
North Carolina Reinsurance Facility | Circular Letter to All Member Companies | RF-10-14 | November 12, 2010

# EDGE Go-Live REVISED to Thursday, November 18, 2010

The EDGE System Go-Live previously targeted for Tuesday, November 16 has been updated to Thursday, November 18, 2010. The Edge System cutover has begun and we expect EDGE to be available online for member company use beginning Thursday, November 18, 2010. Here are more details regarding the transition and timeline:

## Elimination of Paper Cessions/Form NCRF-7s:

- We had previously communicated that the deadline submitting all paper cessions and Form NCRF-7s to NCRF would be Monday, November 15, 2010. This date has been extended to Wednesday, November 17, 2010.
- These forms must be received at the Facility by this date to be processed.
- Forms received at the Facility after the November 15 deadline will not be processed; the submitting companies will be contacted and asked to re-submit the information online.

**ALL OTHER CUTOVER INFORMATION PREVIOUSLY COMMUNICATED REMAINS UNCHANGED.**

## Data Reporting Updates

### Duplicate File Transmissions

In our last EDGE circular (RF-10-12), we advised that if a company sends duplicate files with different file names EDGE will process both files; the sending of a second file does not overwrite a previous file sent. This information was listed under "Duplicate Accounting Files", but actually applies to ALL files transmitted to the Facility including Accounting, Cessions, and Recoupment. Files received with unique file names but identical records will be automatically processed into the system. Since certain company transmissions are also automated, companies should consider having a review process in place to prior to transmission of the file, because once transmitted these duplicate files will no longer be able to be deleted as they have been in the past and the accounting records will have to be reversed and cession records deleted by the company from the EDGE system.

### NIL Reports

Companies who send Nil reports in lieu of monthly accounting files are requested to discontinue faxing these reports to AIPSO effective immediately. Once EDGE goes live, these companies will be required to enter this information online in the EDGE system. Nil reports already faxed to AIPSO for the accounting month of October will be reflected in the EDGE system once it goes go-live.

## EDGE Training Updates

### EDGE Tutorial

The EDGE Tutorial published on the NCRF website remains available for companies to get a preview of the features in EDGE. We appreciate the questions and feedback from those that have taken the time to go through the tutorial and hope to provide an updated version in the future to address some of your suggestions.

### Webinar Updates

Thank you for your interest and participation in the EDGE "Getting Started" webinars. We have experienced tremendous response to the two webinars which have already taken place. The next two webinars scheduled for Wednesday, November 17 and Thursday, November 18, 2010 will take place as scheduled.

In response to feedback we have received on these, we will be scheduling additional webinars which will be more targeted to specific areas of the EDGE system; for example billing issues, or error corrections, so that participants can attend the session that is most relevant to them. An email notice will be sent out in the near future when the schedule has been posted to our website on the "EDGE Training" page found under the EDGE menu tab.

## EDGE FAQ's

Thank you also for using our Information Center at 919-582-1056 and help@ncrb.org. We are compiling your questions and feedback and will be posting updates to the EDGE FAQ's page found under the EDGE menu tab on our website. The next update is expected to be posted early next week.

### EDGE Access

As previously advised, EDGE is a web-based application that will require a login to access. Users must have a valid login id and password to access the secure NCRB-NCRF-NCIGA web portal.

Group Web Administrators have already been granted access and notified to setup user access to the new EDGE system and should continue to do so. If you need to confirm your companies Group Web Administrator or you need assistance with granting users access to EDGE, please contact the NCRF Information Center at 919-582-1056 or email help@ncrb.org.

## What you need to do NOW to get ready:

1. Pass this information along to your IT/Accounting/ Facility Reporting specialists.
2. Check with your EDGE Migration Coordinator to confirm updated contact information has been returned to the NCRF.
3. Group Web Administrators continue to setup EDGE user access prior to EDGE Online going live.
4. Confirm with FTP Technical contacts that processes are in place to prevent duplicate files.

## What you should have ALREADY done:

1. Selected an EDGE Migration Coordinator and submitted contact info to NCRF.
2. Submited Monthly Accounting Report by the 25th day after the close of the accounting month (see Circular RF-06-12).
3. Completed FTP transmission testing & converted to FTP Data Reporting.
4. Confirmed that FTP cessions file are in full compliance with file format requirements and do not contain missing or invalid limits codes.
5. Submitted all correction sheets delivered to AIPSO on or before 10 a.m. Friday, October 22, 2010.
6. Submitted all Monthly Accounting files delivered before Monday, October 25, 2010.
7. Work on correcting any Losses Not Reimbursed (see above).
8. Contact the NCRF Information center at 919-582-1056 or help@ncrb.org to confirm who the Group Administrator is for web account setup starting soon.

## What you will need to do LATER:

THE FOLLOWING INFORMATION SHOULD HELP YOU IN YOUR PLANNING:

1. Register for EFT (Electronic Funds Transfer) settlement options for consolidated billing. (This feature will not be available in 2010 but will be delivered in a future phase - You will be notified when this is available for sign up).

# EDGE Timeline at a Glance

### Oct. 22, 2010

Error Corrections deadline (early cut-off) – must be recieved at AIPSO or will not be processed

### Oct. 25, 2010

Due date for last Accounting month to be processed by AIPSO – September 2010

### Early Nov. 2010

- Last printed Account Activity (September 2010)
- Last Uncorrected Questionable Transaction Reports (Report FQ-1, Current and History) mailing from AIPSO
- Last Warning and Charge Lists (Current and History) mailing from NCRF
- Last individual billings mailed from NCRF for Late Premium Charges and Uncorrected Questionable Transactions (Current and History)
- Webinars scheduled
- Assignment of User Accounts

### Nov. 12, 2010

Last suggested mailing date for paper cessions and Form NCRF-7s

### Nov. 17, 2010 (REVISED)

Receipt date deadline for paper cessions and Form NCRF-7s

### Nov. 18, 2010 (REVISED)

EDGE Go-Live – EDGE will become available for online access to member companies; includes cession processing, viewing the online Error List and submitting error corrections electronically

### Nov. 29, 2010

Due date for October 2010 Accounting Reports

### Dec. 3, 2010

Approximate date for the first Consolidated Account Activity Statement, available online only – will include the annual Membership fee

### Feb. 28, 2011

Deadline for waiver requests for Charge List items through the September Accounting cycle

Please direct questions or correspondence regarding EDGE to Jo-Anne Mooney at 919-582-1036 or jdm@ncrb.org. She'll make sure you're connected with the person best able to help. Visit our EDGE FAQs on our website at http://www.ncrb.org/ncrf/.