



Wisconsin Compensation Rating Bureau

262-796-4540 □ Fax 262-796-4400 □ www.wcrb.org

P.O. Box 3080 □ Milwaukee, WI 53201-3080

Located at 20700 Swenson Drive, Suite 100, Waukesha, WI 53186

GENERAL CIRCULAR LETTER 539—APRIL 17, 2009

TO: Members of the Bureau

FROM: Elizabeth Rohde and Sara Shackelford

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

The Compensation Data Exchange (CDX) is pleased to announce an on-line training session for the PEEP product. The training will take place on Tuesday, May 12, 2009 from 1:00 p.m. to 3:00 p.m. Central Daylight Time, via a Web conference call.

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

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

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

Please feel free to include suggestions on specific topics for inclusion in the training. Responses must be received no later than Friday, **May 1, 2009**.



Compensation Data Exchange LLC
7701 France Avenue South, Suite 450
Minneapolis, MN 55435
952-897-1737

PEEP TRAINING ANNOUNCEMENT

April 17, 2009

Register Now for the 2009 Policy Entry and Edit Package (PEEP) Web Conference Training Session to be held May 12, 2009

CDX is hosting a Web conference PEEP training session. PEEP is specifically designed for policy entry, import, and revision of existing transactions, and the electronic submission of policy information. The session will be conducted on Tuesday, May 12, 2009 from 1:00 p.m. to 3:00 p.m. Central Time. There is no charge to attend the session. Prompt registration for this session is essential.

Who Should Attend

The focus of this session is designed to familiarize policy data providers with the functions of:

- Search
- Navigation
- PEEP Terminology
- Importing transactions into PEEP
- Changing imported transactions
- Using transactions to create new transactions
- Creating submission files

Agenda and What You May Expect To Learn

- PEEP navigation
- PEEP terminology
- Demonstration of the import of policy transactions
- Demonstration of the creation/modification of policy transactions
- Creation of submission files
- Archiving policy transactions

Meeting Details

Detailed information about joining the session will be sent to those who have registered. We encourage you to have as many participants as you wish, but ask that you coordinate your training site to accommodate as many of your participants as possible and use one conference connection. Each location/conference connection will need Web access and a separate phone line.

Training Materials will be sent via e-mail in advance of the session. You are encouraged to review the PEEP and/or CDX User Guides which can be found on the ACCCT Web Site, home to PEEP and CDX.

Also, if you are not a member of CDX, and so not have access to PEEP, it will be valuable to do so prior to the session.

Establishing Your PEEP/CDX Account

Access to PEEP is provided through the CDX system. CDX is a service of Compensation Data Exchange LLC, and in order to access PEEP, users must have a CDX account. If you are not a member of CDX, and do not have access to PEEP, it would be valuable for you to register with CDX prior to the session by going to the ACCCT Web site and completing the Application form which is located at the "Sign-Up" function on the site. If you are a member of CDX, but do not have access to PEEP, contact your CDX Insurance Group Administrator (IGA) to gain access. Familiarity of the PEEP application is recommended prior to the session.

Registration—Due Friday May 1, 2009

It will be necessary for you to complete and return a registration form by May 1, 2009. If you plan to have multiple attendees at the same location, please provide the name and title for each participant on the form as instructed. Each registration form will provide access for a single conference connection. For participants at different locations, please complete separate forms. Forms may be mailed, faxed, or e-mailed to the addresses or fax numbers provided on the registration form. The attached registration form is also available in the *What's New* section of CDX. E-mail confirmation will be sent to each participant upon receipt of the registration form.

Contact Us

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

7701 France Avenue South, Suite 450
Minneapolis, MN 55435
952-897-1737
www.accct.org

PEEP Registration for Web Conference Training Session April 26, 2006

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

PRIMARY REGISTRANT INFORMATION

Registrant Name Title
Organization Name
Address City State
Phone # ax #
E-mail Address

* ADDITIONAL PARTICIPANT INFORMATION

Additional Participant Names Title

Complete and print, mail, or fax your registration to:

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

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