

NORTH CAROLINA

Manage Data User Guide

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If at any time during these procedures you need assistance, you may contact the North Carolina Rate Bureau at:

> Phone: 919-582-1056 E-mail: support@ncrb.org

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Before You Start...

Welcome to the Manage Data web application! The Manage Data application is available through the online portal that allows data reporters to submit, track and edit their workers compensation data in real time. The tool will provide carriers with a single platform to access and submit both policy and unit statistical data with real time validations. From the policy side, users can view stored policy data, modify existing policies, and create new policies. From the unit side, users can view, create, correct and replace USR data. Manage Data also has fine features to provide insight into error and rejection reasons, as well as monthly fine details.

By taking some time to review the first few pages of this user guide, the user will be prepared to quickly learn how to use this powerful online tool. Manage Data was designed to be user-friendly and easy-to-use, but if the user has problems, they can refer to this guide for help.

Now let's get started!

Web Browser Specifications

ManageAR has been tested and certified working for the Chrome browser. Other browsers such as IE11, Firefox, Opera, Netscape and MS EDGE are not supported at this time.

You can download the latest version of Chrome free of charge at https://www.google.com/chrome/



Cookies

Manage Data uses **session cookies** to remember important information as the user moves from page to page within the application. These session cookies reside in their browser's memory only as long as their browser session is active. In other words, when the user closes their web browser after using Manage Data, the session cookie is destroyed, thus protecting any data they entered while using Manage Data.

<u>Note</u>: Many web applications use **standard cookies**- a standard cookie is written to the user's hard drive and is used to remember them next time they visit the application's web site. Manage Data uses session cookies, not standard cookies, so no data is written to their hard drive (unless they request to download a file).

Opening New Windows

Some pages in Manage Data open, or spawn, a new browser window when they are accessed. For example, when they print a report, they are spawning a new window. The user will need to remember to close the new window whenever they want to exit it and return to where they were in Mange Data.

Configuring Pop-up Blocker

Step 1:

If you have a pop-up blocker installed, you will need to allow pop-ups from the NCRB Website to properly use ManageAR.

To allow pop-ups from the NCRB Website using Chrome, follow these procedures:

Step 1. On your computer, open Chrome 📀.

Step 2. If you have already received a **Pop-ups blocked** message as shown below, click on the pop-ups blocked icon to manage pop-ups for the selected page.



Step 3. In the pop-up message, click the radio button to "*Always allow pop-ups and redirects from <u>https://www.ncrb.org</u>" and select Done.*



Step 4. Pop-ups can also be updated under browser settings. In the top right of your screen, click **More** [↓] → **Settings**.



Step 5. Under Settings, click Security and Privacy \rightarrow Site Settings.



curity	y and Privacy	
Î	Clear browsing data Clear history, cookies, cache, and more	,
٩	Cookies and other site data Third-party cookies are blocked in Incognito mode	,
0	Security Safe Browsing (protection from dangerous sites) and other security settings	
韝	Site Settings Controls what information sites can use and show (location, camera, pop-ups, and more)	,
¥	Privacy Sandbox Trial features are on	Ē

Step 6. Under Site Settings, locate the Content section and select Pop-ups and redirects.

Step 7. Under Customized behaviors, go to 'Allowed to send pop-ups and use redirects' and click the '**Add**' button. Enter the following URL <u>www.ncrb.org</u> and click '**Add**'.

Add a site		
Site		
www.ncrb.org		
	Cancel	Add

Step 8. Confirm URL <u>www.ncrb.org</u> has been added and close window to exit Settings.

Open Internet Explorer. Click on the **Tools** icon in the top right corner. Select Internet **Options** from the Tools list. The *Internet Options* window displays. Based on the browser version, the user's view may look different.

Internet Options	?	\times		
General Security Privacy Content Connections Programs	Advanced			
Home page	ita aun lina	- 1		
http://sharepointprod/	its own line.			
	~			
Use current Use default	Use new tab			
Startup		-		
 Start with tabs from the last session Start with home page 				
Change how webpages are displayed in tabs.	Tabs			
Browsing history				
Delete temporary files, history, cookies, saved passwords, and web form information.				
Delete browsing history on exit				
Delete	Settings			
Appearance				
Colors Languages Fonts	Accessibility			
Some <u>settings</u> are managed by your system administrator.				
OK Cancel	Арр	ly		

Step 2:

In the Internet Options window, select the Privacy tab. The Privacy tab information displays.

Step 3:

On the **Privacy** tab, click the **Settings** button. The *Pop-up Blocker Settings* window displays.

Internet Options			?	\times
General Security Privacy Con	tent Connection	Programs Ad	vanced	
Settings				- 1
	5	tes J	dvanced	
Location				
Never allow websites to re physical location	quest your	0	lear Sites	
Pop-up Blocker		_		- 1
Turn on Pop-up Blocker			Settings	
InPrivate				_
Disable toolbars and exten	sions when InPri	vate Browsing st	arts	
	OK	Cancel	Act	βy

Step 4:

On the **Pop-Up Blocker Settings** window, type **www.ncrb.org** in the **Address of website to allow** field and click **Add**. The URL *www.ncrb.org* is added to the list of *Allowed sites*.



Step 5:

Click Close to close this window.

System Timeout

Manage Data times out after it has been inactive for more than sixty minutes. A message displays indicating that the user must log into the system again.

NCRB-NCRF-NCIGA	NCRB • NCRF • NCIC	θA
	Error : 5 : Session Expired Logon Web Applications can only be accessed by authorized personnel. Access requires any reports or functions can be accessed. Here of the system must first be author Need a Logon Account? Click Iter Account Instructions if you need a new account forum for accessing we	a secure logon before prized.
VTION DOP.	Already have a Logon Account? Enter your Logon ID and Password below and click Logon to continue. The * required. Enter Logon Information	Expired session notice
TAI	Logon ID* Password* Logon	
	Forgot Your Password? Click here to request a new Password. PO Box 176010, Raisigh, NC 27615-6010 2910 Samre Buckener, Raisigh, NC 27615-Pone (B19) 783-9750 www.nob 0 Copylight 2015, North Carolina Rais Bureau, North Carolina Paiss, Nather Carolina Pai	.org a Guaranty Association

PDF Documents

Manage Data supplies some forms and reports in PDF (Portable Document Format) form. To read PDF documents, the user must have a PDF reader, like Adobe Acrobat Reader [™], installed on their computer.

The user can download Acrobat Reader free of charge at http://www.adobe.com.

Accessing Manage Data

The user will access Manage Data from the Secured Members Area of NCRB, NCRF and NCIGA Web site. This section describes how to get to the Log On page, enter their credentials, and access Manage Data.

Logging into the Secured Members Area

The Secured Members Area, also known as the Member Services Portal, will provide access to all of the secured applications and data on the NCRB, NCRF and NCIGA Web site, so the user must log on to the Secured Members Area before they can access Manage Data. To log in to the Secured Members Area, use the following procedure. The user must use the valid user name and password that were provided to them.

Step 1:

On the NCRB Web site (http://www.ncrb.org), click the NCRB link and then click on Workers Comp Services link. Under the Member Services area, click the Logon to NCRB Portal link. The Secured Members Area Logon page displays.



Step 2:

The user will enter their Logon ID and password. Click the Logon button. The Secured

Members Area page displays.

<u>Note:</u> If they enter an incorrect user name or password, the system will return an error message to inform them of the invalid data. Re-enter their user name and password correctly, and click the Logon button to enter the system.

Launching an Application

The Secured Members Area is the common place from which all secured applications are accessed on the NCRB, NCRF and NCIGA Web site. The user will only see applications they have been authorized to access. All of the applications are categorized based upon the business unit that the application represents. To launch an application, follow these procedures:

Step 1:

One the left navigation menu, click Workers Comp

Home
NCRB.org
Personal Lines
Workers Comp
General
Help
Logoff

Step 2:

On the sub-menu, click Manage Data. The application page displays.

Morgan Willhite 10/18/2022		Welcome to the Web Ap	
APPLICAT	Home NCRB.org Personal Lines	applications you are authorized to ac	
ION PORT	Workers Comp General Help Logoff	Depop Report Experience Mod Lookup ManageAR	
TAL		ManageData NOA WCRatings ManageOwnership	

Navigating in Manage Data

There are multiple ways to navigate in Manage Data. From the main screen the user will see a row of tabs at the top called the Navigation Menu. These tabs have drop downs that will navigate the user to different sections of the application.

When the user first logs into Manage Data they are on the landing page called the Dashboard. This is a page of widgets that display high level data information for the carrier and provides easy access to different sections of the application.

Located throughout Manage Data are hyperlinks. These hyperlinks easily navigate the user to different pages in the application to complete common processes.

Navigation Menu

The top right row in Manage Data is called the navigation menu. The navigation menu allows the user easy access to the different sections of the application: policy, unit, correspondence and fines. Regardless of where in the application to user is, the navigation menu will appear at the top of the screen.

RATE BUREAU

- The **dashboard tab** allows the user to navigate to either the data submitter, underwriter or assigned risk dashboards.
- The **policy tab** allows the user to create a new policy transaction, complete a real time search for policy information and complete a search for policy errors and rejections.
- The **unit tab** allows the user to add and correct unit statistical data. The user can also search by unit statistical report, claims, unit statistical tracking and submissions.
- The **correspondence tab** will navigate the user to a correspondence search, which allows carriers to search and view all correspondence.
- The **fines tab** will navigate the user to the fines search, which allows carriers to search and view all policy and unit fines that have been assessed.
- The **assigned risk tab** will navigate the user to the compliance/non-compliance search, which allows carriers to verify the status of a transaction.
- The **back to portal tab** will navigate the user back to the Members Secured Area page of the NCRB web portal.
- The ⁽²⁾ icon will navigate the user to instructional videos and provide contact information for the North Carolina Rate Bureau.

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Data Submitter Dashboard

The landing page for the Manage Data application is called the dashboard. Depending on the user's role with the carrier, they will either see the data submitter or underwriter dashboard and possibly the assigned risk dashboard. If the user's role requires access to all dashboards, they will see a drop down on the navigation menu and they can navigate between them. If the user does not see the drop down, they can contact their master web administrator and request their role be adjusted.

📰 Dashboard - Manage Data 💦 🗧	+				✓ − Ø ×
← → C	org/ManageData/Dashboard	1			Q 🖈 👗 i
RATE BUREAU		Dashboard g Policy *	Unit • Correspondence	Assigned Risk * Fines	Back to Portal (
SEARCH		Underwriter Dashboard		NOTIFICATIONS	0
Policy Number		Assigned Risk Dashboard		notification 2 - 10/12/2021	4:05 pm
Policy Number		mm/dd/yyyy		patification 1 - 10/20021 4	di am
EMPLOYER UNIT STAT	~			The second secon	
MY LIST			EXPORT ALL MYLIST	TRACKING BY C	ATEGORY
POLICY			EXPORT POLICY MYLIST		Less than 60 Days: 18
E Policies	ID POLICY NO. DATE	EXP COMBO COV. PRIMARY DATE ID ID STATUS NAME	ADDED	PODICY ERRORS	Over 60 Days: 💿
zt Individual Transactions	11347 01/01/20 13579 00/14/20	21 01/01/2022 6608949 27896850 Reinstated	10/05/2021		Pre-Delinquent: 20181
A free O			· · · · · ·	UNIT STAT	Expected: 9
UNIT STAT					Delinquent: (11) Rejected (AI): 560
0 Units 😰					30-60 Dave:
13 Individual Transactions				ASSIGNED RISK	60-90 Days: 1
Unit Stat Tracking					Over 90 Days: (47997)
				FINE INVOICES	

The dashboard is an intuitive interface that is user-friendly and customizable to meet carrier needs. The dashboard allows carriers to see their data at a high level, while also allowing users to identify and execute multiple tasks.

The dashboard is completely customizable in the way the user views the widgets on the dashboard. The user can select the pencil at the lower section of the screen to change where the widgets sit on the dashboard.



Once the customization has been completed, the user can select the \checkmark or \times to accept or reject the changes. If the changes are accepted the dashboard view will remain the same until the user changes again.

Below is a breakdown of each widget on the dashboard, and its functionality.

Search Widget

The search widget is located at the top left corner of the dashboard. This widget allows for a quick search for policy and unit statistical data stored in Manage Data.

SEARCH			
Policy Number	Policy Effective Date		
Policy Number	mm/dd/yyyy		

From the search widget, the user is required to input a policy number and the policy effective date is an optional field. After entering the policy number, the user can select one of the following buttons: Employer, Unit Stat or Policy.

- The **Employer Tab** will navigate the user to the Employer Chronicle for that policy.
- The **Unit Stat Tab** will navigate the user to either the Unit Stat Report Search Page or the Unit Stat Tracking Search Page, depending on whether the unit for that policy number has been submitted or not.
- The **Policy Tab** will navigate the user to the Policy Search Page.

Notifications Widget

The notifications widget is located at the top right corner of the dashboard. The notifications widget will display all notices sent to the carrier from the North Carolina Rate Bureau. These could be global announcements sent to all carriers, or those specific to the carrier. Some examples might be- a new circular or a system outage.



To see additional information on the notification, follow these procedures:

Step 1:

Click on the hyperlink wording of the message. This will open a dialog box that displays the full notification.

Step 2:

From here the user can select the following: Close, Email Response, Mark as Unread or Delete. If the user selects Email Response, it will go directly the support email address for the NCRB.

COVID-19 - IMPORTANT NOTICE REGARDING F AM	INES - 3/24/2020 9:36 ×
Policy and USR fines for the month of March 2020 have been waived as a result of way of doing business. Fines will resume in the month of April 2020.	of COVID-19 while organizations adjust to a new
Close Email Re	sponse 🛛 🛛 Mark as Unread 🚍 🛛 Delete 🛅

My List Widget

The My List Widget is located on the middle of the dashboard, on the left-hand side. The My List widget displays transactions that the user has added. It was designed to create a short cut for items the user is working on or wants to monitor. This tool will help to quickly locate the policy or unit transaction without the need to search for them again.

The user can navigate between the tabs on the left to view the transactions associated with either policy or unit.

MY LIST										E30	PORT ALL MY	LIST
POLICY										EXPOR	T POLICY MY	LIST
Policies	•	NCCI 1	POLICY NO.	EFF. DATE	EXP.	COMBO ::	ID COV.	STATUS	PRIMARY NAME	ADDED :	USER	
# Individual Transactions	0	10448	22WBCA82QDA	03/26/2020	03/26/2021	6670091	26783740	Active	ORESSLERS SIX	62/19/2020	testHartford	۰
A Errors	Ð											
UNIT STAT												
D Units	0											
ta Individual Transactions	0											
Unit Stat Tracking	0											
		(C)										>

Policy:



Unit Stat:



Once the user selects a category from the left, a table will display to the right in a sortable grid with columns. The table will display the following information for the transactions: NCCI ID, Policy #, Effective Date, Expiration Date, Combo ID, Coverage ID, Status, Primary Name, Added Date and User.

Removing Transactions:

The transactions the user has placed on their My List will stay on their list until they decide to

remove them. To remove the transaction from the My List Widget, select the ⁹ located at the far right of the table.

Exporting Lists:

Users can also export their entire My List or a specific category by the export buttons at the top of the table.

POLICY									EXPORT PO	LICY TRANSA	CTIONS MYLE	Export specific lie
Policies	0	NCCI :	POLICY NO.	EFF.	ISSUE :: DATE	CODE	STATUS	STATUS 1	ENDORSEMENT ::	ADDED 1	1. USER	transactions
		10448	SDLXFJSD23423	04/88/2020	04/08/2020	15	Rejected	04/08/2020		04/08/2020	testHartford	c
Individual Transactions		10448	SDLX7JSD23423	04/08/2020	04/08/2020	15	Unmatched	84/08/2028		04/08/2020	testHartford	c
Errors	Ø	10448	14W8CA848EX	03/28/2020	02/17/2020	02	Accepted	02/16/2020		02/25/2020	testHartford	c
	_	10448	22WBCA80K37	01/01/2019	62/20/2620	01	Loaded	02/20/2020		02/25/2020	testHartford	e
UNIT STAT		10448	22WBCA82QOA	03/26/2020	03/24/2020	03	Rejected	03/24/2020	WC080101	03/24/2020	testHartford	e
Units	0											
Individual Transactions	0											
Unit Stat Tracking	Ø											

The system will generate an excel spreadsheet with each tab on its own worksheet with column headers.

Ci -C Mittani - Maragel	A K T				
+ - 0 @ BH	The second second second second second				2 \$ L 8 -
RATE BUREAU	MANAGE DATA		Dashboard Policy	- Unit - Correspondence Fines 8	lack to Portal (testHartford)
MY LIST G		Mylint tentHartford 20	o <mark>linear</mark> Maariyaa	Allison Smart, 🖾 – 🗆 :	9
B Policies	Tile Home Inset Page Layout Form Image: A set of the set of	das Data Review View Het ≡ ₩ + th General = = = = = = = = t to the	ACROBAT V tell me who Conditional Formatias	at you want to do. ⇒ insert - Cell Ser R Find R Ser R Find R	TEGORY
at individual	tipboard to fort the	Algement 5 Number	re +r T, Formatting * Table * 1 Syse:	Styles - 😸 Format - 🦿 - Tilter - Select - cicls - Follog	es than 60 Days
A from		10			a Delinquert
D tem	A B C 1 NCCI ID - POLICY NO EFF. DATE - 2 13161 13WBCBU4646 02/14/2020 3 13161 22WBEK2206 07/01/2019	D E F COMBO II - COV. ID - DAYS DUE(30-90 days 5218413 22129540 30-90 days	G H ••••••••••••••••••••••••••••••••••••	ERROR MSG. We have not received the original policy for this polic Multiple mailing addresses reported on change transa	- Hertet (#0) Despuert (***) Hertet (#4) (***)
thindedad Sametine	4 13161 57WBCAC0452 12/07/2018 5 10147 13WB%Z760 01/01/2020 6 10456 76WEGZT5178 02/13/2020 7	5582047 25427310 30-90 days 30-90 days 30-90 days	01/20/2020 17910286 01/29/2020 18013128 01/29/2020 18013711	There are duplicate non-key field change transactions We have not received the original policy for this polic We have not received the original policy for this polic	
Unit Stat Tracking	8 9 10				
	11 12 , Policies PolicyTxns Errors	Units Individual Transactions	Unit (+) (+)		
G	Pendy		9	田田 - 1 + 100	Ď
TOP 10 USR EDI (CARRIER)	IT FAILURES	RATIO OF REJECTOTAL USRS	CTED USRS TO	WCPOLS QUEUE	WCSTAT QUEU

Tracking by Category Widget

The tracking by category widget is located on the middle of the dashboard, on the right-hand side. The tracking by category widget allows the user to see at a high level the number of policy and unit statistical errors they have in real time.

The colored badges next to each category show the number of transactions in that category. If the user hoovers over the badge it will define what items can be found in that category.

TRACKING BY CATE	GORY
POLICY ERRORS	Less than 60 Days: 876 Over 60 Days: 1000
UNIT STAT	Pre-Delinquent: 383979 Expected: 11266 Delinquent: 3652 Rejected (AII): 15581
ASSIGNED RISK	30-60 Days: 920 60-90 Days: 1038 Over 90 Days: 164916

Policy Errors:

- <u>Less than 60 Days</u>: Policy errors that are less than 60 days old, that have not yet generated a fine.
 - If the user clicks on the badge to the right, it will navigate them to the error and reject search page, with the individual policy results displayed at the bottom of the screen.
- Over 60 days: Policy errors that are greater than 60 days old, and are accumulating fines.
 - If the user clicks on the badge to the right, it will navigate them to the error and reject search page, with the individual results displayed at the bottom.

Unit Stat:

- <u>Pre-Delinquent:</u> Unsubmitted unit statistical reports that are approaching their due date.
 - If the user clicks on that badge to the right, it will navigate them to the unit stat tracking search page, with the individual unit statistical results displayed at the bottom of the screen.
- Expected: Unsubmitted unit statistical reports that are due.
 - If the user clicks on that badge to the right, it will navigate them to the unit stat tracking search page, with the individual unit statistical results displayed at the bottom of the screen.
- <u>Delinquent:</u> Unsubmitted unit statistical reports that are due, and are accumulating fines.
 - If the user clicks on that badge to the right, it will navigate them to the unit stat tracking search page, with the individual unit statistical results displayed at the bottom of the screen.

<u>Rejected:</u> Submitted unit statistical reports that were rejected, and are accumulating fines.

 If the user clicks on that badge to the right, it will navigate them to the unit stat report search page, with the results individual displayed at the bottom of the screen.

WCPOLS/WCSTAT Queue Widget

The WCPOLS/WCSTAT Queue widget is located on the right-hand side of the dashboard. This widget allows the user to export policies and/or unit statistical reports in the standard WC formats. The user can navigate back and forth between WCPOLS and WCSTAT from the top of the widget. To upload the policy or unit statistical report, see the steps below <u>here</u>.

	WCPC	OLS QUEUE		WCSTAT	QUEUE	
	Carrier 1	Policy Number	Eff. Date 🛝	Txn Code 👊	Issue Date 🛝	
	10448	20WBCA09693	05/01/2020	02	03/22/2020	0
	10448	02WBCAC9SEV	03/22/2020	03	02/25/2020	0
	10448	02WBCAC9SEV	03/22/2020	04	02/25/2020	0
	10448	22WBCAB2QDA	03/26/2020	03	03/24/2020	0
	10456	TESTPLEASEWORK	05/01/2020	15	04/08/2020	0
	10448	22WBCAB2QDA	03/26/2020	02	02/15/2020	0
	19666	JJHJKJK	04/01/2020	01	03/28/2020	0
\cap	10448	22WBCAA807T	01/01/2020	08	03/18/2020	0

Once all policies have been added to their WCPOLS or WCSTAT ques the user can export them to the WC format. The user will select the policies from the left-hand side of the screen, and then use the buttons at the bottom of the widget.

WCPOLS QUEUE				WCSTAT QUEUE			
	Carrier 1	Policy Number 🛝	Eff. Date 🛝	Txn Code 🔱	Issue Date 👊		
\Box	10448	20WBCA09693	05/01/2020	02	03/22/2020	٢	
	10448	02WBCAC9SEV	03/22/2020	03	02/25/2020	٢	
\bigcirc	10448	02WBCAC9SEV	03/22/2020	04	02/25/2020	٢	
\Box	10448	22WBCAB2QDA	03/26/2020	03	03/24/2020	٢	
\Box	10456	TESTPLEASEWORK	05/01/2020	15	04/08/2020	٢	
\Box	10448	22WBCAB2QDA	03/26/2020	02	02/15/2020	٢	
\Box	19666	JJHJKJK	04/01/2020	01	03/28/2020	٢	
	10448	22WBCAA807T	01/01/2020	08	03/18/2020	0	

- <u>Export Selected WCPOLS</u>: Will export selected policies to the WC format, but the policy
 will remain on the widget until the user deletes with the red button on the right-hand side
 of the widget.
- <u>Export Selected WCPOLS and Remove</u>: Will export selected policies to the WC format and will delete the selected policies from the widget.

Unit Statistical Report Analytics Widget

There are multiple Unit Statistical Report Analytics on the Manage Data Dashboard. Each widget is designed to provide real time information on the Unit Statistical data and help the user manage their data submissions.

Top 10 USR Edit Failures (Carrier) & Top 10 USR Edit Failures (Industry):

These are two separate widgets. The first widget shows the top 10 edit failures the specific user's company has, the second widget shows the top 10 edit failures the industry as a whole has.

The user can hover over the edit on the widget to get additional information on the edit.



The user has the option to customize these two widgets to remove different edit severities or include or exclude the carrier from the totals. Located that the bottom of the Top USR Edit Failures for Industry widget the user will notice the options to customize.

By clicking the edit severity, it will add or delete from the graph. The same can be done to include or exclude the carrier. Once everything has been customized, the user can select the Apply button to see the changes in the graph.

nalytics Options	APPLY
Edit Severity: Warning	
Edit Severity: Failure	
Edit Severity: Error	
Edit Severity: Failure & Stop USR	
Exclude User's Carrier(s)	
Analytics Date Range	Last 20 Daves

The user can also customize the graphs with the Analytics Date Range. The drop down will allow the user to select the date range, giving the user the ability to see how the company is doing compared to prior time frames. Once selected the user can click the apply button to see the graphs change.

Analytics Options	AP
Edit Severity: Warning	
Edit Severity: Failure	
Edit Severity: Error	
Edit Severity: Failure & Stop USR	
Exclude User's Carrier(s)	-
Analytics Date Range	Last 30 Days Last 6 Months Last Year

Ratio of Rejected USRs to Total USRs:

This analytics widget shows the ratio of the carriers failed transactions to all transactions that have been submitted. Displayed next to that is the same ratio but for the industry as a whole.



The user has the option to customize this widget to exclude the user's carrier from the graph. By clicking the exclude user's carrier button, it will delete from the graph. Once the selection has been made, the user can select the Apply button to see the changes in the graph.

Analytics Options	APPLY
Exclude User's Carrier(s)	
Analytics Date Range	Last 30 Days 🗸

The user can also customize the graph with the Analytics Date Range. The drop down will allow the user to select the date range, giving the user the ability to see how the company is doing compared to prior time frames. Once selected the user can click the apply button to see the graphs change.

Analytics Options	APPLY
Exclude User's Carrier(s)	
Analytics Date Range	Last 30 Days
	Last 6 Months Last Year

Policy Transaction Analytics Widget

There are multiple Policy Transaction Analytics on the Manage Data Dashboard. Each widget is designed to provide real time information on the Policy Transaction data and help the user manage their data submissions.

Top 10 Policy Edit Failures (Carrier) & Top 10 Policy Edit Failures (Industry):

These are two separate widgets. The first widget shows the top 10 policy edit failures the specific user's company has, the second widget shows the top 10 policy edit failures the industry as a whole has.

The user can hoover over the edit on the widget to get additional information on the edit.



The user has the option to customize these two widgets to remove different edit severities or include or exclude the carrier from the totals. Located that the bottom of the Top Policy Edit Failures for Industry the user will notice the options to customize.

By clicking the edit severity, it will add or delete from the graph. The same can be done to include or exclude the carrier. Once everything has been customized, the user can select the Apply button to see the changes in the graph.

Analytics Options	APPLY
Edit Severity: Warning	
Edit Severity: Transaction Reje	ected
Edit Severity: Submission Reje	ected
Edit Severity: Printed	
Exclude User's Carrier(s)	
Analytics Date Range	Last Month V

The user can also customize the graphs with the Analytics Date Range. The drop down will allow the user to select the date range, giving the user the ability to see how the company is doing compared to prior time frames. Once selected the user can click the apply button to see the graphs change.

alytics Options	APPL
Edit Severity: Warning	
Edit Severity: Transaction Rejected	-
Edit Severity: Submission Rejected	-
Edit Severity: Printed	-
Exclude User's Carrier(s)	-
Analytics Date Range	Last Month
	Last 2 Months Last 3 Months

Ratio of Failed Policy Transactions to Total Policy Transactions:

This analytics widget shows the ratio of the carriers failed policy transactions to all policy transactions that have been submitted. Displayed next to that is the same ratio but for the industry as a whole.



The user has the option to customize this widget to exclude the user's carrier from the graph. By clicking the exclude user's carrier button, it will delete from the graph. Once the selection has been made, the user can select the Apply button to see the changes in the graph.

Analytics Options	Industry
Exclude User's Carrier(s)	
Analytics Date Range	Last Month v

The user can also customize the graph with the Analytics Date Range. The drop down will allow the user to select the date range, giving the user the ability to see how the company is doing compared to prior time frames. Once selected the user can click the apply button to see the graphs change.



WCPOLS/WCSTAT Validation Widget

The WCPOLS/WCSTAT validation widget gives the user the option to test validate the file prior to submitting. The North Carolina Rate Bureau highly recommends using the test validate to confirm the file is correct prior to submission.

WCPOL	s/wcs	STAT TEST VALIDATION
		L Choose a file
Ca	arrier _{↑↓})	File Name

To upload the file the user can click and drag the file, or the user can double click the "Choose a File" box to browse their computer for the file.

Once a file has been uploaded the system will validate for any errors. The results will display at the bottom of the widget, with the response listed on the left-hand side.

WCPO	LS/WCS	STAT TEST VALIDATION
		L. Choose a file
	Carrier _{↑↓} ID	File Name
No errors	Carrier _{↑↓} ID	File Name
No errors Errors	Carrier _{↑↓} ID 11347	File Name

Ideally, the user will correct any errors identified and revalidate the file until it is at a point of displaying "No Errors" as a response. Once no errors are confirmed, the user should use the WCPOLS/WCSTAT upload tool to submit the file to the Rate Bureau.

<u>NOTE:</u> If the user needs to make corrections to errors and resubmits a file for validation they will need to change the file name. Once a file name has been validated once it cannot be revalidated under the same name.

WCPOLS/WCSTAT Upload Widget

The next widget is the WCPOLS/WCSTAT Upload widget. Carriers can import their WC files and the system will submit the data to the North Carolina Rate Bureau every 15 minutes.

To upload the file the user can click and drag the file, or the user can double click the "Choose a File" box to browse their computer for the file.

Once the file is selected the user will see the file name and status at the bottom of the widget. The NCRB does not retain or keep the file to be downloaded later.



Correspondence Search Widget

The correspondence search widget allows the user to search for all letter communication that has been sent to the carrier from the North Carolina Rate Bureau. The user can input search criteria to locate the correspondence needed.

CORRESPONDENCE SEARCI	Н
Policy Number	Combo ID
Policy Number	Combo ID
Issue Date Range	Correspondence Type
mm/dd/yyyy - mm/dd/yyyy	~
Coverage ID	
Coverage ID	
SEARCH RESET	

Policy Number: This is not a required field. However, the user will have to input either a policy number, a correspondence ID or an issued date range. The user can add the information to search for all correspondence for that specific policy.

<u>Combo ID:</u> This is not a required field. The user can add the combo id of the employer.

<u>Issue Date Range</u>: This is not a required field. However, the user will have to input either an issued date range, a correspondence ID, or a policy number. The user can add a date range to find all correspondence that occurred during that time.

Correspondence Type: This is not a required field. The user can use the drop-down menu to select a specific type of correspondence.

Coverage ID: This is not a required field. The user can add the coverage id of the employer.

Once the user has added the search criteria they wish, they can select the search button. The system will navigate the user to the correspondence search results page. This is the same page the user will see if they used the correspondence button on the navigation menu. Steps for this process and detailed information on the results page are located <u>here</u>.

External Applications Widget

The external applications widget allows to the user to navigate to common applications outside of ManageData.

EXTERNAL APPLICA	TIONS	
NC Class Code Lookup	NC Manage Ownership	NC Basic Manual For WC and Employers Liability
NC WC Statistical Plan Manual	Depop Report	

By selecting the appropriate application from the widget, the system will open a new window and navigate to the application.

Experience Rating Search Widget

This widget allows carriers to search for a specific employer's experience rating, or do a search for all ratings that the carrier has issued in a specific time frame.

mployer Name				Zip Code		
Employer Name				Zip Code		
olicy Number		Combo ID		FEIN		
Policy Number		Combo ID		FEIN		
SEARCH	RESET		OP			
0.0			OK			
mm/dd/www-mm/dd	2mm					
RATINGS ISSUED:						
Last 7 days: 😱						
Last 30 days: 765						
Last 90 days: 1728						
SEARCH	RESET					
ombo ID	Employer Name	Latest Mod	ARAP Factor	Rating Effective Date	Zip Code	

The top half of the widget allows the user to input multiple search parameters to locate a specific employers' experience rating.

EXPERIENCE RATING SEARC	H		
Employer Name		Zip Code	
Employer Name		Zip Code	
Policy Number	Combo ID	FEIN	
Policy Number	Combo ID	FEIN	
SEARCH)		

<u>Employer Name</u>: This is not a required field. The user can input the employers' name to generate a search of the experience rating.

<u>Zip Code</u>: This is not a required field. The user can input a zip code, but will have to input another search parameter to generate a result.

Policy Number: This is not a required field. The user can input the policy number for the employer to generate a search of the experience rating.

<u>Combo ID</u>: This is not a required field. The user can input the policy number for the employer to generate a search of the experience rating.

<u>FEIN</u>: This is not a required field. The user can input the <u>full</u> FEIN for the employer to generate a search of the experience rating.

Once the user has added the search criteria the can select search and the results will display at the bottom of the widget.

Combo ID	Employer Name	ţ,	Latest Mod	ARAP Factor	Rating Effective Date	Zip Code
6737994			0.97		02/12/2022	27527

In the latest mod column of the search results, there is a badge. By clicking on the badge, the system will navigate the user to stored experience rating history of the employer.

Date 1	Date	Classifications	Result	Factor	Revisions?
02/12/2022	02/26/2021	Contributing Class Codes: 5645 - CARPENTRY-CONSTRUCTION OF RESIDENTIAL DWELLINGS NOT EXCEEDING THREE STORIES IN HEIGHT	Experience Rated	0.970	No
05/23/2021	02/26/2021	Contributing Class Codes: 5645 - CARPENTRY-CONSTRUCTION OF RESIDENTIAL DWELLINGS NOT EXCEEDING THREE STORIES IN HEIGHT	Experience Rated	0.970	No
0.072.072.021	022202021	Community Uses Uses 645 - CARPENTIK CONSTRUCTION OF RESIDENTIAL DWELLINGS NOT EXCEEDING THREE STORIES IN HEIGHT	Rated	0.970	

By selecting the arrows to the far left, the user will be able to drill down into the specific rating information for each policy period.

	Rating Eff. Date	Issue Date	Classifications		Rating Result		Mod Factor	Has Revisions?
	02/12/2022	02/26/2021	Contributing Class Codes: 5645 - CARPENTRY-CONSTRUCTION OF RESIDENTIAL DWELLI STORIES IN HEIGHT	NGS NOT EXCEEDING THREE	Experience Rated	:e	0.970	No
	Carrier ID		Policy Number	Effective Date		Covera	ge ID	
A	13439		UB9R4338722142G	02/12/2021		271316	00	
	05/23/2021	02/26/2021	Contributing Class Codes: 5645 - CARPENTRY-CONSTRUCTION OF RESIDENTIAL DWELLI STORIES IN HEIGHT	NGS NOT EXCEEDING THREE	Experience Rated	e	0.970	No

To the far left will be a PDF icon. By clicking the PDF icon the system will generate a copy of the experience rating worksheet for that employer for that policy period.

From this screen the user also has the option to export the information to an Excel, CSV or PDF file.

02/12/2022 02/26/2021 Contributing Class Codes: 5645 - CARPENTIPY-CONSTRUCTION OF RESIDENTIAL DWELLINGS NOT EXCEEDING THREE Rated Rated Rated OP			
STORES IN HEIGHT	70 No	Experience Rated	
05/23/2021 02/26/2021 Contributing Diase Codes: 5645 - CARPENTRY-CONSTRUCTION OF RESIDENTIAL DWELLINGS NOT EXCEEDING THREE BArted 0.97 8700-881 N HEIGHT - 1000-881 N	70 No	Experience Rated	

The bottom half of the experience rating search widget allows the user to search for all experience ratings that carrier has issued within a specified time frame.

Issue Date Range	
mm/dd/yyyy - mm/dd/yy	19
RATINGS ISSUED:	
Last 7 days: 75 Last 30 days: 765 Last 90 days: 1728	
SEARCH	RESET

The widget displays pre-selected time frames with a corresponding badge. By clicking on the badge, the system will navigate the user to the experience rating search screen, where the results will display.

EXPERIEN	VCE RA	TING SEARCH							
EXPE	RIE	NCE RATING	SEARCH						
Carrier			Combo ID	Policy Number	Rating Results	Issue Date		Employer Name	
All Carr	iers Se	Hected (539)	Combo ID	Policy Number	All selected (4)	• 09/13/2022 -	10/12/2022	Employer Name	
Export	to WCF	RESET							
Show 1		antilar							
		entries	Excel CSV PDF Print Rate	sheet(s)			Previous	1 2 3 4 5	207 Next
0		Combo ID	Excel CSV PDF Print Rate	sheet(s)		Rating Effective Date	Mod Factor	1 2 3 4 5 Rating Result 1	207 Next
0	•	Combo ID 11. 6182418	Excel CSV PDF Print Rate	sheet(s)		Rating Effective Date 03/31/2023	Previous Mod Factor 1 0.90	1 2 3 4 5 Rating Result 11 Experience Rated	207 Next Issue Date [] 10/04/2022 []
	, ,	Combo ID 11 6182418 3143436	Excel CSV PDF Print Rate	sheet(s)		Rating Effective Date 03/31/2023 03/31/2023	Previous I Mod Factor 11 0.90 0.82 0.82	1 2 3 4 5 Rating Result 11 Experience Rated Experience Rated	207 Next Issue Date [] 10/04/2022 09/26/2022
	> > >	Combo ID 11 6182418 3143436 4206721	Excel CSV PDF Print Rate	sheet(s)		Rating Effective Date 03/31/2023 03/31/2023 03/31/2023	Mod Factor 11 0.90 0.82 0.90 0.90	1 2 3 4 5 Rating Result 1 Experience Rated 1 Experience Rated 1	207 Next Issue Date 11 10/04/2022 11 09/26/2022 11 10/07/2022 11
	> > >	Combe ID 12 6182418 3143436 4206721 6431862	Exol CSV PDF Print Rate	sheet(s)		Rating Effective Date 03/31/2023 03/31/2023 03/31/2023 03/31/2023	Previous 1 Mod Factor 11 0.90 0.92 0.92	1 2 3 4 5 Rating Result 1 Experience Rated 1 Experience Rated 1 Experience Rated 1	207 Next Issue Date 11 10/04/2022 11 09/26/2022 11 10/07/2022 11

If the user clicks the arrow on the far right, a drop down will appear to show additional information about the employers' experience rating for a specific policy period.

By clicking the PDF icon the system will generate a copy of the experience rating worksheet for that employer for that policy period.

Show 1	0 0	entries	Excel CSV PDF Print	Ratesheet(s)			P	revious	1 2 3	4 5	8	Next
0		Combo ID	Employer Name			Rating Effective Date	Mod Factor		Rating Result		Issue Date	
0	•	6452350				02/26/2022	1.15		Experience Rated		02/26/2021	
		Carrier ID	Policy Number	E	fective	Date		Cover	age ID			
۵		80411		02	2/26/20	021		24057	920			
	•	6622804				02/23/2022	0.97		Experience Rated		02/27/2021	
	•	6737994				02/12/2022	0.97		Experience Rated		02/25/2021	
	•	6622804				08/29/2021	0.96		Experience Rated		02/27/2021	

Back on the experience rating search widget, the user also has the option to specify a different date range by using the issue date range feature.

Issue Date Range mm/dd/yyyy - mm/dd/yyyy
RATINGS ISSUED:
Last 7 days: 73
Last 30 days: 765
Last 90 days: 1728

NOTE: The carrier will only be able to see ratings for an employer if they are the carrier on record for the policy.

Take Out Credits Widget

This widget allows the user to see final credit amounts by year and the corresponding final credit report for all companies the user is allowed access to. If a final credit report is not available, then the preliminary report will display if it has been completed.

		Search:		
	Year	Carrier Name	ţi	Credit Amounts
D	2018	10804 -		\$0
۵	2019	10804 -		\$0
Ø	2020	10804 -		\$0
Ø	2021	10804 -		\$0
D	2018	11347 -		\$11,100
D	2019	11347 -		\$17,561
Ø	2020	11347 -		\$17,989
0				

At the bottom of the widget the user can see all listed reports. The user can use the search function at the top of the widget to narrow their search by either year or carrier name.

			Search:		
	Year T.	Carrier Name	L	ţ1	Credit Amounts
Ø	2018	10804 -			\$0
۵	2019	10804 -			\$0
Ø	2020	10804 -			\$0
Ø	2021	10804 -			\$0
D	2018	11347 -			\$11,100
D	2019	11347 -			\$17,561
D	2020	11347 -			\$17,989

To the far left the user will notice a PDF icon. This icon will open another internet browser and display the credit report.



Performance Reports Widget

This widget will serve as a report card feature for the carriers in 2022.

Fine Invoices Widget

This widget allows users to easily access invoice related information including monthly invoices and associated payment history.

		Invoid	e Sent Date	e Range	
voice Number		mm	n/dd/yyyy -	mm/dd/y	ууу
e Month		Fine \	/ear		
September	~	20	21		~
Invoice Sent Number Date	Carrier ID	Invoice Amount	Balance	Invoice Status	Payment History
Dute Dute					

The top half of the widget allows the user to input multiple parameters to locate a specific invoice, invoices for a specific date range or a specific month and year.

d/yyyy - mm/dd/yyyy
~

None of the criteria at the top is required, other than at least one field must be entered/selected before a search can be executed.

Invoice Number: The user can input the exact invoice number, or use the item number for historical invoices.

Invoice Sent Date Range: The user can designate a specific date range to narrow their search. It is important to note that the invoice sent date is the date the invoice was sent to the carrier.

Fine Month/Year: The user can designate a month and year combination to narrow their search. The system will default this to the most recently issued fine month and year.

Once the user has added the search criteria the can select search and the results will display at the bottom of the widget.

Inve	oice Number		Invo	oice Sent Da	ite Range				
In	voice Number		m	mm/dd/yyyy - mm/dd/yyyy					
Fine	e Month		Fine	e Year					
(October	~		2021		~			
Exc	cel CSV PDF								
Exc	cel CSV PDF	Invoice 10 Sent Date	Carrier ^{↑↓} ID	Total ↑↓ Invoice Amount	tu Balance	Invoie Statu			
Ex	cel CSV PDF Invoice Number 3014710202132	Invoice Sent Date 11/2021	Carrier ID 30147	Total Invoice Amount \$50	1↓ Balance \$50	Invoid Statu Un			
Ex«	cel CSV PDF Invoice Number 3014710202132 2060510202132	Invoice Sent Date 11/2021 11/2021	Carrier ID 30147 20605	Total ∩ Invoice Amount \$50 \$300	1↓ Balance \$50 \$300	Invoid Statu Uni Uni			
Exc Exc Exc Exc Exc Exc Exc Exc	cel CSV PDF Invoice Number 3014710202132 2060510202132 1966610202132	Invoice Sent Date 11/2021 11/2021 11/2021	Carrier ID 30147 20605 19666	Total Invoice 1/2 Amount \$50 \$300 \$450	11 Balance \$50 \$300 \$450	Invoir Statu Uni Uni			
Ex«	Cel CSV PDF Invoice 1 Number 3014710202132 2060510202132 1966610202132 1966610202132 1497410202132	Invoice N Sent Date 11/2021 11/2021 11/2021 11/2021	Carrier ID 30147 20605 19666 14974	Total Invoice 1/2 Amount \$50 \$300 \$450 \$150 \$150	11 Balance \$50 \$300 \$450 \$150	Invoi Statu Un Un Un			

Each line item in the search results is an individual invoice for each carrier that the user has access to.

Working from left to right in the results grid, the pdf icon will open a new browser tab and display the invoice.

Inve	oice Number		Inve	oice Sent Da	te Range				
In	voice Number		m	mm/dd/yyyy - mm/dd/yyyy					
Fine	e Month		Fine	e Year					
(October	~		2021		~			
Exc	cel CSV PDF	Invoice Sent Date	Carrier ID 30147	Total Invoice Amount \$50	া Balance ৩১০	Invoi Statu			
Exc	cel CSV PDF Invoice Number 3014710202132 2060510202132	Invoice Sent Date 11/2021 11/2021	Carrier ID 30147 20605	Total Invoice Amount \$50 \$300	11 Balance \$50 \$300	Invoid Statu Uni			
Exc	cel CSV PDF Invoice Number 3014710202132 2060510202132 1966610202132	Invoice Sent Date 11/2021 11/2021 11/2021	Carrier ID 30147 20605 19666	Total Invoice Amount \$50 \$300 \$450	11 Balance \$50 \$300 \$450	Invoid Statu Uni Uni			
	cel CSV PDF Invoice Number 3014710202132 2060510202132 1966610202132 1497410202132	Invoice Sent Date 11/2021 11/2021 11/2021	Carrier ID 30147 20605 19666 14974	Total Invoice Amount \$50 \$300 \$450 \$150	11 Balance \$50 \$300 \$450 \$150	Invoid Statu Un Un Un			



The invoice number is also hyperlinked and will navigate the user to the fines search screen and will display each individual fine that contributed to the invoiced total.

IN	IE INVOICES	5								
Inve	oice Number		Invo	oice Sent Da	ate Range					
In	voice Number		m	mm/dd/yyyy - mm/dd/yyyy						
Fine	e Month		Fine	e Year						
(October	~		2021		~				
	SEARCH RESE	т								
Exc	cel CSV PDF	Invoice 11 Sent Date	Carrier ^{↑↓} ID	Total ↑↓ Invoice Amount	t↓ Balance	Invoi Statu				
Exc	cel CSV PDF Invoice Number 3014710202132	Invoice 11 Sent Date	Carrier ID 30147	Total Invoice Amount \$50	t↓ Balance \$50	Invoie Statu Un				
Exc	SEARCH RESE cel CSV PDF Invoice 11 Number 3014710202132 2060510202132 2060510202132	Invoice N Sent Date 11/2021 11/2021	Carrier ID 30147 20605	Total ↑↓ Invoice Amount \$50 \$300	1↓ Balance \$50 \$300	Invoid Statu Un Un				
Exc Exc Exc Exc Exc Exc Exc Exc Exc Exc	SEARCH RESE cel CSV PDF Invoice 11 Number 3014710202132 2060510202132 1966610202132	Invoice 11 Sent Date 11/2021 11/2021 11/2021	Carrier ID 30147 20605 19666	Total Invoice Amount \$50 \$300 \$450	11 Balance \$50 \$300 \$450	Invoid Statu Uni Uni Uni				
Exc Exc Exc Exc Exc Exc Exc Exc Exc Exc	SEARCH RESE cel CSV PDF Invoice 11 Number 3014710202132 2060510202132 1966610202132 1497410202132 1497410202132	Invoice Sent Date 11/2021 11/2021 11/2021 11/2021	Carrier ID 30147 20605 19666 14974	Total Invoice Amount \$50 \$300 \$450 \$150	1J Balance \$50 \$300 \$450 \$150	Invoi Statu Un Un Un Un				

	E BOREAU I	FOR THE DA	IA SUBMITT	ER .											
INE	SEARCH														
ch poli	cy transaction w	ith a finable (error or rejec	ction must be re	solved within the 2-month period	i following th	e month the e	rror was iss	ued. US	Rs are fin	able on ti	he 21st Month. NC allows a grace period of another 30 days fror	n the finable	date. Missin	ng
st repo	rts and missing F represents dat	subsequent a not found.	reports are f	fined on the 22n	d Month. A fine of \$50 per month	h will be ass	essed until eac	ch finable er	ror or re	jection is	resolved				
nrier *					Fine Category	F	ine Type								
All Carri	ers Selected (53	9)		•	All	~						~			
voice N	lumber		Fine N	Ionth	Fine Year										
199680	6202232				~	~									
	~ ~														
SEARCH	4) (R	ESET													
	-														
	• entrine				You	r consch sot	uned 14 mos	rd(r) for a l	total fin		t of \$700				
now 10	• entries		Excel	I CSV Cop	y You	r search retu	urned 14 reco	rd(s) for a t	total fin	e amoun	t of \$700)	Previous	1 2 N	N
ow 10 vrier 1	entries Invoice	Policy/USR	Excel	I CSV Copy	y You	r search retu Effective Date	Received 1	rd(s) for a t	total fin RPT	e amoun CORR No.	t of \$700	Error Message	Previous	1 2 M	N
ow 10 arrier 11 1968	entries Invoice Number 1996806202232	Policy/USR USR	Fine 11 Type REJ	I CSV Copy	y You Policy Number WCV6172080	Effective Date 08/18/2019	Received 14 reco	rd(s) for a t TXN I. Code N/F	RPT 1 No.	e amoun CORR No.	t of \$700	Error Message	Previous Fine Amount \$50	1 2 M Fine Date 06/26/2022	2
0w 10 arrier 11 1968	entries Invoice Number 1996806202232	Policy/USR USR USR	Fine 1. Type 1. REJ REJ	I CSV Cop	y You Policy Number WCV6172080 WCV9114908	Effective Date 08/18/2019 08/04/2018	Received pate pate 02/28/2022 02/28/2022	TXN Code N/F	RPT No.	CORR No. 00	t of \$700	Error Message N/F	Previous Fine Amount \$50 \$50	1 2 N 1 Fine Date 06/26/2022 06/26/2022 06/26/2022	N 11 2
ow 10 mier 11 1968 1968	entries Invoice Number 1996806202232 1996806202232	Policy/USR USR USR USR	Fine 1: Type 1: REJ REJ REJ	I CSV Cop	y You You WCV6172080 WCV6172080 WCV6174088 WCV6193359	Effective Date 08/18/2019 08/04/2018 08/04/2020	Received pate 02/28/2022 02/28/2022 05/27/2022	TXN Code N/F	RPT 1 No. 02 03 01	CORR No. 00 00 00	Edit ID N/F N/F N/F	Error Message N/F N/F N/F	Previous 1 Fine Amount \$50 \$50 \$50 \$50	1 2 N 11 Fine Date 0 06/26/2022 06/26/2022 0 06/26/2022 06/26/2022 0	N 11 2 2
10 10 10 10 10 10 10 10 10 10 10 10 10 1	entries invoice Number 1996806202232 1996806202232 1996806202232 1996806202232	Policy/USR USR USR USR USR USR	Excel Fine 1. Type 1. REJ REJ REJ DLQ	I CSV Copy	y Policy Number 2 WCV6172080 WCV6174088 WCV6143099	Effective Date Effective 08/18/2019 08/04/2018 08/04/2020 08/04/2020 05/01/2018	Received Date Option 02/28/2022 02/28/2022 05/27/2022 05/27/2022 N/F	TXN Code N/F N/F N/F	RPT III No. 02 03 01 03 03	CORR No. No. 00 00 00 00 00	Edit F ID N/F N/F N/F N/F N/F	Error Message N/F N/F N/F N/F	Previous I Fine Amount \$50 \$50 \$50 \$50 \$50 \$50	1 2 N 11 Fine Date 06/26/2022 06/26/2022 06/26/2022 06/26/2022 06/26/2022 06/26/2022 06/26/2022	N 2 2 2
now 10 arrier 11 3968 1968 1968	 entries Invoice Number 1996806202232 1996806202232 1996806202232 1996806202232 1996806202232 1996806202232 	Policy/USR USR USR USR USR POLICY	Excel Fine 1: Type REJ REJ REJ DLQ Late	I CSV Copy	y Y You You You You You You You You You Y	Effective Date Effective 08/18/2019 08/04/2018 08/04/2020 05/01/2018 02/23/2022	Received Date 14 record 02/28/2022 02/28/2022 05/27/2022 05/27/2022 N/F 06/30/2022	TXN Code N/F N/F N/F 02	RPT 0 02 03 01 03 N/F 03	CORR No. 00 00 00 00 00 00 00 00	Edit Edit ID N/F N/F N/F N/F N/F N/F N/F	Error Message N/F N/F N/F N/F N/F	Previous Fine Amount \$50 \$50 \$50 \$50 \$50 \$50 \$50	1 2 N 11 Fine Date 06/26/2022 06/26/2022 06/26/2022 06/26/2022 06/26/2022 06/30/2022 06/30/2022	N 2 2 2 2 2
10 10 10 10 10 10 10 10 10 10 10 10 10 1	entries e	Policy/USR USR USR USR USR USR POLICY POLICY	Excel Fine 11 Type 11 REJ REJ REJ DLQ Late Late	I CSV Copy	y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	Effective Date 08/18/2019 08/04/2018 08/04/2020 05/01/2018 02/23/2022 03/08/2022	Received Date 02/28/2022 02/28/2022 05/27/2022 05/27/2022 N/F 06/30/2022 06/30/2022 06/30/2022	TXN 1 Code 1 N/F 1 N/F 1 N/F 2 02 02	RPT No. 02 03 01 03 N/F N/F	CORR No. CORR 00 00 00 00 00 N/F N/F	Edit 10 10 10 10 10 10 10 10 10 10 10 10 10	Епог Message N/F N/F N/F N/F N/F N/F	Previous Fine Amount \$50 \$50 \$50 \$50 \$50 \$50 \$50 \$50 \$50	1 2 N II Fine Date 06/26/2022 06/26/2022 06/26/2022 06/26/2022 06/26/2022 06/26/2022 06/30/2022 06/30/2022 06/30/2022 06/30/2022	222222
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The invoice sent date displays the date the invoice was sent to the carrier. For example, October fines will display an invoice sent date of November.

	IE INVOICES								
nv	oice Number		Invo	oice Sent Da	ate Range				
In	voice Number		m	mm/dd/yyyy - mm/dd/yyyy					
Fine	e Month		Fine	e Year					
(October	~	/ 2	2021		~			
Ex									
Exe	cel CSV PDF	Invoice N Sent Date	Carrier ^{↑↓} ID	Total ↑↓ Invoice Amount	î↓ Balance	Invoi Statu			
Ex	cel CSV PDF Invoice Number 3014710202132	Invoice îl Sent Date 11/2021	Carrier ID 30147	Total Invoice Amount \$50	1↓ Balance \$50	Invoi Statu Un			
Ex	tel CSV PDF Invoice Number 3014710202132 2060510202132	Invoice _{↑↓} Sent Date 11/2021 11/2021	Carrier ID 30147 20605	Total Invoice Amount \$50 \$300	1↓ Balance \$50 \$300	Invoi Statu Un			
Ex«	tel CSV PDF Invoice Number 3014710202132 2060510202132 1966610202132	Invoice Sent Date 11/2021 11/2021 11/2021	Carrier ID 30147 20605 19666	Total Invoice Amount \$50 \$300 \$450	1↓ Balance \$50 \$300 \$450	Invoi Statu Un Un			
	tel CSV PDF Invoice Number 3014710202132 2060510202132 1966610202132 1497410202132	Invoice Sent Date 11/2021 11/2021 11/2021 11/2021	Carrier ID 30147 20605 19666 14974	Total Invoice Amount \$50 \$300 \$450 \$150	11 Balance \$50 \$300 \$450 \$150	Invoi Statu Un Un Un			
The widget also displays the total invoice amount and the current balance.

Invo	oice Number		Invo	oice Sent Da	te Range	
In	voice Number		m	m/dd/yyyy	- mm/dd/	уууу
Fine	e Month		Fine	Year		
(October	~	/ 2	2021		~
Exc	cel CSV PDF	Invoice 11 Sent Date	Carrier ID	Total ∩ Invoice Amount	î↓ Balance	Invoi Statu
Exc	cel CSV PDF Invoice Number 3014710202132	Invoice Sent Date 11/2021	Carrier ID 30147	Total Invoice Amount \$50	n Balance \$50	Invoie Statu Un
Exc Exc Exc Exc Exc Exc Exc Exc Exc Exc	cel CSV PDF Invoice Number 3014710202132 2060510202132	Invoice Sent Date 11/2021 11/2021	Carrier ID 30147 20605	Total Invoice Amount \$50 \$300	1↓ Balance \$50 \$300	Invoid Statu Un
Exc 2 2	cel CSV PDF Invoice Number 3014710202132 2060510202132 1966610202132	Invoice N Sent Date 11/2021 11/2021 11/2021	Carrier ID 30147 20605 19666	Total Invoice Amount \$50 \$300 \$450	11 Balance \$50 \$300 \$450	Invoid Statu Un Un Un
Exc A A A A A A A A A A A A A A A A A A A	cel CSV PDF Invoice Number 3014710202132 2060510202132 1966610202132 1497410202132	Invoice Sent Date 11/2021 11/2021 11/2021 11/2021	Carrier ID 30147 20605 19666 14974	Total Invoice Amount \$50 \$300 \$450 \$150	11 Balance \$50 \$300 \$450 \$150	Invoid Statu Un Un Un Un

By using the scroll bar on the bottom, the user will see the next column highlights the invoice status. Note that the status will show as unpaid even if a portion of the invoice has been paid. It will change to paid once the invoice has been paid in full.

Invoice N	umber		Invoic	e Sent Date	Range
Invoice	Number		mm	/dd/yyyy -	mm/dd/yy
Fine Mon	th		Fine Ye	ar	
October ~			2021		
Excel C Invoice Sent Date	SV PDF	Total Invoice Amount	î↓ Balance	Invoice Status	Payment History
Excel C Invoice Sent Date 11/2021	SV PDF	Total ∩ Invoice Amount \$50	n Balance \$50	Invoice Status Unpaid	Payment History
Excel C Invoice Sent Date 11/2021 11/2021	5V PDF Carrier 1D 30147 20605	Total Invoice Amount \$50 \$300	1↓ Balance \$50 \$300	Invoice Status Unpaid Unpaid	Payment History
Excel C Invoice Sent Date 11/2021 11/2021 11/2021	SV PDF Carrier ID 30147 20605 19666	Total Invoice Amount \$50 \$300 \$450	11 Balance \$50 \$300 \$450	Invoice Status Unpaid Unpaid Unpaid	Payment History
Excel C: Invoice Sent Date 11/2021 11/2021 11/2021 11/2021	5V PDF Carrier ID 30147 20605 19666 14974	Total Invoice Amount \$50 \$300 \$450 \$150	11 Balance \$50 \$300 \$450 \$150	Invoice Status Unpaid Unpaid Unpaid Unpaid	Payment History

The final column on the widget is the payment history. The folder icon will generate a pop-up box that will display the payment history for that specific invoice. This unique feature allows carriers to see if a payment has been applied without an inquiry to the North Carolina Rate Bureau. The payment history provides detail such as check number, and the date the payment was applied.

Invoice Nu	umber		Invoic	e Sent Date	Range
Invoice	Number		mm	/dd/vvvv -	mm/dd/vvvv
				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,, , , , , , , , , , , , , , ,
Fine Mont	h		Fine Ye	ear	
Octob	ber	~	20	21	~
Evcel CS					
Excel CS Invoice ↑↓ Sent Date	V PDF Carrier	Total Invoice Amount	†↓ Balance	lnvoice Status	Payment History
Excel CS Invoice N Sent Date 11/2021	V PDF Carrier	Total Invoice Amount \$50	î↓ Balance \$50	Invoice Status Unpaid	Payment History
Excel CS' Invoice 11 Sent Date 11/2021 11/2021	V PDF Carrier ID 30147 20605	Total Invoice Amount \$50 \$300	↑↓ Balance \$50 \$300	Invoice Status Unpaid Unpaid	Payment History
Excel CS ² Invoice Sent Date 11/2021 11/2021 11/2021	V PDF Carrier ID 30147 20605 19666	Total Invoice Amount \$50 \$300 \$450	1↓ Balance \$50 \$300 \$450	Invoice Status Unpaid Unpaid Unpaid	Payment History
Excel CS' Invoice N Sent Date 11/2021 11/2021 11/2021 11/2021	V PDF Carrier ID 30147 20605 19666 14974	Total 11 Invoice Amount \$50 \$300 \$450 \$150	11 Balance \$50 \$300 \$450 \$150	Invoice Status Unpaid Unpaid Unpaid Unpaid	Payment History

Invoice Number Event Date Entry Type Payment Method Check/ACH Number Check/ACH Amount Amount 1134709202132 10/25/2021 1:28 PM Credit-Paid ACH/EFT 247370 \$200.00 \$50.00 1134709202132 10/25/2021 1:28 PM Credit-Paid ACH/EFT 247370 \$200.00 \$50.00	Applied
1134709202132 10/25/2021 1:28 PM Credit-Paid ACH/EFT 247370 \$200.00 \$50.00 1134709202132 10/25/2021 1:28 PM Credit-Paid ACH/EFT 247370 \$200.00 \$50.00	
1134709202132 10/25/2021 1:28 PM Credit-Paid ACH/EFT 247370 \$200.00 \$50.00	
1134709202132 10/25/2021 1:28 PM Credit-Paid ACH/EFT 247370 \$200.00 \$50.00	
1134709202132 10/25/2021 1:28 PM Credit-Paid ACH/EFT ^{OO} 247370 \$200.00 \$50.00	

The user can also export the fine invoice search results to an excel file, csv file or pdf, using the buttons at the top of the search results.

Invoice Nu	umber		Invoic	e Sent Date	Range
Invoice	Number		mm	/dd/yyyy -	mm/dd/yyyy
Fine Mont	h		Fine Ye	ar	
Octob	ber	~	20	21	~
	~				
Excel CS Invoice _{î↓} Sent Date	V PDF Carrier ID	Total Invoice Amount	†↓ Balance	Invoice Status	Payment History
Excel CS Invoice 11 Sent Date 11/2021	V PDF	Total Invoice Amount \$50	î↓ Balance \$50	Invoice Status Unpaid	Payment History
Excel CS Invoice Sent Date 11/2021 11/2021	V PDF Carrier ID 30147 20605	Total Invoice Amount \$50 \$300	∩↓ Balance \$50 \$300	Invoice Status Unpaid Unpaid	Payment History
Excel CS Invoice Sent Date 11/2021 11/2021 11/2021	V PDF Carrier ID 30147 20605 19666	Total 11 Invoice Amount \$50 \$300 \$450	11 Balance \$50 \$300 \$450	Invoice Status Unpaid Unpaid Unpaid	Payment History
Excel CS Invoice Sent Date 11/2021 11/2021 11/2021 11/2021	V PDF Carrier ID 30147 20605 19666 14974	Total Invoice Amount \$50 \$300 \$450 \$150	11 Balance \$50 \$300 \$450 \$150	Invoice Status Unpaid Unpaid Unpaid Unpaid	Payment History

NOTE: Once an invoice is generated by the North Carolina Rate Bureau, an email notification will be sent to the carrier typically on the 8th of each month. The email will include a copy of the applicable invoice. In addition, the invoice will be available on the dashboard through this invoice widget.

Underwriter Dashboard

The landing page for the Manage Data application is called the dashboard. Depending on the user's role with the carrier, they will either see the data submitter or underwriter dashboard and possibly the assigned risk dashboard. If the user's role requires access to all dashboards, they will see a drop down on the navigation menu and they can navigate between them. If the user does not see the drop down, they can contact their master web administrator and request their role be adjusted.

RATE BUREAU	ANACE DATA		Deshboard •	Policy * Unit * Corres	pondence Assigned Risk * F	ines Admin * Back to Portal (mtw)	1
SEARCH Pulley Number Policy Number (secores) (ser stor)	RULET	Policy (Hective Date mm/dd/yyyy	Data Submitter Dashboard Underwritter Dashboard Assigned Risk Dashboard		NOTIFICATIONS		۲
MY LIST				EXPORT ALL MYLIST	TRACKING BY CAT	EGORY	
POLICY POLICY	NOTE POLICY NO. SP. DATE EM. DA		FREMARY ADDED	EXPORT POLICY HYLIST	POLICY ERRORS	Less than 60 Days: (***) Over 60 Days: (***)	
a Indektud Trenantiers	0	No tala avalativa in	fudite:		UNIT STAT	Pre-Delinquent: (2007) Expected: (1000) Delinquent: (2007) Rejected (All): (1007)	
Delin Sector Transitions Unit Stat Transitions	0				ASSIGNED BISK	30-60 Days: 200 60-90 Days: 300 Over 90 Days: 300713	
					FINE INVOICES	Invoke Snel Dale Range mm/dd/yyyy - mm/dd/yyyy Flan Your V 2022 V	
		DUTIO OF			SEARCH MEAT		1

The underwriter dashboard functions in the same way the data submitter dashboard does. It allows carriers to see their data at a high level, and manage accordingly. The underwriter dashboard has many of the same features as the data submitter dashboard – <u>search widget</u>, <u>notifications widget</u>, <u>correspondence search widget</u>, <u>external applications widget</u>, <u>take out</u> <u>credits widget</u> and the <u>experience rating search widget</u>. All are linked respectively to take you to their section in this document.

Loss Cost Multiplier Widget

The loss cost multiplier widget allows the user to see all filed loss cost multipliers for each carrier they are associated with.

		iplier	Date	
10227 -	1.59	5	01/11/	2011
11347 -	1.54	4	04/01/	2018
13439 -	2.47	0	04/01/	2018
13579 -	1.54	4	04/01/	2018
19399 -	1.56	4	04/01/	2010
27405 -	1.07	4	07/01/	1996
80012 -	1.09	5	04/01/	2009

The user has the option to search for a specific carrier if the list is extensive with the search bar at the top of the widget.

	S	earch:	rch:	
Carrier	î. Lo M	oss Cost Iultiplier	îJ	Effective Date
10227 -	1.	595		01/11/2011
11347 -	1.	544		04/01/2018
13439 -	2.	470		04/01/2018
13579 -	1.	544		04/01/2018
19399 -	1.	564		04/01/2010
27405 -	1.	.074		07/01/1996
80012 -	1.	095		04/01/2009

At the bottom of the widget there is a linked email address. This link will allow the carrier to email the North Carolina Rate Bureau directly if they wish to dispute the findings.

LOSS COST MULTIPLIER	Search:	
Carrier	∩ Loss Cost Multiplier	↑↓ Effective ↑↓ Date
10227 -	1.595	01/11/2011
11347 -	1.544	04/01/2018
13439 -	2.470	04/01/2018
13579 -	1.544	04/01/2018
19399 -	1.564	04/01/2010
27405 -	1.074	07/01/1996
80012 -	1.095	04/01/2009
00012	1.000	04/01/2007
Please contact wcfilings@ncrb.org w Loss Cost Multipliers.	vith any questions. Click here for the full	list of All carriers

Also located at the bottom of the widget is a link to view all carriers filed loss cost multipliers. This link will navigate the user to the North Carolina Rate Bureau website where they will see an excel link with the information.

Carrier	Loss Cost Multiplier	1〕 Effective 1〕 Date		
10227 -	1.595	01/11/2011		
11347 -	1.544	04/01/2018		
13439 -	2.470	04/01/2018		
13579 -	1.544	04/01/2018		
19399 -	1.564	04/01/2010		
27405 -	1.074	07/01/1996		
80012 -	1.095	04/01/2009		
WORKERS COMPENSATION -	PRIVATE PASSENGER AUTOMOBI	ILE - RESIDENTIAL PROPER	TY • FOSTER CARE LIABILITY •	TRAINING & USER GL
WORKERS COMPENSATION → VOLUNTARY N Carriers Loss Cost Multipliers Loss Costs Multiplier Filings F Schedule Rating Plan Voluntary (Advisory) Miscella Voluntary Premium Algorithr CLASS CODE C	PRIVATE PASSENGER AUTOMOBI IARKET] orms neous Values n HANGES BY YEAR	ILE - RESIDENTIAL PROPER	TY • FOSTER CARE LIABILITY •	TRAINING & USER GL

Assigned Risk Dashboard

The landing page for the Manage Data application is called the dashboard. Depending on the user's role with the carrier, they will either see the data submitter or underwriter dashboard and possibly the assigned risk dashboard. If the user's role requires access to all dashboards, they will see a drop down on the navigation menu and they can navigate between them. If the user does not see the drop down, they can contact their master web administrator and request their role be adjusted.

RATE BUREAU POR THE DATA SUBMITTER	Dashboard • Policy • Unit • Corre	pondence Assigned Risk = Fines Admin = Back to Portal (mtw)
SEARCH Policy Number Policy Number (me,1919) (wet 1511) (mocr)	Data Submittler Dashboard Underwriter Dashboard Aulig Blettier Date Man Scholard Man Scholard	
MY LIST	EXPORT ALL MYLIST	TRACKING BY CATEGORY
POLICY	EXPOSIT POLICY HYLIST COMBO & COV & STATUS AMME DATE USER	POLICY ERRORS Less than 60 Days: (25) Over 60 Days: (25)
at Included Executions	No data avaitable in factor	UNIT STAT Especied (AR) Delinquert (STAR) Rejected (AR) (STAR)
B Unix C is included features C - Unit fractions C - Unit fractions C - C		ASSIGNED RISK 60-90 Days: 100 Over 90 Days: 100
		FINE INVOICES Invoids Namber Invoids Namber Invoids Namber Res Mande September V 2022 V
TOP 10 USR EDIT FAILURES (CARRIER)	RATIO OF REJECTED USRS TO TOTAL USRS	ILLINGCAN (MERET

The assigned risk dashboard functions in the same way the other dashboards do. It allows carriers to see their data at a high level, and manage accordingly. The assigned risk dashboard has some of the same features as the other dashboards including the <u>experience rating search</u> widget and <u>external applications widget</u>. Those are linked respectively to take you to their section in this document.

Tracking by Category Widget

The tracking by category widget allows the user to see at a high level the number of policy and unit statistical errors they have in real time. On the assigned risk dashboard there is an added option for non-compliant transactions.

To review how the tracking by category widget works, please check out the widget instructions located <u>here</u>. Below is information on the added option for the non-compliant transactions.



Assigned Risk:

- <u>30-60 Days</u>: Non-compliant transactions 30 days past the non-compliant effective date.
 If the user clicks on that badge to the right, it will navigate them to the
 - compliance/non-compliance search page, with the individual results displayed at the bottom of the screen.
- <u>60-90 Days</u>: Non-compliant transactions 60-90 days past the non-compliant effective date.
 - If the user clicks on that badge to the right, it will navigate them to the compliance/non-compliance search page, with the individual results displayed at the bottom of the screen.

- Over 90 Days: Non-compliant transactions over 90 days past the non-compliant effective date.
 - If the user clicks on that badge to the right, it will navigate them to the compliance/non-compliance search page, with the individual results displayed at the bottom of the screen.

Assigned Risk Policies Widget

The assigned risk policies widget allows a user to search for assigned risk policy data. The user has the ability to filter and search for assigned risk policies including policies received by North Carolina Rate Bureau (covered) and outstanding policies.

Coverage ID	Insured Name	Policy Number	
Coverage ID	Insured Name	Policy Number	
Payment Confirmation	Effective Date	Assign Date	
Payment Confirmation #	mm/dd/yyyy - mm/dd/yyyy	mm/dd/yyyy - mm/dd/yyyy	
Policies Status Excel CSV PDF Copy	* SEARCH RESET		
Coverage 11 Insured Policy 11 Effective 11 Total Date Paid	Amount 1 Payment 1 Assign 1 Link Status		
	No data available in table		

None of the criteria at the top is required to execute a search, other than at least one field must be entered/selected.

Coverage ID: This is not a required field. The user can input the coverage ID for a specific employer.

Insured Name: This is not a required field. The user can search by a specific employer name.

Policy Number: This is not a required field. The user can search for the policy given the unique policy number.

<u>Effective Date</u>: This is not a required field. The user can search by effective date to generate a list of policies in the search results.

Payment Confirmation Number: This is not a required field. The user can use the payment confirmation number given to narrow their search.

<u>Assign Date:</u> This is not a required field. The user can search by the assignment date to generate a list of policies in the search results.

Policies Status: This is not a required field. The user can use the drop down to select either: policy received or specific date range for outstanding policies.

Once the user has added the search criteria they wish, they can select the search button to show the results.

werage ID	Insured Name	Policy Number
Coverage ID	Insured Name	DAP99000064000
yment Confirmation	Effective Date	Assign Date
Payment Confirmation #	mm/dd/yyyy - mm/dd/yyyy	mm/dd/yyyy - mm/dd/yyyy
licies Status	SEARCH	
Excel CSV PDF Copy		
overage ID Insured Policy Num	iber 🚏 Effective Date 👘 Total Amount Paid 👘	Payment Confirmation Assign Date Link Statu
Hides Status	SEARCH SEST	Payment Pontemation Assisten Data 11

The user will notice the Link column has a hyperlink. If the user has web security access they will be navigated to the NOA system to view the application. If the user does not have access to NOA, the link will be disabled.

The user will also notice to the far right there will be a colored badge if the policy is still outstanding. Once the policy has been received, the badge will not display. The number itself represents the numbers of days since the assignment was made.

Green Badge: Represents policies 0-30 days from assignment date with no policy.

Yellow Badge: Represents policies 31-60 days from assignment date with no policy.

Red Badge: Represents policies over 60 days from assignment date with no policy.

Carrier Assigned Risk Market Status Report Widget

The carrier assigned risk market status report widget will display the quota information for the current year.

	-	ourrer rennum		rargernatio	Autuantitutio
	5505	\$13,272,320	\$53,615,071	23.218	24.7
	5505	\$13,272,320	\$55,015,071	23.210	

Expired Assigned Risk Policy Report

The expired assigned risk policy report widget will display a report all assigned risk policies broken down by carrier id that the user has access to.

EXI	PIRED ASSIGNED RISK POLICY REPORT
Rep	oort Date Range
mr	n/dd/yyyy - mm/dd/yyyy
↑↓	Carrier ît
ß	15555 - EMPLOYERS INSURANCE COMPANY OF WAUSAU
ß	15628 - LIBERTY MUTUAL INSURANCE COMPANY
ß	16586 - LIBERTY MUTUAL FIRE INS CO
ß	27243 - LM INSURANCE CORPORATION

Note: The user will need to specify a specific date range before they can view the report. Once the user has added the criteria they can select the pdf icon. A new browser tab will open and display the report for the user.

🕿 Assigned Risk - Manage Data 🛛 🗙 🔇 Rur	Report × +			\sim	- 0	×
\leftrightarrow \rightarrow C a test2016.ncrb.org/Manage	eData/Reports/RunReport			Q	A 🗯 .	1 :
≡ RunReport	2/3 -	- 90% + 1 🗄 🔇			± ē	:
1	AR 14 11/03/21 The Workers Compensation Insurance policy for of these risks please send us a copy. If a r policy listed below was concelled prior	NORTH CAROLINA RATE BUREAU EXPIRED ASSIGNED RISK POLICY REPORT each of the following risks has expired. If a renewal mewal policy for any of these risks has not been issu to the normal expiration date, please send us a copy of	Page : 1 policy has been issued for ed, blease toll us why. If f the cancellation motice.	Open ir	n Acrobat	×
2	CVG ID EMPLOYER	CARRIER POLICY	POLICY PERIOD			
3						
						÷

Embedded Links

Located through-out Manage Data are embedded links. These links easily navigate the user to different sections of the database.

Policy Number: When the policy number is linked, the user can select and it will navigate them

to the View Policy Information Page. From here the user can see all the data elements of the policy transaction.

TXN (Transaction) Code: When the TXN code is linked, the user can select and it will navigate them to the View Transaction Page. From here the user can see the individual policy transaction data.

Report Number: When the Report Number is hyperlinked, the user can select and it will navigate them to the View Unit Stat Report. From here the user can see submitted Unit Statistical Report data and make corrections.

Submission ID: When the Submission ID is hyperlinked, the user can select and it will navigate them to the policy search screen where the user can see all transactions for that submission and see their correlating status.

<u>Edit ID:</u> When the Edit ID is hyperlinked, the user will be given a full description of the edit in a new window.

Insured Name: When the Insured Name is hyperlinked, the user can select and it will navigate them to the Employer Chronicle Page. From here the user can see employer information, such as the experience modification.

<u>Address</u>: When the Address is hyperlinked, the user can select and it will navigate them to google maps, where the user can see the physical location of the employer.

Invoice Number: When the Invoice Number is hyperlinked, the user can select and it will navigate them to the fines search screen and will display each individual fine that contributed to the invoiced total.

Employer Chronicle

Manage Data provides a tool called the Employer Chronicle which shows the carrier the latest employer information at the combinable group level.

To access the Employer Chronicle the user will input the policy number in the search widget on the dashboard, and select the employer button.

SEARCH	
Policy Number	Policy Effective Date
	mm/dd/yyyy
EMPLOYER UNIT STAT POLICY	

The results will show the latest rating information, the primary name and the address for the insured. By expanding the row on the left, the user will see all the coverage id's under this combo group.

Combo ID 1	Ratin	g Eff. Date 🌐 🌐	Rating Result	Interstate ID	1 Mod Factor	Name	Add	ress				
6744603					0.00		(-	-	
Coverage ID		Insured Name			Address			Foreign Addr. Ind.	Area		Country	
27205280								N				

Expanding the rows even further, the system will display all of the carriers' policies related to that employer contained in our records.

Co	mbo ID 👘 🍴	Rating	Eff. Date	1 Rating Re	sult 🏦 🛙	nterstate ID	1. Mor	d Factor	1 Name			Add	dress			
67	44603						0.00	J C	1	_	_	¢				
c	Coverage ID	ţ1	Insured Name				Address						Foreign Addr. Ind.	Area	Country	
2	27205280	1	_	-	-			_			-		Ν			
Pc N	11 olicy Jumber	NCCI ID	11 Period Eff. Date	Period †↓ Exp. Date	Cov. Eff. Date	11 Cov. Exp. Date	†↓ Status	ARAP Factor	11 Missing Units?	E						
83	3WECIL8435	10456	07/25/2019	07/25/2020	07/25/2019	07/25/2020	CANC	1.00	N	0						
83	3WECIL8435	10456	07/25/2018	07/25/2019	07/25/2018	07/25/2019	ACTIVE	1.00	N	0						
**	***	*****	04/07/2020	04/07/2021	04/07/2020	04/07/2021	ACTIVE	*****	Ν							

Continuing to open the rows will bring the user further into the detail of this policy. If unit statistical reports were filed, they will be displayed here too.

			10456	07/25/2010		07/25/2020		07/25/2010	07/25/2020	CAN	0	1.00	N		0
_		·	10430	07/23/2015	,	0772372020		07/20/2019	0772372020	CAN	0	1.00	N		0
			10456	07/25/2018	3	07/25/2019		07/25/2018	07/25/2019	ACT	IVE	1.00	N		0
	Submise	ion ID			USR ID		Rpt - Co	rr î.	Status		Accepte	ed Date		≡	
	2020012	280007			00000186		01 - 00		Accepted		01/29/2	2020		0	
Split 🍴	Mod †	Class 👔	Cov Q	Premium	Payroll										
0	0	0900	01	250	0										
0	0	8742	01	917	195123										
0	0	9740	01	20	0										
0	0	9741	01	39	0										
0	0	9807	01	7	0										
Claims #	1 Accid	ent Date	↑↓ Class ↑↓ I	nj 🔍 🔃	Cov Q 🏦	Indemnity 🌐 Me	dical 👔	Recovery Type	Claim Status						
ciaim #															

The user can click on the Rpt-Corr hyperlink to view the unit report, or the green icon to add it to the 'my list' widget on the dashboard.

Policy

The user can search for a policy transaction, search for policy errors and rejections, and create new policy transactions from the policy tab on the navigation menu.



Below are steps to common procedures a user will complete in Manage Data as it relates to policy transactions.

How to Search for A Policy Transaction

In Manage Data, a user can conduct a general search for stored policy information and/or individual policy transactions. It is important to note, once policy information is submitted and stored, it cannot be changed. The user will need to create and submit a policy change transaction to change the stored policy data. Those instructions are located <u>here</u>.

A user can search for stored data and policy transactions via the Policy Tab on the Navigation Menu or via the Search Widget on the Dashboard. To search via the Search Widget, see instructions <u>here</u>.

From the Policy Tab, select Policy Search.



The user will be navigated to the Policy Search Screen. From this screen the user can input search criteria to locate the stored policy information and/or the individual policy transactions.

POLICY SEARCH ERROR AND REJECT S	EARCH			
POLICY SEARCH				
Carrier	Policy Number		Policy Effective Date	Search Type
All Carriers Selected (725)	- Policy Number		mm/dd/yyyy	Policy Policy Transactions
Submission ID	Received Date	Policy Status	FEIN	Insured Name
Submission ID	Received Date mm/dd/yyyy - mm/dd/yyyy	Policy Status	FEIN	Insured Name

Policy Number: If the user is looking for a specific stored policy, or policy transaction they can input that here.

Policy Effective Date: This is not a required field; the user can narrow their search with this option.

Search Type: THIS IS A REQUIRED FIELD. The system will default to policy, which will search for all stored policies with that policy number. If a user wants to search for all policy transactions, regardless of status, they can select policy transactions.

Policy Status: This is not a required field; the user can use the drop-down menu to choose a policy status.

FEIN: This is not a required field; the user can input the employer FEIN here. The user can either enter the last five digits, or the full FEIN.

Insured Name: This is not a required field; the user can input the employer name here.

Once the user has added the search criteria they wish, they can select the search button to show the results.

In the policy results section, the user will see a list of stored policies that correspond to the search criteria.

POLICY SEARCH ERROR AND REJ	ECT SEARCH					
POLICY SEARCH						
Carrier		Policy Number		Policy Effective Date	Search Type	
All Carriers Selected (725)	-	Policy Number		mm/dd/yyyy	Policy Policy Transactions	
Submission ID	Received Date	Policy	Status	FEIN	Insured Name	
Submission ID	mm/dd/yyyy - mm	/dd/yyyy	~	FEIN	Insured Name	
SEARCH RESET						

Show 10	 entries 	Excel	CSV Copy	J						Pre	vious 1	1
Carrier 11 ID	Policy 11 Number	Coverage 11 ID	Policy Eff.	11 Insured Name	Address	11	Txn. Issue	Txn. Code	11 Status	Submission 1. Id	Received Date	1
13161		25209710	02/14/2014						Active			
13161		25209710	02/14/2015						Active			

The search will show in a sortable grid with identifying policy information. The user will notice the policy number is hyperlinked. This hyperlink will navigate the user to the View Policy Information Page for submitted and/or stored policy information.

VIEW POLICY I	INFO	RMATION							
Information Page Policy Periods	0	INFORMATION	PAGE						
Insured Names	O	Carrier ID	Policy Number		Effective Date		Expiration Date *	Coverage ID	Combo ID
Addresses	0	13579 (DCO) - 13579 (NCC			08/10/2020		08/10/2021	27200240	6744143
Premium	0	Status	Status Date		Issue Date *		Received Date	Primary Name	
Exposure	0	Reinstated	01/07/2021		07/17/2020		07/20/2020		
Units	0	Type of Plan ID Code		Interstate Risk IC	,	Producer Name		Prior Policy Number	
Endorsements	10	2 - Normal Assigned Risk							
Canc./Rein.	0	Legal Nature of Insured Code		Other Legal Nati	ure .		Wrap-Up Code	Type of Coverage ID Code	
Noncomp/Comp	0	10 - Limited Liability Company	y				2 - No	01 - Standard Policy (W	/C and/or EL)
Transaction History	O	Employee Leasing Type		Retro Rating Cod	fe		Min Prem State Code *		
Correspondence	0	1 - Non-ELC/Client		3 - Not retro	rated		NC		
		3A/3C STATES							
		3A State(s)			3C State(s) Inclu	de		3C State(s) Exclude	
		Effective Expiration	n State	Prem.	Effective		State	Effective	State

<u>*Note</u>: a feature on this screen worth noting is the units tab on the left-hand side. This will display all associated units for this policy.

Back on the widget, on the far right of the grid there are icons on each row- each row- which allow the user to add or deleted the transaction from their My List Widget on the dashboard.

From the search results the user also has the option to export these transactions to Excel, CSV or Copy to their clipboard.

Show 10	 entries 	Exce	el CSV Coj	py						Prev	ious 1	Next
Carrier †	Policy Number	Coverage 1	Policy Eff.	Insured Name	Address		Txn. Issue 📋 Date	Txn. 1. Code	Status	Submission () Id	Received Date	
10448		26614620	08/28/2017						Active			0
10448		26614620	08/28/2018						Active			0
10448		26614620	08/28/2019						Active			0
10448		26614620	08/28/2020						Active			0
Showing 1	to 4 of 4 entrie	15								Prev	ious 1	Next

If the user had modified their search for policy transactions, instead of policy, they will see that the transaction code is also hyperlinked. This hyperlink will navigate them to the view transaction information page associated with the policy transaction.

Show 10	entries	Excel	CSV Copy	·				P	revious 1 2	3 4 1	Next
Carrier 📋 ID	Policy 1	Coverage 11 ID	Policy Eff.	II Insured Name	Address	Txn. Issue 👘 Date	Txn. Code	Status	11 Submission 11 Id	Received 1 Date	
13161		25209710	02/14/2014	,		07/01/2014	15	Accepted	210886	07/02/2014	(
13161		25209710	02/14/2014			07/08/2014	10	Accepted	211544	07/09/2014	\$

How to Search for Policy Errors and Rejections

When a policy submission or individual transaction is sent to the North Carolina Rate Bureau it passes through a number of edits to verify the information is submitted correctly. If a policy transaction does not pass the initial edits it will be rejected. If a policy transaction passes the initial edits it could still flag for errors when it passes our internal edits. Please refer to WCIO Specs here for how and when policies should be reported the North Carolina Rate Bureau

A user can search for errors and rejections with their submissions via the Policy Tab on the Navigation Menu or via the Tracking by Category Widget on the Dashboard. To search via the Tracking by Category Widget, see instructions <u>here</u>.

From the Policy Tab, select Error and Reject.

	Dashboard Policy -	Unit 👻	Correspondence	Fines	Back to Portal (
	Create New Policy Txn 🔻 Policy Search		NOTIFIC	CATIO	ONS
'e D	Error and Reject Search		TEST - 7/	13/202	0 3:55 PM

The user will be navigated to the Error and Reject Search Screen. After a carrier submits a file, they can use this search to determine the errors or rejects associated with that submission. Carriers will use this search to find all finable and non-finable errors. Ideally the carrier will use the following search parameters to prevent any policy fines.

POLICY SEARCH ERROR AND REJECT SEARCH					
ERROR AND REJECT SEARC	CH contain errors and rejections. Fi	nable errors and r	rejections are subject to a \$	50 fine each month until the error and	/or rejection is resolved.
Carrier	Error Notice Date Range		Policy Number	Submission ID	Edit ID
All Carriers Selected (9)	mm/dd/yyyy - mm/dd/yyyy		Policy Number	Submission ID	Edit ID
File Name	Туре	Finable	Fine Sta	tus	
File Name	×	Yes	✓ Less th	han 60 Days - Fi 🗸	
SEARCH RESET					

<u>Carrier</u>: This is a not required field. This field allows the carrier to search all companies they are associated with, a specific company, or a mix of companies. The system will automatically default to all carriers. If the carrier wants to select a specific company, click the drop-down menu and then click deselect all button. From there they can select the company or companies they want to search.

<u>Error Notice Date Range:</u> This is not a required field; the user can narrow their search by adding a date range. The user will notice they can manually enter the date range or select a pre-fillable date range.

Policy Number: This is not a required field; the user can narrow their error and rejects to a specific policy.

<u>Submission ID:</u> This is not a required field; the user can narrow their error and rejects to all policy transactions in one submission.

<u>Edit ID</u>: This is not a required field; the user can narrow their error and rejects to specific edit reason.

File Name: This is not a required field; the user can search by the name of the policy file.

<u>Type</u>: This is not a required field; the user can use the drop down to specify the search of errors or rejections.

<u>Finable</u>: This is not a required field; the user can use the drop down to narrow their errors and rejects that will cause a fine or not.

<u>Fine Status:</u> This is not a required field. If the user inputs "yes' for the finable field, the fine status drop down will activate. The user can select the various statuses to narrow their search.

Once all search criteria have been added, the user can select the search button. The search results will display at the bottom of the screen.

	ND REJECT SEARCH											
his search displa	ays all policy transactions that contain er	rors and rejections.	Finable errors and re	ejections are subj	ject to a \$50 fine each r	month until the error a	nd/or rejection	is resolv	ved.			
arrier		Error Notice Da	te Range		Policy Number	r	Submissio	n ID		Edit ID		
All Carriers Sele	cted (14) *	mm/dd/yyyy - r	nm/dd/yyyy		Policy Number	и	446790			Edit ID		
ile Name		Туре		Finable		Fine Status						
File Name			~		~			\sim	Resolved			
Show 10 ¢	entries Excel CSV	Сору								Previous 1	2 1	Ne
Show 10 ¢ ¢	entries Excel CSV	Copy ID Carrier	1 11 Policy Number	Effective T Date C	TXIN 11 Error Notice 13 Code Date	Fine Due 11 Resolved Date Date	11 11 Type	Edit ::	Error Message	Previous 1	2 Finable	Nex
Show 10 ¢ ¢ Submission 11 ID 446790	entries Excel CSV Tape File Name pddp.15628v01C.00032.302005062221.txt.2020	Copy Carrier 10 0506222345 15555	Policy Number	Effective 11 T Date C	TXN 11 Error Notice 11 Date Date 05/08/2020 05/08/2020	Fine Due 11 Resolved Date Date	Type Error	Edit 11 ID 25009	Error Message Experience rating indica not valid.	Previous 1	2 Finable	Nex 1
Show 10 + Submission 11 + 446790 + 446790 + + + + + + + + + + + + + + + + + + +	entries Excel CSV Tape File Name pddp.156/28v01C.00032.20200506/2221.txt.2020 pddp.156/28v01C.00032.20200506/2221.txt.2020	Copy Carrier 10506222345 0506222345 27359	1 Policy Number	Effective II T Date C C 05/01/2020 0 1 12/31/2018 1	DNN 11 Error Notice 11 Date Date 01/08/2020 14 05/08/2020	Fine Due 11 Resolved Date Date	TI Type Error Error	Edit 11 10 25009 25009	Error Message Experience rating indica not valid. Experience rating indica not valid.	Previous 1 11 tor: 2 on header record is	2 M Finable N	Nex 1
Show 10 ¢ ¢ Submission 11 to 446790 446790	entries Excel CSV Tape File Name pddp.,156/28/v01C,00032,20200506/2221.1x1.2020 pddp.,156/28/v01C,00032,20200506/2221.1x1.2020 pddp.,156/28/v01C,00032,20200506/2221.1x1.2020	Copy Copy Carrier 10506222345 15555 10506222345 16586	Policy Number	Effective Date II T C 05/01/2020 0 12/31/2018 1 04/26/2020 0	TXN II Error Notice II Code Date II III III III III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Fine Due 11 Resolved Date Date	TI Type TI Error Error Error	Edit 11 25009 25009	Error Message Experience rating indica not valid. Experience rating indica not valid. Experience rating indica not valid.	Previous 1 11 tor: 2 on header record is tor: 2 on header record is tor: 2 on header record is	2 M Finable N N N	Nex 1
Show 10 + 4 Submission 11 446790 446790 446790 446790	entries Excel CSV Tape File Name pddp.15628v01C.00032.202005062221.1x1.2020 pddp.15628v01C.00032.202005062221.1x1.2020 pddp.15628v01C.00032.202005062221.1x1.2020	Copy Carrier 10 10506222345 10556222345 10506222345 10506222345 10506 10506222345 10506	Policy Number	Effective Date II T 05/01/2020 0 12/31/2018 1 04/26/2020 0 05/01/2020 1	TXN II Error Notice II Date Date II III III III III IIII IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Fine Due 👔 Resolved Date Date	Type 11 Error Error Error Error	Edit 11 25009 25009 25009	Error Message Experience rating indice not valid. Experience rating indice not valid. Experience rating indice not valid.	Previous 1 I tor: 2 on header record is tor: 2 on header record is tor: 2 on header record is tor: 2 on header record is	2 1 Finable N N N	Nex 1

The search will show in a sortable grid with identifying policy information. The user will notice multiple hyperlinks. Reference <u>here</u> for where each hyperlink will navigate the user.

The grid will also show the error message to provide the user more detail as to why the error was generated. To the right of that is a Finable column that will tell the user whether the error will generate a fine or not if the user does not fix the issue.

On the far right of the grid there are icons on each row- or which allow the user to add or delete the transaction from their My List Widget on the dashboard.

From the search results the user also has the option to export these transactions to Excel, CSV or Copy to their clipboard.

OLICT SEARCH	ERRC	OR AND REJECT	SEARCH												
RROR A	ND R	EJECT S	EARCH												
his search disp	olays all p	olicy transacti	ons that con	tain errors a	nd rejections	s. Finable	errors and	rejections	are su	bject to a \$50 fir	e each month ur	ntil the error and	l/or rejection	s resolved	
arrier			Er	ror Notice [Date Range			Policy I	Numbe	r	Submission II	D	Edit ID		
2 Carriers Sele	cted		•	mm/dd/yyyy	- mm/dd/yy	уу		Policy	y Numb	ber	Submission	ID	Edit ID		
e Name			ту	pe		Fir	nable			Fine Status					
File Name					~		Yes		~	Less than 60	Days - Fi 🗸	Resolved			
SEARCH	RESET														
Show 10 +	entries	Exc	el CSV	Сору								Pre	vious 1	2 3	Vex
SEARCH Show 10 ¢ Submission ID	RESET entries	Policy Number	el CSV Effective Date	Copy II Err TXN No Code Da	ror ↑1 vtice Fin te Dat	11 ne Due ite	Resolved Date	11 Type	11 Edit ID	Error Message		Pre	vious 1	2 3 I Finable	Nex
SEARCH Show 10 ¢ Submission 10 552548	RESET entries Carrier ID 10448	Exc Policy Number	el CSV Effective Date 08/28/2020	Copy TXN Err No Code Da 05 07	ror 11 tite Fin Dat /30/2020 09/	11 the Due tte 1/28/2020	Resolved Date	1↓ Type Rejection	Edit ID 48004	Error Message Reason code not v	alid	Pre	tvious 1	2 3 I Finable Y	Nex

As a carrier works these items and addresses every error identified, it will be removed from this list. After working the list, the carrier can refine the search with the resolved button at the top. This will show the carrier all errors and rejects that have been resolved given the search criteria presented.

RROR A	ND R	EJECT	ION SEA	RCH											
his search dis ommunicator	plays all p icon 🝳 to	olicy trans	actions that con to NCRB for as	itain erro listance.	rs and rejecti	ions, Finable	errors and	rejections	are sub	bject to a \$50 fine ea	ch month until the error and/o	r rejection is res	olved. Plea	ise us	e the
arrier				Error No	tice Date R	ange		Pol	licy Nu	mber	Submission ID	Edit ID			
10448 - 1			c=	mm/de	d/yyyy - mm/	dd/yyyyy		P	Policy N	umber	Submission ID	Edit IC)		
ile Name				Туре			Finable			Fine Status		-			
File Name						~	Yes			Less than 6	0 Days - Fine V	ved			
SEARCH	RESE	Ð													
Show 10 \$	entries	Ð	Excel CSV	Сору]						Previous 1	2 3 4 5	66	N	ext
Show 10 #	entries Carrier 10	Policy Number	Excel CSV Effective Date	Copy TXN Code	Error S Notice Date	Fine Due Date	Resolved Date	Type	Edit	Error Message	Previous 1	2 3 4 5	66 Finable	No	ext
Show 10 ¢	entries Carrier 10 10448	Policy Number	Excel CSV Effective Date 11/05/2018	Copy TXN Code 10	Error Notice Date 01/24/2020	Fine Due Date 03/24/2020	Resolved Date	Type Error	Edit ID 47014	Error Message WCD0D414 must be lisb 7/1/1990.	Previous 1	2 3 4 5	66 Finable Y	N	ext Q
Show 10 = Submission 10 432659	entries Carrier 10 10448	Policy Number	Excel CSV Effective Date 02/12/2019	Copy TXN Code 10 05	Error Notice Date 01/24/2020 01/24/2020	Fine Due Date 03/24/2020 03/24/2020	Resolved Date	type Error Rejection	Edit ID 47014 48022	Error Message WC000014 must be lisb 7/1/1990. Multiple 05 transaction the same policy, but the	Previous 1	2 3 4 5	66 Finable Y Y	N (D D

How to Create a Policy Transaction

In Manage Data, a user with specific permissions can create a new policy transaction. Depending on the transaction type, the user will need to either create a new policy transaction or create a replacement policy transaction. To steps to create a replacement policy transaction are located <u>here</u>.

If additional information is needed to determine whether to create a new or replacement policy transaction, the user can contact the North Carolina Rate Bureau directly at- (919)582-1056 or support@ncrb.org

Transaction Code	Transaction Type
01	New Policy
02	Renewal Policy
03	Endorsement
04	Annual Rerate Endorsement
05	Cancellation/Reinstatement
06	Rewrite
08	Rating Change
10	Non-Rating Change
14	Miscellaneous Change
15	Add/Delete State Change
17	Eligibility/Non-Eligibility Change

To create a new policy transaction the user can navigate to the Policy Tab on the Navigation Menu and select Create New Policy Txn- 01 New Policy from the drop down.

	Dashboard Policy 🔻	Unit - Correspondence Fi	nes Back to Portal
	Create New Policy Txn ▸	01 - New Policy	
	Policy Search	02 - Renewal Policy	FIONS
D	Error and Reject Search	15 - Adding NC Mid-Term	020 3:55 PM
1			

The system navigates the user to the create new policy transaction page. From here the user can add all the policy information for the transaction. Note that fields with a gray background are not editable and fields with a blue asterisk are required. Also note that to the left of the screen is break down of each section of the policy transaction that needs to be completed.



Information Page

The first section is the information page. As previously mentioned all grayed fields are not editable and all blue asterisk indicate a required field.

Carrier ID *	Policy Number *	Effective Date *	Issue Date *	Txn. Code *
10448 (DCO) - 10 ×	12345	08/01/2020	07/31/2020	01
Expiration Date *	Primary Name			
08/01/2021				
Type of Plan ID Code *	Interstate	Risk ID Produ	cer Name	Prior Policy Number
1 - Voluntary	~			
Legal Nature of Insured Code *	Other Leg	al Nature *	Wrap-Up Code *	Type of Coverage ID Code *
01 - Individual	~		2 - No	\sim 01 - Standard Policy (Wc And/C \sim
Policy Term Code *	Experience Rating Code *	Emplo	yee Leasing Type *	Retro Rating Code *

Further down on the information page the user will add 3A-3C Sates to the policy transaction. To add, the user will select the corresponding box to the left.

3A/3C STATES		
3A State(s)	3C State(s) Include	3C State(s) Exclude
NC,VA	SC	GA
TX - TEXAS	PE - PRINCE EDWARD ISLAND	
UK - UNITED KINGDOM	PR - PUERTO RICO	CA - CALIFORNIA
UT - UTAH	PQ - QUEBEC	CN - CANADA
VT - VERMONT	RI - RHODE ISLAND	CO - COLORADO
VI - VIRGIN ISLANDS	SK - SASKATCHEWAN	CT - CONNECTICUT
VA - VIRGINIA	SC - SOUTH CAROLINA	DE - DELAWARE
WA - WASHINGTON	SD - SOUTH DAKOTA	DC - DISTRICT OF COLUMBIA
WV - WEST VIRGINIA	TN - TENNESSEE	FL - FLORIDA
WI - WISCONSIN	TX - TEXAS	GA - GEORGIA
WY - WYOMING	UK - UNITED KINGDOM	HI - HAWAII
T - YUKON TERRITORY	UT - UTAH	

The last two sub-sections on the information page is the employer liability limits and premium. The user will simply input the necessarily information in those fields.

EMPLOYER LIABILITY LIMIT	S AMOUNTS		
100,000 ~		Bodily Injury by Accident-Each Accident	
1,000,000 ~		Bodily Injury by Disease-Policy Limit	
100,000 ~		Bodily Injury by Disease-Each Employee	
PREMIUM			
Deposit Prem Amount	Policy Est Std Prem Total *	Policy Min Prem Amount *	Min Prem State Code *
0	1000	1000	NC - NORTH CAROLINA

Insured Names

This section allows the user to input all names for the insured in a sortable grid. The user will

need to add a primary name and must have the correct name link ID. The user can reference the WCIO specs for details, located <u>here</u>. To add a name the user will select the add name button at the lower left of the section.

Insured Name	FEIN	11	Name Link ID	11	Cont. Seq. #	ţ1	PEO Indicator	Change Effective Date	11	Change Expiration Date	1
					No da	ita av	ailable in table				
 wing 0 to 0 of 0 entrie	ac.									Previous	Next

A pop-up box will display that allows the user to add the insured name. Once all fields have been added the user has the option to reset, save, save and add a new and cancel. It is important to make sure the primary name is correct by selecting "Yes" on the drop down for primary name when adding the name.

Navard Name * Federal Englayer 10 Navebur (FER) TEST COM/PANY PEO or Clean Company Code Change Effective Date * Change Exploration Date * mm/bd/yyyy mm/bd/yyyy	DD INSURED I	NAME			
TEST COMPANY FO or Clear Company Cale Formany Name No Campa Effective Date * Row Campa Effective Date * Row Campa Effective Date *	ured Name *			Federal Employer ID Number (FEIN)	
H0 or Clean Company Code Privmary Name Import Mitchine Dates * No Damper Mitchine Dates * Onapper Exploration Dates * mm/dddysyyy mm/dddysyyy	TEST COMPANY				
with the base * Charger Englishedies Date * mmm/dds/yyyy mmm/dds/yyyy	0 or Client Company Code		Primary Name	7	
Dange Miche Dets * Charge Exploration Dets * mm/dd/yyyy mm/dd/yyyy		Ý	No ~		
mm/dd/yyyy mm/dd/yyyy	ange Effective Date *	Change Expiration Date *		4	
	mm/did/yyyy	mm/dd/yyyy			
Dette A Cours 20 Cours and Mars 20				Devel A	an D Can and Mar D Can

Once the user selects save they will see the name appear in the grid. If the user needs to edit or delete an insured name they can use the edit and delete buttons on the left-hand side of the grid.

INSURED Show 10 \$	NAMES Indicate	es Primary I	Name			Search:	
	Insured Name	FEIN 1	Name Link ID 1	Cont. Seq. #	PEO Indicator $\uparrow\downarrow$	Change Effective Date	Change Expiration Date
Edit Delete	TEST COMPANY		002	001			
Edit Delete	TEST COMPANY AFFILIATE		003	001			
Showing 1 to 2 Add Name	of 2 entries						Previous 1 Next

Addresses

This section allows the user to input all addresses for the insured in the same sortable grid as the insured name section. Please reference the insured name section <u>here</u>, for how to add addresses for the insured.

ADDRES	SES entries						Search:	
	Address ↑↓	Name Link 🌐	Foreign Address ↑↓	Country ↑↓	Area ↑↓	Type ↑↓	Change Effective Date	Change Expiration ∩↓ Date ↑↓
Edit Delete	123 MAIN STREET RALEIGH, NC 27616	TEST COMPANY	Ν			1 - Mailing		
Showing 1 to 1 Add Address	l of 1 entries							Previous 1 Next

Premium

This section allows the user to input all premium information for the insured in a sortable grid. To add premium information the user will follow similar steps as outlined above for adding an insured name, located <u>here.</u>

PREMIU	Μ											
Show 10 🗢	entries							S	earch:			
	DCO Coverage ID ↑↓	Est. State Std. Prem. ↑↓	Exp. Mod. Status ↑↓	Exp. Mod. Factor ↑↓	Anniversary Rating Date $\uparrow\downarrow$	Experience Mod. Effective Date	¢↓	Expense Constant ↑↓	Premium Discount	↑↓	ARAP îj	Other Indv. Risk Rating
Edit Delete		\$1,000						\$1	-\$1,000		1.000	1.000
<												>
Showing 1 to 1	1 of 1 entries									Pre	evious 1	Next
Add Premiur	n											

Exposure

This section allows the user to input all exposure information for the insured in a sortable grid. To add exposure information the user will follow similar steps as outlined above for adding an insured name, located <u>here.</u>

EXPOSU	RE								
Show 10 \$	entries						Searc	h:	
	Class Code ↑↓	Phraseology ↑↓	Est. Exposure Amount ↑↓	Manual Rate î↓	Est. Prem. Amount ↑↓	Expo. Period Eff. Date ↑↓	Expo. Act ↑↓	Effective Date ↑↓	Expiration Date ↑↓
Edit Delete	8810	CLERICAL OFFICE EMPLOYEES NOC	\$1,000.00	0.2300	\$1,000		00		
Showing 1 to Add Exposur	1 of 1 entries	5						Previou	s 1 Next

Endorsements

In this section, the user can add endorsements to the policy transaction. The user will navigate to the list of endorsements located at the bottom of the page and add them by checking the corresponding box to the left.

	10 @ encries								Searc	n:		
eail	Endorsement Numb	er 11	Endorsement Name	Effective Date		Expiration Date			Received	Date		
			No-data availe	de in table								
wing	0 to 0 of 0 entries										Previous	No
lorse	ement List							Endorsement Eff	ective Dat	te		
				1	Search:			mm/dd/yyyy				
	Endursement Number	Endursement Name		Effective Date	. Dipi	ution Date						
	WC000000	Workers' Compensation and Employers' Li	dality Policy	04/01/1992	817/0	1/2011	i i					
	INCODODODA.	Workers' Compensation and Employers' Li	ubility Policy	04/01/1992	87/0	1/2011						
1	WC0000008	Workers' Compensation and Employers' Li	ability Policy	07/01/2011	81/0	1/2015						
	WC0000000	Workers Compensation and Employers Lie	ality Pokcy	01/01/2015								
		Workers' Compensation & Employers Liable	ity Policy Information Page & Extensions	04/01/1992	87/0	1/2011						
2	WC000001			41 (01-0001)	81.0	1/2015						
2	MC000001 A	Workers' Compensation & Employers Liable	by Policy Information Page & Estenaiona	07/01/0011								

Once the endorsements have been selected the user will need to indicate the effective date to the right of the screen. *Note- If the endorsements have different effective dates they will needed to be added separately.

Detai	Endorsement Nam	ther	Endorsement Name	Effective Date		Expiration De	te .		Received Date		
				io data available in table							
owi	ng 0 to 0 of 0 entries									Previous	Nr
don	sement List							Endorsement Eff	ective Date		
					Search:			08/06/2020			
	Endorsement Namber	Endorsement Name		Effective D	e 51	Expiration Date					_
1	W0000000	Workers' Compensation and Employe	rs' Liability Policy	04/01/1990	: 0	07/01/2011	~				
	WC003006A	Workers' Compensation and Employe	rs' Liability Policy	04/01/198	2	07/01/2011					
	W00000008	Workers' Compensation and Employe	ni Liability Policy	07/01/201		01/01/2016					
	WC000000C	Workers Compensation and Employe	's Liebliky Pelicy	01/01/201	i .						
	W0000001	Workers' Compensation & Employers	Liability Policy Information Page & Extensions	04/01/199	t (07/01/2011					
2	W0000001A	Workers' Compensation & Employers	Liability Policy Information Page & Extensions	07/01/201		01/01/2016					
	W00000018	Workers Comp and Employers Liability	y Policy information Page and Extensions	01/01/201							

Once the user has indicated the endorsement effective date and added all applicable endorsements, they can select the Add Endorsement button.

EN Show							Search	
Dete	d tetarorea	en Naenber	1. Endersement Name	Effective Date	Expiration D		Received Sale	
				No cate available in table				
Show Endo	ing 0 to 0 of 0 entries rsement List						Endorsement Effective Date	Previous Next
				Search			08/06/2020	
	Endorsement Number	Enforcement Name		Effective Date	Expiration Date			
	W0000000	Warkers: Compressation	and Employers' Liability Palicy	04/01/1992	80/04/2011	10		
	W00000064	Waters Compensation	and Employees' Liability Policy	54/01/1992	87/01/2011			
	w000000008	Workers: Compensation	and Unotoyen's Lability Policy	07/01/2011	81/01/2016			
	wc0000000	Workers Compensation of	and Employer's Liability Policy	01/01/2018				
	wcoosen	Workers' Compensation	E Employees Liability Policy Information Plage & Extensione	04/01/1990	87/01/2011			
	W0000001A	Workers Compensation	& Engloyers Liability Policy Information Page & Extensions	67/01/2011	61/01/2016			
	wc0000019	Workers Comp and Empl	levers Listility Policy Information Page and Extensions	01/01/2015				

If any of the selected endorsements require detailed information, the system will display a blank endorsement data entry field for each endorsement. The user can enter the necessary information and continue with the save or close buttons.

WC000101A - DEFENSE BASE ACT CO	OVERAGE
Work Description	
	Conte See 18 Severand Next 18

Saving

When all fields have been entered for the transaction, the user can scroll to the top of the screen- from there they can save, cancel and even print the transactions.

CREATE NEW POLICY TRANSACTION	
Fort	0 1 / 1 0

To save, the user will select the save button at the top right of the screen. A pop-up box will appear as a confirmation. *<u>NOTE</u>: Saving the transaction does not submit the transaction to the North Carolina Rate Bureau, it simply saves the policy transaction in Manage Data.

Validating

Once the transaction has been saved, users with edit permissions have the option to test validate the transaction prior to submitting it to the NC Rate Bureau. *Note- transactions that are test validated are not submitted. The transaction will still need to be submitted to us after validations are run.

To validate the transaction prior to submitting, the user can select the test validate button at the top left corner of the saved policy transaction.

The NCRB highly recommends using the test validate to confirm the transaction is correct prior to submission.

VIEW TRANSACTION INFORMATION

Export to WCPOLS Create New Transaction From Policy Test Validate Submit

In test validate, the system will run the same validations that are used for our policy errors and rejections process. A dialog box will display with any edit ID's and comments found in the validation process. If any of the edits are rejected, the transaction will not be accepted to our database and the errors should be resolved before submitting the transaction. Close the dialog box to return to the saved and **unsubmitted** transaction.

10w 10	entries			
Edit ID †↓	Edit Comment	↑↓ Severity	Additional Info 11	Hyperlink
30002	FEIN: must be numeric.	1 - WARNING		
45006	Experience mod status: is not valid on state premium record.	1 - WARNING		
21038	Mailing address name link code 002 is invalid. The name link code was defaulted to 001. (DO NOT TURN OFF)	1 - WARNING		
47012	WC320301 must be listed on all policies. Bureau version D is the correct version for policies with policy effective date on and after 7/1/2018.	1 - WARNING		
47014	WC000414A must be listed on all policies with a policy effective date on or after 1/1/2019.	1 - WARNING		
47063	WC000419 is required for this policy period.	1 - WARNING		
howing	1 to 6 of 6 entries		Previous	1 Next

Submitting

After the user saves and validates the policy transaction they have additional options at the top right of the screen:



With the (+) icon the user can add this policy transaction to their My List Widget on the Dashboard. With the trash can icon the user can delete the policy transaction completely. With the pencil icon the user can modify the policy transaction data.

To the top left there are additional options:

Export to WCPOLS	Create New Transaction From Policy	Test Validate	Submit
------------------	------------------------------------	---------------	--------

Export to WCPOLS: The user can easily transfer this policy transaction the WC format.

<u>Create New Transaction from Policy</u>: This will duplicate the same policy information the user just added, but allow the user to make changes.

Test Validate: This will allow the user to run the validation again. This is especially helpful if the user modified after the first validation. ***Note:** if the validation failed it is important to make changes to the current policy transaction and **DO NOT** create another transaction to fix the issue, as it will generate a duplicate policy transaction causing an error. To correct the current policy transaction at the top right and the user can change the information on the transaction.



Submit: This submits the full policy transaction to the North Carolina Rate Bureau. Once selected the system acknowledges that the transaction was submitted, lists the status of the transaction. The user can acknowledge the message by selecting OK, or OK and add to WCPOLS Queue if they want to add the transaction to the WCPOLS queue located on the dashboard.

How to Create a Replacement Policy Transaction

To create a replacement policy transaction, the user will need to first locate the shell of the 01 policy transaction.

The user can navigate to the Dashboard and input the policy number in the search widget and select the policy tab.

SEARCH	
Policy Number	Policy Effective Date
	mm/dd/yyyy
EMPLOYED UNIT STAT POLICY	

From the search results the user will see all policy transactions. By clicking the hyperlinked 01 policy number, the system will navigate the user to the view policy information screen.

POLICY SEARCH ERROR AND	REJECT SEARCH							
POLICY SEARCH								
Carrier		Policy Number			Policy Effective Date		Search Type	
538 Carriers Selected	•	Policy Number			mm/dd/yyyy		Policy Policy Transactions	
Submission ID	Received Date		Policy Status		FEIN		Insured Name	
Submission ID	mm/dd/yyyy - mm	n/dd/yyyy		~	123456		Insured Name	
SEARCH)							
Show 10 ¢ entries	Excel CSV Co	ору						Previous Next
Carrier ID Dolicy Number	Coverage ID	Policy Eff. Date	Insured Name	Address	Txn. Issue Date	Txn. Co	ode 📋 Status 📋 Submission Id	Received Date
				No data ava	lable in table			
Showing 0 to 0 of 0 entries								Previous Next

The view policy information screen will show the saved and submitted policy transaction. The user will select the create new transaction from the top left of the screen.

VIEW POLICY INFORM	ATION
Create New Transaction From Policy	Print

A dialog will display allowing the user to select which transaction type is needed, after selecting the user will hit the create button.

CREATE NEW TRANSACTION FROM POLICY	×
Please select transaction code type:	
02 - Renewal	
03 - Endorsements	
O 04 - Annual Rerate Endorsement	
O5 - Cancelation/Reinstatement	
O 6 - Rewrite	
08 - Rating Change-Premium Billed-Effective At Policy Inception	
10 - Non-Rating Change	
14 - Miscellaneous Change	
15 - Add/Delete State Change	
O 17 - Eligibility/Ineligibility	
	Create

The policy transaction will display with a copy of the stored policy information and the ability to edit any open fields.

Unit Statistical Report

The user can create a new unit statistical report, search for submitted and unsubmitted reports, search for claims and even search for submissions, from the unit tab on the navigation menu.

	concaponac
Create New Unit Txn Unit Stat Report Search	
Claim Search	
Unit Stat Tracking Search Submission Search	

Below are steps to common procedures a user will complete in Manage Data as it relates to unit statistical reports.

The user will be navigated to the Policy Search Screen. From this screen the user can input search criteria to locate the stored policy information and/or the individual policy transactions.

How to Search for Unit Statistical Report Tracking

In Manage Data, a user can conduct a unit statistical tracking search for units that have not yet been submitted to the North Carolina Rate Bureau.

A user can search for unsubmitted unit statistical reports via the Search Widget on the Dashboard, the Tracking by Category Widget on the Dashboard or from Unit Tab on the Navigation Menu. To search from the Search Widget, see instructions <u>here</u>, to search from the Tracking by Category Widget, see instructions <u>here</u>.

From the Unit Tab, select Unit Stat Tracking Search.



The user will be navigated to the Unit Stat Tracking Search Screen. From this screen the user can input search criteria to locate the unsubmitted unit statistical report.

By narrowing the search for Due Status of "Pre-Delinquent" or "Expected" the user can see all unit statistical reports that is not submitted, will produce a fine.

North Carolina RATE BUREAU FOR THE DATA SUBMITTER		Dashboard • Policy • Unit • Correspondence As	signed Risk 👻 Fines Admin 👻 Back to Portal (jr) 🕐		
UNIT STAT TRACKING SEARCH For rejected USRs, please use the Unit Stat Report Search					
Carrier	Policy Number	Due Status	Filing Due Date Range		
All Carriers Selected (539)	Policy Number	All ~	mm/dd/yyyy - mm/dd/yyyy		
Month Year	v	14th Month / Pre-Deinquent 18th-20th Months / Expected 21st Month / Deinquent Filing Due Date Custom Search All			

<u>Carrier</u>: This is not a required field. This field allows the carrier to search all companies they are associated with, a specific company, or a mix of companies. The system will automatically default to all carriers. If the carrier wants to select a specific company, click the drop-down menu and then click deselect all button. From there they can select the company or companies they want to search.

Policy Number: This is not a required field; however, the user will either have to input information here on the following field of Due Status.

Due Status: This is not a required field; the user can narrow their search with this option.

<u>14th Month / Pre-Delinquent:</u> This will show all unsubmitted unit statistical reports that are approaching their due date.

<u>18th-20th Months / Expected:</u> This will show all unsubmitted unit statistical reports that are currently due.

<u>21st Month / Delinquent:</u> This will show all unsubmitted unit statistical reports that are due, and are accumulating fines.

Filing Due Date Custom Search: This allows the user to create a custom date range that they can fill in on the next field.

<u>All:</u> This will show all unsubmitted unit statistical reports for this policy number, regardless of status.

Filing Due Date Range: This is not a required field; the user can narrow their search by adding a date range. The user will notice they can manually enter the date range or select a pre-fillable date range.

Once the user has added the search criteria they wish, they can select the search button to show the results.

In the unit stat results section, the user will see a list of unsubmitted unit statistical reports that correspond to the search criteria.

For rejected USRs, please us Carrier	e the Unit Stat Report Search	Policy Number	Due Status	Filing Due Date Range
All Carriers Selected (726)	-	Policy Number	All	 mm/dd/yyyy - mm/dd/yyyy
Month	Year			
		~		
SEARCH RES	2025 2024			
	2023			
	2021			
	2020			
	2018 2017			
	2016			
	2013			
	2013			
	2011			
	2010			

UNIT STAT REPORT SEARCH CLAIM SEARCH UNIT STAT TRU UNIT STAT TRACKING SEARCH For rejected USRs, please use the Unit Stat Report Search	ACKING SEARCH SUBMISSION SEARCH		
Carrier	Policy Number	Due Status	Filing Due Date Range
All Carriers Selected (725)	Policy Number	All	mm/dd/yyyy - mm/dd/yyyy
Month Year	×		

The search will show in a sortable grid with identifying policy information. The user will notice the policy number is hyperlinked. This hyperlink will navigate the user to the View Policy Information Page for the stored policy information. The user will also notice that the insured name is hyperlinked. This hyperlink will navigate the user to the Employer Chronicle.

Located on the right-hand side of the grid is a column for Due Status. If the user did not specifically search due status, they will see all unsubmitted unit stat reports for that policy and the status of that report.

On the far right of the grid there are icons on each row- or which allow the user to add or deleted the transaction from their My List Widget on the dashboard.

From the search results the user also has the option to export these transactions to Excel, CSV or Copy to their clipboard.

Show 10	entries	Excel CSV Cop	Py .				Previor	us 1 Next
Carrier ID	Policy Number	Policy Effective Date	Policy Expiration Date	Insured Name	Rpt. No. 📋	Coverage ID	Due Status	Due Date 1
10456		07/17/2019	07/17/2020	c	01	26923040	EXPECTED	03/31/2021 🔘
10456		07/17/2020	07/17/2021		01	26923040	EXPECTED	03/31/2022 🔘
Showing 1 t	o 2 of 2 entries						Previor	us 1 Next

How to Search for a Submitted Unit Statistical Reports

In Manage Data, a user can conduct a unit statistical report search for units that have been

submitted to the North Carolina Rate Bureau.

A user can search for unit statistical reports via the Search Widget on the Dashboard, or from the Unit Tab on the Navigation Menu. To search from the Search Widget, see instructions <u>here</u>.

From the Unit Tab, select Unit Stat Report Search.



The user will be navigated to the Unit Stat Report Search Screen. From this screen the user can input search criteria to locate the unit statistical report.

UNIT STAT REPORT	UNIT STAT REPORT SEARCH UNIT STAT TRACKING SEARCH SUBMISSION SEARCH										
UNIT STAT REPORT SEARCH											
Carrier		Policy Number	Policy Effective Date	Submission ID	Received Date Range						
All Carriers Selec	cted (14) 👻		mm/dd/yyyy	Submission ID	mm/dd/yyyy - mm/dd/yyyy						
Report No.	Corr. Seq. No.	Combo ID	Coverage ID	Sep. Segment No.	Sep. Insured Name Sep. Insured Name						
~	Corr. Seq. No.	Combo ID	Coverage ID	Sep. Segment No.							
Edit Status		Current View									
All		*									
SEARCH	RESET										
View/Print USR(s	(s) View/Print Error Report Export to	WCSTAT									

<u>Carrier</u>: This is not a required field. This field allows the carrier to search all companies they are associated with, a specific company, or a mix of companies. The system will automatically default to all carriers. If the carrier wants to select a specific company, click the drop-down menu and then click deselect all button. From there they can select the company or companies they want to search.

Policy Number: THIS IS A REQUIRED FIELD. If the user is looking for a specific stored policy, or policy transaction they can input that here.

Policy Effective Date: This is not a required field; the user can narrow their search with this option.

<u>Submission ID:</u> This is not a required field. If the user submitted multiple unit statistical reports in a single submission they can add the submission ID criteria to locate all the units.

<u>Received Date Range:</u> This is not a required field; the user can narrow their search by adding a received date range. The user will notice they can manually enter the date range or select a pre-fillable date range.

<u>Report No.</u>: This is not a required field; the user can use the drop-down menu to select a specific report number for the correlating policy number.

<u>Corr. Seq. No.</u>: This is not a required field; the user can add the correction sequence number if appropriate.

<u>Combo ID</u>: This is not a required field; the use can add the Combo ID for the employer here. The user can find the Combo ID in the Employer Chronicle, steps are located <u>here</u>.

Coverage ID: This is not a required field; the user can add the Coverage ID for the employer here. The user can find the Coverage ID in the Employer Chronicle, steps are located <u>here</u>.

<u>Sep. Segment No.</u>: This is not a required field; this is used as an indicator to help identify a unit as separated data.

<u>Sep. Insured Name:</u> This is not a required field; the user can add the separated entity name here to help locate the specific unit statistical report.

<u>Edit Status</u>: This is not a required field; the user can use the drop-down to locate a specific unit statistical report based off the report's status.

<u>Current View:</u> This is not a required field; this view displays the current overall view of the latest and greatest of all accepted units.

Once the user has added the search criteria they wish, they can select the search button to show the results.

In the unit stat results section, the user will see a list of unsubmitted unit statistical reports that correspond to the search criteria.

Show 10 6 entries Excel CSV Copy Previous											Previous 1 M	Next						
	Carrier 10	Policy Number	Policy Effective Date	insured Name	8pt. No.	Corr. 1. Seg. No.	сыл. Тури	Combo ID	Coverage 1	Submission 1 10	Sep. : Segment No.	Received Date	Edit Status	Nub Status	Edit ID	Severity	Message	
	27243		12/31/3018		61	00		6663235	26529280	262806120621		66/13/2020	ANN	Dubritted	000114	1	Bubject Premium Total exceeds \$3,000 and thore are exposure records with class code 0090 with premium > 0	۰
Showi	Showing 1 to 1 of 1 entries Previous 1 Next										Next							

The search will show in a sortable grid with identifying policy and unit statistical report information. The user will notice the policy number is hyperlinked. This hyperlink will navigate the user to the View Policy Information Page for the stored policy information.

VIEW POLICY	INFO	RMATION							
Information Page Policy Periods	0	INFORMATION	PAGE						
Insured Names	0	Carrier ID	Policy Number		Effective Date *		Expiration Date *	Coverage ID	Combo ID
Addresses	O	13579 (DCO) - 13579 (NCC			08/10/2020		08/10/2021	27200240	6744143
Premium	0	Status	Status Date		Issue Date *		Received Date	Primary Name	
Exposure	0	Reinstated	01/07/2021		07/17/2020		07/20/2020		
Units	0	Type of Plan ID Code		Interstate Risk I	D	Producer Name		Prior Policy Number	
Endorsements	10	2 · Normal Assigned Risk							
Canc./Rein.	0	Legal Nature of Insured Code		Other Legal Nat	ure		Wrap-Up Code	Type of Coverage ID Code	
Noncomp/Comp	O	10 - Limited Liability Company	у				2 - No	01 - Standard Policy (V	NC and/or EL)
Transaction History	Ð	Employee Leasing Type		Retro Rating Co	de		Min Prem State Code *		
Correspondence	O	1 - Non-ELC/Client		3 - Not retro	rated		NC		
		3A/3C STATES							
		3A State(s)			3C State(s) Inclu	de		3C State(s) Exclude	
		Effective Expiration	n State	Prem.	Effective		State	Effective	State

The user will also notice that the report number is hyperlinked. This hyperlink will navigate the user to the individual stored unit statistical report.

Export to WCSTAT	Export to Excel	Add to WCSTAT Queue	Print	Error Report	Cre Corr	eate ection	Create Subsequent	(Se	Create parated	To Poli	cy		O 🗊 💉 🖸
eader		HEADER											
xposures	0	POLICY INFO											
oss Info	0	Received Date	Last Val	idated Date		Edit Status		Submission	ID		Report No. *		
alidation Runs	0	02/25/2021	02/2	5/2021		Accepted		2021022	50001		01		
		Carrier ID	Policy P	io. *		Policy Eff. Date		Correction 1	Type		Corr. Seq.	Replacement I	nd.
		10243 (DC0) - 10243 (NCC	-			05/31/201	9	м			01		*
		Combo ID	Coverag	pe ID		Policy Exp. Da	te	Exposure St	ate *		State Eff. Date		
		6753203	2730	0150		05/31/202	0	32					
		Risk ID Number	Accepto	d Date									
		913192060	02/2	5/2021									
		Insured's Name											
		Address											

<u>*Note</u>: a feature on this screen worth noting is the policy tab on the top of the screen. This will navigate the user to the stored policy for this unit.

Back on the widget, located on the right-hand side of the grid is a column for Edit Status. If the user did not specifically search edit status, they will see all submitted unit stat reports for that policy and the status of each report.

On the far right of the grid there are icons on each row- or which allow the user to add or deleted the transaction from their My List Widget on the dashboard.

From the search results the user has the option to View/Print USR(s), View/Print Error Report or Export the units to the WCSTAT format. The user also has the option to export the units to Excel, CSV or Copy to their clipboard.

SE/ Viev	ARCH (RESET (s) View/Pr	rint Error Report	Export to WC	STAT										
Show	10 ¢ e	ntries	Excel CSV	Сору									Previous	s 1 1	lext
0	Carrier ID	Policy Number	Policy Effective Date	Insured Name	II Rpt. No.	Corr. () Seq. No.	Corr. Type	Combo ID	Coverage ID	Submission II ID	Sep. 11 Segment No.	Received Date	11 Edit Status	Web Status	
0	14397		04/18/2018		01	00		6465557	24168940	201910220019		10/22/2019	Accepted	Submitted	۰
Show	ing 1 to 1 o	f 1 entries											Previou	s 1 1	Vext

How to Search for a Claim

In Manage Data, a user can conduct a claim search from a unit that has been submitted to the North Carolina Rate Bureau.

From the Unit Tab, select Claim Search.



The user will be navigated to the Claim Search Screen. From this screen the user can input search criteria to locate the specific claim information.

UNIT STAT REPORT SEARCH	CLAIM SEARCH	UNIT STAT TRACKING SEA	RCH SUBMISSION SEAR
CLAIM SEARCH			
Claim No.	Policy Number		Policy Effective Year
	Policy Number		~
SEARCH RESET			
View/Print Error Report			

<u>Claim No.</u>: THIS IS A REQUIRED FIELD. The user will need to input the specific claim number they are looking for.

Policy Number: This is not a required field; the user can narrow their search with this option.

Policy Effective Year: This is not a required field; the user can use the drop-down menu to select the specific year they are looking for.

Once the user has added the search criteria they wish, they can select the search button to show the results.

In the results section, the user will see a list of all submitted unit statistical reports that contain this specific claim.

UNIT	STAT REPOR	RT SEARCH	CLAIM SE	ARCH	UNIT STA	T TRACKIN	G SEARCH	I SUBM	ISSION SEAF	юн									
CL/	AIM SE	ARCH																	
Clain	n No.		Policy N	umber				Policy Effe	ctive Year										
			Policy I	Number						~									
58	ARCH	RESET																	
Vie	e/Print Erro	or Report																	
View	ay/Print Erro	or Report	Excel	csv c	ору											Previ	ous	1 Ne	ext
View Show	ny/Print Error	or Report Intries Policy Number	Excel Policy 11 Effective Date	CSV C Claim Number	Rpt. 2 No. 1	Corr. Seq. Co No. Tyj	11 Sep. rz. Seg. pe No.	Combo ID	Coverage ID	Submission ID	Upd. Type	T. Class	inj. Type	11 Accid. Date	Claim Count	Previ Claim Stat.	ous Inc. Ind.	1 Ne Inc. Med.	ext Pa
Show	ay/Print Error 10 © en Carrier 10 10448	or Report ntries Policy Number	Excel Policy 11 Effective Date 08/01/2017	CSV C Claim Number	Rpt. 1	Corr. Seq. Co No. Tyj	1: Sep. rr. Seg. pe No.	Combo ID 9382624	Coverage ID 12902490	Submission 10 201902140012	Upd. Type R	11 Class 8111	inj. Type 05	11 Accid. Date 08/24/2017	Claim Count 1	Previ Claim Stat.	ous Inc. Ind.	1 Ne Inc. Med. 4250	Pa Inc 0

The results will show in a sortable grid with identifying policy and unit statistical report information. The user will notice the policy number is hyperlinked. This hyperlink will navigate the user to the View Policy Information Page for the stored policy information. The user will also notice that the report number is hyperlinked. This hyperlink will navigate the user to the individual stored unit statistical report.

If the user scrolls to the right, the system will display all claim information that was submitted with the unit.

Policy Ef	ffective late	Claim Number	Rpt. No.	Seq. No.	Corr. Type	Seg. No.	Combo ID	Coverage ID	Submission ID	Upd. Type	Class	inj. Type	Accid. Date	Claim Count	Claim Stat.	Inc. Ind.	Inc. Med.	Paid Ind.	Paid Med.	
00	6/01/2017		01	00			9382624	12902490	201902140012	R	8111	05	08/24/2017	1	0	1200	4250	0	926	۰
00	8/01/2017	_	02	00			9382624	12902490	202002130005	P	8111	05	08/24/2017	1	0	2500	1500	1000	926	۰

On the far right of the grid there are icons on each row- or which allow the user to add or deleted the transaction from their My List Widget on the dashboard.

From the search results the user also has the option to export the units to Excel, CSV or Copy to their clipboard.

Shov	10 0 e	ntries	Excel	CSV	Сору]											Previ	ous	1 Ne	st
0	Carrier ID	Policy Number	Policy Effective Date	Claim Number	Rpt. No.	Corr. 11 Seq. No.	Corr. Type	Sep. 11 Seg. No.	Combo ID	Coverage ID	Submission ID	Upd. Type	II Class	inj. Type	Accid. Date	Claim Count	Claim Stat.	inc. Ind.	inc. Med.	Pa Inc
0	10448		08/01/2017	_	01	00			9382624	12902490	201902140012	R	8111	05	08/24/2017	1	0	1200	4250	0
0	10448	_	08/01/2017	_	02	00			9382624	12902490	202002130009	Р	8111	05	08/24/2017	1	0	2500	1500	10
<																				>

How to Search for a Submission

In Manage Data, a user can conduct a search for all units that were reported through the same submission. *<u>Note-</u> only direct reporters to the North Carolina Rate Bureau will be able to use this search.

From the Unit Tab, select Submission Search.

Dashboard	Policy *	Unit 🔻	Correspondence	Fines
Create Ne	ew Unit Txr	n		
Unit Stat	Report Sea	irch		
Claim Sea	arch			
Unit Stat	Tracking Se	earch	Received D	ate Rang
Submissio	on Search		mm/dd/w	wy - mm

The user will be navigated to the Submission Search Screen. From this screen the user can input search criteria to locate the specific unit statistical reports from a specific submission.

UNIT STAT REPORT SEARCH	CLAIM SEA	RCH UNIT STAT TRACKIN	G SEARCH	SUBMISSION	SEARCH	
SUBMISSION SEA	RCH					
Carrier		Received Date (From)	Received	l Date (To)	Subm	nission ID
All Carriers Selected (726)	•	mm/dd/yyyy	mm/dd	l/уууу	Sub	mission ID
SEARCH RESET						

<u>Received Date:</u> This is not a required field; however, the user will have to put something here on the next field of submission ID. This field will allow the user to input a From and To date to locate all submissions for that specific time period.

<u>Submission ID:</u> This is not a required field; however, the user will have to put something here and the previous fields of received date. This field will allow the user to input an exact submission ID to locate all units that were submitted.

Once the user has added the search criteria they wish, they can select the search button to show the results.

In the results section, the user will see a list of all submitted unit statistical reports that this specific claim has been reported on.
UNIT STAT REPORT SEARCH CLAIM SEA	RCH UNIT STAT TRACKIN	IG SEARCH SUBMISSION	SEARCH			
SUBMISSION SEARCH						
Carrier	Received Date (From)	Received Date (To)	Submission ID			
All Carriers Selected (726)	mm/dd/yyyy	mm/dd/yyyy	202009200001			
SEARCH RESET						
Show 10 ¢ entries Excel CS	V Copy				Previous 1	Next
Submission ID Received Date	Processed Date	Total Rejected	1. Total Accepted	Total AWW	Total USR(S)	11
202009200001 09/20/2020	09/20/2020	0	1	1	2	
Showing 1 to 1 of 1 entries					Previous 1	Next

How to Create a New Unit Statistical Report

In Manage Data, users with specific permissions can create a new unit statistical report from scratch. Only direct reporting carriers to the North Carolina Rate Bureau are allowed to submit the created unit statistical reports via the Manage Data web application. The North Carolina Rate Bureau must already have a submitted policy in order for the unit statistical report to be accepted.

Depending on whether this is the first report for the policy, or a subsequent report, the user will either create a new unit statistical report or a subsequent unit statistical report. The steps to create a subsequent report are located <u>here</u>. If the user needs to make a correction to a unit statistical report they will need to follow the steps <u>here</u>.

If additional information is needed to determine whether to create a new, subsequent or correction report, the user can contact the North Carolina Rate Bureau directly at- (919)582-1056 or support@ncrb.org

To create a new unit statistical report, navigate to the Unit tab on the navigation menu and select Create New Unit Txn.



The system will navigate the user to the Create New Unit Transaction Screen. From here the user can add all the unit statistical report data for the policy. Note that fields with a blue asterisk are required. Also note that to the left of the screen is a break down of each section of the report that needs to be completed.

Header	
Exposures	0
Loss Info	0

Header Record

Policy Info

The first section is the header record. As previously mentioned blue asterisks indicate a required field. There may be some pre-filled fields, but the user can edit if necessary.

HEADER				
POLICY INFO				
Carrier ID *	Policy No. *	Report No. *	Corr. Seq.	
10448 (DCO) - 104 🗸		01	00	
Policy Eff. Date *	Policy Exp. Date	Exposure State	•	State Eff. Date
06/12/2019	06/12/2020	32		mm/dd/yyyy
Risk ID Number				
Insured's Name				
Address				

Policy Conditions

In this section the user can place a check mark on any of the following policy conditions. To the right-hand side, the user has the option to choose the estimated audit code drop down. The user will notice this is not a required field.

POLICY CONDITIONS			
3 yr. F/R Policy	Multi State Policy	Interstate Policy	Estimated Audit Code
Retro Policy	Canceled Mid-term	MCO Indicator	N - No U - Uncooperative Y - Yes

Policy Type ID

In this section the user can use the drop-down menus to further identify policy information.

POLICY TYPE ID				
Type Coverage	Plan Indicator	Non Standard Indicator *		
01 - Standard 🗸 🗸 🗸	01 - Voluntary 🗸 🗸 🗸	01 - Non-standard Co	ode does no 🗸	
Losses Subject to Deductible	Ded. Amt. Claim/Accident	Ded. Amt. Aggregate	Basis of Dedu	ctible Calculation
00 - No Deductible 🗸			00 - No E	Deductible 🗸

Previous Fields

In this section the user can add the policy information that was previously added in the policy info section.

PREVIOUS FIELDS		
Carrier ID	Policy No.	Policy Eff. Date
		mm/dd/yyyy

Exposure Record:

Exposure Splits

The Exposure tab allows the user to enter the exposure by split applicable to the unit statistical report. To add an exposure the user will click the Add Expo button at the bottom of the section.

EXPO SPLITS	SURE				
	Split Indicator	Subject Premium		Modified Premium	п
		No data avail	able in table		
Add Exp	90				

A pop-up box will display that allows the user to add the exposure. Once all fields have been added the user has the option to reset, save, or cancel. *Note- the first exposure added will have the Split Indicator pre-populate to '0'. If you add multiple exposures the split indicator will go in consecutive order 0,1,2 etc. Split indicator must be completed in consecutive order or an error will occur.

ass Category *					
Subject to Mod 🛛 🖌					
od Eff. Date *	Rate Eff.Date *	Exp. Mod.	Expo. Act *		
06/12/2019	06/12/2109	00.000	00 - Statistical Coc 🗸		
cposure	Manual Rate	Premium Amt. *			
	0000.000	1500			
	0000.000	1500]		
a le	Iss Category * Subject to Mod	Iss Category * Subject to Mod ✓ od Eff. Date * Rate Eff.Date * 06/12/2019 06/12/2109 posure Manual Rate 0000.000	sss Category * Subject to Mod ✓ od Eff. Date * Rate Eff.Date * Exp. Mod. 06/12/2019 06/12/2109 00.000 posure Manual Rate Premium Amt. * 0000.000 1500	sss Category * Subject to Mod ✓ od Eff. Date * Rate Eff.Date * Exp. Mod. Expo. Act * 06/12/2019 06/12/2109 00.000 00 - Statistical Coc ✓ posure Manual Rate Premium Amt. * 0000.000 1500	sss Category* Subject to Mod ✓ od Eff. Date* Rate Eff.Date* Exp. Mod. Expo. Act* 06/12/2019 06/12/2109 00.000 00 - Statistical Coc✓ posure Manual Rate Premium Amt.* 0000.000 1500 0000.000

This section allows the user to input all premium information for the insured in a sortable grid. The system will auto-fill exposure totals when the user enters exposures and rate for a class code.

Once the user selects save they will see the exposure appear in the grid. The user will also notice that there are different subsections on the exposure splits. Depending on what class category the user selected when adding the exposure, the system will add to the subsection of subject to the mod, not subject to the mod and non-standard.

(POSURE	E													
	Split Indicator				1) Subject Prov	nian					Modified Prenium			
	0													
UBJECT TO M	001													
	Update T	ite i	Med DF. Oute	11	late DF. Date		Dap. Mod	Days Act 💽	5.4	Diamo	1 Expressee	1 Manual Ra	te 11 Premium Amt.	
Sdt Drive			05/12/2019	0	06/12/2019			0 00		1010		0	0	1500
IOT SUBJECT	TO MOD													
Upd	inte Type	1 Hod Eff. Dete		Rate DT. Oats		1 Dep. Ved	1 Expe /	ka 📵	1 Care		Exposure	1 Manual Rate	Premium Ame.	
iai Daine R		05/12/2019		06/12/2019			0 00		8742			a	0	129
ION STANDA	RD													
Update T	Type	1. Mod ER. Date		latie BFE. Date		Eq. Vel	1. Expe Act	0	. Class		Esposure	Manual Rate	1. Premium Ant.	1
							No data availa	ble in table						

Add Expo Calculate

If the user needs to edit or delete an exposure they can use the edit and delete buttons on the left-hand side of the grid.

XPOSUR PLITS	8E																	
	Split Indicate				1. Subject #	honian						Muli	ed Premium					
	0																	
SUBJECT TO	MOD																	
	Up	data Type 1	Med DF. Date		Rate DT. Date		Exp. Mod	11	Dage Act 🚺		Class		Exposure		Manual Rate	ti Pr	erikm Ant.	
Edit Delete	R		05/12/2019		06/12/2019			0	00		8810					0		1500
OT SUBJEC	Ipdate Type	1 Mod Df. Dep		Rate DT. Oa		1 Dip. Vid		Espo Act	0	Gase		1 Depe	8.79	ti Ma	rual Rate	1 Pres	slum Arriz.	
541 Dillo 8	e	05/12/2019		06/12/2019			0	00		8742				a		a		129
NON STAND	ARD																	
update	е Туре	1. Mod Eff. Date		Rate EFF. Date		1. Eq. Vel	1.0	epe Act 💽	3	t Class		Expos	**	Man	nal Rate	1. Press	ium Anti.	1
							No data	a available	ir table									

Add Expo Calculate

Exposure Totals

In this section the user can tally up all exposures for the insured and place in the corresponding fields. *Note- this is not a required section. The user will need to ensure values are entered correctly to prevent additional follow-up.

If there are no losses to report on the unit statistical report the user can save the unit. Navigate <u>here</u> for those steps.

Loss Info Record:

Loss Info

The Loss Info Record allows the user to add all losses applicable to the unit statistical report. To add a loss the user will click the Add Claim button at the bottom of the section. Additionally, the Loss Info Record allows the user to calculate all losses. The system now includes a calculate button for loss totals or the user can enter in the required information.

EXPOSURE TOT	ALS													
Subject Premium			Standard Exposure			Standard Premium			Modified Pre	nium				
46892			3907248			97498			51	51				
LOSS INFO														
Show 10 entries											Search:			
	Update Type	11 Claim Number	1 Accident	Date 11	No. Of Claims	Incurred Indemnity	11 Incurred Me	dical 🕆	Class 11	Type of Injury	11	Claim Status		
Edit Delete	P	Y2ZC76564	11/10/20	21	1	0	3160		9012	06		1 - Closed		
Edit Delete	R	Y2ZC76564	11/10/20	21	1	0	3160		9012	06		1 - Closed		
Edit Delete	P	Y2ZC91123	02/11/20	22	1	0	125		9012	06		0 - Open		
Edit Delete	R	Y2ZC91123	02/11/20	22	1	0	125		9012	06		0 - Open		
Showing 1 to 4 of 4 en Add Claim Calcul	tries ate											Previous 1 Next		
LOSS TOTAL														
No. of Claims	h	ncurred Indemnity		Incurred Medical		Paid Indemnity		Paid Medical		Clair	n Attor. Fees			
2		0		3285		0		3285		0				
Emp. Attor. Fees	A	ALAE Paid		ALAE Incurred										
0		228		0										

A pop-up box will display that allows the user to add the claim information. Once all fields have been added the user has the option to reset, save, or cancel.

ADD CLAIM					×
Update Type	Claim Number *	Accident Date *	No. of Claims	Incurred Indemnity	
R - Revised 🗸 🗸	WC12345A	09/02/2019	1		
Incurred Medical	Class	Type of Injury *	Claim Status *		
523.44	8810	05 - Temporary Inj 🗸	1 - Closed 🗸		
LOSS CONDITION	NS				
Loss Act	Loss Type	Recovery	Claim Type	Settlement	Jurisdiction State
01 - State Act 🛛 🗸	01 - Trauma 🗸 🗸	01 - No Recovery 🗙	01 - Worker's Com 🗸	00 - Claim not sub 🗙	~
Catastrophe Code	МСО Туре	Injury Part *	Injury Nature *	Injury Cause *	Voc. Reh. Ind. *
00	00 - Not Approvec 🗸	35 - Hand 💙	40 - Laceration 🗸 🗸	16 - Hand Tool, Ut 🗙	N - CLAIM DOES № ¥
Occupation Description	Lump	Fraud Claim Ind.	Deduct. Ind.	Paid Indemnity	
	×	00 - Not Frauduler 🗙			
Paid Medical	Claimant Att. Fees	Emp. Att. Fees	ALAE Paid	ALAE Incurred	

Once the user selects save they will see the loss appear in the grid. If the user needs to edit or delete the loss they can use the edit and delete buttons on the left-hand side of the grid. Once the loss information is updated, the user will need to update the loss totals for this entity. The system now includes a calculate button for exposure and loss totals.

LOSS INFO Show 10 ¢ entries									Search:			
	Update Type	Claim Number	Accident Date	No. Of Claims	Incurred Indemnity	1 Incurred Medi	cal 🕆	Class †1	Type of Injury	Claim Status		
Edit Delete	Ρ	Y2ZC76564	11/10/2021	1	0	3160		9012	06	1 - Closed		
Edit Delete	R	Y2ZC76564	11/10/2021	1	0	3160		9012	06	1 - Closed		
Edit Delete	Ρ	Y2ZC91123	02/11/2022	1	0	125		9012	06	0 - Open		
Edit Delete	Edit Delete R Y2ZC91123 02/11/2022		02/11/2022	1	0	125	125		06	0 - Open		
Showing 1 t 4 or 4 en Add Clain Calcul LOSS TOTAL	Showing 1: A of a British Add Clair Calculate											
No. of Claims	Inc	urred Indemnity	Incurred Medic	4	Paid Indemnity		Paid Medical		Claim Attor. Fees			
2		D	3285		0		3285		0			
Emp. Attor. Fees ALAE Paid 0 228		ALAE Incurred										

Loss Total

LOSS TOTAL					
No. of Claims	Incurred Indemnity	Incurred Medical	Paid Indemnity	Paid Medical	Claim Attor. Fees
2	0	3285	0	3285	0
Emp. Attor. Fees	ALAE Paid	ALAE Incurred			
0	228	0			

Saving

When all fields have been entered for the unit statistical report, the user can scroll to the top right of the screen and has the option to either save or cancel the unit transaction



To save, the user will select the floppy disk icon at the top right of the screen. A pop-up box will appear as a confirmation. <u>NOTE</u>: Saving the unit does not submit the transaction to the North Carolina Rate Bureau, it simply saves the unit statistical report in Manage Data.

Validating

Once the unit has been saved, users with edit permissions have the option to test validate the unit prior to submitting it to the NC Rate Bureau. *Note- unit statistical reports that are test validated are not submitted. The unit will still need to be submitted to us after validations are run.

To validate the unit prior to submitting, the user can select the test validate button at the top left corner of the saved unit statistical report.

The NCRB highly recommends using the test validate to confirm the unit is correct prior to submission.

VIEW UNIT STAT REPORT										
Export to WCSTAT	Export to Excel	Add to WCSTAT Queue	Print	Error Report	Test Validate	Submit				

In test validate, the system will run edit validations on the data to ensure the reporting is correct prior to submission. A dialog box will display with any edit ID's and comments found in the validation process. If any of the edits are rejected, the unit will not be accepted to our database and the errors should be resolved before submitting the unit to the North Carolina Rate Bureau. Close the dialog box to return to the saved and **unsubmitted** unit statistical report.

USR EDIT	JSR EDIT ERRORS												
Show 10 🗢 e	entries												
Edit ID $\uparrow\downarrow$	Edit Comment	Severity	ή.	Record Identifier	↑↓	Additional Info	↑↓						
699	Carrier ID 10448 is not approved to report USRs directly to NCRB.	4 (Rejection)											
87	Report is too early for policy entered.	2 (Failure)											
Showing 1 to 2	of 2 entries					Previous 1	Next						
							Close						

Submitting

After the user saves and validates the unit statistical report they have additional options at the top right of the screen:

0	Ô		6	\bigcirc
---	---	--	---	------------

With the (+) icon the user can add this unit to their My List Widget on the Dashboard. With the trash can icon the user can delete the unit statistical report completely. With the pencil icon the user can modify the unit data.

To the top left there are additional options:

Export to WCSTAT Export to Excel	Add to WCSTAT Queue	Print	Error Report	Test Validate	Submit	
----------------------------------	---------------------	-------	--------------	---------------	--------	--

Export to WCSTAT: The user can easily transfer this unit statistical report to the WC format.

Export to Excel: This will create an Excel spreadsheet with the data entered for the unit.

<u>Add to WCSTAT Queue</u>: This will add the unit to the WCSTAT Queue Widget on the Dashboard.

Print: This will open a PDF copy of the unit that the user can print.

Test Validate: The user can test validate the unit again after any modifications were made.

<u>Submit:</u> This submits the full unit statistical report to the North Carolina Rate Bureau. Once selected the system acknowledges that the unit was submitted and lists the status of the unit. The user can acknowledge the message by selecting OK, or OK and add to WCSTAT Queue if they want to add the transaction to the WCSTAT Queue located on the dashboard.

How to Create a Unit Statistical Report Correction

A user has the option to correct a previously submitted and accepted unit statistical report. To make a correction the user will first need to find unit statistical report that needs the change.

The user can navigate to the Dashboard and input the policy number for the unit in the search widget and select the unit tab.

SEARCH								
Policy Number	Policy Effective Date							
	mm/dd/yyyy							
EMPLOYER UNIT STAT POLICY								

From the search results the user will see all unit statistical reports submitted for that policy. By clicking the hyperlinked report number, the system will navigate the user to the view unit stat report screen.

Show	Show 10 entries Excel CSV Copy										Previo	Previous 1 Next			
0	Carrier II	Policy Number	Policy Effective	Insured Name	Rpt.	Corr. Seq. 1	Corr.	Combo 👘	Coverage 1	Submission (). ID	Sep. Segment . No.	Received 1	Edit 1 Status	Web Status	
0	10448		06/02/2017		01	00		6593423	25554410	201812140005		12/14/2018	Accepted	Submitted	۰
	10448		06/02/2018		01	00		6593423	25554410	201912120014		12/12/2019	Accepted	Submitted	۰
Showi	Showing 1 to 2 of 2 entries 1 Next														

To make a correction to the report the user will select the Create Correction button at the top of the screen.

VIEW UNIT STAT REPORT

Export to	Export to	Add to WCSTAT	Print	Error	Create	Create	Create
WCSTAT	Excel	Queue		Report	Correction	Subsequent	Separated

A dialog will display allowing the user to select which correction type is needed, after selecting the user will hit the create button. *Note- if the user selects a specific record to correct, only that record will display for editing. If the user needs to correct multiple records they can select the corrections to multiple record types option.

CREATE CORRECTION	×
Correction Type Copy Losses Copy Exposures	
SELECT CORRECTION TYPE	
O Header record only [H]	
Exposure records only [E]	
Total records only [T]	
Loss Record Correction [L]	
 Corrections to multiple record types [M] 	
Create	el

The unit statistical report will display with a copy of the stored unit data and the ability to edit any open fields.

For all sections on the left-hand side of the screen, the user can edit or delete previously saved records or add new records. Once all records have been updated with the updated unit data the user will need to follow the steps to save, validate and submit the unit statistical report data located <u>here</u>.

How to Create a Subsequent Unit Statistical Report

To create a subsequent unit statistical report the user will first need to find the first reported unit for that policy.

The user can navigate to the Dashboard and input the policy number for the unit in the search widget and select the unit tab.

SEARCH									
Policy Number	Policy Effective Date								
	mm/dd/yyyy								
EMPLOYER UNIT STAT POLICY									

From the search results the user will see all unit statistical reports submitted for that policy. By clicking the hyperlinked report number 01, the system will navigate the user to the view unit stat report screen.

Show	Show 10 e entries Excel CSV Copy										Previo	Previous 1 Next			
0	Carrier	Policy :	Policy Effective	Insured Name	Rpt. () No.	Corr. Seq. 📋 No.	Corr. 11 Type	Combo 👘	Coverage 1	Submission (). ID	Sep. Segment . No.	Received Date	Edit 1 Status	Web 1. Status	
0	10448		06/02/2017	<u>}</u>	01	00		6593423	25554410	201812140005		12/14/2018	Accepted	Submitted	۰
	10448	_	06/02/2018		01	00		6593423	25554410	201912120014		12/12/2019	Accepted	Submitted	۰
Showi	Showing 1 to 2 of 2 entries Previous 1 Next														

To make a subsequent report the user will select the Create Subsequent button at the top of the screen.

VIEW UNIT STAT REPORT

Export to	Export to	Add to WCSTAT	Print	Error	Create	Create	Create
WCSTAT	Excel	Queue		Report	Correction	Subsequent	Separated

Need to add screen shot of the dialog box and add verbiage on how to make changes and link back to saving.

A dialog will display allowing the user to select which losses they want to copy to the subsequent unit. If the initial unit does not have a loss reported, or the user does not want to copy the losses, they will simple select create.

CRE	ATE SU	BSEQUE	NT						×		
SELEC Show	SELECT LOSSES TO COPY Show 10 \Rightarrow entries Search:										
	Update ↑↓ Type	Claim ↑↓ Number	Accident ↑↓ Date	No. Of the Claims	Incurred ↑↓ Indemnity	Incurred ↑↓ Medical	$\widehat{\mathbf{Class}}^{\uparrow\downarrow}$	Type of ↑↓ Injury	Claim ↑↓ Status		
				No data	available in table						
Showir	ng 0 to 0 of 0	entries						Previ	ous Next		
	Create										

The unit statistical report will display with a copy of the stored unit data and the ability to edit any open fields.

For all sections on the left-hand side of the screen, the user can edit or delete previously saved records or add new records. Once all records have been updated with the updated unit data the user will need to follow the steps to save, validate and submit the unit statistical report data located <u>here</u>.

How to Create a Separated Data Unit Statistical Report

In Manage Data, users with specific permissions can create a separated data unit statistical transaction. This function is used when a policy covers more than one risk and the data needs to be separated out. The user will submit a separated unit report by copying the original unit containing the combined entities and then separating out the exposure and loss records for each entity.

To separate data between the entities, the user will need to access the original submitted unit stat report. The user can navigate to the Dashboard and input the policy number for the unit in the search widget and select the unit tab.

SEARCH		
Policy Number	Policy Effective Date	
	mm/dd/yyyy	
EMPLOYER UNIT STAT POLICY		

From the search results the user will see all unit statistical reports submitted for that policy. By clicking the hyperlinked report number, the system will navigate the user to the view unit stat report screen.

Show	Show 10 ¢ entries Excel CSV Copy 1 Next														
	Carrier 11	Policy Number	Policy Effective	Insured Name	Rpt. 1 No.	Corr. Seq. 1	Corr.	Combo 🕆	Coverage 1	Submission () ID	Sep. Segment . No.	Received 1	Edit : Status	Web Status	
	10448	_	06/02/2017		01	00		6593423	25554410	201812140005		12/14/2018	Accepted	Submitted	۰
	10448	_	06/02/2018	0 A	01	00		6593423	25554410	201912120014		12/12/2019	Accepted	Submitted	۰
Showi	ng 1 to 2 of	2 entries											Previo	us 1 N	lext

At the top left of the screen there is a button for Create Separated. By clicking this button, the system will generate a new unit statistical report that is identical to that which has already been submitted.

VIEW UNIT STAT REPORT

Export to Export to	Add to WCSTAT	Print	Error	Create	Create	Create
WCSTAT Excel	Queue		Report	Correction	Subsequent	Separated

From this screen the user can update the submitted information to differentiate what records that were submitted belong to the separated entity.

Header Record:

The unit will display grayed fields, that are not editable. The insured name and address fields can be changed by note this is the name of the original entity that the unit report was submitted for. Further down the page the user can update the report with the separated entities name.

HEADER							
POLICY INFO							
Carrier ID *	Policy No. *	Report No. *	Corr. Seq. No. *	Correction Type	Replacement ind.		
10448		01	00	~	~		
Policy Eff. Date *	Policy Exp. Date	Exposure State *		State Eff. Dute			
06/12/2017	06/12/2018	32		mm/dd/yyyy			
Risk ID Number							
Insured's Name							
					J		
Address							
					1		
POLICY CONDITIONS							
3 yr. F/R. Policy	 Multi State Policy 			Interstate Policy		Estimated Audit Code	
						U - Uncooperative	~
Retro Policy	Canceled Mid-ter	m		MCO Indicator			
POLICY TYPE ID							
Type Coverage	Plan indicator	Non Standard Indicator *					
01 - Standard 🗸 🗸	01 - Voluntary 👻	01 - Non-standard 0	Code does not apply	~			
Losses Subject to Deductible	Ded. Amt, Claim/Accident	Ded. Amt. Apprepate		Basis of Deductible Calculation			
00 - No Deductible 🗸 🗸	0	0		00 - No Deductible Applies 🛛 👻			

Exposure Record:

In the Exposure Record, the user will see the exposure details by clicking the arrow on the lefthand side of the screen. The exposure records shown are from the combined original unit statistical report that was submitted. By clicking the edit and delete fields on the left-hand side, the user can update the records to show what is contributed to the separated entity.

EXPOSURE SPLITS													
	Split Indicator			Subject Premiar	n				Modified Prem	um			
• 0 N2 N2 0													
SUBJECT TO MOD													
	Update Type	Mod Eff. Date	Rate Eff. Date	: Exp. Mol		Expo Act 💽	11	Dates 1	Exposure	Manual Rate		Premium Amt.	
Edit Delete	R	06/12/2017	06/12/2017		0	01	8	1892	42	000	0.220		92
Update Type	Nod Eff. Date	: Rate Eff. Oat	5.00	. Mod	Expe Act	le in table	1 Cless	5 60	sure 3	Manual Rate	5 P	entium Annt.	
NON STANDARD													
	Update Type	Mod Eff. Date	Rate Eff. Date	: Exp. Mol	i - 5	Expo Act 💽		Dass 1	Exposure	Manual Rate		Premium Amt.	
Edit Delete	R	06/12/2017	06/12/2017		0	01	(900		0	0		290
Eds Delete	R	06/12/2017	06/12/2017		0	01	5	743		0	0		4
		05 (10)0017	06/12/2017			01		241		0			
Edit Delete		06/12/2017					2						- 4

Add Expo Calculate

For example, this insured submitted \$42,000 in exposure for class code 8832. Let's say their separated entity is responsible for \$20,000 of that \$42,000. The user will select the edit button.

	Update Type	Mod Eff. Date	Rate Eff. Date	Exp. Mod	Expo Act 🖸	Class	Exposure 1	Manual Rate	Prenium Amt.	5
Edit Delete	R	06/12/2017	06/12/2017	0	01	8832	42000	0.220		92

In the dialog box the user will update the exposure number to reflect the exposure information for the separated entity. So, for this example the user would delete the \$42,000 and input the

\$20,000 this entity is responsible for. The system auto-fills the premium field when a user enters exposures and rate for a class code. Once all edits have been made to the exposure, the user can click the save button and the system will change the record information on the grid.

EDIT EXPO	SUR	E				×
Split Ind. *		Class Category *				
0	~	Subject to Mod 🛛 🗙				
Update Type *		Mod Eff. Date *	Rate Eff.Date *	Exp. Mod.	Expo. Act *	
R - Revised	~	06/12/2017	06/12/2017	0	01 - State Act or Fi 🗸	
Class *		Exposure	Manual Rate	Premium Amt. *		
8832		20000	0.22	92		
			-			
					Reset d	Save 🕅 Cancel 🛇

If there are exposure records listed that are attributed to the first entity and not this separated entity, the user needs to delete them by selecting the delete button to the left. <u>The exposure</u> records displayed should reflect that of the separated entity only.

It is important to note, if there is an additional exposure record that needs to be added, the user will need to create a correction transaction to the original combined unit statistical report, not this separated unit statistical report. Steps to make a correction to the original report are located <u>here</u>.

Once the exposure information is updated for the separated entity the user will then need to update the exposure totals for this entity.

EXPOSURE TOTALS			
Subject Premium	Standard Exposure	Standard Premium	Modified Premium
46892	3907248	97498	51

Loss Info Record:

Similar to the exposure records, the loss info record will show all losses the insured has submitted from the original combined unit. If there are losses that do not apply to the separated entity the user can select the delete button. The losses displayed should reflect that of the separated entity only.

It is important to note, if the separated entity has a loss that is not reflected here, the user will need to create a correction transaction to the original combined unit statistical report, not this separated unit statistical report. Steps to make a correction to the original report are located <u>here</u>.

Once the loss information is updated, the user will need to update the loss totals for this entity. The system now includes a calculate button for exposure and loss totals.

LOSS INFO Show 10 • entries												
	Update Type	1 Claim Number	Accident Date	1	No. Of Claims	Incurred Indemnity	Incurred Med	dical 11	Class 1	Type of Injury		Claim Status
Edit Delete	P	Y2ZC76564	11/10/2021		1	0	3160		9012	06		1 - Closed
Edit Delete	R	Y2ZC76564	11/10/2021		1	0	3160		9012	06		1 - Closed
Edit Deleto	P	Y2ZC91123	02/11/2022		1	0	125		9012	06		0 - Open
Edit Delete	R	Y2ZC91123	02/11/2022		1	0	125		9012	06		0 - Open
Showing 1 to 4 of 4 ent Add Claim Calcula LOSS TOTAL	Showing 1 to 4 of 4 entries Add Claim Calculate LOSS TOTAL											
No. of Claims	In	curred Indemnity		Incurred Medical		Paid Indemnity		Paid Medical			Claim Attor. Fees	
2		0		3285		0		3285			0	
Emp. Attor. Fees	A	AE Paid		ALAE Incurred								
0		228		0								

Separated Data Record:

The separated data record is the section of the unit where the user will identify the separated entity.

SEPARATED DATA			
Separated Segment Number *	Separated Date *	Separated Insured Name *	Previous Separated Segment Number
	mm/dd/yyyy		

<u>Separated Segment Number</u>: The user will be required to enter the separated segment number. The first separated unit for the policy would be reported as a 01. When multiple separations occur on one policy, the segment numbers should be reported in sequential order 02, 03, and so forth.

<u>Separated Date</u>: This is the date the insured or insureds separated from the original unit report data.

<u>Separated Insured Name</u>: This is the name of the person or business that is being separated from the existing unit statistical report.

<u>Previous Separated Segment Number:</u> This is not a required field. However, if placed here it would be the previous separated number used for that policy. This is only used when correcting link data.

Once all records have been updated with the separated unit data the user will need follow the steps to save, validate and submit the unit statistical report data located <u>here</u>.

Correspondence

The user can search for all correspondence from the North Carolina Rate Bureau via the correspondence tab on the navigation menu.

Dashboard Policy - Unit - Correspondence Fines Back to Portal

The user will be navigated to the Correspondence Search Screen. From this screen the user can input search criteria to locate the stored correspondence sent to the carrier.

CORRESPONDENCE SEARCH				
CORRESPONDEN	ICE SEARCH			
Carrier	Correspondence	Correspondence Type	Combo ID	Coverage ID
All Carriers Selected (7	ID	~	Combo ID	Coverage ID
	Corresponder			
Policy Number	Coverage Effective	e Date Issue Date Range		
Policy Number	mm/dd/yyyy	mm/dd/yyyy - mr	n/dd/yy	
SEARCH RESET				

Correspondence ID: This is not a required field. However, the user will have to input either a correspondence ID, a policy number or an issued date range. If the user knows the specific correspondence ID they are searching for they can input that in this field.

<u>Correspondence Type</u>: This is not a required field. The user can use the drop-down menu to select a specific type of correspondence.

Policy Number: This is not a required field. However, the user will have to input either a policy number, a correspondence ID or an issued date range. The user can add the information to search for all correspondence for that specific policy.

<u>Coverage Effective Date:</u> This is not a required field. The user can add the effective date of the policy to further narrow the search for a specific correspondence.

Issue Date Range: This is not a required field. However, the user will have to input either an issued date range, a correspondence ID, or a policy number. The user can add a date range to find all correspondence that occurred during that time.

Once the user has added the search criteria they wish, they can select the search button to show the results. In the results section, the user will see a list of all correspondence that correspond to the search criteria.

CH THE	DATA									
COR	RESPO	NDENCE SEARCH								
CC	RR	ESPONDEN	NCE SEARCH							
Carr	ier		Correspondence	Corresp	ondence Ty	уре	Combo ID	Coverage ID		
All	Carrie	rs Selected (7 •	ID			~	Combo ID	Coverage ID		
			Corresponder							
Poli	cy Nur	mber	Coverage Effective	Date	Issue Da	te Range				
Po	licy Ni	umber	mm/dd/yyyy		08/24/	2022 - 09/22	2/202			
SI	ARCH	RESET								
Shov	v 10	entries	Excel CSV Download Sel	Cop	ру			Previous	1 2 3 4 5	15 Next
		Correspondence ID	Correspondence Type	n i	Issued Date	Carrier 📋	Linked Entity	Policy Number	Employer 1	Cov. Eff. Date
	۵	3033981	OWNERSHIP RULING LETTER	0	08/24/2022	63792	Coverage ID - 24837700			06/26/2022

From the search results the user also has the option to export the correspondence to Excel, CSV or Copy to their clipboard.

To the far-right side there is also a PDF icon, by clicking the icon the correspondence will open in another window for the user to view.

Show	10	a entries		Excel Dow	CSV vnload Selec	C ted	ору					Prev	ious	1	2	3 4	5	 15	Next
		Correspondence ID	11	Correspon	dence Type		Issued Date	11	Carrier 📋	Linked Entity		Policy Number	11	Empl	oyer			Cov. Eff. Date	11
	۵	3033981		OWNERSH LETTER	IP RULING		08/24/20	22	63792	Coverage ID 24837700)-							06/26/2	022

Assigned Risk

If the user is an assigned risk carrier with the North Carolina Rate Bureau, they can search and verify the status of a transaction via the assigned risk tab on the navigation menu.

Dashboard - Policy -	Unit 👻	Correspondence	Assigned Risk 🔻	Fines	Back to Portal
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The user will be navigated to the Compliance/Noncompliance Search Screen. From this screen the user can input search criteria to locate the stored transaction.

COMPLIANCE / NONCOMPLIANCE	SEARCH					
COMPLIANCE / NO	NCOMPLIANCE SI	EARCH				
According to NCRB's records, th has been resolved and you need button 17 - Noncompliance/Co	e following Noncompliance tra to submit a compliance transa mpliance menu option.	nsactions do not have a correspon action, click the Policy Number hyp	iding Compliance transaction. erlink below to view Policy De	Please review these transactions tails page. While viewing the polic	to determine their current status. If by, select the Create New Transactio	a transaction n From Policy
Carrier	Policy Number	Coverage Id	Reason	Period		
All Carriers Selected (3)	Policy Number	Coverage ID		~	✓ 🗌 Only Non-C	ompliant
SEARCH RESET						

None of the criteria at the top is required, other than at least one field must be entered/selected before a search can be executed.

<u>Carrier</u>: This field allows the carrier to search all companies they are associated with, a specific company, or a mix of companies. The system will automatically default to all carriers. If the carrier wants to select a specific company, click the drop-down menu and then click deselect all button. From there they can select the company or companies they want to search.

Policy Number: The user can specify a specific policy number to search.

Coverage ID: The user can input a specific coverage ID.

<u>Reason</u>: By selecting the reason drop down menu, the user can narrow their search to a specific reason

Period: This drop down allows user to specify a time frame.

Only Non-Compliant: This check box allows a user to search with the parameters listed above and also limit the results to just non-compliant transactions.

Once the user has added the search criteria they wish, they can select the search button to show the results. In the results section, the user will see a list of all transactions that correspond to the search criteria.

OMPLIANCE / NONCOMPLIAN	CE SEARCH							
COMPLIANCE / N	ONCOMPLIANCE SE	EARCH						
locording to NCRB's records, as been resolved and you ne sutton 17 - Noncompliance/i	the following Noncompliance tran ed to submit a compliance transa Compliance menu option.	reactions do not have a correspon action, click the Policy Number hyp	ding Compliance transaction erlink below to view Policy I	in. Please review these Details page. While vie	e transactions to dete wing the policy, selec	ermine their curr ct the Create Ner	ent status. If a tran w Transaction From	saction n Policy
arrier	Policy Number	Coverage Id	Reason	Pr	wiod			
All Carriers Selected (3)	Policy Number	Coverage ID		~		* D	Only Non-Complia	ant
how 10 entries	Excel CSV Copy				Previous	1 2 3	4 5 100	Ne
how to a entries	Excel CSV Copy		Policy Number	1 Policy Eff. Date	Previous N/C Eff. Date	1 2 3 Transaction Date	4 5 100	New CIN
how 10 a entries Cartier 1 Coverage Id 1 No 11347 09241090	Excel CSV Copy		Policy Number	1 Policy Eff. Date 01/28/2004	Previous N/C EH. Date 1 01/20/2004 0	1 2 3 Transaction Date	4 5 100	C/N
how to a entries	Excel CSV Copy		 Policy Number 	 Policy Eff. Date 01/20/2004 01/20/2004 	Previous N/C Eff. Date 1 1 01/20/2004 0 0 0	1 2 3 Transaction Date 14/22/2004	4 5 - 100 Reason Code 04 06	NR CIN C
how to e entries Earlier 1 Coverage Id 1 N 11347 09241690 11347 09241690 11347 51800940	Excel CSV Copy		 Policy Number 	1 Policy Eff. Date 01/20/2004 01/20/2004 05/20/2003	Previous 9/26/2004 0 01/26/2004 0 01/26/2004 0 01/26/2004 0	1 2 3 Transaction Date 14/22/2004 15/03/2004 11/22/2004	4 5 100 Reason Code 04 06 04	C NR C N C N
how to e entries Earlier (Coverage Id) No 15347 09241690 11347 09241690 11347 0926000	Excel CSV Copy		Pulicy Number	 Policy Eff. Date 01/20/2004 01/20/2004 01/20/2004 01/20/2003 	Previous N/C EH. Date 1 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2003 0 01/20/2003 0	1 2 3 Transaction Date 4/22/2004 15/33/2004 13/25/2004 33/25/2004	4 5 - 100 Reason Code 04 04 04 01	N CN CN C N N N
how 10 e entries anier (Coverage Id (Na 1347 09241690 1347 09241690 1347 51800940 1347 0856000 1347 07438160	Escel CSV Copy		Policy Number	 Policy Eff. Date 01/20/2004 01/20/2004 01/20/2003 08/23/2003 08/25/2003 	Previous Previous 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0	1 2 3 Transaction Date 14/22/2004 15/03/2004 15/23/2004 15/23/2004 15/23/2004	4 5 100 Reason Code 04 05 04 07 04 04	N CIN
how to e entries	Escel CSV Copy		 Pulicy Number 	 Policy EM. Date 01/20/2004 01/22/2004 01/22/2003 08/29/2003 08/29/2003 08/29/2003 08/29/2003 	Previous Previous 01/20/2004 1 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2004 0 01/20/2003 0	1 2 3 Transaction Date 14/22/2004 15/03/2004 15/23/2004 15/23/2004 12/17/2003 12/24/2004	4 5 100 6 Reason Code 06 04 01 04 06 06	0 N 0 C/N 0 C N 0 N 0 N 0 N 0 N 0 N 0 N
Row 10 entries Carrier () Coverage Id () N 11347 08241690 11347 08241690 11347 0826000 11347 0856000 11347 07438160 11347 07438160 11347 07438160 11347 07438160	Excel CSV Copy		Policy Number	 Policy EM. Date 01/20/2004 01/20/2004 01/20/2003 08/21/2003 08/20/2003 08/20/2003 08/20/2003 08/21/2003 08/21/2003 	Previous Previous N/C Eff. Date 1 01/20/2004 0 01/20/2003 0 01/20/2003 0 01/20/2003 0 01/20/2003 0 01/20/2003 0 01/20/2003 0 01/20/2003 0 01/20/2003 0 01/20/2003 0	1 2 3 Transactions Date 14/22/2004 15/03/2004 15/03/2004 10/22/2004 13/21/2004 12/17/2003 12/24/2004 12/24/2004 12/03/2004 12/03/2004 12/03/2004	4 5 100 % Reason Code 04 04 04 04 04 04 04 04 04 04 04 04 04 04 04 04 04 04 05 04 04 04	0 NA 0 CN 0 N 0 N 0 N 0 N 0 N 0 N 0 N 0
ihow 10 e entries Carrier () Coverage Id () NA 11347 09241690 11347 09241690 11347 09261090 11347 09666000 11347 09686000 11347 09428160 11347 2051340 11347 2051340	Excel CSV Copy		 Policy Number 	 Policy Eff. Date 01/20/2004 01/20/2004 01/20/2003 08/25/2003 08/25/2003 08/25/2003 08/25/2003 08/25/2003 08/25/2003 	Previous Previous 01/20/2004 0 01/20/2004 0 01/20/2003 0 09/20/2003 0 09/20/2003 0 09/20/2003 0 09/20/2003 0 09/20/2003 0 09/20/2003 0 09/20/2003 0 09/20/2003 0 09/20/2003 0 09/20/2003 0 09/20/2003 0	1 2 3 Transaction Dute 4/22/2004 15/03/2004 15/03/2004 15/03/2004 12/03/2004 12/17/2003 12/24/2004 12/03/2004 12/03/2004 15/14/2004 15/14/2004	4 5 100 04	N N C N N N C N N N N N N N N N N N N N

The user will notice the policy number hyperlink, this will navigate the user to the policy details page.

From the search results the user also has the option to export the correspondence to Excel, CSV or Copy to their clipboard.

Show 10	e entries	Excel CSV Copy			Previou	1 2 3 4	5 100	Next
Carrier :	Coverage Id 👘 🕅	lame	Policy Number	Policy Eff. Date	N/C Eff. Date	Transaction Date	Reason Code	C/N ::
11347	09241690		86D	01/20/2004	01/20/2004	04/22/2004	04	N
11347	09241690		860	01/20/2004	01/20/2004	05/03/2004	06	с
11347	51800940		860	09/20/2003	09/20/2003	01/22/2004	04	N
11347	08686000		GKU	08/29/2003	08/29/2003	03/29/2004	01	N

Fines

The user can search for all fines from the North Carolina Rate Bureau via the fines tab on the navigation menu. The fine search will also provide detail to the support the invoices the carrier receives each month.

Dashboard Policy - Unit - Correspondence Fines Back to Portal

The user will be navigated to the Fines Search Screen. From this screen the user can input search criteria to locate all fines that have been assessed to the carrier for both policy and unit statistical report.

FINE SEARCH				
Each policy transaction with another 30 days from the fin	a finable error or reject able date. Missing First	tion must be resolv t reports and missi	ed within the 2-mo ng subsequent rep	onth period following the month the error was issued. USRs are finable on the 21st Month. NC allows a grace period of ports are fined on the 22nd Month. A fine of \$50 per month will be assessed until each finable error or rejection is resolved.
Carrier *		Fine Category		Fine Type
All Carriers Selected (5)	•	All	~	v
Invoice Number	Fine Month		Fine Year	
Invoice Number	September	~	2021 🗸	
SEARCH RESET)			

<u>Carrier</u>: This is a required field. This field allows the carrier to search all companies they are associated with, a specific company, or a mix of companies. The system will automatically default to all carriers. If the carrier wants to select a specific company, click the drop-down menu and then click deselect all button. From there they can select the company or companies they want to search.

<u>Fine Category:</u> This is not a required field. The user has the option to select policy, usr or all. All will return fines for both policy and usr.

<u>Fine Type:</u> This is not a required field. This field is only available if the user selects Policy from the Fine Category field.

Invoice Number: This is not a required field. The user can add the invoice number here. Historical invoices have an item number, the user can search by the item number in this field too.

Fine Month & Fine Year: This is not a required field. The user can specify a specific month and year combination. The system will automatically default to the most recently issued fine month and year. The user will need to clear these fields if they don't want to use these fields for their search.

Once the user has added the search criteria they wish, they can select the search button to show the results.

FINE SEARCH				
Each policy transaction wit another 30 days from the fi	h a finable error or rejectic inable date. Missing First r	on must be resolve reports and missir	ed within the 2-mor	nth period following the month the error was issued. USRs are finable on the 21st Month. NC allows a grace period of orts are fined on the 22nd Month. A fine of \$50 per month will be assessed until each finable error or rejection is resolved.
Carrier *		Fine Category		Fine Type
13439 - '	-	All	~	¥
Invoice Number	Fine Month		Fine Year	
Invoice Number	September	~	2021 ~	
SEARCH RESET)			

In the results section, the user will see a list of all fines that correspond to the search criteria. The user will also notice at the top there is a banner. This banner displays the grand total fine amount for the carrier in the month of September.

*Note- this total fine amount will only display when the user is searching for 1 carrier and using "all" as the fine category.

Show 10 ‡	entries	Excel	CSV	Сору]		Your se	earch	h returned 0 re	cor	rd(s) for a total	fine	amount of \$	0							Previou	s Next
Carrier ID	Invoice Number	Policy/USR	Fine Typ	e (Insured Name	Poli	licy Number	1) E	Effective Date		Received Date	11	TXN Code	RPT No.	CORR No.	Edit ID	Error Mes	sage	i) Fi	ine Amount	Fine Date	
				PT Type 1 Insured Name 1 Policy Number 1 Effective Date 1 TXN Code 1 RPT No. 1 CORR No. 1 Edit ID 1 Error Message 1 Fine Amount 1 Fin No data available in table																		
Showing 0 to	0 of 0 entries																				Previou	s Next

The results below the banner show the individual items that contributed to the final invoiced amount, broken down by fine type and then policy number.

-	*		0.0	CH CAY CARY	-	marth reta	Freed to reco	and the	a futur fi		a of Line		Physical	A R Hard
-	menter	Palayies	First Type	intered States	Palay Namber	State .	Second Date	Tate Code	1077 102	-	-	Erner Massage	First Annual	free lines
-	100000102222	1004	R8J	3030Hd03+098 846361440 0056P4890- 1440	wover1286	-	1016-0032	44	-92	-10	4.0	34	210	ordening d
	***********	110	48.2	PROVET'S ENVIRONMENTS. INC.	Incluin Lease	00/04/3019	10108-0102	in F		-	10.1	N7.	100	
ana i	(residential)	148	46.1		adversaulti	00104-0102	shick hash	14.8	-	-	44	N.F	1994	included, \$
-	10000002020203	508	10.0	HEIROHART PARKY	ANCORTAGERS.	0101-0116	101	14.1	-94	10	44.4	n+	440	autoritati d
-	10944040032032	POLICY	Late	-pueerto exertis esc. Loc.	APROPUSSION	00.23.3033	0416.5522	68.	14.0	44.4	10.4	N7	.895	06/10/2022
-	*******	POLICY	6.0%	SOLEL LEARNING DEVELOPMENT	AP96(P1000100)7	31.78.2022	06/1012020	10	8,5	89.9	-	n.r	944	04/06/0820
-	100400303232	POLICE	Low	AND REAL PROPERTY AND AND A REAL PROPERTY A REAL PROPERTY AND A REAL PROPERTY AND A RE	APACPTRODUM	New York	06/0010022		2.0	44	4.0	4.0	244	06/00/2022
Panel .	**********	missim	t-m-	ABAY CONTRACT OF A DESIGNATION OF A DESI	AP96/P100001124	11,06,0000	20.04/0105	**	110	167.	*1124	An appendix of the proof to place before all \$100 to not being reported on the particular system of the supervised and effective state \$1,000,2007	440	
And a		min.idm	Acres 1	Table Incompany of Falls, and an Andrews 1 and 1	ACCOUNTS OF TAXABLE	al-reliability	and the state of	10	air.	100	-	An impactments coming the difficultion further of \$ 400 to lead the tay incoming to the	444	an inclusion of

Depending on the type of fine the fields to the right may or may not display additional information. If a policy fine, the user may see transaction code, edit id and error message displayed. If a USR fine, the user may see report number and correction number displayed.

hew in	 (a) (a) (b) (b) (b) (b) (b) (b) (b) (b) (b) (b		2	of CN Call	Yest	search retu	road 14 race	rol(a) for	e total fi	-	of \$790		President.	1 1.16
	angestere 1	-	rea Tare	maned have	Patha Martine	diffective	Assessed Same	Tata Code	AFT Re	0.088 No.	8.84 10	Erts/Wessage	film Annual	The Date
****	************	1108	16.2	ACCEPTION AND ADDRESS COMPANY		00.7470274	10.141042	11.0	*	-	46.0	N ²	856	*****
1943	versation (Accord	LOR.	167	PROVETTIE DUTERPROTECTIC	week/1989	00141019	0394-0403	$u_1 T$	98	- 28	917	107	810	0/26/2021
Time .	*********	108	847		acteroistic	10.1412.00	10.11100	$u_i \in I$	-81	-	44.0	h.f	0.00	in our state.
-	***********	108	110	Monte Securit Product	inclusives	01/11/0118	.5.7	147	-	-	44.4	nor .	1896	****
the l	100000000000000000000000000000000000000	PERMIT	14%	INVALUE IN A CARD AND AND	Amortismulat	10110-0010	10.000	-16	4.9	16.7	817	167	110	10110-0011
*****	***********	POLICY	199	ADA.BA. LANKANYO KATAKATAT AAR	APROPOSILIARS	10.18.1011	14-14-010	14	4.5	44.9	41.4	nd.	8.94	14/30/2014
The	************	POURY	Lew	AND BUT AND TRANSPORTED AND AND TRAVELANCE	APROPT/RECARTY	10.11.003	(iq-10-0003		415	-	47	w/	410	10.101007
-	1104001010101	mater	-	MATTHEW & LINESPICER SEC ME. C ROMANDER SIDE &	***	0.00.000		**	4.5	167	-	At experience onlying handlication backs of 0.04 to not being reported on the prints for expension root effective pairs 21.06 (2021).	834	16.701.011
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Note: Once an invoice is generated by the North Carolina Rate Bureau, an email notification will be sent to the carrier typically on the 8th of each month. The email will include a copy of the applicable invoice. In addition, the invoice will be available on the dashboard through the invoice widget- located <u>here</u>.

From the search results the user also has the option to export these transactions to Excel, CSV or Copy to their clipboard.