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CIRCULAR LETTER 671—April 1, 2024

TO: Members of the Bureau

FROM: Beth Nickel

RE: Manage Data Web Product Replaces Manage Policy, Manage USR and NTC Lookup

Attention: Carrier Website Members

The WCRB is pleased to announce the addition of the Manage Data Member Product to our Website Coming in April.

The official rollout date and details regarding the rollout will be announced via circular the week of April 15, 2024.

What you need to know:

- Manage Data is a **carrier-only** member product.
- Manage Data will replace Manage Policy, Manage USR and NTC Lookup member products.
- Manage Data was designed to provide carrier members with a near real-time solution for accessing and correcting data, searching employers' historical information and viewing data submission-related analytics in an intuitive dashboard.
- On the rollout date, any carrier user that has full edit access to Manage Policy, Manage USR and/or NTC Lookup will automatically get the Data Submitter Full Edit access to Manage Data. This is the full edit permission view of Manage Data.
- On the rollout date, any carrier user that has view only access to Manage Policy, Manage USR and/or NTC Lookup will automatically get the Underwriter View Only access to Manage Data. This is the View Only permission of Manage Data.
- After the product rollout, if you need a change in access permissions to Manage Data, please contact your organization's designated Group Administrator (GA). If you do not know your GA, please contact wcrbwebmaster@wcrb.org for assistance.
- The [Manage Data User Guide](#) is available to view on our website in the Carrier section. This provides screenshots and step by step instructions to complete common search and data submission tasks in Manage Data.

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The WCRB will be providing Manage Data carrier training via a Microsoft Teams meeting. If you are a carrier who is a member of our website and responsible for electronic policy reporting, USR reporting or responding to Notice to Carrier correspondence, we encourage you to sign up and attend one of the following online sessions:

- Monday April 8, 2024 9:00am – 10:15am CST
- Tuesday April 9, 2024 1:00pm – 2:15pm CST
- Thursday April 18, 2024 11:00am – 12:15pm CST
- Friday April 19, 2024 1:00pm – 2:15pm CST

If you are interested in attending an online live Microsoft Teams training session, please register as soon as possible to reserve your spot. Space for each session is limited.

If you cannot attend any of the available session dates/times, please indicate on the registration form you would prefer a copy of the training recordings. A link to the training videos recordings will be emailed to your designated email address.

Select the link below to register for the live session or to request a copy of the session recording:

[Google Sign Up](#)