

June 3, 2021

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Announcing Manage Data Enhancements

In an effort to provide our carrier partners with the most user-friendly experience, the North Carolina Rate Bureau (NCRB) is pleased to announce further enhancements to the Manage Data system starting June 4, 2021. ManageData is a tool available through our online portal that allows carriers to submit, track, and edit their workers compensation data with NCRB in real-time. Based on user feedback, new improvements to the system include:

1. The Error and Reject search screen now displays the "File Name" in the results grid.
2. A list of associated carriers is included on the Unit Stat Tracking, Submission, and USR search screens.
3. The USR search screen now displays Edit ID, Severity, and Comments information.
4. The Experience Rating search screen now displays:
  - a. "Withdrawn" as an option in the search results
  - b. "Does Not Qualify" in the search results when an employer does not meet the minimum requirements for an experience modifier.
5. When creating a policy transaction, the following changes have been made:
  - a. The "Name Link ID" now defaults to 999 in order to comply with North Carolina data reporting requirements.
  - b. The "Continuation Sequence Number" has been added as a new field.

An updated Manage Data user guide has been added to our [Learning Center](#). Please refer to our [website](#) soon for updated instructional videos. Contact us at [support@ncrb.org](mailto:support@ncrb.org) or (919) 582-1056 for further information about Manage Data.

Sincerely,

Jarred Chappell

Director, Workers Compensation Operations

JC:ko  
C-21-11