



February 8, 2008

**CIRCULAR LETTER TO ALL MEMBER COMPANIES**

Re: Industry Data Collection (IDC) System  
Training Registration

By Circular dated January 10, 2008, the Rate Bureau announced the upcoming rollout of a new Industry Data Collection (IDC) system which will be available for use on February 25, 2008. As previously announced, this system will replace the current Expense Experience Collection system and will be used to collect Annual Statements, Insurance Expense Exhibits and expense experience.

**Please note there is a change in the process of submitting Annual Statements and Insurance Expense Exhibits with the new IDC system, we will no longer allow companies to submit these reports via e-mail.**

Companies will be required to submit these reports through the new IDC system. Please keep in mind that you must have a new user name and password to submit these reports through IDC. The user name and passwords used for the collection of the data through the old system will no longer work. Refer to the [Circular](#) dated January 10, 2008 for instructions to obtain user name and password information.

To give carriers adequate time to adopt the new Annual Statement submission process, the due date for submission of Annual Statement data has been moved to March 10<sup>th</sup>. All other data call due dates remain the same. To view a complete list of the data call due dates, go to [www.ncrb.org](http://www.ncrb.org), select the Personal Lines Service button and the link for Annual Calls & Due Dates.

We are pleased to announce the availability of several web-based training sessions that will be held over the next two months. The training will include two types of training sessions. The first group of training dates will be for the submission of the Annual Statements and Insurance Expense Exhibits. The second group of training dates will be for the submission of the Expense Experience. Below is a list of the training dates:

<b>Annual Statement Training sessions</b>	<b>Expense Experience Training sessions</b>
<b>(each web session will last 30 minutes):</b>	<b>(each web session will last 1 hour):</b>
February 26 <sup>th</sup> at 2:00 pm EST	March 17 <sup>th</sup> at 2:00 pm EST
February 27 <sup>th</sup> at 10:00 am EST	March 19 <sup>th</sup> at 10:00 am EST
February 28 <sup>th</sup> at 3:00 pm EST	March 25 <sup>th</sup> at 3:00 pm EST
February 29 <sup>th</sup> at 10:00 am EST	March 27 <sup>th</sup> at 2:00 pm EST
March 4 <sup>th</sup> at 2:00 pm EST	April 1 <sup>st</sup> at 2:00 pm EST
March 5 <sup>th</sup> at 11:00 am EST	April 3 <sup>rd</sup> at 10:00 am EST
March 6 <sup>th</sup> at 3:00 pm EST	April 7 <sup>th</sup> at 3:00 pm EST
March 7 <sup>th</sup> at 10:00 am EST	April 9 <sup>th</sup> at 10:00 am EST
	April 16 <sup>th</sup> at 3:00 pm EST

Due to the limited availability in each training session you will need to register for the classes you would like to attend. Please click on the link below, complete the necessary information and select a training date from the dates shown. An e-mail confirmation will be sent to you to confirm the date selected.

<http://www.zoomerang.com/survey.zgi?p=WEB227DDP7CYA>

If you have problems with this link, you may copy and paste the URL into a browser window.

Contact the Rate Bureau Information Center at 919-582-1056 or [wcinfo@ncrb.org](mailto:wcinfo@ncrb.org) if you have any questions regarding this circular.

Very truly yours,

F. Timothy Lucas

Personal Lines Manager

FTL:dms

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