



The ACORD 135NC application has been removed from our website.

Although we are still accepting hardcopy submissions of the ACORD 135NC, we ask that you electronically submit your workers compensation assigned risk applications via our **ManageAR** system. ManageAR is a great tool for the agents to manage all of their Workers Compensation Assigned Risk data. Some of the benefits of using **ManageAR** include:

- **Faster Processing!**
ManageAR applications are received faster, therefore can be worked more timely than the hardcopy applications!
- **Less Corrections!**
80% of our system edits are built into the system, so you will receive help from the system in making necessary corrections before you submit your application to the NCRB. And if you do need to make corrections, you can do them on-line.
- **Save Money!**
Using ManageAR eliminates the costs associated with postage, overnight mailing expenses, long distance costs for faxing and calling, and if you choose to use the electronic payment method, you may also eliminate any bank check charges.
- **Save Time!**
No more driving to the post office to get today's US Postmark on your envelope.

Getting Started in ManageAR:

In order to get set-up to use **ManageAR**, you must appoint someone in your agency to act as the Master Web Administrator (aka Group Administrator). This person would be responsible for setting up all of the users within your agency and assigning security roles.

[Group Administrator Application](#)

If the Master Web Administrator wants to set up an Electronic Funds Transfer (EFT) account for the agents to use as a payment method, they would need to complete an EFT application. This application process is done via paper and requires the submission of a voided check.

[EFT Payment Authorization Form](#)

Once these applications are completed, the Master Web Administrator will be notified via e-mail that their agency can now submit workers compensation assigned risk applications via the **ManageAR** system. The **ManageAR** system is very easy to use and was built using features recommended by an Agent Pilot Group. Although the screens do not look like an ACORD form, they follow the same order of the current ACORD 135NC.

Using ManageAR:

Once the application is completed in **ManageAR**, the agent needs to hit the "SUBMIT" button and, if all edits pass, a Confirmation Page will appear showing the date and time the NCRB received the application. The agent does not have to send a signed copy of the application to the NCRB. However, the agent is responsible for obtaining a signed copy of the application from the applicant and retaining that signed copy in their office for a period of not less than 5 years.

We would like to help you get started using the ManageAR System today. If you have any trouble navigating through the set up process or through the **ManageAR** system itself, please contact our Information Center at (919) 582-1056 or via e-mail at wcinfo@ncrb.org.