



March 18, 2005

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 Wednesday, April 20, 2005 from 2:00 to 4:00 PM (EST) via a Web-Ex conference call.

Please review the attached announcement. This training session will be divided into two sessions, Policy Entry Function and File Handling Function.

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](mailto: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 **April 1, 2005**.

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-05-3



**FILE HANDLING FUNCTION****2:30 p.m. – 3:00 p.m. Central Time**

The file handling functions will address:

- Importing files
- Creating submission files
- CDX (Compensation Data Exchange) and its functions

**Meeting Details**

Detailed information about joining the session will be sent to those who have registered. We encourage you to have as many participants as you wish, but ask that you coordinate your training site to accommodate as many of your participants as possible at one location.

Training materials will be sent via e-mail in advance of the session. You are encouraged to review the PEEP and/or CDX User Guides which can be found on the [ACCCT Web site](#).

Also, if you are not a member of CDX, and do not have access to PEEP, it will be valuable to do so prior to the session.

**Establishing Your PEEP/CDX Account**

Access to PEEP is provided through the CDX system. CDX is a service of Compensation Data Exchange LLC, and in order to access PEEP, Users must have a CDX account. If you are not a member of CDX, and do not have access to PEEP, it would be valuable for you to register with CDX prior to the session by going to the ACCCT Web site and completing the Application form which is located at the "Sign-Up" function on the site. If you are a member of CDX, but do not have access to PEEP, contact your CDX Insurance Group Administrator (IGA) to gain access.

You will not be accessing PEEP during the session, but being a member will permit you to log in once the training is complete, allowing you to apply what you have learned.

**Registration - Due by Friday, April 1, 2005**

It will be necessary for you to complete and return a registration form by April 1, 2005. If you plan to have multiple attendees at the same location, please provide the names, etc. on the form as instructed. For participants at different locations, please complete separate forms. You may complete the form and mail or fax it, or electronically complete and submit the form using the Submit Form function. The registration form is available on the ACCCT Web site at [www.accct.org](http://www.accct.org).

**Contact Us**

If you have any questions, comments, or need additional information, please contact Betty Rohde at 262-796-4551 or send an e-mail to:

[betty.rohde@wcrb.org](mailto:betty.rohde@wcrb.org).