

January 6, 2016

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Availability of the ManageUSR Fine Detail Report  
In ManageUSR

The North Carolina Rate Bureau is pleased to announce the availability of the USR Fines Detail Report in ManageUSR. This new online report provides fine detail information for rejected or delinquent unit statistical reports (USR). The USR Fines Detail Report identifies and details the USR fines for a given company within a specific month and year. The online report resides under a new menu item called "Reports" within the ManageUSR application. As this is new functionality, your web account security access will need to be updated to access to this report (see below information for obtaining access to this new report).

NOTE: The NCRB will discontinue the mailing of hardcopy reports with monthly invoices as of July 1, 2016. After July 2016, the USR Fines Detail Report will only be available online in the ManageUSR application. Users can subscribe to an email notification from the NCRB advising of any fines generated from the prior month by completing the USR Fines Report Email Notification Form (attached). This monthly email will advise that USR fines were assessed for the prior month and direct the recipient to their USR Fines Detail Report online.

Obtaining Access to the USR Fines Detail Report

The following document provides information on security roles which allow access to the ManageUSR Fines Detail Report: [ManagePolicy/USR Security & Roles](#)

Your Group Administrator is responsible for granting access to ManagePolicy/USR functionality for users at each company. Your Group Administrator can contact the NCRB Information Center if any assistance is needed with granting access to your logon account.

If your company does not have a NCRB Group Administrator, your company should establish one by completing a Group Administrator Account Registration form. The Group Administrator will be responsible for managing individual user accounts for your organization and will serve as our primary contact for web account administration. We realize member companies may have users in different divisions, departments and/or geographical locations. To simplify the administration process, it is recommended that you select a single Group Administrator for your company or group of companies who will have the option to delegate administrative rights to additional member users within your company as needed to most efficiently manage your user accounts.

You can obtain the Group Administrator Account Registration form on NCRB's website at <http://www.ncrb.org/ncrb/WorkersCompensation> and/or access additional member service resources also provided below:

- Member Services Portal - [Login](#)
- New Account Signup - [Instructions](#)
- Portal System's User Guide - [Instructions](#)
- Carrier Contact Change Request - [Form](#)

If you have any questions, contact the NCRB Information Center via phone at 919-582-1056 or via email at [wcinfo@ncrb.org](mailto:wcinfo@ncrb.org).

Sincerely,

Delisa D. Fairley, AINS, WCP

Manager, Data Management

DDF:dms

C-16-1

Attachment

