GENERAL CIRCULAR LETTER 534—FEBRUARY 3, 2009

TO: Members of the Bureau

FROM: Kay Higgins

RE: Discontinuation of Hard Copy Unit Statistical Reports, and
          Hard Copy Delinquent, Unmatched, and Reject Letters

SPECIAL ATTENTION: UNIT STATISTICAL PERSONNEL
Reporting Changes Effective July 1, 2009

Background

As announced in Circular 529, the WCRB will discontinue accepting hard copy unit statistical reports effective 7/1/09.

➢ All hard copy unit reports received at the WCRB on or after July 1, 2009 will be returned to carriers without further processing by WCRB. If unit reports are returned to you, please be advised that the report will not be processed by the WCRB, therefore the requirement for filing a unit report has not been satisfied and possible fines for delinquent unit reports may be incurred.

➢ The "Attach" option on the reject letter in Manage USR will be limited to the attachment of policy information in response to the reject letter. The option to send hard copy unit reports will no longer be available through the WCRB Web site. Any hard copy unit report data posted on the Web will be returned to the carrier. See **Method of Submission** section below for alternatives.

Also on July 1, 2009, the WCRB will stop sending hard copy delinquent, unmatched and reject letters. Carriers will be required to use the Manage USR product to access these types of letters. See the **Carrier Action Needed** section below for more information.

The only exception to this change will be WCRB's request for data involving ownership changes. If you receive a request from the WCRB to split previously reported unit report data due to an ownership change, it is acceptable to submit hard copy unit reports to the hard copy letter received from the WCRB.

WCRB Action Needed

The Wisconsin Statistical Plan Manual is being rewritten and all references to hard copy reporting instructions are being removed. In addition, all hard copy examples and forms are also being removed. The release of this new Manual will be coordinated with the July 1, 2009 hard copy procedure change.

Carrier Action Needed

If you are not a member of the WCRB Web site or do not have access to Manage USR, we strongly encourage you to take the appropriate steps to become a member as soon as possible. Complete and submit the WCRB Group Administrator Web Account Application.

If you are a member and do not have access to Manage USR, or have any questions regarding membership, please contact your company's Group Administrator. If you do not know who this individual is, contact the WCRB Webmaster at 262-796-4540, or via e-mail at wcrbwebmaster@wcrb.org.

Method of Submission

CDX and ACCCT

➢ The WCRB requires that all electronic files be submitted through CDX and has adopted ACCCT's file naming convention. Additional information and instructions are available on the ACCCT Web site at www.accct.org.

➢ If you do not yet have a CDX account, please complete and submit the CDX Application so that access can be granted.

BEEP and Manage USR

We realize that this change may involve enhancements to carrier systems. In the interim, if your processing system does not allow you to electronically process corrections, we suggest that you consider the following options:

➢ **Bureau Entry and Edit Package (BEEP)**

BEEP allows users to enter unit statistical data, create an electronic file of that data, and submit it using CDX.

➢ **Manage USR—WCSTAT Download Option**

Review the WCSTAT download option on Manage USR as used in conjunction with Web BEEP. Under the "Search by Criteria" dropdown, unit statistical reports can be downloaded from Manage USR and a WCSTAT file created using the "Add Selected USRs to WCSTAT File" option. The downloaded WCSTAT file can be saved on your computer and imported into Web BEEP. In Web BEEP, the unit report must be validated, and upon passing validation, a submission file must be created. Once that file is created, the user can select the "Send" link to electronically transmit the newly created WCSTAT file through CDX to WCRB.

NOTE: It is extremely important that any reports created outside of your proprietary statistical reporting system be imported so that data can be accurately reported and edited in the event subsequent unit statistical reports are required.

If you have any questions regarding this change, Manage USR, or Web BEEP, contact Kay Higgins at 262-796-4570, or via e-mail at kay.higgins@wcrb.org.