

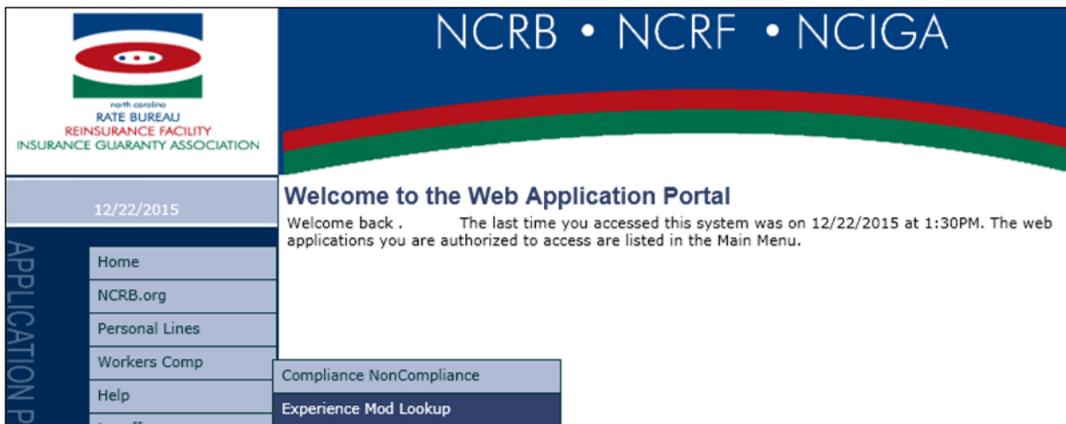
Rating Worksheets Online: Getting Started Guide

This guide provides a high-level overview of Experience Mod Lookup functionality of viewing Ratings Worksheets online.

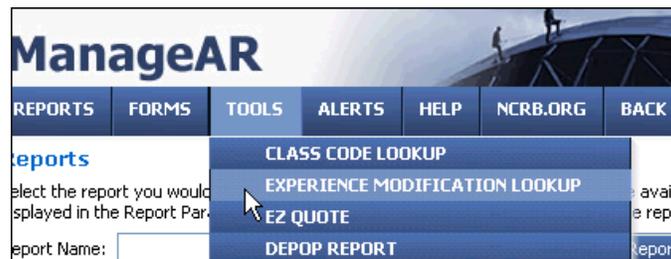
Accessing Experience Mod Lookup

To view rating worksheets online, the Experience Mod Lookup web application can be accessed one of two ways.

Option 1: Access the Experience Mod Lookup from the Secured Members Area of the NCRB, NCRF and NCIGA Web Application Portal. After logging in, the Application Portal displays all secured applications the user has been authorized to access. In the lefthand navigation, select Workers Comp → Experience Mod Lookup.



Option 2: As a utility from the ManageAR menu within the ManageAR application, select “Experience Modification Lookup” (See Page 45-46 of A Guide to Getting Started with the ManageAR Web Application user guide).



Searching for Ratings

The user enters search parameters in order to obtain the proper search results which are displayed below the search criteria.

Workers Compensation Experience Modification Lookup

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Experience Modification Lookup
To search for an Experience Modification, enter either the Employer Name, Coverage Id or Combo Id and click **Search**. To narrow the search by Employer Name, you may also enter a city.

Employer Name: City:

Coverage Id: Combo Id:

Search Type: Contains Begins With **Search**

Search Results
Select an employer and double-click to view the Experience Modification and ARAP factors for the last 5 years. You will not be able to view an Experience Modification for an employer subject to interstate experience rating. For additional information, see the Frequently Asked Questions section of the Help page.

| Employer Name | Address | Combo Id | Coverage Id | Interstate Id |
|------------------|---------------------------------|--------------------------|-------------|---------------|
| EXAMPLE EMPLOYER | P O BOX 000 , RALEIGH, NC 27619 | 00000000 | 10101010 | |

The user then selects the desired Combo ID associated with the insured:

Search Results
Select an employer and double-click to view the Experience Modification and ARAP factors for the last 5 years. You will not be able to view an Experience Modification for an employer subject to interstate experience rating. For additional information, see the Frequently Asked Questions section of the Help page.

| Employer Name | Address | Combo Id | Coverage Id | Interstate Id |
|------------------|---------------------------------|--------------------------|-------------|---------------|
| EXAMPLE EMPLOYER | P O BOX 000 , RALEIGH, NC 27619 | 00000000 | 10101010 | |

Once this selection is made, this will display the history of experience modification factors for the last 5 years and allow the user to view to click each box to obtain available worksheets if they accept the attestation.

Experience Modification Rating History
Listed below are the experience modification factors for the last 5 years.

Employer Name: EXAMPLE EMPLOYER
Address: P O BOX 0000 , RALEIGH, NC 27615
Coverage Id: 00 0000
Combo Id: 000000

Secondary Names:

| <input type="checkbox"/> | Effective Date | Expiration Date | Exp Mod | ARAP | Revision Number | Rating Status |
|--------------------------|----------------|-----------------|---------|------|-----------------|---------------|
| <input type="checkbox"/> | 01/01/2016 | 01/01/2017 | 0.89 | | 0 | Final |
| <input type="checkbox"/> | 01/01/2015 | 01/01/2016 | 0.89 | | 0 | Final |
| <input type="checkbox"/> | 01/01/2014 | 01/01/2015 | 1.14 | 1.22 | 0 | Final |
| <input type="checkbox"/> | 01/01/2013 | 01/01/2014 | 1.17 | 1.33 | 0 | Final |
| <input type="checkbox"/> | 01/01/2012 | 01/01/2013 | 1.18 | 1.33 | 0 | Final |

Creating Worksheets

Once the user is ready to select the worksheet(s) they follow these steps.

- 1) Select individual or multiple rating items by checking the empty box on the left hand side associated with the Rating History needed.

Experience Modification Rating History
 Listed below are the experience modification factors for the last 5 years. If there are no mods listed for 1 or more years, factors do not exist for that year.

Employer Name: EXAMPLE EMPLOYER
Address: P O BOX 0000 0, RALEIGH, NC 27615
Coverage Id: 0000000
Combo Id: 00000000
Secondary Names:

| <input checked="" type="checkbox"/> | Effective Date | Expiration Date | *Exp Mod | ARAP | Revision Number | Rating Status |
|-------------------------------------|----------------|-----------------|----------|------|-----------------|---------------|
| <input checked="" type="checkbox"/> | 01/01/2016 | 01/01/2017 | 0.89 | | 0 | Final |
| <input checked="" type="checkbox"/> | 01/01/2015 | 01/01/2016 | 0.89 | | 0 | Final |
| <input checked="" type="checkbox"/> | 01/01/2014 | 01/01/2015 | 1.14 | 1.22 | 0 | Final |
| <input checked="" type="checkbox"/> | 01/01/2013 | 01/01/2014 | 1.17 | 1.33 | 0 | Final |
| <input checked="" type="checkbox"/> | 01/01/2012 | 01/01/2013 | 1.18 | 1.33 | 0 | Final |

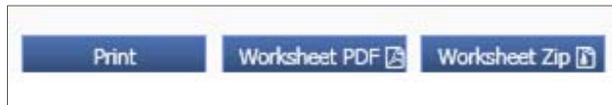
5 total records.

* **Exp Mod** shown as "DNQ" means that the Risk does not meet the minimum premium eligibility requirements (Does Not Qualify) for experience rating. No worksheets are available for Exp Mod of DNQ.

- 2) Press the **Worksheet PDF** button to generate a PDF of all the selected worksheets.
 - a. The user will be able to view each worksheet within one PDF file that will open as a combined PDF file or the user may save to their computer.



- 3) If the user prefers to have each selected worksheet in a separate file, the user must choose the button labeled **Worksheet ZIP**. A ZIP file will generate that contains each of the selected Ratings' worksheets. The user will then open or save the ZIP to their computer.



Prior to viewing the PDF or ZIP documents, the Experience Mod Lookup will ask the user to attest that they are either the current carrier of record OR that they have a valid, current letter of authorization to view the worksheet(s) for all selected Rating History.

Experience Modification Lookup Certification and Agreement

This Certification and Agreement supplements the [Terms of Use](#) for use of NCRB (as defined in the Terms of Use) web-based applications, and relates to the Experience Modification Lookup application and access to associated worksheets. Any breach of this Certification and Agreement will be considered a breach of the Terms of Use.

By clicking the "Accept" button below, or otherwise by using the Experience Modification Lookup application, you hereby agree, on your own behalf and on behalf of the organization you are employed by or otherwise represent: (1) to the NCRB general Terms of Use, and (2) to the supplemental terms below:

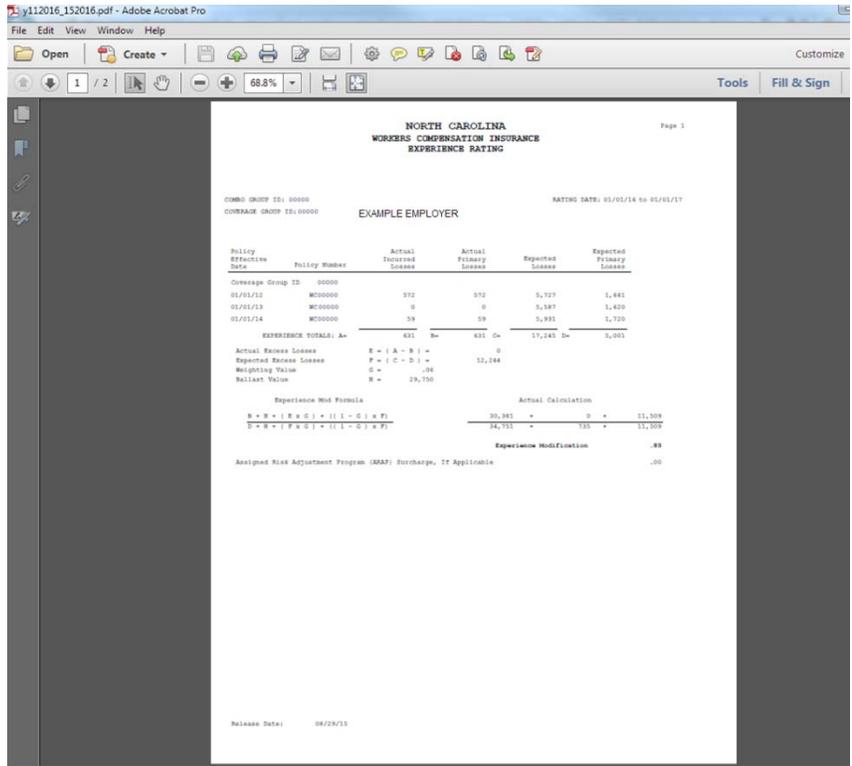
1. You hereby certify that you are either 1) the current carrier of record or producer of record for the employer organization ("Employer") about which you are inquiring, or 2) that you have a valid, current letter from the Employer, on Employer letterhead which authorizes you to obtain information regarding the Employer for the specific purposes of quoting and underwriting workers compensation insurance, pursuant to the current filed and approved Experience Rating Plan.
2. If you do not meet the requirements specified above, you are required to select the "Decline" button below and to not use this application. You agree to defend, indemnify, and hold NCRB and its directors, employees, and affiliates harmless from any and all claims, suits, actions, losses, damages, costs, and expenses (including reasonable attorneys' fees) arising from or relating to your breach of this Certification and Agreement, including without limitation your failure to meet the certification requirements above.
3. You acknowledge that NCRB may electronically capture and store your agreement to these terms along with your identifying information, which will link your acceptance with your user id. NCRB reserves the right to conduct an audit regarding your request for experience mod worksheets via this web application to ensure that you are the current carrier of record or producer of record, or you have a valid, current, letter of authority on file. Within five (5) business days from NCRB's request for documentation to support your authority to receive mod worksheets for a specified Employer, you will provide NCRB with a copy of the valid, current letter of authority. In the event you fail to provide a valid, current letter of authority to us within the prescribed 5 business day period, NCRB may at its option terminate your access to this application and/or to the worksheets, without limiting NCRB's other remedies.

If the user selects **Decline** on the attestation, the user will not be granted access to the worksheets as the user has indicated they are not the carrier of record nor do they have a valid, current letter of authorization to view the worksheet(s). The response to the attestation is recorded along with user information and may be used in support of any future compliance audit(s).

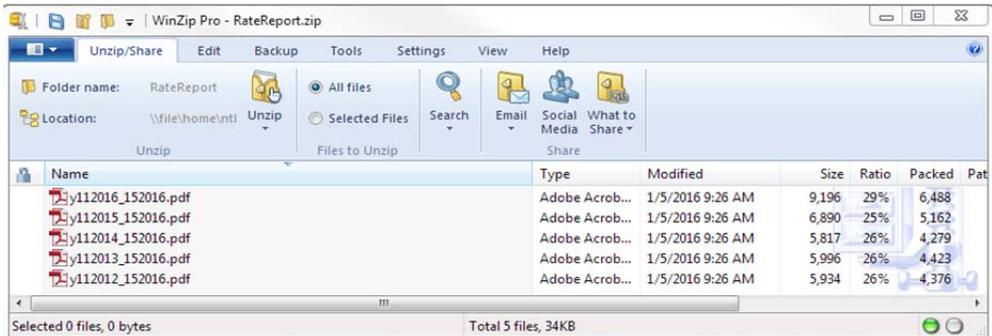
If the user selects **Accept** on the attestation, the user will be granted access to the worksheets. The response to the attestation is recorded along with user information and may be used in support of any future compliance audit(s).

If the user selects **Accept**, the PDF or ZIP file containing the ratings document(s) will display.

Worksheet PDF Example:



Worksheet ZIP Example:



Note on Creating Worksheets

Please note that the user must attest to their authorization to view the worksheet each time the user attempts to view the information.