

**ADJUSTER REQUIREMENTS FOR eDAS**  
Format/Edits

Section/Attribute	Description/Edit
<b>ADJUSTER</b>	<p>“ADJUSTER” is the title of this section. It identifies the opening and closing of the xml transaction for an adjuster. This document provides additional reporting requirements of data under this section.</p> <p><b>Adjuster precedes Indemnity.</b></p>
CHANGE_FLAG (ATTRIBUTE)	<p>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.</p> <p>Valid flags:  1 = general  2 = company approval  3 = RMA approval</p> <p>Change flag will default to 2 unless otherwise indicated.</p>
PROCESS_FLAG (ATTRIBUTE)	<p>Valid flags:  1 = original  2 = modify  3 = delete  4 = validate (original)  5 = validate (modify)  6 = quote (only applicable for premium)  7 = retrieve  8 = cancel (not applicable for AGR/AGR-L)  9 = delete of a policy (&amp; crop, if applicable) if no premium</p> <p>Process flag will default to 1 unless otherwise indicated.</p>

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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 Insurance Provider/Company table.
2	<REINSURANCE_YEAR>	Y	NA	Y/Y	REQ	4	9(04)	Must = Reinsurance Year.
3	<ADJUSTER_SSN>	Y	NA	Y/Y	REQ	9	X(09)	A valid SSN for the adjuster. Validate to SSA file and ITS file. Must be 9 digits.
4	<LAST_NAME>		1	Y/Y	REQ	20	X(20)	Last name of adjuster. Requires a minimum of 2 characters, alpha only (except – space, period, dash).
5	<FIRST_NAME>		1	Y/Y	REQ	10	X(10)	First name of adjuster. Must not be blank, alpha only (except – space, period, dash).
6	<MIDDLE_NAME>		1	Y/Y	OPT	10	X(10)	Middle name of adjuster. Alpha only (except – space, period, dash).
7	<SUFFIX>		1	Y/Y	OPT	5	X(05)	Suffix (e.g. SR, JR, II, etc.) of adjuster. Alpha only (except – space, period, dash).
8	<TITLE>		1	Y/Y	OPT	4	X(04)	Title (e.g. DR, etc.) of adjuster. Alpha only (except – space, period, dash).
9	<AUTHORIZATION_NUM>		3	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.
10	<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.
11	<TRANS_SEQUENCE_NUM>		NA	N/Y	REQ	8	9(08)	Transaction Sequential Number assigned to each transaction number processed by eDAS.
12	<TRANS_RECORD_NUM>		NA	N/Y	REQ	6	9(06)	Transaction Record Number
13	<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
**	<ADJUSTER_DETAIL>	**						The beginning of adjuster information at a detail level.
14	<DETAIL_NUM>	Y	NA	Y/Y	REQ	3	9(03)	Adjuster Detail Number. Multiple sets may be reported with a unique number. Must be $\geq 1$ or $\leq 999$ . Detail number represents a separate Adjuster ID code.
15	<ADJUSTER_ID_CODE>		2	Y/Y	REQ	9	X(09)	An Adjuster ID can only reference one SSN. Alpha/numeric.
16	<ACTIVE_FLAG>		1	Y/Y	REQ	1	X(01)	Must be: Y = Yes, active N = No, inactive
17	<INACTIVE_DT>		1	Y/Y	CON	10	X(10)	Inactive Date required if field 17 (Active Flag) = N. Format MM/DD/YYYY. Numeric with slashes. Must be $\geq$ processing date but $\leq 06/30$ for the reinsurance year submitted.
18	<ADJUSTER_ADDRESS>		1	Y/Y	REQ	35	X(35)	Adjuster address. Enter location or street address. Do not enter post office address.
19	<CITY>		1	Y/Y	REQ	35	X(35)	Adjuster city.
20	<ADDRESS_STATE>		1	Y/Y	REQ	2	X(02)	Enter Alpha state abbreviation. Edit with FIPS State Table.
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)	Edit with lookup table for current address state and county.
23	<ZIP_EXTENSION>		1	Y/Y	OPT	4	X(04)	Optional; if reported must be valid for zip code, state, county, and city.
24	<PHONE_NUMBER>		1	Y/Y	REQ	10	X(10)	Must be numeric.
25	<AUTHORIZATION_NUM>		3	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.
26	<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.
**	</ADJUSTER_DETAIL>	**						End of adjuster information at detail level.

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Notes: Key fields are: Insurance Provider (field 1), Reinsurance Year (field 2), and Adjuster 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.

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.

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