



Agent Responsibilities for helping set up a Premium Finance Company EFT Account

THIS PROCESS COULD TAKE SEVERAL DAYS. WHILE THIS WEB ACCOUNT IS BEING SET UP, WE SUGGEST THAT YOU USE OTHER MEANS OF PAYMENT ON THE FIRST APPLICATION.

You have elected to have a premium finance company make an Electronic Funds Transfer (EFT) payment for the premium associated with an Assigned Risk application. In order to allow the premium finance company to ability to gain access to ManageAR and make this payment on your behalf, the following steps must occur:

Agent Responsibilities:

- 1- Contact the premium finance company that will be used to notify them that the premium finance company must submit a completed **Web Account Authorization Form** to the NC Rate Bureau.
- 2- After the Premium Finance Company has set up their EFT account on the ManageAR system, they should then notify the agent. Once notified, the agent should log onto the ManageAR system and from the "Payments" link in the application, designate the finance company that will be making the premium payment.
- 3- You must provide the Premium Finance Company with the ManageAR Identification number, employer name and/or FEIN number so they can apply the payment to the correct application.
- 4- Once the Premium Finance Company has submitted a payment on your behalf, an e-mail will be sent to the agent.

IT WILL BE THE AGENT'S RESPONSIBILITY TO SUBMIT THE APPLICATION AND PAYMENT TO THE NCRB FOR ASSIGNMENT OF COVERAGE.

Premium Finance Company - EFT Account Instructions

To Obtain Access to ManageAR (One-time process):

- 1- Log on to the NC Rate Bureau website at www.ncrb.org.
- 2- Navigate to the "Workers Comp Section" and click on **Web Account Authorization Form** hyperlink to open the application.
- 3- Complete the Web Account Authorization Form and fax to the NCRB.

(Upon receipt of the completed form, a NCRB associate will review and upon verification, an e-mail will be sent to the premium finance company with a Log on ID and initial User Password.)

To set-up an EFT Account (One-time process):

- 1- Log on to the NCRB website at www.ncrb.org.
- 2- Navigate to the "Workers Comp Section" and click on the **ManageAR** hyperlink.
- 3- From the list of options on the left side of screen, select "Payment Accounts".
- 4- Click "New"; enter your account data and click "Save".
- 5- From the list of options on the left side of the screen, select "Payment Accounts".
- 6- Select the "EFT authorization form" hyperlink. (located in the middle section of the screen).
- 7- Complete the EFT authorization form and mail or fax it to the NCRB.

(Upon receipt of the completed form, a NCRB associate will review and authenticate the premium finance account and an e-mail will be sent to the premium finance company with notification of account verification.)

ONCE YOU HAVE BEEN AUTHORIZED TO ISSUE EFT PAYMENTS ON THE MANAGE AR SYSTEM, PLEASE CONTACT THE AGENT WHO ASKED YOU TO REGISTER. IT WILL THEN BE THE AGENTS RESPONSIBILITY TO DESIGNATE YOUR YOU AS THE PREMIUM FINANCE COMPANY THAT WILL BE PAYING THE PREMIUM VIA EFT.

ONCE THE AGENT HAS GONE INTO THE MANAGE AR SYSTEM AND SELECTED YOUR NAME AS THE PAYER, YOU CAN THEN ENTER THE MANAGE AR SYSTEM TO MAKE THE PAYMENT.

To make a payment on a ManageAR Application:

- 1- From the ManageAR main page, click on the “Search” link in the left column.
- 2- Enter the ManageAR identification number, applicant name or FEIN/SSN that was provided to you from the agent of record and click the “Search” button.
- 3- The results will be pulled into the grid at the bottom of the screen.
- 4- Drill down into the application by clicking on the “ManageAR Id” number as displayed in the lower grid.
- 5- Once you have been taken to the application, you may click on the “Payments” link in the left column.
- 6- Select the account that will be drafted and enter the amount of payment and click “Save”.
- 7- Your payment should post to the grid at the top of the Payments Screen.

The ManageAR system will notify the agent via e-mail when you have applied a payment. In order to prevent a possible delay in coverage, we recommend that you also contact the agent regarding the payment.

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APPLICATION AND PAYMENT TO THE NCRB
FOR ASSIGNMENT OF COVERAGE.**