

February 4, 2021

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Announcing Manage Data Enhancements

In an effort to provide our carrier partners with the most user-friendly experience, the North Carolina Rate Bureau (NCRB) is pleased to announce further enhancements to the Manage Data system coming in March of 2021. Manage Data is a tool available through our online portal that allows carriers to submit, track, and edit their workers compensation data with NCRB in real-time. Based on user feedback, we are adding more tools for data submitters, as well as a separate dashboard specifically catering to underwriters. We believe that the improvements and expanded functionality below will provide greater value and ease of use to our members.

**New Features:**

**1. Underwriter Dashboard**

Designed for insurer underwriters, this dashboard provides access to data elements relevant to writing and pricing workers compensation policies. Search tools provide access to policy and unit data, experience mods, and rating worksheets.

**2. Experience Rating widget and search feature**

Carriers can search and access experience mod factors and experience rating worksheets on both the Data Submitter and Underwriter Dashboards

**3. New WCSTAT Test Validate widget**

Carriers can test validate WCSTAT file submissions.

**4. New External Applications Widget**

This widget acts as a quick link to access NCRB applications and forms related to workers compensation insurance. The applications displayed on the widget will adjust depending on the access rights of the logged in user. The possible links are to the following applications: NC Class Code Lookup, ManageOwnership, NC Basic Manual, NC Statistical Plan Manual, and Depop Report.

**5. New Loss Cost Multiplier Widget**

This widget displays all Loss Cost Multiplier(s) for each carrier that the user is associated with and is only available on the Underwriter Dashboard.

**6. New Policy to Unit and Unit to Policy Navigation**

This new feature allows users to navigate to the current policy page from a unit stat transaction. This also allows users to view a list of all USRs associated with the policy selected.

**7. Expand Correspondence functionality and new widget**

Correspondence is now a widget and includes the following correspondence types: Non-Compliance Final Notice, Non-Compliance Cancellation Request, Request for Ownership Information, Request for Additional Ownership Information, and Ownership Ruling.

**8. Expanded dashboard layout features**

The Data Submitter and Underwriter dashboards provide the user graphical and statistical views of the relevant key information. The user has the ability to customize the individual widgets including resizing and placement.

Please refer to our [website](#) for instructional videos or contact us at [support@ncrb.org](mailto:support@ncrb.org) or (919) 582-1056 for further information about Manage Data.

Sincerely,

Jarred Chappell

Director, Workers Compensation Operations

JC:ko  
C-21-3