



Wisconsin Compensation Rating Bureau

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GENERAL CIRCULAR LETTER 559—AUGUST 12, 2010

TO: Members of the Bureau
FROM: Melanie Lindseth and Nancy Kronenberg
RE: Discontinuation of Hard Copy Experience Rating Worksheet Distribution

SPECIAL ATTENTION: UNDERWRITING PERSONNEL

Background

As announced in General Circular Letter 556, the WCRB will discontinue Hard Copy Experience Rating Worksheet distribution effective January 1, 2011. The Experience Rating Worksheet product on the WCRB Web site has been enhanced to include several different ways to retrieve the worksheets. The information continues to be proprietary to the insurance company of record.

Carrier Action Needed

The [Experience Rating Worksheet Notification Preference](#) form is used to notify WCRB of a carrier's preferred method of receiving notification of Experience Rating Worksheet publication. Notification options are e-mail notification or no notification. This form is located in the Forms area of the Web site.

E-mail notification consists of an e-mail that contains a list of Combinable Group ID numbers, and is sent to the carrier's designated contact on a daily basis. The e-mail does not include a copy of the worksheet. To access the worksheet, go to the [Experience Rating Worksheet](#) product in the Members area of the Web site.

The no notification option requires that the carrier retrieve the information from the Experience Rating Worksheet product without any communication from the WCRB.

NOTE: If no form is returned to WCRB, no electronic notification will be sent. Carriers assume responsibility for retrieving Experience Rating Worksheets from the Web site.

Reminders:

If you are not a member of the WCRB Web site or do not have access to the Experience Rating Worksheet product, 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 and do not have access to Experience Rating Worksheet, 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 email at wcrbwebmaster@wcrb.org.

If you have any questions regarding this change, contact melanie.lindseth@wcrb.org (262-796-4555) or nancy.kronenberg@wcrb.org (262-796-4569).