

# Rating Worksheets Online: Getting Started Guide

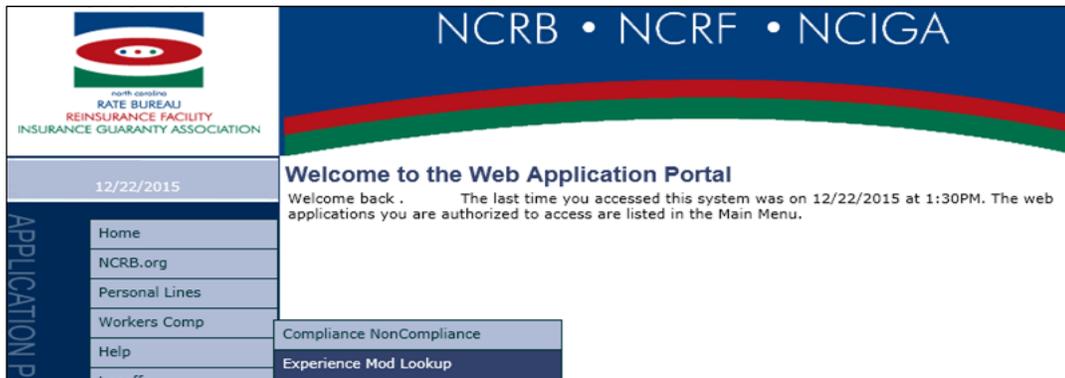
This guide provides a high-level overview of Experience Mod Lookup functionality of viewing Ratings Worksheets online.

## Accessing Experience Mod Lookup

When attempting to view worksheets, Experience Mod Lookup is used.

Access the Experience Mod Lookup from the Secured Members Area of the NCRB, NCRF and NCIGA Web Application Portal. After logging in, the Application Portal displays all secured applications the user has been authorized to access. In the lefthand navigation, select Workers Comp → Experience Mod Lookup.

NOTE: If the user is the current carrier of record, the ability to search, view and print experience rating worksheets for employers currently covered by a carrier within the carrier group using the WCRatings web application will remain the same.



## Searching for Ratings

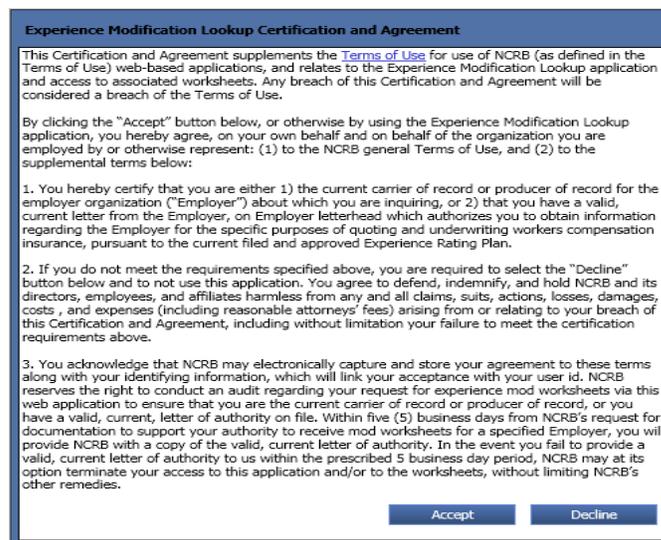
The user enters search parameters in order to obtain the proper search results which are displayed below the search criteria.. The user then selects the desired Combo ID associated with the insured. Once this selection is made, this will display the history of experience modification factors for the last 5 years and allow the user to view available worksheets to the user if they accept the attestation (described below).

## Creating Worksheets

Once the user is ready to select the worksheet(s) they follow these steps.

- 1) Select individual or multiple rating items by checking the empty box on the left hand side associated with the Rating History needed.
- 2) Press the **Worksheet PDF** button to generate a PDF of all the selected worksheets.
  - a. The user will be able to view each worksheet within one PDF file that will open as a combined PDF file or the user may save to their computer.
- 3) If the user prefers to have each selected worksheet in a separate file, the user must choose the button labeled **Worksheet ZIP**. A ZIP file will generate that contains each of the selected Ratings' worksheets. The user will then open or save the ZIP to their computer.

Prior to viewing the PDF or ZIP documents, the Experience Mod Lookup will ask the user to attest that they are either the current carrier of record OR that they have a valid, current letter of authorization to view the worksheet(s) for all selected Rating History.



The image shows a dialog box titled "Experience Modification Lookup Certification and Agreement". The text inside the dialog box reads: "This Certification and Agreement supplements the [Terms of Use](#) for use of NCRB (as defined in the Terms of Use) web-based applications, and relates to the Experience Modification Lookup application and access to associated worksheets. Any breach of this Certification and Agreement will be considered a breach of the Terms of Use." Below this, it states: "By clicking the 'Accept' button below, or otherwise by using the Experience Modification Lookup application, you hereby agree, on your own behalf and on behalf of the organization you are employed by or otherwise represent: (1) to the NCRB general Terms of Use, and (2) to the supplemental terms below:" There are three numbered points: 1. "You hereby certify that you are either 1) the current carrier of record or producer of record for the employer organization ('Employer') about which you are inquiring, or 2) that you have a valid, current letter from the Employer, on Employer letterhead which authorizes you to obtain information regarding the Employer for the specific purposes of quoting and underwriting workers compensation insurance, pursuant to the current filed and approved Experience Rating Plan." 2. "If you do not meet the requirements specified above, you are required to select the 'Decline' button below and to not use this application. You agree to defend, indemnify, and hold NCRB and its directors, employees, and affiliates harmless from any and all claims, suits, actions, losses, damages, costs, and expenses (including reasonable attorneys' fees) arising from or relating to your breach of this Certification and Agreement, including without limitation your failure to meet the certification requirements above." 3. "You acknowledge that NCRB may electronically capture and store your agreement to these terms along with your identifying information, which will link your acceptance with your user id. NCRB reserves the right to conduct an audit regarding your request for experience mod worksheets via this web application to ensure that you are the current carrier of record or producer of record, or you have a valid, current, letter of authority on file. Within five (5) business days from NCRB's request for documentation to support your authority to receive mod worksheets for a specified Employer, you will provide NCRB with a copy of the valid, current letter of authority. In the event you fail to provide a valid, current letter of authority to us within the prescribed 5 business day period, NCRB may at its option terminate your access to this application and/or to the worksheets, without limiting NCRB's other remedies." At the bottom of the dialog box, there are two buttons: "Accept" and "Decline".

If the user selects **Accept** on the attestation, the user will be granted access to the worksheets. The response to the attestation is recorded along with user information and may be used in support of any future compliance audit(s).

If the user selects **Decline** on the attestation, the user will not be granted access to the worksheets as the user has indicated they are not the carrier of record nor do they have a valid, current letter of authorization to view the worksheet(s). The response to the attestation is recorded along with user information and may be used in support of any future compliance audit(s).

## Note on Creating Worksheets

Please note that the user must attest to their authorization to view the worksheet each time the user attempts to view the information.