



November 3, 2006

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance
ManageUSR

Circular letter C-06-11 announced the availability of the ManageUSR web based tool. The ManageUSR tool has been designed to assist with the management of your unit statistical data as it is reported to the North Carolina Rate Bureau. Carriers have the ability to search and track their unit statistical data from the "pre-delinquent" to "accepted status". ManageUSR provides report options, download options and a variety of search options.

Effective May 1, 2007, the monthly hard copy Pre-delinquent Report, Delinquent Report and Delinquent Followup Report will no longer be produced and mailed by the North Carolina Rate Bureau. Previously, these reports were provided hard copy on a monthly basis to the designated Unit Statistical contact for your company. The WCCNTL feature available in ManageUSR provides the ability to download your carrier group's Pre-delinquent Report, Expected Report, and Delinquent Report.

It is extremely important that company personnel responsible for the reporting of unit statistical information to the North Carolina Rate Bureau have access to the Member Services area of the NCRB website. If you do not already have access to ManageUSR, contact your company's group administrator and request access to the ManageUSR tool. If your company does not already have a Group Administrator for our website, you can obtain the Group Administrator Account Registration form on NCRB's website at www.ncrb.org. Click the NCRB button, then the Workers Comp Services button. On the Workers Comp Services page, there is a link to the Web Security New User Account Instructions. If you are unsure whether your company has a NCRB Group Administrator, you are encouraged to contact the NCRB Information Center at winfo@ncrb.org or 919-582-1056.

If you have any questions regarding the information contained in this circular, please contact the NCRB Information Center at 919-582-1056 or winfo@ncrb.org.

Sincerely,

Sue Taylor

Director of Workers Compensation

ST:dg

C-06-25