

June 8, 2016

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Discontinuation of Mailing of Hardcopy Policy
and USR Fine Detail Reports with Monthly Invoice

The North Carolina Rate Bureau (NCRB) has provided online tools for carriers to access the detailed fine reports in our ManagePolicy and ManageUSR applications. The Policy Detail Fine Reports have been accessible since June 2015 and the USR Fine Detail Reports have been accessible since January 2016. As previously communicated, in July 2016, the Policy and USR Fines Detail Report will only be available online in the ManagePolicy and ManageUSR applications; refer to C-15-11 and C-16-1. The established carrier contact will continue to receive an invoice via mail.

Users can subscribe to an email notification from the NCRB advising of any fines generated from the prior month by completing the Fine Detail Report Email Notification Form (attached). This monthly email will advise that fines were assessed for the prior month and direct the recipient to their applicable Policy and USR Fines Detail Report online. The online Fine Detail Reports identify and provide details of the fines for a given company within a specific month and year. The online report resides under a new menu item called "Reports" within the ManagePolicy and ManageUSR applications. If a carrier does not have access to the Policy Fine Detail reports or USR Fine Detail Reports, access can be granted by carrier's Group Administrator.

An email will be sent to users subscribed to receive the Policy Fine Detail or USR Fine Detail report notifications on the 8th day of each month informing the user of any fines generated for the prior month and the availability of the Fine Detail Reports online.

Obtaining Access to the Policy and USR Fines Detail Reports

The following document provides information on security roles, which allow access to the ManagePolicy/USR Fines Detail Report: [ManagePolicy/USR Security & Roles](#)

Your Group Administrator is responsible for granting access to ManagePolicy and ManageUSR functionality for users within each company. Your Group Administrator can contact the NCRB Information Center if any assistance is needed with granting access to your logon account.

If your company does not have a NCRB Group Administrator, your company should establish one by completing a Group Administrator Account Registration form. 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 member users within your company.

You can obtain the Group Administrator Account Registration form on NCRB's website at <http://www.ncrb.org/ncrb/WorkersCompensation> and/or access additional member service resources also provided below:

- Member Services Portal - [Login](#)
- New Account Signup - [Instructions](#)
- Portal System's User Guide - [Instructions](#)
- Carrier Contact Change Request - [Form](#)

If you have any questions, contact the NCRB Information Center via phone at 919-582-1056 or via email at wcinfo@ncrb.org.

Sincerely,

Jessica S Taylor, AIDM

Supervisor, Data Services and
Systems Support

JST:dms

C-16-9

Attachment



NCRB DETAIL FINE REPORT EMAIL NOTIFICATION FORM
Please type or print legibly using dark ink

Type of Notification

Select which notification you would like to receive, select one or both.

Policy Fine Notification

USR Fine Notification

Email Notification Contact Information

First Name MI Last Name

Carrier Name* NCCI Code

* For multiple carriers in your group, please list names and NCCI Codes below

Mailing Address

City State Zip

Email Address

Telephone () Fax ()

Carrier Name	NCCI Code

Please submit completed form to Data Services & Systems Support at insurancedataops@ncrb.org or fax to (919)719-7426.