

April 20, 2011

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Enhancement to the NCRF Website

The North Carolina Reinsurance Facility Commercial Auto Manual has been relocated within the Facility website and will now require a logon id and password to access. Additionally, due to a significant revision to the Commercial Auto Manual that became effective on June 1, 2010, a guide to cross-referencing the old manual rule numbers to the new manual rule numbers has been added for your convenience. The manual is available to Reinsurance Facility member companies only and can be accessed through the secured web portal by using an authorized user account.

If you have an existing user account to access the secure web portal and this account already has access to the NCRF EDGE system, your account has now been updated to have access to the Commercial Auto Manual also. The Commercial Auto Manual will display on the secure web portal menu under the Reinsurance Facility main menu.

If you do not have an existing user account to access the secure web portal, please contact your NCRB-NCRF-NCIGA Group Administrator to create a user account to access the secured portal and grant access to the Commercial Auto Manual.

If you need assistance to determine if your company has an existing Group Administrator to setup your account, please contact the Information Center at 919-582-1056.

If you determine that your company does not have a Group Administrator setup for managing web accounts, your company should establish one by completing the [Group Administrator Account Registration form](#) available on our website. The Group Administrator is responsible for managing individual user accounts for your organization and serves as the 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.

If you have questions, please contact the Information Center at 919-582-1056 or Help@ncrb.org.

Sincerely,

Edith T. Davis

Director, Reinsurance Facility

RF-11-4