



January 18, 2007

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance

WCRatings

The North Carolina Rate Bureau is pleased to announce the availability of online experience rating worksheets to our member companies. WCRatings is a web-based application that serves as a tool for the carriers to search, view and print experience rating worksheets for employers currently covered by a carrier within their carrier group. The WCRatings application provides carriers access to North Carolina intrastate experience rating worksheets released on or after November 13, 2006. The system also contains intrastate experience rating worksheets that were released prior to November 13, 2006 where there was a change in carrier and the change was reflected in NCRB's system on or after November 13th. All other experience rating worksheets are available via hardcopy by contacting NCRB's Information Center. Carriers must continue to contact NCCI for interstate experience rating worksheets.

NCRB is offering two training sessions to familiarize users with the features of the WCRatings system. These sessions are an hour each and will be conducted over the internet. The training will use MCI's web conferencing software (Microsoft Live Meeting). During the first forty-five minutes we will walk through the WCRatings User Guide to review the features of the system. The last fifteen minutes will be open for questions. The training sessions will be held on Thursday, January 25, 2007 and Tuesday, January 30, 2007. Refer to the WCRatings Features document for additional information related to the training session.

Sincerely,

Sue Taylor

Director of Workers Compensation

ST:dg

C-07-1

WCRatings Features

WCRatings is a web-based application that serves as a tool for the carriers to search, view and print experience rating worksheets for employers currently covered by a carrier within their carrier group. The available options to assist with processing are:

- **Search Options** – The WCRatings system offers numerous ways to search for experience rating worksheets.
 - Search by selecting ratings for a specific carrier within your carrier group or for the entire carrier group
 - Search by selecting to View Current Ratings Only
 - Search by selecting to View All Rating Versions
 - Search by various other criteria such as Plan Type, Insured Name, Policy, Combo Id, Coverage ID, City, Release Date and Effective Date
- **Download Options**– WCRatings provides the ability to download and print PDF files.
- **Download your experience rating worksheet data to a file** – Users can download experience rating worksheets to a WCRatings file. Additionally, the experience rating worksheets can be downloaded to a ZIP file.
- **Online help** – To assist you with using the system, the Help page in WCRatings contains a link to the User Guide as well as a list of Frequently Asked Questions and Answers.

How do I access WCRatings?

In order to access the WCRatings 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 WCRatings so that your company can be assured that only the appropriate users are given security rights to your experience rating 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 WCRatings 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](#).

NOTE: Due to a high volume of anticipated Group Administrator Account Registration forms, it might take up to a week to process the application. The Group Administrator will be notified via e-mail as soon as the account is set up.

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 January 17, 2007, your company's Group Administrator was given access to WCRatings. Your Group Administrator is responsible for granting access to WCRatings 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 WCRatings system. These sessions are an hour each and will be conducted over the internet. During the first forty-five minutes we will walk through the WCRatings 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 WCRatings User Guide so that you can make notes. See the "Who do I call for help?" section below for instructions on how to obtain a copy of the WCRatings User Guide.

The training will use MCI's web conferencing software (Microsoft Live Meeting) 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.



If you have never used web conferencing software and you need assistance getting started, you can find instructions at the following location:

<http://www.ncrb.org/ncrb/workers%20comp%20services/publications/mci%20web%20conference%20end%20user%20instructions.pdf>

Date:	Thursday, January 25 th	Tuesday, January 30 th
Time:	11:00 am Eastern Time	2:00 pm Eastern Time
Teleconference #:	888-283-3870 PASSCODE: WCRATINGS	877-352-5208 PASSCODE: WCRATINGS
Web Conference #:	URL: https://e-meetings.mci.com/nc/join/ CONFERENCE NUMBER: PB3514083 PASSCODE: WCRATINGS	URL: https://e-meetings.mci.com/nc/join/ CONFERENCE NUMBER: PA3514106 PASSCODE: WCRATINGS

Who do I call for help?

If you need assistance with getting started on the WCRatings system, the WCRatings User Guide is available on NCRB's website. Go to 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 [WCRatings User Guide](#).

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