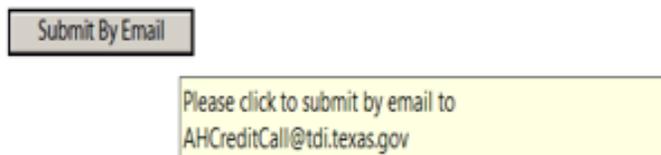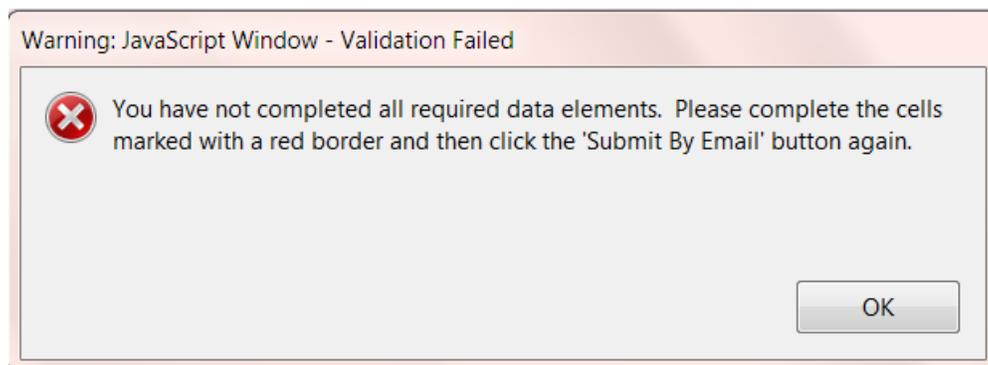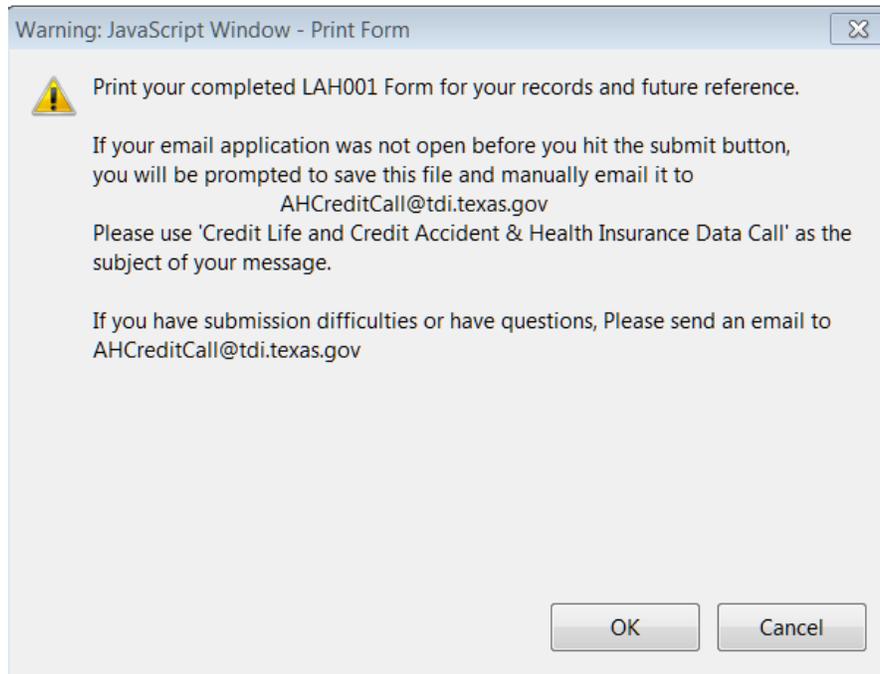# DATA SUBMISSION INSTRUCTIONS

Insurers must complete the data call using an interactive PDF form (LAH001) located on the [Credit life and credit accident and health data call index page](#) of TDI's website. The reporting form contains fillable fields that must be completed electronically using Adobe Reader 9.0 or higher. TDI recommends downloading the form before entering data. Insurers attempting to complete the form while it is open in an internet browser may run into problems. Once the form is complete, click the "Submit by Email" button located on the last page of the form.
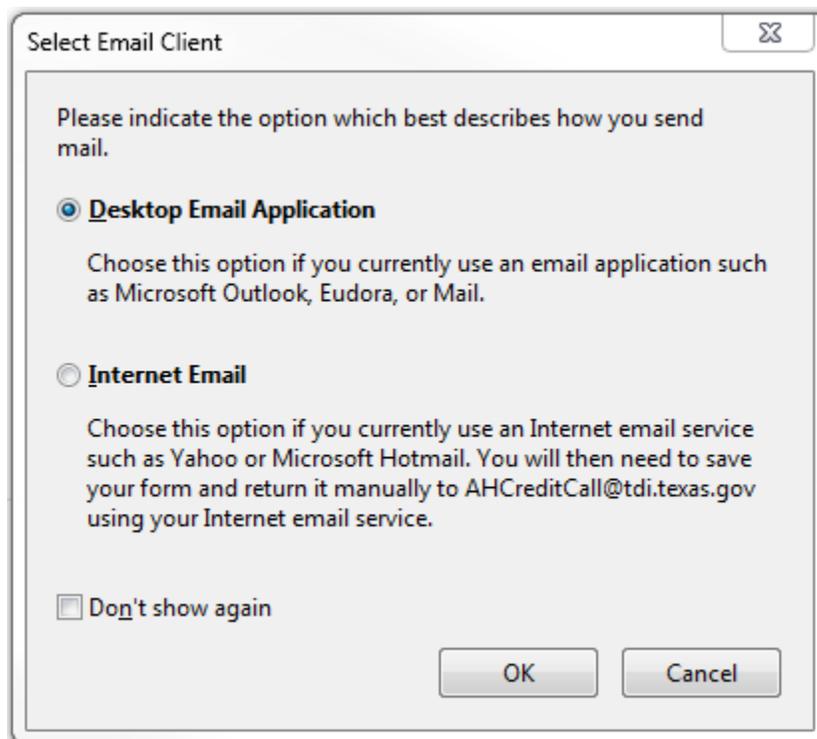

Insurers cannot submit the LAH001 if the required fields are not complete or if there are other data issues. If validation errors exist, they must be resolved before submitting the form. Follow the instructions listed within the validation messages to clear all errors and warnings. Below is an example of a "Validation Failed" message.

After clearing all of the validation errors, click the "Submit by Email" button again. If all of the issues have been resolved, a "Print Form" message will appear, as shown on the next page.
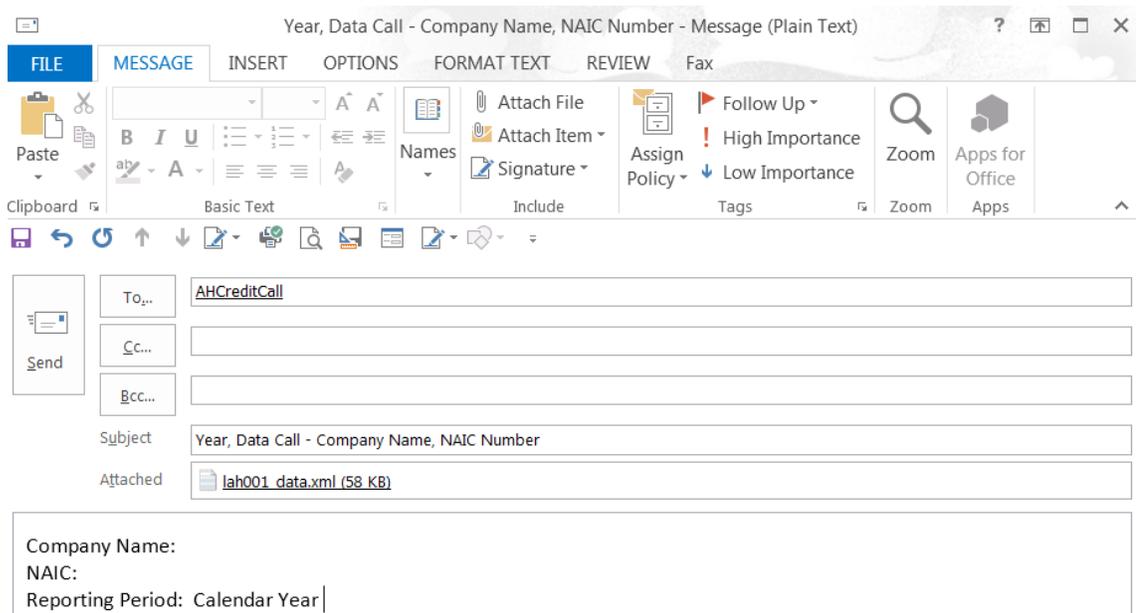
Click "OK" and the "Select Email Client" dialog box will appear as shown below. The report can be submitted using either a desktop email application or an internet-based email application. Select one and click "OK."

Desktop Email Application – Open the email application before trying to submit the form, then click "Submit by Email" at the end of the form. A new email message with an XML file attachment should appear. Address the message to AHCreditCall@tdi.texas.gov, and enter "2018 Credit Life and Credit Accident and Health Data Call" as the subject of the message followed by the insurer's NAIC number.

Internet-based Email Application (Gmail, Hotmail, etc.) – Click "Submit by Email" at the end of the form and the "Select Email Client" dialog box will appear. Select "Internet Email," click "OK," and follow the webmail instructions. Address the message to AHCreditCall@tdi.texas.gov, and enter "2018 Credit Life and Credit Accident and Health Data Call" as the subject of the message followed by the insurer's NAIC number. Include the insurer's name in the body of the message.

TDI will only accept reports submitted in XML format to ensure that the data is complete and processed correctly. **TDI will not accept any reports submitted as a PDF or in a different format, including scanned PDF files.**

Insurers can print a copy of the completed PDF form by clicking "Print Form" at the end of the form. The completed PDF form cannot be saved as a PDF using Adobe Reader.

If you have other questions about the data call, form, or submitting the report, please email AHCreditCall@tdi.texas.gov.