

There are two options for reporting data to TICO:

1. Manual Coding Service - TICO provides coding services for all types of transactions based on information supplied via company reports or manual documents. For more information see the [Statistical Coding Services](#) section.
2. Electronic reporting - Testing is required before electronic data can be accepted by TICO. See below for testing requirements.

Note-

Both manual and electronic reporting can be used if necessary. For example, certain transactions such as new/renewal business can be reported electronically while other transactions such as endorsements/cancellations are sent for manual coding.

TESTING FOR ELECTRONIC REPORTING TO TICO

We require test files be sent for approval for electronic reporting of Premium and Loss data. Test files can be sent for review via diskette, CD, cartridge, or email (emailed files will not be acceptable for live data submissions, however).

Premium Test Files Requirements

Types of Transactions

- New or renewal policies
- Endorsements (both from and not from inception)
- Cancellations (both flat and prorata)
- Reinstatements (of flat and prorata)

Other Requirements

- A minimum of 25 transactions
- All varieties of coverages the company will offer
- Documents-such as declaration pages supporting the data should accompany the file

Loss Test File Requirements

Types of Transactions

- Paid
- Outstanding
- Adjustments for salvage and subrogation
- Multiple payments on a single policy
- No documents are required for Loss tests.

Testing Results Notification and Procedures

We will email the results after the test file has been reviewed. We will either email a notification of approval for electronic reporting, or comment on edit errors or problem areas. If there were errors, we would require further testing of more test files until the corrections are made and we give approval for electronic reporting.

New companies will have 90 days from the time we contact you, to be approved for electronic reporting.

Note with Premium Testing-

It is possible that we could grant approval of one type of transaction for electronic reporting, while other transactions need to continue to be tested.