

Directions for Submitting the Accreditation Program Excel File

Attached is an Excel document that your society will use to submit your responses electronically* to become Accredited. Please print out this email since it contains directions you can use as a reference while you and others in your office work with this password-protected Excel file.

The Society Accreditation Password is: (this was e-mailed privately to your society's key contact person)
The Society NAIC # is: (your society's NAIC number)

Accreditation Instructions

1. Please open up the attached Excel file and immediately save it to your hard drive, and be sure to name it:
2008 Accreditation

2. Please select the first tab, labeled "Contact Information," and fill it out.
Type your password into the cell – please DO NOT cut and paste it from this email.

(Each tab is named at the bottom of the Excel screen. To move from tab to tab, simply click on the tab name. Arrows on the bottom left of the Excel screen can be used to access the tabs that may be hidden from view.)

When you enter your NAIC number and your password, it triggers the automatic formatting of data in subsequent tabs.

3. Review each tab.
4. Fill out each tab in whatever order you wish, but be sure to SAVE regularly so that you do not lose your work. *(You can share the Excel file with others. However, your society must work from one, saved file. In other words, when you are finished with your sections and want another person to fill out a few tabs, you must email them the saved file you have started, and they must open your version, enter their responses, SAVE the file, and send it back to you as an attachment so that all responses are contained in a single file.)*
5. The two final tabs are designed to assist you in your submission process. The "Recap" tab lists Questions or Requirements that you may have overlooked. The "Responses" tab lists the entire text of responses (some answers will be too long to view on the screen, but you can display the entire response under the "Responses" tab.)
6. Once the document is complete, send it as an attachment (along with any other documents you wish to provide) to:

accreditation@nfcenet.org

Feel free to print out a copy of the entire spreadsheet for your society's records. (Click Print, and under Print What, select Entire Workbook).

Thank you, and please contact Bob Huxel at bhuxel@nfcenet.org, (630)522-6322 x119, or Allison Koppel at akoppel@nfcenet.org, (630)522-6322 x121, if you have questions on any of the questions or requirements.

For **technical assistance** or help with submitting your file, please contact Terry Whipple, twhipple@nfcenet.org (630)522-6322 x125.

Your 2008 submission is TEST in order to prepare you for the official launch in 2009.

**To become accredited, all responses must be submitted electronically in one single file to facilitate the importing of data into the NFCA database.*