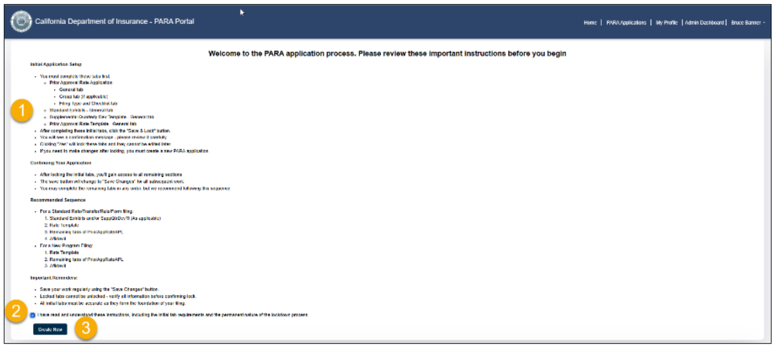


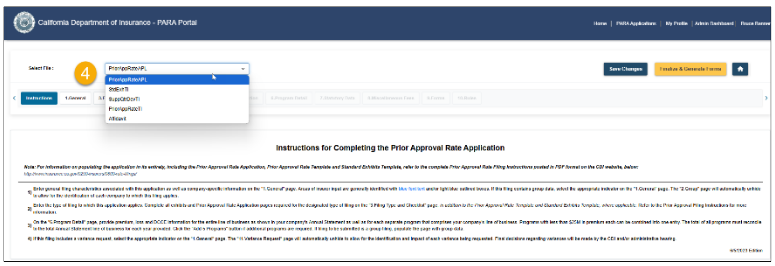
1. **Forgot Password** Click on 'Forgot password?' button
2. **Email** Type in the email address used during registration to get the reset password link in your inbox.
3. Click on **Send**

6. Creating a new PARA

Description:

To create any new PARA, users must review the instructions and acknowledge prior to enabling the ‘Create New’ button.





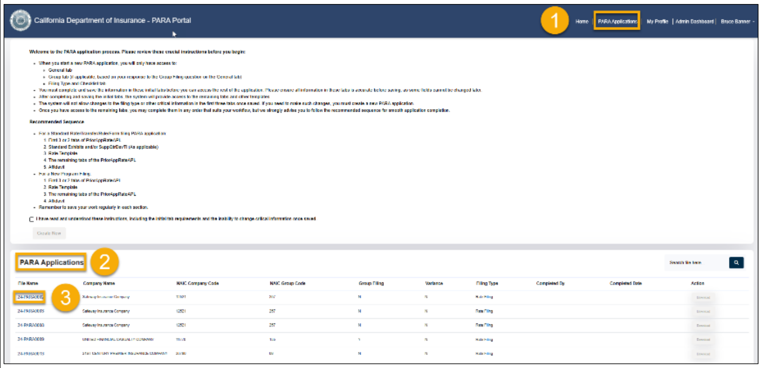
1. Review the instructions on the main screen
2. Check the acknowledgment box (marked in red) to enable the 'Create New' button
3. Click 'Create New' to begin
4. Select one of the following PARA forms:
   a) PARA Rate Application
   b) Standards Exhibit Template
   c) Supplemental Quarterly Development Template
   d) PARA Rate Template
   e) Affidavit

Create New PARA Video Tutorial: CreateNewPARA.mp4

7. Update or modify an existing PARA

Description:

To update or modify an existing application, please follow the steps mentioned below.



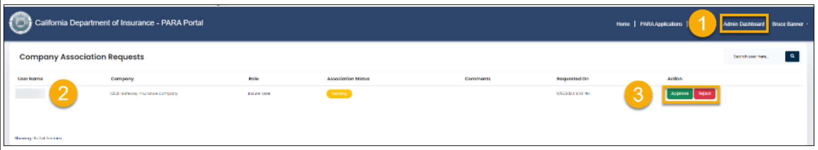
1. Navigate to the '**PARA Applications**' screen
2. Scroll to the bottom to view your in-progress applications
3. Click on the file name of the application which is to be modified
4. Open the application and begin any modification or updates to the form.

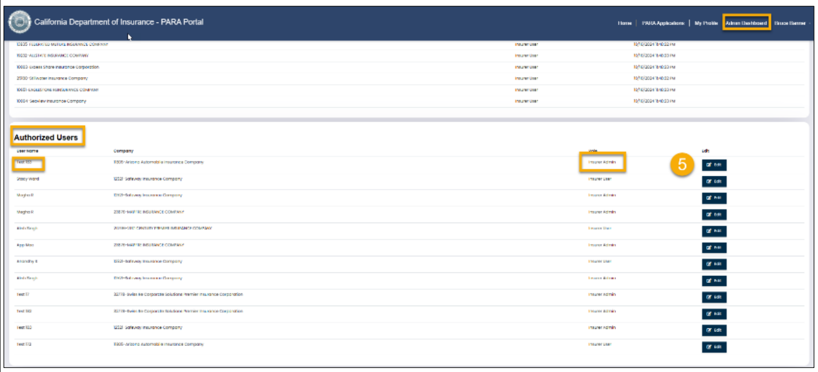
Modify PARA Video Tutorial: ModifyAnExistingPARAApplication.mp4

8. Admin Dashboard

Description:

This is a high-level dashboard for the Admin to approve/ reject any Company association requests sent by the Insurer user. This action can be performed only by the Admin role.

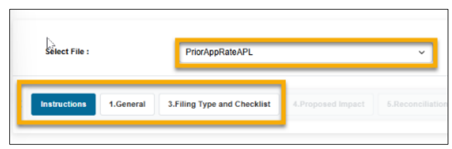
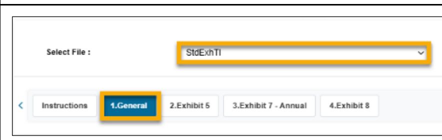
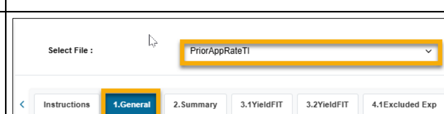


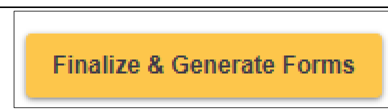


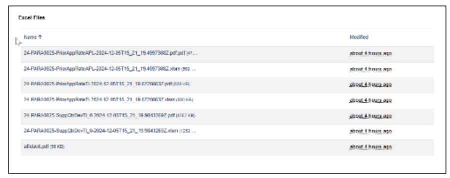
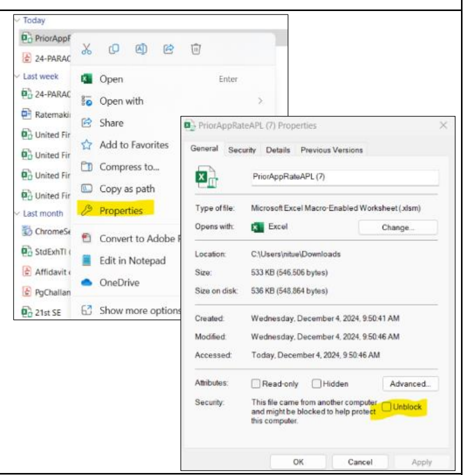
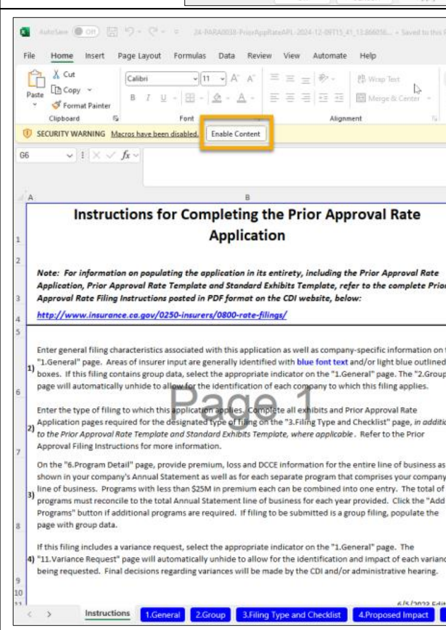
1. **Admin Dashboard** Click on Admin Dashboard on the top banner to arrive at this page.
2. **Select the user** who needs to be provided the required permissions.
3. **Choose 'Approve' or 'Reject'** by selecting the appropriate option button.
4. The user will receive an email notification about the decision.
5. **Update** any employees' permissions by scrolling down to 'My Employees' section and clicking on edit.

4. Recommended Steps for Filling an Application on the PARA Portal

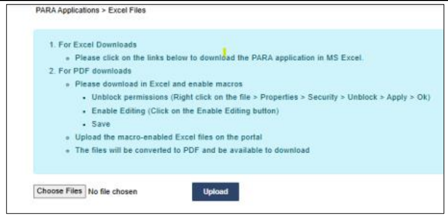
This section is to help users understand the best recommended order of filling the application form pages to ensure the information is accurately documented.

Step	Description	Screenshots
1	**Form filling step 1:** To begin creation of new application go to ***'PARA Applications'*** and read the instructions. Acknowledge by clicking on the checkbox and then the '**Create New'** button is enabled. Select the relevant form from the dropdown list to proceed with the next step in the application process. **Create New Video**: CreateNewPARA.mp4	
2	**Form filing step 2:** Select the ***Prior Approval Rate Application*** form and complete the first 3 pages of the application after reading the instructions. • General • Group (if applicable) • Filing Type and Checklist After completing these initial 3 pages, click the "**Save & Lock**" button. Users will be prompted to complete the ***General*** page under ***Standard Exhibit*** form.	
3	**Form filing step 3:** Select the ***Standard Exhibit*** form and complete the ***General*** page of the application after reading the instructions. After completing this page, click the "**Save & Lock**" button. Users will be prompted to complete the ***General*** page under ***Prior Approval Rate Template*** form.	
4	**Form filing step 4:** Select the ***Prior Approval Rate Template*** page and complete the ***General*** page of the application after reading the instructions. After completing all these initial tabs, click the "**Save & Lock**" button. Users will see a confirmation message - please review it carefully. Clicking "Yes" will lock all these pages and they cannot be edited later. If	

	you need to make changes after saving and locking, you must create a new PARA.	
5	**Form filing step 5:** After the above 3 steps #2, #3 and #4 are completed, begin filling the remaining pages starting with tabs under ***Standard Exhibit***, then ***Prior Approval Rate Template*** and finally ***Prior Approval Rate Application***. Once all pages are completed, save the changes by clicking on the ***Save Changes*** button.	
6	**Save the application:** Please save the form regularly using the ***Save Changes*** button on the top right corner to ensure no form updates are lost. Auto-save functionality is NOT available, and the user needs to manually save the changes while filling in the form. Saving will not be submitted to the form, so ensure you save the updates regularly. **Save changes video:** CreateNewPARA.mp4	
7	**Finalize and Generate Forms:** Once all the pages of all forms are completed and reviewed, then click on ***Finalize and Generate Forms*** button. The system runs the check on all the forms and lists out the error messages or any incomplete data. If no error messages are detected, then all pages are locked, and an excel file will be generated with all the application data. **Finalize and Generate Forms Video Tutorial:** FinalizeandGeneratePARAFinal.mp4	

8	**Excel File Download:** Once the PARA is completed, click on the '***PARA Applications'*** on the top blue banner. Scroll down to the ***'PARA Applications'*** at the bottom of the page and click on '**Download**' button under Action column corresponding to the PARA application. The file will be downloaded in Excel format. Please note that the **Download** option is available only after **Finalize and Generate** process is completed without any errors. **Download Video Tutorial:** [DownloadPARA.mp4]	 
9	**Unblock Excel:** To use the generated, excel file with all the accurate data and calculations, please follow the steps below to unblock the excel: 1. Right click on the excel file and click on 'Properties'. 2. Select the 'Unblock' check box and click 'Apply' **Unblock Excel Video Tutorial:** [DownloadPARA.mp4]	
10	**Enable Content:** After unblocking the excel, please follow the steps below to enable the excel with macros and ensure all the data is accurately populated. 1. Double click on the downloaded excel and open the file. 2. There will be a security warning sign that appears on the top of the excel stating 'Macros have been disabled'. To enable the macros and to populate all the data, click on the 'Enable Content' button. 3. Save the file. **Enable Content Video Tutorial:** [DownloadPARA.mp4]	

<table>
<tr>
<td>11</td>
<td>PDF Download: To convert the excel to PDF format, upload the unblocked and content enabled excel to the PARA Portal. The PDF file will be generated and will be available in the list of download files.

PDF Download Video Tutorial:
DownloadPARA.mp4</td>
<td>
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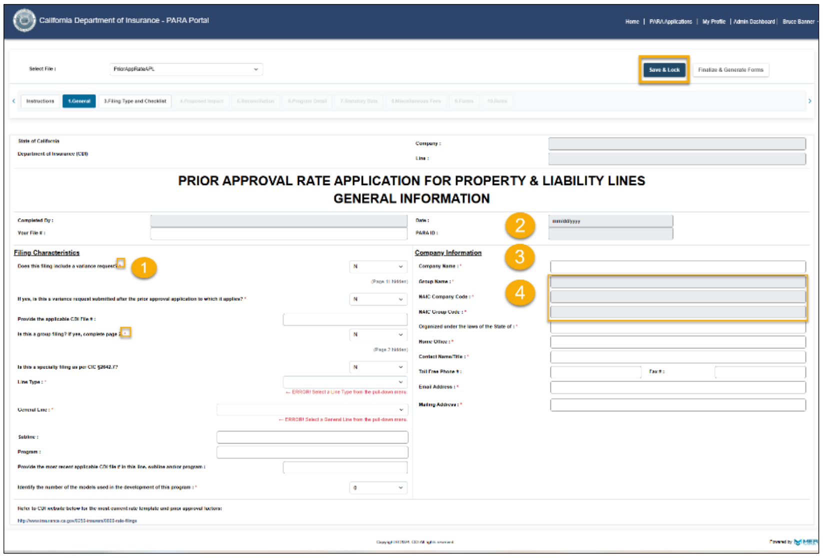
5. Online Forms

PARA Rate Application

1. General Information

Description:

This is the first page of Prior Approval Rate Application. This page specifies certain general filing characteristics, including, but not limited to, the line of insurance, subline and program for which the filing is being submitted, as well as company specific information.



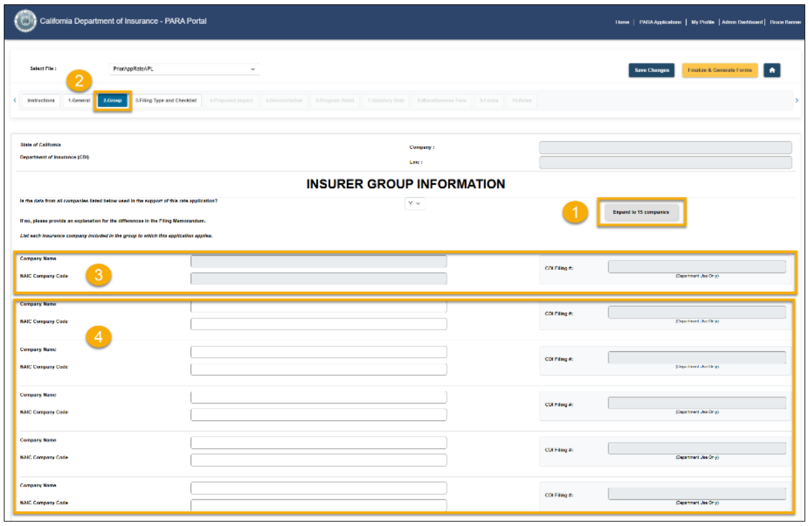
Key Points

1. **Required Fields:** when a field has an asterisk* next to it, it means it is a required field and needs to be completed. The system will flag incomplete required fields upon saving.
2. **Date** when the application is filed, Date field will get automatically filled with the data when the completed form is downloaded
3. **Company Name**, the options in this are based on the company associated with the user. If the company name is not in the list, please associate your profile with the company first using the Profile page.
4. The Group Name, NAIC Company code, NAIC Group code are automatically filed.

2. Group Filing

Description:

This page applies to affiliated companies within an insurer group and is hidden from view unless the filing includes group data, as indicated on 'General' page of the Application. This must be completed for a PARA group filing. Each company to which the Application applies must be identified on this page.



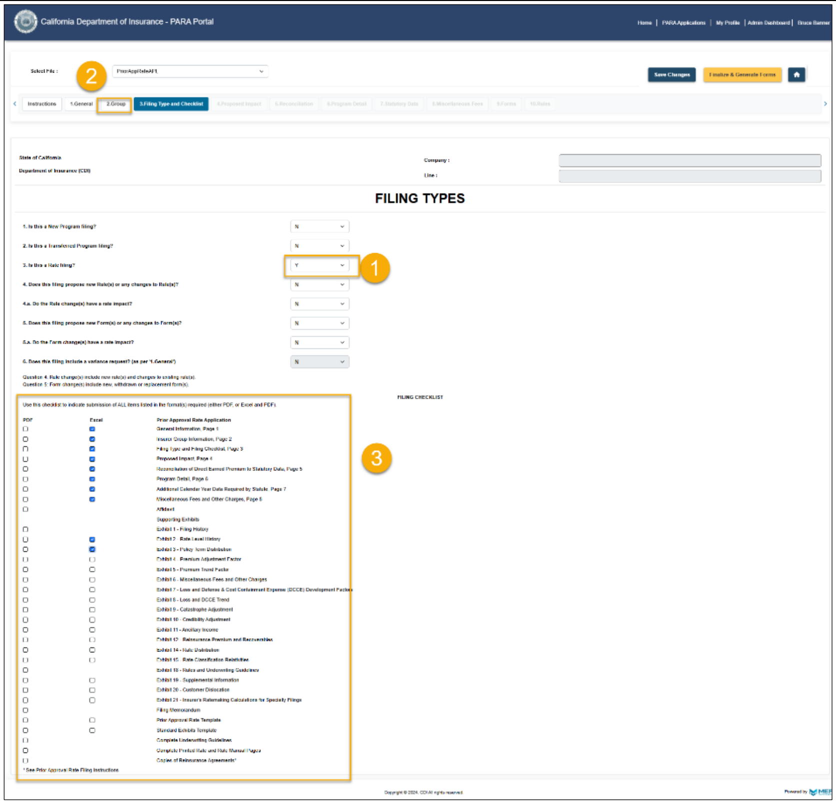
Key Points

1. Total of 15 companies can be entered.
2. The Group tab will only show when the "Is this a Group Filing" is selected Y on the General tab.
3. Only the first Company will be auto populated from the General Tab Company Name
4. All other fields are user populated on this form

3. Filing Type and Checklist

Description:

Each insurer must identify the type of filing in the Filing Type section on this page of the Application. The PARA Portal can be used to create a PARA filing for New Program, Form, Rule, Transferred Program, or Rate (without variance),



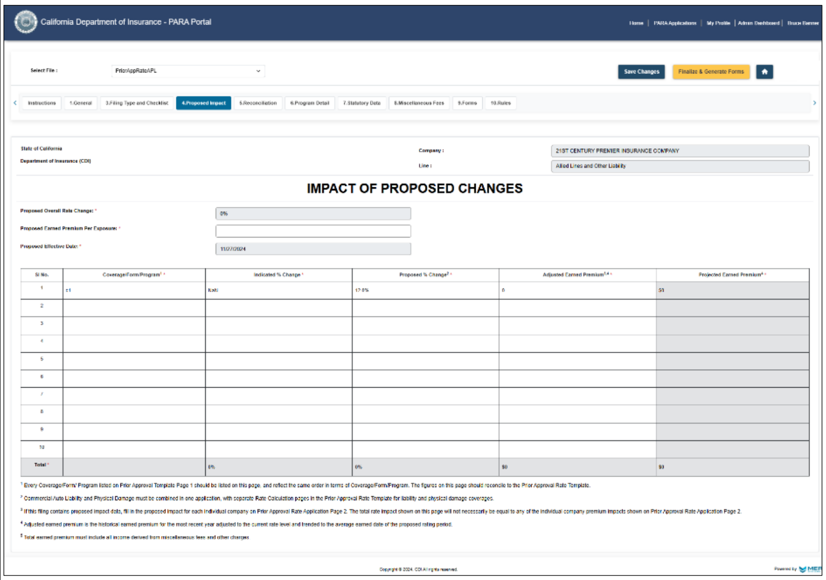
Key Points

1. At least one selection must be Y on this page.
2. If Group filing is selected as Y, then the second tab '2. Group' appears.
3. Select all the applicable files to be submitted along with the application in the provided files checklist at the bottom of this page.

4. Impact of Proposed Changes

Description:

This page of the Application must be completed for every filing identified as having a rate impact. The earned premium must include all income derived from miscellaneous fees and other charges



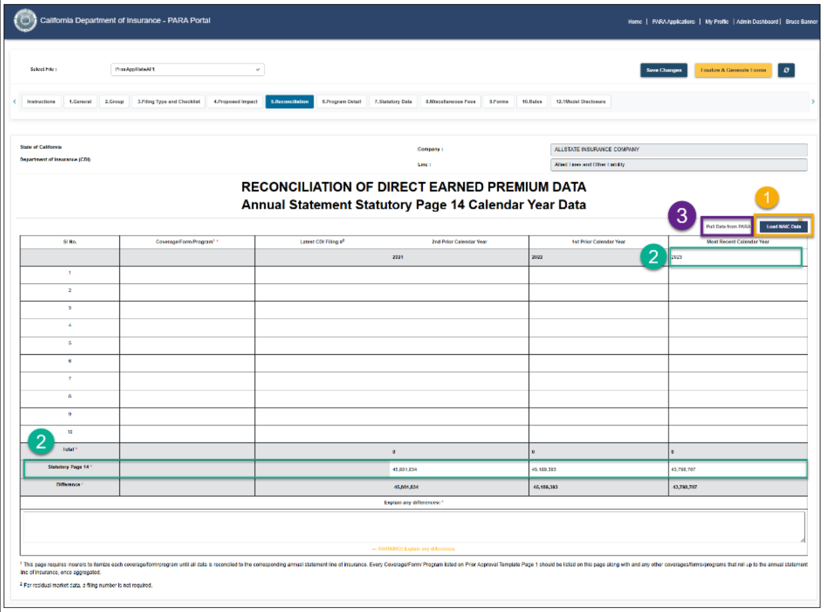
Key Points

1. This tab is completely auto populated from the Rate Template Summary Page.
2. User will not have any data entry on this page

5. Reconciliation of Direct Earned Premium Data

Description:

In this page of the Application, the insurer must provide calendar year direct earned premium data and itemize the data for each program until all data is reconciled to the corresponding Annual Statement line of insurance. This page requires insurers to itemize each Coverage/Form/Program until all data is reconciled to the corresponding annual statement line of insurance.



Load NAIC/ Load from other PARA Video Tutorial: [LoadNAICandPullDatafromPARA.mp4]

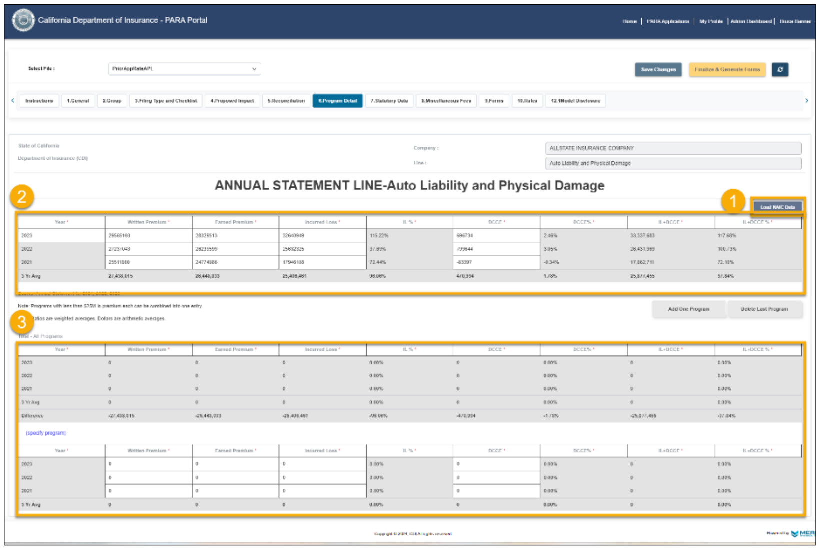
Key Points

1. Click on "**Load NAIC Data**" to extract and load relevant information from the external NAIC I-site Annual Statements, for this filing based on the information provided in other tabs
2. **NAIC data** will populate the ***Most Recent Calendar Year*** and ***Statutory Page 14***
3. Once NAIC data is populated user will click on "**Pull Data from PARA**"
4. This will auto populate all the remaining fields on this form. The source will be **StdExh5** form
5. User will be able to overwrite the auto populated data from

6. Program Detail

Description:

Any insurer submitting a filing for a subset of their entire line of must complete this page of the Application by providing premium, loss and DCCE information for the entire line of business as shown in that insurer's Annual Statement as well as for each separate form/program that comprises the insurer's line of business. If the Application to be submitted is a group filing, the insurer must populate this page for the group.



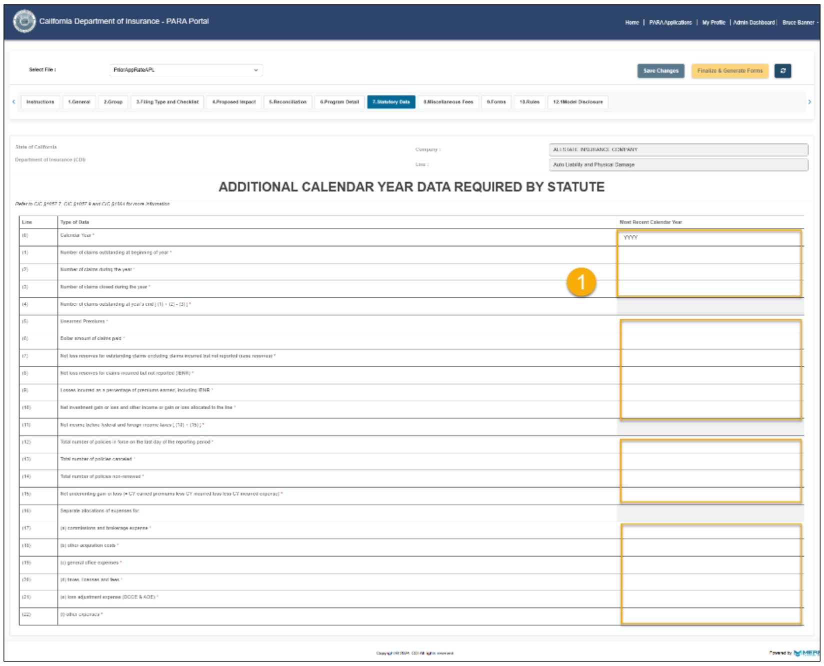
Key Points

1. Click on "**Load NAIC Data**" to extract and load relevant information from the external NAIC I-site Annual Statements, for this filing based on the information provided in other tabs
2. The 1st table is auto populated, and the grayed-out fields are automatically calculated
3. All other tables are user populated

7. Additional Calendar Year Data Required by Statute

Description:

Data requested on this page of the Application must be provided for the most recent calendar year. The data provided must correspond to the program to which it applies and need not necessarily reflect the total Annual Statement line of insurance data.



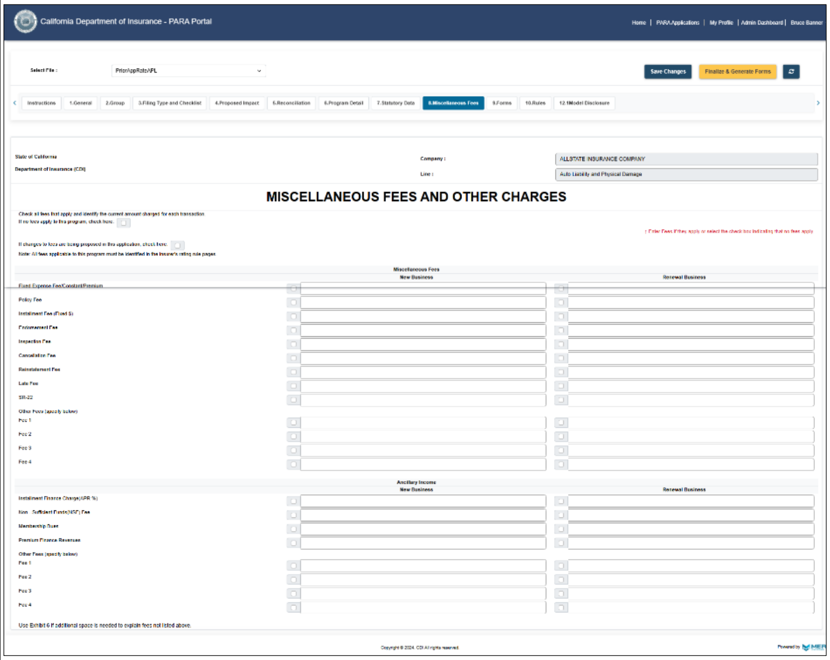
Key Points

1. All the fields are user populated on this form.
2. The grayed-out fields are calculated automatically based on the entered data

8. Miscellaneous Fees and Other Charges

Description:

This page of the Application requires that each insurer disclose all fees and the amounts charged to individual policies for new and renewal business. These fees and charges may be categorized as miscellaneous fees and other charges or ancillary income.



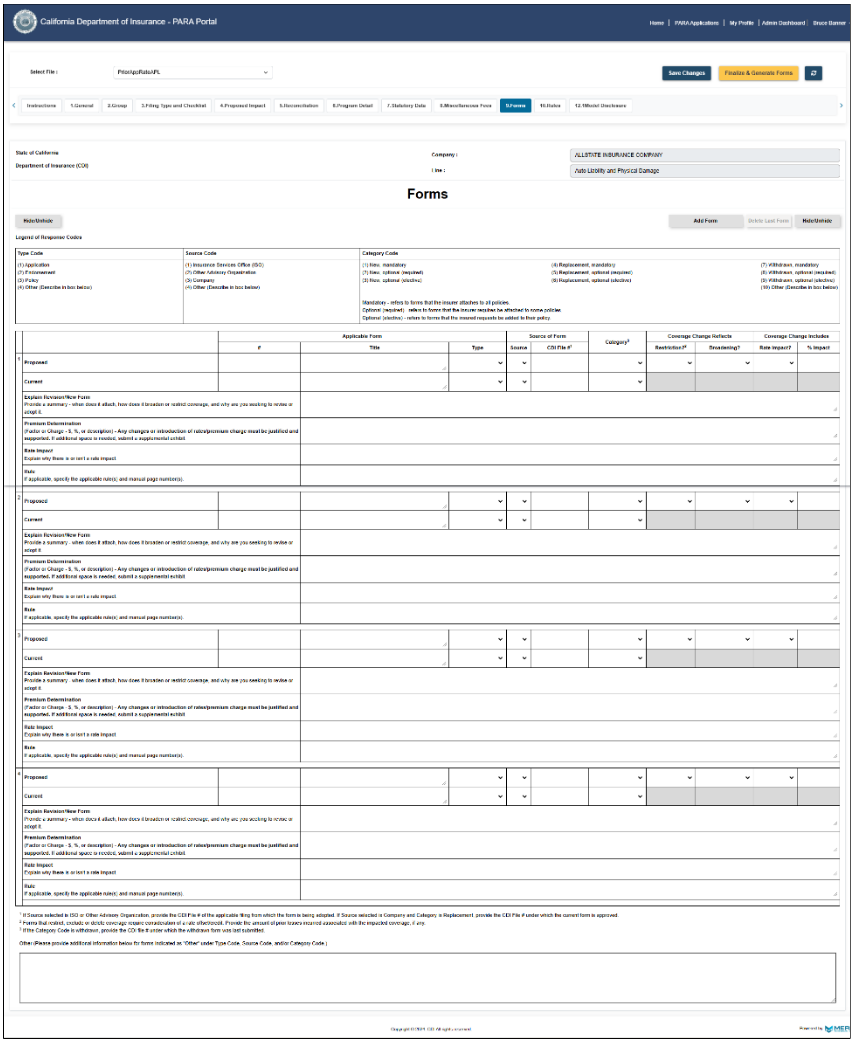
Key Points

This form is completely user populated

9. Forms

Description:

This page of the Application requires that each insurer identify each form by title and form number, type and source of the form, and by the applicable rule or page number. The insurer must indicate whether this is a new, replacement or withdrawn form and indicate whether the form broadens or restricts coverage



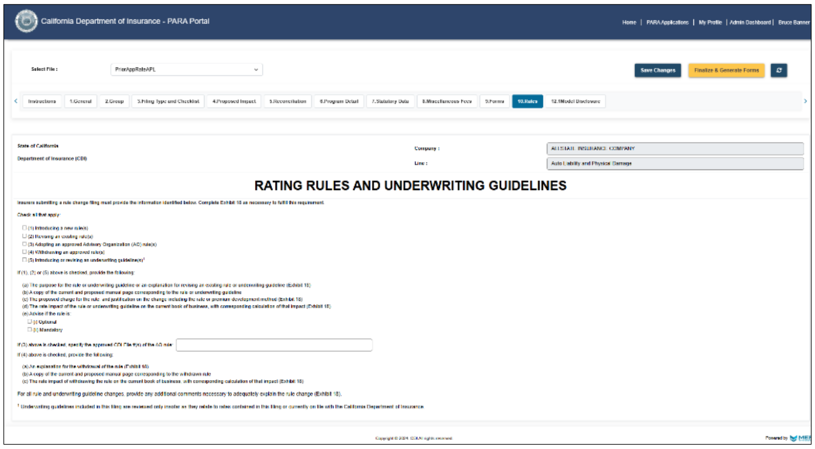
Key Points

1. This form is completely user populated
2. The system can only intake 20 entries
3. If user wants to submit more than 20 entries, they can download the forms and fill as many required outside of the system

10. Rules and Underwriting Guidelines

Description:

This page of the Application must be completed for all rule change filings. In addition to providing an explanation and a copy of the rule, justification of the rate impact to the current book of business must be provided.



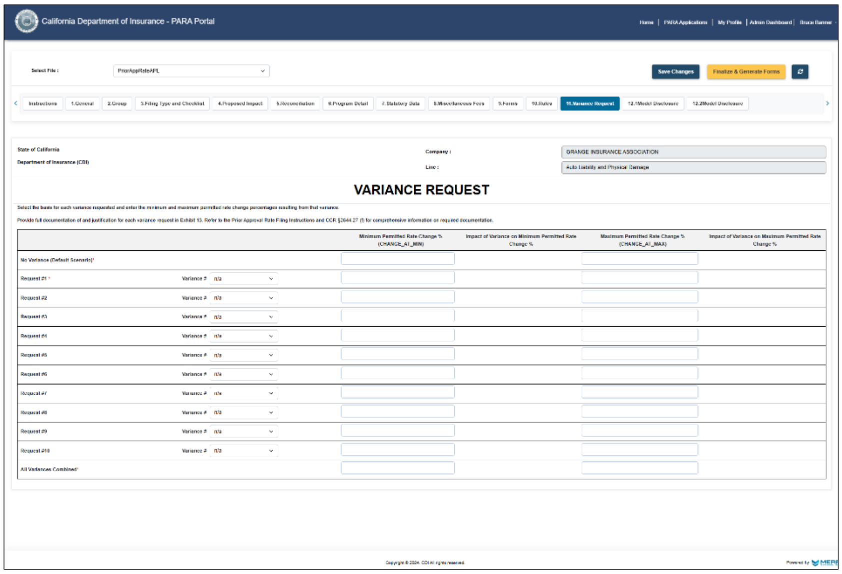
Key Points

This form is completely user populated

11. Variance Request

Description:

This page of the Application is hidden from view unless the filing includes a request for variance, as indicated on ‘General’ page of the Application. This page must be completed when requesting a variance. Enter the minimum and maximum permitted rate change for the Application without variance. Then, for each variance request, select the basis of the variance from the pull-down menu



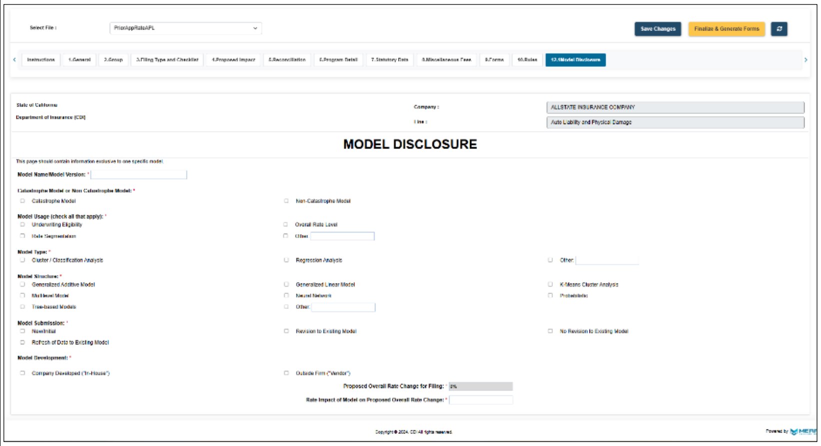
Key Points

1. This form shows up when user selects Y to the variance question on General Tab.
2. User will manually update fields on this form.

12. 12.1Model Disclosure

Description:

This page of the Application must be completed when a model or models were used in the development of the filed program. Insurers must indicate the number of models used in the development of this program on ‘General’ page of the Application.



Key Points

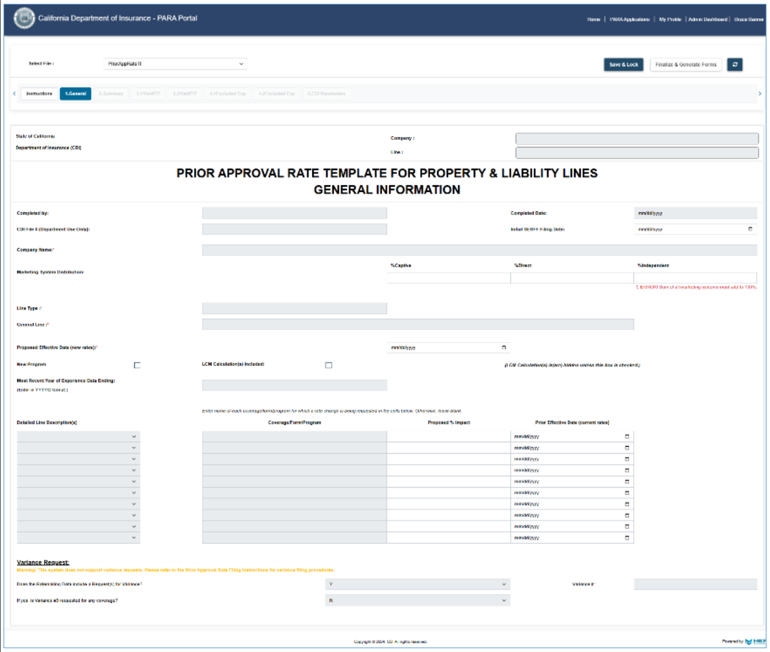
1. This form will only appear when “Identify the number of the models used in the development of this program: *” on the General page is selected not equal to “0”.
2. If there are more than 1 models, then multiple model disclosure pages appear with a prefix as shown 12.1, 12.2 etc.
3. This form is completely user populated

Rate Template

1. General Information

Description:

This page specifies certain general filing characteristics common to all coverages, forms or programs contained in the Application.



Key Points

1. Fields displayed in gray are automatically populated and cannot be manually edited. No user input is needed in these fields. To make changes, go to the source.
2. The gray auto-populated fields draw their values from:
    a. Prior Approval Rate Application (PriorAppRateAPL)
    b. Standard Exhibit

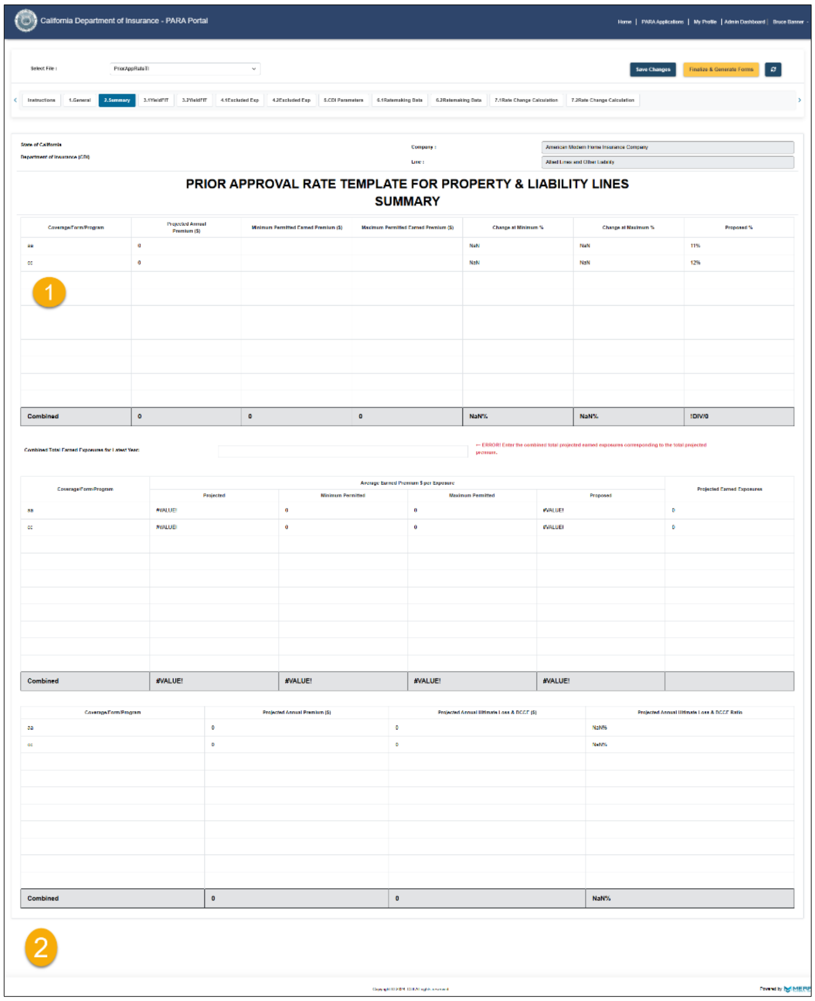
Important: All source forms must be completed before accessing the Rate Template's General tab to ensure proper auto-population.

3. Fields displayed in white with an asterisk (*) are required and must be completed by the user.

2. Summary

Description:

This page provides a summary of the minimum and maximum permitted earned premium and associated rate change for the filed line and coverages, forms, or programs using the data input by the insurer in subsequent pages of this Rate Template



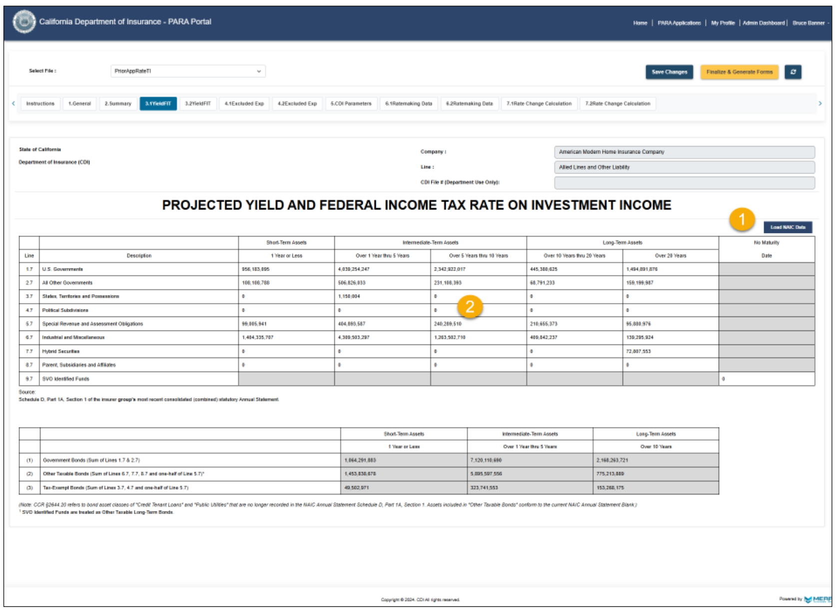
Key Points

1. This form is auto populated and the source for this form is PriorAppRateTI >General and Rate Change Calculation forms
2. Combined Total Earned…. is the only user populated field on this form

3. 3.1Yield FIT – Projected Yield and Federal Income Tax Rate on Investment Income

Description:

This page of the Rate Template provides the calculation of the projected yield and the federal income tax rate on investment income, as specified in CCR §2644.20 and §2644.18. The results of that calculation feed directly to lines 17 and 18 of 'Ratemaking' page of the Rate Template.



Key Points

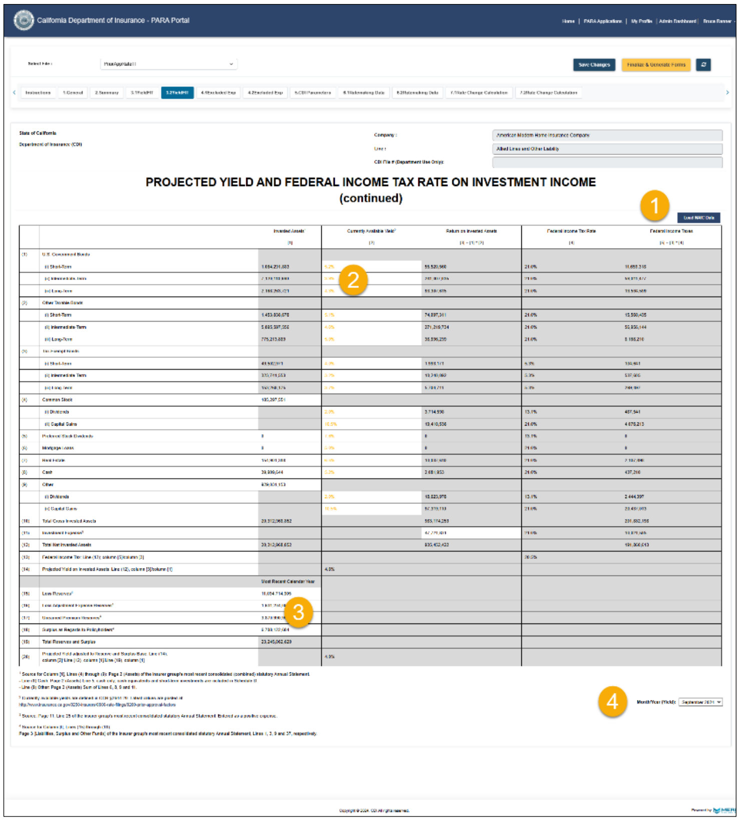
1. Click on the "Load NAIC Data", to extract and load the relevant information from the external NAIC I-site Annual Statements based on the information provided for this filing.
2. User may overwrite NAIC data populated on this form only in the editable non-grayed fields

Load NAIC Video Tutorial: LoadNAICandPullDatafromPARA.mp4

4. 3.2Yield FIT

Description:

This page of the Rate Template is a continuation of the previous page, and it also provides the calculation of the projected yield and the federal income tax rate on investment income



Key Points

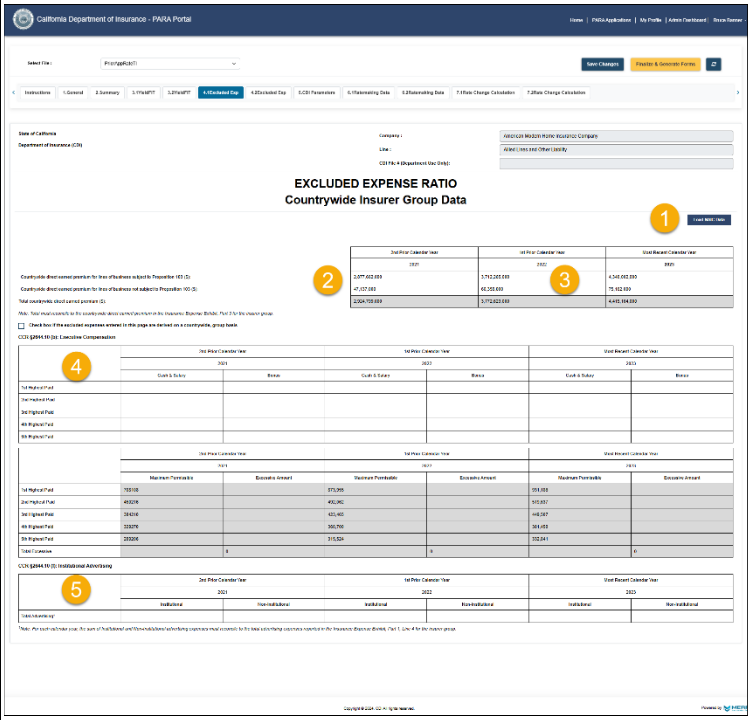
1. Click on the "Load NAIC Data", to extract and load the relevant information from the external NAIC I-site Annual Statements based on the information provided for this filing.
2. Any fields not auto populated after loading NAIC data must be manually completed.
3. You may modify any non-gray fields populated with NAIC data.
4. The Month/Year field defaults to the most recent option. You may select a different month/year from the dropdown list if needed.

Load NAIC Video Tutorial: LoadNAICandPullDatafromPARA.mp4

5. 4.1Excluded Expense Ratio

Description:

This page of the Rate Template provides the calculation of the excluded expense ratio for the insurer group. The definition of “insurer group” must be consistent with that used in the calculation of the projected yield and the federal income tax rate on investment income.



Key Points

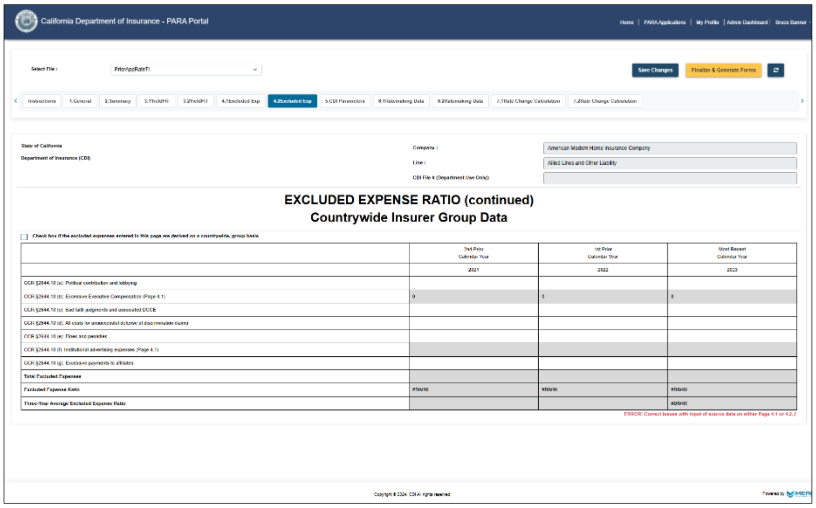
1. Click on the "Load NAIC Data", to extract and load the relevant information from the external NAIC I-site Annual Statements based on the information provided for this filing for Table 1.
2. For Table 1, manually complete any fields that remain empty after loading NAIC data.
3. You may modify any non-gray fields populated with NAIC data.
4. Complete all fields in Table 2 manually.
5. Enter values in the Institutional Advertising table manually. The system will display a warning if values don't match NAIC records, but you may proceed with your entries.

Load NAIC Video Tutorial: [LoadNAICandPullDatafromPARA.mp4]

6. 4.2Excluded Expense Ratio

Description:

This page is continuation of the Rate Template, and it also provides the calculation of the excluded expense ratio for the insurer group



Key Points

Except the grayed-out fields, this form is user populated

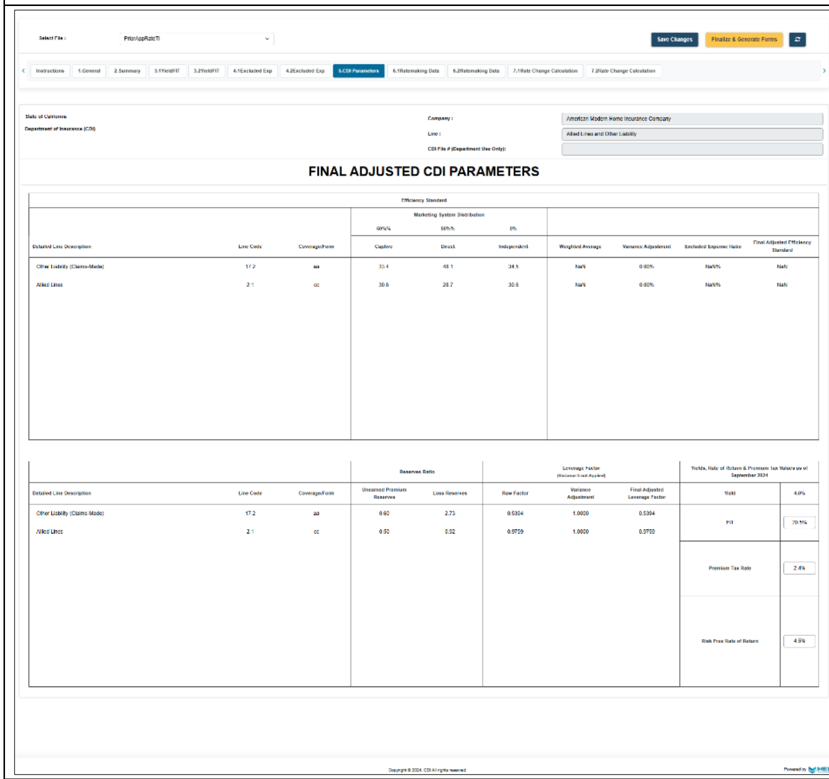
Load NAIC Video Tutorial:

[LoadNAICandPullDatafromPARA.mp4]

7. CDI Parameters

Description:

This page displays the final prior approval factors for efficiency standard, leverage ratio, unearned premium reserves and loss reserves after adjustment for variance, if applicable, used in the calculation of the minimum and maximum permitted earned rate change for the coverages, forms or programs included in this Rate Template. Loss and DCCE information is also provided for purposes of completing the LCM Calculations, if applicable.



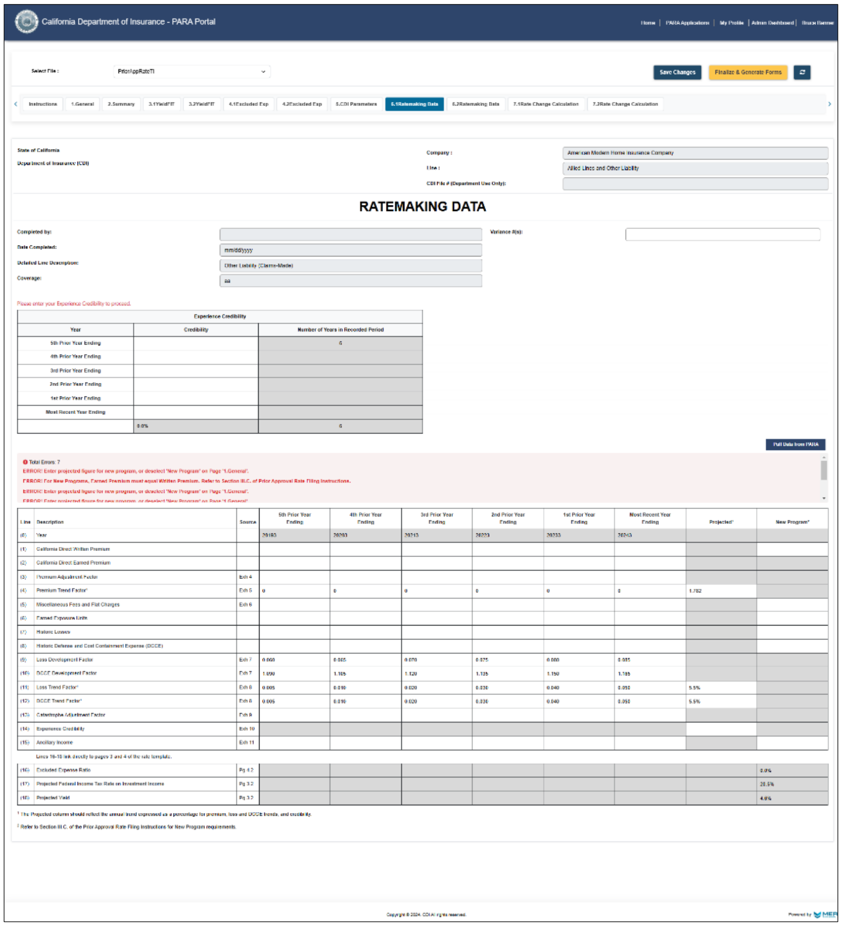
Key Points

This page is completely auto populated

8. 6.1Ratemaking Data

Description:

Ratemaking Data of the Rate Template must be completed for all filing types with rate impact. A separate page is available for each coverage, form or program included in this Rate Template



Key Points

1. This page is auto populated from StdExh form for most of the fields

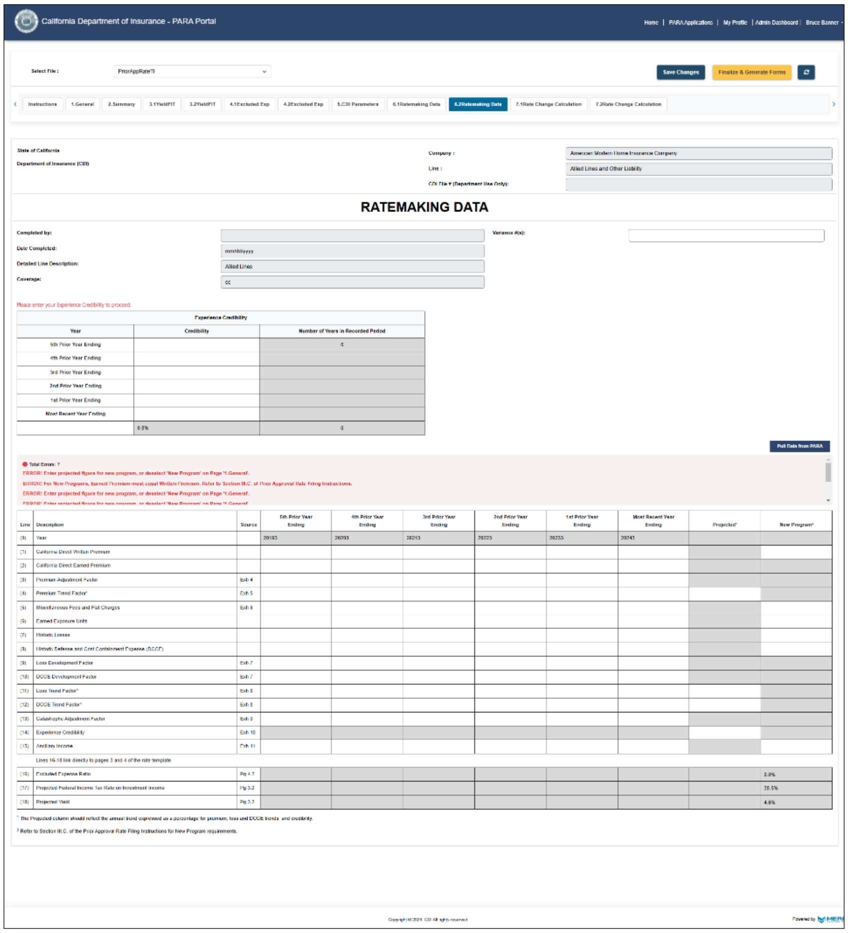
2. User will have the access to overwrite the data that are auto populated from different PARA forms

Load NAIC/ Load from other PARA Video Tutorial:
LoadNAICandPullDatafromPARA.mp4

9. 6.2Ratemaking Data

Description:

This is continuation of Ratemaking Data of the Rate Template, and it must be completed for all filing types with rate impact. A separate page is available for each coverage, form or program included in this Rate Template



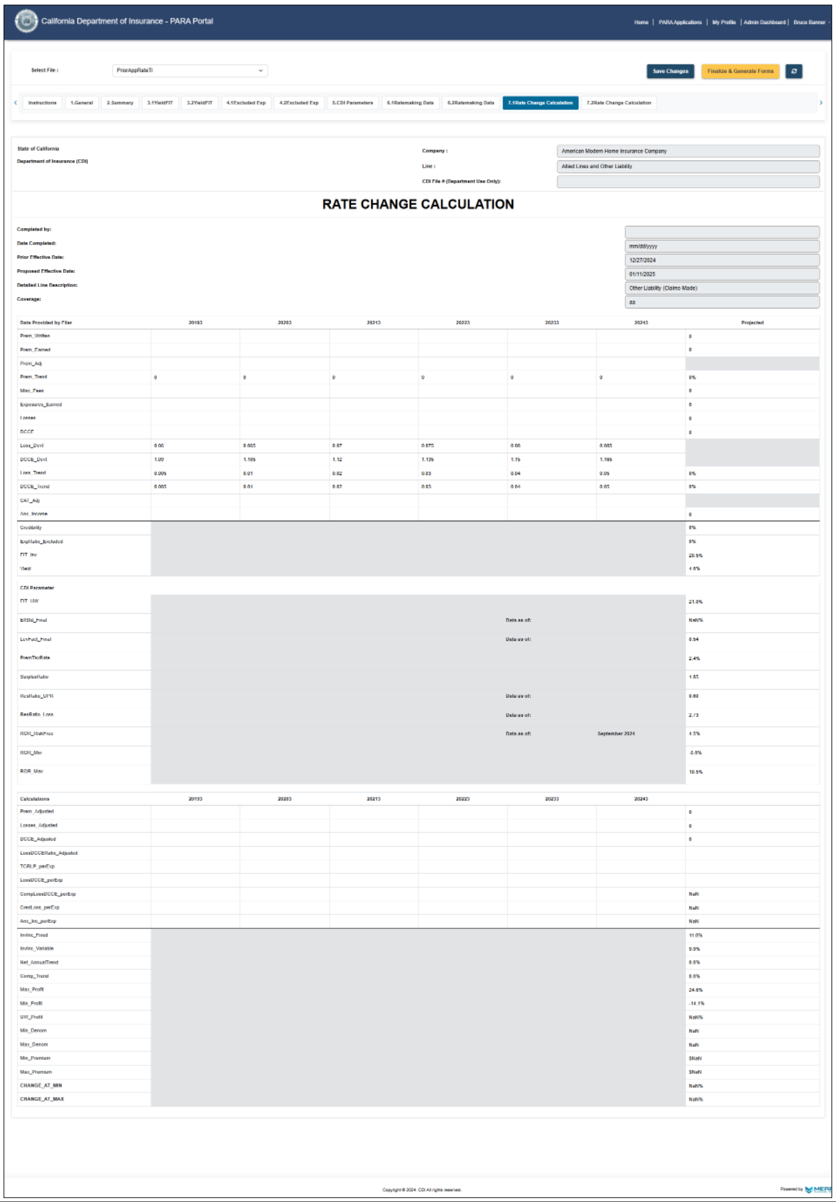
Key Points

1. This page is auto populated from StdExh form for most of the fields
2. User will have the access to overwrite the data that are auto populated from different PARA forms

10. 7.1Rate Change Calculation

Description:

This page calculates the minimum and maximum permitted rate changes for the filed line and each coverage, form or program included in this Rate Template, using the data input by the insurer in previous pages of this same template



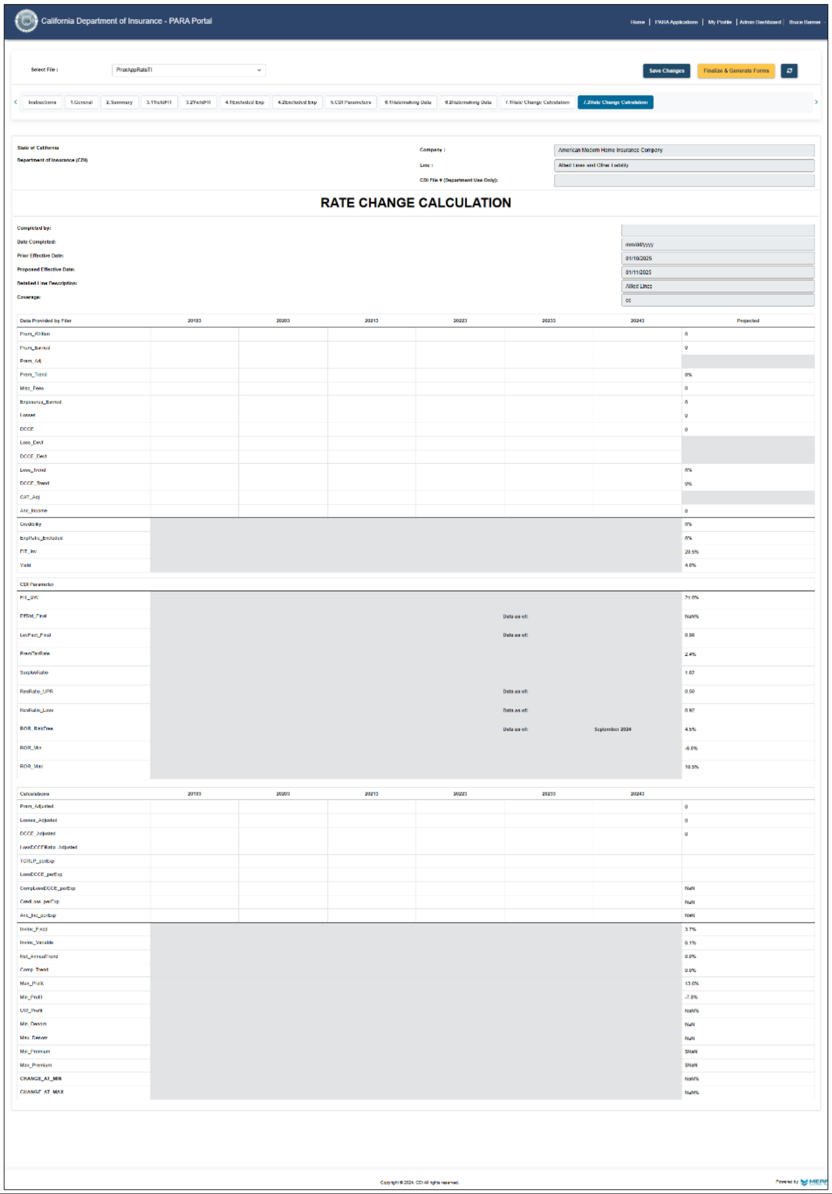
Key Points

This form is auto populated from Ratemaking tab and is locked in for the edits.

11. 7.2Rate Change Calculation

Description:

This page calculates the minimum and maximum permitted rate changes for the filed line and each coverage, form or program included in this Rate Template, using the data input by the insurer in previous pages of this same template



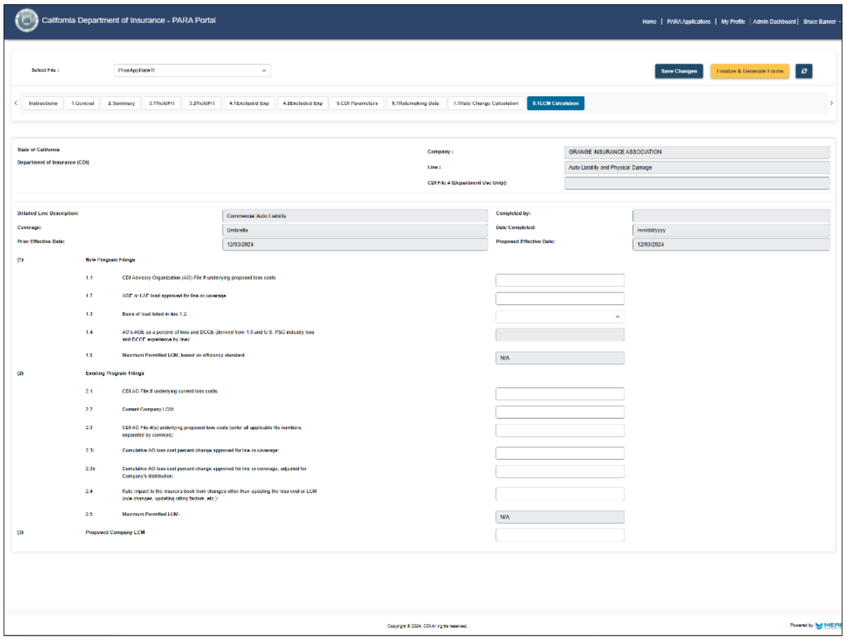
Key Points

This form is auto populated from Ratemaking tab and is locked in for the edits.

12. LCM Calculation

Description:

This page of the Rate Template must be completed for those rate filing submissions where the filed line or coverage uses a Loss Cost Multiplier (LCM)



Key Points

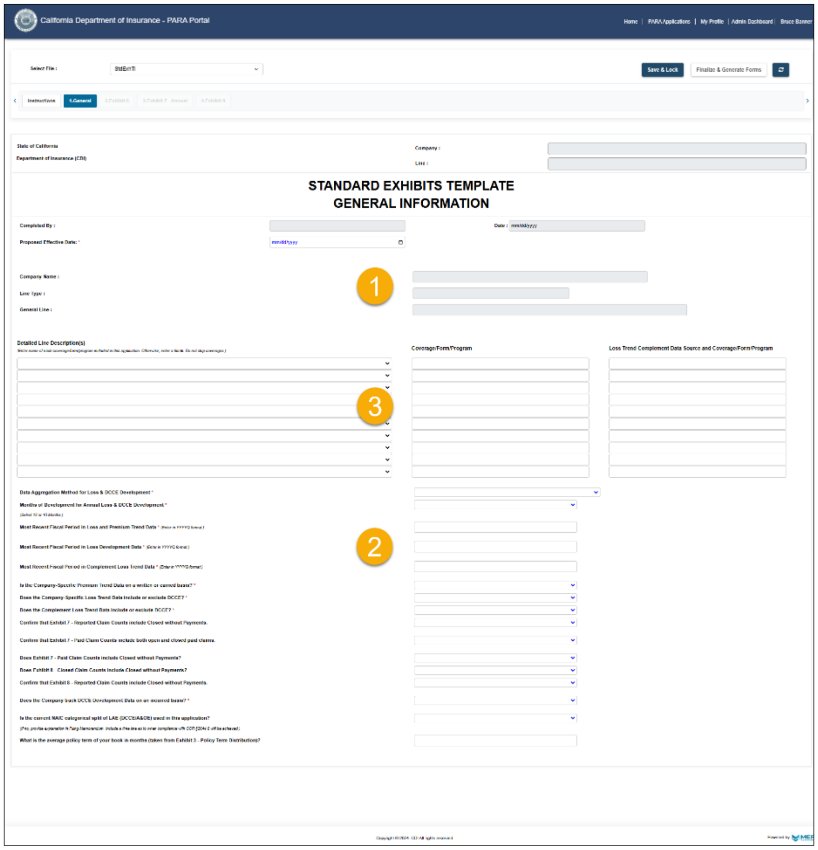
Except the greyed-out fields this form is user populated

Standard Exhibits Template

1.General

Description:

This page specifies certain general filing characteristics common to all coverages, forms or programs contained in the Application



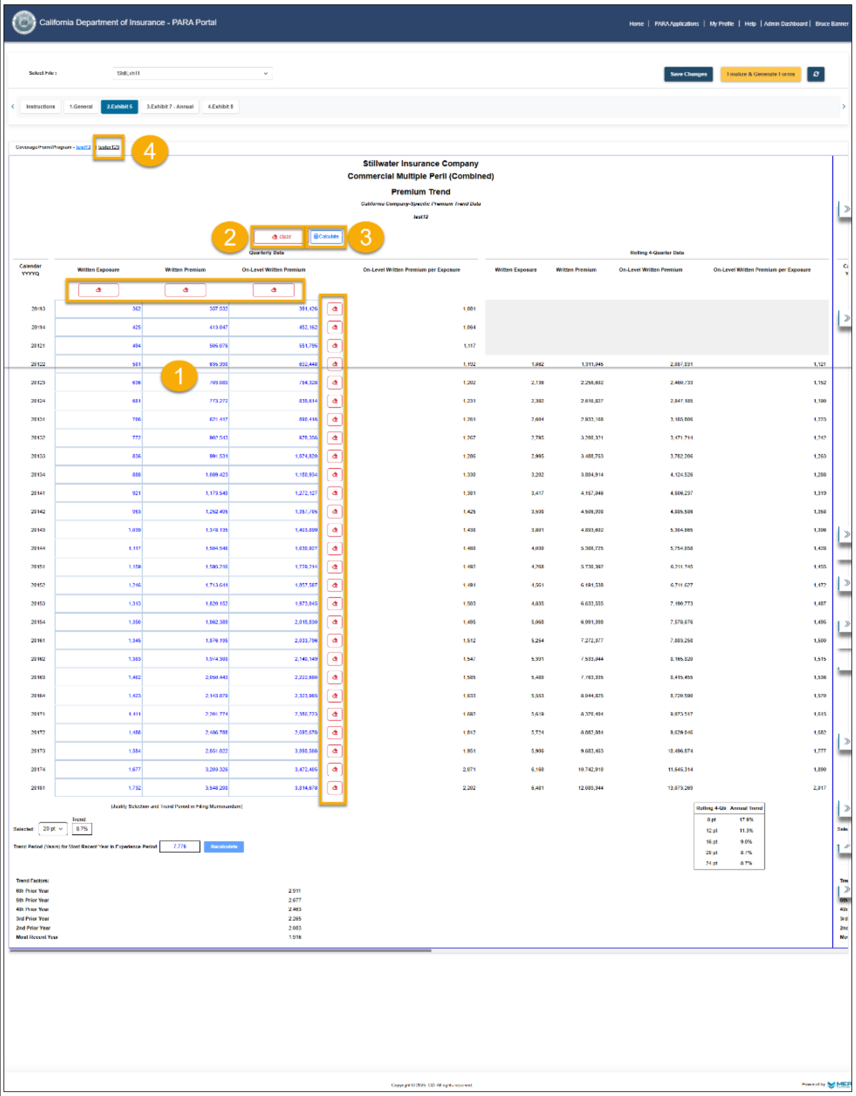
Key Points

1. This part of this form will be auto populated from PriorAppRateApp General page and will not be editable.
2. The rest of the page is user populated
3. The data in below fields on this form is original source for all other PARA forms
    - Proposed Effective Date
    - Detailed Line of Description
    - Coverages/Form /Program

2. Exhibit 5

Description:

This indicates how the premium trend factors on ‘Ratemaking Data’ page, line 4 of the Rate Template, were developed by completing the Standard Exhibits Template.



Clear and Delete Video Tutorial – ClearButtonFeature.mp4

Calculate Video Tutorial – CalculateFeature.mp4

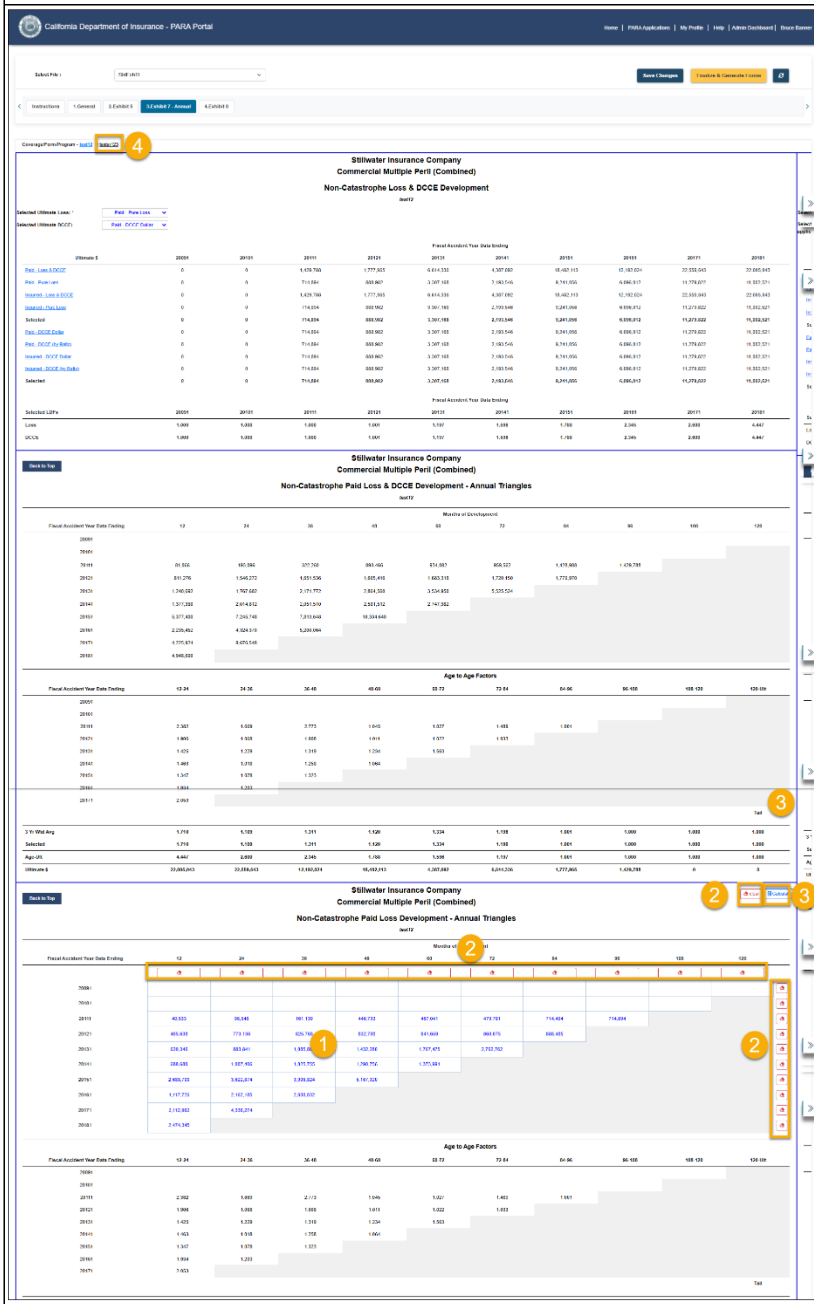
Key Points

1. The user will copy the bulk data for the first 3 columns and the rest of the columns get auto populated.
2. Clear button in red color is used to bulk delete data entered in these large, user-editable tables. To clear all the data from the table, click on the Clear button on the top right corner of the table. To clear respective single row or column data, use the Clear button in that corresponding row or column. A pop-up will then appear to confirm your action as the erased data is PERMENANTLY lost and cannot be recovered.
3. Calculate button in blue color is used to perform calculations for the large, user-editable tables and update related fields instantly. Please note that if any user does not click on the calculate button after making the edits, then the application will perform all the calculations automatically in the background once the changes are saved using Save Changes button.
4. To navigate to next coverage table, use the hyperlink mentioned on the top left corner.

3. Exhibit 7 – Annual

Description:

This page indicates how the loss and DCCE development factors shown on Ratemaking Data, lines 9 and 10 of the Rate Template were developed by completing Exhibit 7. Insurers must submit annual loss develop triangles in the Standard Exhibits Template regardless of whether the insurer is developing losses on an annual or quarterly basis.



Key Points

1. Annual triangle data on this form are user populated, and rest of the calculated data gets auto populated.
2. Clear button in red color is used to bulk delete data entered in these large, user-editable tables. To clear all the data from the table, click on the Clear button on the top right corner of the table. To clear respective single row or column data, use the Clear button in that corresponding row or column. A pop-up will then appear to confirm your action as the erased data is PERMENANTLY lost and cannot be recovered.
3. Calculate button in blue color is used to perform calculations for the large, user-editable tables and update related fields instantly. Please note that if any user does not click on the calculate button after making the edits, then the application will perform all the calculations automatically in the background once the changes are saved using Save Changes button.
4. To navigate to next coverage table, use the hyperlink mentioned on the top left corner.

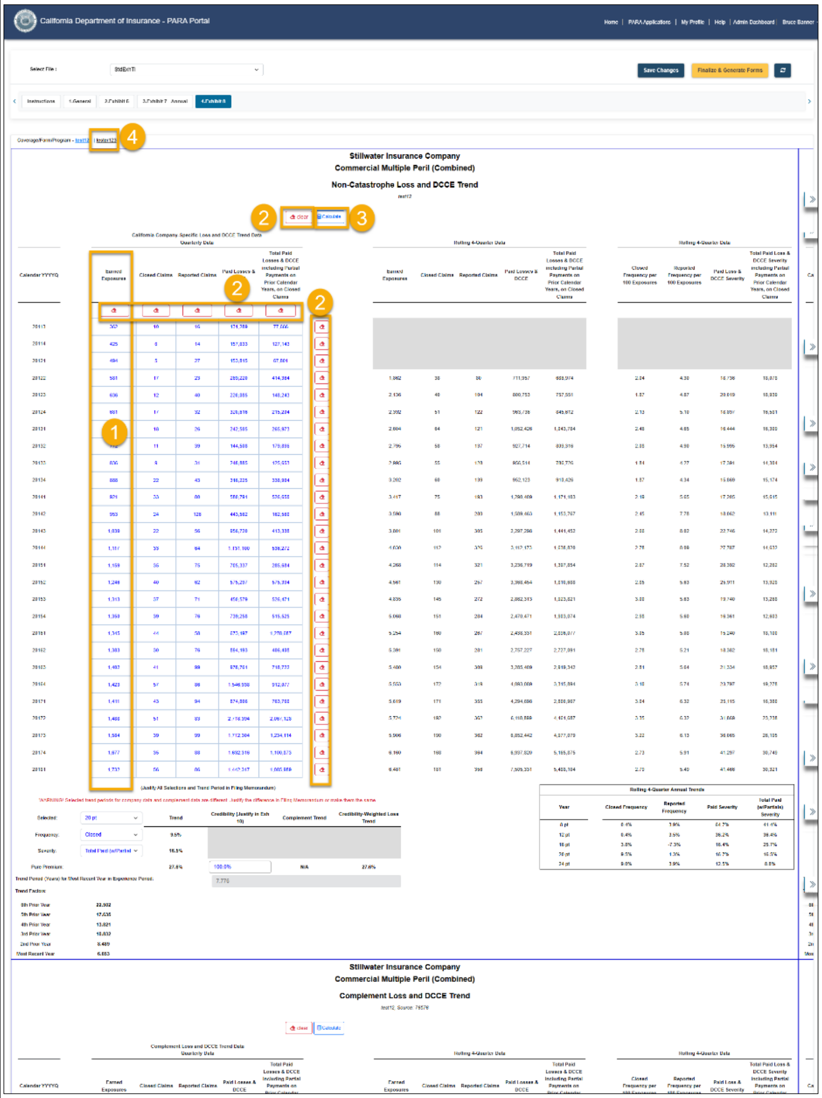
Clear Video Tutorial – [ClearButtonFeature.mp4]

Calculate Video Tutorial – [CalculateFeature.mp4]

4. Exhibit 8

Description:

This page provides support for the loss and DCCE trend factors on ‘Ratemaking Data’ page, lines 11 and 12 of the Rate Template by completing the Standard Exhibits Template.



Clear Video Tutorial – [ClearButtonFeature.mp4]

Calculate Video Tutorial – [CalculateFeature.mp4]

Key Points

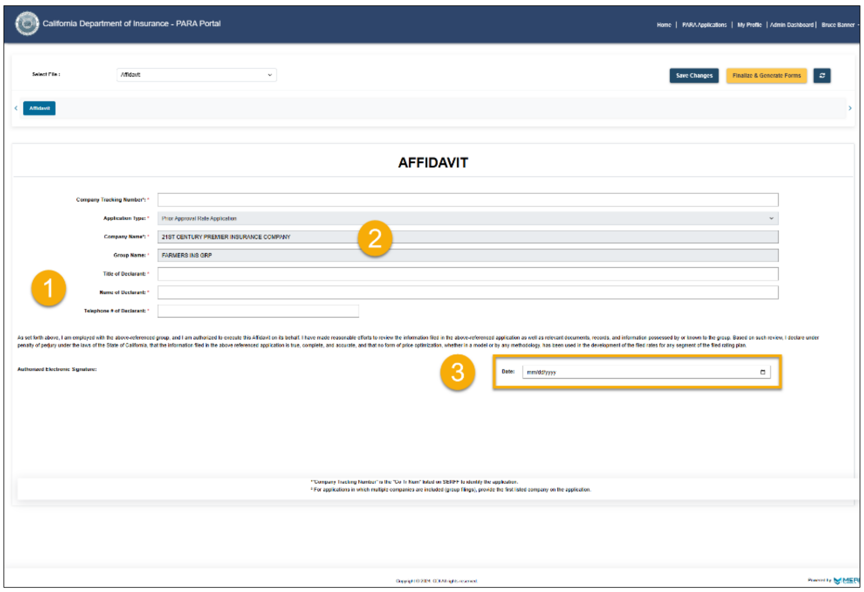
1. If the selection on the StdExh General page is “Earned” the Earned Exposure column on this form is auto populated from Exhibit 5 and is locked in for edits. If the selection is “Written” the Earned Exposure field will be open for edits. All other columns on the first table are user populated.
2. Clear button in red color is used to bulk delete data entered in these large, user-editable tables. To clear all the data from the table, click on the Clear button on the top right corner of the table. To clear respective single row or column data, use the Clear button in that corresponding row or column. A pop-up will then appear to confirm your action as the erased data is PERMENANTLY lost and cannot be recovered.
3. Calculate button in blue color is used to perform calculations for the large, user-editable tables and update related fields instantly. Please note that if any user does not click on the calculate button after making the edits, then the application will perform all the calculations automatically in the background once the changes are saved using Save Changes button.
4. To navigate to the next coverage table, use the hyperlink mentioned on the top left corner.

Affidavit

1.Affidavit

Description:

This page is the final step in the PARA process where the insurer (Declarant) declares that the information filed in the above referenced application is true, complete, and accurate, and that no form of price optimization, whether in a model or by any methodology, has been used in the development of the filed rates for any segment of the filed rating plan. This is marked under the penalty of perjury under the laws of the State of California.



Key Points

1. Type the Company Tracking number, Title, Name and Telephone# of the Declarant.
2. Some fields are auto populated from previous completed pages such as applicant Type, Company Name and Group Name.
3. Select the date when the affidavit is being completed and Save changes.

6. Email notifications

1. *Association Request submission*

Dear Admin,

We have received a new company association request from a registered user.

User Details:

- **Name:** App Mac
- **Email:** pks359458@gmail.com

Company Details:

- **Company Name:** 12521-Safeway Insurance Company

Please review and take the necessary action by either approving or rejecting the request using the link below:

CDI PARA

Thank you for your prompt attention to this matter.

Best regards,

CDI PARA Adminstrator

2. *Association Request approval*

Dear Bruce Banner,

We are pleased to inform you that your company association request has been approved.

Company Details:

- **Company Name:** 12521-Safeway Insurance Company
- **Role:** Insurer User

If you have any questions or need further assistance, please feel free to contact PARAsupport@insurance.ca.gov.

Best regards,

CDI PARA Team

3. *Association Request rejection*

PA

PARA Administrator

To: Stacey Ward

Thu 2024-11-21 5:25 PM

Dear Stacy Ward,

We are sorry to inform you that your company association request has been rejected.

Company Details:

- **Company Name:** 13161-Commerce West Insurance Company
- **Reason:** Not Applicable

If you have any questions or need further assistance, please feel free to contact PARAsupport@insurance.ca.gov.

Best regards,

CDI PARA Team

4. *Forgot Password*

PA

PARA Administrator

To: Stacey Ward

Thu 2024-11-21 5:28 PM

Dear Stacy Ward,

Please click on the link below to reset your password. If you did not request a password reset, please contact PARAsupport@insurance.ca.gov.

Reset Password

Or you can copy the following URL and paste it into your web browser.

https://cdi-para-qa.powerappsportals.com/Account/Login/ResetPassword?userId=afaafcf3-9997-ef11-a72d-000d3a35aa48&code=Q78%2BXyOQl92TaVlE4gYDAB9hFaEVE6cRuCcEH6INeV222lrQ2YOsabYjaJRFForlpWbxedLTHEhkcjzu5OhmOt0vLPxohGKlbG2iP5rBERQFBICmhq110mkpCBi1JnKqfGWiQ8M3UydgFOAR8eLKITgt8Aj0GnjQpaVjfuK6lRYCqPAl7eygPr33BSjkb8vE8IXlehsAcdPVS80XymA89A%3D%3D

Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.

Best Regards,

PARA Administrator

5. *Registration Completion*

Dear Jane Smith,

We are pleased to inform you that your PARA Registration is complete.

If you have any questions or need further assistance, please feel free to contact PARAsupport@insurance.ca.gov .

Best regards,
CDI PARA Team