



Wisconsin Compensation Rating Bureau

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GENERAL CIRCULAR LETTER 511—AUGUST 20, 2007

TO: Members of the Bureau

FROM: Elizabeth Rohde and Sara Shackelford

RE: WCPOLS Submission Instructions

ATTENTION: Electronic Policy Reporting Personnel

The WCPOLS Submission Instructions have been updated to provide clarification and additional instruction. The instructions are located in the Public Products section on our Web site at wcrb.org. The updates are outlined in the Summary of Changes page of the instructions.

In addition, we have added clarification for some of our reporting requirements that can be found in the Appendix section.

Appendix A—Common Reporting Errors

The Common Reporting Errors page had been a part of the WCPOLS Submission Instructions. It is now maintained in the Appendix section.

Appendix B—PEEP Fields Required for Wisconsin

This appendix provides a list of fields in the PEEP application that are required in Wisconsin. Completing these fields will aide carriers to submit data that meets Wisconsin's jurisdictional requirements.

Appendix C—CDX File Naming Convention

This appendix is a copy of the ACCCT File Naming Convention from the CDX User Guide. Effective 1-1-08, Wisconsin will adopt this as the accepted method that must be used when creating file names for electronic submissions.