July 8, 2004

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance

On-Line Training for Policy Entry
and Edit Package (PEEP)

The American Cooperative Council on Compensation Technology (ACCCT) is pleased to announce an on-line training session for the PEEP product. The training will take place on Tuesday, July 27, 2004, from 2:00 to 4:00 PM (EST) via a Web-Ex conference call.

Please review the attached agenda which includes an overview of the Compensation Data Exchange (CDX) system and a demonstration of PEEP. If you are interested in attending this training session, or have any questions, please e-mail Betty Rohde at the Wisconsin Compensation Rating Bureau at betty.rohde@wcrb.org. Please feel free to include suggestions on specific topics for inclusion in the training. Responses must be received no later than **July 13, 2004.**

Member companies are encouraged to attend this training, especially those who file hard copy policy data.

Sincerely,

Sue Taylor

Director of Workers Compensation

ST:dg

C-04-5

PEEP Web Ex Training Agenda
July 27, 2004

1. Welcome and details about how the meeting will be conducted.

2. Overview of ACCCT and CDX
   A brief background and overview of ACCCT and CDX product development, and how to become a member of CDX will be provided.

   We will walk through how to login into CDX to gain access to PEEP.

   NOTE: If you are not currently a member of CDX, and do not have access to PEEP, it might be valuable to do so prior to the session. You will not be accessing PEEP during the session, but being a member will permit you to login once the training is complete allowing you to apply what you have learned.

   Also included with this item will be a short explanation and demonstration of the EXR, the Experience Rating Worksheet Look-Up, function available through CDX.

3. Demonstration of PEEP
   A walk-through and demonstration will be provided.
       NOTE: It would be beneficial for all participants to have reviewed the PEEP User Guide and have it available at to the session. The User Guide can be found at <u>ACCCT.org</u>.

   <u>General Information</u>
   - How to use the Search function
   - Review of choices to Add a Policy, Add New Transaction, or Copy an Existing Transaction
   - Explanation of Policy Status (work in progress, edited, submitted, etc.)
   - Explanation of selecting Transaction Type (new, renewal, endorsement, etc.)
   - Explanation of specific PEEP buttons, such as "Save and Continue" and "Save and Next Buttons"
   - Overview of fields that are required for PEEP entry vs. those required by DCO.
   - Advise about saving files will be provided.

   <u>Entry of a NEW Policy</u>
       Required Header screen information
       Name screen
       Changing the entity code vs. the continuation sequence number
       Address screen
       State premium/Exposure screen
       State premium
       Exposure
       Endorsements – This will include review of different methods of entering and capturing endorsement information associated with a policy

   <u>Entry of a Cancellation</u>
   A cancellation will be entered.

<u>**Editing the Transaction**</u>
The files that were created will be edited to demonstrate the impact of PEEP editing.

<u>**Creating a Submission**</u>
The files that were created and edited will be used to create a submission file.

<u>**Importing Files into PEEP**</u>
Importing files will be reviewed. An explanation about system requirements will be explained, such as the need for your system to be able to create an Electronic Transmittal Record.

<u>**DCO Specific Issues**</u>
DCO representatives will be available to share state specific information.