

# PortMan

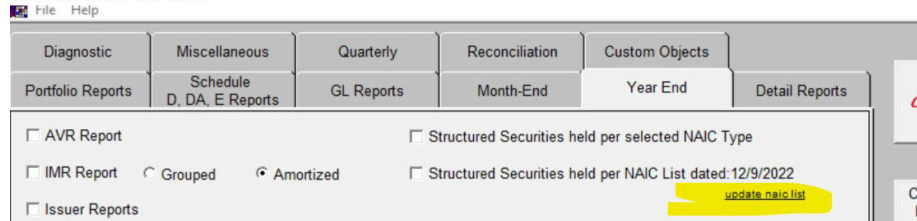
The complete Schedule D solution

## Instructions to facilitate reporting of NAIC Structured Securities in PortMan.

At the time this letter was created there were still several old or broken links on the NAIC webpage. We are providing these preliminary instructions while we wait for additional clarification.

### First, let's determine if these instructions apply to you.

- i. Download and install PortMan version 2023.1.1 or higher.
- ii. Open PortMan and go the Print menu by Choosing File, Print from the Main Menu.
- iii. Click the **"update naic list"** this will download the most recent list of securities from the NAIC.



- iv. Print the report titled **Structured Securities held per NAIC List** located in the Year End Reports tab
  - i. If your report is empty these instructions don't apply to you, and you're finished.
  - ii. If you do have securities on the report, you'll need to follow the directions below:
    1. you will need to purchase the modeled cusip information from the NAIC AVS+ System
    2. Review SSAP 43R, Para 27 in the NAIC Accounting Practices and Procedures Manual.  
and  
NAIC Purposes and Procedures Manual - Part Four
    3. After you have completed ALL of your December processing. and have the modeled cusip information in hand. Please contact Portman support for additional instructions.