March 27, 2006

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance

PEEP (Policy Entry and Edit Package)
Web Conference Training Session

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 26, 2006 from 2:00 to 4:00 PM (EST) via a Web conference call.

Please review the attached announcement for specific information regarding the content of the training session.

If you are interested in attending or have any questions, please e-mail Sara Shackelford at the Wisconsin Compensation Rating Bureau: sara.shackelford@wcrb.org.

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

Please feel free to include suggestions on specific topics for inclusion in the training. Responses must be received no later than **April 10, 2006.**

Sincerely,

Sue Taylor

Director of Workers Compensation

ST:dg

C-06-8

PEEP Training Announcement

March 23, 2006

Register Now for the 2006 Policy Entry and Edit Package (PEEP) Web Conference Training Session

The American Cooperative Council on Compensation Technology (ACCCT) will once again be holding a Web conference PEEP training session. PEEP is specifically designed for policy entry, import, and revision of existing transactions, and the electronic submission of policy information. The session will be conducted on Wednesday, April 26, 2006, from 1:00 p.m. to 3:00 p.m. Central time. There is no charge to attend the session. Prompt registration for this session is essential due to Web conference requirements.

Who Should Attend

The focus of this session is designed to familiarize policy data providers with the functions of importing transactions into PEEP, changing those transactions to comply with specific DCO requirements, using those transactions to create new transactions, and creating submission files. The training session will also review aspects of the data entry functions that were covered in previous sessions including: search functions, navigation, and terminology used in PEEP.

Agenda and What Can You Expect to Learn

POLICY IMPORT FUNCTION

The import functions will address:

- PEEP navigation

- PEEP terminology

- Demonstrating the import of policy transactions

- Demonstrating the modification/creation of policy transactions

- Creating submission files

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. **Each location/conference connection will need Web access and a separate phone line.**

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. Familiarity of PEEP is recommended prior to the session.

Registration—Due by Monday, April 10, 2006

It will be necessary for you to complete and return a registration form by April 10, 2006. If you plan to have multiple attendees at the same location, please provide the name and title for each participant on the form as instructed. Each registration form will provide access for a single conference connection. For participants at different locations, please complete separate forms. Forms may be either mailed or faxed to the address or fax number provided on the registration form. The registration form is available on the ACCCT Web site at www.accct.org. E-mail confirmations will be sent to each participant upon receipt of the registration form.

Contact Us

If you have any questions, comments, or need additional information, please contact Sara Shackelford at 262-796-4574 or send an e-mail to: sara.shackelford@wcrb.org.

PEEP Registration for Web Conference Training Session
April 26, 2006

If you plan to have multiple attendees at the same site, please provide the names, etc. on the form as instructed. *
> For participants at different locations/conference connections, please complete separate forms <

PRIMARY REGISTRANT INFORMATION

Registrant Name   Title

Organization Name

Address   City: State

Phone #   Fax #

E-mail Address

* ADDITIONAL PARTICIPANT INFORMATION

Additional Participant Names   Title

Print; mail or fax completed registration to: **PLEASE SUBMIT NO LATER THAN MONDAY, 4/10/06**

WCRB - Attention: Ms. Sara Shackelford
P. O. Box 3080
Milwaukee, WI 53202-3080
Fax: 262-796-4416 or e-mail:sara.shackelford@wcrb.org
Phone: 262-796-4574

**IMPORTANT NOTE: IF YOU HAVE ANY SUGGESTIONS FOR SPECIFIC TOPICS TO BE COVERED,
PLEASE NOTIFY US BY SENDING AN E-MAIL TO: sara.shackelford@wcrb.org.**