



Wisconsin Compensation Rating Bureau

262-796-4540 □ Fax 262-796-4400 □ www.wcrb.org

P.O. Box 3080 □ Milwaukee, WI 53201-3080

Located at 20700 Swenson Drive, Suite 100, Waukesha, WI 53186

GENERAL CIRCULAR LETTER 536—MARCH 18, 2009

TO: Members of the Bureau
FROM: Kay Higgins
RE: Electronic Notification of Delinquent, Unmatched, Estimated, and Reject Letters

SPECIAL ATTENTION: UNIT STATISTICAL PERSONNEL

Background

As announced in Circular 529, the WCRB will discontinue accepting hard copy unit statistical reports effective July 1, 2009. Also on this date, the WCRB will stop mailing hard copy delinquent, unmatched, estimated, and reject letters. Carriers will be required to use the Manage USR product to access all letter communications.

Carrier Action Needed

The attached form is used to notify WCRB of a carrier's preferred method of receiving all unit statistical bureau letter communications. If you have not set up your preference, the form should be completed and returned as soon as possible so that there is a smooth transition on July 1, 2009. This form can also be found in the [Forms](#) area of the Web site.

Notification options are e-mail notification or no notification.

- **E-Mail Notification:**
Two separate e-mails are sent; one listing newly issued letters, and one listing letters to which WCRB entered a comment. The e-mail for newly issued letters contains a list of Letter ID numbers, but does not include the actual letter. The e-mails are sent to the carrier's designated contact on a daily basis.
- **No Notification:**
The No Notification option requires that the carrier retrieve the letters from Manage USR without any communication from the WCRB.

NOTE: If you are currently receiving hard copy reject letters and a preference form is not submitted prior to July 1, 2009, your preference will default to "No Notification" on July 1, 2009.

If you have already completed and returned a UNIT STATISTICAL REPORT REJECT LETTER CARRIER NOTIFICATION PREFERENCE FORM to WCRB, and are currently receiving reject letter e-mail notification, effective July 1, 2009, you will also receive e-mail notification for delinquent, unmatched, and estimated letters. You do not have to complete and submit a new form.

Reminders

If you are not a member of the WCRB Web site or do not have access to Manage USR, we strongly encourage you to take the appropriate steps to become a member as soon as possible. The following is the link to the application: [Group Administrator Web Account Application](#)

If you are a member, but do not have access to Manage USR, or have any questions regarding membership, please contact your company's Group Administrator. If you do not know who this individual is, contact the WCRB Webmaster at 262-796-4540, or via e-mail at wcrbwebmaster@wcrb.org.

If you have any questions regarding this change, contact Kay Higgins at 262-796-4570, or via e-mail at kay.higgins@wcrb.org.



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UNIT STATISTICAL LETTER NOTIFICATION PREFERENCE

Delinquent, Reject, Unmatched, and Estimated Unit Report letters are available on the WCRB Web site in Manage USR.

This form is used to notify the WCRB of a change in your preferred method of Unit Statistical Letter notification.

Please complete the information below, and copy and submit this form to the WCRB. A change in preference may be made at any time by resubmitting this form. Complete a separate form for each carrier ID in your group. If a preference form is not submitted, "No Notification" is the default method of notification.

E-mail notification—E-mail containing a list of Unit Statistical Letter IDs

No Notification—Carrier is responsible for retrieval from wcrb.org

THE FOLLOWING INFORMATION MUST BE COMPLETED IN ORDER FOR YOUR PREFERENCE TO BE HONORED:

Member Information

Carrier Name:

Carrier ID:

Carrier Authorizing Representative Name:

Carrier Authorizing Representative Title:

Email Address:

Phone #:

Effective Date:

For more information, contact:

Liz Viljevac
liz.viljevac@wcrb.org
262-796-4573
Fax: 262-796-4416

Please complete and submit this form; print, fax, e-mail, or mail to WCRB at the above address.