



Wisconsin Compensation Rating Bureau

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GENERAL CIRCULAR LETTER 643 —OCTOBER 16, 2016

TO: Members of the Bureau

FROM: Betty Rohde and Sara Shackelford

RE: Manage Policy Web Product—Import Enhancement

Attention: Policy Reporting Personnel

The WCRB is pleased to announce the addition of an Import option as an enhancement to our Manage Policy Member Product. It will be available for use October 16, 2016. This new option allows WCPOLS files to be uploaded into Manage Policy. Once transactions are imported, the transactions are stored in Manage Policy and can be viewed, edited, validated, deleted, and subsequently submitted to the WCRB.

The Manage Policy User Guide has been updated to include specific instruction for the Import process. The User Guide can be accessed in either the Public Products section of our Web site under Manuals and Instructions, or in the Help section of the Manage Policy Member product under Supporting Documentation.

If you have any questions, please contact:

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