AGENT REQUIREMENTS FOR eDAS Format/Edits

No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
1	<data_ IDENTIFIER></data_ 		NA	Y/Y	REQ	20	X(20)	Data Identifier = 'AGENT'. Agent information.
2	<insurance_ PROVIDER></insurance_ 	Y	NA	Y/Y	REQ	2	X(02)	Edit with Insurance Provider/Company table.
3	<reinsurance _<br="">YEAR></reinsurance>	Y	NA	Y/Y	REQ	4	9(04)	Must = Reinsurance Year.
4	<agent_ssn></agent_ssn>	Y	NA	Y/Y	REQ	9	X(09)	A valid SSN for the certified agent. Validate to SSA file and ITS file. Must be 9 digits.
5	<agent_user _ID></agent_user 		1	Y/Y	CON	10	X(10)	Need only if using RMA WEB applications. Must be unique for each SSN within insurance provider. Minimum of 3 characters.
6	<agent_ PASSWORD></agent_ 		1	Y/Y	CON	32	X(32)	Need only if using RMA WEB applications. Must be unique for each SSN within insurance provider. Format: MD5 Hash, 0 – 9, A – F.
7	<last_name></last_name>		1	Y/Y	REQ	20	X(20)	Last name of agent. Requires a minimum of 2 characters, alpha only (except - space, period, dash).
8	<first_name></first_name>		1	Y/Y	REQ	12	X(12)	First name of agent. Must not be blank, alpha only (except – space, period, dash).
9	<middle_name></middle_name>		1	Y/Y	OPT	10	X(10)	Middle name of agent. Alpha only (except – space, period, dash).
10	<suffix></suffix>		1	Y/Y	OPT	5	X(05)	Suffix (e.g. SR, JR, II, etc.) of agent. Alpha only (except – space, period, dash).
11	<title></td><td></td><td>1</td><td>Y/Y</td><td>OPT</td><td>4</td><td>X(04)</td><td>Title (i. e. Dr, etc.) of agent. Alpha only (except – space, period, dash).</td></tr><tr><td>12</td><td><CHANGE_FLAG></td><td></td><td>1</td><td>Y/Y</td><td>CON</td><td>1</td><td>X(01)</td><td>Change Flag for the agent primary information. 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</td></tr></tbody></table></title>							

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AGENT REQUIREMENTS FOR eDAS
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<u> </u>								
No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
13	<process_flag></process_flag>		1	Y/Y	REQ	1	X(01)	Process Flag for the agent primary information. Valid flags: 1 = original 2 = modify 3 = delete 4 = validate (original) 5 = validate (modify) 6 = quote (not applicable for agent) 7 = retrieve 8 = cancel (not applicable for agent) 9 = delete of producer (not applicable for agent)
14	<fcic_dt_tm></fcic_dt_tm>		NA	N/Y	REQ	19	X(19)	Process Flags must be the same for the primary and detail sections when this flag is 1, 4, or 7. If this flag = 2 then the detail Process Flag (field 37) must be 1, 2, or 3. If this flag = 3, then no detail information permitted. If this flag = 5 then the detail Process Flag (field 37) must be 4 or 5. See notes. FCIC Control Date and Time of process, format YYYY-MM-DD HH-MM:SS. There is a space between the DD and HH.
15	<trans_ SEQUENCE_NUM></trans_ 		NA	N/Y	REQ	8	9(08)	Transaction Sequential Number assigned to each transaction number processed by eDAS.
16	<trans_record_ NUM></trans_record_ 		NA	N/Y	REQ	3	9(03)	Transaction Record Number.
17	<transaction_ FLAG></transaction_ 		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.

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No.	Tag	Key	Level of	IN/	REQ/	Max	Picture	Description/Edit
			Change	OUT	OPT/ CON	Size		
**	<detail></detail>	**						The beginning of agent information at a detail level.
18	<detail_num></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).
19	<trans_detail_ NUM></trans_detail_ 		NA	N/Y	REQ	3	9(03)	Transaction Detail Number. A sequential number assigned to each agent detail number processed by eDAS. May not be reflective of the actual agent detail number.
20	<directory_ STATE></directory_ 		1	Y/Y	REQ	2	9(02)	Agent Directory State. Edit with FIPS State table. Must submit one record for each state serviced.
21	<directory_ COUNTY></directory_ 		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. Example: <directory_county> 1,2,215</directory_county> COUNTY>
22	<active_flag></active_flag>		1	Y/Y	REQ	1	X(01)	Must be: Y = Yes, active N = No, inactive
23	<inactive _dt=""></inactive>		1	Y/Y	CON	10	X(10)	Inactive Date required if field 22 (Active Flag) = N. Format MM/DD/YYYY. Numeric with slashes. Must be \geq processing date but \leq 06/30 for the
24	<type_id_code></type_id_code>		1	Y/Y	REQ	1	X(01)	reinsurance year submitted. Type of ID Code. Must be: A = Agent U= Unlisted Agent
25	<agent_id_ CODE></agent_id_ 		1	Y/Y	REQ	9	X(09)	Must be a Livestock agent. An Agent-ID can only reference one SSN. Alpha/numeric.
26	<agency_name></agency_name>		1	Y/Y	REQ	35	X(35)	Business name of agent's location.

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<u> </u>								
No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
27	<agent_ ADDRESS></agent_ 		1	Y/Y	REQ	35	X(35)	Enter location or street address of agent office. Do not enter post office box.
28	<city></city>		1	Y/Y	REQ	35	X(35)	If State code = 'ZZ' enter foreign city and country.
29	<address_ COUNTY></address_ 		1	Y/Y	REQ	3	9(03)	Edit with county table unless State code = 'ZZ'. Must be valid for zip code submitted.
30	<address_ STATE></address_ 		1	Y/Y	REQ	2	X(02)	Enter alpha state abbreviation for zip code submitted. If a foreign country, enter 'ZZ'.
31	<zip_code></zip_code>		1	Y/Y	REQ	5	X(05)	If State NE 'ZZ' must be a valid US zip code.
32	<zip_ EXTENSION></zip_ 		1	Y/Y	OPT	4	X(04)	Must be numeric.
33	<phone_ NUMBER></phone_ 		1	Y/Y	REQ	10	X(10)	Must be numeric.
34	<phone_ EXTENSION></phone_ 		1	Y/Y	OPT	6	X(06)	Must be numeric.
35	<pre><file_ retention_flg=""></file_></pre>		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.
36	<change_flag></change_flag>		1	Y/Y	CON	1	X(01)	Change Flag for the agent detail information. 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

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No.	Tag	Key	Level of Change	IN/ OUT	REQ/ OPT/ CON	Max Size	Picture	Description/Edit
37	<process_flag></process_flag>		Change 1	Y/Y	CON	Size 1	X(01)	Processed Flag for the agent detail information. Valid flags: 1 = original 2 = modify 3 = delete 4 = validate (original) 5 = validate (modify) 6 = quote (not applicable for agent) 7 = retrieve 8 = cancel (not applicable for agent) 9 = delete of producer (not applicable for agent) Process Flags must be the same for the primary and detail sections when primary Process Flag (field 13) is 1, 4, or 7. If primary Process Flag (field 13) =
								2 then this flag must be 1, 2, or 3. See notes.

** </DETAIL> **

End of agent information at detail level.

Notes: Key fields are: Insurance Provider (field 2), Reinsurance Year (field 3), Agent SSN (field 4); Agent Detail Number (field 18) for <DETAIL>.

If Active Flag = Y (field 22) and Type of ID Code = A (field 24), the record will be included in the creation of the Agent Directory.

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.

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

Process Flags (field 13 and 37):

- 1) Process Flag (field 13) = 1 (original) then detail Process Flag (field 37) must = 1 (original).
- 2) Process Flag (field 13) = 2 (modify) then detail Process Flag (field 37) must = 1 (original, add agent detail), 2 (modify, agent detail), or 3 (delete, agent detail). If all detail information is deleted then the primary information will be deleted.
- 3) Process Flag (field 13) = 3 (delete) then no detail information permitted.
- 4) Process Flag (field 13) = 4 (validate original) then detail Process Flag (field 37) must = 4 (validate original).
- 5) Process Flag (field 13) = 5 (validate modify) then detail Process Flag (field 37) must = 4 (validate original) or 5 (validate modify).
- 6) Process Flag (field 13) = 6 (quote) not applicable for agent.
- 7) Process Flag (field 13) = 7 (retrieve) then detail Process Flag (field 37) must = 7 (retrieve).
- 8) Process Flag (field 13) = 8 (cancel) not applicable for agent.
- 9) Process Flag (field 13) = 9 (delete of producer) not applicable for agent.