



Wisconsin Compensation Rating Bureau

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## GENERAL CIRCULAR LETTER 3157—May 7, 2017

TO: Members of the Bureau

FROM: Kay Higgins

RE: Redesigned Manage USR Member Product Released

WCRB is pleased to announce the release of a newly redesigned and enhanced Manage USR web product.

Using the new Manage USR, member carriers will be able to:

- **Search for USR data.** Search for USRs, claims, import files, USR submissions and USR errors.
- **Create, update and manage USR data.** Functions include easy creation of first reports, correction reports, subsequent reports, and replacement reports, as well as the ability to delete unsubmitted reports as needed.
- **Validate USR data.** Robust pre-submission validation allows for the correction of errors prior to submission to WCRB. Carriers have the ability to pre-edit using all of WCRB's edits. Also available is the ability to preemptively post canned and free-form responses to some edit messages, eliminating WCRB post-submission follow-up.
- **Import USR files.** Import, validate and submit WCSTAT files created on other systems.
- **Export USR data.** Create WCSTAT files for use in other systems.
- **Access near real-time submission results.** Depending upon the size of submission, results of a submission may be available in Manage USR within minutes, the same day, or as soon as offline processing/review is completed.
- **Access USR reports.** Access a variety of reports, including Pre-Delinquent, Expected and Delinquent reports, in Excel and PDF formats.
- **Use Manage USR on a range of devices.** Manage USR's responsive design provides ease of use and navigation using a variety of devices, from desktops to tablets and mobile phones.

Find a link to Manage USR on the [wcrb.org](http://wcrb.org) Member Products page. A member log in is required to access this product. Please contact your Group Administrator to request view-only or full edit permissions to Manage USR. If you have any other questions, please contact WCRB via email at [Exr-Usr@wcrb.org](mailto:Exr-Usr@wcrb.org).