



CIRCULAR LETTER 3186—November 28, 2018

TO: Carrier Web Site Members

FROM: Donna Knepper

RE: Carrier Elections Member Product

WCRB is pleased to announce a new Carrier Elections member product available on the wcrb.org website. This is a product for Carriers only.

Presently, carriers submit elections through a standard public form located on the wcrb.org website.

Going forward, if a carrier would like to add or change an election they will need credentials to log into the wcrb.org website in addition to permissions to the new Carrier Elections member product.

Each Carrier Election is effective for at least one year and must be applied uniformly to all worker's compensation policies issued by that Carrier. Any change to elections must be filed with the WCRB prior to implementation. Examples of election options available in the new member product include Terrorism Coverage, Catastrophe Coverage, Premium Discount Table, Short-Rate Cancellation Penalty and Apprenticeship Program participation.

The new Carrier Elections member product:

- Provides a secure method for carriers to access and change elections. Log in credentials based on carrier ID are required to add/change an election.
- Allows the carrier to view and print existing elections.
- Allows the carrier to assign an effective date to each individual election.
- Will be assigned to Carrier Group Administrators (GA) by default. If you are not a GA you must contact your GA to set up your permissions to this new product.

GAs can find step by step instructions to add member product permissions in the [Membership User Guide](#) located on the wcrb.org Home page in the Member's Area box.