



NORTH CAROLINA RATE BUREAU
5401 Six Forks Road • Raleigh NC • 27609
(919) 783-9790 • www.ncrb.org

January 15, 2003

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Call for 2002 North Carolina Automobile and
Motorcycle Expense Experience

Annually, this Bureau has requested the above captioned Call from your Company during the latter part of January, with a due date of April 1 each year. For the collection of 2002 data we will begin to utilize a new Web based application. Due to this change, the request for data will be sent out at a later date than normal, however, the due date will remain the same.

During the interim period we would like to establish an Expense Experience User Name and password for access to this application on our website. In order to accomplish this, we will need your Company to complete the attached User Account Website Access form. Each individual Company should have one complete form. No "Company Group" will be allowed.

Since this office has implemented "e-mail only" circulars, we will e-mail this Call to the e-mail address listed on the form. This e-mail will include the needed information to complete and submit the Expense Experience.

It is essential that the attached form be submitted no later than January 31, 2003.

Very truly yours,

Ellen S. Holloway

Statistical Data Technician

ESH:dp

Enclosure

A-03-H01

North Carolina Rate Bureau

Expense Experience User Account

Website Access

The site for submission of Expense Experience will require each user to have an individual User Name and Password. The Individual User Account Form permits each user to register a unique User Name and Password.

Users will need to have either MS Internet Explorer or Netscape Navigator (versions 4.0 or higher) as their Internet browser to successfully log on to NCRB's website without experiencing error messages.

User Name and Password requirements are as follows:

- 5 character minimum
- 12 character maximum
- both must begin with at least one alpha character
- both can be all alpha or alpha-numeric
- all lower case
- no spaces
- no special characters or symbols
- User Name and Password should not be identical

User names and passwords should be unique to you, easy to remember but difficult for others to figure out.



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EXPENSE EXPERIENCE USER ACCOUNT WEBSITE ACCESS FORM

Please type or print legibly using dark ink

UserName

Password

Last Name

First Name

Company Name

Mailing Address

City

State

Zip

Email Address

Telephone ()

Fax ()

(Signature)

(Date)

Return to:

**Attention: Susan Thomas
North Carolina Rate Bureau
5401 Six Forks Road
Raleigh, North Carolina 27609
FAX (919) 783-0355**