

January 10, 2008

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Rollout of Enhanced Industry Data Collection System

The North Carolina Rate Bureau (NCRB) is pleased to announce the upcoming release of a new Industry Data Collection (IDC) system. The IDC system will replace the current Expense Experience Data Collection System and the current method of collecting Annual Statements and Insurance Expense Exhibits. This new System is the result of over a year of planning and developing and will greatly benefit the end users. The new IDC system is expected to be available for use on approximately February 18, 2008.

**Features:**

Below is a list of just a few of the new enhancements.

- The old system required a separate logon id for each company and each company could only have one logon id. The new system will be integrated with the NCRB's Member Services website. This will eliminate the need to have separate logon ids for each company. Each user at a company can have their own logon id and once they've logged in, they can access data for multiple companies without having to log in again using a different account.
- Users will be able to track the status of all data submissions from a single page. From this page users will be able to access all reports and switch between the companies within your group. This improved navigation will make it easier to navigate between the different reports and will quickly show a user what information is still outstanding.
- Member companies will be able to submit their Annual Statements and Insurance Expense Exhibits files directly to the IDC system instead of sending via email. The user will get an immediate confirmation of successful transfers or errors, will have the ability to see the history of uploads and can access the files that were submitted.
- The Dwelling, Mobile Home reports are updated to capture the split between standard and non-standard.

**How do I access the IDC system?**

Because the new IDC system is integrated with the NCRB Member Services website, **your old Expense Experience login id and password is no longer valid** and you will be required to register for a new one. It is the responsibility of your NCRB Group Administrator for your company to grant users within your company access to the new IDC system so that your company can be assured that only the appropriate users are given security rights to your expense data.

On approximately February 18th, the NCRB will grant your NCRB Group Administrator access to the new IDC system. From there, your NCRB Group Administrator can grant individual account access to the new IDC system. **If your company does not have an NCRB Group Administrator, then your access will be delayed until this account is set up.**

## **Does your company have a NCRB Group Administrator?**

**NOT SURE** – If you are not sure whether your company has a NCRB Group Administrator, you can request this information by calling NCRB's Information Center at 919-582-1056.

**NO** - If your company does not have a NCRB Group Administrator, your company is required to establish one. You can establish your company's NCRB Group Administrator by completing an online registration form available at the following URL:

<https://webportal.ncrb.org/NCRBPortal/NewUserAccount.htm>

If you are unable to use this link, you can access this form on NCRB's website at [www.ncrb.org](http://www.ncrb.org). Click the NCRB button, then the Personal Lines Services button. Under the Member Services section on the Personal Lines Services page, there is a link to the [Web Security New User Account Instructions](#).

Once created, your NCRB Group Administrator will have the ability to set up a new logon account for you. The Group Administrator will be responsible for managing individual user accounts for your organization and will serve as our primary contact for web account administration. We realize member companies may have users in different divisions, departments and/or geographical locations. To simplify the administration process, it is recommended that you select a single Group Administrator for your company or group of companies who will have the option to delegate administrative rights to additional users within your company as needed to most efficiently manage your user accounts.

**YES** – Your NCRB Group Administrator is responsible for management of your logon id. If you do have a logon id, let your NCRB Group Administrator know that you will need access to the IDC system so that they can grant you the necessary privileges once the system is available in February. If you do not have a logon id, please request a new logon id from your NCRB Group Administrator.

**If you do not have a NCRB Member Services website logon id, it is important that you begin the process of obtaining your new logon id so that you do not experience delays once the system is released in February.**

## **Training**

In February, March and April of 2008, the NCRB will offer several webinar training classes to train your users on the new IDC system. These sessions will be broken into two categories: the Annual Statement and IEE Submission Process and the Expense Experience Submission Process. The Annual Statement and IEE Submission Process class is expected to last no more than 30 minutes. The Expense Experience Submission Process class is expected to last an hour. More information on the content of these classes and the specific training dates will be distributed via a circular the first week of February.

We are looking forward to sharing these new enhancements with all of the member companies. Should you have any additional questions about this new system, please contact the NCRB's Information Center at 919-582-1056.

Sincerely,

F. Timothy Lucas

Personal Lines Manager

FTL:dms

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