



December 31, 2007

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance

Discontinuation of Hard Copy Experience  
Rating Worksheets

The North Carolina Rate Bureau will discontinue the distribution of hard copy experience rating worksheets, letters of notification for risks that do not qualify for an experience rating (DNQ's) and withdrawal letters on January 31, 2008. If desired, carriers may discontinue hard copy distribution at any time prior to January 31st. Beginning February 1, 2008, carriers will be required to obtain their experience rating worksheets from the WCRatings application located on the Bureau website at [www.ncrb.org](http://www.ncrb.org).

It is extremely important that Company personnel responsible for the receipt of the hard copy experience rating notifications have access to the Member Services Portal of the NCRB website. If you do not already have access to WCRatings, contact your company's group administrator and request access to the WCRatings 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](http://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 [wcinfo@ncrb.org](mailto:wcinfo@ncrb.org) or 919-582-1056.

The Bureau will have email notifications of new or revised rating information in place by the end of 2007. If you wish to be notified by email when there are new experience ratings or revisions to correct previously issued experience ratings, please complete the attached form for each recipient your Company designates. If you do not desire notification, we recommend that you regularly check the WCRatings application on the Bureau website for updates.

If you have any questions regarding the discontinuation of the hard copy experience ratings, contact the NCRB Information Center at 919-582-1056 or [wcinfo@ncrb.org](mailto:wcinfo@ncrb.org).

Sincerely,

Sue Taylor

Director, Insurance Operations

ST:dg

C-07-19



**NORTH CAROLINA RATE BUREAU  
NORTH CAROLINA REINSURANCE FACILITY  
NORTH CAROLINA INSURANCE GUARANTY ASSOCIATION**  
(919) 582-1056 • [www.ncrb.org](http://www.ncrb.org)

**WC RATINGS EMAIL NOTIFICATION INFORMATION FORM**

*Please type or print legibly using dark ink*

First Name  MI  Last Name

Company Name

Mailing Address

City  State  Zip

Email Address

Telephone  ( ) Fax  ( )

*Please complete form and send to Donna Guin at [dsg@ncrb.org](mailto:dsg@ncrb.org) or by fax at (919) 719-7426.*