



Wisconsin Compensation Rating Bureau

GENERAL CIRCULAR LETTER 540—MAY 28, 2009

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

SPECIAL ATTENTION: UNIT STATISTICAL PERSONNEL

Please remember that effective July 1, 2009, WCRB will stop mailing Delinquent, Unmatched, Estimated, and Reject letters. Carriers will be required to use Manage USR to access all unit statistical bureau letter communications. If you have not already set up your preference for receiving notification of available letters on Manage USR, the [UNIT STATISTICAL REPORT LETTER NOTIFICATION PREFERENCE FORM](#) should be completed and returned as soon as possible so that there is a smooth transition on July 1, 2009. This form can be found in the Forms area of the Web site.

Carrier Options

- 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 this form to WCRB, and are currently receiving reject letter E-Mail notification, no further action is required.

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: [Admin Web Application](#)

If you are a member, but you do not have access to Manage USR, or if you 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.