



Wisconsin Compensation Rating Bureau

## GENERAL CIRCULAR LETTER 542—JUNE 25, 2009

TO: Members of the Bureau  
FROM: Kay Higgins  
RE: Discontinuation of Hard Copy Unit Statistical Reports, Hard Copy Letters, and Enhancements to Manage USR

### SPECIAL ATTENTION: UNIT STATISTICAL PERSONNEL

- 1) **EFFECTIVE JULY 1, 2009**, WCRB will discontinue accepting and processing hard copy unit statistical reports. All unit reports must be electronically filed in the WCIO WCSTAT file format. Hard copy unit statistical reports received by WCRB will be returned to the carrier via US Mail.
- 2) **EFFECTIVE JULY 1, 2009**, WCRB will discontinue the mailing of Delinquent, Unmatched, Estimated, and Reject letters. These letters will be available on Manage USR.
- 3) **EFFECTIVE IMMEDIATELY**, Manage USR has been enhanced to provide access all unit statistical bureau letter communications.
  - Members are able to search by the “Delinquent” status, and for each report the View Letters column now has a **Reject Letter** and **Delinquent Letter** heading, and links to all letters created by WCRB.
  - The “Search by Reject Letter” search option has been renamed to “Search by Letter ID”, and includes a search function for all letters (reject, unmatched, delinquent, estimated unit).
  - To view a Reject Letter, users can “Search by Criteria” and enter the policy number or Search by Letter ID” and click on the **View Reject Letter List** and access the desired letter from the list that is generated.
  - To view a Delinquent Letter, users can “Search by Criteria” and enter the policy number or Search by Letter ID” and click on the **View Delinquent Letter List** and access the desired letter.
  - To view an Estimated Unit Letter, users can “Search by Criteria” and enter the policy number or Search by Letter ID” and click on the **View Estimated Unit Letter List** and access the desired letter.

**Reminders:**

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 to our office. The following is the link to the form: [UNIT STAT LTR NOTIFICATION PREFERENCE](#)

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: [WCRB 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](mailto:wcrbwebmaster@wcrb.org).

For additional information, please review General Circular Letters 529 (12/3/08); 534 (2/3/09); 536 (3/18/09); 537 (3/27/09); and 540 (5/28/09). [WCRB CIRCULARS](#)

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