

February 20, 2013

**ATTENTION:
WC Data Reporting
Personnel**

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation

ManagePolicy/USR

The North Carolina Rate Bureau is pleased to announce the introduction of the ManagePolicy/USR web application. The ManagePolicy/USR web application is a combination of the current ManagePolicy and ManageUSR applications. The ManagePolicy and ManageUSR applications were combined to allow for easier navigation between policy and USR data. The policy portion of the web application has not had any major updates or changes, and the functionality remains the same. The USR portion of the web application has been enhanced to provide additional editing capabilities which will allow member companies to proactively resolve USR data reporting issues. The system contains functionality that allows for the creation of USR data from USR's contained within the NCRB database. Additionally, Direct Reporters of USR data can now submit USR data and data corrections via the ManagePolicy/USR web application.

The combined ManagePolicy/USR web application will be released on February 22nd. When the new application is released, NCRB will remove access to the old applications. Anyone who had access to the old ManagePolicy or ManageUSR applications will automatically have access to the new ManagePolicy/USR. If a user previously had EDIT access to policy data, they will have EDIT access in the new application. Likewise, if a user previously had READ ONLY access to policy data, they will have READ ONLY access in the new application. For all users who previously had access to ManageUSR, they will have READ ONLY access to the USR data in the new application.

The chart below is a summary of how the mapping will occur:

Old ManagePolicy Access	Old ManageUSR Access	Access in the New ManagePolicy/USR application
Read Only	No Access	Policy view, No USR
Read Only	Read Only	Policy view, USR view
Edit	No Access	Policy edit, No USR
Edit	Read Only	Policy edit, USR view
No Access	Read Only	No Policy access, USR view

On February 15th, your NCRB Group Administrator was notified of the changes to web security. Your NCRB Group Administrator will be responsible for granting additional access to anyone requesting edit capabilities.

The North Carolina Rate Bureau is offering two training sessions to familiarize users with the features of ManagePolicy/USR. These sessions are sixty minutes each and will be conducted via the internet. The training will use InterCall Unified Meeting software. During the first forty-five minutes we will walk through the ManagePolicy/USR User Guide to review the features of the system. The last fifteen minutes will be open for questions. We recommend printing a copy of the ManagePolicy/USR User Guide. The ManagePolicy/USR User Guide can be found in the following location:

<https://www.ncrb.org/Manageusr2/ManageUSR%202.0%20User%20Guide.pdf>

The training sessions will be held on Wednesday, February 27, 2013 and Thursday, February 28, 2013. Refer to the attached document for additional information related to the training sessions and web security.

If you have questions or need assistance concerning access, training, or the enhanced features, you may contact the Information Center at 919-582-1056 or help@ncrb.org.

Sincerely,

Delisa D. Fairley

Manager, Insurance Data Operations

DDF:dms

Attachment

C-13-2

How do I access ManagePolicy/USR?

In order to access the ManagePolicy/USR web application, you must have a valid NCRB logon id and password. It is the responsibility of your NCRB Group Administrator to grant users at your company access to ManagePolicy/USR so that your company can be assured that only the appropriate users are given security rights to your policy and USR data.

Users who DO NOT HAVE a NCRB logon id:

If you do not have a NCRB logon id, you need to determine if your company has a NCRB Group Administrator by calling NCRB's Information Center at 919-582-1056. If your company has a NCRB Group Administrator, this individual has the ability to create a logon id for you and can give you access to the ManagePolicy/USR system.

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 as needed to most efficiently manage your user accounts.

You can obtain the Group Administrator Account Registration form on NCRB's website at www.ncrb.org. Click the NCRB button, then the Workers Comp Services button. On the Workers Comp Services page, under the Web Application Supporting Materials section there is a link to the [Web Security New User Account Instructions](#).

Users who ALREADY HAVE a NCRB logon id:

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.

YES – On February 22, 2013, your company's Group Administrator will be given access to ManagePolicy/USR. Your Group Administrator is responsible for granting access to ManagePolicy/USR for additional users at each company. Your Group Administrator can contact the NCRB Information Center if any assistance is needed with granting access to your logon account.

NO - If your company does not have a NCRB Group Administrator, see the instructions above for "Users who DO NOT HAVE a NCRB logon id". This section provides instructions on how to set up a Group Administrator for your company. A Group Administrator has to be set up, even if you already have a logon id.

Training

NCRB is offering two training sessions to educate users on the features of the ManagePolicy/USR system. These sessions are sixty minutes each and will be conducted over the internet. During the first forty-five minutes we will walk through the ManagePolicy/USR User Guide to review the features of the system. The last fifteen minutes will be open for questions. We recommend printing a copy of the ManagePolicy User Guide so that you can make notes. See the “Who do I call for help?” section below for instructions or select the link below to obtain a copy of the ManagePolicy/USR User Guide.

<https://www.ncrb.org/Manageusr2/ManageUSR%202.0%20User%20Guide.pdf>

The training will use Intercall Unified meeting software, and there is a teleconference number that you can dial for the audio portion of the session. We recommend that you join the web conference at least ten minutes prior to the start of the session so you have time to install the client software.

	Session 1	Session 2
Date	Wednesday, February 27, 2013	Thursday, February 28, 2013
Time	10:30 – 11:30 am EST	2:00 – 3:00 pm EST
Phone #	(877) 320-0056 Conference Code: 8142967847#	(877) 320-0056 Conference Code: 8142967847#
Web Conference	https://go.mc.iconf.net/fl/jbtalm	https://go.mc.iconf.net/fl/jbtalm

Who do I call for help?

You can call the NCRB Information Center at 919-582-1056 or email at wcinfo@ncrb.org